

City of South Bend
Council Meeting
Monday, April 25, 2016 @ 5:30 pm
Council Chambers
1102 W. First Street, South Bend, WA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda and Consent Agenda
Approval of Minutes: *April 11, 2016*
4. Correspondence
5. *Public Hearing @ 5:35 pm – CDBG Grant Program – Fliess Creek*
6. *Resolution #2016-05 – Fee Schedule*
7. Items from the Public **(3 Minute Limit)**
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, May 9, 2016 @ 5:30 PM

South Bend Council Meeting

Monday, April 25, 2016

CONSENT AGENDA

1. Approval of Vendor Checks

Vendors – Check #41943 thru Check #41970 - \$44,344.01

04/25/16

| VENDOR | AMOUNT | |
|--|---------------------|--|
| 41943 Antich Supply Company | \$ 454.85 | Operating Supplies - City Hall \$230.05, Parks \$78.88, Water \$72.96 and Garbage \$72.96 |
| 41944 Ark Plumbing Services, Inc. | \$ 88.19 | Parks Caretakers Trailer Plumbing Repair |
| 41945 Ashley Construction, Inc. | \$ 2,767.64 | Professional Services - Streets \$1,810.03 and Sewer \$957.61 |
| 41946 Cathy Weiberg | \$ 212.00 | Janitorial - April 2016 (Includes \$12.00 for Fire Hall cleaning) |
| 41947 Chief Law Enforcement Supply | \$ 1,488.25 | Operating Supplies - Fire Dept |
| 41948 City of Raymond | \$ 14,230.83 | March 2016 M & O RWWTP |
| 41949 Crystal Springs | \$ 48.28 | Water Service |
| 41950 Dave Williams | \$ 650.00 | Parks Caretaker - April 2016 |
| 41951 Dept of Transportation | \$ 1,104.23 | Fuel - Public Works \$444.97 and Police \$659.26 |
| 41952 Employment Security Department | \$ 779.68 | Benefit Charge 1st Quarter 2016 - J Kinney |
| 41953 Environmental Resource Associates | \$ 265.46 | Water Samples |
| 41954 Flannery Publications | \$ 558.36 | Legal Notices |
| 41955 Javelina Trading Company | \$ 133.03 | Operating Supplies - Water Fund |
| 41956 LeMay Mobile Shredding | \$ 36.05 | Document Shredding |
| 41957 Nationwide Retirement Solutions | \$ 700.00 | Municipal Court Public Defender - April 2016 |
| 41958 Pacific County Dept of Community Development | \$ 160.00 | Water Samples |
| 41959 Patricia Figueroa | \$ 25.00 | Refund - Cheney Park Rental |
| 41960 Pioneer Grocery | \$ 21.06 | Supplies - Library |
| 41961 Pitney Bowes | \$ 1,000.00 | Postage - All Depts |
| 41962 Ryan Herco Flow Solutions | \$ 1,676.86 | Operating Supplies - Water Fund |
| 41963 Systems Interface, Inc. | \$ 4,554.42 | Pump Station Repairs - Sewer Fund |
| 41964 Three Rivers Mosquito & Vector Control | \$ 8,100.00 | Mosquito Larviciding |
| 41965 Tierney & Blakney, P.C. | \$ 1,058.50 | Legal Services - RWWTP (City of Raymond Pays 1/2) |
| 41966 Traffic Safety Supply Company, Inc. | \$ 433.73 | Signage Supplies |
| 41967 U.S. Cellular | \$ 242.74 | Police Laptops \$186.54 and Auto Dialer for Pump Station \$56.20 |
| 41968 VISA | \$ 2,624.85 | City Hall \$638.92, Police \$1,529.56, Streets \$129.21, Water \$129.20, Sewer \$98.98 and Garbage \$98.98 |
| 41969 William Penoyar | \$ 780.00 | Municipal Court Prosecutor - April 2016 |
| 41970 WMCA | \$ 150.00 | 2016-2016 Membership - D Roberts & K Porter |
| TOTAL | \$ 44,344.01 | |

Mayor Julie K. Struck

Mayor Struck

L. D. Houk

City Supervisor Houk

D. Eastham

Police Chief Eastham

**CITY OF SOUTH BEND
COUNCIL MEETING – 04/11/16**

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 March 28, 2016 regular meeting. The motion was seconded by Councilor Williams. **Vote: Ayes-4, Noes-0, Absent-1**

