

**City of South Bend  
Council Meeting Via Zoom  
Monday, June 8, 2020 @ 5:30 pm**

Zoom Link - <https://us02web.zoom.us/j/83680368565?pwd=d2lybGptaEg3blg5SGlvOHdnbHlGdz09>

Call to Order

1. Roll Call
2. Approval of Agenda and Consent Agenda  
Approval of Minutes: *May 27, 2020 Regular Meeting*
3. Correspondence
4. *Memorandum of Understanding – Royal Heights Transfer Station*
5. *Ordinance #1552 – Comprehensive Plan Update*
6. Items from the Public
7. Department Head Reports:
  - i) Interim Police Chief Stigall
  - ii) City Supervisor Houk
  - iii) Clerk/Treasurer Roberts
8. Mayor's Report
  - a. *Civil Service Board Appointment*
9. Council Comments
10. Adjournment

**ORAL PUBLIC TESTIMONY**

If you wish to provide oral public comments during the June 8, 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, Your City of Residence
3. The Agenda Item(s) that you would like to provide comment  
Oral public comment will be accepted for **Action Items Only**.
4. 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: 836 8036 8565    Password: 552941**

**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 June 8, 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 June 8, 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, Your City of Residence
3. 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 at City Hall Monday, June 22, 2020 @ 5:30 PM unless otherwise notified.*

# **South Bend Council Meeting**

**Monday, June 8, 2020**

## **CONSENT AGENDA**

### **1. Approval of Vendor Checks**

**Vendors – Check #45880 thru Check #45911 - \$212,028.96 Including EFT Payments**

### **2. Approval of Payroll Checks**

**Payroll – Check #24819 thru Check #24836 - \$112,081.68 Including Direct Deposit**

**Check #24824 VOIDED**

6/8/2020

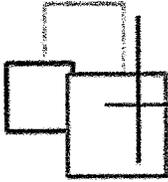
|                | VENDOR                                       | AMOUNT        |  |
|----------------|--|---------------|--|
| 45880          | 911 Circuits                                 | \$ 1,100.50   | Capital Outlay - Police Dept   |
| 45881          | Aberdeen Office Equipment, Inc.              | \$ 116.57     | Office Supplies - City Hall  |
| 45882          | ALS Group USA, Corp                          | \$ 60.00      | Water Samples  |
| 45883          | Ashley Construction, Inc.                    | \$ 14,631.34  | Professional Services - Streets \$2,561.98, Water \$4,783.42 and Mary Rogers Pioneer Park \$7,285.94 |
| 45884          | Borden's Auto Parts, Inc.                    | \$ 67.65      | Repair/Maintenance - Fire Dept   |
| 45885          | Bud's Lumber & Electric                      | \$ 139.23     | Operating Supplies -Streets \$10.79, Parks \$5.39 and Water \$123.05                                 |
| 45886          | City of Raymond                              | \$ 116,823.99 | USDA RD Loan - RWWTP (Next Payment 12/2020 - Payoff 2052)  |
| 45887          | Coast Controls & Automation, Inc.            | \$ 3,007.56   | Repair/Maintenance - Water Fund  |
| <i>EFT Pay</i> | <i>Comcast - EFT Pay</i>                     | \$ 898.34     | All Depts  |
| 45888          | Crystal Springs                              | \$ 68.89      | Operating Supplies   |
| 45889          | Dennis Company                               | \$ 17.49      | Operating Supplies - Water Fund  |
| 45890          | Dept of Ecology                              | \$ 25,246.27  | Loan Payment - I & I Repairs (Next Payment 12/2020 - Payoff 2024)                                    |
| <i>EFT Pay</i> | <i>Dept of Revenue - EFT Pay</i>             | \$ 7,249.73   | May 2020 Excise Tax on Water/Sewer and Excise Tax on Out of State Purchases                          |
| 45891          | Gerald Ashley                                | \$ 26.54      | LEOFF 1 Benefits   |
| 45892          | Harbor Saw & Supply, Inc.                    | \$ 432.35     | Operating Supplies - Parks Dept  |
| 45893          | HB Portables                                 | \$ 100.00     | Portable Toilets - Boat Launch   |
| <i>EFT Pay</i> | <i>Invoice Cloud-EFT Pay</i>                 | \$ 97.80      | May 2020 Portal Access Fee   |
| 45894          | Lucas Stigall                                | \$ 59.94      | Reimbursement - Operating Supplies Police Dept   |
| 45895          | Northstar Chemical                           | \$ 763.20     | Operating Supplies - Water Fund  |
| 45896          | Office of Financial Management               | \$ 2,373.20   | May 2020 Fines & Forfeitures   |
| 45897          | One Call Concepts, Inc.                      | \$ 2.64       | Locates  |
| <i>EFT Pay</i> | <i>ONLINE Information Services - EFT Pay</i> | \$ 30.80      | Credit Reporting Services - May 2020   |
| 45898          | Pacific County Dept of Public Works          | \$ 1,653.51   | Eklund Park - June 2020  |
| 45899          | Pacific County Prosecutor                    | \$ 32.72      | May 2020 Crime Victims   |
| 45900          | PetroCard                                    | \$ 953.61     | Fuel - Public Works \$848.28 and Police \$105.33   |
| 45901          | PUD #2                                       | \$ 5,282.32   | All Depts  |
| 45902          | Sirennet.com                                 | \$ 4,192.54   | Capital Outlay - Police Dept   |
| 45903          | South Bend Pharmacy                          | \$ 153.87     | Water Fund \$36.21 and City Hall \$117.66  |
| 45904          | South Bend Utilities                         | \$ 147.32     | Refund of Utility Deposit  |

