

City of Edna Bay - Regular Meeting

1 — Meeting Date, Place and Call to order:

This Regular meeting was held on Monday, January 13th, 2020 at Edna Bay School.
Mayor Poelstra called the meeting to order at 6:09 PM.

2 — New Roll Call:

Tyler Poelstra	- Mayor / City Council	(Present)
Karen Williams	- Vice Mayor / City Council	(Absent)
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:

John Dodson	Sharon Wargi	Joe Wargi	Brian Mortensen
Becky Tennant	Katie Buss		

3 — Consent Agenda:

A: Approval of Meeting Agenda:

The current agenda was read by Mayor 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 December 9th, 2019 - No changes or objections noted.

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

Motion:

Mayor Poelstra moved to approve the consent agenda as presented.

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

3.1 — Business:

Old Business:

- a: *Purchasing City Skiff for Dock and Bulk Fuel Routine Activities, Discussion and Decision.*
- b: *City Employment / Bulk Fuel Training Opportunity, Discussion and Decision.*

New Business:

- a: *City of Edna Bay Resolution #2020-25 Approving DOT Memorandum of Agreement for City Commitment of Funds to Harbor Improvement Project, Discussion and Decision.*

4 — Mayor's Report:

Mayor Poelstra reported on recent communications with the DOT regarding the Edna Bay Harbor Improvements Project and DNR regarding the conclusion of the Municipal Entitlement process for the City. The harbor replacement project continues to be the City's highest priority over the coming months and communications with DOT will be ongoing as the process moves ahead.

Mayor Poelstra reported that he is working with DNR to identify a suitable area to store some of the items that will be left over from the dock replacement project, and would like to see any items that can be reused left in Edna Bay to save removal costs on the current project, and future costs on any projects on which they may be reused. He noted he is working on communicating with DNR, Evergreen Timber and Division of Forestry to find a temporary storage location to store the existing gangway float once it is removed.

Mayor Poelstra noted his special thanks to Brian Mortensen for voluntarily plowing the roads around town. The City is currently working with Jere Crew to have the built up berms along the road pushed back and the roads re-plowed with a larger machine before they melt and/or freeze and become harder to manage.

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) reported the DOT has moved out the time window for the bid notice on the Edna Bay Harbor Improvements Project by one week. He explained that with the project involving work in Edna Bay and Port Protection, and given how important each item requested in the project plan is to the dock and its longevity, that the City provide an additional commitment of funds at this time to ensure the full scope of work is completed. He felt the best price for the City is to complete the project now without needing any remobilization costs to be paid later on.

Tyler recommends committing \$100K of City funds to the project if needed, and only for use on the Edna Bay harbor. The 50/50 DOT Matching Grant packet for the new breakwater was approved by the agency and the City was added to the list of qualifying applicants as a Tier II application. Edna Bay is low on the list and there is no guarantee of the funds coming through, but they may serve as a safe fallback if the full scope of work cannot be completed while the DOT contractor is mobilized. If the City is awarded the grant funds they will become available in August.

He noted that two of the breakwater lights are malfunctioning, replacements have been received by the City but a skiff will be required in order to make the repairs as noted at the previous meeting. He also noted that the breakwater log on the side nearest Brad Thomson's seems to be loose and is allowing the sign to roll and may mean it is in too poor condition to re-mount the breakwater light on that end.

Tyler explained his conversations with the DOT regarding gangway float reconstruction and the need to identify a plan regarding how mail, passengers and freight will be moved to and from the float plane float once it is temporarily detached from the gangway float.

Councilor (Mr.) Williams thanked Brian Mortensen for plowing the dock and asked if the City could form a policy / plan for removing ice buildup from the dock / floatplane float, and suggested it would be worth paying an employee to take care of the work to ensure the dock surface stays safe to use. Tyler noted there is not a clear answer on how to handle this type of work at this time, and the City will need to revisit the discussion of volunteer work vs. hiring a new City employee for a temporary task of this nature.