Vendors – Check #41894 thru Check #41942 - \$171,094.59

Payroll – Check #24017 thru Check #24030 Including Direct Deposit - \$95,571.82

4. CORRESPONDENCE - NONE

5. PUBLIC HEARING @ 5:32 PM – 2016-2022 COMPREHENSIVE PARK PLAN

Mayor Struck opened the public hearing at 5:32 pm explaining that there was no major changes to the original parks plan except for the addition of Pioneer Park. Councilor Hall asked if the proposal that Citizen Greg Hinz had presented to the council (*See March 14 & March 28 Council Minutes*) would affect the plan and Mayor Struck advised that she did not see where it would but if it did then the plan could be amended. City Supervisor Houk explained that his proposal was for an existing park that was already in the plan so he doubted it would make a difference. There was no public in attendance for the hearing and there were no additional comments. The public hearing was closed at 5:33 pm

6. RESOLUTION #2016-02 – AMENDED 2016-2022 COMPREHENSIVE PARK PLAN

Councilor Hall made a motion accepting Resolution #2016-02 – Amended 2016-2022 Comprehensive Park Plan as presented. The motion was seconded by Councilor Neve. **Vote: Ayes-4, Noes-0, Absent-1**

7. RESOLUTION #2016-03 – FINALIZED PACIFIC COUNTY HAZARD MITIGATION PLAN

Councilor Neve made a motion accepting Resolution #2016-03 – Finalized Pacific County Hazard Mitigation Plan as presented. The motion was seconded by Councilor Williams. **Vote: Ayes-4, Noes-0, Absent-1**

8. RESOLUTION #2016-04 – RCO GRANT APPLICATION FOR PIONEER PARK

Mayor Struck explained that this is the first step needed to apply for the Recreation and Conservation Funding Board (RCO) Grant for Pioneer Park. It does require a 50% match and the city is currently working with Gray & Osborne, Inc. on ways for the city to meet the match which will include a great deal of in-kind work. Councilor Williams made a motion accepting Resolution #2016-04 – RCO Grant Application for Pioneer Park as presented. The motion was seconded by Councilor Olsen. **Vote: Ayes-4, Noes-0, Absent-1**

9. ITEMS FROM THE PUBLIC – NONE

10. DEPARTMENT HEAD REPORTS

- Police Chief Eastham explained that he had nothing to report since the previous council meeting except that Officer Ryan Miskell has accepted a position with the Pacific County Sheriff's Office and will more than likely be leaving at the end of the month.

Before moving on to other department head reports Mayor Struck explained that she had not intended to discuss Officer Miskell's departure at this meeting but felt that now was a good time to talk about it. Mayor Struck pointed out that initially she did not support the idea of replacing Officer Miskell, but after sitting down with Police Chief Eastham and working through the actual numbers Mayor Struck does not believe the city will win financially and may actually lose ground. Between lost revenue from tickets and overtime to cover shifts for vacation, training, and sick leave, it just didn't pencil out. Plus Police Chief Eastham would have had to reduce coverage hours.

Citizen Jan Davis asked what an officer brings in and what Officer Miskell's wages are. Police Chief Eastham explained that each officer "averages" approximately \$40,000 per year in ticket revenue and Officer Miskell's wages are about \$68,000 a year with benefits. Ms. Davis asked what reserves are for and Police Chief Eastham explained that they are used for special occasions and as was mentioned early all of the reserves have full time jobs and work mostly weekends for special events.

- City Supervisor Houk reported to Councilor Hall that he and Mayor Struck met with the Department of Transportation (DOT) regarding signage for the crosswalk at Highway 101 and Willapa Avenue that Councilor Hall had inquired about. The signage that the DOT approved will cost the city approximately \$1,400.00. The DOT has agreed to pay to repaint the crosswalk markings on Highway 101. Councilor Hall felt that if they repaint the crosswalks that should be sufficient rather than spending that much money on crossing signs. City Supervisor Houk also pointed out that the DOT mentioned that they might be doing an overlay of Highway 101 this year. They are not sure how much or when but it is on their list.
- City Supervisor Houk explained that NOVA Contracting, Inc. came down and did a temporary patch on Highway 101 near the Pacific County Annex alley and Coast Seafood. The council inquired when they would be starting back on the Central Avenue Project and City Supervisor Houk explained that there is nothing official yet, but possibly mid-May.
- Clerk/Treasurer Roberts requested permission to surplus a 2006 HP Laptop. Councilor Hall made a motion authorizing the surplus of the laptop. The motion was seconded by Councilor Neve. **Vote: Ayes-4, Noes-0, Absent-1**

