

**City of Coffman Cove**  
**Regular City Council Meeting**  
**Thursday, June 21st, 2012 @ 7:00 p.m.**  
**at City Hall**

- **Call to Order: 7:15 pm**
- **Roll Call:** Michelle Page, present, Randy Lenz, present, Misty Fitzpatrick, present; Carolyn Duncan, present; Brian Wilson, absent part of meeting.
- **Pledge of Allegiance:**
- **Appoint Council Seats C and D-** Carolyn motions to defer appointing these seats until Brian is present. Misty seconded. AIF. Michelle motions to appoint Ruth Lux to Seat C. Randy seconds. Roll Call: Michelle, yes; Brian, yes; Carolyn, no; Misty, yes; Randy, yes. Misty motions to appoint Cindy Huff to Seat D. Brian seconds. Randy asked who all we have applying for seats. Sarah Butler had also put in, but for Seat C, not Seat D. Roll Call: Michelle, yes; Brian, yes; Carolyn, yes; Randy, yes; Misty, yes. Michelle is appreciative that we filled the seats this meeting.
- **Appoint Northend Port Authority Board Seat-** Elaine Price put in for this seat and Kassi read her letter. Misty explained that Elaine said if she was appointed to this seat she would in turn resign from IFA Ferry Board. Cindy Huff would like to add that they would appreciate having Elaine on the Northend Port Authority Board because of her background. Misty motions to appoint Elaine to the Northend Port Authority seat provided she resign from her IFA Seat. Randy seconds. Roll Call: Michelle, no; Brian, yes; Carolyn, yes; Cindy, yes; Randy, yes; Misty, yes; Ruth, no.
- **IFA At Large Seat-** Carolyn motions to appoint Dee Dee Jeffreys to the IFA At Large Seat. Misty Seconds. Roll Call: Michelle, yes; Brian, yes; Carolyn, yes; Misty, yes; Cindy, yes; Randy, yes; Ruth, yes.
- **Public/ Council Comment:**
  - Carolyn had a comment about the At Large seat. She had talked to Dennis Watson who felt that the At Large person should be an Island resident and was in favor of Dee Dee Jeffreys for this position.
  - Randy would like to have a workshop on Coffman Island. Some citizens would like to have it sold, or have the public decide what they would like to do with this property. Michelle suggested a public hearing. Carolyn would like to do this before one of our meetings. It was decided to do this before the next public meeting. Possible Development of Coffman Island will be put on the agenda for a public hearing prior to July 19 Regular Council Meeting.
  - Randy would also like to discuss Doug Rhode's contract with the city, as it is up and needs to be revisited. Misty suggested a workshop at 6:00pm and the regular meeting to start at 7pm.
- **Persons to be heard:**
- **Approval of the Agenda:** Carolyn motions to approve the agenda. Michelle seconds. AIF.
- **Consent Agenda:** Carolyn motions to approve the consent agenda with meeting minutes struck, as there are none. Michelle seconds. AIF.
  - ~~1. Meeting Minutes~~
  2. **Manager'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 12-28- Lift Station 1 Grant Agreement-** Misty motions to approve Resolution 12-28. Randy Seconds. Roll Call: Michelle, yes; Brian, yes; Carolyn, yes; Misty, yes; Cindy, yes; Randy, yes; Ruth, yes.
    2. **Resolution 12- 29-ACS Quality of Utility Service and Letter-** Misty read the letter to ACS regarding the quality of service. She also explained why we are writing it, and the negative feedback she has been getting regarding telephone service. Misty motions to approve Resolution 12-29. Brian seconds. Roll Call: Michelle, yes; Brian, yes; Carolyn, yes; Misty, yes; Cindy, yes; Randy, yes; Ruth, yes.
    3. **Introduce Ordinance 12-05- Repeal Personnel Ordinance/ Adopt Employee Handbook-** Kassi explained why we can amend the Ordinance by Resolution with a letter from our Local Government Specialist. Misty motions to introduce Ordinance 12-05. Michelle seconds. Roll Call: Michelle, yes; Brian, yes; Carolyn, yes; Misty, yes; Cindy, yes; Randy, yes; Ruth, yes.
    4. **Introduce Non-Code Ordinance 12-08- FY13 Budget-** Misty motions to introduce Non-Code Ordinance 12-08. Randy seconds. Ruth would like to note that she is going to vote no because she hasn't seen it. Roll Call: Michelle, yes; Brian, yes; Carolyn, yes; Misty, yes; Cindy, yes; Randy, yes; Ruth, no.
  - **Unfinished Business:** Carolyn Motions to relax the agenda. Misty seconds. AIF.
    1. **Encroachment Easement for Bait Box-** Misty talked about the possibility of trading property, or a long term lease. The covenant explains that this property has to be for public use. Clay suggested an encroachment easement. Ruth would like to see something more permanent. Also she would like to see it be a non-transferable lease. Brian explained why the corner by the Riggin Shack needs to be paved, and what will happen to the pavement that is there currently if nothing is done.
    2. **Vista Volunteer-** Dee Dee mentioned that she could help with writing the grant for this. She explained that you have to have the wording correct for everything that you expect the person to work doing. Dee Dee helped explain the ins and outs of the grant. Misty also mentioned that we can split this grant with the school. Randy motions to apply for the Vista Volunteer Grant. Michelle seconds. Roll Call: Michelle, no; Brian, yes; Carolyn, yes; Misty, yes; Cindy, yes; Randy, yes; Ruth, yes.
    3. **Storage Area Parcel Lease/Rent Plan-** Michelle's thought the last meeting was that we would figure out the square footage, and figure out a plan of where the helicopter fueling station would go and the mills. Carolyn and Bill Duncan did a rough estimate of where the edge of the University land is, and where our land is. The University is willing to allow the City to use their land on the understanding that there would be a plan in order, and what they would be making from the use of this land. Misty would like to point out that the land-use permits through them are not free. Their lowest amount is not very low. Ruth asked what happened to them putting up the money to develop the land, and they would split the profits with us. The money for the infrastructure was something Elaine was going to go for from an outside source. Misty suggests that we don't use the University land until we have a firm plan in effect. Michelle would like to wait to put it out for rent until we have some kind of a plan. Carolyn would like to have the helicopter

