

City of Coffman Cove  
 Regular City Council Meeting  
 Thursday, March 16<sup>th</sup> 2017  
 At City Hall  
 Regular Meeting 7:00PM

Call to Order: Mayor Perry Olson called the meeting to order at 7 pm.

Roll Call: Sharon Toman: present. Bill Bateman: present. Dick Stewart: present. Brian Wilson: absent. Perry Olson: present. Bridget Wright: present.

Pledge of Allegiance: Yes.

Motion to appoint Seat C – letters of interest. The City has received one letter of interest from Joel Buchanan.

**Perry Olson made a motion that the Council appoint Joel Buchanan to fill seat C until the next regular election in October. Dick Stewart seconded.** Roll Call: Bill Bateman: yes. Dick Stewart: yes. Perry Olson:

yes. Bridget Wright: yes. Sharon Toman: yes. Motion Passes.

Public Comment: None.

Approval of Agenda: **Perry Olson made a motion to relax the agenda to move #5 and #6 under New Business (Arts & Seafood Festival Location and PLA Grant) to be the next order of business right above Unfinished Business. Dick Stewart seconded.** All were in favor. None were opposed. Motion Passes.

Persons to be heard: None.

Consent Agenda: **Perry Olson made a motion to accept the consent agenda. Sharon Toman seconded.** All were in favor. None were opposed. Motion Passes.

1. Mayor Report	7. Special Events Report	13. Vista Report
2. Minutes	8. Projects – Grants report	14. Water & Sewer report
3. POWCAC Report	9. Aging Accounts Report	15. Fire Department report
4. Watershed Report	10. Post Office report	16. EMS report
5. CC CQE Report	11. Parks-Rec-Maintenance	17. Library report
6. Fish Enhancement report	12. IFA Report	18. NEFA report

Correspondence/Issues: None.

Resolutions & Ordinances: None.

Unfinished Business:

1. Maintenance Report- City Buildings. Bill Fitzpatrick provided a comprehensive list to Council regarding maintenance issues around the City. Insulation for above the Post Office will need to be addressed but we have not received a price estimate yet. Nathaniel Burling was present to speak to Council regarding lighting at the Maintenance Shop. Currently, the lights at the Shop are running off of a 240 volt system, 400 watt bulbs, pulling 2 amps each, equaling out to 3200 watts between all 8 lights and 16 amps. Nathan found an LED High Bay fluorescent light style that can plug into existing outlets. 70 watts, 2-point amp with 8 lights comes to 560 watts, 1.6 amps. The difference between the 2 is 14.4 amps and 2640 watts. Nathan created an invoice including prices for shipment and installation of new lights, totaling \$3,006.58. This would cut our electric bill for lights by about 75%. Because these lights can just plug in and are controlled by a switch, a qualified electrician will not have to be hired for this work. **Perry Olson made a motion that we approve this invoice and approve Nathaniel Burling as the person to do it. Sharon Toman seconded.** Roll Call: Bridget Wright: yes. Sharon Toman: yes. Bill Bateman: yes. Dick Stewart: yes. Perry Olson: yes. Motion Passes.

