

**City of South Bend**  
**Council Meeting**  
**Monday, March 14, 2016 @ 5:30 pm**  
**Council Chambers**  
**1102 W. First Street, South Bend, WA**

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1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda and Consent Agenda  
Approval of Minutes: *February 22, 2016*
4. Correspondence
5. Items from the Public ***(3 Minute Limit)***
6. *First Street/School Traffic Revision*
7. *Resolution #2016-01 Development Fee Schedule*
8. Department Head Reports:
  - i) Police Chief Eastham
  - ii) City Supervisor Houk
  - iii) Clerk/Treasurer Roberts
  - iv) Fire Department
9. Mayor's Report
10. Council Comments
11. Adjournment

*Next Regular Meeting: Monday, March 28, 2016 @ 5:30 PM*

# **South Bend Council Meeting**

Monday, March 14, 2016

## **CONSENT AGENDA**

1. Approval of Vendor Checks

**Vendors – Check #41813 thru Check #41866 - \$83,911.22**

2. Approval of Payroll Checks

**Payroll – Check #24001 thru Check #24016 - \$92,098.66 Including Direct Deposit**

		03/14/16		
VENDOR	AMOUNT			
41813	Aberdeen Office Equipment, Inc.	\$	684.18	Office Supplies - CH \$546.80, Police \$26.69, Water \$26.69, Municipal Court \$26.69 and Fire \$57.31
41814	ALS Environmental	\$	357.00	Water Samples
41815	Antich Supply Company	\$	493.64	Operating Supplies - CH \$39.86, Parks \$202.80, Garbage \$125.49 and Water \$125.49
41816	ARR Plumbing Services, Inc.	\$	278.65	Plumbing Repair -City Hall
41817	Berkadia	\$	410.00	Loan Payoff - Water Fund
41818	Borden's Auto Parts	\$	75.43	Repair/Maintenance - City Hall
41819	Bud's Lumber & Electric	\$	283.02	Operating Supplies - Parks \$22.87, Streets \$77.93, Water \$106.52 and Sewer \$75.70
41820	Cardinal Creations	\$	72.29	Logo Replacement on City Pickup
41821	CenturyLink	\$	1,262.07	All Depts
41822	Chief Law Enforcement Supply	\$	3,263.35	Bunker Gear - Fire Department Capital Outlay
41823	City of Raymond	\$	474.76	Purchase of Chemicals - Water Treatment Plant
41824	Comcast	\$	59.95	Internet - Water Treatment Plant
41825	Creative Community Solutions, Inc.	\$	3,856.20	Pacific Sunset Preliminary Plat Application
41826	Crystal Springs	\$	42.76	Water Service
41827	Dave Williams	\$	200.00	Noxious Weed Spraying - March 2016
41828	Dee Roberts	\$	398.54	WMCA Annual Conference - Per Diem
41829	Dennis Company	\$	198.10	Operating Supplies - Parks \$32.00, Water \$69.02 and Sewer \$97.08
41830	Dennis Houk	\$	566.70	WABO Annual Education Institute - Per Diem
41831	Dept of Ecology	\$	15,059.97	Wastewater Improvement Loan Payment - Next Payment 6/2016 (Payoff 2028)
41832	Dept of Licensing	\$	268.00	Concealed Weapons Permits and Dealers Licenses (2)
41833	Dept of Revenue	\$	8,041.63	February 2016 Excise Tax on Water/Sewer/Garbage and Excise Tax on Out of State Purchases
41834	Dept of Transportation	\$	947.01	Fuel - Public Works \$303.80 and Police \$643.21
41835	Dijk Tire Factory	\$	41.54	Repair/Maintenance - Police \$16.72 and Water/Sewer \$24.82
41836	H.D Fowler Company	\$	7,405.24	Operating Supplies - Streets \$2,422.14, Water \$2,271.07 and Sewer \$2,712.03
41837	Harbor Saw & Supply, Inc.	\$	416.29	Operating Supplies - Parks \$362.31, Streets \$18.00, Water/Sewer \$35.98
41838	Hawk's Superior Rock, Inc.	\$	1,586.45	Rock Supply
41839	HB Portables	\$	100.00	Portable Toilet Rentals - 01/24-02/20/2016

