

**City of Coffman Cove**  
**Special Council Meeting**  
**Thursday, August 4, 2011 @ 7:00 p.m. at City Hall**

**Call to order:** 7:02 pm

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

**Pledge of Allegiance:**

**Public Comment:** Linda Webster feels it would benefit the community as a whole to outsource the treasury position and that the city should be run like a business. Michelle Page agrees with Linda.

**Persons to be heard:** none

**Approval of Agenda:** Gary made a motion to approve the special meeting agenda, Misty seconded; AIF.

**Agenda:**

1. **City Clerk** – The city clerk discussion is combined with the discussion on the Treasurer position.
2. **Treasurer** – Misty did some research through Bridget Wright and also Mark Beardsley. She found out that the treasury job should consist of 10 hours per week. Sarah thinks we should contract it out to Alaska Business Partners. Mark Beardsley said we could put it out to bid if we had a clear description of duties. Misty discussed outsourcing the position to Bridget Wright for two (2) months. Bridget has not agreed to the arrangement but has said that she would strongly consider it providing the customers do not call her at home. Michelle Page asked if Bridget quit. It was decided that the city will look into outsourcing the position during the next two months. Randy would like the books to be more comprehensive. Someone could come in with a jump drive and update the information in the city office so the clerk could answer accounting questions. Randy feels Bridget should be used as a transition only. Elaine stated that Bridget has been in to help with the books and do payroll this month. Sarah asked if Cindy was employed by the city at this time. Misty stated that she is not. Misty would like to post the city clerk position. Carolyn asked if the treasurer's job can be outsourced since a treasurer is also the financial officer. Elaine said that the only position we have to have is a city clerk. Carolyn asked if outsourced treasury duties would include payroll and Elaine stated that since the payroll is so easy it could be done by the city. Sarah asked whether or not the job descriptions of the clerk and treasurer needed to be changed by ordinance since they are part of our code. It was agreed upon that Sarah will look into the process but that we would go ahead and post the clerk job. Misty stated that the new clerk could be offered the opportunity for advancement. Gary asked why we are considering outsourcing now. It was discussed that the accounting has not been right in a

long time and that we need a real accountant to do the job. Carolyn asked if Misty could be given the authority to negotiate with Bridget on her compensation for the next two months. Sarah said she did not feel comfortable with that. It was decided to pay Bridget hourly at the same pay rate she was receiving while employed at the city. Sara asked "what if Bridget says no?" Misty stated that we can cross that bridge when and if we get there. It was decided to post the clerk job for two weeks and hire at the next regular city council meeting. Michelle asked if the clerk's wage would still be twenty dollars per hour. Misty said that it would start at fourteen and increase with experience. Linda stated that all of the companies she has worked for have had an "other duties as required" clause in the job description. Ruth Lux suggested that we hire a back-up city clerk out of the applicants. It was stated that the following should be added to the city clerk's job duties: DOE 14\$/hr., Supervisor: council/mayor, be familiar with city code/ Title 29/ Robert's Rules, responsible for elections, archive files, maintain destruction log, answer customer questions on billing and city matters, Check the mail, post the checks, make copies of mail, file, and keep regular hours. It was decided that the following will be struck from the clerk's job description: Treasurer under job title, monthly billing statements to customers, monthly financial reports to council, yearly financial reports to state and federal agencies, serves on city committees, and keeps accurate custody of all city funds. It was decided that the city should keep its current hours. Margo stated that she did not think we should pay Bridget more than twenty dollars per hour since she quit without notice. Sara does not think we should pay clerk for holiday committees. Misty made a motion to hire Bridget for the temporary position of treasurer at twenty dollars per hour for the next two months. Gary Wilburn, no; Randy Lenz, yes; Carolyn Duncan, yes; Misty Fitzpatrick, yes; Sara Yockey, yes; Elaine Price, yes. Motion passes. Misty made a motion to relax the agenda. Sara seconded. AIF. Public comment: Randy asked where he could find information on Title 29. We told him that the hard copy is in the office and he could also find it online. Randy asked who is running for council. Randy asked how many registered voters we have in Coffman Cove. Elaine thinks there is 150 to 160 registered voters. Michelle asked if you hold a seat and it comes up for election, can you run for a different seat. Randy asked what is happening with the café. Randy stated that he thought decisions concerning the café should be made by the council. Randy commented that there were 26 community members at the last scheduled council meeting and he was disappointed that we did not have a quorum. Randy stated that the city council could find a better way to represent the city. Randy stated that he is not making a personal attack on anyone. Gary stated that unfortunately in a town this size everything is personal and no one was trying to run and hide but that a cool off period was needed. Sara stated that she was not here because her resignation was in the process of being rescinded. Chuck Bateman stated that the public turnout at the meeting is wonderful, that it is what we need to do and that if we all do our homework and continue to come to these meetings we will all be better informed to discuss the issues at hand. Dick Steward asked if we have a noise ordinance. Margo asked about a blind driveway sign. A speed bump was discussed. Michelle asked to have a sign put up on Sea Otter Drive that says "No Thru Street." It was said that signs put up on city right-of-way need to be posted on a sturdy structure. City

signage needs to be put on the agenda. Misty made a motion to adjourn into executive session to discuss personnel issues. Gary seconded at 8:32 p.m. AIF. The council reconvened at 9:02 p.m. Sara made a motion to adjourn at 9:03 p.m. Randy seconded. AIF.

**Public Comment -**

**Adjourn:**

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Misty Fitzpatrick, Mayor

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ATTEST: Elaine Price, Acting City Clerk