

City of South Bend
Council Meeting
Monday, June 13, 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: *May 23, 2016*
4. Correspondence
5. Items from the Public ***3 Minute Limit***
6. Department Head Reports:
 - i) Police Chief Eastham
 - ii) City Supervisor Houk
 - iii) Clerk/Treasurer Roberts
 - iv) Fire Department
7. Mayor's Report
8. Council Comments
9. Adjournment

Next Regular Meeting: Monday, June 27, 2016 @ 5:30 PM

South Bend Council Meeting

Monday, June 13, 2016

CONSENT AGENDA

1. Approval of Vendor Checks

Vendors – Check #42054 thru Check #42108 - \$131,017.71

2. Approval of Payroll Checks

Payroll – Check #24047 thru Check #24064 – \$97,473.77 Including Direct Deposit

06/13/16

VENDOR		AMOUNT	
42054	Aberdeen Office Equipment, Inc.	\$	318.67 Office Supplies - City Hall \$266.03, Police \$17.54, Water \$17.55 and Municipal Court \$17.55
42055	Allan McComas	\$	80.00 Legend Boarding
42056	ALS Group USA Corp	\$	58.00 Water Samples
42057	Antich Supply Company	\$	374.03 Operating Supplies - Parks \$122.82 and Water \$251.21
42058	Association of Washington Cities (AWC)	\$	375.00 2016 Annual Conference - J Moran
42059	Borden's Auto Parts	\$	91.75 Operating Supplies - Water/Sewer Fund
42060	Bud's Lumber & Electric	\$	412.69 Operating Supplies - Police \$9.71, Fire \$40.67, Docks \$20.16, Parks \$34.77, Water \$277.81 and Sewer \$29.57
42061	Cardinal Creations	\$	810.00 Shirts (43) - Fire Department
42062	Cascade Computer Maintenance, Inc.	\$	422.59 Setup of new computer - D Houk
42063	CenturyLink	\$	1,301.47 All Depts
42064	Chief Law Enforcement Supply	\$	313.59 Operating Supplies - Fire Dept
42065	City of Raymond	\$	35,702.12 RWWTP M & O - April 2016 \$18,156.99 and May \$17,545.13
42066	Comcast	\$	59.95 Internet - WTP
42067	Crystal Springs	\$	38.77 Water Service
42068	Dave Williams	\$	200.00 Noxious Weed Spraying - June 2016
42069	Dee Roberts	\$	189.84 WMCA Board Meeting - 06/03/16
42070	Dennis Company	\$	729.03 Operating Supplies - Parks \$13.49, Water \$138.56, Sewer \$220.32, Streets \$228.41 and City Hall \$128.25
42071	Environmental Resource Associates	\$	265.46 Water Samples
42072	Flannery Publications	\$	448.14 Legal Notices
42073	Gerald Ashley	\$	34.29 LEOFF 1 Benefits
42074	Gray & Osborne, Inc.	\$	10,459.30 Professional Services - Fliess Creek \$7,901.72 & WTP Upgrade \$2,557.58
42075	H.D. Fowler Company	\$	647.59 Operating Supplies - Water Fund
42076	Harbor Saw & Supply, Inc.	\$	312.65 Operating Supplies - Parks
42077	Hawk's Superior Rock, Inc.	\$	1,696.14 Rock Supply
42078	HB Portables	\$	265.00 Portable Toilet Rental (2) - 04/17-05/13/16 \$185.00 and Mill Pont Portable Toilet Rental \$80.00
42079	Invoice Cloud - EFT Pay	\$	83.00 May 2016 Portal Access Fee
42080	Judicial Conference Registrar	\$	100.00 DMCMA Staff Conference - D Roberts & L Carlson
42081	Julie Struck	\$	46.23 Mileage Reimbursement - EDC, PCOG Meetings (Long Beach)
42082	Justin Moran	\$	392.22 AWC Conference - Travel Per Diem (Partial Reimbursement)

