

**City of South Bend
Council Meeting
Monday, September 9, 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: *August 26, 2019 Regular Meeting*
4. Correspondence
5. *2020 Budget Calendar*
6. Items from the Public **(3 Minute Limit)**
7. Department Head Reports:
 - i) Police Chief Eastham
 - ii) City Supervisor Houk
 - iii) Clerk/Treasurer Roberts
 - iv) Fire Department
8. Mayor's Report
9. Council Comments
10. 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, September 23, 2019 @ 5:30 PM

South Bend Council Meeting

Monday, September 9, 2019

CONSENT AGENDA

1. Approval of Vendor Checks

Vendors – Check #45274 thru Check #45304 - \$97,659.55 Including EFT Payments

2. Approval of Payroll Checks

Payroll – Check #24671 thru Check #24686 - \$100,772.58 Including Direct Deposit

09/09/19

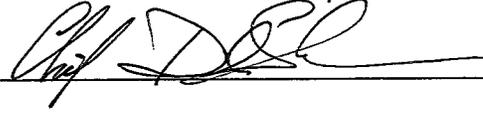
	VENDOR	AMOUNT	
45274	Aberdeen Office Equipment, Inc.	\$ 341.86	Office Supplies - City Hall \$275.95, Municipal Court \$36.20, Police Dept \$19.99 and Water \$9.72
45275	ALS Group USA Corp	\$ 283.00	Water Samples
45276	Backflow by the Best	\$ 1,200.00	Professional Services - Water Treatment Plant
45277	Borden's Auto Parts, Inc.	\$ 288.59	Repair/Maintenance -Fire Dept
45278	Bud's Lumber & Electric	\$ 611.16	Operating Supplies - Streets \$180.36, Docks \$12.95, Parks \$213.17, Water \$162.00 and Sewer \$42.68
45279	Cascade Computer Maintenance, Inc.	\$ 315.80	Repair/Maintenance - Municipal Court
45280	City of Raymond	\$ 260.78	Intertie - Water Fund
<i>EFT Pay</i>	<i>Comcast - EFT Pay</i>	\$ 877.62	All Depts
45281	Crystal Springs	\$ 125.53	Water Service - Public Works
45282	Dee Roberts	\$ 178.50	Per Diem - 2019 WAPELRA Fall Conference 9/17-9/20/196
45283	Dennis Company	\$ 813.59	Operating Supplies - City Hall \$3.24, Fire Dept \$114.20, Streets \$73.45, Parks \$430.54 and Water \$192.16
45284	Dept of Ecology	\$ 15,059.97	Loan Payment - Sewer Fund (Next Payment 3/2020 - Payoff 2028)
<i>EFT Pay</i>	<i>Dept of Revenue - EFT Pay</i>	\$ 7,160.22	August 2019 Excise Tax on Water/Sewer and Excise Tax on Out of State Purchases
45285	Gerald Ashley	\$ 27.00	LEOFF 1 Benefits
45286	Gray & Osborne, Inc.	\$ 44,099.07	TIB \$18,416.61, Central Ave \$24,144.01, 4th St Improve \$122.36, WTP Upgrades \$815.08 and Gen Eng \$601.01
45287	HB Portables	\$ 185.00	Portable Toilets - Boat Launch & Mill Pond
<i>EFT Pay</i>	<i>Invoice Cloud-E Pay</i>	\$ 109.20	August 2019 Portal Access Fee
45288	Justin Moran	\$ 600.00	Professional Services - Water Treatment Plant
45289	Masco Petroleum	\$ 263.49	Fuel - Fire Dept \$106.15 and Public Works \$157.34
45290	Northwest Rock, Inc.	\$ 334.28	Stockpile - Streets Fund
45291	Office of Financial Management	\$ 2,896.12	August 2019 Fines & Forfeitures
45292	Pacific County Dept of Public Works	\$ 1,680.67	Eklund Park - September 2019
45293	Pacific County Prosecutor	\$ 39.34	August 2019 Crime Victims
45294	Pete Hinton	\$ 100.00	Interpreter Services - Municipal Court 08/07/19 and 08/21/19
45295	PUD #2	\$ 7,315.19	All Depts
45296	South Bend Pharmacy	\$ 34.25	UPS Fees - Water Fund
45297	Staples	\$ 294.30	Office Supplies - Muni Court \$46.84, City Hall \$170.40, Water \$30.22 and Sewer \$46.84

