

**City of Coffman Cove**  
**Regular City Council Meeting 7:00PM**  
**Tuesday, December 16<sup>th</sup>, 2014**

**Public Hearing 6:45PM**

Ordinance 15-01: Title IV Section 4.02.090 Transfers

Non-Code Ordinance 15-02: Amending the Budget for Fiscal Year 2015

Ordinance 15-03: Title X Section 10.03.100 Boat Launch Ramp

**Call to Order:** Mayor Perry Olson called the meeting to order at 6:45

**Roll Call:** Sharon Toman, present. Bill Bateman, present. Bryce Burcker, present. Dick Stewart, present. Brian Wilson, present (7:10). Perry Olson, present. Randy Lenz, present via teleconference.

**Public Comment:** Mike Kampnich, from Craig, addressed the Council. He thanked the council for reconsidering the harbor rates. He suggested to the council adopting a summer seasonal tax. Much of the tax would come from people who do not live in the area and would subsidize operation and maintenance of the facility.

Bill Bateman: concerning the Boat Launch Ramp Ordinance, he would like to point out that the boat ramp is the only way that the people who live across the bay are able to get building materials and groceries etc. across to their property. He has heard concerns from those who live across the bay and would like to remember this when we write policy about the boat ramp. Perry said he had heard the same concerns.

**Perry made the motion to accept the consent agenda. Bryce Seconded. All were in favor by verbal call.**

We will relax the agenda so the auditor, Ed Mecham, can address the Council about the FY13 audit. The council has received the certified financial statement and has had time to review them. Mr. Mecham went over the reports with the council.

**Resolutions and Ordinances:**

**Ordinance 15-01 Amending the wording of Title IV, Transfers.**

**Perry made the motion to accept the change of the wording in Ordinance 15-01. Bill Bateman seconded.** The purpose of this is to allow the Mayor and staff to execute the budget by department which is what our ordinances force us to do. We will be able to transfer funds between classifications within departments with this change. If we do not make the change, we will not be able to do that. Every budget shortfall would take a full council meeting to change if this does not pass.

**Roll Call: Sharon, yes. Bill, yes. Bryce, yes. Dick, yes. Brian, yes. Perry, yes. Randy, yes. Motion passes 7/0.**

**Non-Code Ordinance 15-02 Amending Budget for the Fiscal Year 2015.**

**Perry made the motion to accept Non-Code Ordinance 15-02. Sharon seconded.**

No comment or discussion from Council or public.

**Roll Call: Bill, yes. Bryce, yes. Dick, yes. Brian, yes. Perry, yes. Randy, yes. Sharon, yes. Motion passes 7/0.**

**Ordinance 15-03 Amending the Wording Boat Launch Ramp Agreement.**

Perry read the ordinance with changes and additions.

**Perry made the motion to accept Ordinance 15-03. Brian seconded the motion.**

**Discussion:** Brian said that this ordinance covers everything that the lawyer said we need to have for the ferry that will come into Coffman Cove. Public comment: Public asked if the ferry will have to have security like the larger ferry's. Council thought it was up to the Port Authority and not city council. Misty explained that the ferry was a different class of ferry because they are under a certain amount of passengers and does not fall under the same regulations. So they do not have the same security regulations.

Randy Lenz asked if the city could have a more aggressive re-payment program for the money the city has loaned to them, and has this been addressed? Perry said this had not been discussed. Misty added that the first step was to change the ordinance. The next step would be to negotiate a use agreement with the Port Authority. We do have it on our list to go over the loan re-payment terms. It is on the Mayor and City Administrators to-do list and they should have something for the Council to consider, possibly, next month. Randy: So we are just making this possible to do this with this ordinance, we are not making giving them permission? Perry and Misty said this was correct. Public asked how long they will tie the ramp up. Perry said the initial proposal was a 2 hour block, and Council had objected to that. They say they can unload/ load in 30 minutes. They will run 2 times a day, four days a week. This would be two-30 minutes intervals.

Public asked if there was anything in the agreement that said the Port Authority would cover potential damages. Perry said that they talked with Kent Miller about that, and he assured us that this would be covered under the Port Authority's insurance and he also assured us that the ferry would never touch the dock.

Bryce said this would be written in the agreement.

**Roll Call: Bryce, yes. Dick, yes. Brian, yes. Perry, yes. Randy, yes. Sharon, yes. Bill, yes. Motion passes 7/0.**

#### **Resolution 15-13 Shared Fisheries Business Tax Program**

**Perry made the motion to accept Resolution 15-13. Dick seconded.**

No discussion from Council or Public.

**Roll Call: Dick, yes. Brian, yes. Perry, yes. Randy, yes. Sharon, yes. Bill, yes. Bryce, yes. Motion passes 7/0.**

#### **Resolution 15-14 Harbor Rate Scale**

**Perry made the motion to accept Resolution 15-14. Bill seconded.**

No Council or Public comment.

