

**City of South Bend**  
**Council Meeting Via Zoom**  
**Monday, April 27, 2020 @ 5:30 pm**

Zoom Link - <https://us02web.zoom.us/j/82519150551?pwd=T0xUOFhsaHUrdEY4VlkvTC9jK2RIUT09>

1. Call to Order
2. Roll Call
3. Approval of Agenda and Consent Agenda  
Approval of Minutes: *April 13, 2020 Regular Meeting*
4. Correspondence
5. Items from the Public
6. Department Head Reports:
  - i) Interim Police Chief Stigall
  - ii) City Supervisor Houk
  - iii) Clerk/Treasurer Roberts
7. Mayor's Report
8. Council Comments
9. Adjournment

**ORAL PUBLIC TESTIMONY**

If you wish to provide oral public comments during the April 27, 2020 council meeting, please submit an email to [dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov) containing the following information:

1. The Meeting Date
2. Your First and Last Name
3. Your City of Residence
4. The Agenda Item(s) that you would like to provide comment  
Oral public comment will be accepted for **Action Items Only**.
5. The Telephone Number that you will be calling from

Please note the information you provide may be subject to disclosure pursuant to Washington State's Public Record Act, chapter 42.56 RCW.

**To join the Zoom web meeting:**

**Meeting ID: 825 1915 0551    Password: 992838    Dial-In Phone Number: 1-253-215-8782**

Emailed requests to be added to our "Speakers List" must be received by 4:00 pm on April 27, 2020 and **MUST** include **ALL** of the above information. Any omitted information will render the request incomplete and will not be included for public comment during the meeting.

**WRITTEN PUBLIC TESTIMONY**

If you wish to provide written public comments during the April 27, 2020 council meeting, please email your comments to [dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov) and include the following information with your comments:

1. The Meeting Date
2. Your First and Last Name
3. Your City of Residence
4. The Agenda Item(s) that you are speaking to – Public comments will be accepted for **Action Items Only**

*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, May 11, 2020 @ 5:30 PM

4/27/2020

VENDOR	AMOUNT	
45813 Chinook Observer	\$ 94.50	Civil Service Ad
45814 City of Raymond	\$ 32,279.85	DOE Loan Payment (RWWTP) (Next Payment 10/2020 - Payoff 2031)
45815 Dept of Transportation	\$ 1,519.27	Fuel - Public Works \$516.59 and Police \$1,002.68
45816 Dilk Tire Factory	\$ 665.36	Repair/Maintenance - Police Dept
45817 Evoqua Water Technologies	\$ 555,438.75	WTP Improvement Project - USDA RD Funded
45818 Gray & Osborne, Inc.	\$ 44,691.35	Prof Services - 4th St \$9322.45, Gen Eng \$6330.13, WTP Upgrades \$8386.23, TIB-Adams St \$7778.27 and Cheney Pk \$12874.27
45819 Grays Harbor County Dept of Public Health	\$ 149.00	Water Samples
45820 HB Portables	\$ 100.00	Portable Toilets - Boat Launch
45821 Jonathan Quittner	\$ 775.00	Municipal Court Public Defender - April 2020
45822 Maneman Electric, Inc.	\$ 465.19	Repair/Maintenance - Sewer Fund
45823 MB Industrial Motors, LLC	\$ 217.96	Repair/Maintenance - Sewer Fund
45824 Pacific County Sheriff's Office	\$ 180.00	Jail Bookings - March 2020
45825 Peter Hinton	\$ 50.00	Interpreter Services - Municipal Court 3/11/2020
45826 Pitney Bowes	\$ 206.52	Postage Meter Lease - 2/09-5/8/2020
45827 Staples	\$ 219.15	Office Supplies - Muni Court \$25.90, CH \$67.26, Fire \$4.39, Police \$18.96, Water \$36.70 & Sewer \$65.94
45828 Willapa Harbor Herald	\$ 98.25	Legal Notices
45829 William Penoyar	\$ 830.00	Municipal Court Prosecutor - April 2020
<b>TOTAL</b>	<b>\$ 637,980.15</b>	

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 Mayor Struck

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 City Supervisor Houk

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 Police Chief Eastham

**CITY OF SOUTH BEND**  
**ZOOM COUNCIL MEETING – 04/13/2020**

**1-2. CALL TO ORDER AND ROLL CALL**

The council meeting was called to order by Mayor Struck at 5:30 pm followed by roll call by Clerk/Treasurer Roberts. Members present: Councilor Kuiken, Councilor Manlow, Councilor Neve, Councilor Davis, Councilor Hall, Interim Police Chief Stigall, City Supervisor Houk and Clerk/Treasurer Roberts.

