

**City of South Bend  
Council Meeting Via Zoom  
Monday, June 22, 2020 @ 5:30 pm**

Zoom Link - <https://us02web.zoom.us/j/88441777495?pwd=Szd4ZE5wdHNNYXdubmc2MDQwOVM0QT09>

Call to Order

1. Roll Call
2. Approval of Agenda and Consent Agenda  
Approval of Minutes: *June 8, 2020 Regular Meeting*
3. Correspondence
  - a. *Craig Spredeman*
4. *Ordinance #1552 – Comprehensive Plan Update (Second Reading) (Action)*
5. *Adding an additional public comment period to agenda – tabled from June 8, 2020 meeting*
6. *Nuisance Ordinance Compliance*
7. Items from the Public
8. Department Head Reports:
  - i) Interim Police Chief Stigall
  - ii) City Supervisor Houk
  - iii) Clerk/Treasurer Roberts
9. Mayor's Report
10. Council Comments
11. Future Agenda Topics
12. Adjournment

**ORAL PUBLIC TESTIMONY**

If you wish to provide oral public comments during the June 22, 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: 884 4177 7495 Password: 322902**

**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 22, 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, July 13, 2020 @ 5:30 PM unless otherwise notified.*

# **South Bend Council Meeting**

**Monday, June 22, 2020**

## **CONSENT AGENDA**

1. Approval of Vendor Checks

**Vendors – Check #45912 thru Check #45939 - \$104,471.53 Including EFT Payments**

6/22/2020

VENDOR		AMOUNT	
45912	Bayview Redi-Mix, Inc.	\$	228.58 Adams Street Project (TIB Funded)
EFT Pay	Bank of the Pacific - EFT Pay	\$	1,932.71 Funding Interest - Water Treatment Plant Upgrades - Funded by USDA RD
45913	Beans & Rocks, LLC	\$	899.93 Stockpile - Streets
45914	City of Raymond	\$	23,181.39 RWWTP M & O - May 2020
45915	Creative Community Solutions, Inc.	\$	880.00 Professional Services - General Planning
45916	Dept of Labor & Industries	\$	71.80 Annual Operating Certificate - Library Lift
45917	Dept of Licensing	\$	18.00 Concealed Weapons Permits
45918	Dept of Revenue	\$	90.38 Leasehold Excise Tax - Docks
45919	Dept of Transportation	\$	613.70 Fuel - Police Dept
45920	Dilk Tire Factory	\$	743.14 Repair/Maintenance - Police Dept
45921	Fastenal	\$	354.81 Operating Supplies - Water/Sewer
45922	Gray & Osborne, Inc.	\$	44,985.07 Prof Serv - 4th St \$18,039.26, Gen Eng \$8,361.75, WTP \$16,203.15, Central Ave \$229.90, Adams St \$525.75 and Cheney Pk \$1,625.26
45923	Grays Harbor County Dept of Public Services	\$	120.00 Water Samples
45924	Guernsey & Sons Construction, Inc.	\$	12,972.00 Mary Rogers Pioneer Park - Partial #3
45925	H.D, Fowler Company	\$	11,128.70 Operating Supplies - Adams St \$9,370.42, Mary Rogers \$1,106.88 and Water \$651.40
45926	Harbor Saw & Supply, Inc.	\$	1,059.98 Repair/Maintenance - Streets \$180.15, Parks \$154.23, Water \$545.45 and Sewer \$180.15
45927	HB Portables	\$	100.00 Portable Toilets - Boat Launch
45928	IPMA-HR	\$	348.40 Operating Supplies - Police Dept
45929	Jonathan Quittner	\$	775.00 Municipal Court Public Defender - June 2020
45930	LeMay Mobile Shredding	\$	50.05 Document Shredding
45931	Pacific County Sheriff's Office	\$	180.00 Jail Services - April 2020
45932	Pacific County Vegetation Management	\$	640.00 Operating Supplies - Water Fund
45933	Ryan Herco Products Corp	\$	165.99 Operating Supplies - Water Fund
45934	Sirennet.com	\$	84.32 Operating Supplies - Police Dept
EFT Pay	Smarsh - EFT Pay	\$	30.16 Data Storage
45935	South Bend Utilities	\$	166.18 Refund Utility Deposit
45936	Steve's Front End & Brake, Inc	\$	1,316.93 Repair/Maintenance - Streets/Water/Sewer
45937	Walter E Nelson Company of Astoria	\$	171.08 Operating Supplies - City Hall \$84.92 and Water/Sewer \$86.16

45938 Willapa Harbor Herald \$ 333.23 Legal Notices  
45939 William Penoyar \$ 830.00 Municipal Court Prosecutor - June 2020

TOTAL \$ 104,471.53

*Mayor Julie K. Struck*

Mayor Struck

*L. Houk*

City Supervisor Houk

*Z. Stigall*

Interim Police Chief Stigall

**CITY OF SOUTH BEND  
ZOOM COUNCIL MEETING – 06/08/2020**

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

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

A motion was made by Councilor Hall to approve an *amended* Agenda, Consent Agenda and the minutes of the May 27, 2020 regular meeting. The motion was seconded by Councilor Manlow.

