

**City of Coffman Cove**  
**Regular City Council Minutes**  
**Thursday, September 20<sup>th</sup>, 2012 @ 7:00 pm**  
**At City Hall**

**Public Hearing @ 6:30- Non Code Ordinance 13-01 Budget Amendments/ City Owned Property to be Declared Surplus**

- **Call to Order: 7:09 PM**
- **Roll Call: Randy Neuberger, present:** Ruth Lux, present: Cindy Huff, present: Brian Wilson, absent: Carolyn Duncan, present: Randy Lenz, absent.
- **Pledge of Allegiance:**
- **Public Comment:** Misty, talking as a citizen of Coffman Cove and not as the City Administrator, said she dreads the day that cell phone service coming to Coffman Cove. She said she feels it would change the way of life in Coffman Cove and not for the better. Johnna said it would be interesting if there was a sign-up sheet in the Riggan against cell phones. We have seen the list of all in favor; we need to give the others a voice also. There was a lot of discussion of the pros and cons of cell phone coverage in the area.
- **Persons to be heard:**
  1. **Heather Hedges-Library Video Conference Area:** Heather is the new technology aide for the library. The new equipment, which was purchased from the grant, will be here soon. She would like to set up the video conference equipment in the back room of the library. This would take a little bit of construction and Misty said this could be done within the budget, along with materials that she could donate. Cindy asked the time limit on the grant. Heather said, for the technology part, her job will be done by next May. Randy N. said he supports the idea of the video conference room. The conference room could be used for educational classes and meetings. Ruth said she worries that the cost would be more than expected, especially when you get into the electrical and we need to be careful. Carolyn said she worries that it would cut into too much library space.
- **Approval of the Agenda:** Ruth made the motion to move Cell Phone coverage correspondence issues down with the Resolutions. Carolyn seconded. AIF
- **Consent Agenda:** Randy made the motion to approve the consent agenda. Ruth seconded. AIF
  1. **Meeting Minutes**
  2. **Administrator's Report**
  3. **Financial Report**
  4. **IFA Report**
  5. **Mayor's Report**
  6. **Tourism Report**
  7. **Water/Sewer Report**
- **Resolutions & Ordinances:**
  1. **Non Code Ordinance 13-01 Adoption- Budget Amendments FY13:** Carolyn made the motion to adopt non-code ordinance 13-01. Cindy seconded. We are amending this ordinance to add to road brushing; under administration we added \$800, and money to go into Timber Receipts, and library donations \$1000. Roll call: Ruth, no. Carolyn, no. Randy N., no. Cindy, no.
  2. **Resolution 13-05- EMS/Refuse Savings Accounts:** Carolyn made the motion to adopt resolution 13-05. Cindy seconded the motion. Randy N. yes, Ruth, no. Cindy, yes. Carolyn, yes. The resolution fails for lack of quorum.
  3. **Resolution 13-06- Water/Sewer Rate Raise:** Carolyn made the motion to adopt resolution 13-06. Cindy seconded. Cindy made the motion to amend Carolyn's motion to remove that the city supplies meters from schedule A. Randy N. seconded. Roll call: Randy, yes. Ruth, yes. Cindy, yes. Carolyn, yes. Randy would like to see the bulk purchase of water over 1000 gallons to be raised from \$12 from \$10. Randy N made the motion to raise bulk water rates to \$12. Cindy seconded. Randy N. yes, Ruth, yes. Cindy, yes. Carolyn, yes.
  4. **Resolution 13-07- Support of Cell Phone Coverage to Coffman Cove/ Clarence Straits:** Carolyn made the motion to introduce resolution 13-07. Ruth seconded. Randy, yes. Ruth, yes. Cindy, yes. Carolyn, yes.

5. **Resolution 13-08- SEASWA Master Service Agreement with Republic Services:** Carolyn made the motion to adopt resolution 13-08. Cindy seconded. Randy, yes. Ruth, yes. Cindy, yes. Carolyn, yes.

• **Unfinished Business:**

1. **Port Authority:** Misty checks in with Kent Miller at least twice a month. She has asked about the loan and when they will start to pay it back. The answer she always gets, it “by the end of the month”. He did say he would write something for the council explaining the status of the loan. He did write to Misty explaining that USDA is currently underwriting the loan for overhaul and re-fit. He did not elaborate why the initial loan was not used to pay the city back. She asked the council what would like her to do next. Right now there are two loans for the amount of \$52,000 which they were to start paying back September 1<sup>st</sup>. No payments have been made to date. Cindy did talk with Kent. She does not know if they have actually seen any of the money from the USDA. Now, since they have applied for the second loan, it has pushed things back. They are hoping that within the next few months, they will hear back from USDA. It did end up being a lot more expensive than they expected. They have a meeting the 29<sup>th</sup> at 7:00PM. She (Cindy) is in the process of finding out where the first loan went, it took 3 months for her to see the financial statements. Cindy will look into it as soon as she can. Misty suggested that Cindy ask for better communication and information about this matter with the City of Coffman and council. Cindy said she would see that this is addressed. Misty will attend the Port Authority’s next meeting and ask to be put on the agenda. Port Authority is paying rent on the building and all the utilities.
2. **Snow Removal Equipment:** Tracy Vaughan has been working on all our equipment and has ordered a part for the water truck. Misty will be ordering chains for the water truck also.

