

City of Edna Bay - Special Meeting

1 — Meeting Date, Place and Call to order:

This Special meeting was held on Monday, September 19th, 2016 at Edna Bay School. Mayor Richter called the meeting to order at 6:10 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)

2.1 — Public Participants:

Pat Richter	Russ Barrels	Isaiah Brown	Teran Poelstra	Lee Greif
Richard Stockdale	Mike Williams	Terry Poelstra	Charleen Bartels	Sandy Henson
Maureen Viera	Sue Crew	Brian Poelstra	Jacque Nelson	Joe Wargi
Sharon Wargi	Curtis Greif			

3 — Consent Agenda:

A: Approval of Meeting Agenda:

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

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 Fairchild*
- **Approved by unanimous vote of the council**

3.1 — Business:

Special Business:

- a: *Resolution to Direct-Hire for Bulk Fuel Facility Construction.*
- b: *Discussion and Decision for acceptance of Pass-Through grant for Bulk Fuel Facility.*
- c: *Discussion and Decision for Bulk Fuel Facility Site Plan and Development.*
- d: *Discussion and Decision to Pay Expenses and Purchase Materials related to Bulk Fuel Facility Construction as Funding Becomes Available.*

4 — **Special Business**

Item A – Resolution to Direct-Hire for Bulk Fuel Facility Construction:

Councilor (Mr.) Poelstra read back and displayed draft resolution 2016-10 on the projector for those in attendance to review. The resolution was drafted based on decisions reached at the last regular City Council meeting. Mayor Richter noted that she had spoken with the AEA regarding whether the pass-through grant funding was compatible with Direct-Hire. The agency indicated that it is compatible, and felt that this was originally what the City would have done to carry out utilization of the funds.

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

Motion:

Councilor (Mrs.) Poelstra moved that we pass Resolution No. 2016-10 to utilize Direct Hire.

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

Item B – Discussion and Decision for Acceptance of Pass-Through Grant...:

Mayor Richter felt that the item should be tabled due to the last signer for the grant being out of the office with the flu, therefor leaving the grant paperwork incomplete at this time. Some in attendance questioned whether it would be best to vote for acceptance of the pass-through grant at this meeting so that once the final signature is obtained the City can immediately act to secure the funds.

Councilor Fairchild felt that it may be good for the public to have a chance to review the grant language before it is signed. Other council members noted that if the public was in favor of accepting the grant, in order to keep the project moving forward as quickly as possible an administrative review of the grant terminology could be done and if any concerns or red flags arise the document can be brought to a meeting for review and approval. Mayor Richter clarified that this pass-through grant is only for \$100K.

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

Motion:

Councilor Greif moved that we accept the Bulk Fuel Facility pass-through grant for \$100K pending administrative review.

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

Item C – Discussion and Decision for Bulk Fuel Facility Site Plan and Development:

Mayor Richter explained that one of the items considered during the last discussion on the Bulk Fuel Facility was to make minor changes to the earthwork design in the best interest of the project and in order to better accommodate access to the facility and an increase to the pad size while continuing to follow the overall specifications of the latest approved design documents.

She had recent communications with CRW regarding the increase in pad size to utilize more of the available site, removal of the cement blocks from the design, an increase to the final grade and a change to the slope of the final pad. They felt that none of the changes will effect the fire code or property rights, and indicated that the City has full latitude to make these adjustments. They also noted that the blocks were incorporated primarily to make use of available materials already mobilized on the project.

Councilor (Mr.) Poelstra feels it is important since each new design and change to the facility has been publicly disclosed, reviewed, and accepted that the same be true for acceptance of any minor changes to the latest approved project design. Councilor Fairchild felt that to protect the project and the contractor that one or more local Project Managers be assigned to oversee the changes and construction of the earthwork and other portions of the facility.

Mayor Richter felt that Tyler Poelstra would be a good fit in large part due to his longstanding involvement with the project, being the acting AEA/City Liaison and a trained Facility Operator. He agreed to be available as a volunteer Project Manager. Richard Stockade volunteered as a second Project Manager.

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

Motion:

Councilor Fairchild moved to appoint Tyler Poelstra and Richard Stockade as Project Managers to oversee construction of the Bulk Fuel Facility Project.

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

Consensus of the public attendants was taken in favor of the noted minor changes to the Bulk Fuel Facility, and no objections were noted.

Motion:

Councilor (Mrs.) Poelstra moved that we accept minor deviations and necessary changes in the bulk fuel site construction.

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

Sue Crew asked if the Project Managers have the ability to distinguish rock compaction quality of the site. Mayor Richter said that yes, they do have the necessary experience and so should the contractor.

Item D – Discussion and Decision to Pay Expenses and Purchase Materials...:

Mayor Richter shared a recap of overall costs for the tanks and transportation of materials to date. It was noted that the agenda item is to agree to authorize advance purchase of materials as they have been disclosed in order to expedite the City's ability to encumber the funds and complete the project.

Pat Richter felt it was important to underscore that there are individuals who have voiced concerns about whether the reimbursement funding will come through and asked the attendance whether they would be willing to consider the City paying the costs necessary to finish the facility out of its own funds in order to have the security of a fuel facility that has been pursued for over 8 years.

The general consensus was in agreement to spend City moneys as necessary to complete the project. Some ideas on how to condense the size of the facility further in order to fit it into the City's budget were discussed, with the overall volume being reduced and further capacity being added at a later date if it becomes necessary due to funding constraints. The City will work to generate an updated cost estimate for the project.

Councilor (Mr.) Poelstra feels that it is important to have a clear vote to proceed with purchase of materials and other related expenses for the facility as funding becomes available so that the process can be sped up as much as possible.

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

Motion:

Councilor Fairchild moved to give authorization to the Mayor and the Bulk Fuel Project Managers to pay expenses and purchase materials related to bulk fuel facility construction as funding becomes available.

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

Councilor (Mrs.) Poelstra asked if it would also be necessary to move to initiate construction for each phase of the facility. Councilor Fairchild felt that the Project Managers already have the necessary authorization. Councilor (Mr.) Poelstra felt it was important for the public to be involved in the decision to direct hire and felt a motion was necessary to clearly document that the City can move to expedite construction.

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

Motion:

Councilor (Mrs.) Poelstra moved to authorize the Mayor and/or Project Managers to initiate Direct-Hire construction of the Bulk Fuel Facility.

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

5 – Persons to be Heard:

Richard Stockdale asked if everything needed to move ahead on the Bulk Fuel project was now taken care of, and shared his hope that it could move forward quickly.

Adjournment

Mayor Richter moved that the meeting be adjourned.

Motion seconded by Councilor (Mr.) Poelstra.

Meeting adjourned at 7:10 PM.