

City of Coffman Cove
Regular City Council Meeting
Thursday, December 20th, 2018
Regular Meeting **6:30 PM** at City Hall

Public Hearing 6:15pm: Mayor Olson call to order 6:15pm
ORDINANCE 19 01 NON-CODE ORDINANCE BUDGET AMENDMENT
No public comment

Council comment: under water and sewer vacation pay, are we picking up some benefits for one of our employees. We do give benefits to city employees, 1 weeks paid vacation after a year, and 2 weeks paid vacation for 5 years of service or more. Bridget would like to know what we have budgeted for Line Item: Office and Clerical Supplies, will be budgeted \$1800.00. Mayor Olson closes Public Hearing.

Call to Order: Mayor Olson calls meeting to order at 6:30pm

Roll Call: Mike Underwood, present, Joel Buchanan, present, Randy Wright Jr., present, Yvonne Drozdzowicz-Somfleth, present, Brian Wilson, present, at 8:25pm, Perry Olson, present, Bridget Wright, present.

Pledge of Allegiance: Yes

Public Comment: No public comment

Approval of Agenda: Mayor Olson makes motion to approve agenda with one addition: adding the Ocean Air HVAC proposal for discussion only. Bridget Wright 2nd, **All in Favor, non-opposed, Motion passes**

Persons to be Heard: Unable to attend: Staś Moszynski-USFS Recreation Planner- Luck Lake

Council Discussion on the topic of Luck Lake camping: Power Point was given out, there are some things the Mayor Olson found objectionable. The idea is to discuss and put it on agenda for next meeting. If council is opposed to the idea of Luck Lake camping then a Resolution can be written up opposing it or giving ideas. Joel wouldn't mind opening it up for camping with unimproved campsites leading toward Eagle Creek, no opinion about the picnic table site next to the lake, as they are already improved. He would be in support of the loop camper site locations. Yvonne agreed with Joel for the unimproved campsites, would not like sewer (dumping station for RV) put in to area, a group camping site maybe nice in the land area in loop. There is concern about non-local parties coming in and staying entire summer, and not cleaning up. Council would like to see a time restriction on the sites if opened up, no more than 3 days at a time. Council would like to know who will be taking care of the area, City of Coffman Cove or Forest Service. This can be noted on for next months meeting in order to have something ready.

Consent Agenda: Mayor Olson makes motion to approve Consent Agenda, Joel Buchanan 2nd. Discussion: Bridget is requesting that the Library report be modified as requested in previous meetings. Mayor Olson would like this information for budgeting this helps figure out how city services and utilities are being used, by who, to allocate money, if we are not being given this information it makes it difficult to make informed decisions on the budget. Mike would like to know who the librarian is, currently Debbie Stewart is playing this role. Mayor Olson has asked Yvonne to be librarian, she has not yet made a decision.

All in Favor, non-opposed, Motion passes

1. Mayor Report	6. Projects-Grants Report	11. Water & Sewer Report
2. Minutes	7. Financial Report	12. Fire Dept. Report
3. Watershed Report	8. Post Office Report	13. EMS Report
4. CQE Report	9. Parks/Rec/Maintenance	14. Library Report
5. Special Events Report	10. IFA Report	15. NEFA Report

Correspondence/Issues: None.

Resolutions & Ordinances:

1. Non-Code Ordinance 19 01 FY19 Budget Amendment (Second Reading)
Mayor Olson makes motion to approve Non-Code Ordinance 19 01 FY19 Budget Amendment (second reading) with added change \$1800.00 for Line Item: Office and Clerical Supplies under Administration. Mike Underwood 2nd, Yvonne Drozdowicz-Somfleth, yes, Joel Buchanan, yes, Randy Wright Jr., yes, Bridget Wright, yes, Perry Olson, yes, Mike Underwood, yes. **All in Favor, non-opposed, Motion passes**

2. Resolution 19 03 FY19 Shared Fisheries Business Tax Program (SFBTP): Mayor Olson reads Resolution there is some question about dates being accurate. Mayor Olson makes motion to approve, Joel Buchanan makes motion to amend motion to check dates, Mayor Olson requests to approve amended, Yvonne Drozdowicz-Somfleth 2nd. Mayor Olson: after motions passes requesting city clerks to check for accuracy of dates. Bridget Wright, yes, Perry Olson, yes, Randy Wright Jr., yes, Joel Buchanan, yes, Mike Underwood, yes, Yvonne Drozdowicz-Somfleth, yes.
All in Favor, non-opposed, Motion passes

Original motion Main Motion to approve Resolution 19 03 FY 19 Shared Fisheries Business Tax Program, Joel Buchanan 2nd
Mike Underwood, yes, Joel Buchanan, yes, Randy Wright Jr., yes, Yvonne Drozdowicz-Somfleth, yes, Perry Olson, yes, Bridget Wright, yes. **All in Favor, non-opposed, Motion passes**

Unfinished Business:

