

City of Coffman Cove
Regular City Council Meeting
Thursday, July 19th, 2012 @ 7:00 p.m.
at City Hall

Public Hearing @ 6:45p.m.- Ordinance 12-05 Repeal of Personnel/Adopt Employee Handbook

There was no public in attendance for the public hearing. Cindy asked why the Council had decided to repeal the Ordinance and replace it with the handbook. Carolyn and Kassi explained that this simplifies changing the handbook policies, as well as the handbook being the better document.

- **Call to Order:** 7:03 pm
- **Roll Call:** Michelle Page, present; Ruth Lux, present; Cindy Huff, present; Brian Wilson, present; Carolyn Duncan, present; Randy Lenz, present.
- **Pledge of Allegiance:**
- **Declare Seat B Vacant:** Ruth motions to accept Misty's resignation. Randy seconds. Roll Call: Michelle, yes; Ruth, yes; Cindy, yes; Carolyn, yes; Randy, yes. Randy motions to declare Seat B vacant. Ruth seconds. AIF. Carolyn asked if the Council wanted to actively try to fill the seat or to wait until elections. It was decided we have to post it, and if it isn't filled within 30 days, the Council can decide whether or not to fill before the Election.
- **Declare IFA Rep. Seat Vacant:** Carolyn motions to declare the IFA Representative seat vacant. Michelle seconds. Roll Call: Michelle, yes; Ruth, yes; Cindy, yes; Brian, yes; Carolyn, yes; Randy, yes.
- **Public Comment:**
 - Ruth called for Carolyn Duncan's resignation. Cindy explained that this could be discussed in executive session, but is not on the agenda so cannot be discussed. Randy wouldn't mind putting it on the next agenda so we can discuss it at least. Ruth has questions about the ability of the Mayor and the judgments that have been made. It was decided to put an executive session on the next meeting agenda.
 - Brian would also like to know what the schedule could look like for the Post Office. There have been a lot of issues with the schedule, and he would like to see the hours revisited. Ruth is concerned because it is almost winter time, and the schedule will be changing once again. Misty suggested we put on the agenda for the next meeting also, post office hours. Misty is trying to get a contract for the post office and had sent out an email that she was still working on it. Michelle would also like to add the remodel to the agenda for the post office. Brian mentioned that the guys have been working on the remodel. Michelle would like to see the heater moved as discussed.
 - Dee Dee has been appointed as the IFA At Large Representative, and would like to know what the Council/ City would like to see from her. Dee Dee brought minutes to the meeting. Randy would like to see her fill in much as our own City Representative would, until we fill that spot.

- **Persons to be heard:** none
- **Approval of the Agenda:** Michelle motions to relax the agenda. Randy seconds. AIF. Randy motions to add “City Boat and Operators” to the agenda. Michelle seconds. AIF.
- **Consent Agenda:** Carolyn motions to accept the consent agenda with the exception of the Water/Sewer Report. 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. **Ordinance 12-05- Repeal Personnel-** Carolyn motions to adopt Ordinance 12-05. Cindy seconds. Roll Call: Michelle, yes; Ruth, yes; Cindy, yes; Brian, yes; Carolyn, yes; Randy, yes.
 2. **Resolution 12-26- Employee Handbook-** Carolyn motions to adopt Resolution 12-26. Cindy seconds. Roll Call: Michelle, yes; Ruth, no; Cindy, yes; Brian, yes; Carolyn, yes; Randy, yes.
 3. **Resolution 13-01- Power out Road-** Carolyn motions to adopt Resolution 13-01. Cindy seconds. Michelle, yes; Ruth, yes; Cindy, yes; Brian, yes; Carolyn, yes; Randy, yes.
 4. **Resolution 13-02- AMLJIA Payment Plan-** Carolyn motions to adopt Resolution 13-02. Cindy seconds. Roll Call: Michelle, yes; Ruth, yes; Cindy, yes; Brian, yes; Carolyn, yes; Randy, yes.
- Unfinished Business:
- New Business:
 1. **Clinic site location, approval of contracting methodology, and appointment of proposal review committee /Sole source to Larson Consulting Group for architectural services during clinic construction-** Misty explained that the Clinic site is not on the foundation that is currently next to the Post Office. Misty read both of the memos that were provided to the Council. Brian motions to enter in to contract for the Engineering services with Larson Consulting. Carolyn seconds. Cindy asked if the water/sewer would cost the city. Misty explained that there are no construction costs to the city what so ever. Roll Call: Michelle, yes; Ruth, yes; Cindy, yes; Brian, yes; Carolyn, yes; Randy, yes. Michelle motions to accept the outlines of the Best Value approach. Carolyn seconds. Roll Call: Michelle, yes; Ruth, yes; Cindy, yes; Brian, yes; Carolyn, yes; Randy, yes. The Council discussed appointing a committee consisting of half council and half citizens. Michelle motions to form a committee of no more than five people from the Council and community with knowledge of construction. Randy seconds. Roll call: Michelle, yes; Ruth, yes; Cindy, yes; Brian, yes; Carolyn, yes; Randy, yes.