42083	LeMay Mobile Shredding	\$	36.05	Document Shredding
42084	Margie Packard	\$	170.46	May 2016 Library Janitorial
42085	Maynards Body Shop, Inc.	\$	175.85	Repair/Maintenance - Garbage Fund
42086	Northsound Auto Group, LLC	\$	29,948.25	Purchase of New Police Car (\$17,000 Grant Funded)
42087	Office of Financial Management	\$	4,901.76	May 2016 Fines & Forfeitures
42088	One Call Concepts, Inc.	\$	13.20	Locates
42089	Pacific County Dept of Public Works	\$	1,643.24	June 2016 Eklund Park
42090	Pacific County Fair	\$	144.00	Vendor Space - 2016 Fair (1/2 of cost will be paid by Labor Day)
42091	Pacific County Health & Human Services	\$	112.92	1st Qtr 2016 Liquor Excise & Profits
42092	Pacific County Prosecutors Office	\$	61.24	May 2016 Crime Victims
42093	Petty Cash - Dee Roberts	\$	224.49	Miscellaneous - Parks \$130.25, Police \$47.25 and City Hall \$46.99
42094	Pioneer Grocery	\$	73.82	Miscellaneous - City Hall \$49.74 and Library \$24.08
42095	PUD #2	\$	6,741.26	All Depts
42096	Royal Heights Transfer Station, Inc.	\$	13,813.69	Dump Fees
42097	SeaWestern Fire Fighting Equipment	\$	2,565.04	Repair/Maintenance \$661.00 and Fire Fighter Equipment \$1,904.04
42098	South Bend Pharmacy	\$	36.98	UPS Fees - Water Fund
42099	Staples	\$	194.95	Office Supplies - City Hall \$58.08, Police \$20.71, Water \$58.08 and Municipal Court \$58.08
42100	Steve's Front End & Brake, Inc.	\$	6,030.97	Repair/Maintenance - Parks \$905.41 and Garbage \$5,125.56
42101	Traffic Safety Supply Company, Inc.	\$	1,664.66	Operating Supplies - Streets (School Signage)
42102	V & N Auto Parts	\$	128.60	Repair/Maintenance - Garbage Fund
42103	VISA - EFT Pay	\$	3,654.75	Parks \$86.36, Water \$131.00, Streets \$222.44, Police \$79.96, Sewer \$188.92, City Hall \$2,946.07
42104	Vision Forms LLC	\$	641.65	Statement Automation
42105	Western Steel & Supply, Inc.	\$	351.92	Operating Supplies - Water Fund
42106	Willapa Harbor Gun Club, Inc.	\$	240.00	Annual Membership - Police Dept
42107	Willapa Veterinary Services	\$	14.10	Dog Board
42108	Wilson Oil dba Wilcox & Flegel	\$	1,206.34	Fuel - Public Works
	TOTAL	\$	131,017.71	

Mayor Julie K. Struck

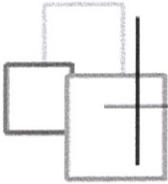
Mayor Struck

[Signature]

City Supervisor Houk

[Signature]

Police Chief Eastham



Register

Number	Name	Fiscal Description	Cleared	Amount
<u>24047</u>	Eastham, David	2016 - May - Second Council Meeting - May		\$1,125.00
<u>24048</u>	Ekman, Jace	2016 - May - Second Council Meeting - May		\$1,600.00
<u>24049</u>	Houk, Dennis	2016 - May - Second Council Meeting - May		\$1,650.00
<u>24050</u>	Ashley, Alan	2016 - May - Second Council Meeting - May		\$92.35
<u>24051</u>	Ekman, Jace	2016 - May - Second Council Meeting - May		\$1,082.88
<u>24052</u>	Houk, Dennis	2016 - May - Second Council Meeting - May		\$3,179.23
<u>24053</u>	Olsen, Lisa	2016 - May - Second Council Meeting - May		\$110.27
<u>24054</u>	Phillips, Tristan	2016 - May - Second Council Meeting - May		\$531.20
<u>24055</u>	AFLAC	2016 - May - Second Council Meeting - May		\$454.53
<u>24056</u>	Association of WA Cities	2016 - May - Second Council Meeting - May		\$2,582.49
<u>24057</u>	Dee Roberts-Coffee Fund	2016 - May - Second Council Meeting - May		\$42.00
<u>24058</u>	Dept of Labor & Industry	2016 - May - Second Council Meeting - May		\$4,379.26
<u>24059</u>	Dept of Retirement Systems	2016 - May - Second Council Meeting - May		\$10,007.84
<u>24060</u>	Nationwide Retirement Solutions	2016 - May - Second Council Meeting - May		\$405.00
<u>24061</u>	Teamster's Local #252	2016 - May - Second Council Meeting - May		\$472.00
<u>24062</u>	The Bank of the Pacific	2016 - May - Second Council Meeting - May		\$17,674.04
<u>24063</u>	Washington Counties Insurance Fund	2016 - May - Second Council Meeting - May		\$406.00
<u>24064</u>	Washington Teamsters Welfare Trust	2016 - May - Second Council Meeting - May		\$12,568.30
<u>May 2016 Draw Payroll</u>	Payroll Vendor	2016 - May - Second Council Meeting - May		\$9,250.00
<u>May 2016 Regular Payroll</u>	Payroll Vendor	2016 - May - Second Council Meeting - May		\$29,861.38
				\$97,473.77

