

City of Coffman Cove
Regular City Council Meeting
Thursday, April 21st, 2016
City Hall 7:00 pm

Call to Order: Mayor Sharon Toman called the meeting to order at 7:00 pm.

Roll Call: Sharon Toman, present. Bill Bateman, absent, unexcused. Bryce Brucker, present. Dick Stewart, present. Brian Wilson, present. Perry Olson, present. Randy Lenz, present.

Pledge of Allegiance: Yes.

Public Comment: Dick Stewart gave copies of Port Saint Nick Hatchery regarding inventory, transportation and budget and suggested that we invest in an RV for distributing salmon into the community. Mainly since after we catch the fish and clean it, it becomes difficult and time-consuming to make numerous trips back and forth to Klawock. Possibly with summer help, we could hire someone 2 or 3 times per week for 3 hours/day to drive to Klawock to drop off fish for us. This will tremendously relieve stress for various people involved with this process. Dick Stewart questioned if there was money left in the Fish Enhancement program to hire someone.

Persons to be heard: Misty Fitzpatrick, on the upcoming Forest Service landscape assessment, a planning document the forest service is wanting to implement on Prince of Wales Island. So far, the only areas where they've been is in Arizona and Oregon, with success.

Consent Agenda: Dick Stewart made the motion to accept the consent agenda, Brian Wilson seconded. All were in favor.

Mayor Sharon Toman made the motion to amend the consent agenda, moving the Coffman Cove Community Quota Entity from #11 to #1 on the list of "New Business." **Perry Olson seconded, all were in favor.**

Resolutions & Ordinances

- 1. Resolution 16 17: A Resolution designating a purchasing agent under the direction of the Mayor as the City purchasing agent.** Gina Cavaretta is designated to be the purchasing agent. **Sharon Toman made the motion to approve Gina as the purchasing agent. Randy Lenz seconded. All were in favor.** Perry made the comment that he would like to be more informed of spending and was questioning if it could be possible that someone make a log of purchasing orders for council members to review.
- 2. Resolution 16 18: A Resolution authorizing the City of Coffman Cove to purchase materials for the installation of a water service line to the small boat harbor. Brian Wilson made the motion to accept Resolution 16 18, Randy Lenz seconded. Motion passes 6/0.** Perry wants to make sure the council is authorizing anything over \$2,000. Misty Fitzpatrick, the projects manager, made it clear that since this is between \$2,000 and \$5,000, this is a request for the Council to authorize the purchase of \$2,490.32 of

grant money and is just an estimate. Perry is okay with this amount, with the exception that if it is a deviation from this price, preferably more than 10%, it would have to be re-presented to Council. **Perry made a motion to amend this to change \$5,000 to \$3,000. Dick Stewart seconded, motion passes 6/0.**

- 3. Resolution 16 19: A Resolution authorizing the City of Coffman Cove to purchase treated lumber for the Drive Down Ramp replacement project. Dick Stewart made the motion to accept Resolution 16 19, Brian Wilson seconded. Perry Olson made a motion to amend to add in "whereas \$13,000." Dick Stewart seconded. Motion passes 6/0.** Brian Wilson made the comment that he would like to see more information regarding projects in the future, particularly in regards to monetary amounts from the project manager, Misty Fitzpatrick.

Unfinished Business:

- 1. Request for Proposals-Cedar Tree Drive-Toman.** Perry commented that he would like a timeline for bids to allow ample time for council to review bid proposals. Sharon called Southeast Road Builders and the estimate would be about \$600/mile. **Perry made the motion that we accept the RFP, Brian Wilson seconded. Motion passes 6/0.**

New Business

1. Coffman Cove Community Quota Entity (Alaska Entity #103083) Olson, Brucker. Bryce Brucker mentioned that the Coffman Cove Community Entity's eligibility was withdrawn from the State due to lack of annual reporting for non-profit organizations. All of the entity's permits are therefore invalid, whether they have been leased out or not. Brucker has talked to Al Cheney and Mike Warner, both of whom have given this entity money for permits and are expecting to use these charter halibut permits for this upcoming season. The council cannot find any deposits from the permit money that were made into the budget for Fish Enhancement and businesses within the community have already invested time and money into chartering with these halibut permits that were presumed legal. The Council did not approve anybody on behalf of the City to be a part of this non-profit organization. The president and director of non-profit entities, Megan Fitzpatrick, explained that the purpose of the non-profit was to be related to fisheries. Bryce mentioned that any money that the council or city has received from the non-profit should be given back since the permits are invalid and the non-profit was dissolved by the state on March 28, 2015. Perry Olson explained that since the bi-annual report was not sent in, the Coffman Cove Community Quota Entity was involuntarily dissolved by the State. Perry has been in contact with a lady who will help get the non-profit organization reinstated so that once the non-profit is active again, the

