

City of Edna Bay - Regular Meeting

1 — Meeting Date, Place and Call to order:

This Regular meeting was held on Monday, October 14th, 2019 at Edna Bay School. At the approval of those (6 of 7 existing Councilman) in attendance, Councilor (Mr.) Poelstra called the meeting to order at 6:10 PM.

A: Swearing In of New Council Members:

Doris Greif read back her Oath to Office and was sworn in to Seat C.

Michael Williams read back his Oath to Office and was sworn in to Seat D.

B: Election of Mayor and Vice Mayor:

Councilor Williams nominated Tyler Poelstra to be City Mayor for the next year term. Public consensus was in favor for the nomination.

Motion:

Councilor (Mrs.) Williams moved to accept Tyler Poelstra as new Mayor.

- *Seconded by Councilor (Mr.) Williams.*

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

Mayor Poelstra nominated Karen Williams to be Vice Mayor for the next year term. Public consensus was in favor for the nomination.

Motion:

Mayor Poelstra moved to nominate Karen Williams as Vice Mayor.

- *Seconded by Councilor (Mrs.) Greif.*

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

Mayor Poelstra provided that in light of his current role as City Clerk being overlapped by his new role as City Mayor he would like to have the existing Deputy Clerk become the City Clerk going forward due to her experience, long standing positive working relationship with State and Federal agencies and the nature of critical ongoing business that necessitate the active engagement of currently involved staff to see the projects through to completion.

Mayor Poelstra noted his role as the manager of personnel and requested that the Council appoint Myla Poelstra to the role of City Clerk.

Public consensus was 13 in favor, 1 opposed.

Motion:

Mayor Poelstra moved to appoint Myla Poelstra as Clerk.

- *Seconded by Councilor (Mrs.) Williams.*

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

Mayor Poelstra noted the importance of having a Deputy Clerk to fill in for the times when the Clerk is not present in Edna Bay. He asked if there were any individuals present interested in volunteering. Katie Buss volunteered to be Deputy Clerk; no others volunteered for the position.

Mayor Poelstra requested that the Council appoint Katie Buss to the role of Deputy Clerk.

Public consensus was 13 in favor, 1 opposed.

Motion:

Mayor Poelstra moved to appoint Katie Buss as Deputy Clerk.

- *Seconded by Councilor Henson.*

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

2 — New Roll Call:

Tyler Poelstra	- Mayor / City Council	(Present)
Karen Williams	- Vice Mayor / City Council	(Present)
Myla Poelstra	- Clerk + Treasurer / City Council	(Present)
Mike Williams	- City Council	(Present)
Sandy Henson	- City Council	(Present)
Doris Greif	- City Council	(Present)
Lee Greif	- City Council	(Present)

2.1 — Public Participants:

Joe Wargi	Sharon Wargi	Katie Buss	Sue Crew	Roger DiPaolo
Louise DiPaolo	John Dodson			

3 — Consent Agenda:

A: Approval of Meeting Agenda:

The current agenda was read by Councilor (Mrs.) 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 September 9th, 2019 - No changes or objections noted.
- 2: Special Minutes of October 4th, 2019 - No changes or objections noted.

Consensus of the public attendants was taken in favor, and one objection was noted.

Motion:

Mayor Poelstra moved to pass the consent agenda as presented.

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

3.1 — Business:

Old Business:

- a: *Revisit Road Contract EDB-11-18-C106, Discussion and Decision.*
- b: *Revisit Breakwater Repairs Proposal, Discussion and Decision.*
- c: *Revisit Resolution #2019-21 For Sole Source of Breakwater Repairs, Discussion and Decision.*

New Business:

- a: *2019 Annual Certified Financial Statement, Discussion and Decision.*

4 — Mayor's Report:

No report.

5 — Clerk's Report:

Tyler Poelstra reported that his last activity as Clerk was to submit all 2019 General Election materials to Division of Elections for review and accounting. He expects the documents to be returned shortly.

6 — Treasurer's Report:

Myla Poelstra read back the treasurer's report.

7 —

Committee Reports

7.1 — Dock Committee:

Tyler Poelstra (Dock Chairman) reported that the DOT has completed all of the project engineering. They are currently in the Environmental Review process for the project before it goes out to bid in the next few months.