1. Halibut Community Quota Entity (CQE)- Mayor Olson makes motion to table until next meeting. Randy Wright Jr. 2nd, Bridget Wright would like City Staff to write a reminder letter

for the Halibut CQE to go to Mike Warner, and DeeDee Jefferies, the report that goes to NOAA, we need a copy. Joel would like this to be in email for so all council members can have it. **All in Favor, non-opposed, Motion passes**

2. Garbage Truck Repair: Estimate in packet, Mayor Olson is there money in the account to fix Garbage Truck? Yes

Mayor Olson makes motion to approve the proposal to repair garbage truck, Bridget Wright 2nd

Discussion: Randy would like to know if Bill or Ron are able to do the work, Mayor Olson is not sure if they are able to do the work themselves. Council comments on the ability of Tracy Vaughn to do the work, he has the skill, know how, he is efficient, and has the shop to do the work in. Joel Buchanan, yes, Yvonne Drozdowicz-Somfleth, yes, Mike Underwood, yes, Perry Olson, yes, Bridget Wright, yes, Randy Wright Jr., yes. **All in Favor, non-opposed, Motion passes**

3. 911 Situation: 2 parts to this, Fist part is we need more volunteers, and the second part is that we need more radios. Discussion tonight will be about buying more radios, we wanted to get information on base stations too, information not received. Quote in council packet was for one handheld radio costing \$961.38. Question to Allen, if the quote is reasonable for these types of radios. Allen was unsure; however, the radios currently being used are no longer available, (they are not being made anymore). The question for the new radios is would they be compatible with the current system because ours are so old. Programming was mentioned in the estimate. Bridget is curious what other squads use, Perry was not sure. Allen was asked, Thorne Bay is covered by Klawock, and Craig use their cell phones.

The radios are for people to call 911 to get into communication with someone that can, call for volunteers to help them. Allen states there are two types of radios one you can call in and make a phone call or set off alarms, others are just simple radios. Bridget would like to know how many 911 radios we currently have. Current persons with a 911 radio, Debbie Stewart, Johna Holbrook, Allen Thompson, Julie Lortie, one at the Dog House, Terra Green, Julie Hull, Roxy Wilson, Julie Ash, and one in the Fire Truck. That would be 9 radios. There was a comment about only having 6.

At last meeting there was talk of buying extra radios and base stations, for Riggins Shack, City Hall and other places where people would be around and willing to volunteer. There is no established system for volunteers at this time. Joel has more questions there is a comment about liability, if the city is providing radios, they should be providing training. It is Joel's opinion that if the Fire Department and EMT crew are going to be responsible for 911 calls or whoever the designated person is, does not think the council should be doing this.

Suggests that the Fire Department should be doing this, or that we contract someone. Joel does support upgrading the equipment, electronics have improved in the last 10-15 years, Joel would like to see more understanding of where this will go.

Mike states we had discussed dispatching through Klawock, Perry we had talked about it however it did not go anywhere. There is a question on whether the Fire Department is in

support of the new equipment, there has been no discussion between the Fire Department and EMS.

Perry Olson makes motion to table until next month in order to get more information. Randy Wright Jr., 2nd, more discussion on possibly getting a grant (code blue) for more radios, council suggests that maybe city clerks can help, for the next meeting Bridget would like to see the organizational structure, does EMS and Fire Department work together, is one over the other, do they communicate and work together. Perry's understanding of the organizational structure is that they are two separate organizations, Allen is in charge of the EMS, and Peter is in charge of the Fire Department and they do work together when they need to. Bridget does not feel we need more radios at this time, there is structure needed, training, and a schedule. Joel would like to put in for 2 radio under a grant. **All in Favor, non-opposed, Motion passes**

4. Dropbox for Council Members (updates): discussed at the last meeting, two competing ideas Dropbox being under individual name or under Council seat. The City would pay for it while you are a council member, after seat change city would no longer pay for the Dropbox. The idea of having this on the agenda is to establish the ownership of the Dropbox.

Bridget would like to see it set up by the City under council seat, and given access as a member and when council member seats change, change passwords and it doesn't leave City. Joel would like to see it under the City as users, otherwise it is \$10 a piece for each seat, he has not heard where funding will come from, there would have to be some kind of line item that would need to be addressed. Perry explains how Dropbox has worked for him, and states that the City does have a Dropbox account, there are multiple users on it we have to pay for each over 3 so there would still be a cost.