11. MAYOR'S REPORT

- ❖ Mayor Struck explained that she has been talking with Gary Johnson of the Chinook Nation and they are very interested in putting something at Pioneer Park in honor of the Chinook Nation. There are no plans on what it will be at this time but they would like to work with the city to have something there. There were no general objections from the council to work with Mr. Johnson.
- ❖ Mayor Struck announced that the first *Come Play on Labor Day* meeting of the season will be Monday, April 18th at city hall and they start at 5:30 pm. It appears more and more likely that there will be a carnival again this year – Paradise Amusement. It is not the same group that was here last year, but it is the same group that was at the Pacific County Fair last year. Mayor Struck also noted that she has met with Manual Rangel who is working to put together a 3-on-3 basketball tournament with grades 3rd through 8th. He hopes to get participants from all over the area for a total of 96 teams. Everything is moving forward!

12. COUNCIL COMMENTS

- Councilor Neve asked about the changes to traffic at the South Bend Schools and City Supervisor Houk explained that all of the plans have been reviewed by Gray & Osborne, Inc. The city will now be looking at the cost of the signage and other changes that will need to be done. City Supervisor Houk also explained that the changes won't be made until after this school year is over to try and avoid confusion in the middle of the school year. Everything will be marked, changed and ready to go before school starts in the fall. Citizen Jan Davis asked if the Planning Commission is ever involved in these types of decisions and Mayor Struck explained that no, the Planning Commission reviews conditional use permit requests and comprehensive plan changes. (See SBMC 2.15.040)
- Councilor Hall wondered if besides the traditional painted crosswalks if the engineers looked at something a little more substantial, like two single lines or ? City Supervisor Houk advised that yes, there will be cross bar stripping too.
- Councilor Hall announced that he would not be at the next council meeting – April 25th.

13. ADJOURNMENT

The meeting was adjourned at 6:05 PM to meet again at 5:30 PM on Monday, April 25, 2016 for the next regularly scheduled meeting at South Bend City Hall.

Julie Struck
Mayor

ATTEST: _____
Dee Roberts
Clerk/Treasurer

Draft

NOTICE IS HEREBY GIVEN that a public hearing will be held by the City of South Bend city council at South Bend City Hall located at 1102 West First Street on Monday, April 25, 2016 at 5:35pm.

The purpose of the public hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from lower income persons.

Up to \$750,000 may be available to the City of South Bend on a statewide competitive basis to fund public facility, community facility, economic development, planning and affordable housing projects that principally benefit low- and moderate-income persons.

An outline of the proposed City of South Bend Fliess Creek Source Redevelopment Project will be available for review at South Bend City Hall after April 25, 2016 between 9:00am and 4:00pm. Comments may also be submitted in writing to the City of South Bend by May 13, 2016.

A Spanish language interpreter will be available. The hearing room is handicap accessible. Additional arrangements to reasonably accommodate special needs will be made upon receiving 24-hour advance notice. Contact Ms. Dee Roberts at (360) 875-5571.

AVISO Se hace saber que una audiencia pública se llevará a cabo por el ayuntamiento de la ciudad de South Bend a South Bend Ayuntamiento ubicado en la calle 1102 West First el lunes 25 de abril de, 2016 a 17:35.

El propósito de la audiencia pública es revisar las necesidades de vivienda y desarrollo de la comunidad, informar a los ciudadanos de la disponibilidad de fondos y usos elegibles del estado Community Development Block Grant (CDBG), y recibir comentarios sobre las actividades propuestas, en particular de las personas de menores ingresos.

Hasta \$ 750,000 pueden estar disponibles para la ciudad de South Bend sobre una base competitiva a nivel estatal para financiar la instalación pública, centro comunitario, el desarrollo económico, la planificación y los proyectos de vivienda de interés social que benefician principalmente a personas de ingresos bajos y moderados.

