City of South Bend
Council Meeting
Monday, January 14, 2019 @ 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: *December 10, 2018 Regular Meeting*
4. Correspondence
5. *Planning Commission Appointment (Action)*
6. *Appointment of Mayor Pro Tem (Action)*
7. *Committee Appointments – Police, Fire & Public Works*
8. *Bid Award – Water Treatment Plant (Action)*
9. *Construction Management Agreement – 1st & Kendrick/Willapa Ave Sidewalks (Action)*
10. Items from the Public ***(3 Minute Limit)***
11. Department Head Reports:
    - i) Police Chief Eastham
    - ii) City Supervisor Houk
    - iii) Clerk/Treasurer Roberts
    - iv) Fire Department
12. Mayor's Report
13. Council Comments
14. Adjournment

The City of South Bend strives to provide access and services to all members of the public. Please notify the City at least 48 hours prior to an event if reasonable accommodations are needed.

NOTICE *– All proceedings of this meeting are sound recorded Except Executive Sessions.*

Next Regular Meeting: Monday, January 28, 2019 @ 5:30 PM

South Bend Council Meeting

Monday, January 14, 2019

CONSENT AGENDA

1. Approval of Vendor Checks

Vendors – Check #44625 thru Check #44728 - *$159,104.78*

2. Approval of Payroll Checks

Payroll – Check #24542 thru Check #24556 - *$110,037.84* Including Direct Deposit

01/14/19

	VENDOR		AMOUNT	
44625	Advanced Vinyl Works (Hand Pay)	$	64.86	Operating Supplies - Police Dept
44626	Ark Plumbing Services, Inc. (Hand Pay)	$	45.94	Repair/Maintenance - Parks Fund
44627	Ashley Construction, Inc. (Hand Pay)	$	2,426.85	Professional Services - Sewer Fund
44628	Busted Knuckles Automotive (Hand Pay)	$	605.33	Repair/Maintenance - Water/Sewer Fund
44629	Central Parts Warehouse (Hand Pay)	$	194.52	Operating Supplies - Streets
44630	Chris Orkney (Hand Pay)	$	42.00	Reimbursement - DOH Waterworks Renewal
44631	City of Raymond (Hand Pay)	$	21,738.69	RWWTP M & O November 2018
44632	Correct Equipment, Inc. (Hand Pay)	$	541.93	Repair/Maintenance - Sewer Fund
44633	Crystal Springs (Hand Pay)	$	77.63	Water Service - Public Works
44634	Databar (Hand Pay)	$	62.58	Operating Supplies - City Hall
44635	Dilk Tire Factory (Hand Pay)	$	341.17	Repair/Maintenance - Streets $214.96, Water $63.11 and Sewer $63.10
44636	Evoqua Water Technologies (Hand Pay)	$	3,198.98	Operating Supplies - Water Fund
44637	Gerald Ashley (Hand Pay)	$	39.00	LEOFF 1 Benefits
44638	Gray & Osborne, Inc. (Hand Pay)	$	5,078.28	Professional Services - WTP Upgrade $4,177.48 and Revised Pacific Sunset Plat $900.80 (Reimbursed)
44639	Grays Harbor County (Hand Pay)	$	108.00	Water Samples
44640	H.D. Fowler Company (Hand Pay)	$	1,048.10	Operating Supplies - Water Fund
44641	Hach (Hand Pay)	$	563.90	Operating Supplies - Water Fund
44642	Invoice Cloud-E Pay (Hand Pay)	$	119.80	November 2018 Portal Access Fee
44643	LeMay Mobile Shredding (Hand Pay)	$	39.70	Document Shredding
44644	Maneman Electric, Inc. (Hand Pay)	$	1,321.72	Repair/Maintenance - Water Fund
44645	Northwest Rock, Inc. (Hand Pay)	$	279.54	Stockpile
44646	Pacific County Emergency Management (Hand Pay)	$	1,950.75	4th Qtr 2018 Local Support
44647	Pacific County Health & Human Services (Hand Pay)	$	92.00	3rd Qtr 2018 Liquor Excise & Liquor Profits
44648	PUD #2 (Hand Pay)	$	8,685.91	All Depts
44649	Smarsh (Hand Pay)	$	345.40	Archiving & Data Retention - November 2018
44650	Staples (Hand Pay)	$	321.86	Office Supplies - City Hall $126.70, Police $73.06, Water $96.17 and Sewer $25.93
44651	Sunset Air, Inc. (Hand Pay)	$	86.48	Operating Supplies - Sewer
44652	SWS Equipment (Hand Pay)	$	346.83	Repair/Maintenance - Garbage Fund
44653	US Fire Equipment LLC (Hand Pay)	$	2,655.34	Repair/Maintenance - Fire Dept
44654	Vision Forms, LLC (Hand Pay)	$	638.32	Statement Automation November 2018
44655	Washington State Parks and Rec (Hand Pay)	$	2,000.00	Annual Easement - RWWTP
44656	Willapa Harbor Herald (Hand Pay)	$	350.90	Legal Notices
44657	Willapa Harbor Hospital (Hand Pay)	$	463.61	Jail Services - Police Dept

