

**City of Coffman Cove**  
**Special City Council Meeting**  
**Monday, December 19, 2011 @ 2:00 pm at City Hall**

**Call to order:** 2:04 pm

**Roll Call:** Sara Yockey, here; Brian Wilson, here; Randy Lenz, absent; Elaine Price, absent; Carolyn Duncan, here; Elaine Price, absent; Misty Fitzpatrick, here; Michelle Page; here.

**Pledge of Allegiance:**

**Public Comment:**

**Persons to be heard:**

**New Business:**

**City Administrator/Project Manager Position:** Brian Wilson talked about property value being good, which in turn is helping the town. Brian doesn't agree that a lot of the projects that have been taken on should have. Also, he believes that when the council says "no" to something, that should be respected. Michelle mentioned that the projects are all great, but what about in the future. Brian would like the opportunity to turn down projects rather than not look at them at all. Michelle also talked about community members being against the city taking on so many projects. Misty mentioned it is important not to only represent the "loud" minority in the community, and think about what is going to benefit the most. Michelle wants to know how we are going to keep everything up in the future with these projects. Sara explained that with all the projects we have going, we are going to need a project manager. Michelle questioned the extra \$4,000 that we are over on the budget for the library and whether or not that the replacement of the roof went before the council. Brian Wilson replied that it is the administrator's job to watch the budget. Michelle talked about how Glen Hamburg had mentioned that when the city is over on a budget that is breaking the law. Misty mentioned that we have decided to outsource the financial budget. Misty had Glen tell Valerie how the perfect financial budget would look and at the January meeting, the new financial report will be available for then. Carolyn asked if Misty would apply for the Administrator position, and she replied that it would matter what she has going on at that point. Michelle doesn't want an administrator and project manager. Brian mentioned we really just need a City Administrator, and not a Project Manager. Michelle talked about how the council is responsible for giving the Administrator their job description. Misty thinks that it would be better to have someone that is not on the council as well as in the Administrator position. The council discussed what was in the duties for the city administrator, and if there were things that the city clerk could do. Brian Wilson thinks that the City Administrator should handle the human resources aspect of the City, and if there are problems then take it to the council. Carolyn explained that the City Administrator generally handles personnel problems. Misty thinks that a human resource workshop would be good in order to produce a hierarchy for city employees. Misty also mentioned that we need to go through and get all of the personnel files up to code. Misty would also like for Kassi to produce an agenda sheet that would have things such as employee evaluations on it. Michelle would like to see the hiring of City Administrator to be done not in executive session. Sara talked about how the personnel director should fall under the City Clerk/Treasurer position.

Sara would like to see the City Clerk have some human resources training. Kassi will send out some emails to see if anyone else is interested in that class. Brian talked about how the City Administrator really handles a lot of what goes on before it goes to council. Michelle is confident that the City Administrator can handle the responsibilities listed in the job description, if we are outsourcing grants. There was question if Elaine is representing the City as IFA representative, which she is. Carolyn explained that she is responsible to the board itself. Sara wants to know if there will be an issue with keeping the lines of communication open with the council. This will be discussed at the next regularly scheduled meeting. Carolyn asked if there are any things that we need Elaine to finish up, or do. Sara doesn't think that it will be productive for Elaine to represent Coffman Cove as the IFA representative. Misty has discussed with Elaine what she wanted to do, and she said she would keep an open mind. Council discussed previous meetings and respect. Michelle explained that Elaine should not need to address the council any longer, but could help train the next City Administrator. Brian would like to have Misty stay on as Interim City Administrator for the next six weeks. Then we have time to post the job and look over applicants. The overlapping with Misty and the new City Administrator would be about two weeks. Misty also discussed the Employee Purchase Process and how we don't necessarily have one. She would like to have a workshop on it coming up in the next month or so. This would be lumped in with the Human Resources workshop, with an organizational chart, and the employee purchase process. The council discussed what duties they want the City Administrator position to include. They also discussed what the pay should be, and the minimum is \$16/hr., or DOE. Michelle would like this position posted in the papers around SE Alaska. Sara would like it on those as well as the website and face book page. Misty called Glen Hamburg to find out if we were able to accept Elaine's verbal resignation from council even though it was not on the agenda. Glen explained that the special meeting could only cover topics advertised on the flyer. Council is able to resign verbally. Michelle also mentioned that we want to do the Human Resources course and Glen said he will look into it and get the ball rolling. Sara would like to see the whole council packet posted around town, as well as have the watermark on the agenda. The council discussed what we want the motion to include for Elaine's continuation of employment. Misty will be working with Sara made a motion to post the administrator position until the January meeting. Misty seconded. Misty then discussed how we need to extend that for longer since we have to post it in the paper. It was decided to have it posted until February's meeting. Sara would like to amend her motion to post the Administrator position for six weeks, and have a special meeting on February 2<sup>nd</sup>. Also have Misty fill in as Interim Administrator until the position is filled. Misty abstains. Roll Call; Michelle Page, yes; Sara Yockey, yes; Carolyn Duncan, yes; Brian Wilson, yes. Motion passed. Council talked about what they want the City Administrator ad to say before posting in the paper. Carolyn made a motion to adjourn, Misty seconded. AIF.

**Public/Council Comment:**

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Carolyn Duncan, Mayor

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ATTEST: Kassi Knock, City Clerk

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