

**City of Coffman Cove
Regular City Council Meeting
Thursday, November 17th, 2022, 6:30 PM @ City Hall**

Zoom Log-In Information:

<https://us06web.zoom.us/j/5748521201?pwd=LzQ2YXdaWm5VWNleHNLL2tQeU56UT09>
Meeting ID: 574 852 1201 **Passcode:** 041318 **Dial in #:** (253) 215-8782

Call to Order: Mayor Ashe calls meeting to order 6:30pm

Roll Call: Kate Holtman, present, Terry Coleman, present, Mikael Ashe, present, Dawn Rosenlund, absent, excused, Yvonne Drozdowicz-Somfleth, present (by phone), Perry Olson, present, John Mulcare, absent, excused.

Pledge of Allegiance: Yes

Public Comment: Gary Soderberg was present to talk about AP&T fiberoptic internet is hard wired in from Juneau to Petersburg to Perry's house, which is phase one. Coffman Cove will be hooked up then Kasaan. Gary has flyers that AP&T were hoping could be posted to inform that this was done using a grant and the share other information pertinent to the internet. Next year they will start hooking up to houses, as long as the community members get themselves put on the list. Community members must be added to the list by June 1, 2023. Ruth Lux would like to know if they will be able to put her internet underground with the rest of her utilities, Gary was not 100% sure, but they can try.

Ruth Lux was there to talk about the paving crew parking heavy equipment on her property, she felt disrespected and things were not handled to her standards or expectations. There was six pieces of equipment parked on her property, and she feels that there was some damage done that should be paid for.

Approval of Agenda: Perry Olson makes a motion to approve the agenda with addition of Resolutions and Ordinance number 2, Resolution 23 06 Authorizing PowerNet First Bank Online Banking Administrators, and under new business discussion on Special Land Use Permits, Terry Coleman 2nd, Kate Holtman, yes, Terry Coleman, yes, Mikael Ashe, yes, Yvonne Drozdowicz-Somfleth, yes, Perry Olson, yes. **All in favor, none opposed, motion passes.**

Persons to be Heard: None

Consent Agenda: Perry Olson makes a motion to approve the consent agenda with a change to the meeting minutes change from Craig to Klawock, Yvonne Drozdowicz-Somfleth 2nd, Kate Holtman, yes, Terry Coleman, yes, Mikael Ashe, yes, Yvonne Drozdowicz-Somfleth, yes, Perry Olson, yes. **All in favor, none opposed, motion passes.**

1. Mayor Report	6. Water/Sewer Report	11. Loggers Lane/Luck Lake Paving Report
2. Minutes	7. Fire Dept. Report	12. Harbor Report
3. Financial Report	8. EMS Report	13. IT Report
4. Post Office Report (Quarterly)	9. Library Report	
5. Parks/Rec/Maintenance	10. IFA Report	

Correspondence/Information: None.

Resolutions & Ordinances:

1. Resolution 23 05 First Bank Check Signers: Terra reads the names that are on the resolution to be added and removed. Perry Olson feels that we should strike the third "WHERE AS." Perry Olson makes a motion to approve resolution 23 05 and strike out the third WHERE AS, Kate Holtman 2nd. Perry explains why he thinks it is best to strike this out, and there is a whole other resolution that will cover this. Mayor Ashe explains that every time we do a resolution like this, we have to get all council members in to sign signature cards. Kate Holtman, yes, Terry Coleman, yes, Mikael Ashe, yes, Yvonne Drozdowicz-Somfleth, yes, Perry Olson, yes. **All in favor, none opposed, motion passes.**
2. Resolution 23 06 Authorizing Authorized user for PowerNet First Bank Online Banking Administrator: Perry Olson explains that this is just a formality. Mikael Ashe makes a motion to accept resolution 23 06 with Perry Olson being the administrator, Yvonne Drozdowicz-Somfleth 2nd. Kate Holtman, yes, Terry Coleman, yes, Mikael Ashe, yes, Yvonne Drozdowicz-Somfleth, yes, Perry Olson, yes. **All in favor, none opposed, motion passes.**

New Business:

