

City of South Bend
Council Meeting Via Zoom
Monday, May 11, 2020 @ 5:30 pm

Zoom Link - <https://us02web.zoom.us/j/82586885643?pwd=Qk52V1JkK0g4YU9XSHlpMkhnODITQT09>

1. Call to Order
2. Roll Call
3. Approval of Agenda and Consent Agenda
Approval of Minutes: *April 27, 2020 Regular Meeting*
4. Correspondence
5. Items from the Public
6. **RCO Grant Application – Athletic Field**
7. Department Head Reports:
 - i) Interim Police Chief Stigall
 - ii) City Supervisor Houk - **Vehicle Surplus**
 - iii) Clerk/Treasurer Roberts
8. Mayor's Report
9. Council Comments
10. Adjournment

ORAL PUBLIC TESTIMONY

If you wish to provide oral public comments during the May 11, 2020 council meeting, please submit an email to 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 8688 5643 Password: 465390

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 May 11, 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 May 11, 2020 council meeting, please email your comments to 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: Wednesday, May 27, 2020 @ 5:30 PM

South Bend Council Meeting

Monday, May 11, 2020

CONSENT AGENDA

1. Approval of Vendor Checks

Vendors – Check #45830 thru Check #45864 - \$137,213.53 Including EFT Payments

Check #45865 VOIDED

2. Approval of Payroll Checks

Payroll – Check #24803 thru Check #24818 - \$111,133.05 Including Direct Deposit

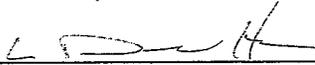
5/11/2020

	VENDOR	AMOUNT	
45830	Aberdeen Office Equipment, Inc.	\$ 464.66	Office Supplies - City Hall
45831	ALS Group USA, Corp	\$ 20.00	Water Samples
EFT Pay	Bank of the Pacific - EFT Pay (Hand Pay)	\$ 2,253.19	Interest on Loan - WTP Upgrades
45832	Beans & Rocks, LLC	\$ 539.96	Stockpile - Streets Fund
45833	Big River Excavating	\$ 26,496.01	Central Avenue Project - Release of Retainage (Project Closed)
45834	Borden's Auto Parts, Inc.	\$ 380.66	Repair/Maintenance - Fire \$91.84, Police \$169.13, Water \$59.85 and Sewer \$59.84
45835	Bud's Lumber & Electric	\$ 2,025.86	Operating Supplies - PD \$222.58, Fire \$264.62, Streets \$42.35, Parks \$1,249.41, Water \$175.38 & Sewer \$71.52
45836	Cascade Computer Maintenance, Inc	\$ 442.99	Installation - Water Fund
45837	Cascade Machinery & Electric, Inc.	\$ 4,064.45	Annual Service - WTP
EFT Pay	Comcast - EFT Pay	\$ 897.78	All Depts
45838	Crystal Springs	\$ 45.79	Operating Supplies
45839	Cummins Sales & Service	\$ 1,494.90	Repair/Maintenance - Sewer Fund
45840	Dennis Company	\$ 237.81	Operating Supplies - City Hall
EFT Pay	Dept of Revenue - EFT Pay	\$ 7,294.38	April 2020 Excise Tax on Water/Sewer and Excise Tax on Out of State Purchases
45841	Dept of Transportation	\$ 750.77	Fuel - Police Dept
45842	Dilk Tire Factory	\$ 25.73	Repair/Maintenance - Fire Dept
45843	Fastenal Company	\$ 98.55	Repair/Maintenance - Water/Sewer Fund
45844	Galls, LLC	\$ 803.54	Operating Supplies - Police Dept
45845	Gray & Osborne, Inc.	\$ 56,863.91	Prof Serv - 4th St \$5868.49, Gen Eng \$9582.43, WTP Upgrades \$23504.98, TIB-Adams St \$15375.79 and Cheney Pk \$2532.22
45846	Grays Harbor County Dept of Public Services	\$ 120.00	Water Samples
45847	H.D. Fowler Company	\$ 3,220.62	Operating Supplies - Water Fund
45848	HACH	\$ 1,407.89	Operating Supplies - Water Fund
EFT Pay	Invoice Cloud-EFT Pay	\$ 97.80	April 2020 Portal Access Fee
45849	L.N. Curtis and Sons	\$ 1,271.26	Operating Supplies - Fire Dept
45850	Office of Financial Management	\$ 3,411.76	April 2020 Fines & Forfeitures
45851	One Call Concepts, Inc.	\$ 5.28	Locates
EFT Pay	ONLINE Information Services - EFT Pay	\$ 30.80	Credit Reporting Services - April 2020
45852	P&L Johnson Mechanical, Inc.	\$ 487.53	Repair/Maintenance - City Hall
45853	Pacific County Dept of Public Works	\$ 1,628.58	Eklund Park - May 2020

