

City of Coffman Cove  
Regular City Council Meeting Minutes  
Thursday December 21st, 2017  
Regular Meeting 7:00PM at City Hall

**Public Hearing 6:45: ORDINANCE 18 02 NON CODE ORDINANCE BUDGET AMENDMENT ORDINANCE 18 06 AMMENDING TITLE X HARBOR:**

Travis and Jerry Hedges had questions concerning the new harbor ordinance. Jerry asked if they will be forced to move to the new dock, since he was a business. Perry said he had never seen anything in the grant forcing them to move. He did see comments in the old minutes suggesting the new dock would be for charter fishermen, but it was only a suggestion. Travis was concerned about losing their spots on the dock, and as a business he wants to make sure they are not left high and dry when the new season of fishing starts. Perry explained the changes to the ordinance as a positive change for their business, freeing up the slips for any size boat and not limiting to a certain width, as or ordinance states now. Perry reaffirmed that they will have a secure spot for their boats and explained the assignments to slips.

**Call to Order:** Mayor Perry Olson called the meeting to order at 7:00pm.

**Roll Call:** Mike Underwood, present. Joel Buchanan, present. Randy Wright Jr. present. Dick Stewart, present. Brian Wilson, absent (excused). Perry Olson, present. Bridget Wright, present.

**Pledge of Allegiance:** yes

**Public Comment:** none

**Approval of Agenda:**

**Perry made the motion to accept the agenda with 3 changes. 1) add Resolution 18 03. 2) move Arts & Seafood to top of the agenda. 3) move tourism to top of agenda. Randy seconded the motion. All were in favor by verbal call.**

**Persons to be Heard:**

Lynn Merino, Village Safe Water and Matt Edge CRW Engineering: Lynn Merino talked about the VSW (Village Safe Water) grant which is due soon. They have looked at 4 different options. One option is to replace the existing individual lift stations and individual septic tanks with new individual lift stations and tanks. Home owners would have a newer and better quality system. Plastic septic tanks would be replaced with concrete. VSW funds, which are state funds, are matched by federal funds. She explained how they are matched. Luck Point would be a second time service, and funding agencies are known for not funding things twice. Matt Edge said he would get some quotes on some alternatives for individuals paying for upgrades themselves. Lynn said there is still funding, we could apply every year. In 2018 the application process will start in January. She asked if Coffman Cove will apply in 2018. Is replacing the lift stations and septic your first priority? Perry said there is a problem with the water intake and a lot of time and money has been spent on that. Lynn said we would need to apply for funding for a study on the problem, and then they could apply for money to fix the problem. Help with the application process from the city would be to provide any information on how many times a year we have problems, costs and any issues relating to problems with the water intake. Perry will e-mail the report he found in the file cabinet about the intake to Lynn and any information we have with this issue.

**Consent Agenda:**

**Perry made the motion to accept the consent agenda** calling out the Mayors report. Bridget wants to pull out the CQE Report, address the post office reporting and also water/ sewer reporting. Joel would like to address the minutes. **Randy seconded the motion. All were in favor by verbal call.**

**Mayors report:** Perry has been under the impression that the only involvement the City Council had with the Port Authority is appointing the Board of Directors, but that is not true. We have another very important area where the Council participates. Section 1601.120 Development Plan. (He read a section of the development plan from the Ordinance). This section states that the North End Ferry shall submit the development plan and all amendments to the governing body of the participating municipalities for the review and approval by Resolution. (We are the only participating municipality.) It says that the North End Ferry shall not undertake any project that is not consistent with the development plan as amended that has not been formally approved by the participating municipalities. Perry said he has gone through everything back to 2009. The latest development plan that was submitted to this body for approval was back when the Erin McCall was going to be our ferry. He didn't find one for the Rain Forest Islander and of course there has not been a development plan for the major changes the NEFA Board members have told us about during our meetings. They will need to submit a development plan to the Council for selling the ferry and buying a new passenger ferry, which they have recommended. . They cannot do anything, under this Ordinance, until they submit a development plan to the Council for approval. We will need to hold them to this ordinance.

**CQE Report:** Bridget would like it noted that we still want to see the NOAA report. She wants to see the year-end, fully comprehensive report.

**Post Office Report:** Bridget said we have talked in the past about renegotiating our contract. In order to do so, we will need information from our Post Master. We don't need anything detailed; just her thoughts on what she thinks could change.

**Water Sewer Report:** Bridget appreciates the extra information in the report. She would like to see the monthly state report that is submitted included in the packet.

**Minutes:** Joel would like to see his motion to defer the SEASWA contract included.

#### **Arts Festival and Tourism:**

Heather has put information in Council boxes for renting the ferry terminal. The city does have a price policy for renting the building. She assured the Council that the Festival does have insurance. Joel talked about the need for electricity and the options about what can be done. Heather said if Council approves the improvements of the outlets, she will put a cap on who can use electricity during the festival. Perry asked if Council approves the Festival using the terminal building in accordance with our policy pricing. No one was opposed. Mayor Olson was concerned about putting in a temporary electrical outlet. He would like the City to put in permanent stations and have to Arts Festival pay the City for instalments. We would then have up-to-code instalments that would be permanent. Pigtailed vs. permanent receptacle boxes were discussed. Majority of council wanted to put in the receptacle boxes that are permanent. Perry asked Heather for a proposal with map and description of where boxes would be placed and how they would be installed so council could vote on it at the next meeting.