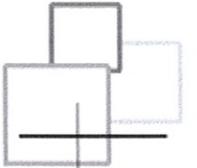
41840	Invoice Cloud - Epay	\$	81.40	February 2016 - Portal Access Fee
41841	Jones Chemicals, Inc.	\$	778.73	Chemicals - Water/Sewer Fund
41842	LetMay Mobile Shredding	\$	36.05	Document Shredding
41843	Lucas Stigall	\$	293.25	Sargent Training - Per Diem
41844	Margie Packard	\$	160.99	February 2016 Library Janitorial
41845	Maynard's Body Shop, Inc.	\$	258.96	Vehicle Impound - Police Dept (Reimbursed)
41846	NEFCO Corporation	\$	36.57	Operating Supplies - Water Fund
41847	Office of Financial Management	\$	4,593.01	February 2016 Fines & Forfeitures
41848	One Call Concepts, Inc.	\$	6.60	Locates
41849	Pacific County Dept of Public Works	\$	1,628.95	March 2016 Eklund Park
41850	Pacific County Dept of Vegetation Management	\$	643.66	Herbicide Purchase
41851	Pacific County Prosecutors Office	\$	61.82	February 2016 Crime Victims
41852	Pioneer Grocery	\$	17.67	Miscellaneous - City Hall \$5.12 and Library \$12.55
41853	PUD #2	\$	8,896.86	All Depts
41854	Royal Heights Transfer Station, Inc.	\$	9,778.10	Dump Fees
41855	Sensit Technologies LLC	\$	1,895.30	CO2 Sniffer for Arson Investigation - Fire Department Capital Outlay
41856	South Bend Pharmacy	\$	42.46	UPS Fees - Water Fund
41857	South Bend Utilities	\$	119.18	Utility Deposit Refund
41858	Staples	\$	1,228.52	Office Supplies-Police \$1,086.70, CH \$79.08, Water \$46.24 and Muni Court \$16.50
41859	Tierney & Blakney, PC	\$	1,050.00	Legal Services
41860	V & N Auto Parts	\$	599.11	Repair/Maintenance - Police \$419.46 and Water/Sewer \$179.65
41861	VISA - E Pay	\$	2,708.80	Police \$1,048.72, CE \$655.52, Water \$448.10, Sewer \$402.77 and Garbage \$153.69
41862	Vision Forms LLC	\$	655.93	Statement Automation
41863	VWR International LLC	\$	232.27	Operating Supplies - Water Fund
41864	Washington Wildlife & Recreation Coalition	\$	250.00	2016 Membership Dues
41865	Wilson Oil dba Wilcox & Fiegel	\$	960.80	Fuel - Public Works
41866	Zee Medical Services	\$	53.46	First Aid Kits Services
<b>TOTAL</b>		<b>\$</b>	<b>83,911.22</b>	

