

HOLLIS COMMUNITY COUNCIL INCORPORATED MEETING

Agenda

Proper notice of the meeting date/time was given per the Corporation By-laws

TUESDAY, September 13, 2016

7-9PM

FIRE HALL, HOLLIS, AKLASKA

Board Members Present: (see attached roster)

Absent Board Members: ___ Tom Harden, excused_____

Council Members/visitors Present: see attached roster

MEETING CALLED TO ORDER BY THE PRESIDENT AT 1905 PM, by Budd Burnett.

APPROVAL OF MINUTES

Minutes for July 12, 2016 meeting presented for approval and notice that a quorum of Board was not present for Sept meeting to conduct business, therefore, no business was not conducted. The unapproved minutes were sent to the board members for comments/corrections prior to the meeting and posted on the web site. No corrections/comments were received.

Motion to approved: Deena Taylor Second: Sandra Knesset

Discussion: None

Vote: Unanimous For

Reading of Correspondence-Secretary

A. Committees/Department Reports: (Please have reports either typed or hand written and presented to the secretary after the report is given so they may be included in the record). Per the implementation of the new By-Laws, reports will be given by the Standing Committees in addition to the following:

Committees: If an individual is interested in serving on a standing committee, please submit your name to any board member or the committee chair.

1. Finance Committee: John Ryan, chair.

Checking account balance has 108,839.39. Report of bills paid. Quarterly audit was completed with no discrepancies reported.

Follow-up on Petro Marine charge to HCC credit card. This was an approved expense for reimbursement of fuel for those individuals who hauled gravel for roads.

State Revenue Sharing funds in the amount of \$24,056.00 has been received and deposited.

2. Annual Fire Department Fundraiser: Keith Michaels, Chair, was held August 20th.
Financial report to be presented as to income, expense, net income.

A preliminary report was presented by Bill Sharpes, Keith Michaels and Lisa Cates. A complete report with total revenue, expenses and net will be presented at the November Council meeting.

- 3. Harris River Picnic Area:** Chair John Ryan
- 1) Trail repair:** a tree is reported down at this location and Keith Michaels has volunteered to cut this lumber up and remove.
 - 2) ATV bridge status:** Report from Budd Burnett indicated that it has been indicated that the State Forest Service will be receiving grant monies to install the ATV bridge at the Harris River Picnic Area. To meet state requirements, the bridge will be expanded from the initial 90 feet to a length of 110-130 feet. The National Forrest Service will receive monies for the instillation and engineering expenses.
 - 3) Informational Item:** Ron Curtis reported that there needs to be supplied toilet paper, trash bags made available at the picnic area. He has volunteered to clean up the trash.

Thanks to Ron and Keith for their service!

4. Fourth of July Celebration: Chair Ron Curtis

2017 preparations

New members on committee

No Report

5. Cemetery Committee: Budd Burnett, chair.

Update:

- a. Status of parking, lot seeding-done. Thank you to Tom Harden for doing this.
- b. Status of Trust set-up for Perpetual Care. Budd is still looking into the details of getting this set up.
- c. Status of needed guidelines for burial as stated in State Dept. of Health Rules or other regulatory agencies.

Budd reported on preliminary guidelines, but nothing has been finalized. Report due at November meeting
- d. Status of guidelines for cemetery plot purchase. Pending
- e. Price confirmation of plots. Currently recommended is \$200 per plot, but recommendation to evaluate the cost being stated will be enough to provide for the revenue a trust will generate for perpetual care of the property.
- f. Status of guidelines for record keeping. Who is responsible. Preliminary report given by Budd Burnett
- g. Deena Taylor volunteered to serve on the committee, joining current committee members, Budd Burnett, Chair, Tom Harden, Sandra Nessett, Brian Hallstgrom, members. Next committee meeting will be announced by Chair Budd Burnett.

Appointed Committee(s):

- 6. Second Class City Forum:** Chair, Tom Harden, update. No report as Mr. Harden was absent.
- 7. By-law/Articles of Incorporation Committee:** Chair, Deena Taylor, update

The Articles of Incorporation was returned by the state as the names of the current Board members and officers has not been updated. It will be re-submitted, once the elections are held with the new list of Board members and officers can be submitted. This was confirmed with the state office and being the best course of action.

