

**City of Coffman Cove
Special City Council Meeting
Tuesday, August 30, 2011 @ 7 p.m.
At the City Office**

Call to Order: Misty Fitzpatrick called the meeting to order at 7:00 pm.

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

Pledge of Allegiance

Public Comment: No public comment.

Persons to be heard: None.

Approval of Agenda: Misty motioned to approve the agenda. Carolyn seconded. AIF.

New Business

- 1. Outsourcing the treasury position (2 proposals):** Wayne Brenner and Terri Gould with the city of Thorne Bay are on conference call to answer questions regarding their proposal to take over the book keeping for the City of Coffman Cove. Elaine asked what their budget detail looks like. Terri answered that you can pull reports off quick books and it will show year to date overages on budget. Randy asked if monthly reports will show all expenditures for grants. Terri replied that she logs them in as payments and expends as a class so that it will show in the monthly report what was paid for each grant. Randy asked if it would show on each page. Terri replied yes. Elaine and Terri discussed daily reports. It was said that the journal would stay here in Coffman Cove and would mirror Terri's books. Terri said that quick books can easily track everything and we could communicate account details anytime. Carolyn asked Terri if she had experienced difficulty with intermingling funds. Terri said that they do things differently in Thorne Bay so there would be a learning curve for her but that they would do things how Coffman Cove wants them done. Elaine asked if they read meters in Thorne Bay. Terri replied that they do and explained the break down on Thorne Bay's water rates. Elaine stated that we will send Thorne Bay the info on how to change over to post card billing. Carolyn asked if they would have difficulties with auto pay. Terri said it depends on how you run auto pay but that they do not keep credit card numbers on file at the office. Wayne Brenner thinks it would be to Thorne Bay's benefit to learn Coffman Cove's system. Misty Fitzpatrick will call them back between 10:00 a.m. and 2:00 p.m. on Wednesday.

Valerie Sandusky and Jim Shoemaker with Alaska Business Partners are on conference call to answer questions regarding their proposal to take over the book keeping for the City of Coffman Cove. Carolyn asked what the annual charge

would be. Jim Shoemaker asked the council to explain what preparing a certified financial statement entails. Elaine explained that at the end of the fiscal year we have to do a financial report and certify that it is correct and that this year we will be required to do an audit. Jim stated that they prepare the books and turn them in to a CPA to conduct the audit. Elaine stated that Jay Johnson had been contacted to see if he was available at the end of the fiscal year at an hourly rate of 48.00\$. Alaska Business Partners asked what our expectations are as far as budget preparation. Elaine stated that we want our budget entered into quick books in a format where you can see monthly, year to date, and what percentage the city is either under or over budget. Council reports were discussed. Elaine needs them broken down by class. Jim stated that some clean-up needs done. Jim and Valerie believe this is a 5 to 6 hour per week job. The monthly charge should be around 1080.00\$. It was stated that once things are in order it should take no time at all. Questions were asked about the daily journal and deposits. It was said that we would use the scanner to get Alaska Business Partners the information and we would do the deposits ourselves. Jim asked what percentages of our customers pay in person, what percentage pay with credit card, and what percentage sends payment in the mail. The council responded that 20 people are on auto pay, 8 people pay in person and the rest use the mail. Jim does not want to cause any dis-service to our customers. It was stated that we can use our log to enter payments and send them a copy of our daily log. Carolyn stated that we have had billing issues and asked if our bills could be made clearer. Jim answered yes. Jim asked if we would be handling the collections. Elaine stated that when people don't pay their bill we leave their garbage at the curb. If that doesn't work we take away their moorage and lastly turn off their water. Elaine stated that with someone in Ketchikan doing the books it would be easier for us to enforce collections. Jim advised the council not to trust anyone explicitly and to always have checks and balances. Jim and Valerie would like to do a review process in 3 to 6 months to look at the job objectively and make sure everyone is satisfied with the arrangement. Carolyn asked if they expected to use the mail a lot and who would be responsible for mailings. It was stated that with today's technology we should not have to use the mail very much at all. Valerie stated that she has checked "log me in" to make sure it works and it does so the City would have immediate access to its own data. They can do things with their software that we cannot do. Elaine asked how it would work with writing checks. Alaska Business Partners stated that they will not write/ sign checks. They would prepare them and the City would print and sign the checks in the office. Elaine asked if it would be better to code the bills until everyone is familiar w/ things. Jim said it would make things easier to use codes with numbers rather than a name because it is more uniform and cuts down on errors. Carolyn asked if they could set this up for us. They answered yes. Carolyn asked if they have worked with other cities. Jim stated that the closest client they have to a municipality is the Organized Tribe of Saxman. Jim asked when we would make a decision. Misty stated that it would be tonight and she would call them between 10:00a.m. and 2:00 p.m. on Wednesday. Michelle Page asked how we would get customer payments to Thorne Bay. It was stated that the credit card machine has to stay in Coffman Cove but that Thorne Bay was willing to deal with customers and deposits. Elaine feels that Thorne Bay would be best with budgets. Sara feels that Alaska Business Partners is the best candidate. DeeDee Jeffreys feels that Alaska