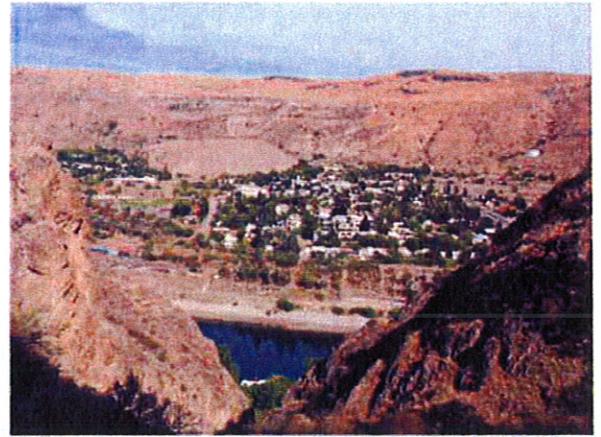
Un esquema de la Ciudad propuesta de South Bend Fliess Creek Fuente Proyecto de Reurbanización estará disponible para su revisión en South Bend City Hall el 25 de abril, el año 2016 09 a.m.-4:00 tarde. Los comentarios también pueden ser presentadas por escrito a la ciudad de South Bend el 13 de mayo 2016.

Un intérprete de lenguaje español estará disponible. La sala de audiencia es accesible para discapacitados. Medios adicionales para acomodar las necesidades especiales serán hechos al recibir aviso previo de 24 horas. Con la Sra Dee Roberts al (360) 875 a 5571.



Community Development Block Grant Program (CDBG)

*Helping rural communities with projects that benefit
low- and moderate-income persons*



2016 Program Year

The Washington State CDBG Program offers five grant funds:

- General Purpose Grants** \$9,000,000
For planning or construction of public infrastructure, community facility, affordable housing, and economic development projects. Application available in March and due in June.
- Economic Opportunity Grants** \$2,700,000
For state and local priority economic development projects that promote vibrant rural communities. Applications accepted while funds are available.
- Housing Enhancement Grants** \$200,000
For off-site infrastructure or the community facility component of a state Housing Trust Fund project. Applications accepted while funds are available.
- Imminent Threat Grants** \$100,000
For unanticipated emergencies posing a serious immediate threat to public health and safety. Applications accepted while funds are available.
- Public Services Grants** \$1,500,000
For county and community action agencies to fund new or expanded services for lower income persons. Application available in February and due in April.

*Funding contingent on the
US Dept of Housing & Urban Development
approval of the state's
2016 Action Plan and CDBG allocation*

CONTACT INFORMATION:

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Neighborhood Stabilization Program
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Eligibility information on reverse side

www.commerce.wa.gov/cdbg

HUD National Objectives

CDBG project activities must meet one of three HUD National Objectives:

- Principally benefits low-and moderate-income persons
- Aids in the prevention or elimination of slums or blight
- Addresses imminent threat to public health or safety

CDBG Eligibility Guidelines

Eligible applicants are Washington State cities/towns with less than 50,000 in population and not participating in a CDBG entitlement urban county consortium; and counties with less than 200,000 in population. Eligible cities/towns and counties are listed on the CDBG website.

Special purpose districts, public housing authorities, community action agencies, economic development councils, other non-profit organizations, and Indian tribes are not eligible to apply directly to the state CDBG Program for funding, but may be a partner in projects and subrecipient of funding with an eligible city/town or county applicant.

Application materials, due dates and income limits are on the CDBG website at:
www.commerce.wa.gov/CDBG

Federal Citizen Participation Requirements For Local Government Applicants to the State CDBG Program

Federal Regulations 24 CFR 570.486 (a)

- (a) *Citizen participation requirements of a unit of general local government.* Each unit of general local government shall meet the following requirements as required by the state at Sec. 91.115(e) of this title.
- (1) Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
 - (2) Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;
 - (3) Furnish citizens information, including but not limited to:
 - (i) The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
 - (ii) The range of activities that may be undertaken with the CDBG funds;
 - (iii) The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
 - (iv) The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under Sec. 570.488.
 - (4) Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups;
 - (5) Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
 - (6) Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. *Substantially changed* means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
 - (7) Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

RESOLUTION #2016-05

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.

| APPLICATION PROCESSING | FEE AMOUNT | CODE AUTHORITY |
|---|---|-----------------------|
| Application Processing Fee (charged on all permit applications, licenses, etc.) | \$40.00 | |
| Technology Fee (charged on all applications, licenses, renewals, etc.) | \$10.00 | |
| NSF Fee | \$25.00 | |
| 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 st 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, April 25, 2016:

Ayes -

Noes -

Absent -

Julie K. Struck, Mayor

AUTHENTICATED BY: _____
Dee Roberts, Clerk/Treasurer