

City of Coffman Cove
Regular City Council Meeting
Thursday, April 19th, 2012 @ 7:00 p.m.
at City Hall
Reconvene Friday, April 20th, 2012 @ 7:00 p.m. (if needed)

- **Call to Order:7:04 pm**
- **Roll Call: Carolyn Duncan, present; Misty Fitzpatrick, present; Brian Wilson, present; Michelle Page, present; Randy Lenz, present; Sara Yockey, excused absence;**
- **Pledge of Allegiance:**
- **Public Comment:**
 - Michelle Page would like to bring to everyone's attention that the ferry schedule for the Rainforest Islands Ferry is good for all the stops involved except Coffman Cove. Michelle went over the schedule and invited everyone in the public who would like to comment on the schedule Kent Miller's email to direct comments to him.
- **Persons to be heard:**
 - **Dee Dee Jeffreys for Legislative Thank You**
 - Dee Dee would like for the Council and community to sign the Thank you cards for Senator Bert Stedman and Representative Bill Thomas for putting in the bill to pay off the AMBA Bond for the IFA Ferry.
 - **Howard Valentine Students- Archery Travel**
 - The students read a letter explaining what they have accomplished in archery, and the travel to Louisville Kentucky for the tournament. They have done many fundraisers, but still need close to 1,600 dollars. Mr. Hughes explained that two of the kids are still short with money. They have other ideas for fundraisers, car wash as well as a raffle. Michelle offered to donate her Ram picture in the Riggins Shack for the raffle. Wes Etherington and Mike Burnett both donated \$100 towards archery travel. The students will be leaving May 5th. Misty looked through our budget to see where we could donate money from. The Council all decided to give up their monthly stipends towards the travel to the kids. The stipends amounted to \$900.00. With the \$200.00 from the audience, the kids raised \$1,200.00 for travel.
- **Approval of the Agenda:**
 - Misty would like to move the agenda item for Harbormaster hire close to the top. Dee Dee doesn't know if she needs a vote for the grant, but would like to have one if she does. Because the grant is no money, there is no vote needed. Carolyn would like to move the Garbage and Water Sewer rate raise to the top. Misty made a motion to approve the agenda with the following amendments, Library Grant added, Harbormaster second, Water/Sewer rate raise third, Garbage rate raise fourth, and add public council comment at the end. Michelle seconded. AIF.
- **Consent Agenda:** Misty made a motion to approve the consent agenda, with the amendments on the minutes regarding Steve Geary's water/sewer service as Kassi wrote literally "service" when it should say "stub-out". Brian Seconded. AIF.
 1. **Meeting Minutes**
 2. **Manager's Report**
 3. **Financial Report**
 4. **IFA Report**

5. **Port Authority- Refer to Tourism Report**
 6. **Mayor's Report**
 7. **Tourism Report**
 8. **Water/Sewer Report**
- **Correspondence/Issues:**
 1. **Dee Dee Jeffreys IFA at Large Recognition**
 - Dee Dee has been nominated by the City of Craig for the At Large position with the IFA. She has requested that Carolyn write a letter of support for her. Carolyn typed up a letter and the Council agreed that Dee Dee would be a great representative for the Island in this position. The Council would like to see Dee Dee in this position because of her previous background with IFA. Dee Dee will also be sending out her reports from this position to all communities around the Island.
 - Dee Dee also had a library grant she would like to pursue. It is from Border's books, which is going out of business. It is a grant to receive free books with no match and no money up front. She would like to know if the City would like for her to go after this grant. Carolyn made a motion for Dee Dee to pursue this grant. Brian Wilson seconded. AIF.
 2. **Legislative Issues Progress Report-**
 - Steve Silver wrote up a report for the Council and City.
 3. **Seat C Resignation**
 - Gordon has resigned from Seat C. Misty made a motion to accept Gordon's resignation and post the vacancy. Brian seconded. AIF.
 - **Resolutions & Ordinances:**
 1. **Resolution 12-20 PILT-** Misty made a motion to approve Resolution 12-20. Brian seconded. Roll Call: Michelle Page, yes; Carolyn Duncan, yes; Brian Wilson, yes; Misty Fitzpatrick, yes; Randy Lenz, yes.
 2. **Resolution 12-21 Organizational Chart-** Carolyn explained the organizational chart. Michelle had questions about Misty's duties with the hiring/firing aspect of the job. She would like for the Council to be fully involved in the termination of employment with all employees. It was decided to pass Resolution 12-21 and revisit the code section that the council is concerned with. Carolyn made a motion to adopt Resolution 12-21. Brian seconded. AIF.
 3. **Resolution 12-22 AMLJIA LCIP FY12-** Carolyn made a motion to adopt this Resolution. Michelle seconded. Roll Call: Carolyn, yes; Michelle, yes; Brian, yes; Misty, yes; Randy, yes.
 4. **Resolution 12-23 AMLJIA LCIP FY13-** Carolyn made a motion to adopt this Resolution. Michelle seconded. Roll Call: Carolyn Duncan, yes; Michelle Page, yes; Brian Wilson, yes; Misty Fitzpatrick, yes; Randy Lenz, yes.
 5. **Introduce Non-Code Ordinance 12-04 Surplus-** Misty commented that there isn't too much to this Ordinance. Michelle agreed and asked what the procedure would be for disposing of Surplus property. The Council would like to have a general list of what items are being declared surplus to be brought before them to be approved, as well as the method of disposal to be determined.
 6. **Repeal Personnel Ordinance-** Tabled
 - **Unfinished Business:**
 1. **Post Office Remodel-** Brian brought in the drawing for the post office which was approved by the Council. Brian would like to do the plumbing and electrical through

