

City of Edna Bay - Regular Meeting

1 — Meeting Date, Place and Call to order:

This Regular meeting was held on Monday, May 13th, 2019 at Edna Bay School.

At the approval of those in attendance, 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)
Sandy Henson	- City Council	(Present)
Doris Greif	- City Council	(Present)
Lee Greif	- City Council	(Present)

2.1 — Public Participants:

Charleen Bartels	Mike Williams	Sharon Wargi	Joe Wargi	Pat Richter
Sue Crew	John Dodson			

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 April 8th, 2019 - No changes or objections noted.

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

Motion:

Mayor Richter moved that we approve the consent agenda.

- *Seconded by Councilor (Mrs.) Poelstra*

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

3.1 — Business:

Old Business:

- a: *Opening of Bid/Award For Road Contract EDB-11-18-C105, Discussion and Decision.*
- b: *Review of Figures and Specifications of New Breakwater Design, Discussion and Decision.*
- c: *Repair or Removal of Small Finger Floats at Dock, Discussion and Decision.*
- d: *Review and Revision of Bulk Fuel Facility Policies, Discussion and Decision.*

New Business:

- a: *Allocation of Funds For Future Purchase of City Generator and Supplies, Discussion and Decision.*
- b: *Public Hearing for City of Edna Bay FY20 Budget Ordinance 19-18NCO, Discussion and Decision.*

4 — Mayor's Report:

No report.

5 — Clerk's Report:

No report.

6 — Treasurer's Report:

Myla Poelstra read back the Treasurer's Report. The report would normally be to-date with the end of the last month but instead current figures to today's date for the budget discussion. The Bulk Fuel Repair and Replacement (R&R) account has been opened.

7.1 — Dock Committee:

Tyler Poelstra (Dock Chairman) noted communications with Kirk (DOT) have indicated that the design process is behind schedule. Kirk has noted that there is currently \$1.7 million programmed for the project budget which he believes could provide work on the dock, a back down ramp and possibly the breakwater.

7.2 — Road Committee:

Pat Richter (Road Chairman) stated that the anticipated rock source for C106 is not going to work out, and he is now looking for a new source of rock for the project. He suggested a project extension may need to be requested, but is unsure if that will be necessary at this time.

Sue Crew asked if the easements along the areas where C106 will take place have been flagged and if the road work will take place in the correct areas. Pat noted that the areas have been checked and the road work is going to take place in right locations. He noted that the road right of way is 60' wide.

Councilor (Mrs.) Poelstra noted that in preparation to pass the FY'20 budget work for C106 was anticipated to take place and be wrapped up by July when it was initially discussed. The cost of the project is not yet encumbered in the FY'20 budget and will need to be moved over.

Pat said he knows C105 is out there and needs to be done. He reported that he will get to it and is going to try and figure something out by the next meeting.

7.3 — EMS Committee:

Karen Williams (EMS Administrator) reported that she has new information from Chandelle in Craig that includes some new processes for the EMS around financial aid for training that she will be working on.

7.4 — Search & Rescue Committee:

No report.

7.5 — Fire Committee:

No report.

7.6 — Fish & Game Advisory:

No report.

7.7 — Bulk Fuel:

Tyler Poelstra (Plant Manager) reported that a USCG inspection will be occurring soon. Heather will check with Jere Crew regarding transport of the hard boom from Craig.

Item A – Opening of Bid/Award For Road Contract C105....:

Mayor Richter explained that she hopes this contract can be addressed soon. Tabling to the next meeting.

Item B – Review of Figures and Specifications of New Breakwater Design....:

Mayor Richter explained the ongoing discussion on the new breakwater, and that DOT might be able to incorporate it into the new dock design and planning. She noted her concern that DOT might be a little bit late in replacing the breakwater based on their preliminary schedule and would like to see it replaced sooner if possible due to the condition of the existing breakwater.

John Dodson asked if adding additional wraps could help the old breakwater make it though until the new breakwater can be built. Mayor Richter reported that the divers who inspected the breakwater in October of 2018 indicated it has at least one more good year of use before needing maintenance, and that it is hard to know the state of the cables underwater. We could wait to see if DOT moves ahead and can incorporate a new breakwater into the project before making any decisions.

Councilor (Mrs.) Poelstra indicated the City could try to qualify for low-income funds for the dock, but it would require an anonymous survey to be conducted. She detailed that the breakwater is a project that qualifies for the funding, but certain criteria must be met to qualify. This is the same funding as the community

development block grant that would be available in September with funds released in early 2020 if the project qualifies.

Item C – Repair or Removal of Small Finger Floats at Dock...:

Pat Richter reported that he, Logan and Preston inspected the existing finger floats and recommended that they be pulled. They are beyond a state where they can be repaired. Mayor Richter agreed that the floats should be pulled.

Councilor (Mrs.) Poelstra noted that the bearing failure on the gangway needs to be addressed and asked if the contract to remove the finger floats could be combined with bearing repairs. After discussion it was agreed to change the repair contract to a removal contract including repairs to the gangway roller bearing(s). It was also noted that the apron under the gangway ramp that keeps rocks and debris away from the roller has fallen down and also needs to be replaced.