|                |  |    |                   |  |
|----------------|--|----|-------------------|--|
| <b>45905</b>   | Staples                                  | \$ | <b>94.88</b>      | Office Supplies - Water Fund   |
| <b>45906</b>   | Steve's Front End & Brake, Inc.          | \$ | <b>633.22</b>     | Repair/Maintenance - Water/Sewer Fund  |
| <b>45907</b>   | Three Rivers Mosquito and Vector Control | \$ | <b>7,918.33</b>   | Larvaciding/Spraying - 2020 Mosquito Season                                    |
| <b>EFT Pay</b> | <b>Verizon - EFT Pay</b>                 | \$ | <b>573.60</b>     | One Talk - All Depts \$413.56 and Police Laptops \$160.04                      |
| <b>EFT Pay</b> | <b>VISA - EFT Pay</b>                    | \$ | <b>5,978.05</b>   | City Hall \$16.20, Police \$4,046.46, Muni Court \$849.54 and Water \$1,065.85 |
| <b>45908</b>   | Whitney Equipment Company                | \$ | <b>10,656.36</b>  | Capital Outlay - <sup>Sewer</sup> <del>Water</del> Fund                        |
| <b>45909</b>   | Willapa Harbor Herald                    | \$ | <b>314.60</b>     | Legal Notices  |
| <b>45910</b>   | Willapa Veterinary Services              | \$ | <b>77.24</b>      | Professional Services - Police Dept  |
| <b>45911</b>   | Zee Medical Service Company              | \$ | <b>52.76</b>      | Operating Supplies - Water Fund  |
|                | <b>TOTAL</b>                             | \$ | <b>212,028.96</b> |  |