44658	Willapa Harbor Lions (Hand Pay)	$	65.00	Operating Supplies -City Hall
44659	Aberdeen Office Equipment, Inc.	$	239.10	Office Supplies - City Hall $219.11, Police $9.18 and Water $10.81
44660	ALS Group USA Corp	$	97.00	Water Samples
44661	AWC	$	879.00	2019 Membership
44662	AWC - Retro Program	$	886.05	Service Period - 01/01-12/31/2019
44663	Borden's Auto Parts, Inc.	$	266.27	Repair/Maintenance - Police $207.85 and Garbage $58.42
44664	Bud's Lumber & Electric	$	209.84	Operating Supplies - Fire $25.92, Streets $30.77, Parks $30.25, Water $109.94 and Sewer $12.96
44665	Cascade Computer Maintenance, Inc.	$	4,714.24	Equipment Service Contract - 01/01-12/31/2019
44666	Chris Orkney	$	200.00	2019 Boot Allowance
44667	City of Raymond	$	20,179.61	RWWTP M & O December 2018
44668	Comcast - EFT Pay	$	869.76	All Depts
44669	Createch, LLC	$	1,760.00	Website Maintenance - 01/01-03/31/19, .GOV Domain, Google License and Google Email Archiving
44670	Creative Community Solutions, Inc.	$	2,375.00	Professional Services - General Planning
44671	Daily Journal of Commerce	$	408.00	Legal Notices - WTP
44672	Dave Eastham	$	825.00	2019 Clothing/Boot Allowance
44673	Dennis Houk	$	200.00	2019 Boot Allowance
44674	Dept of Health		$1,632.00	Sanitary Survey - Sewer Fund
44675	Dept of Revenue - EFT Pay	$	8,789.61	December 2018 Excise Tax on Water/Sewer/Garbage and Excise Tax on Out of State Purchases
44676	Dept of Transportation	$	1,478.17	Fuel - Public Works $433.73 and Police Dept $1,044.44
44677	Dilk Tire Factory	$	25.94	Repair/Maintenance - Police
44678	DMCMA	$	300.00	2019 Dues - D Roberts & L Carlson
44679	Drug Screens, Inc.	$	85.00	Random Drug Screen
44680	Evergreen Rural Water of Washington	$	430.00	2019 Annual Membership
44681	Evoqua Water Technologies	$	6,918.23	Operating Supplies $198.23 & WTP Maintenance Agreement $6,720.00 - Water Fund
44682	Fastenal	$	1,535.64	Operating Supplies - Fire Dept
44683	Gerald Ashley	$	402.00	LEOFF 1 Benefits
44684	Grainger	$	2,912.37	Operating Supplies $229.27 and Capital Outlay $2,683.10 - Water Fund
44685	Grays Harbor County	$	108.00	Water Samples
44686	Hagen & Bates, P.S.	$	250.00	Professional Services - Municipal Court 12/10/18
44687	Hawk's Superior Rock	$	291.87	Rock Stockpile
44688	HB Portables	$	100.00	Portable Toilet - Boat Launch
44689	Jerry Miller	$	200.00	2019 Boot Allowance
44690	Julie Struck	$	80.62	Per Diem - Mayor's Exchange 1/23/19
44691	Justin Moran	$	200.00	2019 Boot Allowance $200.00
44692	Kelly Spoor	$	200.00	2019 Boot Allowance
44693	Lucas Stigall	$	825.00	2019 Clothing/Boot Allowance
44694	Luis Gonzalez	$	825.00	2019 Clothing/Boot Allowance
44695	LV Services	$	100.00	Window Cleaning - City Hall

