

# City of Edna Bay - Regular Meeting

## 1 — Meeting Date, Place and Call to order:

This Regular meeting was held on Monday, September 14th, 2015 at Edna Bay School.  
Mayor Richter called the meeting to order at 6:25 PM.

## 2 — Roll Call:

Heather Richter	- Mayor / Presiding Officer	(Present)
Karen Williams	- Vice Mayor / City Council	(Present)
Tyler Poelstra	- Clerk / City Council	(Present)
Myla Poelstra	- Treasurer / City Council	(Present)
Carleigh Fairchild	- City Council	(Present)
Doris Greif	- City Council	(Present)
Paul Haag	- City Council	(Present)

## 2.1 — Public Participants:

Sharon Wargi	Sue Crew	Fran Rhodes	Russ Bartels	Charleen Bartels
Mike Williams	Lee Greif	Joseph Wargi	Curtis Greif	

## 3 — Consent Agenda:

### A: Approval of Meeting Agenda:

The current agenda was read by Councilor (Mrs.) Poelstra.

### B: Approval of Prior Meeting Minutes:

The following minutes were presented for review:

- |   |                              |
|---|------------------------------|
| 1: Regular Meeting Minutes of August 10th, 2015   | - No questions or objections |
| 2: Special Meeting Minutes of August 17th, 2015   | - No questions or objections |
| 3: Special Meeting Minutes of September 4th, 2015 | - No questions or objections |

Consensus of the public attendants was taken in favor, and no objections were noted.

### Motion:

Mayor Richter moved to approve the consent agenda.

- *Seconded by Councilor (Mrs.) Poelstra*
- **Approved by unanimous vote of the council**

## 3.1 — Business:

### **Old Business:**

- a: *Funding municipal website hosting fees and development.*

### **New Business:**

- a: *Public Hearing for "Title 1 - General Provisions" Ordinance No. 15-05CO.*
- b: *Public Hearing for "Title 4 - Revenue and Finance" Ordinance No. 15-06CO.*
- c: *First Reading for "Title 2 - Administration" Ordinance No. 15-07CO.*
- d: *First Reading for "Title 3 - Personnel" Ordinance No. 15-08CO.*

## 4 — Mayor's Report:

Mayor Richter reported that the Dock phone has been repaired and should now be operating normally.

## 5 — Clerk's Report:

No report.

## 6 — Treasurer's Report:

Myla Poelstra read back the Treasurer's Report.

## 7 —

## Committee Reports

### **7.1 — Dock Committee:**

Tyler Poelstra (Dock Chairman) had no report. The DOT has not responded regarding the derelict boat.

### **7.2 — Road Committee:**

Pat Richter (Road Chairman) had no report. Rock & Road is the winning low bidder for the Edna Bay road and bridge project for the USFS.

### **7.3 — EMS Committee:**

Karen Williams (EMS Administrator) reported Tideline Clinic will be visiting Edna Bay on the 24th and 25th to offer their services to locals. Apollo MT renewals are due soon, and a pouch for sign-up forms to be dropped into will be available at the Post Office.

The current plan for ETT recertification is to train and complete the course in mid-November.

### **7.4 — Search & Rescue Committee:**

Pat Richter (S&R Chairman) had no report..

### **7.5 — Fire Committee:**

Lee Greif (Fire Chief) had no report.

### **7.6 — Fish & Game Advisory:**

Pat Richter (Advisory Committee Chairman) had no report.

### **7.7 — Bulk Fuel:**

Myla Poelstra (Committee Chairman) reported that the AEA is currently discussing necessary changes in the project as it continues to move forward.

## **8 — Old Business**

### **Item A – Funding Municipal Website Hosting Fees and Development:**

Mayor Richter reported that discussion was held at last months meeting regarding the quotes from Seak Media Solutions out of Ketchikan, and summarized the proposals and their costs. She noted that the City has a local hire preference. Vexel Software, a local business operated by Tyler Poelstra, has prepared a competitive quote to be presented to the public and Council for consideration.

Tyler shared the details of his proposal and the cost breakdown, and entered into dialog with the council and public regarding the specifics of the project. Sue Crew asked whether other options were available for web development, and if there were more cost effective options explored. The Council noted that the decision to pursue the scale of project proposed by Vexel Software was discussed and determined at the last Regular Meeting, and that the main decision tonight was whether to go with the Ketchikan option or Local option.

Questions regarding maintenance and fees were discussed. Tyler noted it would be the web developers responsibility to perform maintenance tasks on the website after it is complete, not the City's responsibility. After discussion it was agreed to utilize the Local option for development of the Municipal website.

Consensus of the public attendants was taken in favor, and no objections were noted.

Councilor (Mr.) Poelstra asked to be excused from the vote due to conflict of interest. Mayor Richter upheld his request.

### **Motion:**

Mayor Richter moved to accept Vexel Software's development proposal for municipal website development.

- *Seconded by Councilor Williams*

- <i>Roll Call Vote:</i>	<i>Councilor Greif</i>	- <i>Yea</i>
	<i>Councilor Fairchild</i>	- <i>Yea</i>
	<i>Councilor Williams</i>	- <i>Yea</i>
	<i>Councilor (Mr.) Poelstra</i>	- <i>Excluded</i>
	<i>Councilor (Mrs.) Poelstra</i>	- <i>Yea</i>

**- Approved by majority vote of the council**

It was noted that to initiate the contract and cover the fees (\$3900), a budget amendment will need to be carried out and should be on the next months agenda.

