

**City of South Bend**  
**Council Meeting Via Zoom**  
**Monday, April 13, 2020 @ 5:30 pm**  
Zoom Link - <https://us02web.zoom.us/j/9105736277>

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1. Call to Order
2. Roll Call
3. Approval of Agenda and Consent Agenda  
Approval of Minutes: *March 23, 2020 Regular Meeting*
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

*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 via Zoom: Monday, April 27, 2020 @ 5:30 PM**

# **South Bend Council Meeting**

**Monday, April 13, 2020**

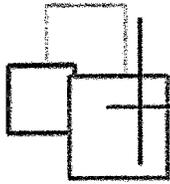
## **CONSENT AGENDA**

1. Approval of Vendor Checks

**Vendors – Check #45764 thru Check #45812 - \$126,989.57 Including EFT Payments**

2. Approval of Payroll Checks

**Payroll – Check #24787 thru Check #24802 - \$108,549.82 Including Direct Deposit**



# Register

<u>Number</u>	<u>Name</u>	<u>Fiscal Description</u>	<u>Cleared</u>	<u>Amount</u>
<u>24787</u>	Houk, Lloyd D	2020 - March - Second Council Meeting - March		\$1,650.00
<u>24788</u>	Ashley, Alan	2020 - March - Second Council Meeting - March		\$230.87
<u>24789</u>	Houk, Lloyd D	2020 - March - Second Council Meeting - March		\$3,389.79
<u>24790</u>	Dept of Labor & Industry	2020 - March - Second Council Meeting - March		\$2,106.82
<u>24791</u>	Dept of Retirement Systems	2020 - March - Second Council Meeting - March		\$13,200.09
<u>24792</u>	Employment Security Department	2020 - March - Second Council Meeting - March		\$204.37
<u>24793</u>	Nationwide Retirement Solutions	2020 - March - Second Council Meeting - March		\$655.00
<u>24794</u>	Teamster's Local #252	2020 - March - Second Council Meeting - March		\$485.00
<u>24795</u>	The Bank of the Pacific	2020 - March - Second Council Meeting - March		\$19,503.59
<u>24796</u>	Thorbeckes	2020 - March - Second Council Meeting - March		\$58.34
<u>24797</u>	Washington Counties Insurance Fund	2020 - March - Second Council Meeting - March		\$434.50
<u>24798</u>	Washington State Support Registry	2020 - March - Second Council Meeting - March		\$297.73
<u>24799</u>	Washington Teamsters Welfare Trust	2020 - March - Second Council Meeting - March		\$10,533.20
<u>24800</u>	AFLAC	2020 - March - Second Council Meeting - March		\$1,011.32
<u>24801</u>	Association of WA Cities	2020 - March - Second Council Meeting - March		\$3,885.00
<u>24802</u>	Dee Roberts-Coffee Fund	2020 - March - Second Council Meeting - March		\$55.00
<u>March 2020 Draws</u>	Payroll Vendor	2020 - March - Second Council Meeting - March		\$12,275.00
<u>March 2020 Payroll</u>	Payroll Vendor	2020 - March - Second Council Meeting - March		\$38,574.20
				<b>\$108,549.82</b>