The Seley pipe breakwater design has been incorporated into the harbor replacement plan, project permits and design diagrams.

The City has not received further information on the 50/50 Harbor Matching Grant to report at this time. It was noted that there are now two (2) lights that have broken free from the existing breakwater, an additional replacement from McDermott will be arriving shortly so both can be replaced at the same time.

Tyler noted that the City needs to conclude removal of the two small finger floats and requested that the City speak with legal council regarding proper steps and documentation to safely transfer the asset.

A question was raised about derelict boats at the dock. Tyler reported that the dock is currently DOT owned and the City has no authority at this time to manage the issue until the City assumes ownership of the dock from the State of Alaska. It was reported that there are two vessels that cannot leave the dock under their own power that are taking up space and could pose a threat to the dock facility this winter during a storm.

7.2 — Road Committee:

Michael Williams (Road Chairman) reported that Joe Wargi has completed work on the C105 road project.

The safety logs are in place and the approaches to the bridges have been greatly improved. He discussed the condition of Limestone and the fact that the remaining monies for the C106 are not enough to address even the minimum amount of work that needs to be done to improve the road.

7.3 — EMS Committee:

Karen Williams (EMS Administrator) reported that Chaundell is going to get back to the EMS soon on the ETT recertification and training process. The new process will not require them to send someone out to Edna Bay to hold a class.

7.4 — Search & Rescue Committee:

No report. Chairman not present.

7.5 — Fire Committee:

No report. Chairman not present.

7.6 — Fish & Game Advisory:

No report. Myla Poelstra (Secretary) noted that there will be four (4) positions open this year and a meeting will be called some time next month to fill them.

7.7 — Bulk Fuel:

Tyler Poelstra (Plant Manager) reported all of the fuel numbers have been processed and have come in very precise. He noted that he has written a program to calculate volumes and change due to temperature fluctuations and process an accurate net volume in realtime. He has run the numbers by hand in parallel to ensure the program produces the same result, and it does. All of the volumes are very precisely monitored.

He reported that our next load of fuel will be arriving around the first week of November. Joe Wargi asked if it would be possible to buy 5 gallon buckets of Oil, Hydraulic Fluid and tubes of grease from Petro to bring with the fuel so that there is a local inventory in Edna Bay for sale. Tyler said he would look into whether that was possible and what products were available and also look into stocking additional sorbent pads for sale. General consensus was in favor of stocking those items and ordering them along with the next load of fuel.

Louise DiPaolo asked when the next Bulk Fuel Operator Class would take place. Tyler reported that the next two classes are held in March and April, and the last one each year is held in September.

8 — Old Business

Item A – Revisit Road Contracts EDB-11-18-C106....:

Mayor Poelstra reported that several different circumstances have affected the substance of the contract and the City's ability to pursue completion at this time. He reported that he was successfully able to work with the State of Alaska to withdraw the Certified Payroll enrollment for the project now that its total value and scope of work have been reduced (not split up) to a sum that is below the \$25K threshold for that requirement.

Mayor Poelstra shared that CSL Farm & Services has requested payment for \$2500.00 of work already completed on C106, and with that amount removed from the \$11K remaining for the project there is not enough funding to complete the anticipated scope of work. He also noted that at the time the project scope and value were reduced it was agreed to work with CSL Farm & Services on the final project reductions and changes and incorporate them into the contract before the work would be completed. Those changes were not finished before CSL requested termination of the contract, and so the project specifics that must be completed for \$11K are not fully defined at this time.

Mayor Poelstra asked for a consensus on what to do with C106 at this time; whether the City should aim to have some patch work done now to improve usability of the road or simply to revisit the contract in the spring. A discussion followed about what to do with the C106. Joe Wargi stated that he does not have enough equipment to proceed forward with the contract at this time.

Mayor Poelstra asked that because of all of the circumstances around this contract that have changed since it was let, is there agreement to terminate the existing C106 contract at this time? He felt the City should cancel C106 and re-assess the project specifics in the spring.

Consensus of the public attendants was taken in favor of canceling C106, no objections were noted.