45298	Three Rivers Mosquito and Vector Control	\$	7,567.00	September Mosquito Spraying
45299	Tierney & Correa, PC	\$	1,255.00	Legal Services
45300	Traffic Safety Supply	\$	967.39	Operating Supplies - Streets
EFT Pay	Verizon - EFT Pay	\$	120.68	Police Laptops
EFT Pay	VISA - EFT Pay	\$	1,431.46	CH \$313.89, Muni Court \$79.00, PD \$342.12, Streets \$120.64, Parks \$244.09, Water \$303.02 and Sewer \$28.70
45301	Walter E Nelson Company of Astoria	\$	214.15	Operating Supplies - City Hall \$128.00, Water/Sewer \$86.15
45302	Willapa Harbor Herald	\$	292.50	Legal Notices
45303	Willapa Veterinary Service	\$	17.70	Dog Board
45304	Zoe Sowa	\$	299.14	Per Diem - 2019 WAPELRA Fall Conference 9/17-9/20/196
TOTAL		\$	97,659.55	

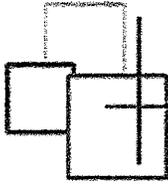
Mayor Struck



City Supervisor Houk



Police Chief Eastham



Register

<u>Number</u>	<u>Name</u>	<u>Fiscal Description</u>	<u>Cleared</u>	<u>Amount</u>
<u>24671</u>	Houk, Lloyd D	2019 - August - Second Council Meeting - August		\$1,650.00
<u>24672</u>	Ashley, Alan	2019 - August - Second Council Meeting - August		\$92.35
<u>24673</u>	Houk, Lloyd D	2019 - August - Second Council Meeting - August		\$2,723.57
<u>24674</u>	AFLAC	2019 - August - Second Council Meeting - August		\$820.74
<u>24675</u>	Association of WA Cities	2019 - August - Second Council Meeting - August		\$3,635.61
<u>24676</u>	Dee Roberts-Coffee Fund	2019 - August - Second Council Meeting - August		\$48.00
<u>24677</u>	Dept of Labor & Industry	2019 - August - Second Council Meeting - August		\$1,969.50
<u>24678</u>	Dept of Retirement Systems	2019 - August - Second Council Meeting - August		\$12,405.35
<u>24679</u>	Employment Security Department	2019 - August - Second Council Meeting - August		\$189.16
<u>24680</u>	Nationwide Retirement Solutions	2019 - August - Second Council Meeting - August		\$405.00
<u>24681</u>	Teamster's Local #252	2019 - August - Second Council Meeting - August		\$482.00
<u>24682</u>	The Bank of the Pacific	2019 - August - Second Council Meeting - August		\$18,673.53
<u>24683</u>	Thorbeckes	2019 - August - Second Council Meeting - August		\$58.34
<u>24684</u>	Washington Counties Insurance Fund	2019 - August - Second Council Meeting - August		\$416.00
<u>24685</u>	Washington State Support Registry	2019 - August - Second Council Meeting - August		\$297.73
<u>24686</u>	Washington Teamsters Welfare Trust	2019 - August - Second Council Meeting - August		\$10,672.80
<u>August 2019 Draws</u>	Payroll Vendor	2019 - August - Second Council Meeting - August		\$13,125.00
<u>August 2019 Payroll</u>	Payroll Vendor	2019 - August - Second Council Meeting - August		\$33,107.90
				\$100,772.58

**CITY OF SOUTH BEND
COUNCIL MEETING – 08/26/19**

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, City Supervisor Houk, Police Chief Eastham 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 August 12, 2019 regular meeting. The motion was seconded by Councilor Williams. **Vote: Ayes-5, Noes-0, Absent-0**

Vendors – Check #45250 thru Check #45273 - \$299,494.79 Including EFT Payments

4. CORRESPONDENCE – NONE

Clerk/Treasurer Roberts advised the council that the State Auditor has arrived to audit the city. It is a three-year audit and they will be onsite for approximately 6 weeks. The cost is \$26,900 plus travel costs and other expenses. The council will be invited to the entrance and exit conference. Those dates haven't been established yet, but when they are Clerk/Treasurer Roberts will notify the council so they can attend if they want.

