



**Minutes**  
**1355<sup>th</sup> Regular Council Meeting**  
**June 10, 2020**  
**(TELECONFERENCE)**

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

Mayor Bob Poch called the 1355<sup>th</sup> regular meeting of the Coulee Dam Town Council to order at 6:02p.m. via teleconference.

**Roll Call**

Council members present: Fred Netzel, Mervin Schmidt, Dale Rey and Keith St. Jeor. Larry Hall was excused absent.

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**

Discussion time for Safe Routes to School Grant and Action item for Coronavirus Relief Fund was added to the agenda.

**Consent Agenda**

Keith St. Jeor stated that he had not reviewed the vouchers yet but Mervin Schmidt confirmed that he had completed a review. Dale Rey moved with Mervin Schmidt seconding to approve the consent agenda contingent on St. Jeor's review of the vouchers. Motion carried.

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Vouchers:                      Claim Vouchers and Checks:  
Claim Voucher No.'s 38925 through 38949 and EFT's dated June 10, 2020 in the total amount of \$ 50,224.40 .

Payroll Checks:              Payroll Check No.'s 38919 through 38924 , EFT's and direct deposits dated May 15 and 29, 2020 in the total amount of \$ 85,964.75 .

Bank Fees:                      May 2020 Invoice Cloud fees in the amount of \$ 86.20 .

## Action Agenda

### a. Coffee Stand

Potential coffee stand owner, Dan Moomaw, was in attendance to provide answers to council's questions regarding the placement of the building and operations of the business. Councilman Dale Rey told the council that he would like to put-off the lease agreement until Moomaw has proof that financing is secured. Moomaw said that the structure will be permanent and attached to a foundation. The cost for the building is estimated at \$65,000. The lender would like to see collateral which is hard to do without the business owner actually owning the property. Moomaw needs some kind of an agreement from the Town to provide the lender in order to proceed with the funding process. Moomaw also stated that he has heard that the council has concerns and questions but none of them have been provided to him. He would like a list of questions so that he is able to provide answers to the council. He commented that he cannot answer questions he doesn't know.

Councilman Schmidt asked if Moomaw had seen the documents from the Town attorney. Moomaw has not received any information or documents. Several councilmembers kept referring to the "document" received from the attorney. Councilman Fred Netzel asked if there was a document other than the email message from the attorney that had been received. The Clerk responded that the email message was the only information received from the attorney. There has been no official document received. The Clerk will provide a copy of the email message to Mr. Moomaw.

Councilman Netzel asked Moomaw if he had a business plan done and if he had provided it to the city. Moomaw said it had been drafted but not yet provided to the city. Councilman Rey asked Moomaw if he had contacted the Tribe to notify them of his plans. Moomaw had not but will do that. Netzel suggested that the Mayor be the one to contact the Tribe. Rey felt that the Mayor should not get involved in the "business" of the coffee stand and should be careful when talking with the tribe that it is not on behalf of the business.

### b. Coronavirus Relief Fund Grant

The Clerk provided a copy of the Coronavirus Relief Grant to receive up to \$33,000 in reimbursements for COVID-19 related expenses to the council for consideration and asked that the council give authority to the Mayor to execute the agreement. Mervin Schmidt moved with Dale Rey seconding to accept the Interagency Agreement from the Department of Commerce for Coronavirus Relief Funds and authorize to the Mayor to sign the agreement. Motion carried.

## Discussion Agenda

### a. Restaurant Lease

Mervin Schmidt reported on the meeting held with the potential lessee of the restaurant stating that he seemed to be a good business man. The potential lessee, Felix Cabrera, would like to pay 2 years lease in advance and asked if there would be a discount for doing



so. The draft lease did not include language for pre-payment. It can be revised should the council decide to propose a pre-payment option. Councilman Keith St. Jeor asked if the items listed in the lease as Lessee property were all items left by previous Lessee. Mayor Poch said that it was and the potential Lessee is working with the previous Lessee to purchase the equipment. St. Jeor feels that the HVAC that is permanently installed in the building should remain in the building and become the property of the Town. Schmidt suggested that legal clarification be received from the attorney. Rey feels that if the property was abandoned by the previous owner and they don't come and get it, the Town should be able to acquire it.

