

**City of South Bend
Council Meeting Via Zoom
Monday, October 12, 2020 @ 5:30 pm**

Zoom Link - <https://us02web.zoom.us/j/81868708692?pwd=eWxicmtCSil6dGZzTHdkb0ExTFEQT09>

Call to Order and Roll Call

1. Approval of Agenda and Consent Agenda
Approval of Minutes: *September 28, 2020 Regular Meeting & October 7, 2020 Budget Workshop*
2. Correspondence
3. Items from the Public
4. Department Head Reports:
 - i) Police Chief Stigall
 - ii) City Supervisor Houk
 - iii) Clerk/Treasurer Roberts
5. Mayor's Report
6. Council Comments
7. Public Comments – Current Agenda Items
8. Future Agenda Topics
9. Adjournment

ORAL PUBLIC TESTIMONY

If you wish to provide oral public comments during the October 12, 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, 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: 818 6870 8692 Password: 347193

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 October 12, 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 October 12, 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, 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 via ZOOM Monday, October 26, 2020 @ 5:30 PM unless otherwise notified.

South Bend Council Meeting

Monday, October 12, 2020

CONSENT AGENDA

1. Approval of Vendor Checks

Vendors – Check #46139 thru Check #46174 - \$137,242.64 Including EFT Payments

2. Approval of Payroll Checks

Payroll – Check #24887 thru Check #24893 - \$111,567.33 Including Direct Deposit

10/12/2020

	VENDOR	AMOUNT	
46139	Gaspar Francisco (Hand Pay)	\$ 10,000.00	Mary Rogers Pioneer Park
46140	Aberdeen Office Equipment, Inc.	\$ 406.50	Office Supplies - City Hall \$324.41, Muni Court \$28.11, Water \$25.88 and Sewer \$28.10
46141	ALS Group USA, Corp	\$ 370.00	Water Samples
<i>EFT Pay</i>	<i>Bank of the Pacific - EFT Pay</i>	\$ 2,004.19	Funding Interest - Water Treatment Plant Upgrades - Funded by USDA RD
46142	Barnhart Home Cleaning	\$ 600.00	Janitorial - Library - September
46143	Bud's Lumber & Electric	\$ 4,821.51	Operating Supplies - PD \$1,853.56, FD \$22.30, Sts \$1,752.03, Dks \$513.82, Pks \$262.30, Wtr \$186.90, Swr \$5.39 & MRPP \$225.21
46144	Cartegraph	\$ 1,616.10	Annual Software Renewal - Water Fund
46145	Cascade Machinery & Electric, Inc.	\$ 1,954.15	Repair/Maintenance - Water Fund
<i>EFT Pay</i>	<i>Comcast - EFT Pay</i>	\$ 908.17	All Depts
46146	Creative Community Solutions	\$ 1,430.00	Professional Services
46147	Databar	\$ 304.45	Forms - City Hall
46148	Day Wireless Systems	\$ 2,409.49	Capital Outlay - Fire Dept
46149	Dept of Licensing	\$ 18.00	CWP License
<i>EFT Pay</i>	<i>Dept of Revenue - EFT Pay</i>	\$ 6,052.58	September 2020 Excise Tax on Water/Sewer and Excise Tax on Out of State Purchases
46150	Drug Screen	\$ 302.00	Water Fund
46151	Fastenal	\$ 485.37	Operating Supplies - Streets/Water/Sewer
46152	Galls, LLC	\$ 472.07	Operating Supplies - Police Dept
46153	Gerald Ashley	\$ 433.80	LEOFF 1 Benefits
46154	Gray & Osborne, Inc.	\$ 60,234.92	Professional Services - 4th St \$26,431.90, Gen Eng \$1,338.08, WTP \$32,205.02 and Cheney Pk \$259.92
46155	Guemsey & Sons Construction, Inc.	\$ 9,388.23	Mary Rogers Pioneer Park (Final)
46156	H.D. Fowler Company	\$ 7,532.30	Operating Supplies - Water Fund
46157	Harbor Saw & Supply, Inc.	\$ 176.66	Repair/Maintenance - Parks
<i>EFT Pay</i>	<i>Invoice Cloud-EFT Pay</i>	\$ 99.00	September 2020 Portal Access Fee
46158	Maneman Electric, Inc.	\$ 132.75	Repair/Maintenance - Sewer Fund
46159	National Hose Testing Specialties, Inc.	\$ 4,423.75	Repair/Maintenance - Fire Dept
46160	Office of Financial Management	\$ 3,747.99	September 2020 Fines & Forfeitures \$3,634.99 and 3rd Quarter 2020 Remit of State Building Fee \$113.00
46161	One Call Concepts, Inc.	\$ 27.72	Locates
<i>EFT Pay</i>	<i>ONLINE Information Services - EFT Pay</i>	\$ 25.40	Credit Reporting Services - August 2020
46162	Pacific County Dept of Public Works	\$ 1,645.61	Eklund Park - October 2020
46163	Pacific County Prosecutor	\$ 44.51	September 2020 Crime Victims

