

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

1 — Meeting Date, Place and Call to order:

This Special meeting was held on Monday, September 15th, 2025 at Edna Bay School and via WebEx. Mayor Poelstra called the meeting to order at 6:10 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 - Teleconference)
Louise DiPaolo	- City Council	(Present - Teleconference)
Caleb Kitson	- City Council	(Present)

2.1 — Public Participants:

Roger DiPaolo (Tele)	Joe Wargi	Tony Hendershot (Tele)	Lee Reinard (Tele)	Katie Buss (Tele)
Fran Rhodes	Sue Crew	Richelle Estes (Tele)	Brad Thompson	Jere Crew
Brian Mortensen (Tele)	Ann Williams (Tele)			

3 — Consent Agenda:

A: Approval of Meeting Agenda:

The current agenda was read by Mayor 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 August 11th, 2025 - Fran Rhodes noted that at the last meeting, she was addressing the Road Report in the July minutes where it stated the Road Chairman was not present.

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

Motion:

Mayor Poelstra moved to approve the consent agenda as presented.

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

3.1 — Business:

Old Business:

- a: *Putting to Bid Limestone Pl. Road Surface Repair contract EDB-09-25-C107, Discussion and Decision.*

New Business:

- a: *2025 Annual Certified Financial Statement Resolution #2025-42 (including formatting), Discussion and Decision.*
- b: *Kids Don't Float Box Repair and Replacement Options, Discussion.*

4 — Mayor's Report:

Mayor Poelstra reported that the Bulk Fuel Facility piping has all been cleaned and repainted. The USCG will be here at the end of the week, or early next week for the annual facility inspection. All paperwork is ready.

He said that he has been communicating with DNR and DOT so that both agencies can get on the same page with a paper survey so that the harbor transfer process can finally be closed out. DNR has agreed to do a paper survey, saving the City around \$30K in estimated filing and field work fees. He will continue working to assist the agencies until the process is concluded.

Mayor Poelstra stated that we finally have written concurrence from Mental Health and DNR regarding the City rock pit. They found no reason to require a survey at this time and gave the City the go ahead to proceed with utilizing the rock for public road maintenance activities. Jere Crew suggested including a letter of approval from the Mental Health Land Trust office with the sample contract given the contentions around this matter.

Mayor Poelstra noted that if we agree later in the agenda to put Limestone PI. Repairs out to bid, a Special Meeting to open bids will be held on October 6th. This allows a few days of slack around the 10-day minimum posting period to manage any questions that come up.

He is also working on a freight quote for the snow plow mounting hardware and remaining parts to get it installed on the fire truck, hopefully before snow falls. He also noted he is getting quotes and actively looking for a vibratory roller for the roads and wants to decide a price cap and agree to purchasing one if the right unit comes along. This will be an item on the next agenda.

Mayor Poelstra announced that we have a final candidates list for the 2025 General Election:

- 1: Frances Rhodes
- 2: Michael Williams
- 3: Louise DiPaolo

Fran Rhodes asked about whether the City had bought more bolts for the life ring boxes. Sue Crew asked if anything had been done with the fire extinguishers at the dock. Mayor Poelstra said he had not had a chance to work on those items yet. Councilman Towne noted he will be in Craig on the 26th or 29th and could pick up the plow mounting hardware at that time if things line up.

5 — Clerk's Report:

No report.

6 — Treasurer's Report:

Copies of the Treasurer's Report were available at the meeting.

7 — Committee Reports

7.1 — Dock Committee:

Tyler Poelstra (Dock Chairman) gave a report. Alaska Commercial Divers has voluntarily added the City as additionally insured and submitted a copy of their insurance in case we need their services. He noted that on that topic, only he and Teran Poelstra are insured for over-the-water volunteer work under our City insurance as Bulk Fuel employees. He stated his intent to get more safety ladders installed and the new batteries and power equipment put in the phone box as soon as he can.

7.2 — Road Committee:

Mike Williams (Road Chairman) gave a brief report. Joe Wargi has 4 loads of material remaining to put on the main East / West Edna Bay road. He will be grading again soon.

7.3 — EMS Committee:

Myla Poelstra (Squad Captain) had no report.

7.4 — Search & Rescue Committee:

Roger DiPaolo (Chairman) had no report.

7.5 — Fire Committee:

Brian Mortensen (Fire Chief) has no report. Fran Rhodes asked about fire extinguisher availability. It was noted that the City bought a bulk supply of fire extinguishers with the intent that each household could use up to 2 of them. There are spares available, and three have been used at the BFF facility. It was noted that they could be used other places in the City if there is a request for them and a need.

7.6 — Fish & Game Advisory:

Myla Poelstra had no report.

7.7 — Bulk Fuel:

Tyler Poelstra (Plant Manager) reported that the USCG is due in on Thursday. He is going to see if Petro Marine will provide him with a source for pricing so he can keep tabs on price fluctuations better and update the local pricing more proactively when there is pricing volatility.

8 —

Old Business

Item A - Putting to Bid Limestone Pl. Road Surface Repair Contract EDB-09-25-C107:

Mayor Poelstra read back the project description information for the EDB-09-25-C107 Sample Contract to those in attendance. Some errors were noted in the language of "Use of Premises" section that had reverted due to an issue saving the file. There was also a question about whether Automobile Insurance is required.

Consensus was in favor of putting the contract out to bid, no objections were noted.

