

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
December 27, 2022 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 7:30 p.m.

ROLL CALL

Council members present: Weissenfels [present via Zoom], Wood, Soha, Gingell, Echeita, and Mayor Fletcher. Staff present: Audrey Grafstrom, Clerk/Treasurer, Fleck, Attorney/Planner, Rowley, Police Chief, and Hampton, Public Works Director.

MODIFICATIONS/APPROVAL OF AGENDA

Mayor Fletcher asked that the agenda be modified to include a ten-minute executive session to discuss site selection for a real estate lease. No action is expected afterward.

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

PUBLIC COMMENT

Joanna Sanders from Port Townsend recognized, via Zoom, Clerk/Treasurer Grafstrom, a member of the International Institute of Municipal Clerks since 2012, for her outstanding service to her profession and the City of Forks.

Lissy Andros, Director, Forks Chamber of Commerce reported more than 100 visitors yesterday and today, and that Forever Twilight in Forks Festival tickets will go on sale Sunday.

ACTION ITEMS

1. Motion to approve minutes of the Special Meeting held November 14, 2022 by Wood, second Gingell, motion carried.

2. Motion to approve payroll checks numbered 41316 through 41328 in the amount of \$64,590.42, manual checks numbered 41329 through 41330 in the amount of \$1,105.19, and claim checks numbered 41331 through 41360 and EFTs as included in the total amount of \$119,537.40 by Wood, second Soha, motion carried.

3. Ordinance No. 661 Amending the Forks Criminal Code Chapter 9.35

Attorney/Planner Fleck explained that this amendment basically adds language from the State Criminal Code to our own.

Motion to approve Ordinance No. 661 Amending the Forks Criminal Code, Chapter 9.35 by Gingell, second Echeita, motion carried.

4. Transfer of Lease for City Property at 1680 S Forks Avenue

Motion to approve transfer of the lease of City of Forks property located at 1680 S Forks Avenue from Puget Sound Surfacers, Inc. to RC Anderson Enterprises LLC, effective January 1, 2023, utilizing the standard City lease by Wood, second Gingell, motion carried.

5. Extension of Change in Status for Ongoing Emergency Services

Police Chief Rowley explained that one lateral hire from La Push will start on January 2, and he hopes that Sergeant Ponton will be back to work soon. However, that still leaves the police department short-staffed.

Motion to extend the temporary change in status for Police Chief Rowley for an additional six months or less if staffing issues are corrected sooner by Soha, second Wood, motion carried.

6. Ordinance No. 662 City of Forks 2023 Budget

Clerk/Treasurer Grafstrom explained the 2023 budget and important considerations, including the Tillicum Park ballfield improvement project, necessary increases in staff salaries, a very high consumer price index, and a volatile revenue stream. Discussion, concentrating primarily on salary increases and lodging tax disbursements, ensued.

Motion to approve Ordinance No. 662 City of Forks 2023 Budget by Wood, second Echeita, motion carried 4–1 with Soha against.

DISCUSSION ITEMS

1. Clallam County Department of Health Cities' Representative

Clerk/Treasurer Grafstrom directed Council to the “Board of Health position rotation for Forks City Council begins January 2023” e-mail in their notebooks, asking that the city appoint a representative to sit on the Clallam County Board of Health.

Council Member Gingell expressed interest in the position.

2. Council Member Reports

Council Member Echeita thanked all those working to keep our roads and sidewalks clear of snow.

3. Staff Reports

Public Works Director Hampton reported a 6” water main break that would have been repaired much sooner had it not been in a ditch already partially full of water. He explained that equipment purchases over the past few years and a skilled crew make it much easier and faster to resolve incidents like this.

Police Chief Rowley said he was excited to hire Mike Palmer, previously with the La Push police department, and is also processing two additional candidates—one entry level and one lateral. He said that for the first time in a very long time, the police department has more applicants than it does positions. He then reported that one suspect

in the recent spate of break-ins and thefts was taken into custody, and the number of reports of such incidents has since dropped.

Attorney/Planner Fleck said he and Public Works Director Hampton met with representatives from WDFW and Quileute Natural Resources regarding subsequent mitigation after WDFW issued an emergency hydraulics permit for drainage work done by Public Works at the end of East Division Street, with FEMA funding, in an effort to prevent future flooding. He reported that he and the Mayor met with the Quileute Tribe regarding an agreement for activities they hope to conduct with the City. He also attended the retirement party for Bill Peach via Zoom. He said he was not given a chance to speak and suggested that Council may want to recognize Peach's contribution to the West End in some way.

3. Mayor's Report

Mayor Fletcher reported very snowy and icy roads from Fairholme through Port Angeles, and in Victoria, BC over the Christmas holiday.

4. Executive Session was called from 8:25 to 8:35 to discuss site selection for real estate lease.

Motion to authorize the Mayor and staff to complete all necessary documents required by the parties to said settlement, including the AWC Risk Management Services Association, to conclude this matter by Wood, second Soha, motion carried.

5. ADJOURNMENT

Motion to adjourn by Soha, second Gingell, motion carried. Meeting adjourned at 8:36 p.m.



Caryn DePew, Clerk/Treasurer



Tim Fletcher, Mayor