Joel would like to point out that the pumps have been shut off at the ferry terminal and there might be a problem with the pumps.

#### **Tourism:**

Heather wrote a letter to Council about discontinuing the tourism program. She would like to promote the Coffman Cove business by creating a business directory page on our website. She would sell the ads for the web-site. She would need some help with the web-site, which would be a cost. Details for pricing are in her letter to council. The actual elimination of tourism would come at the next fiscal year, as we have funded tourism for this fiscal year. **Perry made the motion to not fund any more brochure or any other**

**advertising, other than what Heather has already done with the chamber and NW Boat Travel. That we not authorize the expenditure of any more funds on advertising beyond the potential of expanding the website. Dick seconded the motion.** Bridget asked that the expansion of the website be separate. **Perry recanted his motion. Dick recanted his second. Perry made the motion to tell Heather not to spend any more funds on advertising other than what has already been spent on the Chamber and NW Boat Travel. Dick seconded.** Discussion: Joel wanted clarification and something in writing on what to expect from tourism in the future.

Heather would like to get started on the business directory in January. **Roll call on motion: Mike, yes. Joel, yes. Randy, yes. Dick, yes. Perry, yes. Bridget, yes. Motion passes.**

**Perry made a motion: if there is money already budgeted in the current budget year, which was going to go for other forms of advertising that is now freed up for Heather to do the work that she has laid out for a business directory for our website, that council authorizes those funds to be spent on that. Dick seconded.**

Discussion: Dick asked what the exact amount would be for the website. Heather said \$2,000 and it may be less than that. Pricing and costs were discussed. Bridget said a website would take a lot of upkeep. She didn't see it as getting rid of tourism, but changing formats. It will still be a cost. She would rather see the chamber of commerce doing the advertising and the cities manage the departments that are necessary, she doesn't feel like this is necessary. Mike thought our community is based on tourism now, we should support this. Some of the council didn't see the benefit, and thought businesses should advertise themselves and keep the city out of it. **Perry recanted his motion. Dick recanted his motion.**

Perry asked Heather to go out to the advertisers and see how many commitments she can get before the next meeting. If it looks like the city will make money, we will proceed. If not it will be a dead issue. Heather said she will get verbal commitments. This would be an add-on to our existing web-site. Most of the money will be spent getting the website set up, and the following years will be profit. Joel asked Heather to bring back her proposal to the next meeting.

**Correspondence & Information: none**

#### **Resolutions & Ordinances:**

- 1. Resolution 18 03 Shared Fisheries Business Tax: Perry made the motion to approve Resolution 18 03. Joel seconded the motion. No discussion. Roll call: Mike, yes. Joel, yes. Randy, yes. Dick, yes. Perry, yes. Bridget, yes. Motion passes.**
- 2. Non Code Ordinance 18 02 FY18 Budget amendment second reading. Perry made the motion to approve budget amendment non- code ordinance 18 02. Dick seconded the motion. No discussion. Roll call: Mike, yes. Joel, yes. Randy, yes. Dick, yes. Perry, yes. Bridget, yes. Motion passes.**
- 3. Ordinance 18 06: Second Reading. An Ordinance amending the wording of Title X Harbor: Perry made the motion to approve Ordinance 18 06. Dick seconded the motion. No discussion. Mike, yes. Joel, yes. Randy, yes. Dick, yes. Perry, yes. Bridget, yes. Motion passes.**

#### **Unfinished Business:**

- 1. NEFA Board Of Directors: seat openings**-no letters of interest.
- 2. CQE Halibut Permits:** Joel would like more clarification. They reported on 2017 financials, he wants to see the financials for any prior years. Perry explained that they are a non-profit, a legal entity and have a Board of Directors. The Council did receive the by-laws under the management manual that was put out in 2012. The manual states; "As a community resource, the fishing quota must be allocated and managed in a way that increases fishing activity, promotes economic growth in

the community, and support community members wishing to continue working in this area. Transparent, understandable, and consistent procedures for the management of the quota are essential for community acceptance and participation.

The suggested organizational structure of the CQE is a membership model with representatives from the community sitting on a decision-making board. The seats on the board should represent invested entities such as the city government, tribal council, and Village Corporation. Seats may be assigned to individuals or held as member seats to be filled by any individual designated by the community entity (city government, Village Corporation, or tribal council.) An open seat to be filled by an “at large” community member unaffiliated with the two or three community entities listed above may be voted on by other board members.”

