

# City of Edna Bay - Regular Meeting

## 1 — Meeting Date, Place and Call to order:

This Regular meeting was held on Monday, June 13th, 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	(Present)

## 2.1 — Public Participants:

Sue Crew	John Dodson	Lee Greif	Bob Fish	Pat Richter
Sharon Wargi	Charleen Bartels			

## 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 May 9th, 2016 - No objections

John Dodson asked for a clarification on the language regarding plastic floats and turbulence indicated in the minutes. Tyler explained the information in the minutes.

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

### Motion:

Mayor Richter moved to pass the consent agenda.

- *Seconded by Councilor Greif*

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

## 3.1 — Business:

### **Old Business:**

- a: *West Edna Bay DNR Public Use Area and Dock Facility Purchase or Public and Charitable Lease Resolution.*
- b: *Municipal Water Rights for Local Water Sources Discussion and Decision.*
- c: Council Teleconferencing Discussion and Decision.
- d: Change of City Insurance Provider Discussion and Decision.
- e: FY '17 City of Edna Bay Budget Hearing 16-06NCO.

### **New Business:**

- a: Charlie Creek Boardwalk Repairs.
- b: City Contract for Bulk Fuel Site Construction and Pass Through Grant from AEA Discussion and Decision.
- c: Procedure Handbook Revision(s)

## 4 — Mayor's Report:

Mayor Richter reported that the Southeast Conference Membership is due, and asked if anyone felt

there was a current value in maintaining it. Some felt that there may be some value, and others wanted to know if it ever was valuable. Those with questions or considerations can contact the Mayor to share those items if they are interested. It was agreed to add AML Membership Renewal to the next agenda and give everyone time to consider whether they would like to see the membership renewed or canceled.

Mayor Richter shared that the AML membership is also due. The consensus felt that the membership is worth renewing since the agency acts as our primary advocate for Revenue Sharing funds. It was agreed to add AML Membership Renewal to the next agenda for discussion and a final decision.

#### **5 — Clerk's Report:**

No report.

#### **6 — Treasurer's Report:**

Myla Poelstra read back the treasurer's report. Myla explained a budgeting issue with the website funding allocation and attorneys fees that occurred and indicated that the City would utilize an encumbrances system going forward to catch these kinds of items in the future.

### **7 — Committee Reports**

#### **7.1 — Dock Committee:**

Tyler Poelstra (Dock Chairman) shared that he still has not received quotes back from the plastic float companies, and noted that it may be related to issues that were occurring around the same time period with the City web server and E-mail accounts. He indicated he would send new E-mails and wait for a response.

Sue asked if there was any new information on the derelict boat at the dock. Tyler indicated his last conversation with DOT a few weeks past revealed that the 30-day window was up, but that they still had some internal processes that needed to be carried out before any more progress could be made. Pat asked if the City could take ownership of the boat in order to sell or dispose of it. Tyler said he would contact DOT at his earliest convenience and ask them whether that could be done.

#### **7.2 — Road Committee:**

Pat Richter (Road Chairman) reported that the bridges are being rebuilt. Mayor Richter shared that a member of the public inquired about whether the City could work on side roads while the main roads and bridges were being worked on. She felt that it didn't make sense to add any further equipment activity to the already congested road repair and bridge replacement process at this time

#### **7.3 — EMS Committee:**

Myla Poelstra (EMS Squad Captain) reported that the squad will be moving towards building their training hours through the ZOOM online training program as soon as it is ready.

#### **7.4 — Search & Rescue Committee:**

No report.

#### **7.5 — Fire Committee:**

Lee Greif (Fire Captain) reported that the derelict boat at the dock was pumped out again, and will be pumped again as soon as it is necessary.

#### **7.6 — Fish & Game Advisory:**

No report.

#### **7.7 — Bulk Fuel:**

Mayor Richter stated discussion on this item will be held under the related business items on the agenda.

### **8 — Old Business**

#### **Item A – West Edna Bay DNR Public Use Area and Dock Facility....:**

Mayor Richter spoke with Lee Cole (DNR) regarding this item, and he said that they are ready to begin the adjudication process for the City projects, but stated that two other projects are currently being processed ahead of Edna Bay's projects. Municipal Entitlement will be the first Edna Bay project DNR will conclude

before they move onto others since that conclusion of that process must predicate any further conveyances to the City. Progress on any other land conveyance or permit processes is pending the finalization of the municipal entitlement process.

**Item B – Municipal Water Rights....:**

Mayor Richter indicated that the item was originally added to the agenda after Brian Mortenson asked for the City to discuss it. Her research on the item showed that “Water Rights” only offer a portion of available water from a source to be used by a single entity, and felt that there were no water sources in Edna Bay of sufficient sustained volume to warrant further pursuit of water rights for any sort of resale process. Her research also provided that obtaining water rights does not implicitly protect the quality of the source. She shared that DEC is the agency responsible for water quality protection, and felt that pursuit of protection through the agency would pertain to water / wastewater storage, treatment, and management. She felt this item was concluded at this time due to the nature of protecting water sources and the complications that may present.

**Item C – Council Teleconferencing....:**

Councilor (Mr.) Poelstra shared that the service the City setup in 2014 is free and works but requires that the person calling in pay long distance to access the service. The alternative is a 1-800 service that requires that the City pay by the minute for attendees to participate. The Polycom teleconferencing phone previously discussed runs ~\$75 on eBay.

Mayor Richter shared that the service would work for Council members and also for other entities that would like to participate but are unable to physically attend (such as the USFS for example). She felt that more research needs to be done and would like to see the item forwarded to next months agenda.