**9 —**

***New Business***

**Item A – Public Hearing of “Title 1 - General Provision” Ordinance No. 15-05CO:**

Councilor (Mr.) Poelstra read back the draft ordinance to the council and public in attendance, and then reviewed the language of the title with the public using a projector.

A question was raised about section 1.03.04 and what the meaning of the terms “Rules and Regulations”. Councilor Haag requested that indexes be added to the title before he would feel comfortable voting to accept that title. He felt the title being voted on should be ultimately what is adopted. Councilor (Mr.) Poelstra explained that adding indexes, resolving typographical, grammatical or formatting errors is the duty of the Clerk to carry out with the adopted title, so long as it does not effect the language and meaning of the code in any way.

The following amendments were suggested:

- 1: Add indexes to the Title.
- 2: Strike item B under section 1.03.020.
- 3: Add the language “unless unanimous” under item B in section 1.02.070.

No objections were noted to the proposed amendments.

Consensus of the public attendants was taken in favor of the draft ordinance and amendments; two objections were noted.

**Motion:**

Mayor Richter moved to pass Title 1 including all noted amendments.

- |                                      |                                  |       |
|--------------------------------------|----------------------------------|-------|
| - <i>Seconded by Councilor Greif</i> |                                  |       |
| - <i>Roll Call Vote:</i>             | <i>Councilor Greif</i>           | - Yea |
|                                      | <i>Councilor Fairchild</i>       | - Yea |
|                                      | <i>Councilor Williams</i>        | - Yea |
|                                      | <i>Councilor (Mr.) Poelstra</i>  | - Yea |
|                                      | <i>Councilor (Mrs.) Poelstra</i> | - Yea |
|                                      | <i>Councilor Haag</i>            | - Nay |
|                                      | <i>Mayor Richter</i>             | - Yea |

**- Approved by majority vote of the council**

**Item B – Public Hearing for “Title 4 - Revenue and Finance” Ordinance No. 15-06CO:**

Councilor (Mr.) Poelstra read back the draft ordinance to the council and public in attendance, and then reviewed the language of the title with the public using a projector.

The following amendments were suggested:

- 1: Add “At a minimum” at the start of “included for;” under section 4.01.040.
- 2: Remove all “Reserved” sections and items.
- 3: Add “Treasurer may provide profit loss and/or a balance sheet as requested by the Council” to under section 4.12.010.
- 4: Strike items 1 and 2 from section 4.12.010.
- 5: Removed reference to section 4.17.020 under section 4.17.005.
- 6: Add “means construction contracts only” under section 4.17.160.
- 7: Replace sentence to of section 4.17.090 with “Addenda will be posted publicly”.
- 8: Correct section 4.17.010 to state “or by having formal studies or experience”.
- 9: Add “or submitted at the bid opening” to section 4.17.100.
- 10: Replace section 4.17.100 (b) with “Evidence of all requirements being met”.

No objections were noted to the proposed amendments.

Questions were raised on some of DCRA's suggestions from Lura regarding the 90 day submission requirement on financial audits in his proposed additions/amendments to Title 4.

It was agreed to postpone the hearing to a Special meeting to review the amendments once they are incorporated into the title.

**Item C – First reading for “Title 2 - Administration” Ordinance No. 15-07CO:**

It was agreed to postpone the discussion on Title 2 to a Special meeting for discussion.

**Item D – First reading for “Title 3 - Personnel” Ordinance No. 15-08CO:**

Councilor (Mr.) Poelstra read back the draft ordinance to the council and public in attendance, and then reviewed the language of the title with the public using a projector. Mayor Richter described the title to the Council and Public in attendance.

It was noted that the title is so compact because the majority of the personnel policies are included in a handbook that the title authorizes to be adopted by resolution. The handbook has not yet been reviewed by AMLJIA for compliance with current laws and regulations. Councilor (Mr.) Poelstra noted that once the title has been passed, the handbook will then be up for review and adoption.

Consensus of the public attendants was taken in favor of the draft ordinance and no objections were noted.

**Motion:**

Councilor Fairchild moved to accept the first reading of draft ordinance 15-08CO.

- *Seconded by Councilor Greif*
- **Approved by unanimous vote of the council**

**10 —**

**Persons to Be Heard**

Municipal Clerk Tyler Poelstra detailed the POFD filing requirements and the language of the law in Title 39 of Alaska Statutes. He noted an issue with one of the candidacy submissions and stated that as per Title 39 the POFD had to be filed with the POFD Office and then a copy of the submission submitted to the clerk at the time the candidacy petition was submitted to be in compliance, and he as Clerk must comply with the laws as they pertain to his duties. He noted that the law is very clear on this item.

The Council agreed to call an Emergency Meeting for September 15th at 7:00PM to discuss specifics of the POFD filing requirement and make a decision on accepting the candidacy petition. Councilor Haag asked that the Clerk bring a copy of all of the same documentation, including the paper POFD form provided to the candidate, to the Emergency Meeting for review by the Council.

Councilor Haag noted that he will be gone for 2 to 3 Regular Council meetings this winter. Councilor Fairchild noted that she will be absent for the next Regular Council meeting.

Sue Crew noted that a Draft Charter has been proposed for the Prince of Wales Borough and would like to see the Council look into the item in the future.

**Adjournment**

Mayor Richter moved that the meeting be adjourned.

Motion seconded by Councilor Williams

Meeting adjourned at 9:30 PM.