46164	Pacific County Sheriff's Office	\$	230.00	Jail Bookings - August 2020
46165	PetroCard	\$	755.58	Fuel - Public Works \$538.65 and Fire \$216.93
46166	Pioneer Grocery	\$	26.20	Miscellaneous - Parks
46167	Pitney Bowes	\$	1,000.00	Postage - All Depts
46168	PUD #2	\$	6,845.49	All Depts
46169	South Bend Utilities	\$	331.82	Overpayment - Account Closed
46170	Spargo's Printing	\$	445.05	Envelopes - Docks Fund
46171	US Fire Equipment, LLC	\$	322.16	Operating Supplies - Fire Dept
EFT Pay	Verizon - EFT Pay	\$	570.08	One Talk - All Depts \$409.79 and Police Laptops \$160.29
EFT Pay	VISA - EFT Pay	\$	2,950.89	City Hall \$992.91, Fire Dept \$13.65, Police \$1,532.51 and Parks \$411.82
46172	Walter E Nelson Company of Astoria	\$	59.03	Operating Supplies - Library
46173	Whitney Equipment Company	\$	1,621.50	Professional Services - Sewer Fund
46174	Willapa Veterinary Services	\$	17.62	Dog Board - Police Dept
	TOTAL	\$	137,242.64	

Mayor Julie K. Struck

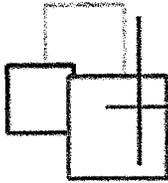
Mayor Struck

L. D. Houk

City Supervisor Houk

J. Stigall

Police Chief Stigall



Register

Number	Name	Fiscal Description	Amount
<u>24887</u>	Houk, Lloyd D	2020 - September - Second Council Meeting - September	\$1,650.00
<u>24888</u>	Ashley, Alan	2020 - September - Second Council Meeting - September	\$230.87
<u>24889</u>	Houk, Lloyd D	2020 - September - Second Council Meeting - September	\$4,139.38
<u>24890</u>	Dee Roberts-Coffee Fund	2020 - September - Second Council Meeting - September	\$55.00
<u>24891</u>	Nationwide Retirement Solutions	2020 - September - Second Council Meeting - September	\$655.00
<u>24892</u>	Teamster's Local #252	2020 - September - Second Council Meeting - September	\$583.00
<u>24893</u>	Thorbeckes	2020 - September - Second Council Meeting - September	\$58.34
<u>AFLAC-EFT Sept Payroll 2020</u>	AFLAC	2020 - September - Second Council Meeting - September	\$1,011.32
<u>AWC-EFT Sept Payroll 2020</u>	Association of WA Cities	2020 - September - Second Council Meeting - September	\$3,007.58
<u>BOP-EFT Sept Payroll 2020</u>	The Bank of the Pacific	2020 - September - Second Council Meeting - September	\$21,163.41
<u>DRS-EFT Sept Payroll 2020</u>	Dept of Retirement Systems	2020 - September - Second Council Meeting - September	\$13,972.13
<u>ESD-EFT Sept Payroll 2020</u>	Employment Security Department	2020 - September - Second Council Meeting - September	\$209.74
<u>L&I-EFT Sept 2020 Payroll</u>	Dept of Labor & Industry	2020 - September - Second Council Meeting - September	\$2,125.00
<u>September 2020 Draw</u>	Payroll Vendor	2020 - September - Second Council Meeting - September	\$12,675.00
<u>September 2020 Payroll</u>	Payroll Vendor	2020 - September - Second Council Meeting - September	\$37,341.13
<u>WASR-EFT Sept Payroll 2020</u>	Washington State Support Registry	2020 - September - Second Council Meeting - September	\$597.73
<u>WATT-EFT Sept Payroll 2020</u>	Washington Teamsters Welfare Trust	2020 - September - Second Council Meeting - September	\$11,658.20
<u>WCIF-EFT Sept Payroll 2020</u>	Washington Counties Insurance Fund	2020 - September - Second Council Meeting - September	\$434.50
			\$111,567.33

**CITY OF SOUTH BEND
ZOOM COUNCIL MEETING – 09/28/2020**

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

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

Prior the motion to approve the agenda Mayor Struck requested to amend the agenda, removing *Item #6 – Bid Acceptance – Water Treatment Plant Upgrade & Expansion*. It will be ready for the October 12, 2020 council meeting.