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

A motion was made by Councilor Hall to approve the Agenda, Consent Agenda and the minutes of the March 23, 2020 regular meeting. The motion was seconded by Councilor Neve. **Vote: Ayes-5, Noes-0, Absent-0**

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

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

**4. CORRESPONDENCE – NONE**

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

**6. DEPARTMENT HEAD REPORTS**

- ✓ Interim Police Chief Stigall noted that his department has provided security the last two weeks for the drive thru COVID-19 testing that is being held at the South Bend Fire Department by the Pacific County Health Department in conjunction with the Pacific County Emergency Operations Center. Interim Police Chief Stigall advised that there has been no issues.
- ✓ Interim Police Chief Stigall announced that South Bend Pharmacy has been advised that his department is available to make pharmacy deliveries to South Bend residents if the pharmacy staff is not able to.
- ✓ Interim Police Chief Stigall advised that they are still working on the sexual assaults that were mentioned in prior council meetings. Two arrests have been made and the other cases are still being investigated.
- ✓ Officer Jordan Dockter has graduated from the police academy and is on the road. As soon as the city returns to regular council meetings, he will be sworn in.
- ✓ City Supervisor Houk noted that sewer pump stations #1 and #4 had some costly repair issues, but they have both been fixed.
- ✓ The Dollar General is going through a short subdivision plat. Gray & Osborne, Inc. reviewed their application and had 37 comments. It was returned to the Dollar General and the city is now waiting for their resubmittal.
- ✓ City Supervisor Houk pointed out that he has been doing a lot of building permits/plan checks so that when things do open up again contractors can get going.
- ✓ The city crew has been working with Gray & Osborne, Inc. reviewing the projects that the city currently has in the works to make sure that everything is in order, i.e. utilities, etc., so there will be no design issues once the projects start back up.

- ✓ City Supervisor Houk mentioned that there has been a lot of questions by contractors about when they will get to start working again. He has heard a lot of complaints.
- ✓ Clerk/Treasurer Roberts gave a brief update about city hall and how the staff is handling the closure. She noted that everyone is doing a great job keeping the city running smoothly.

## 7. MAYOR'S REPORT

- Mayor Struck noted that she is working from home, but can be contacted anytime if anyone needs her.
- Mayor Struck explained that she is still meeting 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 continues to try and keep the local businesses updated and provide them with any new potential resources for COVID-19 funding as they are announced.
- Mayor Struck thanked the city crew and police department for working every day to keep the city running smoothly and efficiently.

## 8. COUNCIL COMMENTS

- ❖ Councilor Hall noted that he would like to see more people getting tested for COVID-19. Mayor Struck pointed out that testing has federal guideline restrictions which must be followed.
- ❖ Councilor Hall asked Clerk/Treasurer Roberts if she would send the council a copy of the staff wage spreadsheet for the 2020 budget. Clerk/Treasurer Roberts advised she would.
- ❖ Councilor Kuiken just reminded everyone to stay safe and healthy!
- ❖ Councilor Davis thought that the city's first Zoom meeting worked well.
- ❖ Councilor Neve asked if there were any confirmed COVID-19 cases in Pacific County. Mayor Struck advised that technically no, but that a citizen from Pacific County did test positive outside the county over a month ago and because their home address was Pacific County it does count as a positive test for us even though they contracted it outside of our area.

## 9. ADJOURNMENT

The Zoom meeting was adjourned at 5:51 PM to meet again on Monday, April 27, 2020 for the next regularly scheduled meeting via Zoom.

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**Julie K. Struck**  
Mayor

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