

City of Coffman Cove  
Regular City Council Meeting  
Thursday, October 25th, 2012 @ 7:00 p.m.  
City Hall

- Call to Order: 7:00PM

Roll Call: Marianna Carter, present; Randy Neuberger, present (via teleconference); Cindy Huff, present (via teleconference); Brian Wilson, present; Carolyn Duncan, present; Randy Lenz, present (via teleconference).

- Pledge of Allegiance:

- **Carolyn made a motion** to relax the agenda. **Brian seconded the motion.**

Kassi talked to our local government specialist. Kassi and Ruth were the top two votes for seat C. Neither wanted the seat. The council has the option to have a run-off election, or appoint the person who wants the seat. Kassi stressed that a run-off election would be a waste of money. Randy Neuberger agreed. Carolyn said we need to make sure Ruth does not want the seat before we proceed. Both Kassi and Randy said they had talked to Ruth and she does not want the seat. Bryce Brucker has put in a letter of interest for the seat C. Carolyn made a motion to appoint Bryce to seat C. Marianna seconds. AIF

- Swear in new council members elected on October 4<sup>th</sup>, 2011; Jean swore in the new council members Cindy Huff and Randy Lenz. Bryce was also sworn in.

- Appoint Mayor/ Vice Mayor: Randy Lenz made the motion for Brian as mayor. Motion failed for lack of a second. Cindy Huff made the motion for Carolyn Duncan as mayor. Brian seconded the motion. AIF

- Brian Wilson Made the motion for Bryce to be Vice Mayor. Mariana seconded the motion. AIF

- New Business:

**Hiring Practices of the City:** Kassi has resigned her position as city clerk. Misty said that the city policy is to hire within our pool of qualified city employees if available. Jean has expressed interest in this position. Misty is concerned that it would be a challenge because she is still training for the treasurer position but would be willing to give her a chance. Misty said it would be left up to the council. Misty said it was not uncommon for the clerk to fill the treasurer's position. Cindy also said it was not uncommon. Kassi looked it up in title 29 and you can be city clerk and treasurer. **Mariana made the motion** for Jean to be City Clerk, on a trial basis to be evaluated in 90 days with the pay of \$17 and have Misty review applications and hire a back-up clerk. **Randy Lenz** seconded the motion. AIF

Brian said there has been a lot of public comment about the sewer project. He thinks we need to amend some of our policies so our city employees cannot take on another job because the pay is better, and retain their job at the city for weeks to couple months at a time. This is not good practice and he does not

think this is right. Carolyn explained that, in this case, she did not have a problem with it for the reason that both of our city employees work in that project and have a familiarity with it. Brian stressed that the principal is wrong and we (the city) have had a lot of comments from the public. Randy Neuberber agreed with Brian in the fact that some of the city projects were delayed due to the fact that Mr. Fitzpatrick was working on another job and the city was not well served. Brian thought that the city does not need a policy on this. If you take another job, you give up your current job.

**Carolyn made the motion** to approve the agenda as the relaxed and to approve the consent agenda. **Brian seconded.** AIF

- Public Comment: Jaqie Wetherbee would like the council to know she would be interested in the back-up position. She is now on call for her job in Craig and would like to live in Coffman with the family.
- Persons to be heard:
- Approval of the Agenda:
- Consent Agenda:
  1. Meeting Minutes
  2. City Administrator's Report
  3. Financial Report
  4. IFA Report
  5. Port Authority
  6. Mayor's Report
  7. Tourism Report
  8. Water/Sewer Report
- Correspondence/Issues:
- **Resolutions & Ordinances:**
  1. **Resolution 13-05** First Bank EMS and Refuse Savings Accounts: **Carolyn made the motion** adopt resolution 13-05 with the change of date to Oct. 25. **Mariana Carter seconded. AIF**
  2. **Resolution 13-09** Capitalization Criteria: **Carolyn made the motion** to adopt resolution 13-09 with the date of Oct. 25. **Mariana Carter seconded. AIF**
  3. Resolution 13-10 RUBA Assistance Agreement: **Carolyn Duncan made the motion** to adopt resolution 13-10 with the date of Oct. 25. **Brian Wilson seconded. AIF**
  4. **Resolution 13-11** Arts and Seafood Letter of Support: **Carolyn made a motion** for the city to write a letter of support for the Arts and Seafood with the date of Oct. 25<sup>th</sup>. **Brian seconded. AIF**
  5. **Resolution 13-12** Line of Credit: **Carolyn made the motion** to adopt resolution 13-12 for herself and Misty to sign when a line of credit is needed. With the date of Oct. 25<sup>th</sup>. **Brian seconded. AIF**
  6. **Resolution 13-13** IFA Support for State Funding for Cost of Operations: **Cindy Huff made the motion** we adopt resolution 13-13 supporting IFA request for State funding for cost of operations with the date of Oct. 25<sup>th</sup>. **Randy Lenz seconded. AIF**