  
 \_\_\_\_\_ Mayor Struck

  
 \_\_\_\_\_ City Supervisor Houk

  
 \_\_\_\_\_ Interim Police Chief Stigall



# Register

| Number                       | Name                               | Fiscal Description                        | Cleared | Amount              |
|------------------------------|------------------------------------|---|---------|---------------------|
| <u>24819</u>                 | Houk, Lloyd D                      | 2020 - May - Second Council Meeting - May |         | \$1,650.00          |
| <u>24820</u>                 | Eastham, David L                   | 2020 - May - Second Council Meeting - May |         | \$1,280.00          |
| <u>24821</u>                 | Ashley, Alan                       | 2020 - May - Second Council Meeting - May |         | \$230.87            |
| <u>24822</u>                 | Houk, Lloyd D                      | 2020 - May - Second Council Meeting - May |         | \$3,195.05          |
| <u>24823</u>                 | AFLAC                              | 2020 - May - Second Council Meeting - May |         | \$1,011.32          |
| <u>24824</u>                 | Association of WA Cities           | 2020 - May - Second Council Meeting - May |         | \$3,895.09          |
| <u>24825</u>                 | Dee Roberts-Coffee Fund            | 2020 - May - Second Council Meeting - May |         | \$55.00             |
| <u>24826</u>                 | Dept of Labor & Industry           | 2020 - May - Second Council Meeting - May |         | \$2,387.96          |
| <u>24827</u>                 | Dept of Retirement Systems         | 2020 - May - Second Council Meeting - May |         | \$13,230.59         |
| <u>24828</u>                 | Employment Security Department     | 2020 - May - Second Council Meeting - May |         | \$211.97            |
| <u>24829</u>                 | Nationwide Retirement Solutions    | 2020 - May - Second Council Meeting - May |         | \$655.00            |
| <u>24830</u>                 | Teamster's Local #252              | 2020 - May - Second Council Meeting - May |         | \$485.00            |
| <u>24831</u>                 | The Bank of the Pacific            | 2020 - May - Second Council Meeting - May |         | \$20,681.52         |
| <u>24832</u>                 | Thorbeckes                         | 2020 - May - Second Council Meeting - May |         | \$58.34             |
| <u>24833</u>                 | Washington Counties Insurance Fund | 2020 - May - Second Council Meeting - May |         | \$434.50            |
| <u>24834</u>                 | Washington State Support Registry  | 2020 - May - Second Council Meeting - May |         | \$597.73            |
| <u>24835</u>                 | Washington Teamsters Welfare Trust | 2020 - May - Second Council Meeting - May |         | \$10,633.20         |
| <u>May 2020 Draw Payroll</u> | Payroll Vendor                     | 2020 - May - Second Council Meeting - May |         | \$12,875.00         |
| <u>May 2020 Payroll</u>      | Payroll Vendor                     | 2020 - May - Second Council Meeting - May |         | \$38,513.54         |
|                              |                                    |   |         | <b>\$112,081.68</b> |

**CITY OF SOUTH BEND**  
**ZOOM COUNCIL MEETING – 05/27/2020**

**1. 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 Manlow, Councilor Davis, Councilor Hall, Interim Police Chief Stigall, City Supervisor Houk and Clerk/Treasurer Roberts. Councilor Kuiken and Councilor Neve were absent.

**2. 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 May 11, 2020 regular meeting. The motion was seconded by Councilor Manlow. **Vote: Ayes-3, Noes-0, Absent-2**

**Vendors – Check #45866 thru Check #45879 - \$189,745.61 Including EFT Payments**

**3. CORRESPONDENCE – NONE**

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

**5. DEPARTMENT HEAD REPORTS**

- ✓ Interim Police Chief Stigall advised that his department has been busy and all of his officers are doing a great job.
- ✓ City Supervisor Houk noted that Ashley Construction and the city crew are wrapping up the work that they have been doing on Adams Street in preparation for the start of the Transportation Improvement Board (TIB) project.
- ✓ Councilor Hall asked if the owners of the Yellow Deli (716 W Robert Bush Drive) had submitted any plans for their property. The retaining wall is up. City Supervisor Houk advised that, no plans have not been submitted for a building, just geotechnical plans for the wall. Potentially there will be some hydroseeding done, some vegetation planted and a barrier fence at the top of the hill.
- ✓ Clerk/Treasurer Roberts advised that if everything goes as planned and Pacific County gets to move to Phase Three as scheduled city hall will open up to the public on June 15<sup>th</sup>.
- ✓ Clerk/Treasurer Roberts advised that Municipal Court Judge Eric Weston resigned effective June 30, 2020.

**6. MAYOR'S REPORT**

- Mayor Struck explained that Will Hamlin submitted a letter requesting to be reappointed to the planning commission. He had been on the commission in the past, but had to resign due to a personal conflict. That conflict no longer exists and he would like to come back.