Councilor Hall requested the addition of two items at the end of the agenda – *Public Comment and Future Agenda Topics*. Following a somewhat lengthy discussion the council voted on the original motion. **Vote: Ayes-5, Noes-0, Absent-0**

Councilor Hall made an amended motion to amend the agenda adding *Future Agenda Topics* to the end of the agenda and tabling *Public Comment* until the June 22, 2020 council meeting to allow for some research. The motion was seconded by Councilor Neve. **Vote: Ayes-5, Noes-0, Absent-0**

**Vendor – Check #44880 thru Check #45911 - \$212,028.96 Including EFT Payments**

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

**Check #24824 VOIDED**

**3. CORRESPONDENCE – NONE**

**4. MEMORANDUM OF UNDERSTANDING – ROYAL HEIGHTS TRANSFER STATION**

Councilor Neve made a motion to accept the Royal Heights Transfer Station Memorandum of Understanding as presented. The motion was seconded by Councilor Hall. **Vote: Ayes-5, Noes-0, Absent-0**

**5. ORDINANCE #1552 – COMPREHENSIVE PLAN UPDATE (FIRST READING)**

Councilor Neve made a motion to move Ordinance #1552 – Comprehensive Plan Update to a second reading. The motion was seconded by Councilor Manlow. **Vote: Ayes-5, Noes-0, Absent-0**

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

**7. DEPARTMENT HEAD REPORTS**

- ✓ Interim Police Chief Stigall gave a brief department update which included kudos to Officer Gonzalez who, during a minor traffic stop, was able to help seize ¾ pound of heroin with a street value of \$15,000. It was a great job and nice to know that it won't end up on our streets.
- ✓ Interim Police Chief Stigall noted that graduation weekend went well and there were no issues. Everything worked out well.
- ✓ City Supervisor Houk advised that the 4<sup>th</sup> Street Reconstruction Project that is being funded by a Community Development Block Grant (CDBG) is scheduled to start in late summer or early fall. Bids will go at the end of next week.

- ✓ City Supervisor Houk explained that the Water Treatment Plant Upgrades funded by the United State Department of Agriculture (USDA) Rural Development (RD) will go out for bid in about 2-3 weeks.
- ✓ City Supervisor Houk reported that Mary Rogers Pioneer Park is moving forward. Right now, the city is waiting for a bid from the contractor for the sod and trees.
- ✓ City Supervisor Houk noted that there have been a few water leaks but the crew has stayed on top of them.
- ✓ City Supervisor Houk reported that the city has completed all of the prep work on the Adams Street Project. This project is funded by the Transportation Improvement Board (TIB).
- ✓ Lastly City Supervisor Houk pointed out that there is plenty of ditching and mowing that needs to be done and the crew will start working on it as soon as possible.
- ✓ Clerk/Treasurer Roberts reported that she would be testing 14 people for the entry level police officer position on Tuesday, June 9<sup>th</sup>.

## 8. MAYOR'S REPORT

- Mayor Struck asked the council to accept her recommendation of Jon Tienhaara and Jason Nelson to the Civil Service Board. Councilor Neve made a motion to accept Mayor Struck recommendation as presented. The motion was seconded by Councilor Kuiken. **Vote: Ayes-5, Noes-0, Absent-0**
- Mayor Struck gave a brief update on where the library stands as far as reopening. The city is currently in talks with a local company that will handle the janitorial services but most if not all of the Center for Disease Control (CDC) required cleaning products are very difficult to get. As soon as the company can get them and a contract has been negotiated between him and the city, he will start cleaning the library. The city remains in contact with Cheryl Heywood, Executive Director of Timberland Regional Library as the details continue to be worked out.
- Pacific County's Emergency Operations Center (EOC) is only having weekly meetings but the county is working on the paperwork for Pacific County to move to Phase 3. The county should know by June 14<sup>th</sup>. The mobile units are still testing twice a week in North Pacific County and twice a week in South Pacific County. It is by appointment only, but the restrictions have been lifted and they are not turning anyone away if you want to be tested.
- Mayor Struck noted that there was a possibility that even if the county moves to Phase 3 that the city might still consider having their June 22<sup>nd</sup> council meeting by Zoom. If city hall does open by then any of the council that would like to appear by Zoom could still do that, but she asked that they let the city know prior to the meeting so that everything could be set up appropriately.
- Mayor Struck mentioned that there is a \$90,000 shortfall in funding for the field lighting at Cheney Park due to soil conditions. There has been some discussion with the Recreation and Conservation Office (RCO) about additional funding but nothing has been finalized yet.

