

**City of South Bend
Council Meeting
Monday, April 22, 2019 @ 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 8, 2019 Regular Meeting*
4. Correspondence
5. *Ordinance #1544 – 2019 Budget Amendments (Second Reading) (Action)*
6. *Resolution #2019-02 – Payment of Claims Prior to Council Meeting (Action)*
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

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, May 13, 2019 @ 5:30 PM

South Bend Council Meeting

Monday, April 22, 2019

CONSENT AGENDA

1. Approval of Vendor Checks

Vendors – Check #44939 thru Check #44972 - \$52,541.67 Including EFT Payments

04/22/19

VENDOR	AMOUNT	
44939 Apex Permitting and Consulting	\$ 750.00	Professional Services - Reimbursed by Customer
44940 Ark Plumbing Services, Inc.	\$ 249.24	Repair/Maintenance - Water Fund
44941 Bank of the Pacific	\$ 72.52	Monthly Interest on Interim Financing - Water Treatment Plant
44942 Beans & Rocks, LLC	\$ 214.04	Stockpile
44943 Chinook Observer	\$ 138.60	Civil Service Testing Ad - Police Dept
44944 Crystal Springs	\$ 119.09	Water Service - Public Works
44945 Dave Williams	\$ 533.17	Reimbursement for Mill Pond Fishing
44946 Dept of Licensing	\$ 143.00	Concealed Weapons Permits
44947 Dept of Retirement Systems	\$ 25.00	Annual OASI 2018
44948 Dept of Transportation	\$ 1,429.98	Fuel - Public Works \$439.75 and Police \$990.23
44949 Fastenal	\$ 76.62	Operating Supplies - Water/Sewer Fund
44950 Gray & Osborne, Inc.	\$ 39,601.46	TIB \$6,522.43, Central Ave \$32,218.15 and South Bend Elementary \$860.88
44951 Grays Harbor County Dept of Public Services	\$ 108.00	Water Samples
44952 Harbor Auto and Truck Parts	\$ 40.30	Repair/Maintenance - Police
44953 Harbor Saw & Supply, Inc.	\$ 82.56	Repair/Maintenance - Water/Sewer Fund
44954 Ingram, Zelasko & Goodwin	\$ 335.00	Pro tem services - Municipal Court
44955 IPMA-HR	\$ 447.00	Operating Supplies - Police
44956 Jake Gerow	\$ 200.00	2019 Boot Allowance
44957 JCI Jones Chemicals, Inc.	\$ 1,129.64	Operating Supplies - Water/Sewer Fund
44958 Jonathan Quittner	\$ 775.00	Municipal Court Public Defender - April 2019
44959 Kelly Spoor	\$ 356.74	Per Diem - Anatomy of a Water Treatment Plant 5/8-5/10/19
44960 LeMay Mobile Shredding	\$ 41.70	Document Shredding
44961 LV Services	\$ 100.00	Quarterly Window Cleaning - City Hall & Fire Hall
44962 Maneman Electric, Inc.	\$ 200.05	Repair/Maintenance - Water Fund
44963 Mike Donovan Construction, LLC	\$ 1,891.75	Mary Rogers Pioneer Park
44964 Montesano Internal Medicine	\$ 180.00	Employee Benefits - Water Fund
44965 One Call Concepts, Inc.	\$ 5.28	Locates
EFT Pay ONLINE Information Services - EFT Pay	\$ 30.80	Credit Reporting Services - March 2019

44966	Petty Cash - Dee Roberts	\$	364.74	Miscellaneous - City Hall \$16.99, Water \$347.75
44967	Smarsh	\$	345.40	Archiving & Data Retention - March 2019
44968	Sound Publishing, Inc.	\$	710.00	Public Works Employment Ad \$600.00 and Fishing Derby Ad \$110.00
44969	The Shop	\$	206.65	Repair/Maintenance - Parks \$103.32 and Mosquitos \$103.33
44970	Vision Municipal Solutions, LLC	\$	672.14	Statement Automation
44971	Walter E Nelson Company of Astoria	\$	136.20	Operating Supplies - City Hall
44972	William Penoyar	\$	830.00	Municipal Court Prosecutor - April 2019
TOTAL		\$	52,541.67	



Mayor Struck



City Supervisor Houk



Police Chief Eastham

**CITY OF SOUTH BEND
COUNCIL MEETING – 04/08/19**

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

Prior to approval of the agenda Clerk/Treasurer Roberts requested an amendment to the agenda: adding *Item #4A – Ordinance #1544 – 2019 Budget Amendments (First Reading)*.

