

City of Kodiak Regular Council Meeting Agenda for September 27, 2018
7:30 p.m., at 710 Mill Bay Road, Assembly Chambers (Room 232)

- I. Call to Order/Roll Call**
Invocation/Pledge of Allegiance

- II. Previous Minutes**
Approval of Minutes of the September 13, 2018, Regular Council Meeting1

- III. Persons to Be Heard**
 - a. Public Comments (limited to 3 minutes) (486-3231)

- IV. Unfinished Business**
None

- V. New Business**
 - a. Resolution No. 2018–09, Naming Election Workers for the October 2, 2018, Regular Municipal Election.....8
 - b. Authorization to Purchase Case 580 Super N T4 Loader/Backhoe From Yukon Equipment, Inc.....10
 - c. Authorization to Purchase a 2018 Trail King TKT40LP Trailer From Yukon Equipment, Inc.....18
 - d. Appointment to Parks and Recreation Advisory Board.....26

- VI. Staff Reports**
 - a. City Manager
 - b. City Clerk

- VII. Mayor’s Comments**

- VIII. Council Comments**

- IX. Audience Comments** (limited to 3 minutes) (486-3231)

- X. Adjournment**

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DRAFT

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE CITY OF KODIAK
HELD THURSDAY, SEPTEMBER 13, 2018
IN THE BOROUGH ASSEMBLY CHAMBERS**

I. MEETING CALLED TO ORDER/INVOCATION/PLEDGE OF ALLEGIANCE

Deputy Mayor Charles E. Davidson called the meeting to order at 7:30 p.m. Councilmembers Randall C. Bishop, Laura B. Arboleda, Richard H. Walker, and John B. Whiddon were present and constituted a quorum. Mayor Pat Branson and Councilmember Daniel Mckenna-Foster were absent. City Manager Mike Tvenge, City Clerk Debra Marlar, and Deputy Clerk Michelle Shuravloff-Nelson were also present.

Salvation Army Major Dave Davis gave the invocation and the Pledge of Allegiance was recited.

II. PREVIOUS MINUTES

Councilmember Whiddon MOVED to approve the minutes of the August 9, 2018, regular meeting as presented.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Walker, and Whiddon in favor. Councilmember Mckenna-Foster was absent. The motion passed.

III. PERSONS TO BE HEARD

a. Proclamation: Declaring Senior Center Month

Councilmember Whiddon read the proclamation, which urges all citizens to recognize the special contributions of senior center participants and the special efforts of the staff and volunteers who work every day to enhance and enrich the lives of the older citizens in our community.

Jonathan Strong accepted the proclamation on behalf of the Senior Citizens of Kodiak Inc. He said the seniors are vibrant members of the community and commended the services provided to the elder population in Kodiak. He thanked the Council for their leadership.

b. Public Comments

Major Dave Davis thanked the Council for their support of the nonprofit grant awards.

IV. UNFINISHED BUSINESS

a. Second Reading and Public Hearing, Ordinance No. 1381(SUB), Amending Chapters 18.12 and 18.20 of the Kodiak City Code to Allow for Negotiated Leases of Real Property if Approved by Ordinance

Ordinance No. 1381 will codify the process of authorizing property leases via a standalone ordinance, which has been done for many years upon attorney advice. Kodiak City Code Title 18, Chapters 12 and 20 specify the process to dispose of or lease City real property. Title 18 as written includes a lengthy process requiring leases having a term of more than five years or having a computed annual minimum rental of more than \$5,000 to be offered by sealed bid or at public auction and an appraisal, in addition to other requirements.

Councilmember Whiddon MOVED to adopt Ordinance No. 1381(SUB).

Deputy Mayor Davidson closed the regular meeting, opened and closed the public hearing when no one came forward to testify, and reopened the regular meeting.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Walker, and Whiddon in favor. Councilmember Mckenna-Foster was absent. The motion passed.

