

HOLLIS COMMUNITY COUNCIL, Inc. MEETING

Approved Minutes and Agenda

Approved February 14, 2017 Council Meeting

Proper notice of the meeting date/time was given per the Hollis Community Council, Inc. By-laws

Tuesday, January 10, 2016

7-9PM

FIRE HALL, HOLLIS, AKLASKA

Board Members Present: (see attached roster)

Absent Board Members: Council Members/visitors Present: see attached roster

MEETING CALLED TO ORDER BY THE President, Deena Taylor AT 1900 PM

ANNOUNCEMENTS:

These are presented here as a reference to be read prior to the meeting and will not be read verbatim at the meeting.

1. Heaters need to be kept at **50 degrees** when the facilities are not in use. The door between the community room and bay area should be kept closed.
2. Procedure for purchases, check writing, paying bills, claims for reimbursement, travel reimbursement, training
Section 5: Purchases and BidsTo be specific, all monies to be deposited into Council Bank accounts and all items purchased/paid for, shall be submitted through the Treasurer as per the above By-laws. It is imperative that the Board be able to present a paper trail for all monies coming in and going out. Nothing is to be charged without the appropriate paperwork. (The treasurer has forms which need to be completed).
3. We are looking into the cost of Officer's and Board insurance.
4. The real work of the organization occurs through the hard work and dedication of committees. It is encouraged that Council members become involved on one of the many committees. Regularly scheduled committee meetings to accomplish the work and report back to the Council is encouraged.
5. **THE BOARD IS HOSTING A RECEPTION TO HONOR THE YEARS OF SERVICE TO THE HOLLIS COMMUNITY COUNCIL, INC., FOR BUDD BURNETT AND BILL SHARPES, SUNDAY, MARCH 19, 2-3PM. This will be a come and go event with light refreshments.**

A. APPROVAL OF MINUTES 3 minutes

1. December 14, 2016 minutes have been posted and sent to the board. Sandra Nessett, Secretary

Motion: To approve the minutes as printed. Made: John Ryan Second: Sandra Nessett

Discussion/corrections: Corrected was the membership of the Fourth of July Committee members.

Vote: yes: 9 No: 0 Abstain: 0

A. Presentation by special guests:

None

B. Board work session Report-Deena Taylor-None to report

C. Committee/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. Standing Committees:-15 minutes

a. Finance Committee: John Ryan, chair.

See attachment for the financial report

1). Status of IRS filings. John Ryan reports the IRS “that after much digging, it was found that the IRS had a glitch in their computer system and in reality, Hollis Community Council, is in good standing and all IRS required reports have been filed.”

Thank you John for your diligence in pursuing this issue to a positive resolve!

2.) Bill for furnace repair(will need motion regarding this invoice.

It was suggested by the Fire Chief that the funds for these repairs be taken from those raised at the annual fundraiser in August, since there was no prior authorization for this repair. The bill will be paid and taken out of general funds.

3.) It is asked if the Committee at their next meeting address the following and report at the next Council meeting:

a.) evaluate the monies we have on hand, not related to the state revenue sharing which we received for FY2016-2017, and report on what we have left in the budget of those monies.

b.) make a recommendation on the dollar amount that should be held back to offset state revenue sharing deficits and, how much should we put back and designate for emergency coverage for insurance deductible.

c.) start to formulate a budget for fy 2017-2018? Not sure when we will hear about the anticipated amount that we might receive this year.

b. Annual Fire Department Fundraiser: Lisa Cates, Chair, was held August 20th.

Membership is open to any interested individual.

Clarification of how the grand prize winner was paid? The winner was paid in cash. It has been noted that in the future, the procedure set forth in the By-laws will be adhered to.

c. Harris River Picnic Area: Chair John Ryan

This committee is inactive until further notice/action.

d. Fourth of July Celebration: Chair Ron Curtis, Committee Members: Sandy Curtis, Coleen Watson

2017 preparations

Looking for committee members

e. Cemetery Committee: Chair Tom Harden. Current committee members are: Budd Burnett, Sandra Nessett, Brian Hallstgrom, Deena Taylor. The Committee is looking for those interested in serving on this committee.

Motion for consideration: Move to rescind the motion made October, 2016 to allow up to \$1000 to set up a trust fund for perpetual care for the cemetery.

There was no motion made only suggested. The Council wants to wait to act on this previous motion until more information can be achieved. There is no plan at this time to set up a trust that would require legal work.

- 1) Set-up for Perpetual Care. Budget for annual maintenance
- 2) Status of needed guidelines for burial as stated in State Dept. of Health Rules or other regulatory agencies.
- 3) Status of guidelines for cemetery plot purchase. Contract of ownership.
- 4) 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 required to provide for perpetual care of the property.
- 5) Status of guidelines for record keeping. Who is responsible?
- 6) Designation of a section of cemetery for spreading of ashes. Fee charged?
- 7) Designation of a section for Veterans. Fee charged? Participation by Veteran groups? Monies Government pays for burial of Veterans.
- 8) Status of road easement currently on MHT property which is used for access to the cemetery. Tom is pursuing this issue and if approved, the need to build a road will not be needed.

