

City of Coffman Cove
Regular City Council Meeting Minutes
Thursday November 21st 2013
7:00 p.m. @ CITY HALL

Call to Order: Vice Mayor, Cindy Huff called the meeting to order at 7:05PM.

Roll Call: Mariana Carter, present. Randy Neuberger, absent. Bryce Brucker, present. Cindy Huff, present. Brian Wilson, present. Perry Olson, present. Randy Lenz, present.

Pledge of Allegiance: yes

Public Comment: Roxy announced the School Christmas program will be on December 13th, at 6:00PM. This will be a pot-luck. She asked if the city still as money in the budget for the program. \$500.00 was budgeted. We will give a check for this amount.

Persons to be heard: Alaska Dream Cruises-Stu Vincent: Not present.

Joell Wetton said that the school has applied for the Americorp Program Grant. They want to get a recycling program going and a worm composting program. She is looking forward to working within the community.

Consent Agenda: Cindy had a couple questions about the consent agenda. In Misty's Administrators Report, Misty had asked for the Council's input on some trail building equipment. Misty said they have been approved for \$45,000 in trail building equipment. The Council had approved her to purchase two pieces of equipment. She has looked into a mini dump truck from Tyler rental and a back-hoe from Blue Water Christian Camp. Misty had not found another piece of equipment on-line with like hours for under \$25,000. Blue Water wants \$17,000. Brian asked if we were on a time factor in purchasing the equipment. Misty said that we just need to get it off the beach. Brian thought that if we are not in a hurry, then we should hold off for matching funds. Misty agreed. Misty also said the match does not have to be for trail building. Cindy concluded that the direction of the Council is to hold off.

Another question on the consent agenda: Cindy said that Perry had asked to put off hiring someone to fill the boiler until this meeting. It was not put on the agenda.

Cindy made the motion to add hiring someone for the boiler at #3 under unfinished business. **Randy Lenz seconded.** All were in favor.

Perry had a question about the administrators report. He said that in her report, it cost \$100.00 a month to run the sign. Misty said that since the report, Heather had been talking with the manufacturer, and has learned how to put it on a timer. They are running the sign during high traffic hours only. The cost should be down this next month, but we will just need to watch it to see how much this will cost. Heather said the temperature is very important, especially during the cold winter months.

Perry made the motion to approve the agenda excluding the financial report from the consent agenda so we can talk about it. He said it was because of the inefficiency of the report. **Brian Wilson seconded.** All were in favor.

Correspondence & Issues: Etolin View Subdivision Wetlands Mitigation: We will discuss this at a workshop.

Resolutions & Ordinances:

1. Resolution 14-03 Addition of Names for Check Signers on General Account
Cindy made the motion to approve resolution 14-03. **Bryce seconded.** Roll call: Mariana, yes. Bryce, yes. Cindy, yes. Brian, yes. Perry, yes. Randy L. yes.
Motion passes.
2. Resolution 14-04 Certified Financial Statement FY13
Cindy made the motion to approve Resolution 14-04 the Annual Certified Financial Statement of FY13. **Mariana seconded.** Roll Call: Bryce, yes. Cindy, yes. Brian, yes. Perry, yes. Randy L. yes. Mariana, yes.
Motion passes.
3. Resolution 14-05 Marketing Plan
Cindy made the motion to approve Resolution 14-05. **Randy L. seconded.** Heather would like to make some changes on the Resolution.
Roll Call: Cindy, no. Brian, no. Perry, no. Randy L. no. Mariana, yes. Bryce, no.
Motion fails.
Cindy made the motion to approve Resolution 14-05 with the amendments of Realestate left at \$50 and any items for sale would take 1/2 the space at \$25.00 a year, and will be clearing defined. **Randy L. seconded.**
Discussion: Misty would like the first line to be changed to be more understandable.

Roll Call: Brian, yes. Perry, yes. Randy L. yes. Mariana, yes. Bryce, yes. Cindy, yes.

Motion passes.

4. Resolution 14-06 Participation in the Community Development Block Grant Program

Randy L. made the motion to approve Resolution 14-06. **Mariana seconded the motion.** No discussion.

Roll Call: Perry, yes. Randy L. yes. Mariana, yes. Bryce, yes. Cindy, yes. Brian, yes.
Motion passes.

5. Before moving on the next Resolution, Cindy asked Cheryl Fecko if she would like to speak to the council.

Cheryl spoke to the council about their support and input for what the association is doing. The association will be applying for Grants in the near future. Cheryl said she would like a letter of support by the end of December to proceed.

Cindy suggested that if the Council has ideas, bring them into the office, then the Clerk (or whoever) can put together a letter of support, or a draft, then e-mail the council for approval, then it can be sent on to Cheryl and put it on a January workshop.

Unfinished Business:

1. City Administrator Pay Raise:

Randy L. made the motion to raise the Administrators pay to \$22.25.

Mariana seconded.

Perry made the motion to amend the motion to \$22.00. **Mariana seconded the amended motion.**

Roll Call on the amended motion: Randy L. no. Mariana, no. Bryce, yes. Cindy, yes. Brian, yes. Perry, yes. Motion on the amendment passes, 4 in favor 2 opposed. **Motion passes.**

Roll Call on the original motion of \$22.25. Mariana, no. Bryce, no. Cindy, no. Brian, no. Perry, no. Randy L. yes. **Motion fails** 5 opposed, 1 in favor.

