

City of Edna Bay - Special Meeting (Postponed Regular Meeting)

1 — Meeting Date, Place and Call to order:

This Special meeting was held on Thursday, May 21st, 2015 at Edna Bay School.
Mayor Richter called the meeting to order at 6:35 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)
Carleigh Fairchild	- City Council	(Present)
Doris Greif	- City Council	(Present)
Paul Haag	- City Council	(Present)

2.1 — Public Participants:

Lee Greif	John Wright	Sandy Henson	Fran Wright	Charleen Bartels
Russ Bartels	Pat Richter	John Dodson	Ben Crew	Sue Crew
Lois Morgan	Sharon Wargi	Joe Wargi	Curtis Greif	

3 — Consent Agenda:

A: Approval of Meeting Agenda:

The current agenda was read by Councilor (Mr.) Poelstra.

B: Approval of Prior Meeting Minutes:

The April 13th, 2014 Regular Council Meeting, April 23rd Special Council Meeting and the April 24th Special Council Meeting minutes were reviewed by the public and Council.

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

Motion:

Councilor Fairchild moved to pass the consent agenda as read.

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

3.1 — Business:

Old Business:

- a: EMS Budget Amendment 15-03NCO Hearing.
- b: FY '16 City of Edna Bay Budget Hearing.

New Business:

- a: Funding municipal website hosting fees and development.
- b: Edna Bay Bulk Fuel Business Plan review and discussion.
- c: Municipal Clerk compensation discussion.

4 — Mayor's Report:

Mayor Richter reported that Edna Bay Community Inc. can be covered under the City's AMLJIA insurance policy for no additional charge when that becomes necessary.

She reported that an Emergency meeting would be following this City Council meeting to ensure those in attendance were aware its agenda and importance.

5 — Clerk's Report:

Tyler Poelstra reported that the City of Edna Bay phone line is now operational, and members of the public and offices working with the City can reach the Clerk at (907) 594-6300 and he will answer with "Hello, you

have reached the City of Edna Bay, Municipal Clerk Tyler Poelstra Speaking”.

He reported that, additionally, any member of the public or agency can reach him at the City E-mail account, “clerk@cityofednabay.org”. Tyler indicated that work on the website has turned into a larger task than anticipated and the public and Council need to reach a decision on how much development will be required to meet the current and future management needs of the City. He felt it is important for the administrative management of the website to be highly accessible and easy to use for anyone, whether they are technical in nature or not. He said discussion for this topic will be held later on the agenda item.

6 — Treasurer’s Report:

Myla Poelstra reported on the City balances.

A question was raised on what Membership Fees relate to, which Myla explained are for AMLJIA, POWCAC, and other types of memberships the Community, and now the City, are paying fees to be part of.

7 — Committee Reports

7.1 — Dock Committee:

Tyler Poelstra (Dock Chairman) reported that a certified diver came to Edna Bay and successfully resolved the floating anchor line navigational hazard, signed off on the quality of all of the anchor attachment points for the breakwater. Tyler reported that he has notified the Coastguard that the issue is resolved successfully.

He reported that if any member of the public or Council would like him to hold a Dock Committee meeting to please contact him and he will arrange to hold a meeting.

7.2 — Road Committee:

Pat Richter (Road Chairman) had no report. He indicated that the work that needs to be done depends on what the USFS decides in regards to road maintenance, and that the we are waiting on them.

7.3 — EMS Committee:

Karen Williams (EMS Administrator) reported that the ETT trainer will be in Edna Bay from June 24th through June 27th. She contacted SISD and received approval for the School building to be used for both the training class and for housing the trainer.

7.4 — Search & Rescue Committee:

Pat Richter (S&R Chairman) had no report.

7.5 — Fire Committee:

Lee Greif (Fire Chief) reported that he plans to hold a drill this month.

7.6 — Fish & Game Advisory Committee:

Pat Richter (Advisory Committee Chairman) had no report.

8 — Old Business

Item A – EMS Budget Amendment 15-03NCO Hearing:

Mayor Richter described the type or ordinance (non-code) and the reason for the budget amendment. Councilor (Mr.) Poelstra read back the draft ordinance 15-03NCO to the Council and public in attendance.

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

Motion:

Councilor Fairchild moved to adopt City of Edna Bay Ordinance No. 15-03NCO as drafted.

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

Item B – FY ’16 City of Edna Bay Budget Hearing:

Councilor (Mr.) Poelstra read back the draft FY 2016 Budget for Non-code Ordinance 15-04NCO to the Council and public in attendance.

Mayor Richter noted that there may be additional revenue sources in the near future not indicated in the budget that includes PILT, Shared Fisheries Tax, and other potential sources.

