



**PLEASE NOTE:** Due to current public health concerns and associated orders this City Council Meeting will be conducted entirely online. All Councilmembers and staff will be participating remotely. The public is welcome to email comments on any agenda items prior to the meeting to the City Clerk at [soppedal@northbendwa.gov](mailto:soppedal@northbendwa.gov). Please provide comments by 5 p.m., Tuesday, February 15, 2022 so a copy can be provided to the City Council prior to the meeting.

The public will be able to participate in this meeting online using Zoom Meetings. Instructions on how to access the meeting and provide public comment are available at the following link: [February 15, 2022 City Council Meeting Calendar Item](#). You will be required to have a registered Zoom account and display your full name to be admitted to the online meeting.

Zoom Meeting Information:

To Sign Up for a Zoom Account: <https://zoom.us/join>

Meeting ID: 870 2384 2480

Password: 687338

Call In Phone Number: 1-253-215-8782

**CITY OF NORTH BEND, WA**

**CITY COUNCIL MEETING**

**February 15, 2022 – Agenda**

**Virtual Meeting**

**7:00 P.M. – CALL TO ORDER, ROLL CALL**

**CONSENT AGENDA:**

		Pg.#
1) Minutes	City Council Meeting of February 1, 2022	1
2) Payroll	February 4, 2022 – 28448 through 28453, in the amount of \$306,174.96	
3) Checks	February 15, 2022 – 71925 through 71983, in the amount of \$985,092.45	
4) AB22-020	Motion – Authorizing Contract with RH2 for Development Support	Mr. Rigos 5
5) AB22-021	Motion – Authorizing Blanket Purchase Orders	Ms. Masko 13

**CITIZEN'S COMMENTS:** (Please restrict comments to 3 minutes)

**COMMISSION AND COMMITTEE REPORTS:**

Planning Commission

Community & Economic Development – Councilmember Miller

Parks Commission

Finance & Administration – Councilmember Elwood

Economic Development Commission

Public Health & Safety – Councilmember Koellen

Regional Committees

Transportation & Public Works – Councilmember Loudenback

Mayor Pro Tem – Councilmember Rosen

Eastside Fire & Rescue Board – Councilmember Gothelf



**INTRODUCTIONS:**

**6) AB22-022** Ordinance – Amending 2021-2022 Budget Ordinance 1737

Ms. Masko & **17**  
Mr. Miller

**MAYOR, COUNCIL & ADMINISTRATOR CONCERNS AND INITIATIVES:** (Business and general information presented that may be deliberated upon by the Council. Formal action may be deferred until a subsequent meeting; immediate action may be taken upon a vote of a majority of all members of the Council.)

**EXECUTIVE SESSION:** To Discuss Property Acquisition, pursuant to RCW 42.30.110(1)(b)

**ADJOURNMENT:**

**NORTH BEND CITY COUNCIL MINUTES**

**February 1, 2022**

**Virtual Meeting**

City Hall, 920 SE Cedar Falls Way, North Bend, Washington

**CALL TO ORDER, ROLL CALL:**

Mayor McFarland called the regular meeting to order at 7:00 p.m.

**Councilmembers Present:** Elwood, Gothelf, Joselyn, Koellen, Loudenback, Miller and Rosen.

**CONSENT AGENDA:**

**Minutes** – Special Council Workstudy of January 11, 2022 & City Council Meeting of January 18, 2022

**Payroll** – **January 20, 2022** – **28442** through **28447**, in the amount of **\$278,452.97**

**Checks** – **February 1, 2022** – **71880** through **71924**, in the amount of **\$450,600.49**

**AB22-014** – Motion Authorizing Contract with DRSi for Digitizing Services

**AB22-015** – Ordinance 1769 Amending NBMC 2.28.010 RE Planning Commission Appointments

**AB22-016** – Resolution 2007 Supporting Snoqualmie Valley Mobility

**AB22-017** – Motion Authorizing ILA for Snoqualmie Valley Housing Needs Assessment

Councilmember Koellen **MOVED**, seconded by Councilmember Elwood to approve the consent agenda as presented. The motion **PASSED** 7-0.