A motion was made by Councilor Neve to approve the amended Agenda, Consent Agenda and the minutes of the March 25, 2019 regular meeting. The motion was seconded by Councilor Williams.
Vote: Ayes-5, Noes-0, Absent-0

Vendors – Check #44894 thru Check #44938 - \$70,997.70

Payroll – Check #24589 thru Check #24604 - \$111,764.49 Including Direct Deposit

4. CORRESPONDENCE - NONE

4A. ORDINANCE #1544 – 2019 BUDGET AMENDMENTS (FIRST READING)

Councilor Neve made a motion to move Ordinance #1544 – 2019 Budget Amendments to a second reading. The motion was seconded by Councilor Davis. **Vote: Ayes-5, Noes-0, Absent-0**

5. ITEMS FROM THE PUBLIC

Ezra McCampbell from 331 1st Street, Raymond, WA spoke briefly regarding the Willapa River Development Project located on Island Way in Raymond and his personal concerns regarding water runoff and how it could affect the City of South Bend's businesses that utilize the river.

6. DEPARTMENT HEAD REPORTS

- Police Chief Eastham advised that things were "business as usual" in his department. He did point out that it appears to be "scam season"! His department is receiving many reports of people getting scam phone calls and unfortunately some people are falling for them. Remember – **if it sounds too good to be true, it is and if you have to send money to get money it is a SCAM!**
- City Supervisor Houk announced that the public works position has been filled and the new hire, Jake Gerow, started on April 8th. He is fitting in nicely and the crew is happy to be fully staffed again.
- Clerk/Treasurer Roberts explained that the city's 2018 Annual Report has been completed and submitted to the State of Washington as required by RCW 43.09.230. A copy was provided to the council and staff. The 2019 first quarter report was also completed and a copy was provided to council and staff as well.

7. MAYOR'S REPORT

- ✚ Mayor Struck gave kudo's to those involved in the Kids Fishing Derby that was held April 6th at the Mill Pond. There was a great turnout, everything was well organized and it appeared that everyone had a great time. Dave Williams did a great job spearheading the event.

8. COUNCIL COMMENTS

- ❖ Councilor Buchanan inquired about the grant for the field lighting at Cheney Park. A brief discussion followed.

9. ADJOURNMENT

The meeting was adjourned at 5:58 PM to meet again on Monday, April 22, 2019 for the next regularly scheduled meeting at South Bend City Hall

Julie K. Struck
Mayor

ATTEST:

Dee Roberts
Clerk/Treasurer

DRAFT

ORDINANCE #1544

**AN ORDINANCE OF THE CITY OF SOUTH BEND, WASHINGTON
ADOPTING REVISED APPROPRIATIONS AND EXPENDITURES TO BE
MADE IN CALENDAR YEAR 2019**

WHEREAS, the City Council of the City of South Bend previously approved 2019 appropriations and expenditures per Ordinance 1539, and

WHEREAS, actual expenditures and revenues for 2019 in conjunction with the revisions were not available at the time of the changeover to a new fiscal year, and,

WHEREAS, the laws of the State of Washington require the budgeting of such expenditures by Ordinance, now therefore,

THE CITY COUNCIL OF THE CITY OF SOUTH BEND, WASHINGTON DO ORDAIN:

That the 2019 budgeted amounts for the funds listed below will be as follows:

<u>FUND NUMBER</u>	<u>FUND NAME</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>
405	Mosquito Control	150,000	85,291
411	Garbage	450,000	300,000
610	Robert Bush Park Fund	8,243	5,500
701	HUD Fund	260,000	1,000

The budgeted amounts for all funds not listed above will remain as set forth in Ordinance Number 1539.

INTRODUCED this 8th day of April, 2019 **AND PASSED** on the 22nd day of April, 2019 by the following vote:

Ayes –

Noes –

Absent –

Julie K. Struck, Mayor

AUTHENTICATED BY: _____
Dee Roberts, Clerk/Treasurer

Publish: 05/22/19

RESOLUTION #2019-02

**A RESOLUTION OF THE CITY OF SOUTH BEND, WASHINGTON
AUTHORIZING THE PAYMENT OF CLAIMS PRIOR TO APPROVAL BY THE
CITY COUNCIL**

WHEREAS, RCW 42.24.180 sets forth the conditions for early issuance of checks prior to council approval; and

WHEREAS, the City Council desires to authorize payment of certain regular and ongoing claims to avoid late charges prior to approval of claims to the City Council including EFT (electronic fund transfer) payments that automatically pay on their due date which often does not coincide with regular council meetings; and

WHEREAS, the City Council desires to authorize the Administrative Assistant to prepare vouchers for payment of such claims and to authorize the Clerk/Treasurer to issue checks for payment of such claims prior to a meeting of the City Council; and,

WHEREAS, the City Council shall be provided for its review the documentation supporting claims paid for its approval of all checks issued in payment of claims and/or payroll at regularly scheduled public meeting within one month of issuance;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of South Bend:

Section 1. The City Council of the City of South Bend does authorize the issuance of checks before formal approval by the City Council, provided that all conditions of RCW 42.24.180 are met.

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 22, 2019:

Ayes - _____ **Noes -** _____ **Absent -** _____

Julie K. Struck, Mayor

AUTHENTICATED BY: _____
Dee Roberts, Clerk/Treasurer