*Mayor Struck*

Mayor Struck

*L. Eastham*

City Supervisor Houk



# Register

Number	Name	Fiscal Description	Cleared	Amount
<u>24001</u>	Houk, Dennis	2016 - February - Second Council Meeting - February		\$1,650.00
<u>24002</u>	Miller, Jerry	2016 - February - Second Council Meeting - February		\$1,600.00
<u>24003</u>	Ashley, Alan	2016 - February - Second Council Meeting - February		\$92.35
<u>24004</u>	Houk, Dennis	2016 - February - Second Council Meeting - February		\$3,184.66
<u>24005</u>	Miller, Jerry	2016 - February - Second Council Meeting - February		\$1,194.03
<u>24006</u>	Olsen, Lisa	2016 - February - Second Council Meeting - February		\$110.27
<u>24007</u>	AFLAC	2016 - February - Second Council Meeting - February		\$454.53
<u>24008</u>	Association of WA Cities	2016 - February - Second Council Meeting - February		\$2,574.14
<u>24009</u>	Dee Roberts-Coffee Fund	2016 - February - Second Council Meeting - February		\$42.00
<u>24010</u>	Dept of Labor & Industry	2016 - February - Second Council Meeting - February		\$3,927.60
<u>24011</u>	Dept of Retirement Systems	2016 - February - Second Council Meeting - February		\$9,691.82
<u>24012</u>	Nationwide Retirement Solutions	2016 - February - Second Council Meeting - February		\$375.00
<u>24013</u>	Teamster's Local #252	2016 - February - Second Council Meeting - February		\$472.00
<u>24014</u>	The Bank of the Pacific	2016 - February - Second Council Meeting - February		\$16,794.04
<u>24015</u>	Washington Counties Insurance Fund	2016 - February - Second Council Meeting - February		\$406.00
<u>24016</u>	Washington Teamsters Welfare Trust	2016 - February - Second Council Meeting - February		\$12,568.30
<u>February 2016 Draws</u>	Payroll Vendor	2016 - February - Second Council Meeting - February		\$10,150.00
<u>February 2016 Regular Payroll</u>	Payroll Vendor	2016 - February - Second Council Meeting - February		\$26,811.92
				<b>\$92,098.66</b>

**CITY OF SOUTH BEND  
COUNCIL MEETING – 02/22/16**

**1-2. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The council meeting was called to order by Mayor Struck at 5:30 pm followed by the Pledge of Allegiance. Members present: Councilor Olsen, Councilor Williams, Councilor Neve, Councilor Hall, Police Chief Eastham, City Supervisor Houk, and Clerk/Treasurer Roberts. Councilor Webber was absent.

**3. APPROVAL OF AGENDA, CONSENT AGENDA AND APPROVAL OF MINUTES**

A motion was made by Councilor Neve to approve the Agenda, Consent Agenda and the minutes of the February 8, 2016 regular meeting. The motion was seconded by Councilor Olsen. **Vote: Ayes-4, Noes-0, Absent-1**

**Vendors – Check #41777 thru Check #41812 - \$62,338.53**

**4. CORRESPONDENCE**

Mayor Struck explained that she had two items of correspondence however they pertained to Agenda Item #8 – *First Street/School Traffic Revision* and would be discussed at that time.

**5. ITEMS FROM THE PUBLIC – NONE**

**6. PACIFIC SUNSET PRELIMINARY PLAT**

A motion was made by Councilor Hall to accept the Pacific Sunset Preliminary Plat as presented. The motion was seconded by Councilor Williams.

During discussion Councilor Olsen asked what kind of homes would be built there – would it be just lots for sale or would homes be built and then sold. City Supervisor Houk explained that the project will be in two pods – 12 single family residences in the first pod and 11 single family residences in the second pod for a total of 23 homes.

**Vote: Ayes-4, Noes-0, Absent-1**

**7. 2015 4<sup>TH</sup> QUARTER BUDGET REPORT SUMMARY**

Mayor Struck presented the 2015 4<sup>th</sup> quarter budget report and explained each funds beginning and ending fund balance. General questions were asked and answered.

**8. FIRST STREET/SCHOOL TRAFFIC REVISION**

Mayor Struck opened up the discussion about the proposed traffic revision at the South Bend School and Police Chief Eastham pointed out the drawing of the proposed changes that he had made on the white board. Mayor Struck then read an email from an unnamed citizen expressing their concern about the safety of children on First Street during school drop off and pick up hours. Mayor Struck explained that she had also received one additional written comment from Citizen Bob Davis who lives at 501 E. First Street who is opposed to one-way traffic on First Street.