A motion was made by Councilor Neve to approve the amended Agenda, Consent Agenda and the minutes of the September 14, 2020 regular meeting. The motion was seconded by Councilor Hall.

Vote: Ayes-5, Noes-0, Absent-0

Vendors – Check #46108 thru Check #46137 - \$188,980.58 Including EFT Payments

3. CORRESPONDENCE – NONE

4. ITEMS FROM THE PUBLIC

Citizen Craig Spredeman thanked City Supervisor Houk for answering his questions that he sent him via email but Mr. Spredeman still was unclear on some of the issues.

Mr. Spredeman questioned who was responsible for checking and maintaining the dock. Mayor Struck explained that maintenance wasn't the issue at the docks. The city's insurance company has authorized Quigg Brothers to survey the damage and it is their belief that it was failure of the pilings.

5. RESOLUTION #2020-03 – DECLARING THE CITY OF SOUTH BEND'S DOCK AN EMERGENCY

Councilor Neve made a motion accepting Resolution #2020-03 – Declaring the City of South Bend's dock an emergency. The motion was seconded by Councilor Manlow. **Vote: Ayes-5, Noes-0, Absent-0**

6. BID ACCEPTANCE – WATER TREATMENT PLAN UPGRADE & EXPANSION

Removed from the agenda per Mayor Struck's request prior to agenda approval.

7. DEPARTMENT HEAD REPORTS

- ✓ Police Chief Stigall gave a brief report on his department. He noted that his officers are doing a great job.
- ✓ Police Chief Stigall explained that he received a new radio through a grant from Homeland Security. These types of radios are quite expensive and he was included in the grant through Pacific County.
- ✓ Councilor Hall asked if there was a timeline on the abandoned vehicles that he has been concerned about. Police Chief Stigall noted that as long as they are making progress and they are doing what he is asking them to then he is comfortable with that. He also understands that

the person doing the work has other duties and is working around that as well. He does know that two more vehicles will be removed in the near future.

- ✓ Mayor Struck reported for City Supervisor Houk. The 4th Street Reconstruction Project (between Pacific and Willapa) is going well. This project is funded by a Community Development Block Grant (CDBG). Most of the utilities are in place.
- ✓ Mary Rogers Pioneer Park has seen a lot of activity in the last two weeks. The sod and gravel will be going down soon.
- ✓ Clerk/Treasurer Roberts asked that if the council or staff knew of anyone that was struggling to pay their water bills and had not applied for COVID-19 relief from the city to please do so. There is money available and the city wants to help! She also noted that she mailed out 80 letters to businesses offering help with utilities as well. She hopes that those businesses that qualify apply.
- ✓ Clerk/Treasurer Roberts asked that the council try and make a point of looking at their email at least a couple of times a week. If there is an emergency or something important happening that is often how city hall communicates with the council, at least initially.

8. MAYOR'S REPORT

- Mayor Struck noted that she was glad to see school back up and running.
- Mayor Struck reported that currently there are only two active COVID-19 cases and it has been over a week. If all goes well those should drop off and hopefully, we can go into a zero active case status.
- Mayor Struck explained that there had been some changes to in-person meetings, but the requirements are quite restrictive. It was also recommended that if virtual meetings were an option that those continue. So, the city will continue with virtual meetings until further notice.

9. COUNCIL COMMENTS

- ❖ Councilor Neve agreed that the requirements are quite onerous, pages long. The volunteers at the museum are not comfortable with the requirements and as of now the museum has no plans to reopen until January 2021.
- ❖ Councilor Neve ask about Halloween. Mayor Struck noted that the Centers for Disease Control and Prevention (CDS) guidelines consider trick or treating a high-risk activity. The city still plans to set up a table outside and pass out candy using the required COVID-19 guidelines.
- ❖ Councilor Kuiken noted that the city has done a great job with their COVID-19 response. Unfortunately, there just is not enough manpower!
- ❖ Councilor Davis asked if there was any park lighting planned. Mayor Struck noted that there is plenty of wiring around the park, but no lighting is planned at this time.
- ❖ Councilor Manlow asked if the budget meeting scheduled for Wednesday, October 7th at 4:00pm would be virtual. It was confirmed that yes, it would be virtual.
- ❖ Councilor Hall noted that every day an email is sent out from the South Bend High School and there is daily health checks. He substitute teaches but won't be going back until there is a vaccine.
- ❖ Councilor Hall reported that Emergency Medical Services (EMS) will be running a special levy in November. It is \$460,000 for the whole district. It will more than likely be reduced to \$360,000 since EMS wasn't sure of their total need until after the deadline for the levy.