• **New Business:**

1. **Possible Ban of ATV Use in City Limits:** There was quite a bit of public comment in favor of ATV use within the city. The concern is the safety of the kids and those who are not used to driving with other vehicles around. Ruth suggested revisiting the city ordinance. Cindy wanted to know what happened with the idea of having classes for the youth and issuing a card with all who took the classes. Carolyn thought the troopers should be contacted about the classes. Randy N. suggested that we amend the ordinance stating you must be a licensed driver, if not a licensed driver, and under the age of 16, you must have a “permission slip” by a parent which gives you permission to operate the vehicle. If at any time there is a violation this slip can be revoked and if need be the troopers can be contacted. Kassi will work on the ordinance and bring it to the next meeting. Carolyn and Randy would like it on the next agenda.
2. **Appoint Election Judges:** Betty Cruickshank, Heather Hedges, Stephanie Brock and Lynn Bateman will be the back-up.
3. **Clinic Construction Contract- Approval of Construction and Issue Award:** Randy N., Misty, Bill Bateman and Brian Wilson attended. They received 3 packages and they had a week to go over each bid. PK Builders was the middle bid, \$40,000 under the highest bid. Randy and the committee recommended PK Builders to the council. **Randy N. made the motion** that the council accepts the recommendation from the committee to award PK Builders the construction of the clinic. **Carolyn seconded.** Cindy asked if it would be the same designers as the ferry terminal. Misty said the designers are Larson Consulting out of Ketchikan. It is not the same people who designed the ferry terminal. Roll call: Randy, yes. Ruth, yes. Cindy, yes. Carolyn, yes. Motion passed.
4. **City Inventory List:** The council has suggested we do an inventory. Misty wanted the council to set a cap on the amount. Ruth suggested \$5000. Randy wanted to know what the purpose of the inventory is. It is important to know what assets we have and it is our responsibility to know what we have and the depreciation of the value of property. It was suggested that we start with the “sellable” items that are an assets. Carolyn will help with the list and Misty also. Property should be the first on the list, then the equipment, then smaller items. Ruth suggested starting with the lost inventory list from 06. Carolyn has updated the land list and Kassi has the list. This is something that could be worked on constantly and added too. This could be a long term project that needs to be started on and kept up to date.
5. **Employee Merit Pay:** Danielle, our government specialist, has suggested we have a 1% merit pay increase for our employees. The council was not in favor of this and would like Misty to look into other ways to

increase employee pay and incentive. Since Misty has been appointed to do the employee evaluations she should then be the one to give the raises. Misty suggested that she write a recommendation to the council and they make the final decision. She could write up a pay scale and bring it back to the council. The council agreed that Misty would be doing evaluations and making recommendations to the council.

6. **Harbor Drive down Ramp Design Fee:** It was decided that we should move on this and not put it off. We could spend our own money to get this done and not spend the money to try to get money. It would be better to get the designs now and be ready to move when the Denali commission has the money for the ramp. **Randy N. made the motion** that we fund the design for the replacement ramp replacement with the float to be paid for through the Harbor funds. **Carolyn seconded** the motion. Randy N. Yes. Ruth, yes. Cindy, yes. Carolyn, yes. AIF
  7. **CDBG Grant Application Workshop:** There will be a grant workshop in Fairbanks Dec. 22<sup>nd</sup>-24<sup>th</sup>, the Anchorage workshop is in October. Randy made the motion to relax the agenda. Carolyn seconded. **Carolyn made the motion** to allow Misty to make the decision whether to go to the CDBG training workshop. **Cindy seconded.** Randy N. no. Ruth, no. Cindy, yes. Carolyn, yes. **Randy N. made the motion** that she attends the CDBG training workshop. **Carolyn seconded.** Randy, yes. Ruth, no. Cindy, yes. Carolyn, yes. Motion failed.
  8. **Admin Site Parking Fee:** Ruth would like to see a fee for this site since the city does own it now; you should have to pay for what you use. Misty did find in our parking policy where this would apply. It could be under long-term parking. Carolyn wanted it to be clear that it be available when it is convenient for the city and not give the user rights to that spot. Make sure it says temporary use. **Ruth made the motion** that we start charging for parking in the old sort yard and we look into getting the wording into the parking policy and present it at the next meeting. **Carolyn seconded.** Randy, yes. Ruth, yes. Cindy, yes. Carolyn, yes. AIF
  9. **W/S Billing Procedures/Software:** Misty has been looking into billing software. She let the council know what she has found. Cindy let her know what she had been looking into when she worked in the office. What we are doing right now is working and efficient. Having the software would just lesson the margin for error. Misty has put a lot of time investigating the different software. She will continue to look into this.
  10. **Possible Increase of Council Stipend:** Misty asked if the council will think about raising the stipends for the council. Other councils pay \$75 a meeting. This will be discussed and decided at the next meeting.
  11. **Travel Request for All RUBA Classes:** The RUBA classes do not cover grant writing; it is focused on running a utility. Misty thought the utility training would be important verses the Grant Writing training. Cindy suggested Misty go to both classes because both are important to know. RUBA training travel and lodging is paid by the state, per diem and hourly wage is paid by the city. The different RUBA training classes that will be offered throughout the year were discussed. **Carolyn made the motion** that the council allow Misty to schedule her training and not be expected to travel any more than once every three months. Motion dies for lack of a second. **Ruth made the motion** to allow Misty to go to the RUBA training and travel not more than once every three months which should give her the training she needs within 2 years to get the eight classes taken. **Randy N. seconded** the motion. Randy N, yes. Ruth, yes. Cindy, yes. Carolyn, yes. AIF
- **Public/Council Comment:** Randy would like to make sure there are extra packets for audience members. Randy would also like to have the clerk rotate the first vote. There was a discussion about what the order of roll call should be. Carolyn said that the work at the post office needs to be addressed before the weather gets too bad. A work order will be put in for Bill.
  - **Adjourn:** Ruth made to motion to adjourn. Randy seconded.