On Tuesday, February 16<sup>th</sup> Mayor Struck noted that there was a meeting with Jon Tienhaara, South Bend High School Superintendent, Gary Wilson, Maintenance Supervisor for South Bend High School, Police Chief Eastham and Mayor Struck to discuss the congestion issue and possible solutions. All parties agreed that the best, most practical solution was to make E. First Street one way from Jefferson Street to Monroe Street (northbound) and reconfigure the traffic flow in that area.

Mayor Struck explained that at this time she wanted the council to think about it and she also wanted time for citizens to weigh in on the proposal with a decision on the proposal to come at the next council meeting. Councilor Hall asked if it would remain one-way all year long and he was advised yes, it would be permanent. Councilor Williams asked if this could be done on a trial basis and he was advised that of course things can be put back like they were if it didn't work. Mayor Struck explained that she really feels that the city should move forward with this design and see how it works and not consider it a temporary fix, but know that it can be tweaked if need be. Councilor Neve suggested speed bumps, but as Police Chief Eastham pointed out speed is not the issue, congestion is the problem. Further discussion followed and no decisions was made.

## 9. DEPARTMENT HEAD REPORTS

- ✚ Police Chief Eastham pointed out that if he made the impression at the last council meeting (*February 8, 2016*) that previous Mayor Church had told him not to enforce the cell phone law then he needed to clarify some information. The prior administrations – Mayor Heinicke and Mayor Church both asked that his department take a “soft approach” to the cell phone law. Police Chief Eastham reiterated that he has NEVER been ordered to do or not do anything by the previous administration and had they tried he would not have complied. If this officers want to issue a warning instead of a citation, that is at their discretion. Normally a person will get one warning before they get a citation. Police Chief Eastham noted that he hasn't had a discussion with this administration, but if the council wants his department to take a “hard approach” then he is at their disposal.
- ✚ City Supervisor Houk reported that the drainage issue on Kendrick and First Street should be fixed by tomorrow which will alleviate the flood water issues at and around 106 E. First Street. City Supervisor Houk advised that these projects typically don't go that well, but this one has been surprisingly successful! 😊
- ✚ City Supervisor Houk explained that the repairs at Highway 101 and Central Avenue that were done by NOVA Contracting, Inc. on February 11<sup>th</sup> were a complete failure and they will be trying again when they can get asphalt.

## 10. MAYOR'S REPORT

- ❖ Mayor Struck announced that the city recently met with Pacific County and the Department of Fish and Wildlife regarding the county property located at the end of Central Avenue which is the area that causes flooding along Central Avenue during heavy rains. Suggestions to alleviate the flooding issues are being discussed.
- ❖ Mayor Struck asked that in the future if the audience had a question or comment regarding the council proceedings that they raise their hand to be called upon. She explained that she tries to run rather informal meetings, but it is important that people respect the councils need to conduct business in an orderly fashion.

## 11. COUNCIL COMMENTS

- Councilor Hall mentioned that several months ago he had noted that the North Pacific County EMS Board would be reducing the special levy request from \$460,000 to \$360,000 which was confirmed recently in the paper.
- Councilor Hall reported that someone recently cut the lock off of the Sani-Can donation box at the boat launch. The lock is being replaced with a more sturdy lock.
- Councilor Neve asked City Supervisor Houk if he had a chance to look into painting a yellow center line on the road coming down from the hospital (Cedar Street). City Supervisor Houk advised that it would be done when the weather improved. Councilor Olsen asked if the bags

(straw waddles used for erosion control) would be removed too and she was advised that yes, they would be.

- Councilor Williams wished Mayor Struck good luck tomorrow.
- Councilor Olsen also wished Mayor Struck good luck! Mayor Struck thanked everyone for the good wishes and then explained that she was going in to have both of her knees replaced in the morning.

**12. ADJOURNMENT**

The meeting was adjourned at 6:17 PM to meet again at 5:30 PM on Monday, March 14, 2016 for the next regularly scheduled meeting at South Bend City Hall.

