

City of Forks
Council Meeting Minutes Regular Session
City Council Chambers
December 22, 2025 7:30 p.m.

PLEDGE OF ALLEGIANCE AND CALL TO ORDER

0:06 Mayor Fletcher led the Pledge of Allegiance and then called the meeting to order at 7:30 p.m.

0:37 **ROLL CALL**

Council members present: Wood, Soha, Gingell [present via Zoom], and Mayor Fletcher. Absent: Patel, Pearson. Staff present: DePew, Clerk/Treasurer, Fleck, Attorney/Planner [present via Zoom], and Hampton, Public Works Director. Absent: Rowley, Police Chief.

4:39 **MODIFICATIONS/APPROVAL OF AGENDA**

Motion to approve the agenda as presented by Wood, second Soha, motion carried.

PUBLIC COMMENT

5:19 Donna Blakeslee, owner, Blakeslee's Bar & Grill, apologized for not attending the lodging tax revenue allocation Special Meeting, and commented on her application.

6:49 Lissy Andros, Director, Forks Chamber of Commerce, read a letter she had prepared in advance regarding her applications for lodging tax revenue.

10:52 Melene Bourm, secretary, Forks Chamber of Commerce, said she thinks all entities that have applied for lodging tax funds should be granted their requests.

ACTION ITEMS

1. Council Meeting Minutes

12:22 **Motion** to approve minutes from the November 24, 2025 Special and Regular Meetings, and the December 1, 2025 Regular Meeting by Wood, second Soha, motion carried.

2. Expenditures

12:59 **Motion** to approve payroll checks 45173 through 45188 in the amount of \$80,956.28, and claim checks 45189 through 45232 and EFTs as included in the total amount of \$231,691.08 by Wood, second Soha, motion carried.

3. Ordinance No. 686: 2026 Budget

14:02 Mayor Fletcher explained requirements regarding passing of the City's budget and associated ordinance, particularly as they pertain to lodging tax allocation and voting by members with a remote interest in an application for lodging tax funds.

15:05 Attorney/Planner Fleck provided additional information based on explanations provided by an attorney at MRSC.

16:19 **Motion** to approve Ordinance No. 686 by Wood, second Soha, motion carried.

4. Lodging Tax Fund Allocations

a. Request with Remote Interest

16:49 This issue was not addressed as the council member with remote interest in a request for lodging tax funds was not present.

b. Other Requests

17:02 **Motion** to approve lodging tax revenue allocation amended to deny the request by Blakeslee's Bar & Grill, and change the award to the Forever Twilight in Forks Festival from \$50,000 to \$35,000, the Forever Twilight in Forks Collection from \$36,000 to \$27,500, and the Visitor Information Center from \$170,000 to \$160,000 by Soha, second Gingell, motion tentatively failed 2–1 with Wood against, due to concerns regarding the number of votes required and pending verification with MRSC.

21:33 **Motion** to confirm the status of the original motion at the January 12, 2026 Regular Meeting, and take action if necessary, by Soha, second Gingell, motion carried.

5. Bogachiel Way Project Paver Acceptance

22:31 Public Works Director Hampton said the Council's acceptance of the Bogachiel Way Project is required to close it out.

22:52 **Motion** to approve final acceptance of the Bogachiel Way Paver and authorize staff to complete project closeout and release final payment and retainage in accordance with Washington State Law by Wood, second Soha, motion carried.

DISCUSSION ITEMS

1. Park Board Minutes

23:26 Council reviewed Park Board minutes from the meeting held December 11, 2025.

2. Council Member Reports

24:22 **Council Member Wood** announced the hiring of a new general manager at Clallam Transit.

24:48 **Council Member Soha** said he would like to see some changes in the lodging tax revenue allocation process, particularly regarding the education of all involved on the applicable regulations.

3. Staff Reports

28:50 **Clerk/Treasurer DePew** said she hopes the 2023–2024 audit will be finished by the end of the year, and informed Council there is a great training video on lodging tax available from MRSC.

29:46 **Public Works Director Hampton** said WesTech was unable to duplicate the fault with the new clarifier, but will try again next week or the following week, and reported having hired a new Public Works employee and selected another to fill the remaining position.

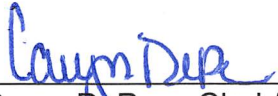
30:47 **Attorney/Planner Fleck** reported having met with representatives of the Lloyd J Allen Charitable Trust and the Albert Haller Foundation regarding new playground equipment at Tillicum Park

32:33 **4. Mayor's Report**

Mayor Fletcher thanked the City crew, West End Business and Professionals, and local service groups for all their work in getting the City ready for the holiday season. He then extended his warmest Christmas greetings to all.

5. ADJOURNMENT

33:12 **Motion** to adjourn by Soha, second Wood, motion carried. Meeting adjourned at 8:03 p.m.



Caryn DePew, Clerk/Treasurer



Tim Fletcher, Mayor