4/13/2020

	VENDOR	AMOUNT	
<i>EFT Pay</i>	<i>Bank of the Pacific - EFT Pay (Hand Pay)</i>	\$ 420.25	Interest on Loan - WTP Upgrades
45764	Guernsey & Sons Construction, Inc. (Hand Pay)	\$ 32,430.00	Mary Rogers Pioneer Park
45765	Aberdeen Office Equipment, Inc.	\$ 801.28	Office Supplies - Muni Court \$20.53, City Hall \$238.22, Police \$515.53, Water \$12.96 and Sewer \$14.04
45766	Ashley Construction, Inc.	\$ 1,680.96	Professional Services - Streets \$1,064.79 and Sewer \$616.17
<i>EFT Pay</i>	<i>Bank of the Pacific - EFT Pay</i>	\$ 449.23	Interest on Loan - WTP Upgrades
45767	Beans & Rocks, LLC	\$ 149.99	Stockpile - Streets Fund
45768	Board of Volunteer Firefighters	\$ 90.00	N Riley - Effective 3/1/2020
45769	Borden's Auto Parts, Inc.	\$ 153.41	Repair/Maintenance - Police \$51.47 and Water \$101.94
45770	Bud's Lumber & Electric	\$ 200.51	Operating Supplies - Police \$3.22, Fire \$15.80, Streets \$9.92, Docks \$17.92, Parks \$77.65 & Water \$76.00
45771	Cascade Computer Maintenance, Inc	\$ 2,778.17	Capital Outlay - Water Fund
45772	City of Raymond	\$ 26,889.69	M & O RWWTP March 2020 \$26,209.69 and Chemicals for WTP \$680.00
<i>EFT Pay</i>	<i>Comcast - EFT Pay</i>	\$ 899.44	All Depts
45773	Creative Community Solutions, Inc.	\$ 3,319.75	Professional Services - General Planning
45774	Crystal Springs	\$ 114.84	Operating Supplies
45775	Cummins Sales & Service	\$ 1,571.39	Repair/Maintenance - Sewer Fund
45776	Dennis Company	\$ 146.49	Operating Supplies - Parks \$69.16, Water \$30.56 and Sewer \$46.77
45777	Dept of Licensing	\$ 18.00	Concealed Weapons Permit
45778	Dept of Retirement Services	\$ 25.00	Annual OASI for 2019 Tax Year
<i>EFT Pay</i>	<i>Dept of Revenue - EFT Pay</i>	\$ 7,365.24	March 2020 Excise Tax on Water/Sewer and Excise Tax on Out of State Purchases
<i>EFT Pay</i>	<i>Dept of Revenue - EFT Pay (Leasehold Excise)</i>	\$ 192.60	1st Quarter 2020 Leasehold Excise Tax
45779	Englund Marine & Industrial Supply	\$ 240.87	Operating Supplies - Fire Dept
45780	Fastenal Company	\$ 362.10	Operating Supplies - Water Fund
45781	Gerald Ashley	\$ 433.80	LEOFF 1 Benefits
45782	GoKeyless	\$ 798.00	Operating Supplies - Police Dept
45783	H.D. Fowler Company	\$ 2,329.09	Operating Supplies - Water \$2,237.20 and Sewer \$91.89
45784	HB Portables	\$ 100.00	Sani Cans - Boat Launch
<i>EFT Pay</i>	<i>Invoice Cloud-EFT Pay</i>	\$ 97.00	March 2020 Portal Access Fee
45785	IPMA-HR	\$ 377.15	Civil Service Tests - Police Dept
45786	JCI Jones Chemicals, Inc.	\$ 1,212.55	Operating Supplies - Water/Sewer
45787	Jennings Equipment, Inc.	\$ 43.77	Operating Supplies - Water/Sewer
45788	Maneman Electric, Inc.	\$ 113.97	Repair/Maintenance - City Hall