\_\_\_\_\_  
**Julie Struck**  
Mayor

ATTEST: \_\_\_\_\_

**Dee Roberts**  
Clerk/Treasurer

Draft

## RESOLUTION #2016-01

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH BEND PROVIDING A DEVELOPMENT FEE SCHEDULE IN CONJUNCTION WITH TITLE 15 UNIFIED DEVELOPMENT CODE.

ZONING	FEE AMOUNT	CODE AUTHORITY
Conditional Use Permit	\$520 + bill for hrs. over 8 + direct costs	16.75
Variance	\$520 + bill for hrs. over 8 + direct costs	16.75
Site Plan Review	\$150	15.50
Sign Permit	\$15	16.65
Public Notice Fee	Direct Cost + 10% as an administrative fee	
LAND DIVISION		
Preliminary Plat	\$910 plus \$25.00/lot + bill for hrs. over 14 + direct costs	15.66
Final Plat	\$520 + bill for hrs. over 8 + direct costs	15.62
Short Subdivision	\$455 plus \$25.00/lot + bill for hrs. over 7 + direct cost	15.64
Boundary Line Adjustment	\$350 + bill for hrs. over 4 + direct costs	15.92
Revision/Amendment (Major)	\$520 + bill for hrs. over 8 + direct costs	
Revisions/Amendment (Minor)	\$350 + bill for hrs. over 4 + direct costs	
Public Notice Fee	Direct Cost + 10% as an administrative fee	
ENVIRONMENTAL		
Development Permit	\$260 + bill for hrs. over 4 + direct cost	15.62
Environmental (SEPA) Checklist Filing Fee	\$260 + bill for hrs. over 4 + direct cost	14.05
Threshold Determination (DNS/DS)	\$260 + bill for hrs. over 4 + direct cost	14.05
Environmental Impact Statement (EIS) & Review	Direct Cost + 10% as an administrative fee	14.05
Shoreline Development Permit	\$650 + bill for hrs. over 10 + direct costs	15.14
Shoreline Exemption Permit	\$195 + bill for hrs. over 3 + direct costs	15.08
Permit Revision	75% of original permit + direct costs	
Public Notice Fee	Direct Cost + 10% as an administrative fee	
COMPREHENSIVE PLAN		
Rezone/Comprehensive Plan Amendment	\$780 + bill for hrs. over 12 + direct costs	15.56
Annexation Petition	\$910 + bill for hrs. over 14 + direct costs	15.90
Vacation of Public Right-of-Way	\$390 + bill for hrs. over 6 + direct costs	15.94
Public Notice Fee	Direct Cost + 10% as an administrative fee	
Recording	P.C. Auditor Charge + direct costs	

LAND USE		
Overweight Vehicle Permit	\$100 1 <sup>st</sup> 25 loads exempt > 25 Loads = \$10 per/load	10.40
Overweight Vehicle Parking Permit	\$100 (\$50 Renewal)	
Right-of-Way Permit	\$150	15.76
WATER QUALITY		
Laboratory Testing	Per Lab Charge + 10%	
ADMINISTRATIVE		
Appeals Review	\$250 + direct costs	15.08
Recording	P.C. Auditor Charge + direct costs	
Certified Letters	As charged by USPS	
BUILDING PERMITS		15.84
Per Section 9: Current Pacific County Fee Schedule		
Permit Revisions	\$65/hr.	
Building Inspector Hourly Fee/Re-Inspection	\$65/hr.	
Work started prior to permit issuance shall be assessed a penalty fee totaling 1½ times the total of all permit fees.		
FIRE CODE PERMITS		15.86
Operational Permit	\$130	WAC 51-54A-0105
Construction Permit	\$130	WAC 51-54A-0105
Fire & Life Safety (Renewable)	\$150 > 2,000 sq. ft. \$75.00 < 2,000 sq. ft.	RCW 19.27.110
Fire & Safety (Limited)	\$65.00	

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of South Bend, Washington, that the fee schedule hereafter imposed is dedicated to offset the cost of staff time and material for the advertisement and processing of applications.

