

**City of Coffman Cove
Regular City Council Meeting
Thursday, February 16th, 6:30 PM @ City Hall**

Zoom Log-In Information:

https://us06web.zoom.us/j/5748521201?pwd=LzQ2YXdzaWM5VWNIeHNLL2tQeU56UT09
Meeting ID: 574 852 1201 **Passcode:** 041318 **Dial in #:** (253) 215-8782

Call to Order: Mayor Ashe calls meeting to order at 6:33pm

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

Pledge of Allegiance: Yes

Public Comment: Joell Wetton wants to be added. Joell would like to care for flower boxes at city hall, with a budget of \$500. Mayor Ashe will approve that as it is a smaller amount. Mayor Ashe would like to meet later about Joel's plans.

Approval of Agenda: Yvonne Drozdowicz-Somfleth made a motion to approve the agenda with the movement of #3 under new business and #11 (remove the words RFP for) under unfinished business to be moved under Resolutions & Ordinances over the resolution. Unfinished to go before new business Adding under new business #5 Library Internet, and #6 Clerk/Treasurer Position and an executive session for Staffing and City Protocol. Terry Coleman 2nd. Terry Coleman, yes, Yvonne Drozdowicz-Somfleth, yes, Perry Olson, yes, Dawn Rosenlund, yes, Mikael Ashe, yes. **All in favor, none opposed, motion passes.**

Persons to be Heard: None

Consent Agenda: Dawn Rosenlund makes a motion to approve consent agenda with spelling errors in meeting minutes, Yvonne Drozdowicz-Somfleth 2nd. Terry Coleman, yes, Mikael Ashe, yes, Dawn Rosenlund, 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

Verbal Library Report: Dawn Rosenlund has included the PLAG (Public Library Assistance Grant) completed application in the council packets. It would be due April 1st, 2023. This is to help buy books, and cover operating funds. After it is reviewed at this meeting, she is asking the Mayor to sign it. Then it can be turned in ahead of time. The other item is the 2023 project Library improvements list, and what is highlighted is what they are working on now.

Verbal Mayor Report: Mayor Ashe went to Klawock for the Island Emergency Medical meeting and there were people also attending that have been looking after our EMT programs. Klawock has helped us and are working on grants to add a satellite or cell receiver on all the ambulances on the island at no

cost. They are still working on improving our ambulance. There is plenty of funding to help with communications. The current monthly Safety/Staff Meeting, Mayor feels like it was predictive. There was discussion between the council on how to save the office staff time. Mayor Ashe talks about the changes the city council discussed about making to the office if efforts to make it easier on office staff. Discussion on maintenance only being available at certain times of the day, and how they might be able to work together more frequently. We would like the maintenance team to have more of a routine and check in regularly. The backhoe is up and running, Post Office investigations are still ongoing. Various council members are continuing to work on their different goals. There was a load of logs delivered to the long-term parking area to set up stalls. Long-term parking area is starting to get cleaned up.

Resolutions & Ordinances:

Unfinished Item Move:

#11. Water Treatment Plant Repairs: Greg Huston shares his thoughts on the CRW Business plan. He looked at the drawings and specs that came out in another council meeting. There was only information about control repair, not any additional on the capacity. It was all about the ability to be able to run the plant. He has some concern about the buster pump not working, and that was not addressed in the documents. He feels if we are going to continue using the packed system we have, the media should be changed out and the tank should be cleaned, sandblasted, and painted. There was a bid alternate for the replacement of the media (filter). There is an explanation of what a media is. Mayor Ashe lets people know that the choice was made to move forward so we didn't get pushed back by many more years. There are some that say our plant could provide water to everyone on the line, if they were all hooked up. Others do not agree. Greg feels like this is a good first step but there needs to be an expansion and new media.

New Business Item Moved:

#3. CRW Business Plan: Greg is concerned about the demographics not truly reflecting what we have in the summertime. These grants must be designed to meet the peak flows. Terry Coleman would like to know what the time frame is to put the new system on. There was some discussion about the amount of fresh water being used at the Harbor during the summer. We should look into getting salt-water pumps. The intake was added to be looked at separately.