Motion:

Mayor Poelstra moved to cancel EDB 11-18-C106 at this time.

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

Item B – Revisit Breakwater Repairs Proposal...:

Mayor Poelstra explained that when we started focusing on the breakwater in the last year the goal was to identify the best options to possibly replace it before the end of the year. The options that are available would push the City into the fall storm season. That time frame to completion along with the unanticipated poor condition of the existing breakwater being recently discovered the matter was deemed an Emergency, as declared by the previous Mayor. Mayor Poelstra noted that given the storm the breakwater is presently facing, an Emergency condition is ongoing due to the risk to the breakwater, public facilities, private property and those who make use of them.

After discussions with the DOT regarding funding sources the City moved to apply for 50/50 matching funds to assist with the replacement costs of the breakwater. At the same time the City put out a request for proposals for repairs and received two (2) quotes from contractors in Ketchikan. With only one local contractor available at the time to perform repairs, Tyler approached Jere Crew to see if he would be able and willing to perform repair work on the existing breakwater. The City received an E-mail from Mr. Crew with a basic quote and estimate of time for the project to be completed once it was underway.

Mayor Poelstra stated that the City has entered the traditionally stormy weather season and is currently in the midst of a fall storm. A decision needs to be made as soon as possible on repairs because of the present risk to the harbor if the breakwater comes apart. He noted his preference to stay with Jere Crew due to the nature and repair method described by Jere, the cost effectiveness of the repair, his local knowledge of the facility and our local contractor preference. However, the City is running out of time to conduct repairs and needs a confirmation on Jere's availability to complete the work or it will have to seek a different contractor.

The lowest Ketchikan quote for repairs is from Alaska Commercial Divers for \$32,070.00 for a repair that uses multiple chains, steel lashings and staples as needed to brace the weak areas of the facility. ACD noted that they can be underway to conduct repairs in 48 hours after the City notifies them to perform the repairs.

Consensus of the public attendants was in favor of giving Jere time to respond with a start date for repairs, or to go with Alaska Commercial Divers if no response is provided by Monday, no objections were noted.

Motion:

Mayor Poelstra moved that pending a confirmation from Jere Crew on or before October 21st, the City of Edna Bay pursue repairs with Alaska Commercial Divers for \$32,070.00 at their earliest availability.

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

Item C – Revisit Resolution #2019-21 For Sole Source of Breakwater Repairs...:

Mayor Poelstra shared advice he has received from lengthy conversations with the State of Alaska regarding the Sole Source resolution, and the best methods of documenting the basis for a Sole Source contract. The State suggested that adding extra definition to a resolution is always good practice, and to focus on specifics for why it is the City's opinion to select the specified contractor (i.e., skills, method, availability, etc).

He re-read the existing resolution to those in attendance to refresh everyone on what was originally included in the contents of the original document.

It was agreed to table this item to a future meeting until the City has reached a conclusion on which contractor will carry out repair.

9 —

New Business

Item A – 2019 Annual Certified Financial Statement...:

Copies of the 2019 Annual Certified Financial Statement were provided to those in attendance.

Consensus of the public attendants was taken in favor 2019 Annual Certified Financial Statement as presented and there were no questions or objections noted.

Motion:

Mayor Poelstra moved to adopt Resolution #2019-22, a Resolution certifying the annual certified financial statement of revenues and authorized expenditures for the year ending June 30th, 2019.

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

Mayor Poelstra noted that in the spirit of transparency and public trust, and since we are discussing a key financial topic he would like to carry out another financial vote. He noted that since the Treasurer and Mayor are in the same household he would like to voluntarily vote that for his term as Mayor that the Vice Mayor be the primary signer on the checking account, and the Treasurer and Mayor be secondary signers.

Motion:

Mayor Poelstra moved that the Vice Mayor be the primary signer of the City checking account and the Treasurer and Mayor be secondary signers during Tyler's term as Mayor.

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

10 —

Persons to Be Heard

Katie Buss wanted to say thank you for the opportunity to serve as the Deputy Clerk.

Adjournment

Mayor Poelstra moved that the meeting be adjourned.
Motion to adjourn seconded by Councilor (Mr.) Williams.
Meeting adjourned at 7:53 PM.