

**City of Coffman Cove  
Special/Regular City Council Meeting  
Friday, March 21, 2008 @ 7:00 P.M.  
At City Hall**

**PLATTING BOARD MEETING @ 6:30 pm.**

*Elaine Price made a motion to approve the Tidelands Survey # 16-51. Allan Thompson second AIF motion passed*

**PUBLIC HEARING @ 6:45 pm**

**Title II Administration – Section 2.09.030 Internal Control** ~ There was discussion on possible expenditure limit for Council to vote on. Bryce would like to have a monthly report on the grant expenditures. There were a number of suggestions brought up concerning the management of funds for the city. Elaine said she could include the reports of grant expenditures in her monthly report she also stated she could show a copy of all invoices if the council wished. Meeting adjourned at 7:00 pm.

**Call to Order:** Mayor Ashe called the regular city council meeting to order at 7:00pm.

**Roll Call:** Russ Holbrook, P; Willy Johnson, P; Elaine Price, P; Randy Wright, P; Mikael Ashe, P; Bryce Brucker, P; Kevin Moore, P.

**Pledge of Allegiance**

**Approval of Agenda:** *Elaine Price made a motion to accept the green (amended) agenda. Bryce Brucker second AIF motion passed*

**Public Comment**

**Persons To Be Heard** ~ Betty Etherington asked to be put on next month's agenda.

**Consent Agenda**

- 1. Regular Meeting Minutes**
- 2. Treasurer Report** ~ Elaine showed the council an example of a budget report she and Linda are working on to make it easier for the council to understand. Linda reported that the check deposit machine and the credit card machine are now working.
- 3. Water/Sewer Report**
- 4. Project Managers Report**
- 5. IFA Report** – no meetings

*Elaine Price made a motion to approve the Consent Agenda Bryce Brucker second AIF motion passed.*

## **Resolutions & Ordinances**

1. **Title II - Administration** ~ continue review ~ **Section 2.04.020 Order of Business (Agenda)** the wording would change to reflect Roll Call, Pledge of Allegiance, Public Comment, then Approval of Agenda. So if anyone wanted to comment on the agenda they would be able to before the agenda was approved. Mikael Ashe explained that the council is only introducing these ordinances at this time, there are no decisions being made tonight.
2. **Introduction to Title VII (7) - Utilities** - *Elaine Price made a motion to introduce Title VII (7) Utilities Ordinance for revision. Willy Johnson second AIF motion passed*
3. **Introduction to Title XIV – Subdivisions** – *Elaine Price made a motion to introduce Title XIV Subdivisions for revision. Russ Holbrook second*  
Discussion: It has become apparent the city has no way to enforce the wording of the ordinance as it is now written concerning Major Subdivisions requiring the utilities be put in at the time of subdividing. Elaine explained that she had done as instructed and called the Title Company and was told the City could put in a Plat Restriction stating that “none of the lots can be sold until the utilities are in”. This way it takes the burden off the city because whenever someone buys a lot, they do a title search and this would come up and they would check to make sure this had been done before they would approve the title. So, we are going to consider putting this in our ordinance. No further discussion. *Mikael Ashe stated there was a motion made to introduce and there was a second. All in favor to approve to introduce Title XIV AIF motion passed*
4. **Introduce Title X – Harbor** - *Elaine Price made a motion to introduce Title X – Harbor – for revision. Willy Johnson second.* Discussion: what the city is doing is trying to determine how to facilitate the wider boats. Megan Fitzpatrick, harbormaster suggested a possible Maximum Beam Clause to state; maximum beam of vessel assignment shall not be more than one (1) foot less than half the horse-shoe opening being shared by two (2) boats. If a newly assigned vessel exceeds this measurement they shall pay for both stalls. The question was asked if someone pays for both stalls will the city then put a smaller boat in the stall. That issue will have to be addressed at the time of ordinance revision. **Mayor Ashe stated “let’s go ahead and vote on introduction of Harbor Ordinance. AIF 1 dissenting vote motion passed**
5. **Resolution 08-12 – Direct Deposit for payroll-** It was explained that there is a \$5.00 charge per pay period regardless of how many use the service. *Mayor Mikael Ashe made a motion to accept Resolution 08-12 Direct Deposit Payroll. Kevin Moore second Roll Call Vote: Russ Holbrook, yes; Willy Johnson, yes;*

