

# DRAFT - City of Edna Bay - Special Meeting

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

This Special meeting was held on Friday, October 6th, 2025 at Edna Bay School and via WebEx. Mayor Poelstra called the meeting to order at 6:00 PM.

## 2 — Roll Call:

Tyler Poelstra	- Mayor / City Council	(Present)
Sandy Henson	- Vice Mayor / City Council	(Present)
Myla Poelstra	- Clerk + Treasurer / City Council	(Present)
Mike Williams	- City Council	(Present - Teleconference)
Jay Towne	- City Council	(Present)
Louise DiPaolo	- City Council	(Present)
Caleb Kitson	- City Council	(Present)

## 2.1 — Public Participants:

Fran Rhodes	Lee Reinard (Tele)	Brian Poelstra	Richelle Estes (Tele)	Katie Buss (Tele)
John Dodson	Susan Crew	Joe Wargi		

## 3 — Consent Agenda:

### A: Approval of Meeting Agenda:

The current agenda was read by Mayor Poelstra. He requested an item be added to the agenda.

Public attendants were asked if there were any questions on the amended agenda, none were noted.

### Motion:

Mayor Poelstra moved to amend the agenda to include Item B, "Excusing Election Judge: Discussion and Decision" and approve the consent agenda as presented.

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

## 3.1 — Special Business:

- a: *Bid Opening for Limestone Pl. Road Surface Repair Contract EDB-09-25-C107, Discussion and Decision.*
- b: *Excusing Election Judge, Discussion and Decision.*

## 4 — Special Business

### Item A - Bid Opening for Limestone Pl. Road Surface Repair Contract EDB-09-25-C107:

Mayor Poelstra reported that after he and the attorney reviewed everything relevant to the sample contract, including the status of available local contractors it was noted that 1 contractor has a business license in an "Inactive" state, 1 is missing potentially applicable NCIS coding for this type of road work, and 1 is fully compliant. He suggested if the low bid is the contractor without an active business license, the City could allow them 72 hours to provide proof of compliance with licensing requirements.

Mayor Poelstra also explained that change orders will not be allowed for any additional fees or add-ons for the contract. The City attorney indicated that any change order fees that push the cost of the work over \$25K will trigger the Davis Bacon Act requirements and Certified Payroll. Mayor Poelstra said the changes section of the contract was for minor deviations such as road re-alignment or other minor factors that would not affect the cost of the contract. He said if any contractor wanted to retract their bid based on that information to do so now.

Bids were then opened and reviewed.

The first bid was from Stick & Stone Construction for \$24,995.00.

The second bid was from Davidson Enterprises for \$19,978.00.

The low bid is Davidson Enterprises. Tyler Poelstra and Myla Poelstra asked to be excused from the vote for the low bid due to being related to the contractor. The Council approved unanimously.

**Motion:**

Mayor Poelstra moved to accept the bid from Davidson Enterprises of \$19,978.00 for EDB-09-25-C107.

- *Seconded by Councilor Kitson*

**- Approved by Council vote:**

Tyler Poelstra: **Excused**  
Sandy Henson: **Yea**  
Myla Poelstra: **Excused**  
Jay Towne: **Yea**  
Louise DiPaolo: **Yea**  
Caleb Kitson: **Yea**

***Item B - Excusing Election Judge:***

Mayor Poelstra opened the item. He explained the attorney advised that a motion simply be brought forward and voted on by the council to excuse a Council appointed Judge. The attorney advised against thorough discussion beyond the basic motion.

Mayor Poelstra explained the motion was being brought forward due to the appearance of bias by an election judge against a candidate that appears on the ballot. Susan Crew asked why this was being decided by the Council. Mayor Poelstra explained it was her request that the appointment was made by the Council and that excusal be made by the Council. This decision is only in effect for the 2025 General Election.

Public consensus was taken in favor of excusing Susan Crew as an Election Judge, 2 objections were noted.

**Motion:**

Mayor Poelstra moved to excuse Susan Crew as an Election Judge for the 2025 General Election.

- *Seconded by Councilor Williams*

**- Approved by Council vote:**

Tyler Poelstra: **Yea**  
Sandy Henson: **Yea**  
Myla Poelstra: **Yea**  
Jay Towne: **Abstention**  
Louise DiPaolo: **Yea**  
Caleb Kitson: **Yea**

**5 —**

***Persons to Be Heard***

None.

***Adjournment***

Mayor Poelstra moved that the meeting be adjourned.

Motion to adjourn seconded by Councilor DiPaolo.

Meeting adjourned at 6:18 PM.