

City of Coffman Cove  
Regular City Council Meeting  
Thursday, June 16<sup>th</sup>, 2016  
At City Hall 7:00PM  
FY 17 Budget Public Hearing: 6:45PM

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

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

Pledge of Allegiance: Yes.

Public Comment: None.

Persons to be heard:

1. Rachael Bazzett: Library Grant Updates. Rachael compiled information pertaining to the AmeriCorps Vista program that she is currently volunteering under and where the library stands, budget-wise. The Vista program goals include financial and digital literacy, job readiness and early literacy. There has been a big push for early literacy programs within the library, especially now that so many young children are in town now who will eventually be going through our school system. There are about 20 volunteers monthly in the library, so about 10% of the population. Rachael completed a community needs assessment and one of the biggest things people wished from the library was more hours open. The library is open about 40 hours per week, which is a tremendous amount, given that we are run by volunteers only. Donation materials have reached about \$3,000. The public library assistance grant is something that Lynn Bateman works on every year, which is about \$3000 for books, also mandated in this grant is that \$500 goes towards internet and the rest towards operational costs. The OWL funding was cut out of the budget for this year which would impact our internet. Rachael received some information from the State Library that gave two scenarios but mentioned that there will be some level of OWL funding no matter what happens with the budget. Rachael is in the library for about 35 hours/week so she is open to any questions/concerns/comments that anyone may have concerning the library and its programs.
2. Heather Hedges: Gaming funding updates. The City was sent a gaming violation letter, regarding funds that were required to be spent within a specific time frame. Valerie Sandusky called into the meeting and gave Council more information on this issue. She called the gaming department and they stated that the amount that should have spent for 2015 out of the gaming funds was \$7,016.37 short and in order to comply with their regulations, that money needs to be donated or spent as soon as possible. We do not need to send anything to the state to prove that it was-it will show up on the 2016 gaming report. If in the event that the money is not spent and there is another violation for that amount for the 2015 funds that aren't spent, then they'll suspend the gaming permit for one year. The total we have to spend by December 31<sup>st</sup>, 2016 is \$13,203.15. We have one year from the time we receive the funds to spend it, which is the reason for the violation, since the money wasn't spent last year. So, when we apply for the permit, we have to state where our donations will go. Every year, we put Fire Department, EMS, Public Safety, Repay gaming funds (advertising, salaries, etc.), Arts Festival and Fish Enhancement. Mike Warner helps with the Silver Salmon Tournament every year and he and Heather had come up with spending \$1,500 for the Silver Salmon Tournament, \$1500 for King Salmon Derby, \$5000 to Arts Festival, \$3400 we had in the budget for advertising and salaries, which leaves \$1,803.15. If EMS or the Fire Department needed anything, Heather suggested we donate that amount to those departments. Mike Warner says we raised a lot of money for the Silver Salmon Tournament account and it is a huge ticket sale, probably the biggest day for fisheries in Coffman Cove. It

brings in a lot of money and lots of people donate money to Fish Enhancement so it is a huge asset to the community. Starting last year, Warner stated that part of the proceeds of the Silver Salmon Tournament were going up to Neck Lake, a huge financial source for Coffman. Since we have raised so much money in the Gaming account for the last 6 or 7 years, Mike asked for a little bit of help with prizes, and he would be supplying the rest. Heather mentioned that the budget was around \$3400 for the Gaming account so Heather suggested we pay that back to reimburse the gaming account, since it is stated on the permit that we will pay back the gaming account. Fourth of July supplies has \$700 in the budget currently, and if we took all numbers as is right now, it would amount to \$12,100 out of the \$13,200 that needs to be spent by the end of the year. Perry Olson commented that EMS is important to him and he would like to see some money allocated into that account.

Consent Agenda: **Brian Wilson made a motion to approve the consent agenda. Bill Bateman seconded.** All were in favor.