1. Loggers Lane Paving Project Payment/Retention: Terra explains the information in the council packets, the punch list that was presented by R&M Engineering. Southeast Roadbuilders is working on fixing the issues that they can. SECON will come back in the Spring and seal areas that are permeable. The suggestion was that we retain 5% of the paving. Mayor Ashe explains what this all means. Terra works up how much 5% of the paving will be, \$28,782.00. Kate Holtman feels like 50-50 is always fair, Perry Olson wanted to know what the contract states in the payment section of the contract. Perry asks if we have not paid them anything, Terra Green lets council know that we have paid for the rockwork, not the paving portion. Perry wanted to know where it was in the budget, Yvonne Drozdowicz-Somfleth makes a motion to pay them (SERB-SECON) minus the 5% \$28,782 until the job is completed, Terry Coleman 2nd. Perry read information in regards to appropriation of budget, if the council votes on this then council is in violation of the law. Terra Green finds it in the revenues and expenditures portion of the budget excluding the \$90,000 from our RAC which will need to be added to expenditures during the budget amendment. Mayor Ashe stated the motion that is on the floor and that there is a second, no further discussion. Kate Holtman, no, Terry Coleman, yes, Mikael Ashe, yes, Yvonne Drozdowicz-Somfleth, yes, Perry Olson, yes. **4 in favor, 1 opposed, motion passes.**
2. Lux Invoice: Mayor Ashe speaks on this issue, the invoice has not been paid at this time, there have been a few people that have went to look at the damage and could not see where damage had been done. Ruth is upset that there were people on her property without her permission. Yvonne feels this is a valid issue no one would want this happening in their driveway, she feels that there needs to be some type of resolve. There is a new invoice for \$1050 an extra \$50 is for a late charge. Terra had passed the bill onto SERB and they are not paying it, it was also sent to SECON and she got no response. Terra reads an email she received from October 4th, and the email states that the equipment had been moved. Terra explains the events that took place after she got Ruth's phone call. Mayor Ashe also goes through his experience with the events. Perry Olson wanted to know where the \$500 a day came from; Ruth shared her response. Perry Olson believes that someone is responsible for the damage. Perry believes if this was taken before a judge, the judge would require them to fix the damage, and the equipment is no longer parked there so the only item left would be

the damage. Perry feels that whoever parked the equipment there needs to make Ruth whole. Kate Holtman feels that the city should take some responsibility as it was our project, but she does not feel like the city should pay this storage fee. She feels that is the damage caused can be fixed, that she would like that to happen. She would like to know if we could then invoice the company the cost it was to fix this damage. There is a lot of discussion on whether Ruth would accept someone to come look at it and try to fix the issue to Ruth's liking. Mayor Ashe does explain that the bill is not for damage it is for storage. There is a local contractor that said they would go in and fix the damage for free. The council needs to decide what to do; pay the bill, take the donation of the local contractor to fix the damage for free, the other thing we could do is table it and put it under unfinished business and a few people could go look and see if the damage suffices. Mayor Ashe would like to know if there are any other options right now. Perry Olson states that someone violated someone's property rights and that is a serious thing, and you can call the police about that. He feels that it sets a bad precedence for a property owner to have their right violated and then just send a bill. The amount could have been \$5,000 a day, number just picked out of the air, we allow people to park on city property for a lot less than that. Perry does not support the invoice, but he does support fixing the damage, plus some. Ruth's issue is that the area is hog fuel that has been decaying for upwards of 20 years and there is not rock there, she doesn't see how it can be fixed. She does not want rock in that area because it is just going to sink. Perry asked Ruth how she planned on fixing that area. She has more hog fuel on her property that she will have to put in that area. She would have to hire someone to come in and use that hog fuel to fill in the holes, she feels it is compromised. Perry would like to know if the city went in and did what she would have been willing to do at no cost, maybe a local contractor can do it for free. Then that would fix the problem to your satisfaction and then maybe we can throw in some D1 on the driveway. Mayor Ashe does not know if it would have made a difference if the invoice was for repair and damage vs staging and storage. Mayor Ashe asked how we could remedy this for you so you will be happy. He would like to know if the \$1000.00 was paid that would allow her to be happy and she could have the area fixed. Perry explains the fixing at no cost to Ruth, and Terry asks if that would work for her. She is apprehensive. Mayor Ashe would still be hesitant as we do not have a cost assessment, he would like to see a city person go in and see what it will take to fix this. Mayor Ashe would like to vote on the bill or table it until we can see what it takes to fix it. Yvonne would like to know if it will satisfy Ruth to have someone come in and look at the damage and see if it can be fixed to make her whole. Mayor Ashe would like to know if Ruth would be in agreement to have some people from the city come down and take a look at the damage to see what it is going to take so we can make a clear judgement on how to help and or resolve the issue. Ruth says, "call me, I will be happy to have you come at an arranged time, and I will show you." She does not want just anyone she wants people that are knowledgeable. Perry Olson would like to move onto phase 2 which would be reimbursement from company. Perry Olson makes a motion to reject the parking invoice. Kate Holtman 2nd, Kate Holtman, yes, Terry Coleman, yes, Mikael Ashe, yes, Yvonne Drozdowicz-Somfleth, no, Perry Olson, yes. **4 in favor, 1 opposed, motion passes.**

There is further discussion on who is going to look at the property damage, Terry Coleman could go, Bill Yockey might be able, and Perry Olson would like for the contractor that was willing to donate the work to look as well. Terry only has tomorrow.

