



**Minutes**  
**1353<sup>rd</sup> Regular Council Meeting**  
**May 13, 2020**  
**(TELECONFERENCE)**

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**6:00 p.m. Regular Council Meeting**

Mayor Bob Poch called the 1353<sup>rd</sup> regular meeting of the Coulee Dam Town Council to order at 6:01p.m. via teleconference.

**Roll Call**

Council members present: Fred Netzel, Mervin Schmidt, Dale Rey and Keith St. Jeor.

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

**Public Input**

Mayor Poch asked if there was anyone from the public that would like to speak. With no response heard, the Mayor moved on to the next agenda item.

**Updates and Modifications to Agenda**

Mayor Poch added “coffee stand” to the action agenda.

**Consent Agenda**

Fred Netzel asked if the Finance Committee has reviewed the vouchers. Merv Schmidt and Keith St. Jeor confirmed that they had reviewed the vouchers prior to the meeting.

Keith St. Jeor moved with Dale Rey seconding to approve the consent agenda. Motion carried.

Minutes                      Regular Council Meeting – April 22, 2020  
   Special Council Meetings – May 4, 2020

Vouchers:                      Claim Vouchers and Checks:  
   Claim Voucher No.’s 38876 through 38905 and EFT’s dated May 13,  
   2020 in the total amount of \$ 42,773.47 .

Payroll Checks:              Payroll Check No.’s 38869 through 38874 , EFT’s and direct deposits  
   dated April 15 and 30, 2020 in the total amount of \$ 87,089.52 .

Voided Checks:              Check No. 38105 (printed in error 3/13/2019-not issued)

**Action Agenda**

- a. Melody Roof  
Mayor Poch reported that the additional cost to insulate the interior of the roof at the Melody

Restaurant would be around \$8000.

Bid requirements for the project were discussed. Total project, including HVAC removal, roofing and insulation would likely exceed the bid limits which would require the Town to solicit formal sealed bids. This process could delay the project. Dale Rey felt that the project should be broken out into separate projects. The Clerk was told that the project could not be piecemealed to avoid bid requirements. More discussion continued regarding using the bid process versus breaking the project out into sections. Fred Netzel initially stated that the Town should go ahead and break it into sections and deal with the consequences but changed his thinking and felt that the Town needs to take the time to do it the right way.

Dale Rey made a motion to acquire more bids. The motion died for lack of a second. Keith St. Jeor stated that several quotes have already been received and several options have been looked at. After more discussion, the consensus of the council was to move forward with the formal bid process and start putting together bid packets and specifications.

Fred Netzel asked who will be overseeing the project. Mayor Poch feels that the Public Works Superintendent will be capable of doing that.

b. Coffee Stand

Mayor Poch asked the council for some direction in moving forward with the process to allow an individual to start up a coffee stand located on Town property. Fred Netzel asked if the building will be a permanent structure and who is paying for the utility connections. Mayor stated that it will be a permanent structure. The business owner will be paying for all utility connections.

Mayor Poch asked if the council is in favor of leasing the property and asked for their blessing to begin the process and hire a surveyor. The business owner is asking for a 25 year lease. Dale Rey is not comfortable with a 25 year lease and feels a 5 year lease would be better. He would also like to see proof of financing. Keith St. Jeor asked what kind of an impact it would cause to the surrounding property owners and would like to see an impact study conducted. Mervin Schmidt asked to see detailed proposal with building plans.

Discussion continued on location and lease term length. Dale Rey stated that due to issues his daughter had regarding putting a coffee stand in at close to the same location he would recuse himself from the final decision but will still voice his opinion. Mayor Poch asked for councilmembers to help with the research and negotiation process with the business owner. Mervin Schmidt volunteered to take on the task.

## Discussion Agenda

a. TIB Chipseal Project – Lincoln & Douglas

Mayor Poch asked Superintendent Mike Steffens to provide an update on the chipseal project. Steffens informed the council that Douglas County Public Works came to look at the project and had some questions regarding repair work that was needed. Mark Johnson of Varela & Associates is working on getting details ironed out with Douglas County.

b. Ferry Ave Sidewalk Project – CDTC Grant

Mayor Poch stated that additional funding is needed to complete the ADA ramps before the sidewalk project can happen. The town was hoping that funds would be awarded through TIB for the ramps, but that didn't happen. A letter is being sent to the Chelan-Douglas Transportation Council asking for more funds as there is not enough money in the Town funds to complete the ADA ramps.

c. Wastewater Treatment Plant Project Update

Mayor Poch asked Superintendent Mike Steffens to provide an update to the council. Steffens reported on the progress stating that the contractor is working on completing miscellaneous items including metal work and asphalt. Dale Rey and Fred Netzel asked for a copy of the updated schedule. Fred Netzel asked what the status of the lift stations is.

d. Code Enforcement

Keith St. Jeor asked to add code enforcement to discussion. He asked the Mayor and Council that without a Code Enforcement Officer, is there any way that yard issues can be addressed. He specifically referenced an address on Holly Street. Fred Netzel made the comment that the Police can write violation tickets.

e. Douglas Park Restrooms

Fred Netzel has been approached about the Douglas Park restrooms and asked if they are open. Mason City Park restrooms are open during limited hours. Keith St. Jeor stated that with the COVID-19 situation, it may cause issues with opening the restrooms. Mike Steffens stated that the Douglas Park restrooms have not been open to the general public in years due to constant issues with vandalism.

**Staff, Council & Committee Report**

Council

Keith St. Jeor reminded the council that labor union negotiations are coming up and asked for a copy of job descriptions.

Police Department

Police Chief Paul Bowden said he will talk with the Mayor regarding more details on the nuisance issues.

Public Works

Superintendent Mike Steffens reported that the Melody Restaurant has been secured, locks have been re-keyed and the new flooring has been installed in the walk-in cooler.

**Adjournment**

Mayor Poch adjourned the meeting at 7:09pm

Mayor

  
Bob Poch

Clerk

  
Stefani Bowden