**Roll Call: Brian, yes. Perry, yes. Randy, yes. Sharon, yes. Bill, yes. Bryce, yes. Dick, yes. Motion passes 7/0.**

#### **Resolution 15-15 Prince of Wales Community Advisory Council. Setting Transportation Priorities for Prince of Wales Island.**

**Perry made the motion to accept Resolution 15-15. Bill seconded.**

##### **Discussion:**

Misty explained to the audience what POWCAC is. It is made up of all the communities. They meet every other month and have an agenda that is representative of issues that affect the entire island. Some are transportation or annexed into another Borough. Annually they draft a resolution recommending transportation priorities to the Alaska Department of Transportation on what we would like to see happen on the Island. They approve it at the POWCAC level, but in order for it actually to be approved, a quorum of the communities has to approve it. The communities function just like our City Council does and a quorum in each community must pass each resolution. For the most part, DOT has been selecting their priorities based on the resolution. Most are maintenance or construction related. For example, resurfacing the Hydaburg road, this was a high priority.

**Roll call: Perry, yes. Randy, yes. Sharon, yes. Bill, yes. Bryce, yes. Dick, yes. Brian, yes. Motion passes 7/0.**

## **Unfinished Business:**

### **Prince of Wales Watershed Assessment.**

**Perry made the motion to approve and accept the Prince of Wales Watershed Assessment Chapter that we have been provided with for Coffman Cove. Dick seconded the motion.**

Misty explained that 2-3 years ago a watershed association was formed on POW Island. A representative was appointed from each community. Cheryl Fecko is Coffman Cove's representative. Cheryl has been reporting back to the Council. The committee got a grant to have a consulting company draft a watershed assessment of POW Island. The assessment designates watershed, creeks and streams that are in some need of restoration. Each community has a chapter which outlines our different watersheds. Each community approves their chapter which could lead to grant money for projects. So far the watershed association had not taken any stance related to lobby causes or regulations. They have only worked on project/ grant related activities. Our chapter talks about our creeks, the community, and the existing condition of each one. If we approve it, it will get incorporated into a unified watershed assessment document and will be published. What is done with it, is up to us.

Dick asked if about regulations. Misty said she views this document as a tool to present money and in no way has to do with regulation in or around watersheds.

**Roll Call: Randy, yes. Sharon, yes. Bill, yes. Bryce, yes. Dick, yes. Brian, yes. Perry, yes. Motion passes 7/0.**

### **Drive Down Ramp Supply Contract-bid Results and Award:**

Misty explained that the award that was given at our last meeting was low, but our engineer did not think it could be done for the amount bid. She investigated their bid and found they had forgotten to estimate some important items. They did re-submit a new bid.

**Perry made the motion to issue a purchase order for the supply of Coffman Cove Drive Down Ramp for the amount of \$292,789 to Rainer Welding as they are the next lowest responsible bidder. Dick seconded.**

**Discussion:** Randy asked if this bid includes the 18" wider. Misty said it does. Misty also said that this bid is FOB to Ketchikan.

**Roll Call: Sharon, yes. Bill, yes. Bryce, yes. Dick, yes. Brian, yes. Perry, yes. Randy, yes. Motion passes 7/0.**

### **Street Sweeper Surplus:**

Misty recommends selling the street sweeper to as it is in very poor shape. Details are in the Administrators report.

**Perry made the motion to surplus the street sweeper to Jeff Wetton for \$1.00. Randy seconded. Bill, yes. Bryce, yes. Dick, yes. Brian, yes. Perry, yes. Randy, yes. Sharon, yes. Motion passes 7/0.**

### **FY16 Village Safe Water Grant Application.**

Misty said we are in a good position to receive money for water/ sewer projects. We have made a lot of improvements. At a previous council meeting we prioritized our projects. One being a lift station on Luck Point the other a water in-take infrastructure, what we have is barely functional. The council appointed the Luck Point lift station as #1 priority. She suggests changing the priority to a sewer study for the entire system. This could improve the systems all over town. The grant application amount would be \$75,000. The study could cost

around \$50,000. We could put language in about water infiltration into our lift stations which is still sewer related. Her recommendation is to broaden our scope to the whole system and not one project.

Brian said when VSW was here 2 years ago, they had a long discussion about Luck Point. They said that the time that water/ sewer went in, they knew they had a problem down there (Luck Point) but it wasn't on the plans and the development was very limited at the time. They fully understood the task of a small pump to pump up 42 feet plus the ½ mile every foot of that comes into play for a small pump. This is what one of the head engineers from VSW had said in their conversation. They knew they had a problem, but there was not that much development down there (Luck Point) at the time the system went in. Brian likes the idea of doing the whole system, but he would like to see a lift station put in on Luck Point if there is money left over. People are paying top dollar and losing pumps every 2-3 years. They are paying more for the same service everyone is receiving all over town. Brian gave the back ground on pumps and how they run.