Business Partners is the best candidate. Michelle Page agrees. Mike Barnett feels that Alaska Business Partners would do a better job with the audit. Sara is uncomfortable with Thorne Bay having access to our books. Carolyn talked to Bridget and she feels that Thorne Bay would be the best fit. Gary asked if we have a timeline and can the council re-visit the decision if things aren't working out. Misty expressed that she would like the council to entertain the thought of having the city clerk take the book keeping over in the future if we end up with the right person for the job. Randy made a motion to hire Alaska Business Partners to do our book keeping. Sara seconded. Roll call: Misty, yes; Elaine, yes; Gary, yes; Randy, yes; Carolyn, yes; Sara, yes. Motion passes. Misty stated that she would call both Alaska Business Partners and Thorne Bay on Wednesday.

2. **City Signage** – Mike and Margo requested a sign that says either “Blind Driveway” or “Hidden Driveway.” Misty stated that she had asked the community what they would do if they saw either one of those signs and it was reported that there would be some confusion. Discussion. Randy suggested a “Caution, Vehicles Entering Roadway” sign. Everyone agreed. R. Neuberger asked to have a sign put up that says “No Jake Brakes in City Limits.” He said this is a noise and quality of life issue. The council believes that it saves the truck’s brakes to use their Jake brake. Randy N. stated that they are not needed to stop at a stop sign. DeeDee Jeffreys suggested that we contact the state with a letter asking for the sign to be put out the road. It was decided that Elaine would call Papac and ask them not to use their Jake brakes. Randy Lenz was excused from the meeting at 8:19 p.m. Michelle asked if the “Dead End” sign for Sea Otter Drive would be put up soon. Misty stated that it had to be re-ordered.
3. **Dock Parking** – Complaints were discussed about vehicles parking on the dock. Sara suggested using the boot. Misty asked if she put a chain across the dock for 24 hours so that no one can drive down. Elaine said that the drive down ramp is a privilege, not a right. It was suggested that people be banned from the dock. Michelle Page asked about a time limit sign and putting up a trail cam. DeeDee Jeffreys suggested a three strikes and you’re out policy and they will have their moorage taken away. Chaining off the dock would cause confrontation.
4. **Resolution 12-03 Signatures on Line of Credit** – Gary made a motion to pass Resolution 12-03. Carolyn seconded. DeeDee Jeffreys would like it to be specific to each grant. The Resolution was amended to replace “Misty Fitzpatrick” with “Mayor.” Gary made amended his motion to pass Resolution 12-03 as amended. Carolyn seconded. Roll call: Gary, yes; Carolyn, yes; Misty, yes; Elaine, yes; Sara, no.

Public/ Council comment: Sara stated that she will not be able to make afternoon meetings. It was decided to see what the new council wants to do about meeting times. Gary said that he may not finish his last year on council. Randy Neuberger asked if he could receive a packet via email while he is south. Misty answered yes. Randy asked if he could participate over the phone. Misty answered yes. Our applicant for City Clerk withdrew her application. Sara expressed that she would like our ad for the job vacancy to be flashier. Gary thanked Misty for her time.

Adjourn: Misty made a motion to adjourn. Gary seconded. AIF.

ATTEST:

Mayor/ Vice Mayor

Bridget Wright, City Clerk