

City of Edna Bay - Regular Meeting

1 — Meeting Date, Place and Call to order:

This Regular meeting was held on Monday, June 12th, 2017 at Edna Bay School.
Mayor Richter called the meeting to order at 6:15 PM.

2 — Roll Call:

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

2.1 — Public Participants:

Sharon Wargi	Joe Wargi	Lee Greif	Sue Crew	John Dodson
Sandy Henson	Lynn Kenealy	Paul Haag	Michael Wilks	

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.

B: Approval of Prior Meeting Minutes:

The following minutes were presented for review:

- 1: Regular Minutes of May 8th, 2017 - No questions or comments
- 2: Special Minutes of May 18th, 2017 - No questions or comments
- 3: Special Minutes of May 31st, 2017 - No questions or comments

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:

New Business:

- a: *Insurance Needs for Bulk Fuel Facility, Discussion and Decision.*
- b: *Public Hearing of FY '18 Municipal Budget Ordinance 17-11NCO.*
- c: *Road Maintenance Project Contract (TABLED).*

Old Business:

- a: *Bulk Fuel Facility Tank and Equipment Placement Bid Opening, Discussion and Decision.*
- b: *FY '18 PILT Application and Resolution, Discussion and Decision.*
- c: *Dock Facility Maintenance Contract Project Manager Selection.*
- d: *Fire Truck Advance Purchase Approval and Process, Discussion and Decision.*
- e: *Bulk Fuel Site Fence Advance Purchase Approval and Process, Discussion and Decision.*

4 — Mayor's Report:

Mayor Richter reported that the AML Membership is coming due on July 1st and there are funds in the Administration account to cover the fees before the FY '18 Budget is in effect.

5 — Clerk's Report:

No report.

6 — Treasurer's Report:

Myla Poelstra read back the treasurer's report.

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Committee Reports

7.1 — Dock Committee:

Tyler Poelstra (Dock Chairman) gave a brief update on the maintenance contract status. Supplies are on the way and work will begin once they have arrived.

7.2 — Road Committee:

No report.

7.3 — EMS Committee:

Myla Poelstra (Squad Captain) reported that no meeting was held this month due to Karen (Administrator) being away on travel leave. EMS activities will be focussing more on on squad training moving forward with public business meetings only being called as necessary.

7.4 — Search & Rescue Committee:

No report.

7.5 — Fire Committee:

Lee Greif reported that smoke alarms are still on order.

A question was raised regarding the possibility of a refill process for old fire extinguishers. Lee will do some research and report at the next meeting.

7.6 — Fish & Game Advisory:

No report.

7.7 — Bulk Fuel:

Mayor Richter reported that the project is steadily progressing. Schmolck Mechanical is performing work associated with the BFF tanks and equipment before they are shipped to Edna Bay.

Farpoint Surveying has evaluated the Bulk Fuel parcel and working with the City to make minor adjustments to site placement to maximize utilization of the larger pad and accommodate drive in access to the back of site for access to the generator.

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Old Business

Item A – Insurance Needs for Bulk Fuel Facility....:

Mayor Richter detailed the different insurance types, including pollution, property damage and fuel coverage policies. A short-term \$400K property damage insurance policy has been obtained for \$60 to protect the tanks and equipment for the remainder of the fiscal year until they reach Edna Bay. She has recommended a policy increase in the future to cover the full value of the facility, its fuel, and spill protection insurance.

Mayor Richter said a decision does not need to be reached tonight, and could be made at a future meeting.

Item B – Public Hearing of FY '18 Municipal Budget Ordinance....:

Councilor (Mr.) Poelstra read back the ordinance and projected it on the overhead for all in attendance to review.

Councilor (Mr.) Poelstra suggested that since the Utilities category is under-utilized, that it be reduced by \$2000, and have that figure shifted into the General Fund.

Consensus of the public attendants was taken in favor of accepting the budget as amended. No objections were noted.

Motion:

Mayor Richter moved to that we pass Ordinance 17-11NCO as presented for the FY '18 budget with one amendment reducing Utilities by \$2000.00.

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

Item C – Road Maintenance Contract....:

Tabled to a future meeting.

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New Business

Item A – Bulk Fuel Facility Tank and Equipment Placement Bid Opening....:

Mayor Richter reported that the item has been tabled due to ongoing contract amendments.

Item B – FY '18 PILT Application and Resolution....:

Councilor (Mr.) Poelstra read back the draft resolution and projected it on the overhead for all in attendance to review. No questions were raised on the item.

Consensus of the public attendants was taken in favor of accepting the resolution as written. No objections were noted.

Motion:

Councilor (Mrs.) Poelstra moved that we pass Resolution 2017-13 for FY '18 PILT funding.

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

Item C – Dock Facility Maintenance Contract Project Manager Selection....:

Councilor (Mr.) Poelstra explained that due to being offered work completing the project, he was in a conflict position to act as the Project Manager and sign off on the project. Councilor Greif volunteered to act as the Project Manager for the maintenance contract going forward.

Item D – Fire Truck Advance Purchase Approval and Process....:

Mayor Richter explained that information on the Fire Truck purchase was discussed at the last meeting. Councilor (Mr.) Poelstra researched the history of the Fire Truck advance approval and did not find a conclusive decision to pre-approve purchase if a response vehicle was found.

The current Fire Chief and the Road Chairman are given the authority to consult together if a suitable fire response vehicle is located within the agreed upon price range of \$6000 and can purchase the vehicle without the need to call a meeting for a final decision.

Consensus of the public attendants was taken in favor of accepting advance purchase approval of a Fire Truck for the Fire Department. No objections were noted.

Motion:

Councilor (Mr.) Poelstra moved that we pre-approve purchase of a response vehicle for the Fire Department valued at up to \$6000 for FY '18, with Fire Chief consultation and approval.

- *Seconded by Mayor Richter*
- **Approved by unanimous vote of the council**

It was agreed that the budget will need to be adjusted to accommodate the figure needed for purchasing a response vehicle. Since the meeting has not yet been adjourned and the business item for the budget is on the agenda an amendment can be made.

Consensus of the public attendants was taken in favor of rescinding the adoption of the budget ordinance to amend the figures as needed for the Fire Department. No objections were noted.

Motion:

Mayor Richter moved to rescind the adoption of Ordinance 17-11NCO in order to further amend the budget.

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

The budget figures were adjusted to decrease the Utilities category by \$2000 and increasing Fire by \$3000.

Consensus of the public attendants was taken in favor of passing Ordinance 17-11NCO with the noted amendments to Utilities and Fire. No objections were noted.

Motion:

Mayor Richter moved that we pass Ordinance 17-11NCO as presented for the FY '18 budget with amendments decreasing Utilities by \$2000 and increasing Fire by \$3000.

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

Item E – Bulk Fuel Site Fence Advance Purchase Approval and Process...:

Mayor Richter explained that the decision and circumstances with purchasing fence are the same as with the Fire Truck.

After discussion it was agreed that advance approval to purchase fencing is authorized after consultation with Councilor (Mr.) Poelstra before making a purchase as long as the total is \$10,000 or less.

Consensus of the public attendants was taken in favor of accepting advance purchase approval of fence for the Bulk Fuel Facility. No objections were noted.

Motion:

Councilor (Mr.) Poelstra moved that we pre-approve purchase of Bulk Fuel Facility fence materials valued at up to \$10,000 with project manager consultation and approval.

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

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Persons to Be Heard

None.

Adjournment

Mayor Richter moved that the meeting be adjourned.

Motion seconded by Councilor (Mrs.) Poelstra

Meeting adjourned at 7:40 PM.