

City of Edna Bay - Regular Meeting

1 — Meeting Date, Place and Call to order:

This Regular meeting was held on Monday, February 8th, 2016 at Edna Bay School.
Mayor Richter called the meeting to order at 6:08 PM.

2 — Roll Call:

Heather Richter	- Mayor / Presiding Officer	(Present)
Karen Williams	- Vice Mayor / City Council	(Absent)
Tyler Poelstra	- Clerk / City Council	(Present)
Myla Poelstra	- Treasurer / City Council	(Present)
Carleigh Fairchild	- City Council	(Absent)
Doris Greif	- City Council	(Present)
Paul Haag	- City Council	(Absent)

2.1 — Public Participants:

Joe Wargi	Sharon Wargi	Pat Richter	Maureen Viera	Richard Stockdale
Lee Greif	Sue Crew			

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 Meeting Minutes of January 11th, 2016 - No questions or objections

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

Motion:

Councilor Greif moved to approve the consent agenda.

- *Seconded by Councilor (Mrs.) Poelstra*

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

3.1 — Business:

New Business:

- a: *Shared Fisheries Tax Discussion, Decision and Resolution.*
- b: *AMLJIA Insurance Policy Changes, Discussion and Decision.*
- c: *North Edna Bay DNR Public Use Area and Dock Facility Purchase or Public and Charitable Lease Resolution.*
- d: *Municipal Entitlement Finalization Discussion and Decision.*
- e: *Personnel Handbook Revision Suggestions and Adoption Resolution.*

Old Business:

- a: *Review of Title 4 / Sec. 14.17.090 LGS Comments and Amendment Ordinance 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.

7.1 — Dock Committee:

Tyler Poelstra (Dock Chairman) reported that he has been in communication with the DOT regarding the derelict boat at the dock and they are going to issue the owner a 30 day notice. Additionally, the boat has been classified derelict and Tyler has been given authority as DOT's authorized agent to move the vessel as needed to other locations on the dock as necessary to minimize or prevent damage to the facility until it can be removed.

Tyler noted that he will be ready to hold meetings to continue discussing the known work items for the dock (i.e. transition plates, floats, etc.) once Title 4 has been finalized and contracts can be let.

7.2 — Road Committee:

Pat Richter (Road Chairman) noted that all four bridges are planned for replacement in Edna Bay and the construction crew is now looking to arrive in March to begin work.

7.3 — EMS Committee:

Myla Poelstra (Squad Captain) reported that the EMS has chosen to reschedule the ETT Training class to May.

7.4 — Search & Rescue Committee:

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

7.5 — Fire Committee:

Lee Greif (Fire Chief) reported that he has pumped out the derelict boat at the dock and that the last big storm damaged the boat further, allowing it to take on water much faster.

7.6 — Fish & Game Advisory:

Pat Richter (Advisory Committee Chairman) reported that a meeting was on January 27th where the discussion was focussed exclusively on Fish related policies. All comments have been typed and submitted from the meeting.

7.7 — Bulk Fuel:

Mayor Richter attempted to call the AEA and did not receive a response in time for the meeting. The most current information available is that the AEA is still waiting on the financial wrap-up from Superior and a report from Petro on barge deliveries.

Councilor Greif asked whether or not a bulk fuel header or other means of receiving bulk delivery was being worked on for incorporation into the facility. Mayor Richter indicated that many factors would be part of determining if a "header" or other means of receiving barge deliveries would be incorporated.

Item A – Shared Fisheries Tax...:

Mayor Richter explained that the Shared Fisheries Tax provides a pool of revenues that municipalities in the state can draw from depending on where you are located. She indicated that there are two (2) methods of determining how much funding the City will receive. There is a percentage method, and an alternative method. It is the preference of all other municipalities in the region to utilize the alternative method, and it is a requirement that all municipalities in a given region must agree on an amount in order for all of them to receive funds. The alternative method provides the most benefit to small towns in the region. The normal method requires more work to obtain the necessary numbers and information before submission, which is why all local towns have opted for the alternative method.

The State of Alaska provided the City with a draft resolution that can be adopted. Councilor (Mr.) Poelstra read back the draft Shared Fisheries Tax resolution to the attendance. The total funding the City will receive if the resolution is passed will be ~\$5182.

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

Motion:

Councilor (Mrs.) Poelstra moved that we adopt Resolution #2016-07 for FY16 Shared Fisheries Business Tax Program Alternative Method.

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

Item B – AMLJIA Insurance Policy Changes...:

Mayor Richter explained that once the budget comes up for discussion the City will need to decide how much to allocate to insurance needs, and that those numbers may adjust as insurance policy changes that are necessary to cover the Bulk Fuel facility are incorporated. An additional policy that may be needed is a supplemental policy for the harbor. AMLJIA has offered that they will help us locate policies to meet our needs. Mayor Richter indicated that after speaking with AMLJIA about the two additional policies, they felt that they are both necessary. She said that if the Council deems that more insurance is necessary, yearly costs will increase.

Pat Richter asked why the City needs insurance if it does not own the Dock. Mayor Richter clarified that DOT owns the main T float, but the City owns the gangway, floatplane float, breakwater, and other items, and explained that AMLJIA felt that it was likely the City could be named in a suit related to the harbor. Due to this, it was AMLJIA's recommendation that the City obtain additional insurance coverage. She will continue gathering information on other available policies to meet the City's needs, and felt that the discussion on making policy changes may take a few more meetings.