7.2 — Road Committee:

Michael Williams (Road Chairman) thanked Brian Mortensen for keeping the roads around town open and thanked Jere Crew for going over the roads and plowing them down to gravel and looked forward to him completing the work.

Mike noted that Limestone Place is especially dangerous to cross this time of year and suggested creating a City owned rock source should be a priority before planning to do work on the road. Mayor Poelstra stated that he has been communicating with DNR around identifying a suitable location for a rock source to be developed and depending on the final municipal entitlement areas released to the City there may be several suitable locations in the near future.

Mike said he would like to call a Road Committee meeting in the future to plan on the scope of work needed to repair and improve Limestone Place.

7.3 — EMS Committee:

Karen Williams (EMS Administrator) is absent; Myla Poelstra (EMS Captain) gave a brief report.

Myla shared that the EMS received a request from an "interested party" to add an agenda item to discuss

the City providing funding assistance for EMT 1 training, but was not provided with documentation, pricing or scheduling information to discuss with the request. She indicated that Karen had a report prepared but felt the item could be discussed during the EMS report. John Dodson also expressed his interest in EMT 1 training.

Mayor Poelstra responded to questions regarding policies for training and certification. He noted that the current EMS leadership oversaw the Edna Bay EMS having the highest volume of CPR and First Aid trained members in the region for a time, however difficulty maintaining a cohesive group of EMS personnel in Edna Bay has limited progress and growth of the EMS. He also noted that past ETT trainings have required a minimum of 5 registered participants for a trainer to be sent and scheduling with the limited group of locals that are interested has made it difficult to hold an ETT training class in recent years.

Mayor Poelstra explained the standing decision by the EMS to provide ETT training to the maximum number of interested individuals, and that training for the highest number of people will continue to be the priority. He also shared the challenges faced by the regional EMS services with staffing and funding for ETT training in recent years. He noted that when the EMS still had a sponsoring physician, he (Dr. McCandles) indicated that ETT was the highest practical level of training for our remote location, since he felt the the best that can be done is assessment and stabilization for transport to higher care.

Mayor Poelstra stated the EMS equipment is well maintained, charged, kept dry and inventoried and has been successfully utilized for emergency responses in recent years. He reiterated that no further funding for training will be utilized until regional EMS providers organize an ETT training program and there are enough committed residents to justify an instructor coming to Edna Bay to hold a class.

7.4 — Search & Rescue Committee:

No report. Chairman not present.

John Dodson reported that Mike Woodhouse has resigned from the position, and John is interested in taking on the role. Mayor Poelstra stated that the City needs a written resignation letter, signed and dated and the equipment assigned to Mike returned before his position will become vacant and can be filled.

7.5 — Fire Committee:

Lee Greif (Fire Chief) gave a brief report.

7.6 — Fish & Game Advisory:

Councilor (Mrs.) Poelstra reported that there are four (4) seats vacant that need to be filled this year, and a notice will be posted for an election to fill them. She stated there are already seven regular seats and two alternate seats, but the group needs to be reorganized.

7.7 — Bulk Fuel:

Tyler Poelstra (Plant Manager) reported the facility was open last week despite the heavy winter weather. Tyler also reported he will be out of town for two weeks and requested that the Bulk Fuel Facility be closed on Friday, January 31st to save his alternate (Lee Greif) from needing to work in the cold weather conditions.

8 — Old Business

Item A – Purchasing City Skiff for Dock and Bulk Fuel Routine Activities....:

Mayor Poelstra explained that there was a question from the last meeting whether it was a requirement for the City to obtain a USCG "Skipper's License" in order to operate the small vessel. Mayor Poelstra spoke with the USCG who said we do not need any such license to deploy a boom or other non-commercial activities with the vessel, and with the City insurance provider who indicated they have not heard of that type of requirement.