The R&M funding budget item was explained to the public in attendance to be a fund reserved for repair projects that exceed the budget for Road and Dock Committee projects that can be used if necessary to ensure expeditious action can be taken on maintenance items. Councilor (Mr.) Poelstra explained that unlike the Community, the City of Edna Bay must have expenses carefully budgeted in order for funds to be utilized, which requires that more care be taken when planning the scale of each budget item.

A question was raised about if the City has any means of allowing Committees to spend a certain amount (up to \$1000 was suggested) without bringing the item to the Council for approval. Mayor Richter noted that this sort of implementation would need to go into the municipal code in order to offer the same ability to Committees as previously existing in Edna Bay Community Inc. (which allowed up to \$500 to be spent without any Community approval being required).

A question was raised on if there is enough Administrative fund in the budget. Councilor (Mr.) Poelstra suggested that the Administrative fund was adequate at this time due to the larger administrative purchases like a PC, printer, ink and office supplies already having been made at this time.

Consensus of the public attendants was taken in favor of accepting the FY 2016 Budget Ordinance, and no objections were noted.

Motion:

Councilor Fairchild to adopt the City of Edna Bay 2016 Fiscal Year budget ordinance No. 15-04NCO.

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

9 — ***New Business***

Item A – Funding municipal website hosting fees and development:

Councilor (Mr.) Poelstra explained that this agenda item is only for discussion, and that no decision can or will be made during this discussion.

He explained that as development on the website has continued there have been some challenges reached that he felt need to be shared with the Council and public in order to get direction on how to continue. The costs currently incurred to host the website (\$75/yr) and the domains (\$~\$25/yr) are currently being paid by out of his personal expenses at this time. Additionally, the scope of the project has expanded to where the volunteer time spent developing the site needing more direction to ensure it is utilized effectively. Does the City want to cover the service costs for hosting the website in the future, and would the public be interested in seeing quotes gathered for contract development of the website to ensure it can be completed in a way that meets the needs of the public in a timely fashion?

Councilor (Mr.) Poelstra suggested that the public and Council could take some time to think about how they would like to see the website developed, and what features they would like to see. He suggested that one important consideration he has reached as being necessary is that in the future, the person(s) that are managing the website may not have the software engineering skills that he has, and it may require that the website be developed with an accessible administrative interface that does not require programming skills to utilize and upkeep. This type of system will take additional time to develop, but he feels will offer better long term accessibility and usability, and ultimately a better investment for the City and general public.

Questions were raised on if this was a “Cadillac” option, and if there was a simpler option available to be used instead in the interim. Councilor Haag offered suggestions on 3 levels of complexity, and explained that the simplest option would be easier to develop but rough around the edges and harder to use. The next option up in complexity would cost a fee to maintain but would utilize a pre-developed solution to meet the needs of the City. And the last option would be to contract Tyler or another business to develop the type of system that would offer the best long term accessibility and the closest specifically tailored design to the needs and requests of the public.

Tyler offer that he would be willing to contract develop the website if the public and Council were interested

in having him offer the service. He noted that one benefit to the public of having him develop the site is that he lives locally and is available to adjust the website development process at the request of the public and Council as it continues, and may be able to offer quicker response than an outside contractor. Mayor Richter suggested that Tyler could be paid to provide a "Professional Service" to the City without the need to utilize Contracting and Procurement policies.

The public and Council would like to see Tyler gather figures and estimates and bring them to a future meeting of for further discussion. The public also felt that Tyler should not be paying costs for maintaining a public service that the City is utilizing, and would like to see those costs incurred by the City in the future.

Item B – Edna Bay Bulk Fuel Business Plan review and discussion:

Councilor (Mr.) Poelstra explained that the Bulk Fuel Business Operating Plan (BOP) is a document prepared by the AEA for the City of Edna Bay to be amended by the City as necessary to meet the needs and requests of the public, and is not a document that is accepted or decided on. He stated that it is a tool provided to the City by the AEA to assist in providing a basis for a BOP that is proven out as an optimal starting point that can be modified as necessary by the City based on public and Council input.

Mayor Richter suggested that it is likely that the document should be amended at least once per year, and will be changed as necessary. It was noted that Lee Greif will be volunteering his Operator services, and Heather will be volunteering her services to administer financial management of the facility, which will again lower the cost of operating the facility outside of the existing data included in the plan, indicating an initial need for some amendments.

A question was raised on if the City has the final ownership documentation for Bulk Fuel Site parcel. Mayor Richter noted that the land was purchased by the Community for \$1800, and that fee may be returned to the City due to the land the Bulk Fuel Facility will reside on now being part of the City's municipal entitlement. She indicated that she has a question out on that topic and is looking into it further. She reported that DNR is currently transferring the land into the City's name.