a licensed professional in order to avoid having to re-do anything later. The Council would like to keep this project in-house to promote work for Coffman Cove residents. Brian predicts that this project will come in under budget.

2. **Art Festival Loan/Donation-** Heather explained what the Arts Festival has made through donations thus far. She passed out a summary of accounts, and discussed the need for tents. Heather would like to thank the City for donating employee time, but would like to be able to purchase the tents that will be used for all city events. The festival is using Farmer's Market tents as well, but there are not enough for the vendors that are coming. Misty asked if the Festival was planning on donating to the Fish Enhancement. Heather explained that the Salmon derbies will be for the gaming account which is partially used for Fish Enhancement. Heather mentioned that we are also cross promoting with the Blueberry Festival. Misty would like to donate up to \$5,000 out of the gaming account to be used for tents. Ruth mentioned renting out the tents to other cities in order to earn back some of the money for the tents. The Council discussed tent options. Misty would like to buy tents out of the gaming account up to \$5,000 and if needed, loan up to \$3,000 dollars out of the disaster fund to be paid back within two years (this year and next year). Brian would like to support this entity because it will be beneficial to the city financially, as well as bring potential residents to Coffman Cove. Misty made a motion to purchase tents out of the gaming account to be used by the Arts Festival and anything else the City deems necessary, not to exceed \$5,000, and if the Festival committee request, to loan up to \$3,000 dollars out of the disaster fund to be paid back at 0% interest within two years. Michelle seconded. Roll Call: Carolyn Duncan, yes; Misty Fitzpatrick, yes; Michelle Page, yes; Randy Lenz, yes; Brian Wilson, yes; Motion Passes.
3. **Steve Geary W/S Service-** the Council decided that it is the City's responsibility to provide a stub-out. Carolyn explained who had previously owned the land. No one has been able to find the other stub-out on the land other than Randy Wright's. On the plans after it was subdivided, the plan showed two stub-outs. Michelle would like to just have the stub-out put in. Misty explained that because of the cost, we need to investigate if there really is another stub-out on the property. It was decided to do some more research on this and table it for the next meeting. Carolyn has started the process of looking into this, so she will continue to work on that.
4. **Snow Removal/Equipment- Randy W. Truck-** Misty talked to Brian Thomas, and he explained that the plow goes with the water truck. He said it is not the ideal set-up for plowing snow. Michelle said that the water truck was originally used as a deicer, and then plowed with it. Misty talked to Randy Wright, and he would like to sell his dump truck for \$12,000 and it has a plow setup already that is very well maintained and efficient. Michelle asked if we have the money for purchasing this, and Misty mentioned our timber receipts to be used on road maintenance. Misty is apprehensive about maintaining another piece of equipment. The water truck would work for removing snow, but the dump truck could be used for other things as well. Brian would like to pursue this, investigate, and discuss the options on what will be best for this coming winter.

- **New Business:**

1. **Garbage Possible Rate Raise**

- a) Misty read the rates and explained how much it costs for the City to dispose of waste to the dump. She explained why this enterprise needs to be making money, and why it would be beneficial for the city to increase the rates. She would like to raise the rates across the board by 10%. The community members were concerned about rates being raised, and other community members dumping garbage outside town instead of paying the fee. Brian made a motion to approve the 10% rate increase for the Garbage department. Randy Lenz seconded. Roll Call: Carolyn Duncan, yes; Misty Fitzpatrick, yes; Michelle Page, yes; Brian Wilson, yes; Randy Lenz, yes. Motion Passes.

2. Water/Sewer Possible Rate Raise

- a. Misty read how much it costs the city to produce water. She also explained the expense for this enterprise as well as how much we have for backup in our account for this enterprise. These things combined have made it unrealistic for the City to continue charging at the rates we have been. Michelle would like to ask Ronnie about the expenses. Misty would like to talk to Ronnie if we need to discuss what needs replaced, but as far as how much the City is putting into the making of our water, as well as how much this enterprise is bringing in, then she has the figures for that. The community discussed the rates, and the Council decided to watch the meters for a while longer before we calculate what rate is fair. The Council would like to table this issue and discuss it in a couple months after we have a better handle on what the rates are going to look like. Carolyn would like for Jeanne and Misty to track very closely the water usage while we have the summer residents here.