V. NEW BUSINESS

a. Authorization of Animal Control Services Memorandum of Agreement With the Kodiak Island Borough

The City operates animal control services and contracts with the Humane Society of Kodiak to operate the Animal Control Shelter. The Kodiak Island Borough (KIB) itself does not provide these services to its residents and, therefore, contracts with the City. This is a two-year agreement beginning July 1, 2018.

Councilmember Walker MOVED to authorize the Animal Control Contract, City Record No. 237761, between the City of Kodiak and the Kodiak Island Borough and authorize the City Manager to execute the document on behalf of the City.

Councilmember Bishop MOVED to amend Section 8 Fee Collection B. by inserting the words “Kodiak Island Borough” before the words “licensing fees”.

The roll call vote on the amendment was Councilmembers Arboleda, Bishop, Davidson, Walker, and Whiddon in favor. Councilmember Mckenna-Foster was absent. The motion passed.

The roll call vote on the main motion as amended was Councilmembers Arboleda, Bishop, Davidson, Walker, and Whiddon in favor. Councilmember Mckenna-Foster was absent. The motion passed.

b. Authorization of E-911 Agreement With the Kodiak Island Borough

Enhanced 911 system equipment and software is used to provide E-911 services to all Kodiak citizens with local telephone exchanges or any local 911 call. The City is responsible for the operation and maintenance of the E-911 system. The Borough may impose an E-911 surcharge pursuant to Alaska State Statute 29.35.131 and will remit the surcharges collected, less allowable expenses, to the City for these E-911 services. The MOA outlines the responsibilities and financial outlay between the municipalities.

Councilmember Arboleda MOVED to authorize the E-911 Memorandum of Agreement between the Kodiak Island Borough and City of Kodiak, City Record No. 238610, and authorize the City Manager to execute the document on behalf of the City.

Councilmember Walker MOVED to amend Article II, Section 2.a. of the E-911 Memorandum of Agreement by deleting the words “bi-annually in July and January” and inserting the words “quarterly in January, April, July, and October.”

The roll call vote on the amendment was Councilmembers Arboleda, Bishop, Davidson, Walker, and Whiddon in favor. Councilmember Mckenna-Foster was absent. The motion passed.

The roll call vote on the main motion as amended was Councilmembers Arboleda, Bishop, Davidson, Mckenna-Foster, Walker, and Whiddon in favor. The motion passed.

c. Authorization of Building Inspection Memorandum of Agreement With the Kodiak Island Borough

The City and Borough run a joint building inspection program, which was developed in 1988 and revised through a Memorandum of Agreement (MOA) in 1997. An updated MOA between the Kodiak Island Borough and City of Kodiak for the Building Inspection Program has been drafted by the Borough Manager and City Manager, which reflects the cost of the building inspection program to be split equally. They will jointly develop and pay for engineering designs for small residential construction projects that are similar in nature that cannot be built prescriptively under the building code. Also, within the agreement are a zoning compliance program and a fire safety program. The agreement shall be in effect until June 30, 2023.

Councilmember Whiddon MOVED to authorize the Building Inspection Program Memorandum of Agreement between the Kodiak Island Borough and City of Kodiak, City Record No. 238612, and authorize the City Manager to execute the document on behalf of the City.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Walker, and Whiddon in favor. Councilmember Mckenna-Foster was absent. The motion passed.

d. Authorization of Bid Award to Brechan Construction LLC for Annual Pavement Repair, Project No. 19-02/5039

A continual asphalt maintenance program is needed to keep City streets and parking lots in good driving condition. Change Order No. 1 will utilize the available funding in the project budget to extend paving in the project area to replace additional paving that has deteriorated due to loaded truck traffic exiting the Near Island Quarry.