*Elaine Price, yes; Randy Wright, yes; Mikael Ashe, yes; Bryce Brucker, yes; Kevin Moore, yes. Motion passed*

6. **Resolution 08-13 – Close Coffman Cove to Commercial Fisherman** – This would prohibit commercial fishing boats to close off the entrance to the harbor with their nets. It would not prohibit the fisherman from fishing farther out in the strait. Megan Fitzpatrick suggested that the Council designate the cove a subsistence fishing ground. *Elaine Price made a motion to accept Resolution 08-13. Willy Johnson second Roll Call Vote: Russ Holbrook, YES; Willy Johnson, YES; Elaine Price, YES; Randy Wright, YES; Mikael Ashe, NO; Bryce Brucker, NO; Kevin Moore, YES. Motion passed.*
7. **Resolution 08-01 (POWCAC) setting Regional Transportation Priorities for POW.** This same process is what is used to get our road upgrades. This approval is for other communities at this time. Elaine Price asked that the Eagle Creek Road be put back on the list for next year. *Elaine Price made a motion that we approve Resolution 08-01 Regional Priorities for POW Community Advisory Committee. Russ Holbrook second. Roll Call Vote: Russ Holbrook, YES; Willy Johnson, YES; Elaine Price, YES; Randy Wright, YES; Mikael Ashe, YES; Bryce Brucker, YES; Kevin Moore, YES. AIF Motion passed.*

## **Old Business**

1. **Boat Haul – Out / Storage Area** ~ final approval. This was a mini-grant that the City got from the State of Alaska to do a feasibility and design of a boat storage area. The storage area would be located where Southeast Roadbuilders now has their equipment stored. It will include a big boat storage area, a small boat storage area and covered boat storage. It includes places for cottage industries, like welding, machine shop, electronics, upholstery, anything that might come up. We have a lot of local people with a lot of talents. It also includes personal storage for people who want to store their stuff. It also has an area that could be used for retail. The plan is, this area be gated so that there will be a watchman to oversee it. The City would like to lease this and have someone else operate it. This is the final approval, the mini-grant ends the thirty-first (31<sup>st</sup>) of March.. *Elaine Price made a motion to approve the Boat Haul-Out/ Storage Area plan as submitted by R&M Engineering. Kevin Moore second Roll Call Vote: Russ Holbrook, YES; Willy Johnson, YES; Elaine Price, YES; Randy Wright, YES; Mikael Ashe, YES; Bryce Brucker, YES; Kevin Moore, YES. AIF motion passed.*
2. **Fuel Station ~ City Lease ~ Ron Rusher** - A. requests extension until possibly June or July to move the fuel tanks. If and when he moves the gas station he will no longer be able to pump fuel until certain people inspect the tanks. These people plan on being on the island in June. So, when he moves it he would like to do it all at once, have everything ready to move it and be able to have it up and going within a day or two. Otherwise, if he moves it now we

will be without fuel until June or July. Elaine Price explained the reason the date had been set in March to have the fuel tanks moved was because the council thought the paving of the City streets would begin in early spring. Now, we have been told the paving on the City streets won't begin until late summer, early fall, so this extension is doable at this time. Elaine also explained that she had given Ron a list of things the Council needed to consider for a lease and he has supplied the information the council needs, like the structure of the business and financing. Mikael Ashe asked Ron what kind of time line he was looking at. Ron stated he would like to have until the end of July to be able to do all of the new work that he wants to do as he moves the station. ***Elaine Price made a motion to give Ron the extension that he has requested so that we are able to keep fuel in the community. Bryce Brucker second.*** Discussion, to clarify, the target date is July 31<sup>st</sup> for the extension, this is not a lease. Mikael Ashe asked if there was any sort of monthly payment now to have the lease extended. Elaine Price explained it's a special use permit and Judy Willis paid \$50.00 a month. Ron stated he would be willing to pay this. Russ Holbrook stated he thought the council should just give him the extra time so he can put together a reliable fuel system. ***Roll Call Vote: Russ Holbrook, YES; Willy Johnson, YES; Elaine Price, YES; Randy Wright, YES; Mikael Ashe, YES; Bryce Brucker, YES; Kevin Moore, YES. AIF motion passed.***