2. Dock Fingers quote – Purchase of materials. Bill Bateman has been in contact with an outfitter and is working on receiving more information concerning this item. **Perry Olson made a motion to table this item to the next regular meeting. Dick Stewart seconded.** All were in favor. None were opposed. Motion Passes.
3. Clerk/Treasurer job descriptions. Bridget Wright mentioned that at a previous Workshop discussing this item, Council liked the combined position of Clerk/Treasurer and the Deputy Clerk/Treasurer position. These encompass all the job duties listed, state law and our ordinances. **Perry Olson made a motion that we incorporate these as the new updated job descriptions for these two positions. Dick Stewart seconded.** Discussion: Bridget mentioned that the Clerk/Treasurer job is a scheduled, part-time job. However, the Deputy Clerk/Treasurer position is not. Rather, it is an on-call position that is needed for back up for the Clerk/Treasurer. Originally, when the Deputy position was created, the Deputy Clerk would work 6 hours/week. Sharon mentioned that the situation is different now and extra help is required in the office. Ideally, Bridget would like to see two separate positions to maintain a checks and balances system. Roll Call: Sharon Toman: yes. Bill Bateman: yes. Dick Stewart: yes. Perry Olson: yes. Bridget Wright: yes. Motion Passes. Council will take a closer look at this during budget time when labor costs are evaluated.
4. Halibut Quota permits – CQE's out of compliance. The Council approved two new members on the Board of Directors for this non-profit, Mike Warner and Dick Stewart. This action mandates a report to be sent into the State, which has not been done as of this council meeting. This non-profit is a state entity and since the State has not been informed that there has been a change of directors, the State does not know we are out of compliance. We are also out of compliance with NOAA and the restricted access management program, which gives us our 4 permits. Every year by January 31<sup>st</sup> federal law requires that the board of directors and registered agent submit a report to the RAM program outlining all activity on the permits for the previous year, how the permits were advertised, how they were awarded, what they cost, etc. It is also required that the City government be given a copy of this report. We can continue the way we are and ignore it, we can try to take control of the non-profit that exists right now, or we can ask NOAA to take back the 4 outstanding permits and form a new non-profit, then ask for the permits back and start over again. Dick Stewart emailed Mike Warner; Mike will address this immediately once he is back in town. Bridget prefers we start fresh if Mike has not made any new headway on this matter. We have already received a letter from NOAA and they have already given us a grace period. **Perry Olson made a motion that we table this until the next Regular Meeting to give Mike Warner a one-month chance to look into this; Council asks to have all the records kept in City Hall as well as a copy of the by-laws and the financial statements, including who has been paying for these permits and who has been using them. Bill Bateman seconded.** Roll Call: Bill Bateman: yes. Dick Stewart: yes. Perry Olson: yes. Bridget Wright: yes. Sharon Toman: yes. Motion Passes.
5. Fish Enhancement – Memorandum of Agreement with SSRAA-cancel the program? Months ago, the MOA the City has signed since 2008 with the POW Hatchery Association came up for Council approval. This year, the MOA comes to just over \$20,000. Two years ago, it was \$10,500. The community has been experiencing very poor returns with lots of releases. Jeff Lundberg, who works at the Hatchery, said we are raising too many fish in tanks that aren't big enough; his suggestion was to cut this number in half. The original expectation with this project was that 230,000-260,000 smolts would be released per year by this time with returns of 1-4%. Currently, the Hatchery has accounted for 1,605 returns. This total includes any fish that came from us, worldwide. Our cost per fish is a little over \$40/fish for that number and return rate is extremely low. There is a little over \$110,000 in our Fish Enhancement account and we will run out of money in 3 years. Dick Stewart mentioned that even if we decide not to fund this for another year, we are still required to catch these fish for the next 3 years. There will still be lots of volunteer effort but we still have a responsibility to retain these fish once they come back in.

Regarding the Hatchery, Perry asked Jeff Lundberg that if we put the pen further up into the Cove or constructed some kind of facility that was in the creek, would it help our returns? Jeff said this would not and they're not seeing our fish return to Port Saint Nick. Dave Landis mentioned that the number of fish projected to be released is so low that we are not going to get anything back.

**Perry Olson made a motion that Council rejects the memorandum of agreement with the Prince of Wales Hatchery for this year. Sharon Toman seconded.** Roll Call: Dick Stewart: yes. Perry Olson: yes. Bridget Wright: yes. Sharon Toman: yes. Bill Bateman: yes. Motion Passes. This effectively ends the Fish Enhancement Program.

6. Burling Diesel Equipment & Repair Backhoe Bill: Council authorized about \$2400 in repairs in the backhoe through a resolution. However, after Nate has looked over the backhoe, the total has come to around \$6,000. **Perry Olson made a motion to authorize the amount of \$5,997.35 for payment to Nathan. Bridget Wright seconded.** Roll Call: Perry Olson: yes. Bridget Wright: yes. Sharon Toman: yes. Bill Bateman: yes. Dick Stewart: yes. Motion Passes.

