

City of Coffman Cove  
Regular City Council Meeting  
Thursday, September 20<sup>th</sup>, 2018  
Regular Meeting **6:30 PM** at City Hall

**Call to Order:** Mayor Olson called the meeting to order at 6:30 pm

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

**Pledge of Allegiance:** Yes

**Public Comment:** Dee Dee Jeffreys request to speak during Follett Software for Library segment of Agenda, Mayor Olson approved.

**Approval of Agenda:** Mayor Olson moves to approve agenda with the following change, add grinder pump to New Business. Mike Underwood 2<sup>nd</sup>. **All in favor, none opposed, motion passes**

**Persons to be Heard:** None.

**Consent Agenda:** Mayor Olson moves to approve consent agenda, Randy Wright Jr. 2<sup>nd</sup>. **All in favor, none opposed, motion passes.**

1. Mayor Report	6. Projects-Grants Report	11. Water & Sewer Report
2. Minutes	7. Financial Report	12. Fire Dept. Report
3. Watershed Report	8. Post Office Report	13. EMS Report
4. CQE Report	9. Parks/Rec/Maintenance	14. Library Report
5. Special Events Report	10. IFA Report	15. NEFA Report

**Correspondence/Issues:** None.

**Resolutions & Ordinances:** None.

**Unfinished Business:**

1. Halibut Community Quota Entity (CQE)

No current action, Mayor Olson made motion to table until next meeting, Bridget Wright 2<sup>nd</sup>. **All in favor, none opposed, motion passes**

**New Business:**

1. City Boat Minimum Bid Change

Last meeting minimum bid was set at 55k, since then received survey recommend to set bid at 65k. Mayor Olson makes motion to reset bid to minimum of 65k, Bridget Wright 2<sup>nd</sup>. **All in favor, none opposed, motion passes.**

## 2. Follett Software for Library

Added to agenda due to the cost being close to \$800, Follett software was a mostly offline system, only needing internet to update, since then it now has moved to mostly an online system. Used to check in and out books.

Dee Dee Jeffreys, the Follett system is all online, all of our facts are stored in the cloud. We have the most basic of Follett systems; it is automatically updated with the push of a button. Price is \$577.50 for Follett, and \$150 added for viewing the cover of a book. Dee Dee asked others if they use this, volunteer questioned said it is not needed or they do not use the feature. Dee Dee asked if it was possible to drop that feature, company said, yes. This will bring to total cost to \$577.50 for the year.

System is used to track books in and out, send out overdue book messages, are able to pull a list from the system, track statistics request by the City each month, gather stats for the yearly library grant, and the report at the end of the year, to see if there is a book a patron is requesting in order to have no doubles (inventory control). If a book a patron is asking for is available, where it is located on the shelf, when it is due. Run reports, to meet state and local reporting requirements, reports about the age of collection, used for collection development/processing.

Saves, volunteer time, this should come out of the grant of 7k, suggestion was given how to budget the money (add line item to budget).

Open discussion for council to ask library volunteers any questions.

Bridget, how much does the desktop version cost? Dee Dee, she didn't seem to think they had one any longer, it is all internet based.

Perry, is it possible to download all of our data down to a local source. Dee Dee, I have no idea I can tell you that we are a volunteer-based library so we don't want to get too technical on this or we get lost, and this system works really well for us. When I want to order new books all I have to do is type in the book, and I know whether we have it or not, so I'm not duplicating. It makes our life a whole lot easier as volunteers.

Grant was brought up, and it could be a line item on the budget, what would it take to do that. The budget for the library is part of the city budget, which is set every year, and can be amended once a year. Council could add to next budget amendment. **Mayor Olson makes motion to fund the Follett Software for the year, Mike Underwood 2<sup>nd</sup>.**

Open to council discussion, invoice? Randy Wright Jr., we owe \$800, after removing like item will be \$577.50 for 2019, software is already funded for this year. If the software is online is there a computer hardwired to the internet, there is currently no internet to library, library is using City internet to run software on main computer.

Mike, agrees they should have the software.

Bridget, it seems really expensive, didn't realize we went to an all online system, not having a desktop version is a shame, it was a good system the way it was. Expensive for a simple library, not opposed to doing for one more year, I am not in favor of doing it continuously. There are a lot of restrictions and things the state makes us do that I don't know is all that beneficial. (Follett is helpful when doing the grant report)

Perry would like to find something that is free or less costly, like to look for an alternative, it was requested that Dee Dee research a different program, we have a year to do this.