44696	Maneman Electric, Inc.	$	128.65	Repair/Maintenance - City Hall
44697	Masco Petroleum	$	1,511.71	Fuel - Public Works $1,348.58 and Fire Dept $163.13
44698	Northwest Rock, Inc.	$	138.15	Rock Stockpile
44699	Office of Financial Management	$	3,555.82	December 2018 Fines & Forfeitures $3,523.32 and 4th Quarter 2018 Remit of State Building Fee $32.50
44700	One Call Concepts	$	1.32	Locates
44701	ONLINE Information Services - EFT Pay	$	22.70	Credit Reporting Services - December 2018
44702	ORCAA	$	1,279.80	2019 Annual Assessment
44703	Pacific Council of Governments	$	1,500.00	2019 Dues
44704	Pacific County Dept of Public Works	$	1,627.70	Eklund Park - January 2019
44705	Pacific County Emergency Management	$	1,967.50	1st Qtr 2019 Local Support
44706	Pacific County Prosecutor	$	47.27	December 2018 Crime Victims
44707	Pacific County Sheriff's Office	$	425.00	Jail Services - November 2018
44708	Pacific County Sheriff's Office (PACCOM)	$	9,564.54	1st Qtr 2019 Local Support - PACCOM - Police $9,437.14 and Fire $127.40
44709	Patrick Jo	$	825.00	2019 Clothing/Boot Allowance
44710	Pioneer Grocery	$	39.75	Miscellaneous - City Hall $32.24, Fire $2.48 and Water $5.03
44711	Reporting Systems, Inc.	$	1,535.02	2019 Annual Fire Software Package Renewal
44712	Royal Heights Transfer Station, Inc.	$	10,893.44	Dump Fees
44713	Smarsh	$	345.40	Archiving & Data Retention - December 2018
44714	South Bend Pharmacy	$	14.28	UPS Fees - Water Fund
44715	South Bend Police Reserves	$	2,000.00	2019 Clothing/Boot Allowance
44716	South Bend Utilities	$	200.00	Refund Utility Deposits
44717	South Bend Utilities	$	300.00	Refund Utility Deposits
44718	Steve's Front End & Brake, Inc.	$	114.96	Repair/Maintenance - Water/Sewer Fund
44719	Tierney & Correa, PC	$	775.00	Legal Services
44720	Tim McGee	$	200.00	2019 Boot Allowance
44721	Verizon - EFT Pay	$	120.07	Police Laptops
44722	VISA	$	272.48	City $163.22, Police $67.26 and Water $42.00
44723	Vision Forms, LLC	$	929.00	Statement Automation $640.05 and Business License Forms $288.95
44724	WABO	$	95.00	2019 Annual Membership - D Houk
44725	Walter E Nelson Co of Astoria		$277.10	Operating Supplies - City Hall $84.92, Water $96.09 and Sewer $96.09
44726	Willapa Harbor Chamber of Commerce	$	100.00	2019 Dues
44727	Willapa Harbor Herald	$	493.68	Legal Notices - WTP
44728	Willapa Veterinary Service	$	65.20	Dog Board
	TOTAL	$	159,104.78	

Mayor Struck

City Supervisor Houk

Police Chief Eastham

Register

Number	Name	Fiscal Description	Cleared	Amount
24542	Eastham, David L	2018 - December - Second Council Meeting - December		$2,580.00
24543	Houk, Lloyd D	2018 - December - Second Council Meeting - December		$1,650.00
24544	Ashley, Alan	2018 - December - Second Council Meeting - December		$92.35
24545	Houk, Lloyd D	2018 - December - Second Council Meeting - December		$2,323.74
24546	AFLAC	2018 - December - Second Council Meeting - December		$820.74
24547	Association of WA Cities	2018 - December - Second Council Meeting - December		$3,648.99
24548	Dee Roberts-Coffee Fund	2018 - December - Second Council Meeting - December		$35.00
24549	Dept of Labor & Industry	2018 - December - Second Council Meeting - December		$2,438.09
24550	Dept of Retirement Systems	2018 - December - Second Council Meeting - December		$13,152.39
24551	Nationwide Retirement Solutions	2018 - December - Second Council Meeting - December		$405.00
24552	Teamster's Local #252	2018 - December - Second Council Meeting - December		$476.00
24553	The Bank of the Pacific	2018 - December - Second Council Meeting - December		$18,475.26
24554	Washington Counties Insurance Fund	2018 - December - Second Council Meeting - December		$416.00
24555	Washington State Support Registry	2018 - December - Second Council Meeting - December		$297.73
24556	Washington Teamsters Welfare Trust	2018 - December - Second Council Meeting - December		$12,006.90
December 2018 - PD Holiday Draws	Payroll Vendor	2018 - December - Second Council Meeting - December		$6,445.00
December 2018 Draws	Payroll Vendor	2018 - December - Second Council Meeting - December		$14,000.00
December 2018 Payroll	Payroll Vendor	2018 - December - Second Council Meeting - December		$30,774.65
				$110,037.84

CITY OF SOUTH BEND
COUNCIL MEETING – 12/10/18

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 Buchanan, Councilor Williams, Councilor Neve, Councilor Davis, Councilor Little, Police Chief Eastham, City Supervisor Houk and Clerk/Treasurer Roberts.