**ANNOUNCEMENTS, PRESENTATIONS, APPOINTMENTS:**

**Presentation** – Parks Commission Report & 2022 Work Plan

**Audio: 2:09**

Parks Commission Chair Rudd presented the Commission's 2021 Summary Report which detailed the year's expenditures and activities. She noted the 2022 Tentative Work Program for the Commission included recommendations regarding William H. Taylor Park and Riverfront Park, conducting community parks and trails survey, Parks Commission retreat and annual park tour, update to the Parks Element of Comprehensive Plan, North Bend Block Party booth, Park Capital Facilities planning and recommendations, grand opening of Tollgate Farmhouse and Farmstead project, Tree Board and Arbor Day events and park reviews for new developments.

Councilmember Gothelf stated he had a conflict of interest with the next agenda item and recused himself from the meeting at 7:15 p.m.

**INTRODUCTIONS:****AB22-018** – Resolution 2008 Ratifying Proclamation of Emergency**Audio: 15:18**

City Administrator Miller provided the staff report.

Councilmember Elwood **MOVED**, seconded by Councilmember Rosen to approve AB22-018, a resolution ratifying and confirming January 13, 2022 Proclamation of Local Emergency. The motion **PASSED** 6-0.

Councilmember Gothelf rejoined the meeting at 7:35 p.m.

**AB22-019** – Resolution 2009 RE City Owned Property in Meadowbrook Utility Local Improvement District**Audio: 35:15**

Public Works Director Rigos provided the staff report.

The following individuals spoke on the agenda item:

**Wende Miller**, 6814 Denny Peak Drive SE, Snoqualmie

Councilmember Loudenback **MOVED**, seconded by Councilmember Miller to approve AB22-019, authorizing the Mayor to sign a petition, in a form and content approved by the City Attorney, to include City-owned parcels within any proposed sewer ULID in the Meadowbrook area regardless of the actual boundaries of the proposed sewer ULID, provided that (a) the area of the proposed sewer ULID as depicted on the petition includes the City-owned parcels, and (b) only after the petition is first signed by the owners of property constituting a majority of the private property within the area of the proposed sewer ULID.

Councilmember Elwood **MOVED**, seconded by Councilmember Rosen to amend the motion to include the following language at the end of Section 1 of the Resolution: “and (c) after taking into consideration the expressed desires of private property owners within the ULID area.” The motion **PASSED** 6-1 (Joselyn).

The main motion then **PASSED AS AMENDED** 7-0.

**MAYOR, COUNCIL, AND ADMINISTRATOR CONCERNS AND INITIATIVES:**

Councilmember Loudenback thanked all for their efforts regarding AB22-019 – Resolution RE City Owned Property in Meadowbrook ULID and discussed the merits of completing the ULID for the benefit of the City. Additionally, he reminded all of the upcoming February 8<sup>th</sup> Special Election and encouraged all to vote.

**DRAFT**

Councilmember Elwood thanked fellow Councilmembers for their patience and consideration in reviewing all aspects of AB22-019 – Resolution RE City Owned Property in Meadowbrook ULID.

Councilmember Joselyn mentioned his recent attendance at an Association of Washington Cities Online Workshop pertaining to great city council meetings and acknowledged Mayor McFarland's Year End Review communications recently published on the City website.

Councilmember Gothelf commented on the benefits of debate in open session and thanked fellow Councilmembers for reaching a consensus on AB22-019 – Resolution RE City Owned Property in Meadowbrook ULID.

Councilmember Rosen echoed fellow Councilmember's comments on AB22-019 – Resolution RE City Owned Property in Meadowbrook ULID and thanked Council for their willingness to compromise on important issues.

City Administrator Miller commented on the prudence of continuing the closure of City Hall through the end of February due to the high rate of COVID-19 cases and thanked outgoing Communications Manager Danna McCall for all of her hard work during her time at the City.