Gary S. said that VSW had talked with him a few times and he was told that the only solution for the pump problems on Luck Point would be a lift station.

Sharon asked about the pumps that were being turned off. Misty said we do not have a regulatory enforcement. DEC would have to enforce that.

**Perry made the motion to accept the Administrators recommendation to make the entire system study the first priority. Dick seconded.**

**Roll call: Bryce, yes. Dick, yes. Brian, yes. Perry, yes. Randy, yes. Sharon, yes. Bill, yes. Motion passes 7/0.**

#### **New Business:**

##### **Mayor to appoint Personnel Officer:**

Perry said our Ordinance states the Mayor must appoint a personal officer. **Perry made the motion that the council appoints a personal officer.**

**Bryce seconded the motion.**

Roll call: Bill, yes. Bryce, yes. Dick, yes. Brian, yes. Perry, yes. Randy, yes. Sharon, yes. Motion passes 7/0. Perry then appointed Misty as the personnal officer.

##### **City Administrator Job Description:**

Perry said he and Misty have gone over the job descriptions. They presented two job descriptions, Deputy Administrator & Chief of Staff and Grant Project Manager.

**Bryce seconded the motion.**

Council discussion:

Bill would like to strike Deputy and also add a line that the executive assistant job title shall be City Administrator.

**Bill made the motion to amend the main motion to change the job title to City Administrator & Chief of Staff.**

**Dick seconded.**

**Discussion:** Bill said this would give our Administrator more clout. Someone is more likely to listen to our City Administrator. Perry said the title "City Administrator" is widely used around the state of Alaska. It basically is understood to be what a City Manager would be. We can have two forms of Government, a Strong Mayor form of government or a City Manager form of government.

Bill said our table of organization, as it stands, had been approved, and he does not see any reason to change our table of organization.

Sharon asked what Misty preferred. Misty said she is fine with either and will do her job with either title. Dick said Misty was hired as a City Administrator.

Perry said the organizational chart as it stands is illegal. Randy asked if RUBA had looked at our chart. Our government specialist (RUBA) had written our chart.

Perry read through title 29, powers and duties of Mayor. Randy asked if we could call AMLJIA and ask their opinion. Perry said he had read the law and there should not be a need to spend money on a lawyer.

**Perry then called for the question on the motion to amend.**

**Roll call: Perry, no. Randy, yes. Sharon, yes. Bill, yes. Bryce, yes. Dick, yes. Brian, yes. Motion passes 6/1. This vote changes the title from Deputy to City Administrator & Chief of Staff.**

**Roll Call on Main Motion to accept the two job descriptions:**

**Sharon, yes. Bill, yes. Bryce, yes. Dick, yes. Brian, yes. Perry, yes. Randy, yes. Motion passes 7/0.**

#### **Appoint Prince of Wales Vocational & Technical Education Center Representative:**

Misty explained that the new Facility in Klawock will offer technical education style curriculum training. Their board of government is going to be similar to a city council. They would like Coffman Cove to be part of that government. This was posted around the community.

**Perry made the motion to appoint Brian as out Vo- Tech Education Center Representative. Dick seconded.**

**Roll call: Sharon, yes. Bill, yes. Bryce, yes. Dick, yes. Brian, yes. Perry, yes. Randy, yes. Motion passes 7/0.**

Brian will not be able to attend the first meeting as he will be out of the State. Erin Soderberg offered to go to the meeting and report back.

#### **Grader Operator Position:**

For the amount of road that needs done on Loggers Lane, the city can afford to hire an operator with Timber Receipts funds. Misty named all the volunteers throughout the past few years. Misty recommends posting the position to the public.

Perry made the motion to post the Grader Operator position and for Misty and himself to prepare a job description that they will present the council at the next meeting. Sharon seconded the motion.

Brian suggested getting a roller for the roads. He can look at rollers when he is down south. This would help hold what is graded. He also said we should offer the job to those who volunteered on the grader first.

Roll Call: Bill, yes. Bryce, yes. Dick, yes. Brian, yes. Perry, yes. Randy, yes. Sharon, yes. Motion passes 7/0.

#### **Public/ Council Comment:**

Bryce wished everyone a Merry Christmas and Happy New Year! Have a great vacation.

Perry said the organizational structure question is very important. He is willing to sit down and discuss this with anyone who asks. Perry says this is illegal (the chart). An audience member suggested getting a legal opinion.

**Perry motioned to adjourn at 8:45PM. Bryce seconded the motion. All were in favor.**

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Mayor, Perry Olson

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Clerk, Jean Soderberg