Schmidt said that the lease is proposed for a two year term with the option of renewal for an additional three years. Is the council willing to give a discount for a prepayment of 2 years? During the meeting with Mr. Cabrera, the figure of \$800 per month was discussed with a reduction to \$700 per month if paid two years in advance. St. Jeor felt that \$800 per month was reasonable regardless if paid monthly or in advance. Rey wanted to see language that stated if the lease terminates early, there will be no refund if advance payment was made.

Utility deposits were also discussed. It was suggested to require a deposit in the amount equal to the highest month bill but then the council recommended requiring the same amount as any other new utility customer.

After lengthy discussion, the council asked to revise the draft lease agreement to include a 2 year lease term with an \$800 per month lease amount and no reduction for advance payment. If paid in advance, the first and last month rent deposit would be waived. A utility deposit in the same amount as any other utility deposit should also be included in the agreement.

Councilman Netzel informed the council that the new business owner would like to change the name of the restaurant. The existing sign belongs to the Town. Public Works Superintendent Mike Steffens stated that the Town has maintained the sign in the past. The owner would be responsible for changing the name plates out at his expense.

Netzel referred to a section in the old lease that included an arbitration clause. He asked to have that put back in. He also had some questions regarding responsibility for the common areas when there are currently only two tenants. The lease stated the responsibility for cleaning and maintenance would be divided three ways. The Clerk suggested language stating it would be divided equally amongst all tenants.

b. West Coulee Dam Lift Station

Varela & Associates provided a Technical Memorandum regarding the West Coulee Dam Lift Station. Dale Rey said it included options to either rebuild the existing lift station or to build a new one. Rey and Netzel felt the figures in the Memo were confusing and asked the Mayor and Superintendent to get clarification from the engineers. Steffens told the council that he isn't asking for or in favor of a new lift station. He would like to see the existing one re-built.

Fred Netzel had several questions and concerns regarding information provided in the Technical Memo. Keith St. Jeor suggested that the council let the Superintendent and the

Mayor work with Varela to get rid of options in the Memo that the town doesn't want. Netzel would like an estimate in writing. The consensus of the council was to let the Mayor and Superintendent go over it and bring back to council with clarifications. Fred Netzel excused himself from the meeting at 7:12pm to assist with an ambulance call.

Superintendent Mike Steffens has talked with Varela. The items in the memo have been discussed already it just needs to be re-worded for better comprehension.

Mervin Schmidt asked if new pumps were going in. Steffens said that new pumps are going in but are not the same kind as the old ones. The new ones will be submersible. Keith St. Jeor feels the new submersible pumps will be more efficient with better control of flow which will help with the Elmer City flow impact. Dale Rey is in favor of the variable speed submersible pumps as well stating that the more efficient pumps will require less maintenance.

c. TIB Lincoln/Douglas Chip Seal Project

Superintendent Mike Steffens reported that the chip seal project has begun. Crack sealing on Lincoln took place earlier in the day with Douglas being done the next day. Oil and rock in scheduled to be laid on June 22<sup>nd</sup> and 23<sup>rd</sup>.

**Staff, Council & Committee Report**

Council

Dale Rey asked if any feedback had been received regarding the tree removal requests after council's decisions were made. The Clerk stated that letters were sent out but no response has been received.

Police Department

Police Chief Paul Bowden reported that the Town was not awarded the COPS Hiring Grant. The deadline to submit applications for the WSDOT Safe Routes to School Grant is coming up. The Council agreed to seek assistance from Varela & Associates to put together a grant application.

**Public Input**

Mayor Poch once again asked if there was anyone from the public that would like to speak which no response was received.

**Adjournment**

Mayor Poch adjourned the meeting at 7:23pm

Mayor   
Bob Poch

Clerk   
Stefani Bowden