

City of Coffman Cove
Regular City Council Meeting
Thursday, October 27th, 2011 @ 5:00 pm at City Hall

Call to order: 5:03 pm

Roll Call: Sara Yockey, here; Gary Wilburn, here; Randy Lenz, here; Carolyn Duncan, here; Elaine Price, here; Misty Fitzpatrick, here.

Pledge of Allegiance:

Swear in City Council members elected on October 4th 2011: Randy Lenz, Michelle Page, and Misty Fitzpatrick were sworn in.

Appoint Mayor/ Vice Mayor: Gary Wilburn made a motion to appoint Misty Fitzpatrick as mayor. Carolyn seconded. Gary Wilburn, yes; Sara Yockey, yes; Michelle Page, yes; Carolyn Duncan, yes; Elaine Price, yes; Randy Lenz, yes; Misty Fitzpatrick, no. Misty Fitzpatrick refused. Motion failed. Michelle stated that she would like to gain more experience on council before she considers being mayor. Sara said she does not feel she has the time to dedicate to the job. Gary made a motion to appoint Carolyn Duncan as mayor. Elaine Price seconded. Misty Fitzpatrick, yes; Gary Wilburn, yes; Randy Lenz, yes; Elaine Price, yes; Sara Yockey, yes; Carolyn Duncan, yes; Michelle Page, yes. Sara Yockey made a motion to appoint Misty Fitzpatrick as Vice Mayor. Gary Wilburn seconded. Sara Yockey, yes; Carolyn Duncan, yes; Gary Wilburn, yes; Randy Lenz, yes; Michelle Page, yes; Elaine Price, yes; Misty Fitzpatrick, yes. Carolyn requested that Misty continue to run the meeting. Misty informed the public and council that she would be keeping the meeting as short as possible.

Public Comment: Guy Sangder commented as the newest member to the community and the newest business he has been run into the ground by Elaine Price selling him the town dump which financially devastated his family. Elaine said that all she knew about were buried batteries and that she had talked to the EPA about batteries being buried. Guy asked if anyone had called EPA since he had informed Elaine of the buried fuel barrels and expressed that he believed Doug and Elaine knew about the buried waste. Misty asked if the property was owned by the City of Coffman Cove or Doug and Elaine personally. Elaine stated that she does not own the property and that the City did, at one time, own the property. Guy stated that there has been no return earnest money. Carolyn Duncan commented that we are having a problem with dogs in the library. It was decided that more research needed to be done.

Persons to be heard: None

Approval of Agenda: Misty made a motion to approve as well as relax the agenda with the following amendments: Remove Water/Sewer Report. Sara seconded. AIF.

Consent agenda:

1. Meeting Minutes
2. Project Manager's Report
3. Financial Report
4. IFA Report
5. Port Authority Report
6. Mayor's Report
7. Tourism Report
8. Water/ Sewer Report

Agenda:

- 1. Resolution 12-4: Request for Denali Commission Funding for drive-down ramp to main dock and charter dock:** Sara made a motion to approve Resolution 12-4. Gary seconded. Sara asked whether or not the subject of a match would come back before the council for a vote. Elaine replied that she hopes that like the last two Denali Commission grants, there will be no match required but that if there is, it is usually 10% and we have that money in our harbor account for grant matches. It was discussed that the match could be between 40,000\$ and 80,000\$ and the money for this match would come from our Harbor account and/ or our Disaster Fund. Elaine stated that the ramp we have right now is structurally unsound and that this would be our only hope for acquiring funds to fix it and that part of the match could be in-kind. Misty asked Elaine if it was possible that we could get this grant without having to pay a match. Elaine said yes. Sara withdrew her motion. Gary agreed. Sara made a motion to approve Resolution 12-4 with the stipulation that if a match was requested, it would go back to the city council for approval. Randy seconded. Michelle Page, no; Carolyn Duncan, yes; Gary Wilburn, yes; Randy Lenz, yes; Elaine Price, yes; Sara Yockey, yes; Misty Fitzpatrick, yes.
- 2. Resolution 12-5: Shared Fisheries Business Tax Allocation:** Misty made a motion to approve Resolution 12-5. Carolyn seconded. Misty Fitzpatrick, yes; Gary Wilburn, yes; Randy Lenz, yes; Elaine Price, yes; Sara Yockey, yes; Carolyn Duncan, yes; Michelle Page, yes.
- 3. Introduce Title VII – Utilities – Council's authority to make special billing arrangements by Resolution:** Sara made a motion to introduce Title VII. Gary seconded. . Misty Fitzpatrick, yes; Gary Wilburn, yes; Randy Lenz, yes; Elaine Price, yes; Sara Yockey, yes; Carolyn Duncan, yes; Michelle Page, yes. Misty made a motion to hold a public hearing for Ordinance 11-09 on November 1st, 2011. Randy seconded. AIF.
- 4. Postal Clerk Job Description:** The council decided to add the following provisions:
 - a. Change the Supervisor to Mayor/ Mayor Designee
 - b. Add Training of back-up postal clerk to duties

- c. Change "Obtain signatures from recipients of registered or special delivery mail." To "Obtain signatures from recipients or designee of registered or special delivery mail."
- d. Change "Promote a positive, accommodating, friendly demeanor to post office customers, " to "Promote a positive, accommodating, friendly demeanor to post office customers and administration."

There was discussion as to whether or not a post office box key implies consent. Gary asked if he can still send a note authorizing a third party to pick-up his mail. Elaine said that she did not receive the Postal Clerk Job Description. The council decided to add the Postal Clerk Job Description to the November Regular Council meeting agenda.