Cindy said the City Administrator does receive a pay raise of \$22.00 an hour.

2. Maintenance Supervisor Pay Raise:

Cindy asked if our Maintenance Supervisor is available to call in. He was not.

Cindy made the motion to give the Maintenance Supervisor a raise from \$17.00 to \$19.00. Randy L. seconded.

Discussion: Bryce would like to see a job description of the Maintenance Supervisor.

Perry suggested not discussing the Maintenance Supervisor position without him present. Misty said if there was to be anything other than positive, then we should wait until he is available.

Roll Call: Bryce, no. Cindy, no. Brian, no. Perry, no. Randy L. no. Mariana, no.

Motion Fails.

Randy wanted to make sure that Bill understands that his raise was not approved because he was not present.

Perry made the motion to address the Maintenance pay raise at the December meeting. Brian Seconded the motion.

Roll Call: Cindy, yes. Brian, yes. Perry, yes. Randy L. yes. Mariana, yes. Bryce, yes. **Motion passes.**

3. Hire for Boiler: Cindy asked Misty if the job was posted. Misty said that it was tabled so the council could come up with a job description, part-time, full-time? She has not received the go ahead to hire or post.

Misty said she was given authority by council quite some time ago, to hire someone on a temporary basis from her on-call list. She could do this and we could address it at the January meeting.

Council agreed that Misty should hire someone part-time, for minimum wage for now to get the job covered. They will address it again at the January meeting.

New Business:

1. STIP- Coffman Cove's Transportation priorities:
Misty talked with the Council about the issues she is dealing with DEC. Randy Neuberger would know more because they spoke on this at the Mayors Conference. Misty already has 2 projects that she could submit (the paving starting at Ruth's and the Drive Down Ramp). Bryce suggested paving all the way out to the old dump; we could do utilities along the ditch. Brian thought paving should be a priority. Cindy told Misty that Council is in agreement that paving is the priority.
2. FEMA Grant-Fire Truck
Resolution 14-07 Mariana made the motion to approve Resolution 14-07. Randy L. seconded the motion.

Discussion: Misty informed the Council that we have 2 trucks. Both are out of service at this time. We bid on, and were successful, for a surplus truck out of Ketchikan. It is a 1989 MAC, which will replace our 1956 truck. Our 1974 truck needs to be replaced. Our 1974 could be replaced with one of like size. She has asked the fire Department to do some research on what we needed. This would be a "new to us" truck, not a new truck. She said she does not have an amount for a "new" truck, but this application is new Dec. 6th and needs this Resolution passed. Deedee Jeffreys is writing the Grant. Perry said he has never seen a Grant for a used fire truck. He doesn't know if it would be allowable. Cindy said we could give it a try. Misty said we could ask about a used truck, and go from there.

The council was in favor of applying.

Roll Call: Brian, yes. Perry, yes. Randy L. yes. Mariana, yes. Bryce, yes. Cindy, yes. **Motion passes.**

3. Soul Expressions-Business Proposal:

Brenda and Cody talked with Council of their idea for the Business Training Center Building and presented the Council with their business proposal. The Council asked that we look into our liability for the Business Center. Bryce wanted to make it clear that their proposal says that they pay all the utilities, and they get free rent for the first year? Brenda said yes, but she would be open for discussion on this.

Cindy asked if they would be living in the building, and Brenda said no. Misty let the council know how much revenue was made last year with the building, and how much utilities run.

Bryce suggested a lease agreement to cover the building. Perry thought we were opening up for liability if we give someone something for free. His concerns were someone being hurt on the property, insurance, and also if the building burning down. We need to be covered by that. He thought we were opening ourselves up to a legal liability. Mariana agreed and that any contact should not be for free. The Council was in agreement. Misty said she would call and double check on the liability.

Brian would like them to bring back another proposal for the next meeting. Mariana thought they would have to carry their own renters insurance. Brenda said she has proof of insurance. Randy L. said there should be a monthly rent.

Cindy said we will put it on the next agenda and discuss it after we have more information on insurance, and have time to look it over and think about it.

Public / Council Comment:

Perry looked at the financial report and he would like more detail in the report. He doesn't feel we are in compliance with our budget. He said we have serious problems with our budget. He is proposing that we buy another license for Quick Books so he could look at the budget. He would like to analyze our budget and have a computer available here in the office so there could be access. He would like to export into excel to make reports.

Cindy said she is sure that staff would be willing to do a report with the budget that says why we are over budget on some accounts. She also reminded the Council that we do have an accountant we work with in Ketchikan. Alaska Business Partners. The Council was in agreement that we have a copy of our books in the office that the Council, or anyone, can look at.

Perry also said that he feels we did the motion for the Administrators Pay Raise wrong, and needs to be looked into.

Adjourn:

Randy Lenz made the motion to adjourn. Cindy seconded. All were in favor.

Passed and approved 19th day of December, 2013.

Mayor/Vice Mayor

Clerk, Lynn Bateman