

# City of Edna Bay - Organizational Meeting

## **Roll Call:**

Heather Richter - Mayor / Presiding Officer (Present)  
Tyler Poelstra - Clerk / City Council (Present)  
Myla Poelstra - Treasurer / City Council (Present)  
Carleigh Fairchild - City Council (Present)  
Karen Williams - City Council (Present)  
Doris Greif - City Council (Present)  
Paul Haag - City Council (Present)  
Lawrence Blood - CED Director (Present via Teleconference)  
Lynn Kenealy - CED Local Government Specialist (Present via Teleconference)

## **Other Participants:**

Mike Williams      Pat Richter      Sandy Henson      Lee Greif      Logan richter  
Spencer Richter      John Dodson      Sue Crew

## **Meeting Date, Place and Call to order:**

This Organizational meeting is to be held on Thursday, October 16th, 2014 at Edna Bay School.

Lawrence Blood called the meeting to order at 6:15 PM.

## **Agenda Adoption:**

The current agenda was not adopted by the council, but was carried out in part by Lawrence Blood and the City Council once sworn into their roles.

## **New Business:**

- Oaths to Office.
- Election of Mayor.
- Interim Appointment of Clerk.
- Clerk and Treasurer appointment Discussion.
- Determination of Terms of Office.
- Regular Meeting Date.
- Persons to be heard.

## **Approval Of Prior Minutes:**

No prior meeting minutes exist due to this being the first official meeting of the City of Edna Bay.

## **Recess or Executive Sessions:**

There were no recess periods or executive sessions during this Regular meeting.

## **New Business**

### **Item A – Oaths to Office:**

Laurence Blood introduced the item, and asked that all of the council members speak the oath to office at the same time, repeating after him. The City council was officially sworn in at 6:19PM.

### **Item B – Election of Mayor:**

The council was informed by Lynn and Laurence that the vote for mayor during the organizational meeting may be private, or public, but at future elections it will always be a public vote. The council agreed to elect the mayor during a public vote.

Lynn advised that all votes must be public under the OMA (Open Meetings Act). The first time vote for the City Mayor is the only exception to this requirement.

Doris Greif nominated Heather Richter to be mayor of the City of Edna Bay. A question was raised to see if there were any other nominations. No other nominations were made. The council voted unanimously to accept Heather Richter as city mayor.

### **Item C – Interim Appointment of Clerk:**

Heather asked if Tyler Poelstra would accept being appointed as the Interim City Clerk. Tyler Poelstra accepted. The council voted unanimously to accept Tyler Poelstra as the interim City Clerk.

**Item D – Clerk and Treasurer Appointment Discussion:**

Heather described the agenda item, reading back a resolution of request from the Edna Bay Community that favored maintaining the same individuals in the City Government as the Community Government, and their reciprocal roles (Mayor/President, Clerk/Secretary, Treasurer, ...), as willing by the individuals.

Council member Carleigh Fairchild felt that a discussion should be held by the council regarding the item to carry out the process to its resolution. Heather described that maintaining continuity is the method of achieving the best outcome during the transition to the City Government from Edna Bay Community.

A question was raised about if one or more of the positions (i.e., Clerk), should be posted as a job for members of the public to evaluate and apply for. Lynn added that when hiring, generally a hiring process would be used, but since all positions are volunteer it did not pose a concern to appoint interim positions as discussed.

A question was raised about how long is “Interim”. Lynn and Laurence offered that that is ultimately up to the council, and each city is unique. Laurence offered that a 3 month window would be fair to the term Interim.

Members of the public were given an opportunity to speak on the discussion. Pat Richter noted that the Community of Edna Bay, which still also acts to represent the Community members until dissolved, agreed by vote to hold the same individuals to their roles through the complete transition, not a short period of time.

Carleigh noted that if no one from the public is interested in the currently volunteer positions (Clerk, Treasurer), then she felt that there is no need to have them be designated interim, and would favor seeing the individuals appointed to official roles as Clerk and Treasurer.

No further comments were added.

Myla Poelstra was nominated to be Treasurer. She accepted the role and was voted into the role by unanimous vote of the City Council.

**Item E – Determinations of Terms of Office:**

A hat was filled with small folded sheets of paper in pairs that contained the number of years a council member would have their seat before re-election would be necessary. The years were 1, 2 and 3.

After all council members drew their numbers, each spoke back the result:

Carleigh Fairchild: 3 years  
Tyler Poelstra: 1 year  
Myla Poelstra: 1 year  
Doris Greif: 2 years  
Heather Richter: 2 years  
Karen Williams: 3 years  
Paul Haag: 3 years

Lynn noted that elections are to be held on the 1st Tuesday of October, unless otherwise determined by local ordinance.

All seats will become 3 year seats after the second election has been conducted. All elections are conducted by Ballot, and the election is conducted by the City of Edna Bay.

Lawrence shared that the City will need to adopt an Election Ordinance to enable and enact its own rules for conducting the election process. The City should aim to conduct its own election next year, since it will no longer be done by State of Alaska ballot. The Financial Disclosure document will be required at future City elections for Council seats.

**Item F – Regular Meeting Date:**

Heather suggested that it makes sense to hold the meetings on the second Monday of each month, as the Edna Bay Community meetings have been held. It was suggested to hold the meeting at the Edna Bay School, the second Monday of each month immediately following the regular Edna Bay Community meeting.

Tyler asked Lawrence how long a meeting should be posted to be fair. Lawrence shared that statute says that notice times be reasonable, but a good rule of thumb he goes by is 5 or more days unless the activity at the meeting seems reasonable to post for a longer period of time on more critical items of business. He noted that it is required by statute that a meeting notice to pass an ordinance must be posted for 5 or more days, which helps define the standard.

Lawrence shared that not all meetings are Regular meetings. Special Meetings can be called in less than 5 days, and Emergency Meetings can be called within 24 hours when necessitated.

Lynn offered that it would be important to post any Community related events or meetings as “Joint work Sessions” when a group or quorum of council members are present at the activity, especially if it involves discussion related to City business.

Tyler asked if, as Clerk, he would need to type a set of minutes for the Edna Bay Community / City of Edna Bay Work Session meetings for the City and Community. Lynn offered that the minutes prepared for the Edna Bay Community would sufficiently act as “Work Session Minutes” for the City record.

The council reached unanimous agreement that the Regular Council shall be posted at 3 location (School, Post Office, Dock) on the second Monday of every month immediately following the Regular Edna Bay Community Meeting. The City of Edna Bay will post a joint work session / Community Meeting each month, additionally, at on the 2nd Monday of every month at it’s regularly scheduled time of 6:00PM at the School.

***Item G – Persons to be Heard:***

Lawrence Blood spoke about DCRA’s role in the City of Edna Bay, and how they offer support. He also described the general role of the City Council before closing.

***Adjournment***

Motion to adjourn by: Myla Poelstra, seconded by: Paul Haag.  
Meeting adjourned at 7:15 PM.