A question was raised on how the fuel estimates in the BOP were generated. Mayor Richter detailed that the information was based on estimates obtained by Councilor Williams from the public and private business owners in Edna Bay, and inflated for projected growth and utilization.

A question was raised on if there are any recent fuel cost estimates to provide for whether the facility will be viable. Previous estimates were quoted and adjusted based on data in the BOP. It was noted that fuel will be coming in trucks to refill the facility initially, and once the City can obtain the permitting for the buried line and receive fuel from large barges, the cost will be reduced notably (from ~.53 cents a gallon for truck delivery down to ~.15 cents a gallon for barge delivery). It was noted by a member of the public that Alcan has committed to purchase fuel from the facility, and they will be using an extensive monthly fuel volume which will help assure viability of the facility.

A question was raised on how the facility could offer a cheaper price than Alcan could barge fuel for on their own. It was noted that the Bulk Fuel Facility will be receiving fuel in much higher volume than one truck at a time, which will result in a lower cost per gallon at bulk fuel rates, making the price competitive.

A question was raised on what liability individual members of the Community have if the facility faces any financial or emergency issues in the future. Mayor Richter noted that there were none to the general public. Councilor (Mr.) Poelstra noted that the Operators face the primary liability for operating the fuel facility.

A question was raised on what would the City do in a worst case scenario if the fuel does not sell. Councilor (Mr.) Poelstra suggested that in a worst case scenario, the City would need to pay back the fuel loan, use additives to preserve the fuel until it could be sold, shut down the facility and terminate any unnecessary management fees and put the facility on standby until it could be utilized again. One member of the public made a strong notion that he felt there would not be nearly enough fuel at the facility with its limited size to meet the initial needs of the public and private operations happening on the island in the near future.

Councilor (Mr.) Poelstra clarified that if one of the concerns is that a tax will be implemented to cover the cost of the facility operation if it is not successful, it would require a Special Election to be held and provide for all registered voters to cast a ballot to implement the tax on themselves, which would require majority public support. He noted that the Council cannot implement a tax on their own, and the Public would have to approve the implementation of the tax on themselves on order for it to take effect and cover the cost of a

service they would be willing to pay for in the future.

A question was raised by Councilor Haag on what the next steps are in the process before the facility begins construction. Councilor (Mrs.) Poelstra stated that the next step is the facility construction going out to contract, which the contractor must complete by mid 2016. The next step is the City obtaining insurance for the facility which can be incorporated into the current City insurance policy with a small increase in cost. Mayor Richter noted that AMLJIA does not offer the required Pollution Insurance policy, and so it will need to be obtained from a separate insurance provider. Councilor (Mrs.) Poelstra noted that there are only a few more steps to wrap up for the public and Council to reach decisions on. Councilor (Mr.) Poelstra and Mayor Richter will work on a simple chart indicating the steps that remain in the process from the stage it is now at.

There were no further questions from the Council or public in attendance.

Item C – Municipal Clerk compensation discussion:

Councilor (Mr.) Poelstra explained that his role as Clerk is, as anticipated, has a large work load. He noted as time has gone on the load has continued to ramp up to the extent that it is now effecting his ability to work on tasks he needs to make a living. He noted that it is worth his effort to have the privilege of serving the public in the way the public and Council desire, but asked that the public please look at considering how much time is spent on the roles carried out by the Clerk and how a balance can be reached between compensating for time that is spent to maintaining the position's viability for anyone who holds it now and in the future and the impact the mandatory roles of the clerk have on his or her personal life.

Members of the public felt that the volunteer clerk should not be covering any costs related to the duties he or she carries out for the public, but felt that it was too soon to look at paying for the time the clerk spends performing services for the public. It was suggested that after the first year of volunteering, it would be good to evaluate paying the clerk at that time. One member of the public noted that paperwork is a thankless task, but that having a paid clerk was not a matter of if, but when and how.

Councilor Fairchild introduced the item to the agenda, and explained that she wanted to share a discussion with everyone in order to get ideas and thoughts started on how to go about finding a solution to the growing hardship, and what that process will look like as the discussion continues in the future.

One member of the public felt that the City should ask other municipalities how they go about managing the task of paying a clerk and establish a basis for pay rates and hours, and bring that information to a future meeting where the discussion can be continued.

Councilor Haag suggested that, for now, perhaps an "Honorarium" system could be used to compensate the clerk until a different solution can be resolved by the public and council.

10 – Persons to be Heard:

Russ Bartels stated that he hopes to work something out for Tyler to help with the burden of his duties.

Adjournment

Mayor Richter moved that the meeting be adjourned.

Motion seconded by Councilor (Mrs.) Poelstra

Meeting adjourned at 9:18 PM.