**All in favor, none opposed, motion passes**

### 3. A/R Water & Sewer Action Plan

Over the past 5 years we have talked about collecting on our W/S debts, and we have an ongoing list of those that do not pay. There is an ordinance, we have worked out payment plans, they pay for a while then stop paying, when we would start over again with the people. A year or two ago council made changes to keep service disconnected until paid in full. We need to go through these procedures and start to turn off services, as for the people who are cut off and still are not paying, City of Coffman has explored options; such as collection agencies, we were told this is not cost-effective. Other thing we do is put an informal lean on the property, if properly ever changes hands the title company that handles that transaction take money off and pays the city. (unsure if this is legal) This would be between the buyer, seller, and title company. These are the only 2 ways we know to collect overdue money. Possibility of seizing PFD was brought into question; Mayor Olson suggests looking into that option as well. A/R Ageing summary show people who are past due.

Bridget would like for everyone to be treated the SAME, we need to be consistent with all customers no mater who they are, NO MATTER WHAT. She would like us to start from point A with all customers to assure everyone is being treated the same. We are going to need to look at the procedure.

Perry would like to see all payment plans standardized. Service is charged whether it is hooked up or not. Under Alaska State Law, and our ordinances, if you have the availability of water and sewer to your property hooked up or not you get charged for that service. Also, would like to see that every person pays the same amount toward their deficit a month regardless. Bills are usually \$80 a month so a bill of \$160, this would pay for current month of \$80, and payment to deficit is \$80.

Bridget would not feel comfortable with a larger payment especially going into winter months.

Perry, should we charge them interest on the debt, finance charges billed for late and overdue bills of \$10 per month, or we can figure out an interest rate. A \$10 charge would be easier for staff. A double payment and a \$10 late fee per-month will be billed, we are going to have to re-write our ordinance.

Bridget, would like to see it written more clearly, 1-15 days-what happens, 30 days-what happens, 45 day-what happens.

Other concerns, the notification, with phone calls and what would constitute the call.

Bridget would like all written correspondence, as well as Perry.

All people should have a utilities agreement and those who don't should be shut off.

#### 4. Appointment of Municipal Election Judges

See letter written by Gina. Mayor Olson makes motion to appoint Julie Ashe, Heather Hedges, and Ruthie Lux to be election judges on the election board 2018 municipal election. Randy Wright Jr. 2<sup>nd</sup>

Bridget, is there any training that they go through as far as what is legal or appropriate. Requested for City staff to run them through ordinance. Bridget would like City Staff to look into training for elections, would like all involved to at least have an overview.

**All in favor, none opposed, motion passes.**

#### 5. Grinder Pump

City used to have grinder pumps in stock for those that needed them. Perry makes motion to have water and sewer department to order 2 grinder pumps to keep in inventory in case a community member needs one. Mike Underwood 2<sup>nd</sup>

Mike, will they be buying it if they use it? Yes, they would be purchased.

Bridget, I have heard mixed review about the pumps in the past, they weren't very good, people have gone to different models. Are we getting the same ones we have always had? Randy, previously the city has always bought the E1 pumps, and they fail within 5-7 years, replace many. People in the community have bought their own and had them installed.

Council agreed that it would be good for W/S department to know who is buying what and are they happy, this way when people come to ask we have answers on a sheet, (name, where, cost, people in the community that have the pump)

**All opposed, none in favor, motion fails**

**Public/Council Comment:** Public was happy with the outcome for the grinder pumps, and the idea of having information available to public.

Perry makes motion to move to Executive Session, Randy Wright Jr. 2<sup>nd</sup>. **All in favor, none opposed, motion passes.**

#### **Executive Session: Legal Matters**

Perry makes motion to move out of Executive Session, Randy Wright Jr. 2<sup>nd</sup>. **All in favor, none opposed, motion passes.**

**Adjourn:** Perry makes motion to adjourn, Mike Underwood 2<sup>nd</sup>. **All in favor, none opposed, motion passes.**

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Perry Olson, Mayor

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Terra Green, Deputy Clerk