Councilmember Walker MOVED to authorize Change Order No. 1 for the FY2019 Pavement Repair, Project No. 19-02/5039 to Brechan Construction LLC in amount of \$99,210 with funds coming from the Streets Capital Improvement Fund Project No. 5039, Pavement Repairs and authorize the City Manager to execute the documents on behalf of the City.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Walker, and Whiddon in favor. Councilmember Mckenna-Foster was absent. The motion passed.

e. Authorization of Bid Award to Knight Technology Group for 30 Microsoft Office Standard 2016 Licenses and 150 Microsoft Office Professional Plus 2016 Licenses

The City of Kodiak accepted sealed bids for 30 Microsoft Office Standard 2016 licenses and 150 Microsoft Office Professional Plus 2016 licenses. The date of invitation began on July 31, 2018, and closed at 2 p.m. on August 31, 2018. The lowest responsive bidder was Knight Technology Group. They bid \$6,000 for the Microsoft Standard licenses and \$45,000 for the Microsoft Office Professional licenses.

Councilmember Bishop MOVED to authorize the bid award to Knight Technology Group for 30 Microsoft Office Standard 2016 Licenses and 150 Microsoft Office Professional Plus 2016 Licenses for \$51,000 with funds coming from Machinery and Equipment greater than \$5,000 account and authorize the City Manager to execute the documents on behalf of the City.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Walker, and Whiddon in favor. Councilmember Mckenna-Foster was absent. The motion passed.

VI. STAFF REPORTS

a. City Manager

Manager Tvenge asked the public to use caution in the next two weeks as Parks and Recreation are removing the hanging flower baskets and banners that were installed for the summer months. He said the ice rink would transition from summer sports to winter sports beginning September 21. He shared the crew will be preparing the surface for ice, which is expected to be ready by October 9. He said that Birch Avenue continues to move ahead smoothly with all the underground work completed. Manager Tvenge provided an update that the contractor is preparing for street paving scheduled to begin Wednesday and Thursday next week, and the sidewalks will be paved the following week. He said the downtown police substation is still under construction and should be

completed this month. He said they are anxious to open this building to provide a police presence downtown.

b. City Clerk

Clerk Marlar encouraged the citizens to vote at the Municipal Election, on October 2, 2018. She said absentee voting would be held in the City Clerk’s office beginning September 17, 2018. She shared the City precincts are located at the Teen Center and Harbor buildings. She informed the public of the next scheduled work session, Fisheries Work Group, and regular Council meeting.

VII. MAYOR’S COMMENTS

Deputy Mayor Davidson gave his condolences to the Jensen family. He said the City is celebrating 78 years of being incorporated. He advised the public to drive cautiously as school is back in session.

VIII. COUNCIL COMMENTS

Councilmember Walker encouraged the citizens to vote and commented that voting is the mechanism to make changes. He said Birch Avenue is progressing well and commended the work done. He said the salmon run is finally occurring and said the weather has been great.

Councilmember Bishop thanked staff for being present at the meeting. He said he appreciated the City employees for their work and he thanked his colleagues, stating he is proud to be a part of group.

Councilmember Arboleda said she attended the Borough Lands Committee; she said there was a presentation on fish culverts. She said she heard that police officers were out on the first day of school greetings parents and kids, which she said was a nice thing to do.

Councilmember Whiddon expressed his appreciation for the Senior Citizens of Kodiak Inc. for taking care of elders, and he thanked the center for their services and dedication year round. He shared that he was appointed by the Governor to the Alaska Civilian-Armed Services Team (ACAST); the team consists of nine individuals around the state. He said the purpose of the team is to encourage the military to invest in communities and advise the Governor. He reported on the first meeting, which focused on education and transfer of credentials for spouses in the military and affordable housing for military personnel.

IX. AUDIENCE COMMENTS

None

X. ADJOURNMENT

Councilmember Whiddon MOVED to adjourn the meeting.

The roll call vote was Councilmembers Arboleda, Bishop, Davidson, Walker, and Whiddon in favor. Councilmember Mckenna-Foster was absent. The motion passed.