Mayor McFarland spoke regarding the following items:

- City Hall Closure through February, 2022 due to COVID-19
- King Conservation District Board of Directors Online Election
- River Run Apartments Site Work
- 2021 Year in Review & Quarterly Business Bulletin on City website

**ADJOURNMENT:**

Councilmember Gothelf **MOVED** to adjourn, seconded by Councilmember Elwood. The motion **PASSED** 7-0.

The meeting adjourned at 8:41 p.m.

ATTEST:

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Rob McFarland, Mayor

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Susie Oppedal, City Clerk





## City Council Agenda Bill

SUBJECT:	Agenda Date: February 15, 2022	AB22-020
<b>Motion Authorizing Contract with RH2 for Development Engineering Support</b>	Department/Committee/Individual	
Cost Impact: \$98,901 NTE	Mayor Rob McFarland	
Fund Source: N/A (mostly pass-through cost, but might doing some work on grant projects)	City Administrator – David Miller	
Timeline: Immediate	City Attorney – Mike Kenyon	
	City Clerk – Susie Oppedal	
	Comm. & Economic Development – Rebecca Deming	
	Finance – Dawn Masko	
	Public Works – Mark Rigos, P.E.	X

**Attachments:** RH2 Work Scope and Fee

### SUMMARY STATEMENT:

The City of North Bend has two development review manager positions in its 2022 budget. These positions are typically held by civil engineers that perform development engineering review on private projects, coordinate with construction inspectors, collaborate with other professional trades (geotechnical engineers, surveyors, traffic engineers, planners, wetland biologists, contractors, etc.), prepare Developer Extension Agreements, attend Pre-Application Meeting, etc. The City's prior two development managers have a combined nearly 60 years of experience.

One of the City's development review managers left the City in December 2021. Although there has been a slight downward trend in development projects and review during the past four months in the City of North Bend, there is a little too much work for one development review manager to adequately handle and provide reasonable turnaround times to applicants. Having adequate resources available increases the likelihood that the infrastructure is designed and built properly, results in responsive customer service, and provides a quality and dependable level of service. At the current time, City staff do not believe it's essential to fill the vacant development review manager position with a full time employee. However, City staff believe it's necessary to provide extra consultant support for said work beyond what one development review manager can accomplish.

The proposed contract is between the City and RH2, and if approved, would expire on December 31, 2022. The City has considerable experience with RH2 as RH2 has served and performed adequately in this role a few years ago. City staff recommends approval of a contract with RH2.

**APPLICABLE BRAND GUIDELINES:** Consistent delivery of quality basic services

**COMMITTEE REVIEW AND RECOMMENDATION:** This item was reviewed by the Transportation and Public Works Committee during their January 25, 2022 meeting and was recommended for approval and placement on the Consent Agenda.

**RECOMMENDED ACTION:** **MOTION to approve AB22-020, authorizing the Mayor to sign a contract with RH2 for development engineering support, in a form and content approved by the City Attorney, in an amount not to exceed \$98,901.**

### RECORD OF COUNCIL ACTION

Meeting Date	Action	Vote
February 15, 2022		



**Exhibit A**  
**Scope of Work**  
**City of North Bend**  
**2022 Supplemental Engineering Services**  
January 2022

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## **Background**

The City of North Bend (City) has requested RH2 Engineering, Inc., (RH2) to provide supplemental engineering services to address the City's need for assistance in the areas of development review and capital projects. This Scope of Work outlines the anticipated work necessary to address the needs of the City within the budget provided. RH2 will perform the services herein to the level of effort identified in the Fee Estimate.

City will assign RH2 a City email account and provide one (1) workstation at City Hall for RH2 use. RH2 will report to City Hall when the City's COVID-19 Policy allows, but otherwise will perform remotely. The City will provide clear communication regarding when the City's COVID-19 Policy requires RH2 perform remotely.

## **Task 1 – Project Management**

**Objective:** Perform internal management of RH2's project team, scope of work progress, schedule, and budget. Coordinate with City staff to promote efficient permit application processing and review together with construction permit management.