## 9. COUNCIL COMMENTS

- ❖ Councilor Neve asked if Spring Cleanup was still a go. She was advised that yes, that hasn't changed. It is still June 15-20, 2020.
- ❖ Councilor Hall mentioned that it has been slim pickings at the boat launch lately the there has been some RV's.

- ❖ Councilor Kuiken gave a big shoutout to Interim Police Chief Stigall and his department for the wonderful job they did with the graduation caravan. His leadership made for a very impressive event.

**10. FUTURE AGENDA TOPICS**

Councilor Hall – Nuisance Ordinance Compliance

**11. ADJOURNMENT**

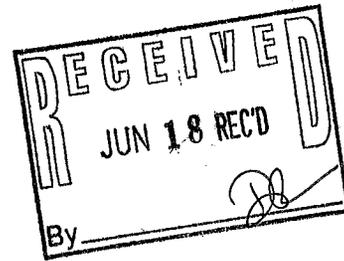
The Zoom meeting was adjourned at 6:26 PM to meet again on Monday, June 22, 2020 for the next regularly scheduled meeting via Zoom unless otherwise announced.

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

ATTEST: \_\_\_\_\_

Dee Roberts  
Clerk/Treasurer

**DRAFT**



Craig Spredeman  
P.O. Box 722  
South Bend, WA 98586

June 15, 2020

South Bend City Council  
Mayor Julie Struck  
1102 W. First Street  
P.O. Drawer 9  
South Bend, WA 98586

Dear Mayor and City Council Members,

I'm afraid I don't understand the apparent consternation caused by Councilor Halls request at the June 8, 2020 meeting to add a Public Comment item to the agenda to provide the public an opportunity to comment on agenda items after the Council has discussed them during a meeting.

While I understand being cautious regarding changing procedures for City Council meetings, it would seem that since section 5.1 of the South Bend City Council Rules and Procedures Manual regarding audience participation and addressing the council regarding Agenda Items specifies that "... the Mayor may or may not recognize such persons and allow them to address the council." the Mayor currently has the ability to allow public comment more that once per meeting, so Councilor Halls motion would seem more like a method to consolidate public comment on current agenda items to it's own position on the agenda rather than comments after each individual item.

I've done some basic research using the 2019 and 2020 council meeting minutes and recordings to analyze how much of the Councils public meeting time has been used for public comment (see Attachment A). If my math is correct, it shows the total time spent in City Council meetings to be approximately 10 hours 7 minutes for the entire year of 2019 and 5 hours 31 minutes so far this year. The total time used for public comments was approximately 20 minutes 5 seconds in 2019 and 8 minutes 40 seconds in 2020.

The amount of council time used that this represents is about 3.31% for 2019 and 2.51% for this year. If the time used by the public speaking is separated from the responses from the Council (see 'Notes' column in Attachment A) the amount of time used drops to 13:45 (2.26%) in 2019 and 3:35 (1.08%) in 2020. Using 2019 total time data and extrapolating the data for this year, it would approach 12 hours of meeting time for the entire year or, assuming two meeting per month, 30 minutes average per meeting. At the current council salary of \$120 per month that would work out to \$60 per meeting or \$120 per hour. While I am aware that additional meeting and workshops are involved in being a council member, the fact that a former council member had asked if there was any way to return his salary because he didn't feel the amount of time he spent was worth the compensation received would appear to indicate to me that the additional time is somewhat negligible.

That being said, assuming that the actual involvement time of council members is doubled, making the salary rate \$60/hr., and assuming the public comment time doubles from the additional comment period proposed, it seems that an additional 20 or 30 minutes per year (approximately \$30.00 per year or \$1.25 per meeting) of council time spent listening to additional input from the public is not asking too much of the City Council members.

From the existing documentation and from personally attending numerous council meetings, I would find it somewhat unlikely to see a sudden stampede of concerned citizens, converging on the council chambers, to create a string of three minute comments regarding current agenda items, with the intent to disrupt the councils meetings, whereas adding the availability of the comment period presents, if nothing else, at least the illusion of inclusion for the public.