Department Reports:

8. FIRE/EMS: Bill Sharpes

- a. Vehicles: Repairs completed on one of the vehicles, \$180.
- b. Siren mounting: Test held with no response from community members that it was heard. It was reported by Keith Michaels that another test will be announced which will last longer to ensure that the sound carries and a method of feedback from community members will be announced to determine if the test was successful.
- c. Code Blue Equipment:
Update: Status of AED placement and training schedule for school personnel and other interested parties. Pending. Bill Sharpes, Fire Chief, is unsure of when he can schedule this and is anticipating it to occur after the first of the year. Lisa Cares announced she plans to submit a plan to develop a program for the school and will coordinate with the Fire Chief.
- d. Emergency Calls since last meeting. None
- e. Training:

Volunteer fire: Meeting held on Sept. 6 with 10 community members in attendance. Mr. Michaels, Assistant Fire Chief/Training Officer, announced that there will be regularly scheduled training meetings set now on the first Tuesday of each month for one hour and on the third Saturday of each month for 2 hours. Times are to be announced and topics/tasks for meetings will be announced.

EMT I Class: Fire Chief Bill Sharpes indicated there will be a planned course starting in January, 2017. Details to follow.

B. OLD BUSINESS:

- 1. DONATION/GROCERY RECEIPTS-Budd Burnett-quarterly report ending July30.
Informational item only.

Budd Burnett reported the receipts netted the Council \$59 for the quarter ending July 30th. Next quarter ends October 31. Only receipts dated August 1-October 31, 2016 may be counted towards the contribution calculations for this quarter.

- 2. Proposal to purchase 7.5 acres of land as previously moved. Rules have changed from the DNR and lack of grant monies which had been proposed to use for the purchase makes this action no longer feasible. -Budd Burnett

Motion to rescind the previous motion to purchase the 7.5 acres.

Made: Deena Taylor
Discussion:

Second: Sandra Nessett

Vote: unanimous in favor

C. NEW BUSINESS:

1. Cemetery Committee: Chair Budd Burnett

- a. Motion to allow up to \$1000 towards the cost of establishing a trust for the perpetual care of the cemetery.
Made: Deena Taylor Second: Ezra Clark

Discussion: Concern voiced about approving this motion prior to a budget need for perpetual care of the cemetery is established.

Vote: Yes-9 No-3 Abstain-2

- b. Motion to designate 30 plots as a Veteran Memorial Area available for Veteran internment.

Discussion: Action on this proposed motion was deferred until some information can be obtained from the American Legion regarding their willingness to assist with the care of those plots and to determine what the benefits towards burial are.

2. Secretary Report on Membership Audit as stipulated in the By-Laws. Deena Taylor

Motion to accept the membership audit as presented.

Moved: Deena Taylor Seconded Sandra Nessett

Discussion: Review of those who have moved were removed.

Vote: Note: this per the By-laws, is only approved by the Board, not membership.

For: Uniramous

Please note the revision in the By-Laws regarding proxy votes prior to the election.

3. Board seats up for re-election, nominations will be accepted at this meeting with the elections held at the Annual Meeting on October 11, 2016, 7-9PM. Voting will be open from 7-8PM which will leave time to count votes in front of the membership by the secretary as per the By-laws. It is encouraged that all individuals review the new By-laws regarding elections. For your convenience, excerpts are posted at the end of this document.

- a. Budd Burnett-Budd has announced that he will not be seeking re-election to the Board
b. Tom Harden-seeking re-election to the Board seat. Currently, he is completing the term left vacant due to the resignation of Keith Michaels.
c. At this juncture, Mr. Bill Sharpes announced his resignation from the board, which places his seat up for election.

Nominations:

Candidate	Nominated by
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Tom Harden	John Ryan
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Ron Curtis	Deena Taylor
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No other nominations were received.

Motion to accept nominations, Sandra Nessett Second: Budd Burnett

As provided in the By-Laws, write-in voting will be allowed. If no one is written-in, then the vacancy created by Bill Sharpes resignation, will be appointed by the board as per the By-laws.

4. Candidate Forum. Deena Taylor
Motion to hold a candidate forum on Sunday, October 2, 4-5PM. Fire Hall Community Room.

Candidates are to provide a brief bio and comments as to their desire to be elected and qualifications which will be posted.

Community to present the questions to the Secretary of the Board by Wednesday, September 28th, so the list may be compiled and presented to the candidates prior to the forum. Mr. Curtis will be out of state and will participate by video call.

5. Thorne Bay is looking for a fire truck and the possibility of Hollis providing one. Pros and cons of which truck for Hollis to get rid of and the savings it would create. John Ryan, informational item.
Mr. Ryan withdrew this items from the agenda

6. **Gary Holt, Informational Item regarding the following article as written in the Articles of Incorporation and required by statute to have.:**

Article Ten: Dissolution

“In the event of dissolution of the Corporation (whether voluntary or involuntary), the distribution of assets shall follow a plan adopted according to AS 10.20.300. Under this plan, assets may be dispersed to nonprofit, non-discriminatory community organizations with purposes similar to this Corporation. Any asset not disposed of under a plan of dissolution shall be disposed of by the court having jurisdiction over the Corporation.”