Mayor Struck asked the council to accept her recommendation of Will Hamlin to the planning commission. Councilor Hall made a motion to accept Mayor Struck recommendation as presented. The motion was seconded by Councilor Davis. **Vote: Ayes-3, Noes-0, Absent- 2**

- Mayor Struck noted that effective June 14<sup>th</sup> all Pacific County hotels will be allowed to have 100% occupancy. Right now, it is only 50%. This is a directive from the Pacific County Health Officer provided that we move to Phase Three.

- Mayor Struck reported that Tokeland will begin selling fireworks on June 13<sup>th</sup>, but will not have any fireworks shows. They “may” accept requests from individual stand owners if they want to put on their own fireworks show, but it will be considered on a case by case basis.

## 7. COUNCIL COMMENTS

- ❖ Councilor Hall inquired about employee training outside their department.
- ❖ Councilor Hall mentioned that he had received an email from Clerk/Treasurer Roberts advising him that Council Position #5 would not be on the ballot until 2021.
- ❖ Councilor Davis thought that the graduation caravan was great. She said that Interim Police Chief Stigall did a great job and that it went super smooth!

## 8. ADJOURNMENT

The Zoom meeting was adjourned at 5:47 PM to meet again on Monday, June 8, 2020 for the next regularly scheduled meeting via Zoom unless otherwise announced.

Julie K. Struck  
Mayor

ATTEST

Dee Roberts  
Clerk/Treasurer

**DRAFT**



**Pacific County**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**

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BUILDING • ENVIRONMENTAL HEALTH • PLANNING

**Date:** May 26<sup>th</sup>, 2020

**To:** Larry Bale, Royal Heights Transfer Station  
Tony Nordin, City of Raymond  
Julie Struck, City of South Bend

**From:** Shawn Humphreys

**Subject:** Memorandum of Understanding – Adjusted Rate to the Transfer Station Agreement

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The Transfer Station Agreement with Royal Heights stipulates that the parties associated with the agreement are required to sign a Memorandum of Understanding (MOU) prior to July 15<sup>th</sup> of each year regarding the adjusted rate changes. I would like to be able to present a signed copy of this MOU to the Board at their meeting on June 23, 2020, if possible. The rate changes will take effect on August 1<sup>st</sup>, 2020.

Please sign and return both copies of the attached MOU.

Please call me at 360.875.9356 if you have any questions regarding this matter.

Thank you

**MEMORANDUM OF UNDERSTANDING**

Amendment #11

Between

Pacific County,

City of Raymond, City of South Bend,

and Royal Heights Transfer Station

This Memorandum of Understanding amends the August 1, 2019 – July 31, 2020 adjusted rate per the Transfer Station and Disposal Agreement between Pacific County, the Cities of South Bend, and Raymond, and Royal Heights Transfer Station dated January 1, 2010.

The parties mutually agree to the following modifications to the adjusted rate:

|                        | <b>Current</b>  | <b>CPI</b> | <b>New</b>      |
|------------------------|-----------------|------------|-----------------|
| Transportation         | \$48.33         | 85%        | \$49.36         |
| Disposal/DEQ Fee       | \$23.18         | 85%        | \$24.27         |
| Royal Heights TS       | \$36.03         | 85%        | \$36.80         |
| Admin Royal Heights TS | \$0.10          | frozen     | \$0.10          |
| Pacific County Fees:   |                 |            |                 |
| Solid Waste Mgmt       | \$4.67          | 85%        | \$4.77          |
| Post-Closure           | \$5.69          | 85%        | \$5.81          |
| Moderate Risk Waste    | \$2.30          | frozen     | \$2.30          |
| Fuel Surcharge         |                 |            | \$2.56          |
| <b>Contract Rate</b>   | <b>\$120.30</b> |            | <b>\$125.97</b> |

The adjusted rate for the Special Handling Fee for self-haulers continues to be:

|                      | <b>Current</b>  | <b>CPI</b> | <b>New</b>      |
|----------------------|-----------------|------------|-----------------|
| Special Handling Fee | <u>\$23.75</u>  | frozen     | <u>\$23.75</u>  |
|                      | <b>\$144.05</b> |            | <b>\$149.72</b> |

This agreement shall become effective the 1<sup>st</sup> of August, 2020. All other terms, agreements and conditions of the original agreement remain in effect.