Having attended a variety of meetings of councils and commissions, I have also heard it pointed out multiple times that allowing the public to comment at all is a privilege and courtesy that the council is not required to provide. But even though the purpose of the meeting is to hold an efficient business meeting, it would also be appreciated if it were occasionally acknowledged that the business being discussed at those meetings is the welfare of that same public that elected the council and whose input and feedback would seem to be diminished or dismissed as disruptive or unimportant to the council meetings by suggesting they not be allowed to speak at all.

I would like to suggest that the City Council approve Councilor Halls motion for a public comment period for current agenda items when it is next brought to the floor.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Craig Spredeman', with a long horizontal flourish extending to the right.

Craig Spredeman

Enclosures: 1

Attachment A

Public comment during South Bend City Council Meetings  
(times are approximate)

Date	Items from Public	Speaking Time	Name	Issue	Notes	Total Meeting Time (approx. recording length)
<b>2020</b>						
06/08/20	0					00:50:23
05/27/20	0					00:17:24
05/11/20	0					00:27:32
04/27/20	0					00:17:58
04/13/20	0					00:22:46
03/23/20	0				Item 5 mentioned 'no public present'	00:36:44
03/09/20	0					01:00:49
02/24/20	0					00:08:47
02/10/20	2	~5:45	Teresa Sanders	Ownership of property located adjacent to 119 W 2 <sup>nd</sup> Street	Terasas total time: ~2:00 Mayor/Council response: ~3:45	00:35:40
		~2:35	Matthew Wilson	Eagle Scout pergola project at Ron Craig boat launch/change from 10/14/19 POI map	Matthews total time : ~1:35 Mayor/Council response: ~1:00 Council voted to approve 4/0	
01/27/20	0					00:35:13
01/13/20	0					00:18:23
<b>TOTALS</b>	<b>2</b>	<b>~8:20</b>	<b>~2.51%</b>		<b>~3:35</b> - <b>~1.08%</b>	<b>05:31:40</b>

Date	Items from Public	Speaking Time	Name	Issue	Notes	Total Meeting Time (approx. recording length)
<b>2019</b>						
12/09/19	0					00:07:03
11/25/19	0					00:26:03
11/13/19	0				Item 5: No public comments on final budget	00:13:07
10/28/19	1	~5:10	Margaret Payne	Requesting center stripe on W. 1 <sup>st</sup> St starting at Ferry St.	Item 5: No public comment on property tax levy Margarets time: ~1:55 Mayor/Council response: ~3:15	00:28:30
10/14/19	1	? (est.~2:00)	Matthew Wilson	Eagle Scout Points of Interest map for Rails to Trails trail-head project	Recording unavailable to time comments	00:08:00
10/09/19	0				Budget Workshop	01:59:45
09/23/19	1	~3:15	Joseph Stepp	Requesting traffic regulation Improvements for traffic at Hwy 101 / E Water St intersection	Josephs total time: ~2:10 Mayor/Council response: ~1:05	00:19:49
09/09/19	0					00:20:27
08/26/19	0					00:19:19
08/12/19	0					00:19:01
07/22/19	0				Diantha Wellepp asked about additional hearings for Six Year Transportation Improvement Plan during Public Hearing agenda item #5: ~4:15 Dianthas total time: ~1:00 Mayor statements: ~3:15	00:43:05
07/08/19	0					00:10:10
06/24/19	1	~0:15	Diantha Wellepp	Thanked city for SB Timberland Library grant request	Dianthas total time: ~0:15	00:11:45
06/10/19	0					00:13:17
05/29/19	0				Public Hearing – CDBG General Grant -public comment period time: ~15:04	00:42:39
05/13/19	0				(Bad audio file)	00:21:00
04/22/19	0					00:30:29
04/08/19	1	~8:30	Ezra McCampbell	Concern over Willapa River Development Project on Island Way	Ezras total time: ~4:20 Mayor/Council interactions: ~2:10	00:28:47
03/25/19	0					00:24:57
03/11/19	1	~1:05	Randy Carlson	Express thanks to city for SB Girls Basketball state sendoff	Randys total time: ~0:50 Mayor/council statements: ~0:15	00:14:52
02/25/19	2	~1:05	Linda Buchanan	Planting cherry trees in honor of Katy Kimura in the new park	Lindas total time: ~0:40 Mayors statements: ~0:25	
		~0:45	Diantha Wellepp	Thanked city for applying for Library grant	Dianthas total time: ~0:35 Mayors statements: ~0:10	00:17:37
02/11/19	0					00:14:03
01/28/19	0					00:19:24
01/14/19	0					00:36:02
<b>TOTALS</b>	<b>8</b>	<b>~00:20:05</b>	<b>~3.31%</b>		<b>~13:45</b> - <b>~2.28%</b>	<b>10:07:11</b>

**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