45854	Pacific County Prosecutor	\$	61.90	April 2020 Crime Victims
45855	PetroCard	\$	498.25	Fuel - Public Works
45856	Pioneer Grocery	\$	198.19	Miscellaneous - Police Dept
45857	PUD #2	\$	7,165.08	All Depts
45858	Sirennet.com	\$	409.88	Operating Supplies - Police Dept
45859	South Bend Pharmacy	\$	11.38	UPS Fees - Water Fund
45860	Steve's Front End & Brake, Inc.	\$	97.29	Repair/Maintenance - Water/Sewer Fund
45861	Sunset Air, Inc.	\$	1,395.57	Repair/Maintenance - Water Fund
45862	Three Rivers Mosquito and Vector Control	\$	7,918.33	Larvaciding - 2020 Mosquito Season
45863	U.S. Postal Service	\$	120.00	Annual P.O. Box Rental
EFT Pay	Verizon - EFT Pay	\$	572.67	One Talk - All Depts \$412.61 and Police Laptops \$160.06
EFT Pay	VISA - EFT Pay	\$	1,582.53	City Hall \$503.04, Parks \$111.56, Police \$830.86, Streets \$111.56, Water (\$86.05) and Sewer \$111.56
45864	Willapa Harbor Gun Club	\$	300.00	Annual Membership - Police Dept
	TOTAL	\$	137,213.53	



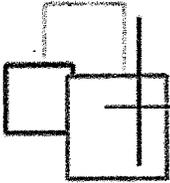
Mayor Struck



City Supervisor Houk



Interim Police Chief Stigall



Register

<u>Number</u>	<u>Name</u>	<u>Fiscal Description</u>	<u>Cleared</u>	<u>Amount</u>
<u>24803</u>	Houk, Lloyd D	2020 - April - Second Council Meeting - April		\$1,650.00
<u>24804</u>	Ashley, Alan	2020 - April - Second Council Meeting - April		\$230.87
<u>24805</u>	Houk, Lloyd D	2020 - April - Second Council Meeting - April		\$4,099.05
<u>24806</u>	AFLAC	2020 - April - Second Council Meeting - April		\$1,011.32
<u>24807</u>	Association of WA Cities	2020 - April - Second Council Meeting - April		\$3,884.77
<u>24808</u>	Dee Roberts-Coffee Fund	2020 - April - Second Council Meeting - April		\$55.00
<u>24809</u>	Dept of Labor & Industry	2020 - April - Second Council Meeting - April		\$2,254.41
<u>24810</u>	Dept of Retirement Systems	2020 - April - Second Council Meeting - April		\$13,438.38
<u>24811</u>	Employment Security Department	2020 - April - Second Council Meeting - April		\$208.71
<u>24812</u>	Nationwide Retirement Solutions	2020 - April - Second Council Meeting - April		\$655.00
<u>24813</u>	Teamster's Local #252	2020 - April - Second Council Meeting - April		\$485.00
<u>24814</u>	The Bank of the Pacific	2020 - April - Second Council Meeting - April		\$20,299.07
<u>24815</u>	Thorbeckes	2020 - April - Second Council Meeting - April		\$58.34
<u>24816</u>	Washington Counties Insurance Fund	2020 - April - Second Council Meeting - April		\$434.50
<u>24817</u>	Washington State Support Registry	2020 - April - Second Council Meeting - April		\$597.73
<u>24818</u>	Washington Teamsters Welfare Trust	2020 - April - Second Council Meeting - April		\$11,033.20
<u>April 2020 Draws</u>	Payroll Vendor	2020 - April - Second Council Meeting - April		\$12,975.00
<u>April 2020 Regular Payroll</u>	Payroll Vendor	2020 - April - Second Council Meeting - April		\$37,762.70
				\$111,133.05