permits will be legal. Perry suggests making certain councilmembers officers of the non-profit in order to keep up with the organization's credentials so the permits will stay legal. Along with finding out who has issued the permits, Perry suggests competitively offering them to the public and have any money gained go towards fish enhancement. Perry proposes that we start getting the permits and money back now and reinstate the non-profit. Misty Fitzpatrick mentioned that she received checks from people last year for the permits but was never able to deposit them because the bank will not allow the deposit of a non-profit check without a federally recognized 501c3 status. Misty recommended NOAA making donations to the City's fish enhancement then writing checks directly from the fish enhancement account.

Perry Olson made the motion to have the council direct the mayor to find the permits that are outstanding and retrieve them and refund them the money that has been paid for them. Bryce Brucker seconded. Motion passes 6/0. Currently, the only money that is known of is the \$800 for one permit of Travis Hedges. The status and location of the other three permits are currently unknown. Bryce said that Al Cheney sent money to somebody for this year to get a charter halibut permit but the money did not go to the City as Jean recalled.

Perry Olson moves that the council direct the mayor to take whatever steps necessary to take control of the Coffman Cove Community Quota Entity non-profit from its current president and board of directors, take control of that and form a new board and form a new president and get it re-instated with the state. Dick Stewart seconded. From Sharon's understanding, the non-profit organization has been resolved, so she was wondering if we could contact the state. Perry Olson commented that Megan Fitzpatrick should have all the paperwork to make contacting the state easier. Brian Wilson strongly suggested that we receive the paperwork as soon as possible or else a lawyer may need to become involved. **Motion passes 6/0.**

2. Cleo Reed Proposal: Renting space at the Business Training Center lot-Wilson, Lenz. **Cleo Reed wanted to be taken off of the agenda for this regular meeting.**
3. Bill Von Lanken request for Special Land Use Permit-Toman. Bill is with the outdoor network international which works with wounded veterans. They also have majority control of the camps, Miracle Bay, on Coffman Cove Island. He wants to rent space to park 2 rigs and 3 boats when they are not here. They are looking for a more financially feasible situation for year-round parking. Perry Olson would be in favor of presenting the same price to others in town. The price would be determined by the long-term storage lot. **Perry Olson made the motion that we give the mayor the**

authority to enter into a long-term agreement with this organization under the same terms that we have with Ken Page and Jeff Whetton for \$600/year rather than \$500. Dick Stewart seconded. Sharon Toman would amend the motion to say the same price as the other two permits.

4. Cove Excavation: Special Land Use Permit renewal-Toman. **Perry Olson made the motion that we authorize the mayor to renew this Ken Page land use permit at a rate of \$600 per year. Brian Wilson seconded.** For the last 2 years, we have given Ken notice that we will raise the rates, as Perry has stated. He would propose the same rate to Jeff Whetton as well. Randy Lenz would be happy with raising the rates to 10% instead of the 20% that Perry Olson is suggesting. **Randy Lenz made the motion to amend to change the rate of \$500 to \$550 with a 10% price increase with the lease. Perry Olson seconded. All were in favor except Perry Olson. Sharon Toman moved to amend Perry's original motion to approve Ken's land use permit at the rate of \$550/year. Brian Wilson seconded. All were in favor except Dick Stewart. Motion passes.**