#### New Business:

1. Hire Garbage Truck Driver. The City has received one response from Julie Snodgrass, who has been our back-up garbage driver. **Perry Olson made a motion that Council hires Julie Snodgrass under her current labor conditions to be our main garbage truck driver.** Roll Call: Bridget Wright: yes. Sharon Toman: Yes. Bill Bateman: yes. Dick Stewart: yes. Perry Olson: yes. Motion Passes.
2. Garbage truck schedule-Mondays starting in April? The current Friday pick-up schedule will not coincide with Julie Snodgrass's schedule; Julie has asked Council to consider garbage pick-up every Monday, beginning in April. She is our only applicant for the garbage position. **Perry Olson made a motion that we approve the garbage truck schedule to be on every Monday starting in April with the beginning hour to be negotiated with our truck driver. Dick Stewart seconded.** Roll Call: Sharon Toman: yes. Bill Bateman: yes. Dick Stewart: yes. Perry Olson: yes. Bridget Wright: yes. Motion Passes.
3. Firewood in old gym-what to do with it? **Perry Olson made a motion that we liquidate the firewood in the old gym by offering it to sale for residents or non-residents in the Community. Bridget Wright seconded.** Discussion: Dick Stewart mentioned the idea of giving the wood to the school. Perry pointed out that the City has an investment in this wood-they paid for it to be cut and stacked. The school has a budget to buy wood. **Perry Olson withdrew his motion and Bridget Wright withdrew her second. Perry Olson made a motion that the City offer the entire lot of wood to the school at \$150/cord for them to come and buy it. If they refuse and do not want it, then offer it to the Community at \$150/cord (Main Motion). Dick Stewart seconded.** Discussion: Bill Bateman would like to add that one customer buy no more than 1 cord per week so that someone can't come and clean it out. **Bill Bateman made a motion to amend that a customer may get one cord/week until the wood is gone, if the school doesn't buy it all. Dick Stewart seconded.** Roll Call: Dick Stewart: yes. Perry Olson: No. Bridget Wright: yes. Sharon Toman: absent. Bill Bateman: yes. Motion Fails. **Dick Stewart made a motion to amend that we advertise it to the community to come and buy the wood before we advertise to the school; and anyone who wants it at \$150/cord can come and get it. Whatever is left will be sold to the school. Perry Olson seconded.** Roll Call: Dick Stewart: yes. Perry Olson: yes. Bridget Wright: yes. Sharon Toman: absent. Bill Bateman: yes. Motion Passes. **Perry Olson's main motion is amended to have the City offer the wood to the community first for \$150/cord, then whatever is left, offer it to the school for \$150/cord. Dick Stewart seconded.** Roll Call: Sharon Toman: yes. Bill Bateman: yes. Dick Stewart: yes. Perry Olson: yes. Bridget Wright: yes. Motion Passes. Advertising will be set for 2 weeks and then whatever is left will be available to the school after that time period.