**Sharon Toman made a motion that we move item #4 from New Business, Gaming Permit Violation, and decide where these monies should go before Resolutions and Ordinances so that when we get to the budget, we can properly approve.**

- Gaming Permit Violation: We have the option of Silver Salmon Tournament: \$1500, King Salmon Derby: \$1500, Arts and Seafood Festival: \$5000, Gaming: \$3400, 4<sup>th</sup> of July: \$700, EMS: \$2500, and mention of Fire Department but no monetary amount. For Perry Olson, he supports the tournament and the 4<sup>th</sup> of July, so the choice for him would come to funding the Arts Festival or EMS and Fire Department. For Perry, it would be \$2500 for EMS and \$2500 for Fire Department. Perry would like to hear more about why the Festival needs \$5000 from the City over why that takes precedence over the EMS and Fire Departments. Dick Stewart agrees with splitting equal amounts into EMS, Fire and Festival. Bryce thinks that we are bound to stay in the realms of the Gaming permit and stay within what was stated on the permit and the money that is being used for that specific purpose. Heather commented that \$5000 for the Festival was alluding back to previous salary budgets of the past and how they were funded. The Arts Festival does a lot of volunteer time for donations and sponsorships to fundraise events. **Perry Olson made a motion to allocate the funds towards gaming: \$3400, Silver Salmon: \$1500, King Salmon: \$1500, Fourth of July: \$700, EMS: \$2500, Fire Department: \$2500, and the Arts and Seafood Festival: \$1100 (or the exact amount that is left over). Bill Bateman seconded.** Public comment: Roxy Wilson suggested to Council that it would be beneficial if x amount of dollars were allocated specifically to Lucky Duckies because she doesn't think there will be enough this year and last Fourth of July we ran out. Roxy believes we should prioritize the lucky duckies ahead of food and drinks, perhaps \$150-200 set aside specifically for lucky duckies each year. **Bill Bateman withdrew his second, Perry Olson amended his motion to include \$150 for the lucky duckies. Bill Bateman seconded.** Comment: Brian Wilson would like to see more money allocated to the EMS department, since they do not have many fundraising opportunities like the Fire Department has. Bryce Brucker agreed. **Perry Olson withdrew his motion and amended it to include \$3500 for EMS and \$1500 for Fire Department. Bill Bateman seconded.** Roll Call: Bill Bateman, yes. Bryce Brucker, yes. Dick Stewart, yes. Brian Wilson, yes. Perry Olson, yes. Randy Lenz, yes. Sharon Toman, yes. **Motion passes.**

Resolutions & Ordinances:

1. Non-code 16-02 FY 17 Budget: The trail building equipment budget item was accidentally left out and needs to be added. Bill Bateman commented that the library construction budget item was not carried over from previous year's budgets and would like to see it in this year's budget. **Perry Olson made a motion that we add back in the \$45,000 trail building equipment item to the budget. Bryce Brucker seconded.** The trail building equipment is in conjunction with a \$45,000 grant the City received. Roll Call: Bryce Brucker, yes. Dick Stewart, yes. Brian Wilson, yes. Perry Olson, yes. Randy Lenz, yes. Sharon Toman, yes. Bill Bateman, yes. **Motion Passes. Sharon Toman made a motion that we also add back in the library construction fund from last year-the \$581.71, which should just be a carry over. Brian Wilson seconded.** Roll Call: Dick Stewart, yes. Brian Wilson, yes. Perry Olson, yes. Randy Lenz, yes. Sharon Toman, yes. Bill Bateman, yes. Bryce Brucker, yes. **Motion Passes. Perry Olson made a motion that we accept the non-code ordinance 16-02 FY 17 Budget. Dick Stewart seconded.** Roll Call: Brian Wilson, yes. Perry Olson, yes. Randy Lenz, yes. Sharon Toman, yes. Bill Bateman, yes. Bryce Brucker, yes. Dick Stewart, yes. **Motion Passes.**
2. Ordinance 16-06: Construction of driveways onto Coffman Cove Hwy-Updated Language: To assign a new section of Chapter 14-05 concerning the major subdivision of Coffman Cove Loop. No driveways entering the Coffman Cove Loop Subdivision are allowed to originate directly from the Coffman Cove highway, with the exception of certain designated residential lots that cannot be physically accessed from the subdivision road. A: Restricting the construction of any residential driveway from the Coffman Cove loop subdivision directly onto Coffman Cove highway. B: A residential driveway must be connected to a longer stretch of road so as not to disrupt any oncoming traffic from the main highway traveling at higher speeds. C: In limited circumstances, council members and/or the Mayor may grant a variance to accommodate specific residential driveways that cannot be accessed by subdivision roads. **Bill Bateman made a motion to accept Ordinance 16-06. Bryce Brucker seconded.** Comment: Perry thinks the Platting Board should be involved with this and to amend the language of the ordinance as well. **Perry Olson made a motion to amend Ordinance 16-06 to strike C and add this as C: "the City Council shall have authority to grant a variance by motion to accommodate a residential driveway that cannot be accessed by a subdivision road upon written recommendation by the platting board."** **Bryce Brucker seconded.** Roll Call: Perry Olson, yes. Randy Lenz, yes. Sharon Toman, yes. Bill Bateman, yes. Bryce Brucker, yes. Dick Stewart, yes. Brian Wilson, yes. **Motion Passes.** Roll Call (To accept Ordinance 16-06): Randy Lenz, yes. Sharon Toman, yes. Bill Bateman, yes. Bryce Brucker, yes. Dick Stewart, yes. Brian Wilson, yes. Perry Olson, yes. **Motion Passes.**