7. **Resolution 13-14** Capital Projects List for Governor Parnell: **Carolyn made the motion** to adopt resolution 13-14 Capital Projects with the date of Oct. 25<sup>th</sup>. **Mariana seconded. AIF**
  8. **Introduce Non-Code Ordinance 13-01** Budget Amendments: **Carolyn made the motion** to introduce non-code ordinance 13-01 for the amended budget, fiscal year 2013, with the date of Oct. 25. **Cindy Huff seconded. AIF**
  9. **Introduce Non-Code Ordinance 13-02** Surplus Property Lot 12 City Center Subdivision: **Carolyn made the motion** to introduce non-code ordinance 13-09 with the date of Oct. 25<sup>th</sup>. **Bryce seconded. AIF**
  10. **Introduce Non-Code Ordinance 13-03** Surplus Property Lot 26 City Center Subdivision: **Carolyn Duncan made the motion** to introduce Non-Code ordinance 13-03. **Bryce seconded. AIF**
- **Unfinished Business:**
    1. **W/S Billing Software:** Misty spoke on the utility billing software she has been researching. To get it off and running we would have \$4000-\$5,500 invested in it. She is in favor of getting good utility software but not in favor of spending that much money at this time. Carolyn suggested leaving it to Misty's discretion to keep investigating software.
    2. **Real Property Encroachment Easement Bait Box:** Randy would like the attachment A to be added. Misty wanted to make sure the attorney fees are added in the amount of \$619. Misty suggested that the Encroachment Easement go before the platting board.
  - **New Business:**
    1. **Parking Policy:** Misty went over our code 13-01.04 she suggested using the special land-use permits for designated portions of the city's properties, issuing permits at a certain time of year. If the council does not want to do this, than she suggested staying with the parking policy. Brian thought for special use we could incorporate that in our lease program. Misty suggested adding to the last paragraph of the parking policy, designated areas for long term parking, the administration sites, adjacent to the ball-field and the storage area adjacent too the school at monthly rate. Cindy would like to add no overnight camping to the new park area. Randy does not want the property across from the boat ramp a long-term parking spot for boat trailers. This does not make the city property look good and would like to see another spot designated for this. Brian agreed with Randy that we need to look into a new spot for long term parking. Misty will keep working on this.
    2. **CTA Deer Fest Donation:** Craig Tribal has asked us to make a donation for their festival. **Mariana made the motion** to donate \$100 to CTA. **Cindy seconded. Motioned passed with majority vote.** There is \$500 in admin/promotion/advertising which the \$100 can be taken out of.
    3. **Waste Area User Non-Compliance:** Misty explained all the ways she has tried to get funds for the waste-site. She suggested a set fee at the beginning of the year use of the area. The council agreed that this is a good idea and instructed her to keep working in that direction.
    4. **Possible Raise of Council Stipend:** Misty said we have the lowest council stipends compared to other communities in the state. Council members are considered employees and subject to taxes. She suggested we raise the council stipends. The council thought the stipends should be left the way it is.

5. **Change Garbage Pick-up Day:** It was decided that Alan would be the person to pick the new garbage pick-up day.
- **Public / Council Comment:** Randy Lenz asked about the loan the city gave the Northend Port Authority. Cindy and Misty explained the Northend Port Authorities financial situation. Carolyn said they are having another meeting on Saturday evening, the 27<sup>th</sup>. She hopes they will have more information for you. Brian stated that they should have the courtesy to let us know what is going on with the loan. Misty did ask Kent for a report for the council packets.
- Jaquie Wetherbee said by observing the other side of the island where she works in the health care field, she has observed that the local EMS works very closely with the City. She would like to see more organization with our local EMS squad and would be willing to work with them. She would like to see the local EMS offer basic health care needs, like blood pressure checks.
- Randy Neuberger said he would call in for the Port Authority meeting if he's available.
- Misty: Training in Ketchikan. There is a 2 day seminar in Ketchikan in November that would benefit the city staff. Governmental accounting and internal control, financial budgets etc. She would like herself and Jean to attend.
- Topic for November work-shop: Parking policy and lease agreements and employee handbook. Jean also explained why she would like to be reimbursed for using her lawn mower this summer. We will talk about this at the next meeting.
- Snow-plow: Brian thought we should ask Bill and also ask Alan if he wants to. Tracy has been working on the plow-truck. The operator has to have a CDL. Bryce said he would volunteer his time on the plow truck instead of the city spending money on wages. He does have 30 years of experience and also has a current CDL. The council was in agreement to have Bryce plow.
- Misty: Possibility to use the old gym for recyclables and wood storage: Could we put it on the agenda for the next meeting? Council agreed.

**Adjourn:** Carolyn made the motion to adjourn. AIF