### **Approach:**

- 1.1 Coordinate with City staff via email, virtual meetings, and phone to advance Supplemental Engineering Services.
- 1.2 Review and monitor project progress, schedule, scope, and budget. Manage RH2 personnel, coordinate scheduling, and perform general project management tasks. Provide monthly invoices and communicate project progress with City staff.

### **RH2 Deliverables:**

- Electronic PDFs via email of monthly invoices with progress reporting and details describing the various projects and significant tasks which can be sent to each developer for payment as appropriate.
- Communication with the City on project progress.

## **Task 2 – Development and Permit Application Reviews and Project Management**

**Objective:** Provide development reviews and permit processing as directed by the City.

### **Approach:**

- 2.1 Provide engineering development reviews and permit processing for applications together with comment response letters to applicants.

- 2.2 Perform construction contract administration for issued permits including, but not limited to, preconstruction meetings, submittal and shop drawing review, traffic control plan review, plan revision review, inspection coordination, final inspection coordination, punch list development, and acceptance.
- 2.3 Maintain records consistent with City policies including, but not limited to, electronic files, permit tracking, reviews, and approvals (BlueBeam).

**Assumptions:**

- *City and RH2 will coordinate a schedule to efficiently utilize the available hours in relation to this work.*
- *At no time will RH2 be responsible for site safety or for directing a contractor or developer in their work.*
- *Reduced adjusted PVI rate is limited by the noted budget*

**Provided by City:**

- Well-defined work tasks.
- Summary of City requirements for record keeping including any standard forms used.
- City approved construction standards and specifications.

**RH2 Deliverables:**

- Applicant comment response letters in PDF format.
- Organized project records consistent with City policy.

**Task 3 – Capital Projects Management**

**Objective:** Provide project management as directed by the City for capital projects.

**Approach:**

- 3.1 Develop and present agenda bills as necessary for capital projects as directed.
- 3.2 Coordinate consultant contracts for capital project engineering services.
- 3.3 Perform construction contract administration for issued permits including, but not limited to, preconstruction meetings, submittal and shop drawing review, traffic control plan review, plan revision review, inspection coordination, final inspection coordination, punch list development, and acceptance.
- 3.4 Maintain records consistent with City policies including, but not limited to, electronic files, permit tracking, reviews, and approvals (BlueBeam).

**Assumptions:**

- *City and RH2 will coordinate a schedule to efficiently utilize the available hours in relation to this work.*

- *At no time will RH2 be responsible for site safety or for directing a contractor or developer in their work.*
- *There is no adjusted rate for this task.*

**Provided by City:**

- Well-defined work tasks.
- Summary of City requirements for record keeping including any standard forms used.
- City approved construction standards and specifications.

**RH2 Deliverables:**

- Agenda bills in PDF format.
- Organized project records consistent with City policy.

**Project Schedule**

Anticipated schedule for this work is one (1) to two (2) days per week through the year end of 2022, and potentially extending into 2023.

**Fee for Services**

The fee for services shall be on a time and expense basis and shall not exceed \$98,901 as shown on attached **Exhibit B, Fee Estimate** without prior written authorization of the City.

EXHIBIT B

Fee Estimate

City of North Bend

2022 Supplemental Engineering Services

Jan-22

Description		Total Hours	Total Labor	Total Expense	Total Cost
Task 1	Project Management	16	\$ 3,200	\$ 80	\$ 3,280
Task 2	Development and Permit Application Reviews	209	\$ 45,505	\$ 1,138	\$ 46,643
Task 3	Capital Projects Management	209	\$ 47,555	\$ 1,306	\$ 48,861
PROJECT TOTAL		434	\$ 96,260	\$ 2,641	\$ 98,901