1. Resolution 23 09 City of Coffman Cove Adopting a New Water and Sewer Utility Business Plan: Soiyor Fitzpatrick reads the resolution aloud to the public and council. Yvonne Drozdowicz-Somfleth makes a motion to accept Resolution 23 09, Terry Coleman 2nd. Dawn Rosenlund, yes, Perry Olson, yes, Mikael Ashe, yes, Yvonne Drozdowicz-Somfleth, yes, Terry Coleman, yes. **All in favor, none opposed, motion passes.**

Unfinished Business:

1. Lux Property Repair: This is going to be removed from unfinished.
2. Backhoe Repair: The repairs are complete, and this can be removed.
3. Loggers Lane Paving Updates: Nothing more than what was in the consent agenda and leaving it on until SECON comes and seals the pavement.
4. Post Office: Incoming/Outgoing Mail Issues: We are looking into outside sources for mail delivery. It was brought to our attention at the staff meeting that there is someone else looking after our Post Office from Ketchikan. Mayor Ashe shares that everyone has a boss and if we cannot get an answer from one, we can from another. There is internet at the post office, but it is provided by the USPS. We cannot call to have it repaired as we do not have access. Troy and Theresa are working on the issue.

5. ARPA Fund Allocations: There was some spent on the ZOL. Terra will have a solid number for the next meeting.
6. Harbor Finger Floats Update: There are no new updates at this time.
7. Long Term Parking: Mayor Ashe shared information in his verbal mayor report. He will line the maintenance team out on getting those items complete.
8. Approval of Subdivision Rd.: Terra Green shares the quote, and there is an email in the council packets. She went on to share what her understanding of the council's expectations were. Terra still needs to hear back from Chris Pipurn and Jacki Sunde, that Platting Board Chair would like to see all the nine monuments put in. Mayor Ashe feels that this was the cities error, and the city needs to cover the cost. Terry Coleman makes a motion to approve the \$4000-\$5000 and the nine monuments for the Ron Rusher Subdivision, Dawn Rosenlund 2nd. Perry Olson, yes, Mikael Ashe, yes, Dawn Rosenlund, yes, Terry Coleman, yes, Yvonne Drozdowicz-Somfleth, yes. **All in favor, none opposed, motion passes.**
9. Post Office Cameras: The information provided by Perry Olson is in the council packets. The only problem that Mayor Ashe can foresee is that the internet at the Post Office is not working. Perry Olson shared that it is an easy set-up and would like to see about dropping a fiber optic line that the city owns, over to the Post Office. Perry states that the expected time frame for this is the May-June time frame. Mayor Ashe had a question about the 2T of storage. The 2T plan allows you to have unlimited number of cameras and storage. Mayor Ashe states that if we bought cameras for other buildings later, it would still be under the same monthly charge. Perry agrees. The council continues to go through the information provided by Perry. The start-up cost is discussed for the year. There are some suggestions and ideas to wait until it is installed at Perry's. He can then confirm it would work for us. Terra Green is going to check to see if the ARPA Funds could be used to purchase this equipment. Terry Coleman makes a motion to purchase security cameras and equipment for up to \$1,200 for the first year, Dawn Rosenlund 2nd. Mikael Ashe, yes, Terry Coleman, yes, Perry Olson, yes, Yvonne Drozdowicz-Somfleth, yes, Dawn Rosenlund, yes. **All in favor, none opposed, motion passes.**
10. Road Maintenance Chum Creek: Mayor Ashe explains where the road is and feels that getting rid of all the crush rock is not in the best interest of the city. He would like to rock used on the highly traveled roads. Mayor Ashe would like this added to the March Workshop and to be called Crush Rock Owned by The City.

New Business:

1. Cancel Gaming License: Mayor Ashe explains the gaming license and the discussion from a Workshop. It was discussed that money flows in an out when we get money from the Arts Festival and then write checks for them for the raffle winners. The city has been paying its staff to take care of all these things and would like it to be handled strictly by the Arts Festival. In order for the city to cancel our gaming license we just won't use it. You can have more than one gaming license. The City Council is willing to write a letter in support of the Arts Festival getting a gaming license. Yvonne Drozdowicz-Somfleth makes a motion to let the Gaming License go, Dawn Rosenlund 2nd. Terry Coleman, yes, Mikael Ashe, yes, Perry Olson, yes, Yvonne Drozdowicz-Somfleth, yes, Dawn Rosenlund, yes. **All in favor, none opposed, motion passes.**
2. CAPSIS Improvement Projects: Terra Green explains what CAPSIS is and there is a copy of the red and orange list in the council packet. Mayor Ashe states that the red list was the highest

