

City of Forks  
Council Meeting Minutes Regular Session  
City Council Chambers  
June 28, 2021 7:30 p.m.

**PLEDGE OF ALLEGIANCE, AND CALL TO ORDER**

Mayor Fletcher led the Pledge of Allegiance, and called the meeting to order at 7:30 p.m.

**ROLL CALL**

Present in-person: Council Members Soha, Hillcar, and Weissenfels, Mayor Fletcher and Clerk/Treasurer Grafstrom. Present via Zoom: Council Member Gingell, Attorney/Planner Fleck, Public Works Director Hampton, and Police Chief Rowley. Absent: Council Member Gilstrap.

**MODIFICATIONS/APPROVAL OF AGENDA**

**Motion** to approve the agenda as presented by Weissenfels, second Hillcar, motion carried.

**PUBLIC COMMENT**

Lissy Andros, Director, Forks Chamber of Commerce commented on the number of tourists in town. According to one lodging business owner, "It's like August every day."

**ACTION ITEMS**

**1. Motion** to approve minutes of the Regular Meeting held June 14, 2021 by Soha, second Weissenfels, motion carried.

**2. Motion** to approve payroll checks numbered 39580 through 39593 for \$66,883.36, and claim checks numbered 39594 through 39622 and EFTs as included in the total amount of \$50,425.66 by Soha, second Weissenfels, motion carried.

**3. Use of City Property for the Forks Old Fashioned 4<sup>th</sup> of July Celebration**

The Forks Old Fashioned 4<sup>th</sup> of July Committee has requested the use of City property to include Tillicum Park and other properties as needed for 4<sup>th</sup> of July festivities.

**Motion** to grant the Forks Old Fashioned 4<sup>th</sup> of July Committee use of Tillicum Park and various City properties for the 4<sup>th</sup> of July festivities by Soha, second Weissenfels, motion carried.

**4. Public Hearing Regarding Adoption of the Clallam County Shoreline Master Program as the City of Forks Shoreline Master Program**

Attorney/Planner Fleck explained that Clallam County was to have adopted edits and corrections made by the Department of Ecology by now, but their meeting to adopt the SMP has been postponed until July. However, our adoption of Clallam County's SMP relies on a grant from the Department of Ecology, and the public hearing scheduled for this meeting is a requirement of that grant which closes on Wednesday, June 30.

Mayor Fletcher opened the public hearing.

Nicole Rasmussen, a water-quality biologist with the Quileute Tribe, said she has been monitoring the Calawah River and Mill Creek for nine years. She is very eager for the City to adopt the county's SMP. Council Member Hillcar asked Ms. Rasmussen which part of the plan she found most favorable. She replied that one of the issues the Tribe raised with the County in 2018 was the handling and management of invasive weeds and landowners' responsibility for doing so. Another was the size of buffer zones, which provide shade and filter runoff from people's yards, on properties along rivers and creeks.

Mayor Fletcher closed the public hearing.

**5. Set a Public Hearing Date Regarding Request to Vacate Easement at 1770 S Forks Avenue**

The Hamptons have asked the City to vacate its interest in a 30-ft. undeveloped easement on their property at 1770 S Forks Avenue, identified as Lot 3 of the Polk Short Plat and tax parcel 13-28-17-13-9030.

**Motion** to set August 9, 2021 as a public hearing date regarding a request to vacate interest in the 30-ft. undeveloped easement on the property located at 1770 S Forks Avenue, identified as Lot 3 of the Polk Short Plat and tax parcel 13-28-17-13-9030, and authorize the Mayor and staff to execute a resolution doing so by Weissenfels, second Soha, motion carried.

**6. Resolution #498 Adopting the 2021 Update to the Clallam County Comprehensive Solid Waste Management Plan**

Attorney/Planner Fleck explained that the City is required to have a solid waste management plan and was a participant in the revision of County's plan. The City of Forks adopts Clallam County's comprehensive plan so that we don't have to develop our own.