EXHIBIT C		
RH2 ENGINEERING, INC.		
2022 SCHEDULE OF RATES AND CHARGES		
RATE LIST	RATE	UNIT
Professional I	\$152	\$/hr
Professional II	\$168	\$/hr
Professional III	\$182	\$/hr
Professional IV	\$199	\$/hr
Professional V	\$214	\$/hr
Professional VI Adjusted	\$217	\$/hr
Professional VI	\$227	\$/hr
Professional VII	\$243	\$/hr
Professional VIII	\$255	\$/hr
Professional IX	\$255	\$/hr
Control Specialist I	\$139	\$/hr
Control Specialist II	\$152	\$/hr
Control Specialist III	\$166	\$/hr
Control Specialist IV	\$180	\$/hr
Control Specialist V	\$192	\$/hr
Control Specialist VI	\$207	\$/hr
Control Specialist VII	\$220	\$/hr
Control Specialist VIII	\$231	\$/hr
Technician I	\$116	\$/hr
Technician II	\$126	\$/hr
Technician III	\$144	\$/hr
Technician IV	\$155	\$/hr
Technician V	\$169	\$/hr
Technician VI	\$186	\$/hr
Technician VII	\$202	\$/hr
Technician VIII	\$212	\$/hr
Administrative I	\$75	\$/hr
Administrative II	\$90	\$/hr
Administrative III	\$107	\$/hr
Administrative IV	\$126	\$/hr
Administrative V	\$145	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Mileage	\$0.5850	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	





## City Council Agenda Bill

SUBJECT:	Agenda Date: February 15, 2022	AB22-021
<b>Motion Authorizing Blanket Purchase Orders with City Vendors</b>	Department/Committee/Individual	
	Mayor Rob McFarland	
	City Administrator – David Miller	
	City Attorney – Mike Kenyon	
	City Clerk – Susie Oppedal	
	Comm. & Economic Development – Rebecca Deming	
	Finance – Dawn Masko	X
	Public Works – Mark Rigos	
Cost: N/A		
Fund Source: Various		
Timeline: Immediate		

**Attachments:** Exhibit A – List of 2022 Blanket Purchase Orders

### SUMMARY STATEMENT:

A Blanket Purchase Order is a purchase order that is used for routine or normal operating supplies and services purchased on a repetitive basis from the same vendor. The City's current purchasing policies require City Council approval for any contract or purchase order exceeding \$7,500. Staff estimates that it will spend more than \$7,500 on routine purchases from the vendors listed in Exhibit A during 2022.

Staff is requesting approval of blanket purchase orders with the vendors listed in Exhibit A in amounts not to exceed those listed for the 2022 calendar year. Sufficient funds have already been appropriated within the existing budget for these purchases.

**APPLICABLE BRAND GUIDELINES:** Economic viability/balanced budget.

**COMMITTEE REVIEW AND RECOMMENDATION:** This item was reviewed by the Finance & Administration Committee at their February 1, 2022 meeting with a recommendation for approval on the consent agenda.

**RECOMMENDED ACTION: MOTION to approve AB22-021, authorizing Blanket Purchase Orders with the vendors listed in Exhibit A in amounts not to exceed those listed in Exhibit A.**

### RECORD OF COUNCIL ACTION

Meeting Date	Action	Vote
February 15, 2022		



**EXHIBIT A**  
**2022 BLANKET PURCHASE ORDERS**

VENDOR	PURPOSE	2022 AMOUNT NOT TO EXCEED
Ace Hardware	Operating supplies	\$20,000
Amtest Inc.	Lab testing	\$25,000
CalPortland Company	Sand & Roadway Aggregate	\$20,000
Core & Main	Water Meter Replacement Program	\$170,000
H D Fowler	Water Repair & Maintenance Supplies	\$25,000
James Oil Company Inc.	Fuel	\$50,000
LiftOff, LLC	Technology Software & Maintenance	\$20,000
North Bend Auto Parts (NAPA)	Supplies for Vehicles & Equipment	\$20,000
Northstar	Chemicals	\$10,000
Nursery at Mt Si	Downtown Beautification & Landscaping	\$15,000
Solenis LLC	Polymer/WWTP	\$30,000
Staples Business Advantage	Office & operating supplies	\$25,000
Tech Power Solutions, Inc.	Technology Purchases	\$20,000
USA Bluebook	WWTP & Water supplies	\$25,000