5. Change Order number 1 Drive Down Ramp-Cove Excavation-Toman. Misty Fitzpatrick prepared the Change order proposal for council consideration to use this equipment to load and station materials that were used to construct the two floats, as Bill Bateman and Forest Bateman needed them. **Sharon Toman made the motion to accept the change order #1 with Cove Excavation. Dick Stewart seconded.** Perry Olson wanted more explanation on a backhoe rental that was made for \$1800. There was an excavator that was kept on site to lift heavier equipment as needed. Perry questioned why we were being charged to have a backhoe sitting for 8 days doing nothing. Being that the average charge for a backhoe is around \$150/hour, Brian Wilson said that this price wasn't too bad. Council would like to make more of an informed decision once they have more information on this issue. Perry would like payment details and information before we are charged and sent an invoice for money that has already been spent without council approval. If it is over \$2,000, the council needs to be involved with how money is spent. If a project goes beyond the detail that has been given, council needs to be informed so that they can make an executive decision, particularly concerning Ken Page and the projects manager, Misty Fitzpatrick. Perry would like the projects manager to work more closely with the contractor. Council would like to know how much payment is necessary so that we can give a competitive price to others in the community. Bryce mentioned that changes in work orders need to be brought to the mayor's attention before the work is done. Misty Fitzpatrick mentioned that she is trying to spend quite a bit of money in a really short amount of time, while also juggling 5 contracts at the same time.

She would like the council to take that into consideration. Misty did not have a full grasp on the expense and did not expect the expense of block unloading to exceed \$2,000. Brian Wilson said the projects manager has a right to turn to someone else who might be more responsible with paperwork being turned in to the projects manager or council.

6. Change Order number 2 Drive Down Ramp- Cove Excavation- Misty 04 19 2016. For the Coffman Cove drive down ramp replacement project. Work associated with widening the inner left hand corner of the rock causeway to create a usable, straight surface for the concrete work. The council has chosen to require the electrical utility line to be surface mounted verses buried in the concrete. Misty walked through the project with Ken Page and asked what should be done and what everything will cost. **Perry Olson made the motion to authorize change order #2. Brian Wilson seconded.** Dick Stewart made the comment that it is 15-20 loads, not 15-20 yards. Misty's understanding is that when the amounts become larger in nature, it is harder to justify to the public, becoming more of a challenge. **Perry Olson made a motion to amend to approve this on the condition that our project manager and mayor verify that we will be within the parameters of our quota. Dick Stewart seconded. Motion passes.**

7. Scrape Metal- Toman. John Poole was willing to take all the scrap metal from the city's scrap metal dump free of charge as long as we can pay to get it to the barge. Sharon clarified and sent him an email making sure it isn't an opportunity just to make money and they said no. Sharon made sure that the City of Coffman Cove is responsible for delivering the entirety of our scrap metal 100 yards from the barge to allow space for unloading. Once delivered, the scrap metal will be the responsibility of John Poole engineering and will be loaded and hauled at no cost to the City. In order to authorize this, Sharon wanted approval from the council. Perry mentioned that the last time we were going to get a barge (which never showed up), they were going to get it and haul it down to the barge themselves, without the City having to pay anything. Perry mentioned that it doesn't seem fair to have the City pay to move scrap metal to give to John Poole engineering so they can sell it for profit down south. Perry thinks John Poole should move the scrap metal down to the barge. Brian Wilson thinks it can exceed the price range of \$10,000-\$15,000 for us to move the metal down to the barge. Randy Lenz suggests charging people more to dump their scrap metal so as to cover future costs of moving the material to the barge. Perry would rather wait for a better deal and he would also counteroffer Poole that he bring his own dump trucks and equipment to take all of the metal he would like. This way, the City will not be charged anything. Brian agrees with Perry

since Poole is just about the only one in Southeast Alaska that can move scrap metal. **Perry Olson made the motion that we direct the mayor to counteroffer Poole and give him the offer of bringing whatever he needs over here to go get it himself and he can have as much of it as he wants. Bryce Brucker seconded. Motion passes.**