5. RESOLUTION #2019-05 – LEGISLATION TO AUTHORIZE A SALES AND USE TAX FOR AFFORDABLE HOUSING

Councilor Neve made a motion to accept Resolution #2019-05 – Legislation to Authorize a Sales and Use Tax for Affordable Housing as presented. The motion was seconded by Councilor Williams. **Vote: Ayes-5, Noes-0, Absent-0**

6. ITEMS FROM THE PUBLIC – NONE

7. DEPARTMENT HEAD REPORTS

- City Supervisor Houk reported that the crew has been busy getting ready for Labor Day.
- City Supervisor Houk reported that the Kendrick Street project (Transportation Improvement Board (TIB) funded) is winding down and the contractor Rognlin's, Inc. will have a subcontractor coming in to take care of the striping. The hydroseeding will be done when the weather is not so dry.
- City Supervisor Houk announced that Phase Two of the Central Avenue project (Centennial Clean Water Revolving Fund) is going quite well, much better than Phase One. City Supervisor Houk did note that the soil conditions are poor.
- Councilor Davis asked City Supervisor Houk about the slide at 702 W. Robert Bush Drive (Yellow Deli). City Supervisor Houk advised that, per the city's engineers, a Stop Work Order was issued due to the potential hazards at the worksite. The City followed all of the correct processes, there is an engineer of record, Geotech work was done, and all of the proper paperwork and permits were applied for and issued.
- Councilor Buchanan asked about the current logging that is being done near the city's watershed. He was advised that all of the proper permits have been issued and agencies have been advised.

- Police Chief Eastham announced that after 3 ½ months of advertising for civil service testing for entry level police officers the city received 9 applications. The test was held on August 19th. Only 5 showed up, 3 passed the test. Of those three only two passed the physical fitness testing. It will take about two-three weeks for background checks. Based on that information they would potentially move on to the polygraph and psychological examination.

8. MAYOR'S REPORT

- Mayor Struck announced that all of the events for *Come Play on Labor Day* are in full swing. There is a lot of great things planned that weekend including the City of South Bend's 150th Anniversary celebration which will be held at the Willapa Harbor Chamber of Commerce building on Saturday, August 31st starting at 6:30 pm.

9. COUNCIL COMMENTS

- Councilor Neve asked about the work that was being done around W. First and B/C Street. City Supervisor Houk advised that originally it was thought to be a water leak but it turned out to be a plugged storm drain along with a underground spring. The city installed a French Drain that takes care of the issue.
- Councilor Neve mentioned the Kiwanis Scholarship Breakfast on Sunday of Labor Day. It is from 8am-11am at the chamber building – breakfast casseroles (meat & vegetarian), pancakes, fruit, juice, milk and coffee. Monday is the poker paddle which starts at 11am at Robert Bush Park. With a sigh Councilor Neve noted that the Pacific County Fair went well and that September 3rd couldn't come soon enough. Mayor Struck agreed wholeheartedly. ☺
- Councilor Little noted that the people that live above the recent slide appreciated the city's quick response.

10. ADJOURNMENT

The meeting was adjourned at 5:49 PM to meet again on Monday, September 9, 2019 for the next regularly scheduled meeting at South Bend City Hall

Julie K. Struck
Mayor

ATTEST: _____

Dee Roberts
Clerk/Treasurer

Budget Calendar for 2020

Request by City Clerk/Treasurer to Dept Heads for Estimates	August/September 2019
Meetings between Dept Heads, City Clerk, Mayor Struck and Finance Committee to Discuss Budget Requests	During the Month of September
Estimates Filed with City Clerk/Treasurer	On or Before September 23, 2019
Mayor provides Council with Current Budget Revenue Information and Proposed Estimates for 2020 Budget	October 14, 2019 Council Meeting
Council Schedules Meetings on Budget as Needed	October & November
Mayor Files Preliminary Budget and Budget Message with Council	On or Before October 21, 2019
2020 REVENUE & PROPERTY TAX LEVY PUBLIC HEARING (Publish October 16, 2019)	October 28, 2019 Council Meeting
COUNCIL SETS TAX LEVY Tax Ordinance First Reading Tax Ordinance Second Reading	October 28, 2019 November 13, 2019
Copies of Preliminary Budget Made Available to the Public	On or Before November 13, 2019
FINAL HEARING ON 2020 BUDGET (Publish November 27 th & December 4 th)	December 9, 2019
ADOPT 2020 BUDGET Budget Ordinance First Reading Budget Ordinance Second Reading	November 25, 2019 December 9, 2019
Copies transmitted to State Auditor & MRSC	Immediately after adoption

**Note: Scheduled Council meetings are September 9th & 23rd, October 14th & 28th,
November 13th & 25th and December 9th & 23rd**