

# City Newsletter

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September 2012

## City Property Surplus

*Two City properties designated for sale or long term lease*

The old Hunsley lot and old post office lot are on October's agenda to be declared surplus. The disposal purpose and method may be decided on at the regular city council meeting.

## Clinic

*Construction starting soon!*

The Coffman Cove Clinic construction contract is in the process of being awarded to PK Builders out of Ketchikan. In their proposal, they committed to hiring two locals. Site work will begin this month. The actual framing of the building will be postponed until the end of March.

## CALENDAR OF EVENTS

### PRINCE OF WALES COMMUNITY ADVISORY COUNCIL MEETING

COFFMAN COVE FERRY TERMINAL

OCTOBER 3<sup>RD</sup>

LUNCH @ NOON

MEETING AT 1 P.M.

### CITY OF COFFMAN COVE REGULAR COUNCIL MEETING

CITY HALL

OCTOBER 18 AT 7:00 P.M.

### CITY OF COFFMAN COVE SPECIAL MEETING

CITY HALL

OCTOBER 8<sup>TH</sup> AT 7:00 P.M.

This meeting is to certify the elections

## Building for Rent/ Lease

*A word from the your refuse collection manager*

At the present time we are only recycling aluminum cans. Almost all beverage cans are recyclable aluminum but only a few food cans are aluminum such as spam, Vienna sausage and Fancy Feast cat food. How can you tell? First, it will clearly state "Recyclable Aluminum." Also, a magnet will not stick to an aluminum can but will stick to a tin can.

Put your crushed aluminum cans in an old grocery bag, milk crate, 5 gallon bucket or plastic pail out on Saturday mornings. Residential garbage collection starts at 8:00 a.m. Sometimes dumpsters are emptied earlier.

So please no tin cans or plastic bottles at this time. These items will be added to your regular garbage and charged to your account.

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*"In three words I can sum up everything you need to know about life: It goes on."*

*By Robert Frost*

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## WATER/ SEWER RATES

A resolution was passed by the City Council on September 20th to raise water rates to the following:

- Plumbed monthly service up to 5,000 gallons - \$50
- Unplumbed monthly service - \$40
- Per Unit 1,000 gallons bulk purchase/ overage - \$12

These rates will be in effect for October's billing.

## JOB OPPORTUNITIES

The City is looking for someone to help with garbage pick-up on Saturdays. If you are interested, please pick up an application at City Hall.

Coffman Cove still needs a representative on the board for our Prince of Wales Watershed Association. Please talk to Kassi if you are interested or would like more info.





## MORE WAYS TO CUSTOMIZE THIS TEMPLATE

### FOOTERS

To change the text at the very bottom of each page of your newsletter, click Headers and Footers on the View menu. Use the Header and Footer toolbar to open the footer, and replace the sample text with your own text.

### INSERT SYMBOL

It is a good idea to place a small symbol at the end of each article to let the reader know that the article is finished and will not continue onto another page. Position your cursor at the end of the article, click Symbol on the Insert menu, choose the symbol you want, and then click Insert.

### BORDERS

You can use page borders and text box borders to change the appearance of your newsletter. Borders on text boxes help keep different articles separate, and can set off sidebar articles from the rest of the page. To change a text box border, select it, double click its edge and choose the Colors and Lines tab in the Format Auto Shape dialog box.

### QUESTIONS AND ANSWERS

Q: I would like to change some of the text box shading to improve the print quality. Can that be done?

A: Yes. To change the shading or color of a text box, select it and double click its borders to open the Format Text Box dialog box. Click the colors and lines tab and then choose the new color from the Color drop-down list in the Fill section.

Q: What's the best way to print this newsletter?

A: Print page 2 on the back of page 1. Fold in half and mail with or without an envelope. For best results, use a medium to heavyweight paper. If you're mailing without an envelope, seal with a label.

Q: I would like to use my own clip art. How do I change the art without changing the design?

A: To change a picture, click on the picture, then point to Picture on the Insert menu and click From File. Choose a new picture, and click Insert.

## Inserting and Editing Pictures

*Type your sub-heading here*

You can replace the pictures in this template with your company's art. Select the picture you want to replace, point to Picture in the Insert menu, and click From File. Choose a new picture and then click Insert. Select the Link to File box if you don't want to embed the art in the newsletter. This is a good idea if you need to minimize your file size; embedding a picture adds significantly to the size of the file.

To edit a picture, click on it to activate the Picture toolbar. You can use this toolbar to adjust brightness and contrast,

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*Choose a new picture, and click the Link to File box if you don't want to save the art with the newsletter.*

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change line properties and crop the image. For more detailed editing, double-click on the graphic to activate the drawing layer. ■

Q: How do I change the text and borders that appear at the bottom of every page?

A: Click Headers and Footers on the View menu. Use the Header and Footer toolbar to navigate among headers and footers, insert date or time, or format the page numbers. To change the text in the footer, select it and type your new text. To change the border, click Borders and Shading on the Format menu.

Q: Can I save a customized newsletter as a template for future editions?

A: Yes. First make any changes you want to this newsletter, then click Save As on the File menu. Choose Document Template from the Save as type drop down list (the extension should change from .doc to .dot). Save the file under a new name. Next time you want to create a newsletter, choose New from the File menu, then choose your template.