Signature block on next page.

Entered into and agreed upon by the following signatories to this Memorandum of Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2020

THE CITY OF RAYMOND, WASHINGTON

BOARD OF COMMISSIONERS  
PACIFIC COUNTY, WASHINGTON

\_\_\_\_\_  
Tony Nordin, Mayor

\_\_\_\_\_  
Frank Wolfe, Chair

THE CITY OF SOUTH BEND, WASHINGTON

\_\_\_\_\_  
Julie Struck, Mayor

ROYAL HEIGHTS TRANSFER STATION, INC.

\_\_\_\_\_  
Laurence G. Bale, President

ATTEST:

\_\_\_\_\_  
Marie Guernsey, Clerk of the Board

**ORDINANCE #1552**

**AN ORDINANCE ADOPTING AN UPDATE TO THE COMPREHENSIVE PLAN AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Washington State Growth Management Act requires the City of South Bend adopt a Comprehensive Plan; and

**WHEREAS**, the City last updated its Comprehensive Plan in April 2015; and

**WHEREAS**, the schedule established by the Growth Management Act in RCW 36.70A.130(4) requires that the City review and, if necessary, revise its Comprehensive Plan to ensure compliance with the Growth Management Act; and

**WHEREAS**, the City of South Bend Planning Commission initiated the Comprehensive Plan update process with a detailed and thorough review of issues related land use, housing, public facilities and services, utilities, transportation, and economic development; and

**WHEREAS**, the City of South Bend Planning Commission held a community Visioning Workshop in November 2019 that enabled the Planning Commission to review the goals and policies of the Comprehensive Plan elements; and

**WHEREAS**, the Planning Commission held a public hearing on March 4, 2019 to receive public comment on the draft “City of South Bend Comprehensive Plan: 2020-2040;” and

**WHEREAS**, the Planning Commission adopted on that same date a recommended to the City of South Bend City Council the adoption of the “City of South Bend Comprehensive Plan: 2020-2040;” and

**WHEREAS**, the City filed the Notice of Intent to Adopt with the State of Washington to initiate the 60-day agency review process the City of South Bend Comprehensive Plan: 2020-2040 on March 11, 2020; and

**WHEREAS**, the City Council reviewed the Planning Commission recommendation on March 23, 2020 and approved the adoption of the Comprehensive Plan pending review; and

**WHEREAS**, the City considered and incorporated comments from agency comments;

**WHEREAS**, the City conducted appropriate review pursuant to the State Environmental Policy Act; and

**WHEREAS**, the City Council finds that the updated document, “City of South Bend Comprehensive Plan: 2020-2040,” is consistent with Chapters 36.70A RCW and 365-196 WAC;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOUTH BEND, WASHINGTON:**

**Section 1. Repeal of 2015 Comprehensive Plan Update**

Ordinance Number 1495, adopting the “2015 South Bend Comprehensive Plan,” hereby is repealed.

**Section 2. Comprehensive Plan Adoption**

The City of South Bend hereby adopts the “City of South Bend Comprehensive Plan: 2020-2040.”

**Section 3. Severability**

If any provision of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance, or the application of the provision to other persons or circumstances is not affected.

**Section 4. Effective Date**

This Ordinance shall be in full force and effect five days from and after its passage, approval, and publication in the manner required by law.

This Ordinance was **INTRODUCED** on the 8<sup>th</sup> day of June 2020 and **PASSED** on this 22<sup>nd</sup> day of June 2020 by the City Council of the City of South Bend, Washington by the following vote:

**Ayes –**

**Noes –**

**Absent –**

\_\_\_\_\_  
Julie K. Struck, Mayor

**AUTHENTICATED BY:** \_\_\_\_\_  
Dee Roberts, Clerk/Treasurer

Publish 7/01/2020