Perry Olson makes a motion to authorize the Mayor to expend up to \$1000.00 to address the issues on Ruth's property after Terry Coleman, Bill Yockey, and the contractor go and look at it to assess the damage and repairs that are needed. Kate Holtman 2nd. The mayor will

not vote on this, and he may or may not be the contractor. Kate Holtman withdraws her 2nd, and Perry Olson withdraws the motion.

Perry Olson makes motion that the council authorize repairs to the damage on Ruth's property if it is under \$1000.00, after it has been inspected by a city representative, Kate Holtman 2nd. Kate Holtman, yes, Terry Coleman, yes, Mikael Ashe, yes, Yvonne Drozdowicz-Somfleth, yes, Perry Olson, yes. **All in favor, none opposed, motion passes.**

Council agrees that after this is resolved that the city would attempt to go after the company for the damages.

3. Discussion: Special Land Use Permits: Perry Olson explains how these were done when he was on council, he would bring them in front of council to be approved, and the Mayor does have the right to do that all on his/her own if he/she wants to. He always brought them to council to it was done in a public forum. Special Land Use Permits are only good for a year, when they expire, they need to come in and fill out a new application, this is the responsibility of the permit holder. There is a dump truck parked in the lot across from the ballfield pavilion, and it should be parked at the storage lot, the patron is paying. Council needs to direct the clerk to contact those that are using the property without a special land use permit and let them know they need a new permit and pay, or they need to remove their stuff off city property. The other problem is it was hard to decipher who was paying and who was not paying. We need to figure this out and then get them to start paying as well.

If they do not pay Perry looked into how to impound abandon vehicles. It involves auctioning off the impounded vehicles after 30 days. If there are items to be moved and we can contact to owner, then we can charge them. The items that are not registered are already abandoned.

Unfinished Business:

1. Grant/Priority: During the Workshop there were top 4 priorities, that would most affect the community in a positive way. Water/Sewer was the number one, this was everything from the water treatment plant upgrades, possible water/sewer extensions not sure where the extensions will go, pump stations, lift stations, even possibly adding a pump station for the sewer out at luck point, and potentially numerous repairs. Number two was city roads, we spoke about possible repairs the city could do, clearing brush, looking for potholes, getting a plan or even road extensions, also taking care of some of the sideroads. Using crushed rock and is it time to start identifying these roads and putting crush down, replacement of culverts. Number 3 was Fire Department and EMS system, whether it be upgrades, supplies, repairs, with the most recent fire in town it was a good indication of how much we need the help. Perry is willing to train, starting the truck, getting the pump going, getting the truck to a fire, and set up the water cannon. Kate Holtman had a great idea, there is a flyer going around for Sunday afternoon for anyone that wants to come up to the Fire Hall and talk. The other idea was to somehow honor those that have been on the fire team for year, whether it be a plaque or something. The idea to have a Fireman's pancake dinner or a potluck community would be invited, and at the same time have an auction or fund raiser and have a sign-up sheet for the people interested in volunteering. Perry Olson said he is willing to do some coaching. Number 4 on the list was the Harbor, repairs, extensions, improvements, possible boat haul out, second side to the boat launch. Sara Yockey with ProHNS, has been working on facts finding at no cost at this time what types of grants there are out there, looking into the future. We have an orange item list, one is city land and what we own,

what are some possible uses, do we want to do a special land use permit, do we want to rent or lease area. Post Office was another item on that list, one thought was to see if our Post Office could become an office run by the federal government, additions to existing building so there was more storage and area for post office boxes. Another one is city parking which we continue to work on, not just long term, there is an option to have parking enforcement. All the parking downtown is under the Harbor Ordinance, parking would be changed into a different ordinance, with fees, rules and regulations where someone in the community if they were trained could issue parking tickets. They could then pay the city or fight it over in court. Terra Green brings up the Volunteer Fire Assistance Program, it is capped at \$6000.00, the grant application period is November 1st - January 31st. She would like permission to move forward with applying. Perry Olson makes a motion to direct the city clerk with help from the Fire Chief to apply for this grant, Yvonne Drozdowicz-Somfleth 2nd, Perry also feels that the grant needs to be targeted towards something. Mayor Ashe feels the motion lets us look at the grant, they can hit the priorities depending on what the grant is available for and move forward in that manor. Perry Olson feels that turnouts would be a good idea, and radios, there are some new turnouts there, but there is not enough. Kate Holtman, yes, Terry Coleman, yes, Mikael Ashe, yes, Yvonne Drozdowicz-Somfleth, yes, Perry Olson, yes. **All in favor, none opposed, motion passes.**