Consensus of the public attendants was taken in favor of revising the finger float contract, no objections were noted.

Motion:

Councilor Williams moved to replace the repair contract with a contract to remove the finger floats and repair the gangway roller bearings and debris apron.

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

It was reported that one of the attachment points on the gangway to DOT transition plate had failed, and Bob Widmyer voluntarily made repairs to fix the transition plate.

Item D – Review and Revision of Bulk Fuel Policies...:

Mayor Richter explained that a question was raised around after hours fees and how the funds are paid out, and felt the policies should be clarified and revised as necessary.

Sue Crew asked how many hours have been spent on book keeping since the facility opened. Myla Poelstra reported 24 hours have been spent on the books since the facility opened in April of last year.

Mayor Richter explained that the primary question was around the \$50 after-hours fee and stated that the fee should go to the employee who works during off hours. She explained that not all bulk sales are made on normal operating days and sales made outside regular hours and open days are only made if an operator is available to open the facility. Pat Richter felt it would be good business if the City paid the \$50 fee to the employee instead of the customer paying it, but it was up to everyone how that was done.

Councilor (Mr.) Poelstra explained that even with the way time is rounded up to the nearest hour when the facility is open outside of normal hours and since most bulk sales have taken almost an even 2 hours each time, without the \$50 going to the operator there's little incentive to open outside normal hours. Councilor Henson noted her agreement that any time an operator has to go off-hours, he/she should get the \$50.

After discussion it was agreed to revise the off hours pricing, initial fuel pricing and some other language.

Consensus of the public attendants was taken in favor of revising the bulk fuel policies, no objections were noted.

Motion:

Mayor Richter moved to accept the following revisions to the Bulk Fuel policy:

- 1: \$50 Off-Hours fee will go through Administration to the Employee.
- 2: Bulk Fuel sales are by appointment only, directly before or after regular hours, otherwise a \$50 off-hours fee will be assessed.
- 3: Strike the initial pricing.

- *Seconded by Councilor (Mr.) Greif*

Item A – Allocation of Funds For Future Purchase of City Generator and Supplies...:

Mayor Richter explained that the School generator is in need of replacement at some point, and the City's existing Honda generator does not have enough capacity for more than the heater when the school is used for meetings because of the overhead lighting power draw. She suggested the City purchase a new Honda companion generator to double the power capacity, but she needed to check the serial number on the current City generator for compatibility first before ordering a Honda 2200 from Timber & Marine. The other City Honda generator at the multipurpose building is not a companion model.

Councilor (Mr.) Poelstra suggested that since we are working on our budget we could add ~\$2000 to Administration to cover a new generator. Pat Richter suggested we forego purchasing a generator and see if the City can get permission to pull down and replace the existing lights in the room with LED's so that the lighting can be run on the current Honda 2000. He felt it would cost less and save money long term.

After discussion it was agreed that pursuing both options may be the best in case the City is not given permission to replace the lighting. Mayor Richter will inquire with SISD about permission to replace the lighting system with power efficient LED lighting.

Consensus of the public attendants was taken in favor of purchasing a new generator and LED lighting, no objections were noted.

Motion:

Mayor Richter moved that we adjust the Administration item in the FY '20 budget to include an additional \$2000 for a Honda Companion generator and LED lighting for the School building.

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

Item B – Public Hearing for City of Edna Bay FY '20 Budget Ordinance 19-18NCO...:

Non-Code Ordinance #19-18NCO was projected on the overhead, copies handed out and reviewed / read back to those in attendance.

Sue Crew noted the appearance that the City aims to spend more money than it has, and asked how close we came to living within our means last year? Councilor (Mrs.) Poelstra explained that she was better prepared at the last meeting with more figures to help create the final budget, and felt that question and many others were all discussed then. She further explained the general expense / projection nature of the budget. Mayor Richter explained that some years the City will spend more than it brings in, and some years it spends less. She noted that the City has been able to save up so much revenue because we generally spend much less than we take in each year. Pat Richter noted the budget is projected, and that actuals are shown at the end of each year.

After discussion it was agreed that the following amendments need to be made to the draft:

- 1: Roads: Add \$50,000.00 to encumbered funds.
- 2: Administration: Add \$2,000.00 for generator and lights.

Consensus of the public attendants was taken in favor of the draft budget as discussed and amended, no objections were noted.

Motion:

Mayor Richter moved that we pass Ordinance #19-18NCO as amended to include an additional \$50,000.00 for Roads and an additional \$2,000.00 for Administration.

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

10 — *Persons to Be Heard*

Doris Greif noted that if anyone wants appointments with Donna Paul, individuals need to call and ask for appointments to justify her visit.

Myla Poelstra noted that she would like to see the City add an agenda item regarding trees that are said to have been taken from Municipal Lands and would like to see it investigated.

Mayor Richter noted her thanks to Bob Widmyer for fixing the transition plate.

Adjournment

Mayor Richter moved that the meeting be adjourned.

Motion to adjourn seconded by Councilor (Mrs.) Poelstra.

Meeting adjourned at 7:20 PM.