Unfinished Business:

1. Memorandum of Agreement: Fish Hatchery-SSRAA: One change that would affect the City of Coffman Cove is we would reimburse POWHA 25% instead of 18.75% of the quarterly operating costs, not to exceed \$20,157. **Brian Wilson made a motion to accept and sign the MOA with the Hatchery. Dick Stewart seconded.** Comment: Randy Lenz asked if we would be getting more fry-we would not be, but Brian Wilson mentioned our return would be better with less fry. Coffman Cove is paying a higher percentage of costs and Craig is receiving a higher percentage of fish, with our equipment. Public Comment: Doug Rhodes mentioned that Jeff Lundberg said the King Salmon were being shipped by here all the time, and Coffman owns the equipment out at Port Saint Nick Hatchery, Craig owns the land. Doug thinks that Coffman should have an MOA with SSRAA saying Craig can have the equipment and Coffman can have King Salmon every year. Doug thinks we should negotiate with SSRAA so we have a better

chance with King Salmon. Randy Lenz commented that commercial fisherman benefit from this in a small way, but they benefit from Coffman more than they do out of Craig. So he is unsure of why our percentage costs would be going up with less fish. Brian Wilson agrees with Doug on his points, and would like to see this issue tabled to receive more clarification on what is going on with our equipment. Bryce Brucker thinks that we should be having an agreement with SRAA who is running the Hatchery, not the City of Craig. Perry Olson thinks we should enter into negotiations with SSRAA concerning giving them our equipment in return for a free supply of King Salmon, and possibly feed. Dick Stewart would like to see our numbers go up as well with the quality of when we originally started with the fish. **Perry Olson made a motion to table this MOA until we can get more information. Brian Wilson seconded.** Roll Call: Sharon Toman, yes. Bill Bateman, yes. Bryce Brucker, yes. Dick Stewart, yes. Brian Wilson, yes. Perry Olson, yes. Randy Lenz, yes. **Motion Passes.**

2. Coffman Cove Community Quota Update: Mike Warner briefed the Council on this issue and said the correct paperwork was filed with the State and should be back soon. Perry Olson checked the website and said the entity was in good standing again, but the same officers are still listed as before. Perry would like an update on where the permits are-both Mike Warner and Travis Hedges are in possession of one. **Perry Olson made a motion that the City Council requires all of the documentation, paperwork, the bylaws and all other assorted official documentation of this non-profit be housed here in our filing cabinets so that we have access to it whenever we need to have access to it. Bryce Brucker seconded.** Perry Olson stated that the City has been deeply involved with this program over the years, passing a Resolution recognizing and authorizing the non-profit to receive these permits. This non-profit is intended to benefit the community, it is not intended to be a private, stand-alone non-profit. It is supposed to be overseen by the governing body of the community. Mike Warner commented that he understood it to be a separation of the City and the governing body of the permits, the non-profit entity. Otherwise, the permits would have been given to the City. Mike suggested possibly having a Council member as a board member of the non-profit to have some oversight over the organization. Brian Wilson wants to make sure everything is in good standing and checks are cashed; he would rather see the City help and keep the information correct and up to date. He does not see a problem with requesting to have information in the office for overseeing any errors. **Sharon Toman made a motion to amend that the original paperwork stay here at the office and the board members keep a copy that they can access when they need to, to work on it so they don't have to have a City employee here. Perry Olson seconded.** Roll Call: Bill Bateman, no. Bryce Brucker, yes. Dick Stewart, yes. Brian Wilson, yes. Perry Olson, yes. Randy Lenz, yes. Sharon Toman, yes. **Motion Passes.** Roll Call (to pass the original motion): Bryce Brucker, yes. Dick Stewart, yes. Brian Wilson, yes. Perry Olson, yes. Randy Lenz, yes. Sharon Toman, yes. Bill Bateman, no. **Motion Passes.**
3. Drive Down Ramp Allowances: There have been requests to set up some type of barrier to keep larger vehicles from driving on the dock since it is older. Instead of having barriers, Council advised posting signs, particularly to prohibit forklifts on the new dock. Comment: Doug Rhodes never got a notice about forklifts on city streets. Perry wanted an idea of how a forklift ban might interfere with Doug's business and if there was any way to modify forklift restrictions on the dock. Doug looked at weight loads on the dock back in April 2014-the City approached Doug to write a letter in support of a drive down ramp for commercial fishing. The letter addresses the impact of using a forklift from the dock. Part of that documentation (Doug's letter) was used to get the grant for the new drive down ramp. Not allowing the forklift down there would be against what the grant was helping to do-advance businesses using the dock. If it is a weight