8. Sara Yockey letter: canned fish to sell in Kasaan-Toman. The village of Kasaan operates a full-service restaurant and food shop and she is interested in purchasing cases of fish from the City of Coffman Cove's fish enhancement program in the totem trail café as an appetizer as well as to sell cans in the gift shop. Sara Yockey would like the council to consider a 10% discount per case of fish. Their goal is to use local sources as much as possible in order to promote local sales. Since there are various tourists and cruises traveling through the summer months, the fish enhancement program could benefit from the sales of fish year round. **Brian Wilson made the motion that we accept the offer from Sara Yockey at the consideration of 10% discount for case of fish. Dick Stewart seconded.** Randy Lenz made the comment that we should make this offer available to anybody who wants to buy a case of fish. Currently, Sara Yockey wants 24 cans to a case. Randy Lenz would like to have a 10% discount for any cases of 24 or more. Dick Stewart made the comment that instead of having the range of the price between the red king and the white king (one being \$10 and the other being \$7), he would like to find some common ground around \$8/can for either color. Perry suggests we make our cases as 12 and give the 10% discount. Brian Wilson made the comment that a lot of customers coming into the Riggin Shack prefer the white king salmon and are willing to pay whatever price. Perry suggested 12 cans so as to incent people into buying more. If we think we're losing too much money we can just raise the price of the can. **Brian Wilson made the motion that 12 is in a case. Perry Olson seconded. Motion passes.** Perry would like to keep the prices of the red and white salmon separate since white king is always more demanding.
9. Steve Silver engagement letter-Toman. Steve Silver was receiving \$2,500/year and would like to raise his pay to \$7,500/year due to an increase in work load. **Perry Olson made a motion that we reject Steve Silver's offer to raise it and actually would like to terminate our relationship with Steve Silver. Brian Wilson seconded.** Perry Olson commented that Silver is our lobbyist in Washington D.C. and has never seen the value in paying a lobbyist simply to wait for our calls. Any constituent of Alaska can contact a legislator and any kind of official or mayor has more pull with the people than a lobbyist. Sharon read an email from Silver that there is a little over \$49,000 allocated for Coffman Cove for road improvement. Not all of the dollars

from the earmark have been spent and we are obligated to spend these dollars within 50 miles of Coffman. Perry mentioned that since Coffman Cove Road is owned by the state, he thinks that Silver would not be very helpful with this.

10. Water Plant control panel replacement request-Toman. Per Mark Higgins, the water control panel needs an upgrade, being that it is over 16 years old. If the part were to malfunction, the parts needed to fix the plant would be almost impossible to find since they would no longer be manufactured. John Colin has put together a quote for the necessary upgrade and equipment and is willing to come to Coffman to do the install work. The upgrade is a top priority and Mark urges Council to place the necessary amount in this year's budget, particularly for July, once this year's budget passes. Altogether, the cost estimate would be a little less than \$30,000. Mark would like to allocate a budget for this coming fiscal year (16-17). Perry Olson would be fine adding this in as a contingency during the workshop. Perry would like to see a report from Mark with detailed pictures of the equipment being discussed.

11. Garbage Truck Driver-Toman. Al is unable to renew his CDL and April is his last month as Garbage truck driver. Mark Higgins showed interest in this position and is willing to get his CDL license. Sharon commented that if training is required for your position, the City can pay for it. Brian Wilson mentioned that he would be happy to have Mark but the difference between training and a CDL is that you have to qualify in order to receive a CDL license. Perry thinks we should post this job listing competitively since there are lots of people in town who would be interested. Perry would be against paying for a city employee to get something they don't have now in the hopes that they get the job. If there is a city employee who wants to expand into new areas of responsibility, they can become qualified themselves. Perry also has a fear of having all our eggs in one basket if we hired Mark as water and garbage. Brian Wilson suggests having one main garbage truck driver but is open to also having 2 or 3 people on the list to help out if anything happened. **Perry Olson made a motion to direct the mayor to post this internally for whatever the handbook says and then have the council assess the pool of applicants at that point. If we're happy with that, then we're done. If we're not happy with it, then we can go ahead and post externally. Brian Wilson seconded. All in Favor. Motion passes.**

Public / Council Comment: Concerning purchase orders, Jean asked if that could be part of the financial report. Perry would like all the purchase orders to be scanned and sent to him. Purchase orders need to be authorized with the purchasing agent. Perry would like those

orders tracked and correlated in some way so he can start analyzing them along with our bank records. Perry would also like bids to be verified with more help from the projects manager. When we put out an RFP, Perry would like the bidder to provide proof that they are qualified.

Adjourn: Dick Stewart made the motion to adjourn at 9:20 pm. Brian Wilson seconded. All were in favor.

Passed and approved this 19th day of May, 2016.

Sharon Toman, Mayor

Gina Cavaretta, Clerk