



**Minutes
1443rd Regular Council Meeting
December 11, 2024**

5:15 p.m. – Executive Session

RCW 42.30.110 (1)

(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Mayor Poch opened the executive session at 5:17pm. and estimated the end time to be 5:45pm.

Attendees: Mayor Poch, Councilmembers Black, Schmidt, Adkins, Hall and St. Jeor, Clerk Stefani Bowden and Attorney Ron Van Wert. Adkins, Hall and VanWert attended via teleconference.

At 5:45pm, the Clerk notified the public that the executive session was being extended for an additional 10 minutes.

Mayor Poch adjourned the executive session at 5:50pm.

6:00 p.m. Regular Council Meeting

Mayor Poch called the 1443rd regular meeting of the Coulee Dam Town Council to order at 6:00 p.m.

Roll Call

Council members present: Kevin Black, Merv Schmidt, John Adkins, Larry Hall and Keith St. Jeor. Adkins and Hall attended via teleconference.

Staff Present: Clerk/Treasurer Stefani Bowden, Public Works Superintendent Mike Steffens and Police Chief Paul Bowden.

TD&H Engineer Marissa Siemens and Scott Hunter of The Star Newspaper were also in attendance.

Pledge of Allegiance

Paul Bowden led the Pledge of Allegiance.

Public Input

None

Updates and Modifications to Agenda

None

Consent Agenda

(m/s St. Jeor/Schmidt) to approve the consent agenda. Motion carried.

Minutes Regular Council Meeting – November 27, 2024 (adjourned to December 2 and 3, 2024)

Vouchers: Claim Vouchers and Checks:
Claim Voucher No. 42018 through 42043 and EFTs dated December 11, 2024 in the total amount of \$ 815,522.57.

Manual Vouchers: Claim Voucher No. 42017 dated December 6, 2024 in the amount of \$ 300.00 and EFTs CPL12.03.24 in the amount of \$18.00 and DL12.03.24 in the amount of \$125.00.

Voided Checks: Check #41705 was lost and replaced as Check #42016.

Action Agenda

a. Ordinance No. 825, 2025 Budget
(m/s Adkins/St. Jeor) to adopt Ordinance No. 825 setting the Budget for 2025.
Motion carried.

b. Ordinance No. 828, Amending the 2024 Budget
(m/s Schmidt/Black) to adopt Ordinance No. 828, amending the 2024 budget.
Motion carried.

c. TIB Grant Acceptance
Engineer Marissa Siemens of TD&H Engineering provided the council with details of a TIB grant award for an ADA sidewalk replacement project. The \$970,730 project will take place in 2026 and has been fully funded by a grant from TIB. This project is being done in coordination with the WSDOT Safe Routes to School Project. (m/s St. Jeor/Adkins) to accept the grant and authorize the Mayor to execute the grant agreement. Motion carried.

Marissa Siemens provided the council with an update on current and upcoming projects. The consultant agreement for the WSDOT Safe Routes to School project has been executed and submitted to WSDOT. The Small Water Plan and Lead Service Line Inventory project funded through Department of Health loans is actively being worked on. Surveys from property owners have been completed. The agreement with DNR for the tree replacement project on Ferry Avenue is being worked on. A teleconference meeting between the Engineers, the Clerk and DNR will be held within the next few days to go over some questions and details in the agreement. Ms. Siemens brought it to the council's attention that the on-call

engineering agreement between the Town and TD&H Engineering has expired and will need to be renewed as soon as possible.

Discussion Agenda

a. **Bowling Alley – HVAC Repairs**

The bowling alley Lessee, Scott Elmore provided a copy of an invoice of repairs to the HVAC system that he would like the council to consider paying the portion exceeding \$1000. After some discussion regarding the requirements of the lessee outlined in the lease agreement, such as routine annual maintenance of the HVAC system, there were a few questions as to who is responsible for payment of the expenses. (m/s Adkins/Schmidt) to pay for the HVAC repairs in excess of \$1000 minus any late fees, which equated to \$775.98. Motion carried.

Staff, Council & Committee Report

Clerk

The Clerk informed the council that the action of providing a wellness bonus to employees taken at the previous meeting is not legal. In order to offer an incentive, the town must first have an incentive policy in place which would outline the requirements that must be met to achieve the incentive. The Clerk thanked the council for their desire to show appreciation to the employees.


The December 25th Council Meeting was cancelled due to the conflict with the Christmas holiday.

Public Input

None

Adjournment

Mayor Poch adjourned the meeting at 6:29pm.

Mayor 
Bob Poch

Clerk 
Stefani Bowden