pilots come suggest where they need the fueling site to be. Michelle suggested having the helicopter land at the Admin site. Michelle asked if we should have a workshop for what we would like to see done in the storage area to figure out what we want to charge for square foot. Misty mentioned that we have rates already done on this area. Randy Neuberger talked about the previous time this was brought up to the Council last year. He would like to move the cars from the harbor that have been there for an extended amount of time. Misty said last year they put those cars up in the storage area. Brian would like to walk the area, put some lines in and discuss what everyone would like to see with this.

4. **Snow Removal Equipment- Randy W. Or Contract Out-** Misty explained that she has called Ron Hull to look at the dump truck and he hasn't gotten to it yet. Brian has talked about possibly contracting out the snow removal. Brian spoke about contracting out vs. buying more equipment. Even road grading could be contracted out. Randy said Ron went and looked at it, but was not able to drive it because of Randy Wright's hours. Misty would like to get the plow put on the water truck no matter what so that we are prepared if we need it. It was decided by the Council to put this on the August agenda.
- **New Business:**
    1. **City Hoe- Conduit Donate to Arts and Seafood Festival for Drop Down Power from Pole (Work Party Needed)-** The Arts and Seafood Festival was looking at donations for conduit. They were wondering if the City had any extra, and APT will be donating some work to get power to the Festival. Carolyn wasn't sure about exactly what they are looking for, but was pretty sure they only wanted conduit if the City had any extra they aren't using. Randy motions to donate up to \$200 worth of conduit. Misty seconded. Roll Call: Michelle, yes; Brian, yes; Carolyn, yes; Misty, yes; Cindy, yes; Randy, yes; Ruth, no.
    2. **SE Conference Sponsorship-** Misty mentioned that SE Conference is going to be in Craig this year. This conference brings in 300-350 people to this event. She wondered if Coffman Cove wanted to donate some money to this event, as it will bring some business into the community. It was decided to donate 400 to SE Conference out of memberships, dues and subscriptions as we have money left in there. Michelle motions to donate \$400 to SE Conference. Brian seconds. Roll Call: Michelle, yes; Brian, yes; Carolyn, yes; Misty, yes; Cindy, yes; Randy, yes; Ruth, yes.
    3. **Drive Down Ramp Funding Match Option- Loan, Grant or Sale of City Asset-** We are not eligible for any Grants for this project through USDA, but they will do a loan at 3.75% for 30 years. The USDA cannot compete with banks, so we would need to investigate loans through banks. The Council decided to apply for a USDA loan.
    4. **Weatherford's Subdivision Water and Sewer Service-** Misty looked into the cost of getting water sewer service to Weatherford's subdivision. Will include it in our "wish list" to Village Safe Water.
    5. **FY13 Audit Engagement Letter-** Misty motioned to approve the Audit Engagement Letter. Brian seconds. Roll Call: Michelle, yes; Brian, yes; Carolyn, yes; Misty, yes; Cindy, yes; Randy, yes; Ruth, yes.
  - **Public Comment:**
  - **Adjourn:**