**CITY OF SOUTH BEND
COUNCIL MEETING – 05/23/16**

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 Webber, Councilor Hall, Police Chief Eastham, City Supervisor Houk, and Clerk/Treasurer Roberts.

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

*Prior to the motion Clerk/Treasurer Roberts requested an amendment to the consent agenda. *Northwest Administrators, Inc. Check #42039 was voided and replaced by Check #42053. The amount was amended to \$4,678.17 from \$5,848.66 for a revised total of \$388,022.80.*

A motion was made by Councilor Neve to approve the Agenda, the amended Consent Agenda and the minutes of the May 9, 2016 regular meeting. The motion was seconded by Councilor Webber. **Vote: Ayes-5, Noes-0, Absent-0**

Vendors – Check #42015 thru Check #42052 - \$389,193.29*

4. CORRESPONDENCE - NONE

5. PUBLIC HEARING @ 5:35 PM – ALLEY VACATION

Mayor Struck opened the public hearing at 5:35 pm. City Supervisor Houk explained that the alley vacation request was located near Joyce & Mark Kidd and Linda Ginther's residences, near 56 Madison Street (East End Fire Hall). There are currently no utilities in the alley with no future plans for use of the alley. Councilor Hall asked what the city's recommendation was and City Supervisor Houk advised him that the city did not oppose the vacation. South Bend Citizen Steve Rogers asked if there would ever be a potential need for the city to use the alley for utilities and he was advised no, there would not. Those requesting the vacation will be paying ½ of the fair market value of the property which will be \$1,968.00. Councilor Neve requested that in the future, besides the official description, if there could be a clearer description of where the actual property is located. After some discussion City Supervisor Houk agreed to provide the council with a *Mapsifter* copy of the area along with the other documents. There was no additional comments. The public hearing was closed at 5:39 pm

6. ORDINANCE #1511 – AMENDING & REPEALING PORTIONS OF SBMC 8.20 (SECOND READING)

Councilor Williams made a motion approving Ordinance #1511 – Amending & Repealing Portions of SBMC 8.20 as presented. The motion was seconded by Councilor Neve.

During discussion Councilor Hall asked City Supervisor Houk if he could explain why there was a need for the changes. City Supervisor Houk briefly went over the various changes and explained that the majority of the changes were more "housekeeping" items that did not affect the majority of the citizens. Councilor Hall questioned the section about dead animals and it was explained that if you have a dead rat, put it in a plastic sack and throw it in your garbage can. This section was geared more to those that use their garbage cans for large animal waste during hunting season. Councilor Hall questioned the low income language and Clerk/Treasurer Roberts noted that she would review it prior to publication. **Vote: Ayes-5, Noes-0, Absent-0**

7. ORDINANCE #1512 – AMENDING PORTIONS OF SBMC 8.05 (FIRST READING)

Mayor Struck presented the ordinance and explained that this was the information that she presented to the council at the May 9, 2016 council meeting. She also reminded everyone that this cannot be enforced until it has been in place for one full year.