45789	MS Communications	\$	498.71	Professional Services - Water Fund
45790	Office of Financial Management	\$	2,465.57	March 2020 Fines & Forfeitures \$2,383.07 and 1st Quarter 2020 Remit of State Building Fee \$82.50
45791	One Call Concepts, Inc.	\$	13.20	Locates
<i>EFT Pay</i>	<i>ONLINE Information Services - EFT Pay</i>	\$	30.80	Credit Reporting Services - March 2020
45792	Pacific County Auditor	\$	39.00	Release of Lien
45793	Pacific County Dept of Public Works	\$	1,640.56	Eklund Park - April 2020
45794	Pacific County Prosecutor	\$	32.92	March 2020 Crime Victims
45795	Pacific County Sheriff's Office	\$	115.00	Jail Bookings - February 2020
45796	Pacific County Sheriff's Office - PACCOM	\$	7,651.30	2nd Qtr 2020 - PACCOM - Police \$7,620.39 and Fire \$30.91
45797	PetroCard	\$	820.36	Fuel - Public Works \$662.70 and Fire \$157.66
45798	Pioneer Grocery	\$	21.28	Miscellaneous - Police Dept
45799	Pitney Bowes	\$	1,000.00	Postage - All Depts
45800	PUD #2	\$	8,944.81	All Depts
45801	South Bend Pharmacy	\$	33.98	UPS Fees - Water Fund
45802	South Bend Utilities	\$	220.25	Utility Deposit Refund
45803	Staples	\$	643.16	Office Supplies - Police Dept
45804	Sterling Surveying	\$	2,285.00	Professional Services - Streets/Parks/Water/Sewer
45805	Three Rivers Mosquito and Vector Control	\$	7,918.33	Larvaciding - 2020 Mosquito Season
45806	TMG Services	\$	2,905.57	Repair/Maintenance - Water Fund
<i>EFT Pay</i>	<i>Verizon - EFT Pay</i>	\$	603.38	One Talk - All Depts \$412.83 and Police Laptops \$190.55
<i>EFT Pay</i>	<i>VISA - EFT Pay</i>	\$	1,731.80	City Hall \$853.46, Police \$368.66, Fire \$10.00, Streets \$27.38, Docks \$380.27, Water 27.38 and Sewer \$64.65
45807	Vision Forms, LLC	\$	688.77	Statement Automation
45808	Walter E Nelson Company of Astoria	\$	86.16	Operating Supplies - Public Works
45809	Washington Law Enforcement Info & Records Assc	\$	50.00	2020 Membership - Z Sowa
45810	Willapa Harbor Herald	\$	577.42	Legal Notices
45811	Willapa Veterinary Service	\$	17.70	Dog Board - Police Dept
45812	WMCA	\$	150.00	2020 Membership - Z Sowa & D Roberts
	<b>TOTAL</b>	\$	<b>126,989.57</b>	

*Mayor Julie K. Struck*

Mayor Struck

City Supervisor Houk

*Z. Stigall*

Interim Police Chief Stigall

**CITY OF SOUTH BEND  
COUNCIL MEETING – 03/23/2020**

**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 Kuiken, Councilor Manlow, Councilor Neve, Councilor Davis, Councilor Hall, 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 March 9, 2020 regular meeting. The motion was seconded by Councilor Hall. **Vote: Ayes-5, Noes-0, Absent-0**

Vendors – Check #45731 thru Check #45763 - \$116,984.87 Including EFT Payments

**4. CORRESPONDENCE – NONE**

**5. PUBLIC HEARING @ 5:32 PM – USDA RD FUNDING FOR POLICE VEHICLES**

Mayor Struck opened the public hearing at 5:32 pm. There was no public present. The public hearing was closed at 5:33 pm.

**6. SPRING CLEAN UP**

Following a brief explanation of the proposed spring cleanup policy by Clerk/Treasurer Roberts Councilor Neve made a motion to accept POL-016 – Spring Clean as presented. The motion was seconded by Councilor Davis. **Vote: Ayes-5, Noes-0, Absent-0**

**7. 2020 – 2040 COMPREHENSIVE PLAN UPDATE**

Councilor Neve noted two things within the proposed Comprehensive Plan that were inaccurate. It says that the city owns the Mill Pond which the city does not and that there is only one place for recycling when in fact there are two plus LeMay's offers recycling. Other than general comments there was no additional amendments. Councilor Hall made a motion to accept the 2020 – 2040 Comprehensive Plan Update as presented with noted amendments. The motion was seconded by Councilor Neve. **Vote: Ayes-5, Noes-0, Absent-0**

**8. EMERGENCY EXECUTIVE ORDER – COVID-19**

Councilor Hall made a motion authorizing the signature of the Emergency Executive Order – COVID-19. The motion was seconded by Councilor Davis. **Vote: Ayes-5, Noes-0, Absent-0**

**9. ORDINANCE #1554 - ESTABLISHING SBMC 2.07-EMERGENCY ORGANIZATION**

Councilor Hall made a motion accepting Ordinance #1554 – Establishing SBMC 2.07 – Emergency Organization as presented with one reading only. The motion was seconded by Councilor Neve. **Vote: Ayes-5, Noes-0, Absent-0**