**B.** Under the same item, City Lease. Elaine Price explained she had sent Ron a copy of the policy we had been working on for Procedure for Proposals and Leases. He provided the information the council asked for. The step now is to approve what he gave us, that it was good enough and to decide if we are going to move into a lease with Ron for the piece of property that he gave us the drawing on. He has provided us with the information that we need except for the processing fee. The City has put in for some requests for funding for a fuel dock. Elaine explained that we have funding for a boom on the new dock expansion at this time. Senator Stevens has requested 3 million dollars for the City of Coffman Cove to go through the Army Corp of Engineers to do a harbor expansion project. We've gotten part of the money from the Denali Commission and the Economic Development Administration to do what Elaine says she would consider phase I. A representative from the Army Corp of Engineers will be in Coffman Cove on June 24<sup>th</sup> to meet with the Council members to do an overall plan. We are supposed to get a copy of this plan and what's been done so far. Elaine is hopeful that between now and June there can be a city meeting to discuss the future of the harbor and how the council would like to see it go. ***Elaine Price made a motion to accept Ron***

*Rusher's proposal for a lease and move on to the next phase which is to actually come up with language and cost and everything for the lease itself.* **Bryce Brucker second** Discussion, there was a question raised as to whether there was other land that might be more appropriate instead of the beach front land for the fuel station. Mikael Ashe asked if we vote in favor to accept his proposal does that mean, no matter what, we are moving forward with it, where does that put us as a City, are we locked into a contract? It was explained, no, the council is just voting on accepting the proposal for the lease. **Roll Call Vote: Russ Holbrook, YES; Willy Johnson, YES; Elaine Price, YES; Randy Wright, YES; Mikael Ashe, YES; Bryce Brucker, YES; Kevin Moore, YES. AIF motion passed.**

**3. Parking – Megan Fitzpatrick** - the City has purchased a boot to use for vehicles that are parked illegally. Megan will be the official enforcer for the parking policy. Megan asked if we have an ordinance. Elaine Price explained the City has a Parking Policy that was passed last year. There will be signs up to designate parking areas. People will have to pay to launch their boats this year. People who have a slip at the harbor, who have paid in full, will get a parking and launch sticker to put on their vehicle. Those who don't have a slip at the harbor will pay \$5.00 per launch or \$25.00 per year. The council has not decided yet on just how to police this. The will also apply to parking at the ferry terminal also.

**4. Vocational Training** - nothing new at this time.

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**New Business:**

**1. MOA for IFA** - the City had signed the original agreement, the IFA never signed it. The new MOA from the IFA states the City of Coffman Cove would have to carry the expense for the electricity during the winter months when the boat is not running. In November we received notification from the IFA that they were going to turn off all the power at the ferry terminal when the boat was finished for the winter. There was much concern about the cost of electricity at the ferry terminal so the City had their employees go down to the terminal and turn off all excess power. It was explained to us it would cost between \$12,000.00 and \$15,000.00 to run a separate 110 line to the ferry terminal to take care of the problem. Elaine explained when the job was done at the ferry terminal there was some money left over, so she called the Dept. of Transportation and asked them if there was enough money left over to run 110 power to the ferry terminal to run the lift station and the heaters in the terminal itself. They agreed to have a meeting the first part of next week and discuss it to see if there was enough money left over and if they were willing to pay for that. From the beginning the City had agreed to not charge rent for the first two (2) years. They had also made it clear that the City would not