Mr. Holt read a letter to the Council citing various concerns he had with previous business operations of the Board and Board members. He was asked what action he would like the Board/Council to take in response to his concerns and request? Mr. Holt stated nothing, “I just want it posted and see what comments the community will make.”

Sandra Curtis was present at the meeting and she assured Mr. Holt that the letter would be posted on the Hollis website.

Postscript: This letter has already been posted to the Hollis website and at the library. As of this writing, there has not been any comments received.

Motion to adjourn : Deena Taylor
Meeting adjourned at 2115.

The next council meeting will be the Annual Meeting for the election of open Board seats, on Tuesday, October 11, 2016, Community Room, Fire Hall, 7-9PM. Voting will be held 7-8PM to allow for tallying of the votes and announcement of the new elected Board members by 9PM. As per By-laws, the only business of the evening will be the election of individuals to fill the two open Board seats.

For your reference from the by-laws in regard to elections:

SECTION 1; Membership. All residents of Hollis, who are at least 18 years of age, are eligible to be Members of this Corporation. A resident is someone who is a U.S. Citizen, a legal resident of Alaska, reflects that Hollis is his/her physical address and be verified **by ANY STATE OF ALASKA APPROVED METHOD OF VERIFICATION** is eligible for membership can present the required documents of this section to the secretary and will be simultaneously added to the membership list.

SECTION 3; Membership Audit. All memberships must be confirmed by an annual check against the current state's voter list as a voter registered in Hollis. The annual audit will be conducted by the secretary prior to the September meeting with the results presented and approved by the Board of Directors at the September meeting. An alternative Director can be designated by the Board of Directors to complete the audit by a majority vote. If the Membership Audit is not approved by the Board of Directors at the September meeting, a special meeting is to be called prior to the Annual Meeting to confirm the membership exists of only members in compliance of Chapter One, Section 1; Membership.

SECTION 1; Election Notice.

A notice of expiring terms of office for the Board of Directors shall be made at the regular September monthly meeting. A general election will occur at the annual meeting to fill the terms which expire at the commence of the annual meeting

A special election can be called by a majority vote of the Board of Directors or under Chapter One, SECTION 6; Vacancies. The election shall not occur for at least 15 days from the time that it was called for.

A notice of an election shall be prepared and the membership informed of the election by posting the type of election, scheduled date, time, and place of the meeting in at least 3 prominent locations. The notice shall include the choices the membership is voting for and the requirements to participate in the elections.

SECTION 2; Ballots.

Ballots shall be on plain white paper with a space for writing the member's choice. A pre-printed ballot must be prepared by the secretary. The ballot shall be available for 14 days prior to the election and posted at the same locations which the notice of election was posted. The ballot shall be used only as the written proxy and in-person ballot to cast a members vote. The ballot is to include the date for which the election is intended for.

A proxy ballot must be received in a sealed envelope with a copy of the member's voter's registration card attached on a separate piece of paper, and with written permission for another member to cast their vote. Once the secretary confirms the membership of the proxy ballot, the ballot is to be detached and placed into the ballot box. The membership's name is to be recorded as a proxy in the membership roster for the election.

SECTION 3; Voting Procedures.

The secretary shall check the member's name on the membership list. If the member's identity is questioned at the time of voting, they must provide proof of their identity. This shall be a government issued document or identity card. It can include a corporation, school, and employment photo identification.

When a person is verified that they are eligible to vote in the election, they shall sign the membership roster in the space provided.

Voters shall be provided an area with privacy to cast their vote. This area shall be reasonably vacant in which a member is comfortable in casting their vote without the influence of other members. If a member feels an area is inadequate in providing privacy, they shall immediately notify a Director in charge of the election. The director will create a private area which is with-in reason so the member can cast their vote.

Voting shall be only by secret ballot. Ballots must be marked in pen

After a ballot is marked, it's to be deposited in the ballot box.

SECTION 4; Ballot Tallying

Ballots are to be opened and counted in front of the membership. The total number of ballots are to be checked against the member's names in the roster. The number of ballots are to be equal to the number of members who voted in-person or by proxy as recorded on the membership roster.

SECTION 5; Certifying the Election

The election results are to be certified at the next regular meeting by the Board of Directors. Nominees or the presented choice receiving the greatest number of votes, shall be considered the elected choice or Director. Once the election is certified, the secretary is to post the results of the elections in 3 prominent locations.

CHAPTER NINE: ANNUAL MEETING

The annual meeting shall be held on the first Tuesday of October, and shall be publicly noticed by posting the scheduled date, time and place of the meeting in at least 3 prominent locations. Nominations for Director's seats will be taken during the regular September meeting. To allow for write in candidates, always hold an annual meeting.