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 November 26, 2018 regular meeting. The motion was seconded by Councilor Little. **Vote: Ayes-5, Noes-Ø, Absent-Ø**

Vendors – Check #44577 thru Check #44624 - *$195,347.08*

Payroll – Check #24528 thru Check #24541 - *$94,989.46* Including Direct Deposit

4. CORRESPONDENCE - NONE

5. ORDINANCE #1541 – BOND AND INTERIM FINANCING FOR WTP UPGRADES (SECOND READING)

Councilor Neve made a motion to accept Ordinance #1541 – Bond and Interim Financing for WTP Upgrades as presented. The motion was seconded by Councilor Williams. **Vote: Ayes-5, Noes-Ø, Absent-Ø**

6. ORDINANCE #1542 – BUDGET AMENDMENTS (ONE READING ONLY)

Councilor Neve made a motion to accept Ordinance #1542 – Budget Amendments as presented with one reading only. The motion was seconded by Councilor Davis. **Vote: Ayes-5, Noes-Ø, Absent-Ø**

7. ITEMS FROM THE PUBLIC

- Jenny Penoyar, Manager of the South Bend Library, gave a brief update on the status of the library. If everything remains on track the library should reopen on January 2, 2019.
- Citizen Linda Buchanan suggested that the city council and city hall staff visit the Holiday Store at the South Bend Elementary School on Tuesday, December 11th or Wednesday, December 12th.

8. DEPARTMENT HEAD REPORTS

- Police Chief Eastham advised that is has been "business as usual" for his department. Sergeant Stigall then provided a brief report on a program called *Class Action* that the South Bend Police Department is partnering with Road to Resilience and True North on. This partnership provides an evidence based program for high school freshman on alcohol abuse. It is a two week program and it will be provided again in the spring for the rest of the freshman class that didn't attend this session.

9. MAYOR'S REPORT - NONE

10. COUNCIL COMMENTS - NONE

DRAFT

11. ADJOURNMENT

The meeting was adjourned at 5:48 PM to meet again on Monday, January 14, 2019 for the next regularly scheduled meeting at South Bend City Hall

ATTEST: _____

Julie K. Struck
Mayor

Dee Roberts
Clerk/Treasurer

DRAFT

Mayor Struck

Chair – Streets

Chair – Public Works

Chair – Finance

Council Position #1

Daryle Buchanan

**Fire Dept.*

**Docks/Parks*

Council Position #2

Bunny Williams

**Streets*

**RWCC*

**Police*

Council Position #3

Patricia Neve (Mayor Pro Tem)

**Finance*

**Public Works*

**RWCC*

Council Position #4

Jan Davis

**Fire Dept.*

**Public Works*

**Parks*

Council Position #5

Dale Little

**Finance*

**Police*

**Streets*

BID SUMMARY

CITY OF SOUTH BEND

WTP MEMBRANE FILTRATION EQUIPMENT PROCUREMENT

Engineer's Estimate:

BID DATE: 11:00 AM, WEDNESDAY, JANUARY 9, 2019

	Contractor	Proposal Bond (Yes/No)	Proposal Signed (Yes/No)		Total Amount Bid
1.	EVOQUA	YES	YES		$998,615
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Engineer: _____

No. of Addenda: _____

2018 South Bend Municipal Court
Monthly Recap

	2018 Total Fines & Forfeitures	Less Payment to Office of Financial Management	Less Reimbursements and/or Restitution	2018 Net Total to Budget	2017 Net Total to Budget
Jan-18	$10,213.00	($3,529.37)	($76.43)	$6,607.20	$4,739.59
Feb-18	$9,720.00	($3,389.48)	($133.76)	$6,196.76	$3,851.95
Mar-18	$11,251.00	($4,086.88)	($191.64)	$6,972.48	$6,976.45
Apr-18	$11,544.00	($3,862.25)	($88.32)	$7,593.43	$8,538.10
May-18	$10,318.00	($4,228.54)	($120.93)	$5,968.53	$7,403.15
Jun-18	$14,846.33	($4,791.39)	($140.62)	$9,914.32	$13,865.97
Jul-18	$14,121.00	($4,061.40)	($366.70)	$9,692.90	$11,799.92
Aug-18	$8,634.84	($2,754.26)	($370.54)	$5,510.04	$11,588.84
Sep-18	$10,922.00	($4,260.42)	($57.11)	$6,604.47	$12,707.12
Oct-18	$8,702.00	($3,331.44)	($47.34)	$5,323.22	$10,355.97
Nov-18	$10,980.00	($4,100.18)	($103.45)	$6,776.37	$7,628.51
Dec-18	$9,744.00	($3,523.32)	($67.27)	$6,153.41	$4,021.69
Total to Date	$130,996.17	($45,918.93)	($1,764.11)	$83,313.13	$103,477.26