**Motion** to adopt Resolution #498 adopting the 2021 Update of the Clallam County Comprehensive Solid Waste Management Plan by Weissenfels, second Hillcar, motion carried.

**7. Rain of Terror Haunted House Agreement for Use of City Property**

Rain of Terror has requested use of Quillayute Airport premises to hold their annual haunted house. The agreement has been modified from the previous agreement with the option to extend its term one additional year without Council approval, and the rental fee has been increased.

Council Member Soha suggested that a clause allowing the City to terminate the license, should the opportunity for a commercial enterprise at the airport arise, be written into the agreement. He would also like the old ambulance at the airport removed. Jolene Price said that the group has asked the owner of the ambulance to remove it.

Council Member Hillcar said he is opposed to the automatic extension, and would like the Council to retain authority over any extension of the agreement.

**Motion** to authorize the Mayor and staff to execute the proposed license agreement with Rain of Terror for use of property at the Quillayute Airport for a one-year term by Hillcar, second Soha, motion carried.

## **DISCUSSION ITEMS**

### **1. Council Member Reports**

**Council Member Weissenfels** attended the regular Clallam Transit System (CTS) board meeting on Wednesday and a CTS maintenance and operations meeting on Thursday. Some revisions to route schedules are forthcoming. On Friday she attended the change of command ceremony at U.S. Coast Guard Station Quillayute River.

### **2. Staff Reports**

**Clerk/Treasurer Grafstrom** reported on the fire at the NOAA facility at the Industrial Park. A NOAA maintenance technician was on site at the time. Clallam County Fire District 1 responded very quickly, averting a major brush fire or worse. Fire Chief Bill Paul responded to a fire alarm at the Rainforest Arts Center also. It was believed to have been triggered by someone smoking or vaping in the men's restroom while it was open to the public as a cooling center.

**Public Works Director Hampton** said his crew is preparing for the 4<sup>th</sup> of July celebration. Two years with no celebration or use has taken its toll on facilities and getting all the restrooms in working order has been a major project. As of today, our wells have yet to reach the caution level of 100 feet that triggers voluntary water restrictions, but he expects levels to drop significantly over the weekend. He is keeping an eye on them. He is still working on getting well #6 online. The Department of Health has some additional, last-minute requirements.

**Attorney/Planner Fleck** was attending this meeting online from the cooling station the City set up at the RAC. There have been numerous emergency calls for heat-related issues and fires. He reported that declarations banning all fires, including recreational fires, and fireworks within the City were issued this morning. As a result, West End Youth League will not be selling fireworks this year, and the regular 4<sup>th</sup> of July fireworks display has been postponed. In addition, the mayor has signed a request for voluntary water conservation.

The Department of Natural Resources now has a rough four-to five-year sales plan, which will be updated annually. Our county commissioners and the county financial officer are working with the DNR to determine what Clallam County will receive and when.

He attended the change of command ceremony at USCGS Quillayute River, and says people can expect a very familiar 4<sup>th</sup> of July celebration, hopefully with temperatures in the 70s.

### **3. Mayor's Report**

Mayor Fletcher reported having been very busy at City Hall today with a flurry of paperwork, an Emergency Operations Command (EOC) meeting where options for the week and the 4<sup>th</sup> of July celebration were discussed. He reported a few people having taken advantage of the cooling station, including those waiting in line to get into the

Twilight collection. A couple of tourists whose vehicle had broken down came in. Fire Chief Bill Paul transported them to a hotel.

Lissy Andros thanked Mayor Fletcher for establishing the cooling station. Over 100 people visited the collection today, and having a cool place to wait made a tremendous difference.

**4. ADJOURNMENT**

**Motion** to adjourn by Soha, second Hillcar, motion carried. Meeting adjourned at 8:17 p.m.

  
Audrey Grafstrom, Clerk/Treasurer

  
Tim Fletcher, Mayor