carry any of the expense of the ferry. So, Elaine explained to Roberta that if they wanted the City to pay for the expense in the winter the City would have to start charging rent in the summer to cover the cost of the utilities in the winter. The IFA will pay one way or the other. The City can't afford to carry any of the expense. Mikael Ashe stated the Council shouldn't have to vote yes or no on the new MOA since the IFA and the City is still bound by the original agreement until such time there is a new agreement agreed upon by both parties. Elaine Price stated at this time the council needs to decide if they want to continue on with their position of incurring no expense for the ferry terminal. The City would like for the IFA to honor their original agreement to carry the expenses of the ferry terminal so the City would not have to charge them rent.

2. **Proposal - City Sales Tax, Bed Tax & Business License – Gordon Douglass** - Gordon explained that the people of the community need to start looking ahead and examining ways for the city to generate revenue. - at this time the general consensus is it would be a hardship to start levying taxes at this time. Elaine Price stated that the community should be aware we are sometimes turned down for the grants we apply for because the community is not self sustaining. This is something that will be addressed at a later time.
3. **Grader Operator Wage** ~ Elaine Price stated she had spoken with Lawrence Blood from Community and Regional Affairs. He stated that in a situation like this where there appears to be a conflict of interest on the council, the people declare their conflict of interest and then the Mayor declares there is no conflict of interest, it's in the best interest of the community. *Mikael Ashe made a motion to raise the experienced grader operators wage to \$19.00 per hr. and the inexperienced operator's to \$15.00 an hr. Kevin Moore second Roll Call Vote: Russ Holbrook, YES; Willy Johnson, YES; Elaine Price, abstain; Randy Wright, YES; Mikael Ashe, YES; Bryce Brucker, YES; Kevin Moore, YES. Motion passed.*
4. **Letter to Judy Willis** – this was just a follow up on the letter that was sent to Judy concerning the moving of the fuel tanks in March.
5. **CRW – Water Tank Construction – Force Account vs. Contract** – the City is looking at doing a contract for the major site work for the water tank and for the drilling and blasting. Also, hoping to find folks in the community who are interested in working on the tank construction itself. It will probably be for a month or so. The construction will take place in the fall. Does the City want to put the whole project out for bid or do we want to do local hire force account so they can set up the contract accordingly. *Elaine Price made a motion to instruct CRW we would like to do a combination of contract for the dirt work and force account for the construction. Mikael Ashe second Roll*

*Call Vote: Russ Holbrook, YES; Willy Johnson, YES; Elaine Price, YES; Randy Wright, YES; Mikael Ashe, YES; Bryce Brucker, NO; Kevin Moore, YES. Motion passed.*

6. **Northwest Clerk Institute – scholarship – Mikael Ashe made a motion to send Cindy Huff, the City Clerk to the Northwest Clerk’s Institute training. Elaine Price second,** Discussion, Russ Holbrook asked if the city would be out of pocket for any of the expense. Clerk will be paid for the hours of training. **Bryce Brucker opposed, everyone else yes, motion passed**
7. **Maintenance Position** – Russ Holbrook suggested that the city just post a notice to accept applications for the time period before Nicole leaves. The city has received one application at this time. The notice is to state the position will be for 25 to 30 hours a week, more as needed.
8. **Bill Weaver** – request permission to remove danger trees @ 18A Alaska Cedar Court. Bryce Brucker and Randy Wright both went to the property to check on the trees. Randy stated there were two (2) snags that needed to be taken down and there were half a dozen green trees that could hit his house if they were blown down. The trees are located on the Green Belt and Elaine Price was told the City could do whatever they wanted with the trees. Council decided to post a notice stating, the City is now accepting proposals for ROW timber cutting for half the wood. The council will address this at the next meeting.

### **Public/Council Comment**

**Adjourn: Bryce Brucker made a motion to adjourn the meeting @ 9:07pm. Russ Holbrook second. AIF motion passed**

Passed and approved on: April 11, 2008

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Mikael Ashe, Mayor

ATTEST:

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Cindy Huff, City Clerk