

**COLFAX CITY COUNCIL**  
**December 1, 2025**

**CALL TO ORDER:**

Mayor Retzer called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

Golden, McRae, Schaefer, Mackleit, Guenthner, Sevedge and Huntwork: Present.

**APPROVAL OF MINUTES:**

A motion was entered by Golden, seconded by Huntwork to approve the minutes from the November 17, 2025 Council meeting. Roll Call: McRae, Schaefer, Mackleit, Guenthner, Huntwork and Golden: Yes. Sevedge: Abstained.

**GOOD OF THE CITY:**

Winterfest is this week.

Basketball has started for high school.

Christmas Lights are up on Main.

WSU Cougars are going to a bowl game.

**BILLS AND CLAIMS:**

A motion was entered by Schaefer, seconded by Guenthner to approve all bills and claims as presented. Roll Call: All Yes.

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**CLAIMS**

#11353-11371

\$92,807.96

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**PAYROLL**

#11340-11352 & EFT

\$93,136.82

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**GRAND TOTAL: \$185,944.78**

**CITIZENS REQUEST:**

**PUBLIC HEARING:**

**PRESENTATION/WORK STUDY:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**Resolution 25-22- Set Public Hearing to Vacate Old Orchard-**

City Administrator Matt Hammer explained this resolution is to set the Public Hearing to hear a petition to vacate a portion of Old Orchard. The public hearing will be held during the January 5, 2026 council meeting.

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A motion was entered by Guenthner, seconded by Schaefer to approve Resolution 25-22 setting the public hearing for January 5, 2026. Roll Call: All Yes.

**Resolution 25-23-Accept Bid- Water System Improvement Project-**

Hammer stated the project received a total of seven bids. Halme Construction Inc. was awarded the winning bid at a total of \$2,206,814. The engineers verified all the information in the winning bid, confirming that it is good to go.

The Halme bid came in right in the middle of the engineers estimate for the project, other bids were at \$2.4 million, \$2.6 million, \$2.9 million, \$3.7 million and \$4.1 million. Bid were submitted by M L Albright, Liberty Northwest Construction, Earthwork Solutions LLC, Germer Construction Inc, Knife River Corporation-Mountain West, Big Sky ID Corp, and Halme Construction Inc.

Phase one of the project includes the replacement of approximately 2800 feet of mainline and 200 individual water services. Phase two is scheduled to begin 2027 that will include the replacement of the line that runs under the 195 bridge on Main Street.

A motion was entered by Golden, seconded by Schaefer to approve 25-23 Accepting Halme Construction Bid for Water System Improvement Project. Roll Call: All Yes.

**DEPARTMENT REPORTS:**

**Police:**

Chief Michael Melcher reported there are two candidates in the background process. Officers Perry Tate and Cody Johnson are at crisis intervention training this week.

**Public Works:**

City Administrator Matt Hammer reported WSDOT is about 60% done with the roundabout design. The project is set to go out for bids spring 2026.

**Administration:**

Finance Amanda Link stated she is starting the year end wrap up.

Link and Building Shawn McSweeney are finalizing the paperwork for final payments from Department of Commerce Grant and the RCO Grant for the pool project.

The new phone system is up and running, working out the glitches

**COMMITTEE/BOARD/COMISSION REPORTS:**

**OTHER BUSINESS:**

**CITY ATTORNEY'S REPORT:**

**MAYORS REPORT:**

## **COLFAX CITY COUNCIL**

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Retzer informed the council there will be a Whitman County Elective Official Reception at The Center, Thursday December 11<sup>th</sup>.

Retzer also announced a reception for WSU Celebrates Gateway Project December 9, 2025 5:30-7:30 p.m. at the Elson Floyd Culture Center in Pullman. This allows for student-led design studios from Architecture, Interior Design and Landscape Architecture to envision sustainable, vibrant and connected spaces while working with cities on projects and designs.

Winterfest is this Saturday with fun activities scheduled including Santa and a Lighted Parade.

McRae asked about the coned off area in front of the Warwick Building on Main Street. Hammer stated WSDOT requested the city place a barrier for safety reason to keep traffic off the area. This section has failing wood beams underneath that support the sidewalk, this does not include the building. Hammer noted that while this was engineer-approved when built, this section is on private property.

### **EXECUTIVE SESSION:**

### **ADJOURNMENT:**

Mayor Retzer adjourned the meeting at 7:22 p.m.

  
Jim Retzer, Mayor

  
Lynda Kramlich, City Clerk