

City of Forks  
Council Meeting Minutes Regular Session  
City Council Chambers  
August 9, 2021 7:30 p.m.

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

Mayor Fletcher led the Pledge of Allegiance, and then called the meeting to order at 7:32 p.m.

**ROLL CALL**

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

**MODIFICATIONS/APPROVAL OF AGENDA**

Clerk/Treasurer Grafstrom asked that authorization for the Transportation Improvement Board (TIB) application for Calawah Way be added to the agenda as an action item.

**Motion** to approve the agenda as modified by Gingell, second Gilstrap, motion carried.

**PUBLIC COMMENT**

Lissy Andros, Chamber of Commerce Director reported over 9,000 visitors to the Visitor Center in July. This year is well on its way to becoming the third busiest year after 2009 (busiest) and 2010 (second busiest).

**ACTION ITEMS**

**1. Motion** to approve minutes of the Regular Meeting held July 26, 2021 by Gilstrap, second Gingell, motion carried.

**2. Motion** to approve payroll checks numbered 39715 through 39731 for \$117,321.93, claim checks numbered 39732 through 39766 and EFTs as included in the total amount of \$84,013.11, and travel checks numbered 3591 through 3597 for \$619.76 by Weissenfels, second Gilstrap, motion carried 4-0 with Hillcar abstaining.

**3. 2022 to 2027 Six-Year Street Plan**

Mayor Fletcher opened the public hearing. There were no public comments. Mayor Fletcher closed the public hearing.

**Motion** to approve Resolution #500 adopting the 2022 to 2027 Six-Year Street Plan by Gingell, second Gilstrap, motion carried.

**4. Public Hearing Regarding Request to Vacate Easement at 1770 S Forks Avenue**

Mayor Fletcher opened the public hearing.

Paul Hampton explained that he and his wife had purchased the property, on which several very large spruce trees are located. The trees greatly limit the usable area of the property, due to the difficulties associated with the removal of large spruce trees, so they

are requesting that the City vacate the easement on the property. He said he had spoken with the neighboring property owners and they had no issue with his request.

Lissy Andros offered her support for vacating the easement.

Mayor Fletcher closed the public hearing.

Attorney/Planner Fleck explained the history of, and the City's claim on, the easement/right-of-way in question, issues associated with the City's rights as a neighboring property owner, and responded to questions he raised in materials included the packet. Discussion on the various issues ensued, including any aviation rights which should be investigated with the Federal Aviation Administration (FAA) before making any decision.

#### **5. Keefe Commissary Network Agreement**

Police Chief Rowley explained how the Keefe system works and how it would relieve both Jail and City staff of much of the work associated with inmate commissary procedures, at no cost to the City. All necessary equipment and software is maintained by Keefe as part of this agreement.

**Motion** to authorize the Mayor and staff to enter into an agreement with Keefe Commissary Network, LLC for commissary services by Weissenfels, second Gilstrap, motion carried.

#### **6. Authorization for Transportation Improvement Board (TIB) Grant Application**

Clerk/Treasurer Grafstrom distributed the updated estimate for repaving Calawah Way from Highway 101 to Trillium Avenue. This is a resubmittal of the application that was unsuccessful in 2019. Based on the current estimate, the City's match for this project would be \$24,493.

**Motion** to approve the Calawah Way TIB application and commit a 5% match of City funds by Gilstrap, second Gingell, motion carried.

### **DISCUSSION ITEMS**

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

**Council Member Soha** said he was happy to see the street sweeper in his neighborhood near Sherwood Forest.

**Council Member Weissenfels** reported having attended a Clallam Transit System (CTS) subcommittee meeting to evaluate the General Manager, and will attend another for the same purpose next week.

#### **2. Staff Reports**

**Clerk/Treasurer Grafstrom** said that the 2020 audit is still in progress. City Hall and the Water Department are temporarily down one person, but staff are filling in as needed.

**Public Works Director Hampton** reported that he is currently working on the punch list for the new sidewalk project. He has turned in the funding package for the Bogachiel Way overlay project. The plan is to finish the engineering this year, and construction next year.

**Police Chief Rowley** said that the Police Department's records position had been filled.

**Attorney/Planner Fleck** said that the City and CTS had joined forces to have the parking lot at the Transit Center sealed. The bids for the project, which was completed last week, were lower than what had been budgeted. The City continues to receive land use inquiries and requests, as well as permit applications, but many of them are incomplete. As a result, he is spending a lot of time with property owners on land use issues. He attended a meeting with Serenity House of Clallam County on housing needs, where he asked for some concentration on housing for those earning \$15 to \$20 an hour. He said there are a number of people working on homelessness issues, but no one advocating for this segment of the population, which includes young people who are "couch surfing" because they cannot find affordable housing. He hosted the initial kick-off meeting for the Quillayute Airport Master Plan. A major part of that project is preparatory work for an instrument approach. He continues to deal with the DNR on litigation issues and issues with County trust lands.

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

Mayor Fletcher said he is very supportive of efforts to increase housing for people working in the area. He was very happy with the third-of-an-inch of rain we recently received.

### **4. ADJOURNMENT**

**Motion** to adjourn by Gingell, second Soha, motion carried. Meeting adjourned at 8:35 p.m.

  
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Audrey Grafstrom, Clerk/Treasurer

  
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Tim Fletcher, Mayor