Item C – North Edna Bay DNR Public Use Area and Dock Facility...:

Mayor Richter felt that the item should be tabled since DNR is carrying out ongoing internal discussion related to the area being requested, and those conversations will take time.

It was noted that the location for the public area and dock should be noted as "WEST" for future reference.

Item D – Municipal Entitlement Finalization...:

Mayor Richter explained that the City had until the end of March to finalize the land selections for municipal entitlement. As previously indicated, the City has a shortfall of land to make up for, and DNR is assisting in any way they can to locate any other land that is available to satisfy the maximum entitlement. The City is entitled to 319 acres, but only 247 are available now that Forestry has removed an additional 35 acres from the City's original pool of lands for their LTF.

She indicated that due to the small time window remaining a Special Meeting may need to be called to wrap up the process and pass a resolution, but that additional time is needed to see if there are any other means of making up the remaining acreage in the entitlement yet to be filled.

Pat Richter asked whether the City could accept the available lands as-is pending an agreement with DNR to provide us extra time to reclassify other lands to make up the shortfall since the 35 acres removed from the City's anticipated entitlement for the State Division of Forestry ILMA took place after the City opted for an expedited land entitlement process and accepted the maximum entitlement of 319 acres.

Mayor Richter stated that there are some lands that may be available to make up the shortfall, but again stated that more time is necessary to ensure that available options are viable. She clarified that the 39 acres the City has been looking to have DNR reclassify and the lands adjacent the Charlie Creek boardwalk are both unavailable due to various legal restrictions.

The original letter from the state regarding the land entitlement process was read back, and the attached map indicating available lands for selection was reviewed. Pat Richter asked if copies of the map could be posted publicly to encourage more public consideration of the available lands.

It was agreed to table this item to a future meeting.

Item E – Personnel Handbook Revision Suggestions and Adoption...:

Mayor Richter shared that AMLJIA has completed their recommended revisions of the handbook with a range of amendments to structure it specifically for the current City Administration operating as volunteer employees. Councilor (Mr.) Poelstra suggested that typographical errors could be resolved without the need for expending the public's time at this meeting, and that the focus should be on key items that change the structure of the handbook. There were no objections to this approach.

Changes to the language of the handbook were discussed and the following items noted:

- 1: Remove all instances of [RESERVED].
- 2: 305 - Replace "Firefighters" with "first responders".
- 3: 501 - Reserve until the City has a public building or when deemed necessary.
- 4: 207 - Set performance evaluation to "First 3 months in any new position".
- 5: 208 - Replace with "(Under Development)" in place of all text.
- 6: 509 - Replace "during non-working hours" with "updated time will be posted in 3 normal posting places".
- 7: 502 - Replace "at City Hall" with "3 public place".
- 8: 510 - Remove "per-diem" from sentence 2.
- 9: 511 - Remove second paragraph.

Councilor (Mr.) Poelstra recommended that before adoption it may be advisable to run the changes past AMLJIA to ensure that removal of some items is not in breach of any applicable laws.

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

Motion:

Mayor Richter moved that we adopt the City of Edna Bay Handbook pending final review by AMLJIA.

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

quotation

9 —

Old Business

Item A – Review of Title 4 / Sec. 14.17.090 LGS Comments...:

Mayor Richter explained that Iura provided an updated Title 4 for consideration, and that the changes were throughout the document and would likely take more time than one meeting will allow to review them all.

Changes to the language of the handbook were discussed and the following items noted:

- 1: 4.17.100 - Index and Section label not the same.
- 2: 4.01.010 (a) - move to 4.17.100 (f)
- 3: 4.01.040 - Add ":" to the end of (a), remove "report on" from (3).
- 4: 4.04.050 - Replace "heating" with "hearing".
- 5: 4.04.050 - Replace "fix" with "post".
- 6: 4.04.060 - Replace "next" with "new".
- 7: 4.04.085 - Ask Iura to clarify and explain the intent behind item (b).
- 8: 4.12.010 (1) - Replace "a summary of..." with "a summary statement of revenues and expenditures showing the financial activity of the current month."
- 9: 4.12.010 (2) - Add "if requested by the Council".
- 10: 4.16.010 - Replace with:
 - (a) All purchases of supplies in excess of five thousand dollars (\$5,000.00) shall be based wherever possible on request for quote or request for proposal and shall be awarded to the lowest qualified respondent.
 - (b) All purchases of contractual services in excess of five thousand dollars (\$5,000.00) shall be based wherever possible on competitive sealed bids and shall be awarded to the lowest qualified bidder.
 - (c) Any purchase of supplies or services under five thousand dollars (\$5,000) shall be approved by the Council and under the terms of this section.
- 11: 4.16.020 (b) (3) - Replace "services" with "served".
- 12: 4.16.020 - Replace next section instance of 4.16.020 with 4.16.040.

Item tabled to a future work session or meeting.

10 —

Persons to Be Heard

None.

Adjournment

Mayor Richter moved that the meeting be adjourned.

Motion seconded by Councilor (Mrs.) Poelstra

Meeting adjourned at 8:54 PM.