

# City of Edna Bay - Special Meeting

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

This Special meeting was held on Wednesday, May 31st, 2017 at Edna Bay School.  
Mayor Richter called the meeting to order at 6:07 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	(Present)
Doris Greif	- City Council	(Present)
Richard Stockdale	- City Council	(Present)

## 2.1 — Public Participants:

Maureen Viera	Lee Greif	John Dodson	Charleen Bartels
Pat Richter	Russ Bartels	Paul Haag	Lynn Kenealy
Bob Fish			

## 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.

### Motion:

Mayor Richter moved to pass the consent agenda.

- *Seconded by Councilor Stockdale*

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

## 3.1 — Business:

### **Special Business:**

- a: *Dock Facility Maintenance Project Bid Opening, Discussion and Decision.*
- b: *Mechanical and Electrical Performance and Payment Bond Fees, Discussion and Decision.*
- c: *Professional Consultation for City Business, Discussion and Decision.*
- d: *Hiring Surveyor for Final Bulk Fuel Site Layout, Discussion and Decision.*
- e: *Insurance Needs for Bulk Fuel Facility, Discussion and Decision.*
- f: *(POSTPONED) Bulk Fuel Facility Tank and Equipment Placement Bid Opening, Discussion and Decision.*

## 4 —

## Special Business

### **Item A – Dock Facility Maintenance Project Bid Opening....:**

Councilor (Mr.) Poelstra asked for those in attendance intending to submit a bid, do so. One bid was turned in. Tyler and Richard reviewed the contents of the bid to ensure it met all requirements before announcing its contents.

The bid was submitted from CSL Farm & Services for \$2900.

Mayor Richter asked to be excused from the final vote on the contract due to conflict of interest. The Council agreed to excuse Mayor Richter and perform a roll call vote on the item.

Consensus of the public attendants was taken in favor of approving the contract to CSL Farm & Services.  
No objections were noted.

### Motion:

Councilor (Mrs.) Poelstra moved to accept the bid from CSL Farm & Services for contract EDB 05-18-C102 for \$2900.

- *Seconded by Councilor Greif*
- *Roll Call Vote:*
  - Councilor Greif* - *Yea*
  - Mayor Richter* - *Excused*
  - Councilor Williams* - *Absent*
  - Councilor (Mrs.) Poelstra* - *Yea*
  - Councilor Fairchild* - *Yea*
  - Councilor (Mr.) Poelstra* - *Yea*
  - Councilor Stockdale* - *Yea*

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

**Item B – Mechanical and Electrical Performance and Payment Bond Fees...:**

Mayor Richter explained that the City approved the Mechanical and Electric contracts without the Performance and Payment Bond fees incorporated into their figures. It is estimated that those fees will account for a 2 1/2 - 3% increase in the contract figures. These fees are a requirement under our Municipal Code for contracts totaling over \$100K, which was not an anticipated contract figure when the bids were requested from available contractors. Due to this fact, both contractors will add amounts to accommodate the Performance and Payment Bonds.

Consensus of the public attendants was taken in favor of agreeing to the change in fees to account for performance and payment bonds. No objections were noted.

**Motion:**

Mayor Richter moved that we are in agreement due to the requirements of our municipal code to accept additional costs related to Bulk Fuel Mechanical and Electrical contract Performance and Payment bond fees.

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

**Item C – Professional Consultation for City Business...:**

Mayor Richter explained a lot of contract related business is currently being handled by the City, and that it would be beneficial to have access to expedient advice and support to ensure the City is in compliance with Alaska Statute and our local code each step of the way.

Lynn Kenealy, who was formerly a State of Alaska Local Government Specialist (LGS) that served the City of Edna Bay during its formation, and through the majority of the formation of our municipal code, now lives locally and runs a contract consulting business that can focus quickly and directly on the issues at hand that the City is facing whenever we need assistance.

Mayor Richter reported that professional fees under \$500 have been utilized with Lynn's consulting company to work on contract questions. Mayor Richter would like to continue working with Lynn on an as needed basis through a formal agreement. Normally a retainer is required, however since Lynn lives in Edna Bay she is willing to waive the requirement.

Consensus of the public attendants was taken in favor of entering into a contract with Lynn for her support services. No objections were noted.

**Motion:**

Councilor (Mrs.) Poelstra moved that we enter into a contract with Kenealy Consulting on an as-needed basis with optional annual renewal.

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

**Item D – Hiring Surveyor for Final Bulk Fuel Site Layout...:**

Mayor Richter summarized the overall simplicity of the tank and site layout, but noted that Schmolck's contract requires that a survey be done to ensure proper placement of tanks and equipment. A surveyor

is currently in Edna Bay with Farpoint Land Services, and is willing to perform the survey for the City for \$1100.

The surveyor will set marker spikes for all corners of the tanks in the facility to ensure contractors place equipment right where it needs to be. Councilor Fairchild asked if spikes with also be set for the connex. Mayor Richter indicated spikes would be set for all large items on the facility, and the placement of items will be situated to make best use of the enlarged pad for easier access and better separation of components.

Consensus of the public attendants was taken in favor of selecting Farpoint to conduct the site survey. No objections were noted.

**Motion:**

Mayor Richter moved that we accept the proposal by Farpoint Land Services, LLC to complete the necessary survey for the setting of the BFF tanks and components for the cost of \$1100.

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

***Item E – Insurance Needs for Bulk Fuel Facility...:***

Mayor Richter summarized current quotes she has obtained for the BFF pollution and environmental coverage protection, which is \$1368.48/yr for \$1-million in coverage with a \$10,000 deductible for fuel spills and other environmental damage protection.

Property damage insurance will not be part of the regular City Policy and costs will depend on the coverage amounts. Mayor Richter gave some estimates based on possible coverage amounts until the City decides a coverage amount. She has instigated an increase to the City policy to cover the asset amount to date (\$400,000), for a cost of \$60.00 for the remainder of FY '17.

Mayor Richter asked everyone to consider the figures for future coverage, but a decision did not need to be reached tonight.

***Item F – Bulk Fuel Facility Tank and Equipment Placement...:***

Mayor Richter noted that the item has been postponed due to ongoing modification. A Special Meeting is currently scheduled to open bids for the contract on Tuesday, June 6th at 6:00PM.

***5 – Persons to be Heard:***

Lee Greif told everyone “Good Job” on bulk fuel project progress.

Maureen Viera said “Thank you” for the Fire Dept. for providing fire extinguishers to every household.

***Adjournment***

Councilor (Mrs.) Poelstra moved that the meeting be adjourned.

Motion seconded by Mayor Richter

Meeting adjourned at 7:06 PM.