Councilor (Mr.) Greif reported that the skiff motor runs, but the trailer Scott Henson has to sell will need some repair work before it can be used. Scott has received the parts and will repair the trailer as soon as possible. The cost of the skiff / motor from CSL Farm & Services is \$3500 and the trailer from Scott Henson was agreed to be set at \$700 based on Councilor (Mr.) Greif's commitment to the price.

Consensus of the public attendants was taken in favor of pursuing purchase of a skiff from CSL Farm & Services, no questions or objections were noted.

Motion:

Mayor Poelstra moved to approve the purchase of the skiff and motor from CSL Farm & Services for \$3500.

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

Consensus of the public attendants was taken in favor of pursuing purchase of a skiff trailer from Scott Henson, no questions or objections were noted.

Motion:

Mayor Poelstra moved to approve the purchase of the skiff trailer from Scott Henson for \$700.

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

Item B - City Employment / Bulk Fuel Training Opportunity, Discussion and Decision:

Mayor Poelstra reported that the City needs one or two individuals to apply for training to operate the Bulk Fuel Facility. He noted he will continue to manage the facility as the Plant Manager and perform monthly checks on the fuel quality, volumes and checklists while other operators could perform weekly sales.

The City will pay for travel and the AEA will pay training expenses. The course does involve some high level math, specifically decimal precision formulas required to calculate the volume of the fuel in the tanks. Other job requirements include being able to move heavy fuel hoses during a delivery and ability climb ladders safely.

Anyone interested in the position should email the Mayor with their application ASAP as the next classes are held in March and April, then not again until September. Training class slots are first come, first serve.

9 —

New Business

Item A - City of Edna Bay Resolution #2020-25 Approving DOT Memorandum of Agreement for City Commitment of Funds to Harbor Improvements Project, Discussion and Decision:

Mayor Poelstra read back Resolution #2020-25, presented copies to those in attendance and projected it on the overhead for review.

Mayor Poelstra explained that based on what he has communicated with the DOT, with a programmed budget of \$1.83 million and the projected cost of the entire project being at \$1.99 million, this makes it likely that the full scope of the dock upgrade project will not be completed without supplemental funds committed to the DOT before their final project bid is released. The DOT is willing to allow the City to assist with providing local supplemental funds to the project. The City would need to commit to additional funds being used for the project at this meeting for them to be incorporated into the project.

Mayor Poelstra explained that the DOT 50/50 matching grant funds, if released to the City, will not be available for use until August for the breakwater replacement, which pushes construction of the breakwater later into the year and requires a second mobilization expense to be facilitated. He felt the best scenario is helping DOT complete the entire scope of the project during one mobilization. If that is not possible he felt aiming to utilize the 50/50 Grant funds would be a safe fallback, and if all else falls through the City still has the ability to spend a large sum of its local resources to complete the project.

Discussion was held on the necessary budgetary changes to accommodate the commitment of funds. Mayor Poelstra stated that the funds remaining in all budgetary items allow the City to continue carrying out routine business without change until the project can be completed. Mayor Poelstra stated that he has requested the resolution stipulate the funds committed by the City only be used on Edna Bay construction, not in Port Protection or in any other fashion and has communicated this to the DOT officials involved in the project.

Consensus of the public attendants was taken in favor of draft resolution #2020-25 as presented, no objections were noted.

Motion:

Mayor Poelstra moved to accept resolution #2020-25 as presented.

- *Seconded by Councilor (Mr.) Williams*

- Approved by unanimous vote of the council

10 —

Persons to Be Heard

John Dodson noted that he went to use the phone at the harbor today and it didn't work.

Mayor Poelstra said thank you again to Brian Mortensen for plowing our roads, everyone really appreciates it.

Adjournment

Mayor Poelstra moved that the meeting be adjourned.

Motion to adjourn seconded by Councilor Henson.

Meeting adjourned at 7:34PM.