## City Council Agenda Bill

SUBJECT:	Agenda Date: February 15, 2022	AB22-022
An Ordinance Amending the 2021-2022 Budget Ordinance 1737 to Reflect Changes in the Salary Schedule	Department/Committee/Individual	
	Mayor Rob McFarland	
	City Administrator – David Miller	X
	City Attorney – Mike Kenyon	
	City Clerk – Susie Oppedal	
	Comm. & Economic Development – Rebecca Deming	
	Finance – Dawn Masko	X
	Public Works – Mark Rigos	
Cost: N/A		
Fund Source: Various		
Timeline: Immediate		
<b>Attachments:</b> Ordinance, Exhibit A		
<b>SUMMARY STATEMENT:</b>		
The City Council authorized the increase of the Capital Project/Grants Manager position from part time to full time with AB22-007 on January 4, 2022. The attached ordinance updates the 2022 Salary Schedule with this approved change.		
As part of a proposed reorganization of the Finance Department, this ordinance also includes the hiring of a Finance Director instead of a Deputy Finance Director as included in the original budget. There are sufficient salary savings from position vacancies to support this position in 2022.		
<b>APPLICABLE BRAND GUIDELINES:</b> Balanced budget. Consistent delivery of quality basic services.		
<b>COMMITTEE REVIEW AND RECOMMENDATION:</b> This item was reviewed by the Finance & Administration Committee at their February 1, 2022 meeting with a recommendation for placement on the regular agenda.		
<b>RECOMMENDED ACTION: MOTION to approve AB22-022, an ordinance amending the 2021-2022 Budget and Salary Schedule, as a first and final reading.</b>		
<b>RECORD OF COUNCIL ACTION</b>		
Meeting Date	Action	Vote
February 15, 2022		



# ORDINANCE

**AN ORDINANCE OF THE CITY OF NORTH BEND,  
WASHINGTON, AMENDING THE CITY'S 2021-  
2022 BUDGET AND SALARY SCHEDULE  
ORDINANCE NO. 1737; PROVIDING FOR  
SEVERABILITY; AND ESTABLISHING AN  
EFFECTIVE DATE**

**WHEREAS**, the City Council adopted the City's 2021-2022 Budget and 2021 Salary Schedule pursuant to Ordinance No. 1737 on December 1, 2020 and revised the budget and salary schedule pursuant to Ordinance No. 1745, Ordinance 1754, Ordinance No. 1758 and Ordinance No. 1763; and

**WHEREAS**, the City Council adopted the Mid-Biennium Budget Modification to the City's 2021-2022 Budget and the 2022 Salary Schedule pursuant to Ordinance No. 1766 on December 7, 2021; and

**WHEREAS**, the City is prohibited from over expending its appropriated budget as set forth in Ordinance No. 1766; and

**WHEREAS**, the City Council now desires to amend the 2022 Salary Schedule to add the position and salary range for the Finance Director position, and increase the Capital Projects/Grant Manager position from part time to full time;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND,  
WASHINGTON, DO HEREBY ORDAIN AS FOLLOWS:**

**Section 1.** The 2022 Salary Schedule is hereby amended as set forth in Exhibit "A".

**Section 2. Severability.** Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

**Section 3. Effective Date.** This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND,  
WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 15<sup>TH</sup> DAY OF  
FEBRUARY, 2022.**

**CITY OF NORTH BEND:**

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**Rob McFarland, Mayor**

**APPROVED AS TO FORM:**

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**Michael R. Kenyon, City Attorney**

**ATTEST/AUTHENTICATED:**

Published:

Effective:

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**Susie Oppedal, City Clerk**

**EXHIBIT A**  
**2022 Salary Ranges**

<u>Position Title</u>	<u>Monthly Salary Range</u>		<u>FTEs</u>
	<u>Low</u>	<u>High</u>	
<b>Management (Exempt)</b>			
Finance Director	10,980	14,115	1.00
Capital Projects/Grants Manager	8,945	11,850	1.00
Deputy Finance Director	8,155	10,350	0.00