4. Mike Papac-rock from pit. Mike and his company are constructing subdivision roads in the Coffman Loop Subdivision on the phase that is across from the grassy flats on Coffman Road. Mike has to build about 4 miles of road and will need approximately 4,000-5,000 yards of rock. He has talked to everyone in town regarding rock and has come down to the City. The City pit is a short haul down the road from where he will be working so he would like to buy the rock from the City. Randy Wright has been working out of that pit and owns the rock that has been shot and is laying up there. Mike has agreed to buy that rock from Randy and will work that out with Randy if the City approves him to use our pit. The proposed royalty to the City would be \$1.50/yard and the pit would be left in good condition (flat with no holes). Perry prefers to work with Mike Papac to let him have rock out of our pit under the conditions that he has proposed, with the stipulation that he has a surveyor make sure he doesn't blast past our property line. **Perry Olson made a motion that we accept the Papac Proposal with the understanding that Mike will have to provide a surveyor to make sure that when Southeast Road Builders goes to blast, that they don't blast into what is government property on the other side of our property line. If that cannot be done, then Mike will have to drill and blast in a different part of the pit, which is open for him. Dick Stewart seconded.** Discussion: As a stipulation, Perry would like to see Mike Papac give us a written letter when he is through with operations in our pit, expressing that any materials left in the pit become the property of the City at that point when he releases the pit back to the City. Roll Call: Bill Bateman: yes. Dick Stewart: yes. Perry Olson: yes. Bridget Wright: yes. Sharon Toman: yes. Motion Passes.
5. Arts & Seafood Festival Location: Heather mentioned that having the festival downtown has been an inconvenience to some in the past due to street closure. Heather and the Festival Committee talked about other options that might work. Due to already having spent about \$1,000 just in electricity downtown, the committee prefers downtown but they are open to public opinion and input. If the festival stays downtown, Heather requests that Council let her know the earliest they can close roads, so the committee can start putting notices and street closure signs up, so people have sufficient warning. The festival already has their layout and tent maps planned out. The only other viable option Heather sees is the ferry terminal-there is existing electricity and pavement there. One resident had safety concerns with children jumping in between his boat and truck while he was trying to move it. He is worried that someone will eventually get hurt and wants the festival moved away from the asphalt and away from the boat launch. **Bill Bateman made a motion to issue a public opinion poll concerning the location of the Arts & Seafood Festival. Perry Olson seconded.** Roll Call: Dick Stewart: yes. Perry Olson: yes. Bridget Wright: yes. Sharon Toman: yes. Bill Bateman: yes. Motion Passes.
6. FY18 Alaska Public Library Assistance Grant Application: **Perry Olson made a motion that the Mayor sign the Public Library Assistance Grant and send it in. Sharon Toman seconded.** Roll Call: Perry Olson: yes. Bridget Wright: yes. Sharon Toman: yes. Bill Bateman: yes. Dick Stewart: yes. Motion Passes.
7. HD Fowler purchase request: Water/Sewer Department. There were a couple of property owners who expressed interest in putting in a water service to their property this year. The water/sewer department is in need of replenishing their supply of parts and pieces for when they administer this service. **Perry Olson made a motion that we approve this invoice for purchase. Dick Stewart seconded.** Roll Call: Bill Bateman: yes. Dick Stewart: yes. Perry Olson: yes. Bridget Wright: yes. Sharon Toman: yes. Motion Passes.
8. Approval of MacBook Pro up to \$3000 for water/sewer department. Perry researched a 15" MacBook Pro, costing right under \$3,000 and should be adequate for the water/sewer department for the next 10-15 years. **Perry Olson made a motion to approve up to \$3,000 to buy a new MacBook Pro for the water/sewer department. Bridget Wright seconded.** Roll Call: Dick Stewart: yes. Perry Olson: yes. Bridget Wright: yes. Sharon Toman: yes. Bill Bateman: yes. Motion Passes.

9. North End Ferry Authority Board of Directors Seat vacancy. Applicants/appoint seats. The Council has not received any interest so this agenda item will be tabled until the next Regular Council Meeting.
10. Alaska Rural Communications TV offer for Coffman Cove-is it needed? The satellite dish and equipment next to City Hall along with a few electronics make up a system that used to bring TV to Coffman Cove in previous years. The program is run by the State, who will give us free TV if we want to get the system running again. The State is upgrading to better electronics and is willing to give us what is sitting next to City Hall for free. One stipulation is that the City has to maintain the system and pay for any necessary repairs. Dick Stewart thinks it would be wise to go ahead with this so that in case other satellites or dish TV goes out, we still have a source to receive weather and emergency news from. **Dick Stewart made a motion that we investigate this deeper and go forward in checking what it would take to get our equipment up and running. Bill Bateman seconded.** Discussion: Bridget Wright is in favor of looking into it but has concerns related to the costs and whether or not the satellite is still functional. Perry does not believe it is the role of the Council to provide TV for the public. He wants to cut our expenses.

Public/Council Comment: None.

Adjourn: **Perry Olson made a motion to adjourn. Dick Stewart seconded.** All were in favor. None were opposed. Motion Passes.

Passed and approved this 20<sup>th</sup> day of April 2017.

---

Perry Olson, Mayor

---

Gina Cavaretta, Clerk