Perry Olson brings up the email from Sara Yockey, she needs some direction on what we want her to go for, an explanation of what we talked about. The council has to put down some priorities so Sara can start working on it. Mayor Ashe expect ProHNS to bring in the price retention. This cannot be done without direction from the council. Kate Holtman wants to know if we could start with the first priority until we know what the cost will be, she does not feel like we need to go past number one and she does not want the city to get in over its head with the amount of money we will have to pay them. Perry believes that a short list was asked for like maybe 3 items, she wanted council authorization to look at those items then she would prepare a proposal to present to the council. We were going to give her authorization to get ahold of VSW to start talking to them about what was available. Then for the culverts she was going to look into the AOP grant. Terry Coleman makes a motion to proceed with the 4 red items on our wish list, and the 4 orange items as city priorities, Kate Holtman 2nd. This list would be for the city's sake, then we can give Sara our top 3 from that list. Kate Holtman, yes, Terry Coleman, yes, Mikael Ashe, yes, Yvonne Drozdowicz-Somfleth, yes, Perry Olson, yes. **All in favor, none opposed, motion passes.**

Perry Olson makes a motion to direct the Mayor to work with the city staff to engage ProHNS to look at these items on our red and orange list, Terry Coleman 2nd. Kate Holtman, yes, Terry Coleman, yes, Mikael Ashe, yes, Yvonne Drozdowicz-Somfleth, yes, Perry Olson, yes. **All in favor, none opposed, motion passes.**

2. Backhoe Repair Estimates: There is not a third estimate, Terra was unable to get anyone else to send in an estimate. Estimates one from CMI for \$8667.58 rebuilt rear axle, and \$3000 for the core charge. There is one from Tyler Rental for \$18,461.45 this includes shipping to Thorne Bay, and core charge of \$1000.00. Terra has been unable to secure 3 quotes, she would like to make a recommendation to go with CMI, she will be going to Ketchikan at some point, and she is hoping to figure out how to get the core back over the Ketchikan. She also shares that she has spoken with the maintenance team, and has all the faith that they can put the axle in. Terry Coleman makes a motion to except the CMI estimate for \$11667.58, Kate Holtman 2nd. Perry Olson would like future motions like this to state where the funds are coming from out of the budget, so we know exactly where it is coming from. The fund needs to be spread across the budget. Council along with Terra go over

where this should come from in the budget, water department, streets and roads department, maintenance department, and parks and recreation department all have funds. Council does not see shipping in the quote from CMI, Terra Green lets them know that Joe will usually bring it over if he is coming to the island. Kate Holtman, yes, Terry Coleman, yes, Mikael Ashe, yes, Yvonne Drozdowicz-Somfleth, yes, Perry Olson, yes. **All in favor, none opposed, motion passes.**

3. **Loggers Lane Paving Updates:** Discussed that in retention
4. **Post Office: Incoming/Outgoing Mail Issues:** There are now updates on this at this time. At the last workshop Theresa and Jack said they would be a fact-finding team, and we have no updates from them either.
5. **Title X- Sections 10.05 & 10.06:** Perry Olson shares that we have spoken on this matter before. The problem with the Harbor ordinance is that we have a 3 strikes violation section, and this is backed up with a potential banishment from the harbor and the boat launch. He found that in title 29 we can do up to \$1000.00 fine and 90 days in jail. He has noticed in many other ordinances he has looked at they have the \$1000.00 fine in their ordinances. Banishment from our harbor which we are not allowed to do. All that must come out of the ordinance and replace it with a violation schedule of things you do wrong and the fine page. We are not able to fine anyone until it is written into our ordinance. Perry will work in this if council does not have any problems making these changes, Council seemed to agree with this. Mayor Ashe would like to see if we can get the Harbor committee back together to go over all these items too, that would be great. Terry wanted to know what we could do about the miss treatment of the Harbor Master. Mayor Ashe has told him if he does ever feel threatened again to call the Troopers if he feels he needs to. Title X to first reading on December meeting.
6. **SISD Snow Removal Agreement:** Mayor Ashe lets council know that Terra Green along with maintenance have put together a snow removal plan for the City of Coffman Cove. She has taken a map of town and highlighted in red the areas to be plowed first and in orange are the secondary areas to be plowed. We had hired another maintenance worker; however, they were able to gain more hours at their other job so he will not be available as much. Russ and Paul are our main maintenance workers to be plowing. Mayor Ashe would like to see extra fuel at the maintenance shop, so they do not run out of fuel. The reason this is on here is so the city could decide if this is something they wanted to do, and how much we would charge to have our maintenance workers do the plowing, Terra Green explains how the plan was prioritized, EMS, Fire Truck, and safety was first, and the rest is secondary. There was a suggestion of \$150 an hour, we would be providing this for the school, there are some concerns about liability. Council would like to know if we can put something in the contract to cover liability. Perry Olson feels this is too high of a liability. Terra Green realizes there are new people on council that have not reviewed the SISD snow removal agreement, as it was not put back into the packet for unfinished business. Terry Coleman makes a motion for the Mayor and Vice Mayor to look at the SISD snow removal contract at \$100 an hour and at their discretion except or deny it, Kate Holtman 2nd, Kate Holtman, yes, Terry Coleman, yes, Mikael Ashe, yes, Yvonne Drozdowicz-Somfleth, yes, Perry Olson, no. **4 in favor, 1 opposed, motion passes.**
7. **Road Maintenance RFP City Streets:** Update, Terra Green had to request an updated bill as we were charged the whole amount for Narwhal, and they only sealed the asphalt.

