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**MINUTES**

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**1. CALL TO ORDER:**

Mayor Pro Tem Dalton called the regular meeting to order at approximately 6:00pm.

**ROLL CALL:**

The following were:

Present: Mayor Pro Tem Dalton, Council Members Anita Eylar, Tom Poplawski, Gary Carriere and Mark Nash.

Also Present: Clerk Lorna Pearce, Fire Chief Ryan Fish, Public Works Director Ruth Olmstead, , Officer Hopper, Officer Kline, Linda Roberts, Rick Paris, , Diane Canady, Kim Christensen, Paul & Janet Townsend, Chuck & Chantel Crowe, Renata Rollins - Star Newspaper

**PLEDGE OF ALLEGIENCE:**

**2. VISITOR /PUBLIC INPUT:**

Kim Christensen, 500 Roosevelt Dr., asked if the city website was being kept up. Ms. Christensen also asked if the city was hiring police officers.

**3. DEPARTMENT REPORTS:**

Fire Department: Chief Fish reported approximately 299 ambulance calls to date. Chief Fish extended an invitation to a retirement party for two long time members of the fire department to the council.

Police Department: Officer Hopper reported there had been 50 calls for service since May 20<sup>th</sup>, mostly property crimes.

Public Works Department: Ms. Olmstead reported that the dept. had repaired several water line breaks, and they are trying to get caught up on the normal dept. work. Ms. Olmstead informed council that there will be a change order on the James Saunders/Fortuyn Rd project, the contractors had run into an extremely large boulder that required re-routing some piping.

**4. COMMITTEE REPORTS:**

**5. Public Safety Committee:** Mr. Poplawski reported that with the improvements at the city park there has been increased usage and the current parking is somewhat inadequate. The committee suggested considering adding parking off of the alley. They also suggested contacting WSDOT to install signage along Highway 174 regarding the park and adding a crosswalk with lights across highway 174.

Planning Committee: Mr. Carriere reported that the planning agency had met to discuss Coulee Medical's plan to place tiny homes on a parcel of property for staff. CMC has applied for grant funding for this project and will know later this year if the funding has been approved.

**6. CONSENT AGENDA:** Mr. Poplawski moved to approve the consent agenda, Mr. Carriere second, motion passed.

**7. UNFINISHED BUSINESS:**

**7.1 Review Sample Small and Attractive Asset Police:** Mr. Poplawski provided a sample policy to council for review, after discussion Mr. Poplawski offered to provide a draft policy to council at the July meeting.

**7.2 Job Descriptions – Discussion:** Council discussed the need to adopt job descriptions for the city. Council was provided with samples from other entities. Ms. Pearce said she would provide what the city has been using in the past when hiring for a position.

**7.3 Set a Date and Time for Workshop on Council Procedure Handbook:** By consensus council set the workshop for July 11, 2024, at 11am in the council chambers.

**7.4 Set a Date and Time for Finance Committee and Dept. to Review the Budget:** By consensus council set the meeting for July 9, 2024 at 10am at city hall.

**8. NEW BUSINESS:**

**8.1 Review of Letter of Interest for Mayor’s Position/Appoint Mayor:** There was only one letter of interest received, Ms. Ruth Dalton. Ms. Eylar motioned to appoint Ms. Dalton as Mayor, Mr. Nash second, motion passed with three ayes; Ms. Eylar, Mr. Nash and Mr. Carriere, and one nay; Mr. Poplawski. By consensus council asked the clerk to place an ad for letters of interest for vacated council position #4 with a due date of August 12, 2024.

**8.2 Ordinance 1097: AN ORDINANCE OF THE CITY COUNCIL OF GRAND COULEE, WASHINGTON, AMENDING SECTION 1.06.010 OF THE GRAND COULEE MUNICIPAL CODE REGARDING APPLICABLE GOVERNING AUTHORITY TO CORRECT SCRIVENERS ERROR; CONTAINING A SEVERABILITY PROVISION; AND SETTING AN EFFECTIVE DATE.** Ms. Eylar motioned to approve Ordinance 1097, Mr. Nash second, motion carried.

**8.3 Selection of Engineer for Spokane Way WSDOT Project:** The city received only one RFQ for engineering services, Gray & Osborne. Mr. Poplawski motioned to select Gray & Osborne as the engineer for the Spokane Way project; Ms. Eylar second, motion carried.

**8.4 Authorize Mayor/Mayor Pro Tem Signature on MOU for Public Works Director:** Ms. Eylar motioned to authorize the Mayor to sign the MOU, Mr. Nash second, motion carried.

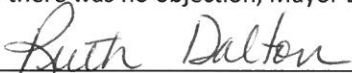
**8.5 Request by CAPRD to Reissue Lost Check for 2023 LTAC Funds:** Ms. Eylar motioned to approve reissuing the warrant, Mr. Carriere second, motion carried.

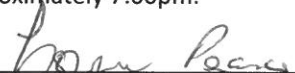
**8.6 Quotes for Removal of Tree on Weil Pl.:** Ms. Olmstead provided quotes from two companies, a third was contacted but declined to offer a quote. Mr. Poplawski motioned to authorize Basin Tree Service, as the low bidder, to remove the tree located on Weil Pl., Mr. Carriere second, motion carried.

**8.7 Set Date and Time for Public Hearing on Six-Year Street Plan:** By consensus council set the public hearing for July 16, 2024, at 6pm prior to the regular meeting.

**ADJOURNMENT**

As there was no objection, Mayor Dalton adjourned the meeting at approximately 7:00pm.

  
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Ruth Dalton, Mayor

  
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Lorna Pearce, Clerk Treasurer

City of Grand Coulee, Washington  
Regular Council Meeting  
June 25, 2024