The meeting adjourned at 8:10 p.m.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Minutes Approved:

NEW BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Debra Marlar, City Clerk *DM*

Date: September 27, 2018

Agenda Item: V. a. **Resolution No. 2018–09, Naming Election Workers for the October 2, 2018, Regular Municipal Election**

SUMMARY: Kodiak City Code specifies that prior to each election, the Council shall appoint judges and clerks for each City precinct and will also appoint a canvass board consisting of at least three persons. Resolution No. 2018–09 names election workers and canvass board members for the October 2, 2018, regular municipal election and authorizes the City Clerk to appoint other persons, if necessary, to ensure that an adequate number of workers are present to conduct and canvass the election.

PREVIOUS COUNCIL ACTION: Annually, the Council adopts a resolution naming election workers for the regular municipal election.

CITY CLERK’S COMMENTS: The City Clerk recommends the Council adopt Resolution No. 2018–09.

ATTACHMENTS:

Attachment A: Resolution No. 2018–09

PROPOSED MOTION:

Move to adopt Resolution No. 2018–09.

**CITY OF KODIAK
RESOLUTION NUMBER 2018-09**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK NAMING
ELECTION WORKERS FOR THE OCTOBER 2, 2018, REGULAR MUNICIPAL
ELECTION**

WHEREAS, the City will conduct a regular municipal election on Tuesday, October 2, 2018; and

WHEREAS, the City Code requires that Judges and Clerks of the election be named.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Kodiak, Alaska, hereby appoints the following individuals to serve as election workers for the regular municipal election to be held within the City of Kodiak on Tuesday, October 2, 2018:

- Section 1. The election workers for Precinct No. 820 (Kodiak No. 1), located at the Harbor-master Building, shall be Sandy Peotter, Chair; Ellen Lester, Co-chair; and Joan Altenhof, Jan Haaga, Doris Mensch, Gail Otto, Gloria Selby, Linda Sutton, and Kathryn Tyner as Judges.
- Section 2. The election workers for Precinct No. 825 (Kodiak No. 2), located at the Teen Center, shall be Esther Waddell, Chair and Richard Waddell, Co-Chair; and Deanna Cooper, George Cusick, Gloria Daquis, Donna Jones, Nita Nicolas, and Marie Steiffany Ruth Racan as Judges.
- Section 3. The Accuvote Board shall be the City and Borough Clerks and their staff.
- Section 4. The City Receiving Board shall be Daniel Mckenna-Foster, Marya Nault, Susan Norton, and Brandi Wagner.
- Section 5. The Canvass Board shall be Sandi Heglin, Charles Davidson, Pat Szabo, and Deborah Tvenge.
- Section 6. The City Clerk and Clerk’s staff shall have the authority to fill in where needed, and the City Clerk shall have the authority to appoint additional persons, as necessary, to ensure an adequate number of election workers are available to conduct and canvass the election.

CITY OF KODIAK

MAYOR


ATTEST:

CITY CLERK

Adopted:

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager 

Thru: Craig Walton, Public Works Director

Date: September 27, 2018

Agenda Item: **V. b. Authorization to Purchase a Case 580 Super N T4 Loader/Backhoe from Yukon Equipment, Inc.**

SUMMARY: The City requested proposals from Yukon Equipment, Inc. for a new CASE 580 Super N T4 loader/backhoe and from NC Machinery for a new CAT 430F2 IT loader/backhoe. Both quotes were for similarly outfitted equipment, FOB Kodiak. The City obtained competitive proposals on detailed specifications for a loader/backhoe. The Yukon Equipment Inc. quote is \$128,198 and the NC Machinery quote is \$153,065. Staff recommends Council authorize the award of this purchase to Yukon Equipment, Inc. in an amount not-to-exceed \$128,198 for the CASE 580 Super N T4 loader/backhoe.

PREVIOUS COUNCIL ACTION: The City Council routinely authorizes equipment purchases for the Public Works Department.