Councilor Hall made a motion accepting Ordinance #1512 – Amending Portions of SBMC 8.05 as presented with one reading only. The motion was seconded by Councilor Neve. **Vote: Ayes-5, Noes-0, Absent-0**

8. ITEMS FROM THE PUBLIC – NONE

9. DEPARTMENT HEAD REPORTS

- ✚ Police Chief Eastham requested the councils permission to surplus two 2007 Ford Crown Victoria police vehicles. Councilor Neve made a motion authorizing the surplus of the vehicles as requested. The motion was seconded by Councilor Webber. **Vote: Ayes-5, Noes-0, Absent-0**
- ✚ Police Chief Eastham announced that he has asked the civil service board to extend the current hiring roster (May 11, 2016) for an entry level police officer be extended for an additional year, for a total of two years, as Officer Miskell will not be leaving after all. The council and staff all agreed that they were glad that Officer Miskell would be staying on with the city!
- ✚ City Supervisor Houk reported that he had spoken with Gray & Osborne, Inc. (G & O) and they felt that NOVA Contracting, Inc. would probably start back to work on the Central Avenue project this week, but G & O was not sure exactly when this week.
- ✚ Clerk/Treasurer Roberts explained that she had received a call from the Washington Municipal Clerks Association (WMCA) and the person that current holds the position of President Elect recently announced that she must step down due to family issues. WMCA has asked if Clerk/Treasurer Roberts would consider stepping into that positon. When taking on this position it is important to get the support of the council and mayor because the president elect and president require time away from the office. Travel expenses are paid by WMCA. The council and mayor all agreed that they felt it was a great opportunity and gave Clerk/Treasurer Roberts their full support. Thank you! ☺

10. MAYOR'S REPORT

- ❖ Mayor Struck received a call from Josh Jewell from the Department of Social and Health Services thanking the South Bend Police & Fire Department for their participation in *Foster Parent Appreciation Day*. Mr. Jewell said it was so well received and everyone from the City was so kind and patient with all of the kids. Kudo's to all involved. Police Chief Eastham pointed out that Officer Miskell did this on his own time.
- ❖ Mayor Struck reported that she and City Supervisor Houk gave the city's initial Mary Rogers Pioneer Park presentation to the Recreation and Conservation Office (RCO) Board. The final presentation will be done in August. She feels like the presentation went very well with only a few minor suggested changes. Mayor Struck believes the city has a real shot at getting the grant. Mayor Struck mentioned later in the meeting that the Chinook Tribe will be adding art work to the park as well. The city increased the grant request by \$20,000 for the art work and the Chinook Tribe will be responsible for the grant match involved in that additional request.

11. COUNCIL COMMENTS

- Councilor Williams stated that during the recent spring cleanup when South Bend citizens were able to take one free truck load to the dump he witnessed someone bring a truck load of concrete foundation material to the dump. Councilor Williams asked if Royal Heights Transfer Station charged the city by the pound, if so did the city put any weight restrictions on the cleanup. Clerk/Treasurer Roberts advised him that yes, we are charged by weight and no, we have not had any restrictions during spring cleanup per se. It was also brought up about individuals using social media asking to use other people's water bills so they could take multiple loads to the dump. After some discussion it was agreed that these issues need to be considered/addressed prior to advertising for next year's spring cleanup. Clerk/Treasurer Roberts will provide the council with the cost and weight of this year's spring cleanup when she gets the bill from Royal Heights.
- Councilor Neve noted that over the last several months there have been some discussions at a number of council meetings about pedestrians crossing at Highway 101 and Willapa Avenue. Councilor Neve said the overwhelming consensus among the citizens is for NO signal there.
- Councilor Hall commented that he noticed that the donation thermometer for Mary Rogers Pioneer Park has been growing and he asked what the growth was attributed to. Mayor Struck explained that the majority of the increase was due to in-kind work that would be done by the city crew should the city get the grant. It is not from the sale of memorial bricks however. It was decided to not sell any more bricks until the city finds out if the project gets funded. If it is funded then the memorial brick project will move forward otherwise money would have to be refunded if the project falls through.

12. ADJOURNMENT

The meeting was adjourned at 6:00 PM to meet again at 5:30 PM on Monday, June 13, 2016 for the next regularly scheduled meeting at South Bend City Hall.

Julie Struck
Mayor

ATTEST:

Dee Roberts
Clerk/Treasurer