

City of Coffman Cove
Regular City Council Meeting
Thursday June 16th, 2011 @ 7 p.m.
At the City Office

Call to Order – Misty Fitzpatrick called the meeting to order at 7:00 pm.

Roll Call - Misty Fitzpatrick, present; Carolyn Duncan, present; Elaine Price, present; Mariana Carter, present; Gary Wilburn, present; Randy Lenz, present.

Pledge of Allegiance

Public Comment – Randy Neuberger wanted council and the public to be aware there is a 4th of July committee meeting tomorrow at 7:00 pm. It would be nice if someone from the City could be present to answer questions. Carolyn Duncan would like to note the Bateman's are here at the meeting and might appreciate being moved further up in the agenda.

Persons to be heard. – Larry Peterson bought some property, put in a road, and was immediately informed by Mrs. Price that the wood from the right of way belonged to the City. The good wood is now all gone, and now what is left is a mess. Nothing has been done to date, and Larry would like the people of the town to come and get the wood left for firewood. The wood that is left is not worth anything, it is mostly stumps, limbs, debris left from building the road. The City had a previous contract that expired on June 1st for the cleanup. The council will take the time to look at the road and revisit this issue at the next meeting to decide what the next step should be.

Approval of Agenda – the agenda was amended to move Forest Bateman to the top of the agenda. A new business item was added: Wetlands permit for Narwhale. The consent agenda was amended to reflect: no water/sewer report, no mayor's report and no tourism report. There is however a port authority report to add. Carolyn Duncan motioned to approve the agenda with changes, Gary Wilburn seconded. All in favor.

Consent Agenda: Misty made a motion to accept the consent agenda with the above mentioned changes, Elaine seconded, all in favor.

1. Meeting Minutes
2. Project Manager's Report
3. Financial Report
4. IFA Report
5. Port authority report

Correspondence / Issues – none.

New Business:

1. Bateman subdivision water & sewer - The current water/sewer connection at his lot is located on the other side of the road right-of-way. He would like the City to relocate the stub out to the property side of the right-of-way. Council suggested they

would pay to relocate the stub-out out of the right-of-way and Forest would be responsible for extending the service to his lot. The city would provide the parts to this extension; however, Forest would be responsible for the cost of installation. Misty motioned to relocate the stub out to the edge of the property Lot 12 A; the City would pay for the parts and installation. The City would provide the parts for the extension to the subdivided lot but Forest would be responsible for the cost of labor installation. Elaine seconded. All in favor.

Resolutions & Ordinances

1. Ordinance 11-04- Platting.

Elaine noted several changes she wanted made: page 8 number six, does not make sense and should be clarified; page 10 part A, major plats, the notice days are not consistent. The days should be uniform throughout. Notice should be 5 days. On the application page 3, there is no place for a notarized signature and is unclear where you should sign. Signature lines inserted in both minor and major sections would be clearer. Elaine motioned to approve the ordinance with amendments, Gary seconded. Roll Call: Elaine, yes, Marianna, yes, Gary, yes, Randy, no, Misty, yes. Carolyn, yes. Motion passes.

2. Ordinance 11-07 FY 12 Budget –

Elaine made a motion to introduce Ordinance 11-07 FY 12 Budget, Gary seconded. This is still a work in progress. Couple of items to add: permitting for Grassy Flats trail, garbage burner, and required audit because we are using Federal money, fish enhancement will need to purchase some supplies, gaming and 4th of July budget to clarify what can be spent on fireworks and the day's festivities. Roll call: Elaine, yes, Gary, yes, Marianna, yes, Randy, yes, Carolyn, yes, Misty, yes. All in favor.

* Randy wondered if this was the time to mention having the Project Manager separate out the personnel duties and have someone else do this. Misty felt that with staff right now, things were going smoother and not taking as much time. Elaine admitted her weak point is specific personnel issues. It was pointed out that the Mayor used to perform this function but as Mayor's change this caused inconsistency. It was pointed out that the Project Manager needs to have daily interaction with staff in order to direct projects to completion. A Manager typically deals with daily tasks, timesheets, duties and performance. Dealing with personnel issues is typically a Human Resource department function, such as non-performance issues, complaints and disciplinary actions. At this time, it does not seem necessary to pay someone specifically for this function, if in the future a need is identified, the council can discuss this again.

3. Resolution 11-23 Line of credit for grants – There is no resolution prepared at this time. It will be presented at the next special meeting.

Unfinished Business

1. Boat Storage area fee of \$50 – Storing a boat trailer in the storage area has historically been a fee of \$50 per year. Storing the trailers away from the harbor and boat launch helps the harbor customers. Elaine made a motion to have Clint paint lines in the storage area to clarify the sizes and charge storage area fees of 12'X25' at \$10/month and 24'X50' at \$20/month, Misty seconded. All in favor.

2. Employee job descriptions – The project manager job description is now available for review. Bridget made a mistake on Allan Thompson's job description that now shows the correct wage. Gary motioned to accept the job descriptions, Misty seconded. All in favor

New Business (continued)

1. Employee evaluation – The project manager will meet with employees to discuss their evaluation. The employees can request a council meeting, but the default format will be to meet privately with their manager and the council will receive updates or reports on the outcome.

2. Port Authority collateral – Log Storage: Carolyn was adamant the City not offer a harbor as collateral. The Northend Port Authority is in the process of applying for a loan from Rural Development. They need money in the meantime for legal and consulting. They thought they would be further along by now but GE Capital did not go as they projected. The City would be reimbursed when the port authority received their loan money. Council discussed other land options, other sources of collateral, co-signing a loan; however, Misty reminded council that the citizens of Coffman Cove were promised that no City funds would be spent or risked on this venture. She has repeatedly told community members that the City has stuck with this promise. No motion was entertained at this time.

3. Waste oil burner – Information was distributed at the meeting for council to review. You can burn waste oil, burnable garbage, just about anything. Elaine motioned to add this item to the garbage budget, Misty seconded. All in favor

4. Wetlands permit for Narwhale – There is a right-of-way pioneered that would allow electrical utility access to ½ dog. If the poles and lines ran this way it would be a lot more affordable for the lot owners. Gary is requesting a wetlands permit be submitted for this. Elaine will speak to Peter Olmstead from Army Corp and ask if he can look at this while he is here next month and help with the permit process.

Public / Council Comment – Randy Neuberger would like to have a council packets as he has been attending the meetings. Bridget will make sure there is a packet available at the time council can receive theirs. Clint and volunteers will put up one of the big tents for the 4th of July festivities. The hierarchy of the council and employees is City Council, Mayor, City Administrator, Clerk and other employees fall under the City Administrator. The fireworks permit is in the process. Elaine will call tomorrow and check to see where it is. The boat and truck parked down at the harbor are for sale as the current owner is deceased. Roxie is working on selling these and getting them removed. Gary confirmed with Jory that Toyo heaters have to be reset after a power outage. Some models reset themselves but the City heaters do not.

Next council meeting is a special meeting scheduled for June 23rd, at 7:00 pm.

Adjourn: Gary made a motion to adjourn the meeting at 8:47 pm, Misty seconded. AIF

ATTEST:

Misty Fitzpatrick, Mayor

Bridget Wright, City Clerk