



Minutes
1455th Regular Council Meeting
August 13, 2025

5:30 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 5:31pm. and estimated the end time to be 6:00pm.

Attendees: Councilmembers Black, Schmidt, Adkins (teleconference) and St. Jeor (teleconference), Attorney Ron VanWert (video conference), Attorney Mick Howe (video conference) and Clerk Stefani Bowden.

Mayor Poch adjourned the executive session at 5:53pm.

6:00 p.m. Regular Council Meeting

Mayor Poch called the 1455th regular meeting of the Coulee Dam Town Council to order at 6:01pm.

Roll Call

Council members present: Kevin Black, Merv Schmidt, John Adkins (teleconference) and Keith St. Jeor (teleconference).

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

Scott Hunter of The Star newspaper, Kystal Fillis and Jillian Fillis of the Chamber of Commerce, Larry Hernandez of Village Cinema, Nakona Runningbear, Scott Elmore of Riverview Lanes Bowling Alley and April Gabber and Rachel Anderson of Columbia River Inn were also in attendance.

Pledge of Allegiance

Kevin Black led the Pledge of Allegiance.

Public Input

a. Columbia River Inn

April Gabber and Rachel Anderson of the Columbia River Inn asked the council to address the drainage issue in front of the motel. Water from the irrigation at Town Hall runs down Lincoln Ave and pools in the street near the parking area by the motel.

Superintendent Mike Steffens is aware of the issue. There is a low spot in the street that prevents the water from flowing into the drain across the street. Due to limited funding for streets, the town does not have the funds to properly repair the area. The town agreed to look into patching the area as a temporary fix until grant funding becomes available.

Gabber also inquired about the ownership of the tree line behind the motel. Superintendent believed it is the motel's but to be sure, a professional survey should be obtained. Steffens' recollection is that the motel had a survey down several years ago.

Gabber asked how to find the shut-off for the irrigation water. Steffens has old maps but the majority of the irrigation has been covered up over the years. They would need to contact Public Works to shut off irrigation system by the block.

b. Larry Hernandez – Village Cinema

Provided an update on the progress and business at the movie theater.

c. Scott Elmore – Riverview Lanes

Scott Elmore addressed the council regarding the HVAC system in the bowling alley stating that the lack of HVAC is killing his business. Elmore provided the council with a quote to repair the system. Councilman Merv Schmidt suggested he look into a mini-split system. Elmore said he would obtain a quote.

Updates and Modifications to Agenda

(m/s Adkins/Schmidt) to approve the agenda. Motion carried.

Consent Agenda

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

Minutes Regular Council Meeting – July 23, 2025
Executive Session – July 30, 2025

Vouchers: Claim Vouchers and Checks:
Claim Voucher No. 42492 through 42525 and EFTs dated August 13, 2025 in the total amount of \$ 86,934.72.

Manual Vouchers: EFT-WEXBANK-CONOCO dated August 4, 2025 in the amount of \$504.43.

Payroll Checks: Payroll Check No.'s 42463, 42485 through 42491, EFT's and direct deposits dated July 15, 23 and 31, 2025 in the total amount of \$140,592.06.

Action Agenda

- a. Theater Lease Amendment
(m/s Adkins/St. Jeor) to approve the theater lease amendment as presented. Motion carried. Larry Hernandez asked why he didn't get a say in it. It was explained to him that the amendment presented is what the Town agrees to and that he has an option to not sign and accept it. Hernandez requested to not pay any cash rent until November 1st. The initial lease signed by Hernandez provided for the first year of lease to be paid in in-kind repairs and renovations. After the first year, the lease increased to \$1500 per month on August 1, 2025. This amendment the town accepted provided that as of August 1, 2025, the cash amount of lease payments would be \$600, with \$900 in in-kind, totaling \$1500. Hernandez asked the council for more leniency. Councilman St. Jeor told Hernandez that the Town cannot "gift of funds" under the State Auditor and Town Attorney requirements. The rest of the council agreed and felt that the Town has been very accommodating. Councilman Schmidt, who also serves on the lease committee, agreed to meet with Hernandez to go over the lease in more details.
- b. Climate Planning Grant Award Acceptance
(m/s Schmidt/Adkins) to accept the \$100,000 grant for Climate Planning through the Department of Commerce. Motion carried.
- c. Climate Planning – SCJ Alliance Professional Services Contract
(m/s Schmidt/Black) to approve the professional services contract with SCJ Alliance for the Climate Planning project. Motion carried.
- d. Comprehensive Plan Periodic Update – SCJ Alliance Professional Services Contract
(m/s Black/St. Jeor) to approve the professional services contract with SCJ Alliance for the Comprehensive Plan Periodic Update project. Motion carried.
- e. Revocable Franchise Agreement – Coffee Shop
(m/s St. Jeor/Adkins) to approve the Revocable Franchise Agreement for the use of town owned right of way property for a private coffee shop business. Motion carried.
- f. Ordinance No. 832 – First Reading
(m/s Schmidt/Adkins) to accept the first reading of Ordinance No. 832, approving a Revocable Franchise Agreement. Motion carried.
- g. Proclamation Honoring Tim Lynch
Mayor Poch read a proclamation honoring Coulee Dam resident, Tim Lynch, for his act of rescuing a family from a house fire. (m/s Black/Adkins) to support the Proclamation. Motion carried.

Discussion Agenda

a. BPA Energy Rebates

Councilman Black asked if there would be any rebates from BPA to assist the Bowling Alley and Theater for HVAC upgrades. The Clerk said yes, they would most likely be eligible projects and will work with BPA when the time comes.

Staff, Council & Committee Report

Police

Chief Bowden reported on the National Night Out Event. He said it was well attended and everyone seemed to be having a good time. Krystal and Jillian with the Chamber of Commerce were present and said they enjoyed the event and were happy to help. They also offered up more assistance for next year.

Council

Keith St. Jeor asked about the surplus vehicle that the town received an offer on before the previous council meeting. No other offers have been made. The council felt the value of the vehicle was greater than what the offer was received for and the vehicle could still be of some use to the town.

John Adkins voiced his appreciation for Columbia River Inn bringing their issues to the council.

Clerk

Stefani Bowden will be out of the office the following week, as will the Police Chief.

Public Input

None.

Adjournment

(m/s St. Jeor/Black) to adjourn the meeting at 6:56pm. Motion carried.

Mayor Bob Poch
Bob Poch

Clerk Stefani Bowden
Stefani Bowden