

City of Coffman Cove
Regular City Council Meeting
Thursday August 18th 2011 @ 7:00 pm at City Hall

Call to order: 7:05 pm

Roll Call: Randy Lenz, excused; Gary Wilburn, here; Carolyn Duncan, here; Misty Fitzpatrick, here; Sara Yockey, here; Mariana Carter, excused; Elaine Price, Excused; Quorum present.

Pledge of Allegiance:

Public Comment: none

Persons to be heard: Bill Bateman asked if we would be discussing water and sewer to Forest's lot again. Misty Fitzpatrick answered yes.

Approval of Agenda: Misty made a motion to amend the agenda as follows: strike water and sewer report, table meeting minutes until September's meeting, move water and sewer Bateman subdivision to correspondence/issues. Sara seconded. AIF.

Agenda:

- 1. Water/ Sewer installation Bateman subdivision** – Sara asked to be brought up to date on this issue. It was stated that in June's meeting the council approved a motion to bring sewer and water service to Bill Bateman's property line as well as provide the materials free of charge for Forest Bateman to extend the service to his property. Bridget Wright brought it to the council's attention that the second portion of that decision went against our ordinance and if we continued with that course of action we would have to refund at least four other people who did not receive the same treatment. Michelle Page asked if the city could provide the materials up to Bill's lot and let Forest be responsible for providing the materials to his lot. Sara asked how we can lawfully charge Forest when water and sewer is not available. Misty stated that the code says we start charging as soon as a lot is registered. Misty made a motion to bring the sewer and water to Bill Bateman's property line and they will be responsible for getting the lines to Forest Bateman's property. Sara seconded. AIF.
- 2. Ordinance 11-08 Solid Waste Authority**– Sara made a motion to approve. Misty seconded. Gary, yes; Misty, yes; Carolyn, yes; Sara, yes. Motion passes. Carolyn made a motion to place Ordinance 11-08 on the October municipal election ballot. Misty seconded. Misty, yes. Sara, yes; Carolyn, yes; Gary, yes. Motion Passes.
- 3. Resolution 12-01 Certified Financial Statement 2011** – Sara asked why it shows we spent eleven thousand dollars on fireworks. It was discussed that 2010 and 2011 fireworks purchases must have been combined and that most of them were re-sold. Michelle page pointed out that the library is way over budget. Misty asked to be reminded to revisit the

budget in December. Misty made a motion to approve Resolution 12-01. Carolyn Duncan seconded. Misty, yes; Carolyn, yes; Gary, yes; Sara yes. Motion passed.

4. **Resolution 12-3 Line of credit signatures** – Move to next agenda
5. **Resolution 12-2 AML/JIA Insurance payment plan** – Carolyn Duncan made a motion to accept. Misty seconded. Misty, yes; Gary, yes; Sara, yes; Carolyn, yes. Motion passes.
6. **Red Cedar Right-of-way clean-up** – Michelle Page stated that Ken would like to have had it done but could not burn due to lack of rain. He wants to finish the job. Misty made a motion to extend the city's contract with Cove Excavation through December 2011. Carolyn seconded. AIF. Motion passed.
7. **Policy for water/sewer repair on private property** – Sara asked why we need a policy when it is clearly covered in the code. Misty answered that we need clarification for employees. An issue arose not too long ago and the city employees were unclear on how to handle it. Misty made a motion to table until next meeting. Gary seconded. AIF. Motion passed.
8. **Coffman Island long-term leases** - Misty made a motion to table until the September meeting. Gary seconded. AIF.
9. **Bus Lease SEARCH** - SEARCH would like to lease the city bus to transport patients to and from Hydaburg and other communities. Misty Fitzpatrick and Sara Yockey both expressed that they are not interested. Carolyn made a motion to not entertain the idea of leasing the city bus to SEARCH. Misty seconded. AIF. Motion passed.
10. **Employee request for raise** - Misty asked what the process is for giving an employee a raise. Misty understands that first you do an evaluation and then decide if there should be a raise. Sara said that we usually do an evaluation in executive session and then a raise follows in open meeting format. Carolyn said that the administrator suggests something to the mayor and the mayor makes a suggestion to the council. It was discussed that this process has changed since we now have a city administrator. Misty said that this was an issue Mariana had put on the agenda and could not call in.
11. **Outsourcing for Treasury Services** - Misty said that she has talked to Thorne Bay about taking on the treasury services. She feels this is a good idea because they bill for all of the same services. They have agreed to start out at a salary of one thousand dollars per month and revisit the rate after three months to see if it needs to be raised or lowered. Michelle asked what duties they would take on. Misty replied that they would do everything but payroll. Sara stated that she is not comfortable with Thorne Bay taking over the treasury services but that she would be comfortable with Alaska Business Partners. Sara said the job has already been passed on to too many unqualified people and she wants to see a certified accountant doing the books. Carolyn asked how much help Alaska Business Partners was to Sara when she was city clerk. Sara expressed that they were very helpful, that they are very familiar with quick books and with our books in general. Michelle would like to see the city get quotes from a few different places to give people an idea what the bigger firms would charge and if it is comparable to Thorne Bay. Misty said that she got a good feeling from the girls in Thorne Bay and that she likes the idea of keeping the money local. Linda stated that when she was treasurer, the girls in Thorne Bay helped her a lot and that they are very knowledgeable. Michelle said that if we do have Thorne Bay do the billing she would like to