**10. ITEMS FROM THE PUBLIC - NONE**

**11. DEPARTMENT HEAD REPORTS**

- ✓ Prior to Police Chief Eastham's report Mayor Struck announced that this would be Police Chief Eastham's last council meeting. Police Chief Eastham is retiring on July 3<sup>rd</sup>, but will be out of the office effective April 3<sup>rd</sup> using his accrued sick leave and comp time. Mayor Struck then presented Police Chief Eastham with a card and an Eagle Award honoring his 35 years of dedicated service. His wife Carolyn and daughter Michaela stepped in from the hallway for the presentation. Mayor Struck also announced that Sergeant Stigall would be moving into the Chief's position in July and acting Chief until that time. Following comments Police Chief Eastham received a round of applause.
- ✓ Police Chief Eastham advised that Officer Gonzalez has made one arrest regarding two of the four active sexual assault cases that was mentioned at the March 9<sup>th</sup> council meeting. Sergeant Stigall is working on the cases as well.
- ✓ There was a question asked about the staffing of the police department after Police Chief Eastham's departure and Sergeant Stigall noted that Jordan Dockter should be coming back from the police academy in about two weeks (the academy was affected by COVID-19) and there is currently an ad in place for tentative civil service testing in April.
- ✓ City Supervisor Houk noted that projects are slowing down, but things are still moving along.

## 12. MAYOR'S REPORT

- Mayor Struck explained that she had received an email from Michael Drake who is the Executive Director of the SW Washington Chapter of the American Red Cross asking that we encourage everyone to continue to hold existing blood drives or schedule new ones. Over 50 drives have been cancelled which represents about 1,500 units of blood not collected in our SW area. We also need to encourage people to donate! The COVID-19 outbreak has caused a severe shortage!
- Mayor Struck noted that the Governor would be addressing the citizens of Washington State and she expected that he would be issuing a stay at home order. She advised everyone to go to the CISA.gov website which identifies Essential Critical Infrastructure Workers.
- Mayor Struck mentioned that she meets daily, Monday through Friday, via phone with the Emergency Operations Center (EOC) for updates on COVID-19 and she will pass on any pertinent information as needed.
- Mayor Struck pointed out that she recently walked from business to business to check in and let those that were open that we were here and to check on them. Councilor Neve asked if our hospital could handle an outbreak and Mayor Struck advised that no, they are not equipped nor do they have enough personal protective equipment to handle an outbreak at this time. Mayor Struck advised that there will be two mobile test sites set up – one in south county and one in north county. The north county site will be the South Bend Fire Department. They will need enough test kits before the site opens though and that timeline has not yet been determined.

## 13. COUNCIL COMMENTS

- ❖ Councilor Kuiken congratulated Police Chief Eastham as well as Sergeant Stigall on his promotion! Great job, both of you!
- ❖ Councilor Manlow also congratulated Police Chief Eastham and Sergeant Stigall! Councilor Manlow noted that he has worked with Police Chief Eastham for over 25 years and it has been a pleasure!
- ❖ Councilor Neve echoed what Councilor Kuiken and Councilor Manlow said and she also hoped that she would still get that extra drive by when she was out of town. ☺

- ❖ Councilor Davis noted that she was glad that she never had any dealings with Police Chief Eastham and that Sergeant Stigall is ready for his new adventure. She also pointed out that she is glad that she lives in South Bend.
- ❖ Councilor Hall also echoed his fellow councilors regarding Police Chief Eastham's retirement and Sergeant Stigall's advancement. Councilor Hall noted that, historically, when Police Chief Eastham was appointed as chief by former Mayor Karl Heinicke, Karl asked the council to confirm the appointment. That being said, Councilor Hall made a motion confirming the appointment of Sergeant Stigall as the next Chief of Police for the City of South Bend. The motion was seconded by Councilor Davis. **Vote: Ayes-5, Noes-0, Absent-0**
- ❖ Councilor Hall noted that he would have been in Athens today had there not been a COVID-19 outbreak. He is also glad that he is home and not stuck in Athens.

**14. ADJOURNMENT**

The meeting was adjourned at 6:06 PM to meet again on Monday, April 13, 2020 for the next regularly scheduled meeting at South Bend City Hall

\_\_\_\_\_  
**Julie K. Struck**  
Mayor

ATTEST

\_\_\_\_\_  
**Dee Roberts**  
Clerk/Treasurer

**DRAFT**