3. Hire Harbormaster

- a. The Council discussed having interviews in the public or executive session. Misty explained that after talking to Glen it was decided that the hiring process should not be done in executive session. The Harbormaster applicants would rather not have the interviews be in public. The Council discussed the ways that the applicants could be interviewed. Misty went over the criteria for executive session, and explained why we are not able to do interviews in executive session. It was decided that the Council would talk with Glen and conduct interviews on the next morning.

4. City Sewer System Upgrade to Comply with DEC-

Misty recently found that our DEC wastewater permit expired in 2010. She talked to Sally Wansall, who oversees the permit we carry to discharge our waste. We only have a primary system and not a secondary system. The DEC no longer makes exemptions for this, and we need to do a secondary treatment. We can look for money for this through grants, but it is something that we may need to do ourselves. This is something we need to be highly aware of.

5. Industrial Site Lease Application-

Michelle would like to wait to lease parcels out, until we have a plan of who is where, how many parcels, where the helicopter landing site will be, and such. She would also like to see it cleaned up, and equipment removed if it is not used so we are able to utilize the space. Misty mentioned that this has nothing to do with what this item actually is. Misty was contacted regarding the site, and it was something Elaine was working on out the mainline. She had applied for a lease for the land, to create an industrial park through a grant. Brian wouldn't like to see this dropped, because having an industrial site would be beneficial to the city, and we would be able to compete with Thorne Bay as far as moving things off the island. He doesn't think this is a

high priority right now, but he doesn't want to see it dropped. Mike Burnett wanted to point out that you might lose the lease if it isn't pursued, or at least enough to keep the City in the loop of the opportunity. Michelle would like for Misty to relay that we are interested in this. Misty anticipates the cost to be her time only at this point.

6. **Donation for Carol Rice-** Julie Hull had asked if the city would like to donate a laptop to Carol Rice, and Julie would work on getting it going for her. Misty has four laptops lying around the office and would like to know if the Council wants her to give one to Carol. The Council would like to see this done.
 7. **Grants Records Handling/Management-** Michelle and Brian would like to see the Grants being kept in binders in the City office so that the Council/ Public can come in and easily access the grant information.
 8. **Bait Box use of City Property-** Brian passed out the lot of the land, and he would like to move the Riggin Shack's property line along that access road, and give back the part of the lot that is near the road. It is 240 sq ft. He would like the Council to start thinking about the corner by the Riggin Shack, and hardly anyone who comes around the corner stays on the pavement. It is a very used corner, and the property runs at an angle, and he would like to cut out the pie shape in that corner and give it back to the city but use the exact same amount on the other side. When the land is all released, he would like to bring this back to the city. This would also be beneficial to the city in order to put in a ditch and widen the corner. Brian would like the Council to just keep this in the back of their minds to be revisited later on. Misty asked who would be responsible for the costs of surveying, and other misc. costs. Brian and Misty decided that they could split the cost. Misty would like to put this on the next agenda as "Bait Box Land Transfer" so it is not misleading to the public, and we are able to vote on it. Carolyn would like for Kassi to research this and see if we need to declare it surplus.
 9. **Treasurers Hours-** Misty put this on the agenda because soon there may not be 4 hours a day of work for Jeanne. Misty would like to know if the Council would like to keep her on for those same hours and have Misty delegate things to her. Jeanne is backup city clerk also, so Michelle was wondering if she could help Kassi with City Clerk business. Misty pointed out that Kassi only works four or more hours a day. Misty pointed out that Jeanne still has a couple months of training left, but she would like to have a decision by the Council so she is able to tell employees what they are able to expect for hours. Brian can see other things coming up soon, and needing the treasurer to be here. Michelle would like to keep the hours how they are for now, but Misty would like to be able to tell Jeanne as well as other employees what their hours are.
 10. **Kasaan Request for Library MOU-** The City of Kasaan sent a request for the City of Coffman Cove to share anything with significant Haida culture for them to display in their new Learning Center and Library. It was decided that if we had something significant they can use, we would allow for them to do so. In return, if they have something of significance for the City of Coffman Cove, they will share with us. Misty made a motion to approve this MOU. Brian seconded. AIF.
- **Public/Council Comment:**
 - Misty would like to talk about the Boat Hauler project. The Chinook Salmon Litigation Funds have 60,000 dollars to spend on things of this nature. The Council approved this project a while back, and if this is something they would like her to pursue.
 - Kassi is traveling for Training in Tacoma, WA beginning May 31st. She requested to stay an extra week to visit family. Council agreed this would be fine.
 - **Adjourn:**

ATTEST:

Carolyn Duncan, Mayor

Kassi Knock, City Clerk