The yearend report that goes to NOAA, by law, is supposed to also come to the Council, and we have never seen it. It is due on January 1<sup>st</sup>, so we may see something after that date, if not, there is a problem there. The CQE report is quoted out of the code of federal regulations. They should be managing the program out of the management program manual that was put out by NOAA, but they do not appear to be doing that. Mayor Olson stated the program needs to be fixed or done away with. They have set the price at \$400 per permit. These permits are supposed to be advertised, then competitive bid. If there are less than 4 people wanting the permits, there will not be competition, but to set the price at \$400 is not what the management manual says. Their by-laws seem to conflict what the management manual says. Mayor Olson suggested discussing this at a workshop to follow up. Our interaction with this entity has been very limited. In 2006 the Council passed a resolution that actually authorized NOAA to give these permits to this entity, we could resend that and stripe them of their four permits and end the program. Joel commented that the CQE report said the money from the permits is supposed to be used to enhance the PR concept of fisheries, but he has not seen this happening and feels that the Council needs to be responsible for the gifts that have been given us. Joel suggested leaving it as an unfinished item until we get these answers. It will be on-going in unfinished business.

- 3. Library signage** – replace existing signage with new signage: Mayor Olson said we have received new library signs that are bigger and nicer than what we have. We already have a library sign; his suggestion is to replace the old sign with the new sign on the existing post. **Perry made the motion to authorize our maintenance department to replace the old library sign with the new sign. Mike seconded the motion. Roll call: Mike, yes. Joel, yes. Randy, yes. Dick, yes. Perry, yes. Bridget, yes. Motion passes.**

#### **New Business:**

- 1. SEASWA MOA:** Perry has received letters back concerning his suggested changes to the MOA. There was nothing in their MOA concerning the changes to exhibit A. They did give us exactly what he asked for exhibit R. He still does not have the actual MOA itself with these changes. His e-mail said they approved the changes. Joel called a point of order as he made the motion at the last meeting to defer this item until we see exhibit A. **Bridget made the motion that we do not sign any agreement with this company unless we have all the documents to review and to discuss. Randy seconded the motion.** Bridget thought that we can wait on this and we shouldn't be in a hurry to sign. Randy wants to see exhibit A or not do business with them. Joel wants the contract in its entirety. **Roll call: Mike, yes. Joel, yes. Randy, yes. Dick, yes. Perry, yes. Bridget, yes. Motion passes.**

2. **NEFA Board Of Directors- Don Nicholson term limit; letter from BOD:** No letters from the NEFA Board. Mayor Olson has gone over their minutes. Don Nicholson was appointed on the board more than two terms ago. Our Ordinance limits their board to two terms. He has reached his term limits. Under the Ordinance, they stay on the board until they are replaced. We, as Council, cannot replace them until we receive a letter from the NEFA Board, stating that the seat is open. Mayor Olson stated at our last meeting Don Nicholson's seat is open and that he has reached his term limits. We still don't have a letter. **Bridget made the motion that we write a letter to the NEFA Board letting them know that they are in violation of our ordinance. We will need a letter saying his seat (Don Nicholson) is vacant because his term limits are up and that we need a development plan for any future actions they plan on taking. Joel seconded the motion.** Discussion: Bridget would like everything documented, and in writing. Mayor Olson confirmed that our attorney does not think we have an ownership problem of the terminal. He has done a search and the title company has come back with a definite answer that we (the city) own it. The development plan is a problem. They are in major violation of their commitments to this municipality.  
**Roll call: Mike, yes. Joel, yes. Randy, yes. Dick, yes. Perry, yes. Bridget, yes. Motion passes.**
3. **Platting Board – Appoint Council Member representative:** We have received a letter from Dick Stewart. **Perry made the motion to appoint Dick Stewart to the Platting Board. Bridget seconded. Roll Call: Mike, yes. Joel, yes. Randy, yes. Dick, yes. Perry, yes. Bridget, yes. Motion passes.**
4. **Darlene Breitzkreutz Annual Moorage payment:** Darlene has written a letter stating that she cannot park her boat in the assigned slot because it is not big enough and she has never been able to use it but has paid for the spot. **Perry made the motion to credit her payment from last year moorage to this year, and he will work on finding them a larger spot. Dick seconded the motion. Roll call: Mike, yes. Joel, yes. Randy, yes. Dick, yes. Perry, yes. Bridget, yes. Motion passes.**
5. **Coffman Cove Log Transfer Facility- general permit:** Joel would like more clarification. Perry will look into this let Council know what he finds out.

**Executive Session/ Legal Matters: Perry made the motion to move into executive session. Joel seconded the motion. All were in favor by verbal call.**

**Perry made the motion to move out of executive session. Randy seconded the motion. All were in favor by verbal call.**

**Public / Council Comment:** Dick wanted to point out the library report. Joel said that he did not call into executive session as people do not know who is in the room with the call-in person. He would like executive sessions to be only those in attendance because of this reason. Council agreed.

**Adjourn: Perry made the motion to adjourn at 9:20. Joel seconded the motion. All were in favor.**

**Passed and approved this 18th day of January, 2017**

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**Mayor: Perry Olson**

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**Clerk: Jean Soderberg**