Motion:

Mayor Poelstra moves to put Edna Bay Limestone Pl. Repair Contract EDB-09-25-C107 out to bid, including the noted corrections after consulting with our municipal attorney and insurance provider. Bids will be opened on October 6th, 2025.

- *Seconded by Councilor Williams*

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

9 —

New Business

Item A - 2025 Annual Certified Financial Statement Resolution #2025-42 (including formatting):

Mayor Poelstra read back the resolution cover page to those in attendance. Copies of the full 45 page report were available online and in paper format.

Mayor Poelstra noted a discussion was held last year about future reports being a summarized version of the report that is compliant with State of Alaska requirements. The current report is far in excess of what the State needs in a budget vs. actual, and requires a significant amount of volunteer labor to prepare and additional time for the State of Alaska to process. He noted that when the detailed report was first agreed upon, the City did not have Bulk Fuel Facility or Harbor Authority transaction history. Now that there are a volume of pages that require manual processing to redact customer names and information from the statement, it has become overly burdensome for all involved.

A solution to this would be a 2 page Summary Report that QuickBooks can produce in minutes vs the current manually prepared 45 page format. He noted the intent of this detailed report was in the spirit of transparency, and is far in excess of what all other Cities in Alaska produce. To continue using a week or more of the Treasurer's volunteer time to prepare this large report is not sustainable. A Summary Report is all that is mandated by the State of Alaska and the report is only required for them, it was not intended as a report for a few people in Edna Bay to use for scrutiny or financial audit. Mayor Poelstra asked if we could agree to produce a Summary Report to eliminate the volumes of redundant transaction information and save many hours of volunteer labor annually.

A sample of the new summary report was presented for review. Sue Crew asked if the Treasurer could be paid so that the large format report could continue to be produced. She did not agree with moving to a summary report. It was agreed to discuss the style of report to use going forward as a new agenda item.

Consensus was in favor of the Annual Certified Financial Statement, no objections were noted.

Motion:

Mayor Poelstra moved to adopt Resolution #2025-42, a Resolution Certifying the Annual Certified Financial Statement of Revenues and Authorized Expenditures for the year ending June 30th, 2025.

- *Seconded by Councilor Kitson*

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

Item B - Kids Don't Float Box Repair and Replacement Options:

Mayor Poelstra opened the item and a discussion took place around ideas and concern areas.

Mayor Poelstra noted feedback received from DOT regarding their concerns with cutting or removing any of the gangway ramp bull rails that were installed to prevent vehicles from rolling off of the float once a drive down ramp is installed. Mayor Poelstra expressed his objection to any modifications to the gangway float from its original design since it was a \$250K item in the harbor project overbuilt for future drive down uses. He suggested that any item installed should not be permanent in nature or impact the safety of the float. He also noted that if it is a public seating area it will need to meet disability access requirements.

Some ideas for building a covered area for a bench were suggested, with the limited space being noted as a challenge to fit a covered area into. It was suggested that since the City already has a covered gangway, some comfortable folding lawn chairs could be purchased and used in the gangway, or people waiting for a flight can wait in their vehicle if it is raining out. It was pointed out that when it is raining and blowing sideways to a degree that a walled in structure would be necessary, the plane is not likely to come at all. It was suggested that a covered area will ensure the bench is always dry, so there is merit to an enclosure for the bench.

An idea of using one of the missing window holes at the bottom of the gangway ramp to house a box for the kids floats was shared. It was suggested this would make them easier to access and parents would always have to walk past them when going to the dock which would promote awareness. Caleb Kitson offered a metal grate to use for securing the vests in the box so they can breathe but not blow away. Mayor Poelstra noted this topic was originally about the Kids Don't Float box but it sounds like there is a desire to split this into separate projects for a bench and one for a bench and/or covered area for folding chairs.

It was agreed to table this item to the next agenda.

10 —

Persons to Be Heard

Sue Crew stated that at the last meeting it was announced that Mike Williams would run for City Council. She recalled asking Councilor Williams if he was planning to spend more time in Edna Bay considering he was living in Ketchikan and his home in Edna Bay is for sale and has been for a year. She said he responded "in essence" that while his house is for sale he wasn't sure he was going to sell it, and what she recalled was that he did not intend to spend more time in Edna Bay and said he didn't see it as a problem because there were so many other Council members that were absent; that he sits here and looks around and sees so many Council members that just never show up that he wonders how they're allowed to stay on the Council. She stated "that it is what he said". She stated that she went back through the records and in the last 3 years, not counting this meeting, Tyler and Myla were at every meeting, Sandy missed 1 and Mike missed 19 which is over half of the meetings. The other 3 members of the Council haven't been on the Council that long, and Louise has 0 absences, Caleb has 1 and Jay has 2. Sue said she was pointing out here that "she is setting the record straight". Most of the absences are Mr. Williams. She also expressed that on the website back to 2023 there are a number of minutes still posted as "Drafts" and she doesn't know why that would be.

Katie Buss said thank you to Tyler and Myla for spending so much of their energy to prepare the documents for the meeting tonight and how much they care about transparency and this community. Thank you.

Tyler Poelstra said he really hopes everyone can work on being constructive going forward with their time investments to build trust and avoid breaking that down by worrying about things that don't promote neighborly collaboration. We've gotten a long way in the City and as a community caring about each other and he hopes that always comes first.

Adjournment

Mayor Poelstra moved that the meeting be adjourned.

Motion to adjourn seconded by Councilor Henson.

Meeting adjourned at 8:26 PM.