Mayor Richter shared that she had a discussion with Senator Murkowski’s aide and that there may be some avenues for boosting the availability of Cell phone service in Edna Bay, which would make utilizing the teleconferencing service and internet data at meetings even easier.

**Item D – Change of insurance Provider....:**

Councilor (Mr.) Poelstra projected the AMLJIA and APEI quotes for the attendance to review and discuss. AMLJIA has a quote of \$5,177/yr plus an additional \$4,100/yr for the marine coverage - which does not include the necessary pollution insurance to cover the tank farm (which cannot be provided until the facility construction particulars are finalized). APEI offers \$5M more coverage for \$2,338/yr which includes marine coverage. An approximate \$2,000/yr for pollution coverage will be in addition to this policy. The marine quote is included in the APEI policy fee.

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

**Motion:**

Mayor Richter moved that we switch insurance providers from AMLJIA to APEI as per the received quotes.

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

Deductibles were discussed, with APEI’s deductible being \$2,500 and AMLJIA being \$0.

**Item E – FY ’17 City of Edna Bay Budget Hearing....:**

Councilor (Mr.) Poelstra read back draft ordinance 16-06NCO and projected the budget figures for all in attendance to review.

After considerations suggested amendments to the draft were an addition of a “Professional Services” category in the amount of \$5,000 for items such as attorneys fees and an increase in Administration to \$3,500.

Consensus of the public attendants was taken unanimously in favor of the proposed amendments to the draft budget, and no objections were noted.

**Motion:**

Mayor Richter moved to amend the current draft FY ’17 budget to include a Professional Services category in the amount of \$5,000 and increase Administration to \$3,500.



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

Consensus of the public attendants was taken unanimously in favor of passing the budget including the adopted amendments, and no objections were noted.

**Motion:**

Councilor (Mr.) Poelstra moved to pass the City of Edna Bay Ordinance No. 16-06NCO for the FY '17 budget.

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

**9 — *New Business***

**Item A – Charlie Creek Boardwalk Repairs:**

Mayor Richter and the attendees thanked John Dodson for his hard work cleaning up the damaged area on the boardwalk and preparing it for repairs. He shared that someone else has already performed some basic repairs, but questioned the usability of the repaired area of the boardwalk. He indicated that the boards were re-used but cut and rounded, so they are no longer reusable to repair the boardwalk to its original state.

Pat volunteered to donate the lumber necessary to repair the damaged area on the boardwalk to its original state and Tyler and Paul volunteered to perform the repair work.

**Item B – City Contract for Bulk Fuel Site Construction...:**

Mayor Richter shared that the AEA has been working on amending the design plan to fit into the projected remaining project funds. The agency wants to issue Passthrough funds to the City to allow for local contracting to carry out the site prep work. Local contractors will not have high mobilization costs, therefor reducing overall earthwork construction overhead.

The AEA is working to secure the rock source from Mental Health Land Trust now that the previous permit has expired. Superior Plumbing and Heating will finish the remaining portion of the project after the City has concluded site prep and pad construction work. Items previously obtained for the old design will either be utilized in the new plan or liquidated as necessary. To carry out site work a reimbursable grant will need to be established with a maximum anticipated funding block of \$40-\$70K.

Councilor Haag shared his reservations about the reimbursement process and would like to see further assurances that the funds will be reimbursed once pad construction is complete. Mayor Richter felt that with the design being so specific and the City and CRW being the anticipated inspectors that will sign off on the pad construction for reimbursement that there is very low risk with this process, but agreed to obtain a more definitive answer from AEA to address Councilor Haag's concerns.

Mayor Richter shared that the contract will include a bid bond and a likely 30 day completion window to make sure the process is not held up any further into the year once the contract is let. The discussion at hand is to discuss and agree to have the AEA and City put their joint efforts into moving towards a local contract / pass-through grant method of completing pad construction and does not initiate any contract or grant with the AEA at this time.

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

**Motion:**

Mayor Richter moved that we give notice to the AEA that the City wants to pursue the process of a pass through grant and City contracting for bulk fuel project earthwork.

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

**Item C – Personnel Handbook Revision(s)...:**

Since now that the City will have its first paid employee the existing handbook needs to be updated. The existing handbook is written specifically for volunteer employees and the revisions necessary to include sections specific to paid employees will be simple and mostly minor changes.

The revisions need to offer clear distinction between volunteer and paid employees, and those different

types should have their own respective sections. Due to all volunteer or paid employees needing to be hired in the future for insurance reasons the handbook is a valuable document. Liability is a key purpose for the hiring process.

Members of the public who want to volunteer for the City need to sign a volunteer sign-up sheet, otherwise the individual is acting on their own behalf.

The Mayor and Clerk will work on producing the forms and amended handbook.

## **10 — Persons to Be Heard**

Sue shared her view that finding minutes on the City website was challenging for her. She noted her request for specific records of the dissolved Edna Bay Community Inc., and was told they are not part of the City records. Mayor Richter shared that those records are part of the dissolved corporation and fall under the corporate retention schedule after dissolution.

Councilor Haag shared that he will miss the next two meetings and wanted to state that teleconferencing is important if he is going to participate. Mayor Richter stated it will be at the top of next month's agenda for a decision before business begins at the meeting, so that the utilization of teleconferencing has been formally decided on before it is carried out.

### **Adjournment**

Mayor Richter moved that the meeting be adjourned.

Motion seconded by Councilor (Mrs.) Poelstra

Meeting adjourned at 8:45 PM.