see us have a public meeting with them where everyone can ask questions. Sara would like us to keep in mind that the people who set up Thorne Bay's system also set ours up wrong three times. Michelle asked how long Bridget would do the job for and Misty said until October 15 when she leaves for vacation. Mike Barnett stated that he has always used an accountant and that we should use an outside accounting firm. Michelle Page and Linda Webster stated that it is not an issue of just billing and payroll. It is all the stuff in between. Sara made a motion to put out an RFP for accounting services. Carolyn seconded. Carolyn asked what Misty felt about Thorne Bay. Misty said she felt good about working with them. Sara feels we should have a certified accountant. Randy stated there is no harm in accepting RFP's. Misty stated time is the issue. Bridget is available for the next few weeks so we can send out RFP. More discussion. Misty asked who wants to write up the RFP. Sara stated she could work on it at home and present something to Misty. AIF. Motion passes.

Public Comment – Michelle Page asked why the city clerk hire is in executive session. Misty answered it has always been done this way. Margo asked are we getting new financing for the clinic or new plans. She feels it is a lot of money and time for a doctor to be here only two weeks a year. Mike Barnett asked if the city will incur all maintenance costs of the building. The council answered yes. It was said that we lost six hundred thousand dollars of our funding and the foundation is no longer up to specs. Sara asked to talk about clinic update. Margo also asked about why she was not on the agenda for signs. Misty put in a work order to have a dead end sign put up on Sea Otter Drive and also stated that she would have the right-of-way brushed by Margo's driveway. Margo asked for a detailed list of what grants we have in the works (summary, timeline, etc.). Michelle Page stated that this would increase the transparency in the community and decrease the speculation.

Misty stated that she is volunteering her time on city council and she does it because she cares about our community. Michelle said that her main objective if she gets on council is to represent the community's interests. Sara feels it is hard when we have council members who say the community doesn't know what is good for them. Michelle feels there has been too much authority given to one person and that is why the community speculates because there is no transparency. Misty is glad to see so many people in the audience. It is very good for our meetings to get everyone's opinion. Gary said it is good for the council to make decisions in accordance with what the majority of the community wants. Misty made a motion to adjourn into executive session at 8:34 p.m. for the purpose of city clerk interviews. Carolyn seconded. AIF.

Misty made a motion to reconvene at 9:12 p.m. Sara seconded. AIF. Motion passed. Misty made a motion to keep Taylor's application under consideration and re-post the position until September 15, 2011 @ the next city council meeting. Carolyn seconded. AIF. Motion passes.

Adjourn: Sara made a motion to adjourn at 9:18 p.m. Gary seconded. AIF.

Misty Fitzpatrick, Mayor

ATTEST: Bridget Wright, City Clerk