The Council decided to come up with a list of names to give Misty to seek out for this committee.

2. **Technical Aid Grant for Library-** Misty explained what the OWL Grant is, and what it can help with for our library. She explained that we could have someone keeping up the computers. It is \$20 dollars an hour, 7 hours a week. This includes upkeep of computers as well as assisting community members with computer work. They would also attend classes and webinars, as well as train other library volunteers. Michelle motions to apply for the Alaska Owl Library Grant. Randy seconds. Roll Call: Michelle, yes; Ruth, yes; Cindy, yes; Brian, yes; Carolyn, yes; Randy, yes.
3. **Josh Holtman Proposal to Construct/Operate a Honda Repair Shop on City Property-** Josh spoke about his plan for his shop. He is a Marine Technician, and has been working on boats in Coffman Cove for a while now. He feels that a shop would be beneficial to the community. He had a few rough plans drawn up that he provided to the Council. There is already water/sewer to the lot that he is interested in. The Council discussed other options for leasing to Josh. Josh would like to start the business next summer. Brian and Michelle would like to have some time to work on a lease agreement, as well as look at other properties that could be beneficial for this use. Michelle said that we will have some kind of lease agreement and property for Josh within a year. We have made a promise to work with Josh and lease him a piece of property.
4. **Trail Building Equipment Selection-** Misty explained that we have received \$45,000 dollars for trail building equipment out of our Capital Budget “wish list”, which means there are no stipulations on how this equipment will be used. She would like to purchase a mini-hoe as well as a crawler, and in turn be able to rent it to the Lift Station 1 repair crew. Misty has also looked into how much it would be to rent from a company. Tyler Rental has a reputation of taking good care of their equipment, so she would like to purchase from them. Carolyn motions to have Misty and Brian work together to purchase a hoe and crawler for train construction after pulling Council to approve, and not to exceed \$45,000 dollars. Cindy seconds. Roll Call: Michelle, yes; Ruth, yes; Cindy, yes; Brian, yes; Carolyn, yes; Randy, yes.
5. **City Boat Rental-** Misty asked if the City boat can be rented out to anyone, or just approved operators. The motion when we decided to rent it out was to have operated users only, but it has come up for other people to rent it, namely for the school. Brian isn't opposed to renting it out to people so long as under the agreement it specifies that the person renting the boat is completely responsible for any damages. Misty explained that we charged \$100 this time, but the rate scale will need to be discussed at the next meeting. Randy would like to see anyone who is renting out the boat to have their own insurance. Misty isn't sure if that is feasible for people, but will look into it. Brian and Michelle are concerned about competing with private industry, and if we do decide to rent it out, we need to be at least at the level of fee other boat rental businesses are. Michelle thinks it would be good to have the stipulation of the City boat being used just for hauling

freight. Brian would like to have some money in reserve for repairs that may need to be done to the boat. Randy would like to have the stipulation be that the boat be used for freight only and also that the operator has at least 3 years' experience on Southeast Alaska waters. Randy motions to have the operators of the City Boat have insurance, only use the boat for hauling, and have at least 3 years' experience in SE AK waters and have a comparable rate for rent. Michelle seconds. Ruth thinks that if someone shows up here and has good insurance and everything, why should we be so particular? Randy doesn't want to compete with other businesses in the City. Roll Call: Michelle, yes; Ruth, no; Cindy, yes; Brian, yes; Carolyn, yes; Randy, yes.

- **Public / Council Comment:**

1. **Michelle Resignation:** Michelle read a letter she drafted for the Council. She will be resigning at our regular meeting in August.
 2. **Randy-** Randy would like to know what is going on with the water to the Church Camp. They have run water across the cove to the church camp, and he is curious if this is ok for our water/sewer infrastructure. Brian explained that most of the engineering comes in for sewer and not water. Michelle would like to know when they start using the water will it be metered. Misty explained that it would be metered. Misty will put this in a memo.
- **Adjourn:** Carolyn motions to adjourn. Cindy seconds. AIF.