- ❖ Councilor Hall explained that EMS recently had an ambulance remounted which saved the tax payers about \$60,000. The Raymond Ambulance crew is very happy with it.
- ❖ Councilor Hall announced that EMS gifted a boat, trailer and motor to the South Bend Fire Department.
- ❖ Councilor Hall noted that there have been a few fishermen at the launch but the fishing has not been that great. There was also some paddle kayaks there but they didn't catch anything.
- ❖ Councilor Hall explained that recently there was a motorhome staying at the launch that had to evacuate from the Southern Oregon fires. They were very appreciative to have a nice, reasonably priced place to stay.

9A. MEMORANDUM OF UNDERSTANDING (MOU) – CITY OF SOUTH BEND AND JOINT PACIFIC COUNTY HOUSING AUTHORITY (JPCHA)

Councilor Davis asked about a Memorandum of Understanding that was discussed during a recent meeting she attended of the JPCHA. Clerk/Treasurer Roberts explained to the council and staff that she had inadvertently forgot to include the MOU in their council packet. She asked the council if they would be willing to hear the MOU if she read the MOU in full out loud for the record. All of the council was in agreement that they would be willing to hear the agreement.

Clerk/Treasurer Roberts read the MOU in full out loud for the record.

After reading the MOU Mayor Struck explained to the council the intent behind the agreement. The Willapa Landing Apartments located at 506 Willapa Avenue, which is currently privately owned, is in a state of disrepair. The owners are quite elderly and no longer want the building. JPCHA would like to complete a Capital Needs Assessment to determine the condition of the buildings, the cost of immediate renovations and the long-term cost of maintaining the housing in decent, safe and sanitary conditions. JPCHA is asking the City of South Bend to help fund that Capital Needs assessment which would not exceed \$9,000.

Councilor Kuiken asked what the benefit this would be to the city if the determination is that it won't work. Ultimately the owners plan to give the buildings to JPCHA. It is JPCHA's hope that the buildings are worth saving because it would displace 27 families in an already limited housing market. Clerk/Treasurer Roberts noted that she spoke with the city attorney who also reviewed the MOU and he felt that it was a beneficial use of city funds.

Councilor Hall made a motion to accept the Memorandum of Understanding between the City of South Bend and the Joint Pacific County Housing Authority as presented. The motion was seconded by Councilor Neve. **Vote: Ayes-5, Noes-0, Absent-0**

10. PUBLIC COMMENT – CURRENT AGENDA ITEMS

Citizen Craig Spredeman questioned the city's procedure regarding adding the MOU.

11. FUTURE AGENDA TOPICS – NONE

12. ADJOURNMENT

The Zoom meeting was adjourned at 6:22 PM to meet again on Monday, October 12, 2020 for the next regularly scheduled meeting via Zoom unless otherwise announced.

Julie K. Struck
Mayor

ATTEST: _____
Dee Roberts
Clerk/Treasurer

CITY OF SOUTH BEND
ZOOM BUDGET WORKSHOP – 10/07/2020

1. CALL TO ORDER

The budget workshop was called to order by Mayor Struck at 4:00 pm followed by roll call by Clerk/Treasurer Roberts. Members present: Councilor Kuiken Councilor Manlow, Councilor Davis, Councilor Hall, City Supervisor Houk, Police Chief Stigall and Clerk/Treasurer Roberts. Councilor Neve was absent. (*Councilor Kuiken, City Supervisor Houk and Police Chief Stigall left early due to a fire call*)

2. BUDGET WORKSHOP

All aspects of the projected 2021 budget were reviewed and discussed at length.

3. ADJOURNMENT

The meeting was adjourned at 6:23 pm to meet again at 5:30 PM on Monday, October 12, 2020 for the next regularly scheduled meeting at South Bend City Hall.

Julie K. Struck
Mayor

ATTEST:

Dee Roberts
Clerk/Treasurer