CITY OF SOUTH BEND
ZOOM COUNCIL MEETING – 04/27/2020

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 April 13, 2020 regular meeting. The motion was seconded by Councilor Davis. **Vote: Ayes-5, Noes-0, Absent-0**

Vendors – Check #45813 thru Check #45829 - \$637,980.15 Including EFT Payments

4. CORRESPONDENCE – NONE

5. ITEMS FROM THE PUBLIC - NONE

6. DEPARTMENT HEAD REPORTS

- ✓ Interim Police Chief Stigall noted that prior to COVID-19 his department applied for a United State Department of Agriculture Rural Development (USDA RD) grant for two new patrol vehicles and he received word that the grant has been awarded. The grant is for \$69,000 with a total cost of \$90,000 which includes outfitting both vehicles. The cost difference is USDA RD's required match.
- ✓ City Supervisor Houk noted that Mary Rogers Pioneer Park is moving forward. Sod work should be starting soon.
- ✓ City Supervisor Houk advised that the city crew has been reviewing the plans for the Adams Street project that is being funded by a Transportation Improvement Board (TIB) Grant. There is a water line that will need to be replaced which will be done prior to the project starting which will avoid tearing up the pavement at a later date.
- ✓ Clerk/Treasurer Roberts noted that Kim, Zoe and Lisa are doing a great job keeping the city running smoothly.

7. MAYOR'S REPORT

- Mayor Struck explained that she is meeting three times a week – Monday, Wednesday and 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 announced that Governor Inslee has opened up some recreational areas to allow people to go fishing, hiking, hunting and golfing effective May 4th. Residential construction was allowed to start back up Friday, April 24th. Governor Inslee said the reopening will be a slow process.
- Mayor Struck reported that she had received an email from Governor Inslee's office that counties and cities that had previously been ineligible for federal stimulus money (CARES Act) would finally be receiving a distribution. Counties will receive a minimum of \$250,000 and cities

will receive a minimum of \$25,000. Mayor Struck noted that she didn't know what South Bend's exact distribution amount would be, but even if it was the minimum amount it would be helpful.

- o Prior to the meeting there had been some discussion about what constituted essential business for the council meeting. Mayor Struck explained that the council is required to meet and approve the payment of bills as well as handle anything with a pending deadline or due date. Keeping meetings to only essential business has been a directive by the State Auditors Office, which has been supported by the Association of Washington Cities as well as Municipal Research and Services Center. *(It was also part of the COVID-19 Emergency Executive Order that was approved by the City Council and signed on March 23, 2020)*

8. COUNCIL COMMENTS

- ❖ Councilor Kuiken congratulated Interim Police Chief Stigall on the grant for the police vehicles.
- ❖ Councilor Kuiken mentioned the new picnic tables over by the city dock and Elixir. They look really nice and are being used.
- ❖ Councilor Hall wondered if now was a good time to fill the police officer position since the city is still paying Police Chief Eastham until July 3rd. Clerk/Treasurer Roberts explained that civil service testing for the upcoming vacant position is not scheduled until June 9th so it is very unlikely that the position will even be filled before Police Chief Eastham officially retires.
- ❖ Councilor Manjow asked if the city had any idea how this pandemic was or is going to affect the city financially. Clerk/Treasurer Roberts advised that she didn't feel like the city would have a true picture until at least the end of the 2nd quarter, at the soonest. The tax monies for April is due on April 30th so she is anxious to see how they compare to March as well as to April 2019.
- ❖ Councilor Neve asked that we all take a few minutes to remember Dale Little a previous council member, city supervisor and friend. He will be missed. 😞

9. ADJOURNMENT

The Zoom meeting was adjourned at 5:47 PM to meet again on Monday, May 11, 2020 for the next regularly scheduled meeting via Zoom unless otherwise announced.

Julie K. Struck
Mayor

ATTEST: _____

Dee Roberts
Clerk/Treasurer