Upon motion made for the adoption of this resolution, the following vote was cast by the City Council of the City of South Bend, March 14, 2016:

**Ayes -**

**Noes -**

**Absent -**

\_\_\_\_\_  
Julie K. Struck, Mayor

AUTHENTICATED BY: \_\_\_\_\_  
Dee Roberts, Clerk/Treasurer

**RESOLUTION #2014-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH BEND PROVIDING A DEVELOPMENT FEE SCHEDULE IN CONJUNCTION WITH TITLE 15 UNIFIED DEVELOPMENT CODE.**

ZONING	FEE AMOUNT	CODE AUTHORITY
Conditional Use Permit	\$250	16.75
Conditional Use Permit – Home Occupation	\$50	
Planned Residential Development (PRD)	\$250	
Variance	\$250	
Minor Variance	\$50	
Site Plan Review	\$100	
LAND DIVISION		
Preliminary Plat	\$250 plus \$5.00 per lot	15.62
Final Plat	\$100	
Short Subdivision	\$250	
Boundary Line Adjustment (BLA)	\$100	
Binding Site Plan	\$250	
ENVIRONMENTAL		
Threshold Determination (DNS/DS)	\$100	15.12
Environmental Impact Statement	Actual Cost	
Shoreline Development Permit	\$250	
COMPREHENSIVE PLAN		
Rezone/Comprehensive Plan Amendment	\$250	15.56
Annexation Petition	\$350	
Vacation of Public Right-of-Way	\$125	
LAND USE		
Overweight Vehicle Permit	< 25 loads = \$0 > 25 Loads - \$10 per each load beyond 25	10.40
Permit Fee	\$100	
Overweight Vehicle Parking Permit	\$100 (\$50 Renewal)	
Right-of-Way Permit	\$150	
Medical Marijuana Collective Garden Permit	\$250	Pending Codification
APPEALS		
Administrative	\$100	15.08

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of South Bend, Washington, that the fee schedule hereafter imposed is dedicated to offset the cost of staff time and material for the advertisement and processing of applications.

Upon motion made for the adoption of this resolution, the following vote was cast by the City Council of the City of South Bend, August 25, 2014:

**Ayes - 5**

**Noes - 0**

**Absent - 0**

\_\_\_\_\_  
Julie K. Struck, Mayor

AUTHENTICATED BY: \_\_\_\_\_  
Dee Roberts, Clerk/Treasurer

**2016 South Bend Municipal Court  
Monthly Recap**

	<b>2016 Total Fines &amp; Forfeitures</b>	<b>Less Payment to Office of Financial Management</b>	<b>Less Reimbursements and/or Restitution</b>	<b>2016 Net Total to Budget</b>	<b>2015 Net Total to Budget</b>
<b>Jan-15</b>	\$9,487.06	(\$4,387.34)	(\$401.23)	\$4,698.49	\$6,615.85
<b>Feb-15</b>	\$11,889.75	(\$4,593.01)	(\$184.01)	\$7,112.73	\$4,439.81
<b>Mar-15</b>					\$7,248.46
<b>Apr-15</b>					\$10,141.14
<b>May-15</b>					\$6,953.01
<b>Jun-15</b>					\$8,342.17
<b>Jul-15</b>					\$15,397.76
<b>Aug-15</b>					\$15,219.12
<b>Sep-15</b>					\$9,711.29
<b>Oct-15</b>					\$7,347.05
<b>Nov-15</b>					\$4,735.37
<b>Dec-15</b>					\$4,940.92
<b>Total to Date</b>	\$21,376.81	(\$8,980.35)	(\$585.24)	\$11,811.22	\$101,091.95