8. ARPA Fund Allocations: no updates at this time, will have the amount for the December meeting.
9. Harbor Finger Floats Update: No updates currently.
10. Long Term Parking: Mayor Ashe would like to know what we can do to start taking care of abandoned vehicles in the long-term parking. Perry, first thing is that it needs to be written into our ordinance. Perry will work on that, after it is in ordinance, we will need to watch it for 30 days if it remains neglected for 30 days. We can then declare it abandoned, then advertise to owner and lienholders, 30 days after that if they do nothing, then we can seize it and auction it off. The issue is we must find the owners and lienholders, and the STP will not tell us who the owner is.
11. ATV Purchase: No updates on the date it will get here, it will need to be insured, and I have all the other information, bill of sale, and other information for the ATV.
12. Approval of Subdivision Rd.-No Updates 11/17/2022 Mayor Ashe goes over the history from the last meeting, and there needs to be property markers added. Terra Green expresses that she was told to have the plat fixed to meet the 30' access requirement, not to have them put property markers in. Terra lets council know that she has gotten permission to speak with the surveyor and change the plat.

Public/Council Comment: Kate Holtman's council comment is that as of tomorrow she is resigning. She brought a letter, so it is in writing to give to the council, and it is dated for tomorrow. Mayor Ashe would like this to go on next month's meeting agenda. Perry Olson's comment is that the council needs a budget comparison in council packets that is accurate, the budget is different from the one in the accounting system, which is different from everyone else's packet. Terra Green was able to have a co-worker look over the approved budget against what was in FastFund so that her typos could be corrected. She had not had the opportunity to have someone else look at it until recently. Mayor Ashe has suggested that the city look into getting some type of answering service, so that the office staff is not interrupted constantly with phone calls, that way when we have the opportunity to we can call people back with our undivided attention. Terry Colman was confused as to why we only have 2 people working in the office and not 3. Terra explains that "it was always Gina and I." It is a budgeting issue to have three people we do not have the budget to have 3 people in the office all the time. Terra Green was hired to work 16 hours a week and she works more than that, and she is fine with it. The more direction given from council the more efficient the office staff is going to be, rather than the council just voting on something and assuming it is done, but the more involved council is the better. Perry Olson wants city staff to get the budget straightened out in FastFund, then it is a matter of the clerk putting in the expenditures, then it will flow through and be easy. The report for council packets has been worked out. Steve Neuburger had comments about the bank check signers, and he has had to do it the same way. He suggests that we talk to Evan Carver he was a fire fighter and could be of some help in that area. He wanted to thank council and Kate Holtman as she is now going. He wants council to understand how tough it is to sit in a council meeting and not be able to say anything, he appreciates that occasionally, during the meeting the public is able to speak. He is here to support council and community.

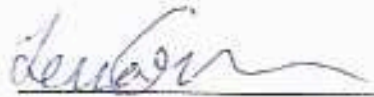
Executive Session - None

Adjourn: Terry Coleman makes a motion to adjourn the meeting, Kate Holtman 2nd. All in favor, none opposed, motion passes.

Passed and approved this 15th day of December 2022.

A handwritten signature in blue ink, appearing to read 'Mikael Ashe', written over a horizontal line.

Mikael Ashe, Mayor

A handwritten signature in blue ink, appearing to read 'Terra Green', written over a horizontal line.

Terra Green, City Clerk