5. Treasury Position – Discuss and possibly post: Sara expressed that she is disappointed in Alaska Business Partners and does not want to waste the money paying Misty to scan and send documents to them when she is capable of entering the information herself. Sara said that her idea is to have a billing clerk that enters payments and does the billing while the big stuff like reconciliations and financial reports goes to Alaska Business Partners. Misty said that she talked to Valerie yesterday for the first time in three weeks. Michelle expressed that she would like to have Valerie talk to the council at the next meeting. Misty replied that she would try to set it up. Michelle asked what the job involved besides billing and payroll. Misty said that she spends a lot of time with customers, going over the books and re-classifying transactions, reconciling with the budget, keeping council informed of accounts that are over-budget, preparing no-pick-up list for Allen, Financial reports, letters to customers with delinquent accounts, tracking new land owners regarding W/S agreements, keeping in contact with the title company, etc. Misty told the council that she had instructed Alaska Business Partners that they will just be reconciling the books from now on. There was some discussion the whether the title of the job should be Billing Clerk or Treasurer. Misty feels the job carries too much responsibility to be labeled as a billing clerk. The council decided to add/change the following provisions to the Clerk/ Treasurer job description:

- a. Change the Supervisor to Mayor/ Mayor Designee
- b. Delete "Serves on city committees for holidays, special events, meetings and projects."
- c. Add to Job Purpose, " Keep regular communication with designated book keeping firm."
- d. Make sure Alaska Business Partners sends yearly financial reports to state and federal agencies.

Sara asked Misty if she would like to do the reconciling. Misty replied that it should be outsourced. Randy asked if we are still outsourcing the monthly financial reports. Misty replied that we are not and suggested that the council work with the treasurer to produce a monthly financial report that everyone can understand. Randy expressed that he wants to see a financial report. There was discussion about expenses being charged off to the appropriate classes. Sara requested that we have credit card statements included in council financial reports. Michelle asked how many city credit cards are out there. Misty said that she has one that never gets used as well as Clint, Ron, and Elaine. There was some discussion on budgeting. Randy asked if the spending limit without council approval is still \$2,000.00. Misty replied that it is. Michelle thinks that a 30,000.00\$ purchase should come before the council whether it is in the budget or not. Sara feels the office is lacking someone to say "No" to spending. Sara made a motion to post the City Clerk/ Treasurer position as well as the Deputy Clerk position until the next regular city council meeting.

Michelle seconded. AIF. Carolyn asked if Misty is comfortable filling in until they can hire someone. Misty replied that she is although she only has 20 hours a week to dedicate to 40 hour-a-week job so she is not doing great at some things. Misty asked that Carolyn follow-up with Gene Soderberg on her application and stated that Lesley had pulled her application. Misty asked the council to write down some things that they would like to see the Treasurer do and present them at the next meeting.

- 6. Water leaks on private property due to faulty plumbing:** Misty said that last year we lost 24,000 gallons of treated water under Wilhite's Lodge and who knows how much under his trailer. Recently we lost 2 feet under Salmon Shores. The cost for the city is huge. Last winter, looking for water leaks consumed a lot of our employee's time. Michelle said that this will change when we get on the meter system. Sara said that part of the problem is the missing Water and Sewer Agreements and she doesn't know how we can enforce the rules without signed user agreements. It was decided that our ordinance does give the city the authority to pass these expenses on to the customer. The city will bill the customer at 40.00\$ per hour for labor plus expenses as outlined in our Utility Rate Scale. Elaine said that the only water meters left to install are along Loggers Lane and she believes there are 13 of them. It was her hope to have them in by winter but it is dependent on our contractor's schedule. Misty suggested that we re-look at our water allowance of 5,000 gallons because Thorne Bay only allows 3,000 gallons.
- 7. Lopez request for electricity from water plant:** Catalino Lopez has asked the City if he can run wire from the water plant and pay us for the usage of electricity. Michelle researched this request through AP&T and they informed her that it is not legal for us to re-sell electricity. Sara asked if that would be the same for the library business. Michelle said that legally the electricity has to be included in the lease or rent amount. Gary agrees with Michelle that we should not let anyone use electricity from the water plant. The council agrees that the City will not allow Catalino Lopez to use electricity from the water plant.

Public Comment – Gary commented that Catalino has a hose running from the water plant to his house and if there is not a back flow preventer in the line, anything that is up there can affect the treatment plant. Gary commented that we need to start getting Water and Sewer Reports for the council packets. Michelle asked about the septic tank pumping schedule. There was some council discussion on septic tanks and how to tell whether or not they are full. Misty said that Bill Fitzpatrick is checking all of the tanks right now and we will start doing a third of the tanks every year. Michelle asked if there is any other septic business around to hire for pumping if Ron cannot fulfill his obligations. Gary said that there is not. Sara asked about a 39,000\$ reconciliation error that was discussed in the meeting minutes from September 19th. Elaine stated that there were reconciliation mistakes left over from the previous year because the books had not been reconciled in a year and that there is no money missing but that mistakes were made entering transactions into Quickbooks. Michelle asked what kind of minutes we do. Misty said summary and that she does not know how to do minutes.

Executive Session: Misty made a motion to adjourn into executive session for the purpose of attorney-client privilege regarding the subdivision ordinance. Sara seconded. AIF. Reconvene from Executive Session at 7:00 p.m.

Adjourn: Misty made a motion to adjourn. Gary seconded. AIF. 7:00 p.m.

Carolyn Duncan, Mayor

ATTEST: Misty Fitzpatrick, Acting City Clerk