2. Appointed Committee(s): 3 minutes

a. Second Class City Forum: Chair, Tom Harden, update. Informational item only. Tom suggested including this item in with the Strategic Planning Committee.

b. By-law/Articles of Incorporation Committee: Chair, Deena Taylor, update
Committee members: John Ryan, Tom Harden, and Ron Curtis. Membership is open to any Council member. If interested, please contact Deena Taylor.

We will be meeting in March to review the documents and make recommendations for update at the April meeting.

c. Strategic Planning committee: Chair: Ron Curtis Committee members are being sought.

Mr. Curtis proposed to the Council that the Second Class City Forum item remain separate from this committee. All agreed.

Mr. Curtis reported that the format and info for the community will be sent out.

3. Department Reports: 15 minutes

FIRE/EMS: Bill Sharpes, Fire Chief

a. Vehicles: nothing to report

- b. Siren Testing update: Plan for the siren since the test have shown that the tone is not heard by residents in the area. Still in process.
- c. AED equipment at the school and fire department:
Anticipated Date for Training: A date has not been set as of this meeting

d. Emergency Calls since last meeting.

- 1) Fire: one

It was reported that a fire was responded to on Aurora Drive and efforts were hindered due to the fact that both pumps were missing from the fire trucks which hampered the refilling of the trucks with required water. No one knew where they were or who had taken them.

- 2) EMS: one

e. Training:

- 1) 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. This was announced at the Sept. 13th meeting.

Update: Informational only. No Report

Future schedule/topics of trainings. Reminder of the January 9th training.

Report on training held:

Date	Number attending	Topic
17 th	3	inventory

EMT I Class: Fire Chief Bill Sharpes, Date to be announced.

- f. Inventory: Was completed, report by John Ryan

OLD BUSINESS: 10 minutes

1. DONATION/GROCERY RECEIPTS-No report due.

Sandra Nessett has assumed this responsibility. Please save your grocery receipts and give to Sandra or place in the box provided at the fire hall entrance. The quarters for tallying are as follows. The receipts must be dated within these months to count for that quarter. Thank you so much.

February 1-April 30

May 1-July 31

August1-October 31-----\$71.44

November 1-January 31, 2017

2. AMBULANCE:

Report: Informational item only: John Ryan Wanting to hear on the expected date this vehicle will be moved to another area. Until that time, HCC, Inc. is responsible to maintain insurance on the vehicle.

3. Location of deeds/abstracts to property owned-Deena Taylor

From Lee Cole, we received the following regarding the fire station property and cemetery property.

- a. Cemetery (ADL 107529). There is no Patent yet. Here is what happened:
A Final Finding and Decision (“FFD”) was issued in 2012. (HCC has management authority.
The FFD was appealed by one of the citizens.
The appeal was denied.
At this point, DNR should have requested a Patent. But, we have not done so.
We have three large, high-priority matters that are a head of this request. It may be in January before we can get to this, but it is on the radar.

The Council has requested the Treasurer to secure information on renting a safety deposit box in which to place important documents and will report back at the Feb. meeting.

- b. **Lease on Harris River Picnic area. See the attached letter indicating that this process was not completed and that HCC, Inc. has no authority for this area and it remains with DNR.**

No action has been brought to the Council as to future action.

4. Follow-up on culverts installed on Island View Drive-Tom Harden

Will be contacting Bruce to go with him to confirm the location and if the culvert in question is in the right of way. If not it will need to be removed and returned, along with the other culvert to the Hollis Fire Dept/Community Building.

5. Locks to be changed on the Fire Hall/Community Building. John Ryan-10 minutes

John will be requesting bids and reviewing the best option for locks. It was confirmed by Chief Bill Sharpes, that Keith Michaels did purchase locks without the approval of the Council, and has indicated that he would donate to the Council. Mr. Ryan will take this into consideration in doing his research. A report will be presented at the Feb. meeting.

A. NEW BUSINESS: 35 minutes allowed

1. Change in meeting date for February from 14th to the 15th.
The consensus is to keep the Council meeting on the regular date, February 14.
2. Response from the state on the Abandoned and derelict vessel (ADV) which is located at Hollis/Anchorage belonging to Mr. Gerald Baker. John Ryan
Communication has been sent to our Representative with referral of our concern to a newly appointed committee at the state level.
3. Ron Curtis has volunteered to issue an RFP to various insurance vendors for quotes for insurance coverage beginning July 1, 2017. These proposals will be due by March 2017.
4. It has been suggested that we issue an RFP for the annual maintenance for the heaters in the Fire Hall/Community Building. Tom Harden will follow-up on this.
5. Volunteer(s) being sought to review/propose process whereby equipment owned by HCC, Inc. may be used/borrowed, explore liability issues with our provider, and report back to the Council at the Feb. meeting. Committee: Chair-Roger Cates, Robert Anderson and Ezra Clark. Report due at the Feb. meeting
6. Consider the sale of the back hoe. Discussion with no motion proposed. Tom Harden has volunteered to look into this possibility and fair market value for it. Currently the piece of equipment is not on the Council property. The importance was expressed, that no equipment be taken from the property

without approval of the council, unless, it is being used for the purpose for which it was obtained. (fire trucks and EMS).

Meeting adjourned at PM by Board President, Deena Taylor at 2003 PM

The next council meeting will be on Wednesday, February 14, 2017, Community Room, Fire Hall, 7-9PM.