Not sure how it would be accessed, Joel would like to see just an account for the council, staff has enough coming and going feels that polluting that would be cumbersome. He does not feel council needs access to staff's daily activity. If we proceed, he would like to see an account just for council. Joel feels that the information should only be kept with the seat and not an individual person. This would be a permission in sharing and for reading only, no information would be changeable. Joel would like to know who would be the administrator on the Dropbox, Perry would like City Clerk to be administrator. Joel feels that we then are getting into a gray area. The City will continue to use Dropbox putting all of our information in it, it can never be lost, if the building were to burn down, we will still have all of our documentation, staff is going into Dropbox every day. The question is would Council like to have that ability. This will be handy for council members that are unable to make it to every meeting due to their personal work schedules. Joel wants to make sure it is structured well so it does not have to be redone. This will save staff time on making packets, the question is who will pay for it, Perry believes the city should pay, there is no council dispute about that. Then does council want their own account that City shares folders to, or does council want a

seat account, Yvonne would like seat accounts, Randy would like seat accounts, Joel is concerned with administrator having legal matters when some information is privy to only elected officials. Perry would like people to have individual account, the money is the same. When you leave your seat, the city will no longer pay for the account and you get to keep all your information you put into it. Bridget would like to see, if individual account is made that they pay for it and bring in a receipt to be reimbursed, this keeps City payment accounts separate from individual account. Joel would like to think about it and table this until next meeting.

Perry makes a motion to table this until next meeting, Joel Buchanan 2nd. **All in Favor, non-opposed, Motion passes**

5. Coffman Cove Road Administration Proposal – Project Manager (PM) (Updates)- SEE BELOW
6. City Landing Craft: There have been no bid for the City Landing Craft

New Business:

1. Coffman Creek Assessment Findings: Nothing on the Coffman Creek Assessment Findings
2. Monthly Billing by Email: Clerks would like to have permission to ask people if they would like to start receiving bills by email, this will help make the billing process much quicker for staff, save on paper, this in turn will save time and money. We will then be able to send paid notices as well. Discussion: Bridget, it should not cost anything it should be part of the payroll subscription, so it could just be a feature clerks start using. Joel would like to see us start migrating towards it, but he personally would not like bills emailed. Council has no objection to asking community members to change to paperless billing, with the option to still receive paper billing. Council would like for City to send community members letter, and for member to respond by email so we have no typographical errors, and also written permission in this response.
3. Purchase authorization of additional 911 Radios: discussed above

Public/Council Comment: Bridget, are we asking Allen to do 2 radios under this grant? Perry would like to know how many can be asked for under the grant, Allen is not sure. We should ask for as many as they will allow to update current radios outdated, and maybe some base stations. Buying new radios is not going to help if we do not have the volunteers to use them.

Ocean Air HVAC proposal that Peter had sent to install a heat pump system in the Fire Hall. There were many questions as to why they Fire Hall even needed a new heating system. They do currently have a Toyo heater or 2 up there. There were questions due to not having all the information about why this is needed. There are obvious insulation issues, Joel would like to see details on what was discussed on walkthrough, how it was going to be installed for \$8,000 or more we should have more details. If the heaters are working then an explanation would be

nice. Joel would like to see them stitch to propane, a Reni would be more efficient. Allen states there is only one heater and it runs out of fuel, it is used to keep the equipment from freezing.

There was talk about past maintenance invoices for two Toyo heaters so not sure what happened to the second one. Randy and Perry believe the bigger issue is the insulation, the \$8,000 could be used to update to building. Bridget in regards to running out of fuel in the past we have spoke about having company from Craig come fill all City fuel. In order for Petro to come over and service Coffman Cove there would need to be more people interested, and would not want to sabotage a local business. Heat pump is not so appealing for the electricity cost. Perry is hearing from council that there is an insulation issue that would need addressed first because putting heat into a building that is unable to hold heat is a waste. Then maybe take a look at the doors, then if these two things do not solve the problem look into propane. We should start looking at insulation for the building, between now and next meeting get Bill or someone who is good at this to look at building and give us an idea of what we need to do to make it a little tighter, other thing that needs done is sheetrock the inside. Talk of moving equipment to maintenance shop.

Perry makes motion to move into executive session

Executive Session: Legal Matters

#5. Old Business- Brian Wilson made it: IFA Report: Talk of not hiring another general manager does not make sense for what we are doing right now. Looking at possibly hiring out for some of the government items we need grants for, other than that Brian doesn't feel we need a general manager, that is it for the IFA portion. We are back into the driver goes free, and 30% off on cars on Saturdays.

Coffman Cove Road Administration Proposal – Project Manager (PM) (Updates) We are in the final stages of transferring money, Perry look at the contract there was a couple of questions that came up about an audit, we had one in 2016, and they asked about an Asset Audit, Terra helped with that this morning. Does council foresee any conflict of interest with contractors, Brian does not see any as we have used most of the contractor around here. There was a question about, has the city defaulted on any type of DOT funds, we have not. Looks like we are moving ahead, council needs to look at the contract in January and we should be able to start transferring funds, there will be no need to talk to R & M until the money comes in. In January there may be some more grants to take a look at in order to push road project out towards Cedar Tree Drive.

Adjourn: Mayor Olson moves to adjourn at 8:30pm, Brian Wilson 2nd, All in Favor, non-opposed, Motion passes

Passed and approved this _____ day of _____, 2019.

Perry Olson, Mayor

Terra Green, Deputy Clerk