



TOWN OF St. JOHN
PO BOX 298 St. JOHN, WA 99171-0298
(509) 648-3905

MEETING OF OCTOBER 13, 2025

Mayor Webb called the meeting to order. Councilmembers Bezdicek, Harrison, Howard, and Smick, Public Works Steven Engles, and the Town Clerk attended.

The Sept 22, 2025, meeting minutes were read and approved as read.

The payables were presented to the Council for review and discussion. Smick moved, Harrison seconded, and the motion carried by a vote of the Council.

CL# 16011-16032 \$ 19,648.07

PR# EFT's \$ 417.88

The clerk asked if the council would approve the total of \$3,200 that is budgeted for the annual Fire Fighters checks for 2025, prior to the next meeting, as she did not get them done for this meeting. Approval was given by a motion from Smick and seconded by Bezdicek.

The water leak application for 202 W Sate was reviewed by the council. In June of 2025, the leak was identified by Public Works. The owner was notified of the excessive usage. The owner notified Public Works that the leak had been repaired. The next meter reading showed the water usage was reduced, but not eliminated, which indicates another possible leak. The owner was again notified. Nothing further has been communicated to Public Works or the Clerk. After discussion and consideration of all external circumstances, the council agreed they would use the one-time adjustment to reduce the June bill to the average of the last three billing cycles. (\$140, \$142, \$142 for an average amount of \$141.33) This will be the only adjustment for the 5-year period outlined in the leak adjustment Resolution #485X.

The Clerk introduced RESOLUTION 489X Generative Artificial Intelligence Use Policy. There are occasions where the Clerk writes a letter, memo, or correspondence that she feels needs updating to make it clearer, more to the point, professional, etc. This letter is entered into a Generative Artificial Intelligence tool such as ChatGPT or any other AI platform for suggestions on updating the text. Suggestions are not always used, but are considered. After discussion, the council agreed to allow this usage and adopt the resolution with a motion from Howard and seconded by Harrison.

The annual Winterfest Dinner & Auction Liquor permit was reviewed. The council had no objections.

Due to the annual Audit, the clerk reviewed policies and found the approved holiday schedule was not noted in the minutes, only an update of the wording. Approved holidays are as follows:

- New Year's Day – January 1st *
- Martin Luther King Day – Third Monday in January
- President's Day – Third Monday in February
- Memorial Day – Last Monday in May
- Juneteenth National Independence Day – June 19*
- Independence Day – July 4th *
- Labor Day – First Monday in September
- Veteran's Day – November 11th *
- Thanksgiving Day – Fourth Thursday in November
- Day after Thanksgiving – Fourth Friday in November (in lieu of Columbus Day)
- Christmas Day – December 25th *
- Personal Holiday – Employee's date of birth* (or day of their choosing)

**If a holiday falls on a Saturday, the preceding Friday will be treated as a holiday for pay and leave purposes. If a holiday falls on a Sunday, the following Monday will be treated as a holiday for pay and leave purposes.*

The updated Vacation, Holiday, and Sick policies were approved by a motion from Smick and seconded by Howard.

A review of the received Request for Qualifications (RFQs) was done by the council. After reviewing, the council agreed to interview Kimley >>Horn, TD&H Engineering, and Community Engineering & Consulting. 20 Minute interviews will be scheduled starting at 5:30 on Monday, Oct. 27th. The option to do a phone interview or an in-person interview will be given.

A review of what is needed for the Park Pavilion power was discussed. An updated quote will be reviewed at the next meeting. With the bid being under the 10K limit, the small works roster can be utilized.

The Clerk will contact the Clerk of the Board of Commissioners to inquire about the .09 funds.

The request for a group text reminder for the council was initiated. It is stated that these texts will only be used for meeting reminders or a request for them to check their Council E-Mail. No business will be conducted, initiated, or discussed on personal phones.

With no further comments requested, Mayor Webb moved to adjourn the meeting. The motion was seconded and unanimously approved. The meeting was officially adjourned at 7:54 PM.

A handwritten signature in black ink, appearing to read 'F. Shani Hergert', written over a horizontal line.

F. Shani Hergert
CLERK-TREASURER

A handwritten signature in blue ink, appearing to read 'Michael G. Webb', written over a horizontal line.

Michael G. Webb
MAYOR