priority items, and the orange list was the lower priority items. The council would like to see Water Treatment System; replacement of media in packaged water treatment plant at a cost of \$53,280. City Roads; replace culverts, repair Loggers Lane, and replace falling rock from failing road system to increase community safety for \$83,972. Replacement of Garbage Truck for \$220,670 and mini backhoe for \$90,000. Harbor; pilling ring replacements for \$154,000 and salt-water pumps for \$15,207. Mayor Ashe makes a motion to turn in the applications and do paperwork for CAPSIS/Capitol Improvement, Terry Coleman 2nd. Yvonne Drozdowicz-Somfleth, yes, Terry Coleman, yes, Perry Olson, yes, Dawn Rosenlund, yes, Mikael Ahse, yes. **All in favor, none opposed, motion passes.**

4. Peace Health Use of City of CC, Clinic: Mayor Ashe goes over some details. SEARHC has been billed. Terra explains that SEARHC is currently using the clinic for mainly dental. The contract states that no other entity providing the same services can use the clinic. Terra's hope is that we can have two contracts and help cover the cost of the clinic. There was some concern about the use of the clinic being posted and usually the office would get a flyer.

5. Library Internet: We need to find the current contract. The current bill should be \$114.33 a month and that is not what we are currently paying. The company will not speak with Dawn as she does not have access to the account. The council would like for the city staff to halt making any further payments at this time. This is until we have a signed contract in hand. City staff needs to email the company to get the contract. Dawn starts to go over the Matrix. Council does not want to continue to do the E-Rate fillings or the matrix to find a new provider until we have answers.

6. Clerk/Treasurer Position:

Mayor Ashe speaks to this, and at one point in time it was decided to be a combined position for one person. The council looked into exploring options to help the office staff succeed and to have time freed up. Terra has been working extra hours. Soiyor has shown herself and proven so far. The ordinance is still written for these positions to be separate, and Mayor Ashe would like council feedback. Mayor Ashe states that if the girls agree to taking the positions, that he would like to go ahead and split the position tonight. Terra Green does not have a recollection of saying yes to being the Treasurer and feels that there is much more training that needs to be done. Terra also feels that if she will be working under Soiyor, Soiyor should first be trained. There is outside training and there is much more training that need done in the office. Terra feels there is more conversation that needs to be had, along with new job descriptions so these items are well defined. Mayor Ashe assures the office staff that this eliminates a hierarchy within the office. Mayor Ashe talks about training that is available, and that the city is willing to pay to send someone for training. There's most definitely going to be cross training for the next 5 years. There is more discussion about how the council will reconfigure the office to help office staff from interrupted so often. Terra Green reads a passage out of the ordinance as she wanted to see if her interpretation was incorrect, and it was. Perry Olson explains that this is just an internal control. Terra goes on to say that it is not up to her, and that the Mayor/Council decides what she is going to do. Terra has more questions that she feels should be answered. Perry explains why the position was combined in the first place and the back-up was only in the office about 6 hours a week. Perry's idea behind splitting the position was to give office staff a defined title and defined roll and set of responsibilities that they could be accountable for. One is the Clerks job, and one is the Treasurers job. They would still be cross trained and helping each other. Perry does not feel that now is the time to discuss this and that the Mayor, Vice Mayor, along with Terra, and Soiyor should have a meeting to discuss and then bring it back to council. The rest of the council agrees with this.

Public/Council Comment: Greg is still concerned about the gaps in what is happening at the water plant and would like it brought to someone's attention. Mayor Ashe will talk to Jack when he gets back into town. There were questions about the waterline extension. Mayor Ashe answers questions about a timeline.

Executive Session: Staff/City Protocol: At 9:07pm Dawn Rosenlund makes a motion to move into executive session with council only, Yvonne Drozdowicz-Somfleth 2nd. **4 in favor, one opposed, motion passes.**

Dawn Rosenlund makes a motion to come back to regular meeting and adjourn executive session, Yvonne Drozdowicz-Somfleth 2nd. **All in favor, none opposed, motion passes.**

Adjourn: Dawn Rosenlund makes motion to adjourn, Terry Coleman 2nd. **All in favor, none opposed, motion passes.**

Signed and Approved on this 16th day of March 2023.

Mayor, Mikael Ashe

Treasurer, Terra Green