limit issue, Doug says there is minimum problems with the forklift and no one is abusing its usage. If the City eliminates the forklift, it would also be eliminating fish taxes, which helps the community grow and self-market. **Perry Olson made a motion that Council directs the mayor to prepare and post appropriate signs for weight limit and parking regulations on our town dock. Dick Stewart seconded.** Comment: Randy Lenz said there is no way to enforce weight limits because we have no scales. Roll Call: Perry Olson, yes. Randy Lenz, no. Sharon Toman, yes. Bill Bateman, yes. Bryce Brucker, yes. Dick Stewart, yes. Brian Wilson, yes. **Motion Passes.**

New Business:

1. Kelly Priestly Engagement Letter: Audit. **Sharon Toman made a motion that we table this item for a special meeting. Brian Wilson seconded.** All were in favor.
2. Appointment of Fire Chief. Perry Olson researched more ordinances concerning this issue that need to be addressed before we appoint a fire chief. **Perry Olson made a motion that we table New Business #2. Dick Stewart seconded.** All were in favor. **Motion Passes.**
3. North End Ferry Authority Status Update: The Captain of the Ferry, Bear, said they do not have the \$24,000 to fix the ferry right now, so they would have to bring it here to Coffman and park it. The concern that was brought to council's attention was that the ferry would be parked at the terminal without moorage payment. Perry Olson commented that from Title 29: Even though the City appoints the board members to NEFA, the City is not liable for any debts or liabilities in any way. The board directors of NEFA are not personally liable for it either. The ferry might still receive USDA money but Bear is unsure at the moment. Perry would be against the Ferry sitting at Coffman's terminal with no insurance and damaged. Having the ferry sitting at the Ferry Terminal dock has already cost the City \$4500. Perry would also like the office supplies and ferry equipment taken out of the ferry building, since no payments have been made to the City in the last few months. **Brian Wilson made a motion to draft a letter from the City to NEFA stating that: due to the conditions of the ferry with no interest and no payment, the City of Coffman Cove will not allow it to be parked at their docks. Dick Stewart seconded.** All in favor. **Motion Passes. Perry Olson made a motion that the Council direct the Mayor to have the locks changed at the ferry terminal.** All in favor. **Motion passes.**
4. Gaming Permit Violation: Moved to the beginning of the meeting.
5. Steve Silver: New contract request. **Perry Olson made a motion that we accept our lobbyist's offer for a renewal contract at the \$2500 rate he has been charging us and no more. Bryce Brucker seconded.** Perry thinks we will not have to call on him for anything in the near future but we can keep him in case we will need anything. Dick Stewart thinks we should be able to hire this guy if we need him, not to pay him then never use him. Sharon Toman commented that the \$2500 was not allocated in the budget for Steve Silver, so the budget would have to be amended in December to account for this. **Perry Olson withdrew his motion and Bryce Brucker withdrew his second.**
6. Kahn Land Lease Agreement-Good Faith Lumber. Bert Reed manages the City lot and has been trying to get a hold of Kahn, who wants to put a chipper mill in town. We do not know how much space he needs or how long he wants it for. Randy Lenz wants to know how much land he needs as well as his hours of when he plans on lending the chipper mill. **Perry Olson made a motion to table this agenda item. Bill Bateman seconded.** All were in favor.
7. Garbage truck repair: Bryce Brucker-the truck is in dire need of repairs on the inside. There are wires exposed on the outside and the box needs attention. Bryce took the truck to Clayton and will get back with Council on the updates and how much updates and repairs will cost.

Adjourn: **Sharon Toman made the motion to adjourn at 9:30 pm.** All were in favor.

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Bryce Brucker, Mayor

\_\_\_\_\_  
Gina Cavaretta, Clerk