DISCUSSION: The City's vehicle replacement policy is based on 15 years of service for a loader/backhoe. Staff has been doing annual evaluations since the loader/backhoe's scheduled replacement date in 2017 and managed to get an additional two years of service out of the current loader/backhoe. The condition assessment of the loader/backhoe is showing major wear on all components. The cab and roll over protection has been compromised due to heavy rust. The engine and powertrain are showing their age in the progressive loss of power and working force. There is excessive wear at all articulation points.

The City used Sourcewell (formally National Joint Powers Alliance or NJPA) contracts to purchase equipment through Yukon Equipment, Inc. Sourcewell is a Minnesota government unit, public corporation and public agency pursuant to the Minnesota Constitution and enabling law Minn. Stat. § 123A.21. They establish competitively awarded cooperative purchasing contracts on behalf of itself and its member agencies. Sourcewell follows the competitive contracting law process to solicit, evaluate and award cooperative purchasing contracts for goods and services. Member agencies include all eligible government, education, and non-profit agencies nationwide and in Canada.

The City of Kodiak is a member of Sourcewell and their established bid process fulfills City Code 3.12.070(c) requirement which states: contracts for property or services where other units of government, through their formal bidding process, have established the lowest responsible bidder and

where the property or service meets or exceeds the city's specifications, when the best interests of the city would be served thereby, and the same is in accordance with the city and state law.

ALTERNATIVES:

- 1) Authorize the purchase of the CASE 580 Super N T4 loader/backhoe to Yukon Equipment, Inc. This is staff's recommendation.
- 2) Do not authorize and rebid for a loader/backhoe. Based on the discussions with both Yukon Equipment and NC Machinery, the NJPA price is the best price they can offer with a \$58,308 discount on the CASE and a \$39,681 discount on the CAT. We would not see a significant savings that would overcome the advantages of using the NJPA bid process.
- 3) Do not purchase or bid for a loader/backhoe; this would have a significant impact to our maintenance and repair operations for our streets and water and sewer systems. Staff does not recommend this approach.

FINANCIAL IMPLICATIONS: The replacement of the City's used 2002 CAT 430D loader/backhoe is in the FY2019 budget in the amount of \$135,000. The remaining funds will be used to install lighting and safety equipment as well as a 2-way radio. The annual contribution to the vehicle replacement fund based on a \$135,000 purchase will be \$9,000 annually for the 15-year expected life per the City's vehicle replacement policy.

LEGAL: Legal counsel was consulted and approved this procurement procedure.

STAFF RECOMMENDATION: Staff recommends Council approve the purchase of a new CASE 580SuperN T4 loader/backhoe from Yukon Equipment in an amount not-to-exceed \$128,198 with funds from the Wastewater Treatment Plant Fund, machinery and equipment line item.

CITY MANAGER'S COMMENTS: Procurement methods such as this can often produce a significant savings because you are getting group pricing available to other municipalities or state agencies. Other Alaskan communities such as Anchorage, Fairbanks, Kenai, City and Borough of Juneau use this cooperative purchasing service. The equipment is purchased through an Alaskan authorized dealer that has prearranged pricing contracts with Sourcewell, and therefore is able to offer the discounted pricing.

ATTACHMENTS:

- Attachment A: Yukon Equipment, Inc. Quote
- Attachment B: Picture of Case Loader
- Attachment C: Sourcewell Cooperative Purchasing Memo dated 6/6/18
- Attachment D: Yukon Equipment, Inc. letter re: Sourcewell

PROPOSED MOTION:

Move to authorize the purchase of a CASE 580 Super N T4 loader/backhoe from Yukon Equipment, Inc. in an amount not-to-exceed \$128,198 with funds from Wastewater Treatment Plant Fund, machinery and equipment line item and authorize the City Manager to execute the documents on behalf of the City.



Anchorage • Fairbanks • Wasilla

Subsidiary of Calista Corporation July 24th, 2018

City of Kodiak
 Box 1397
 Kodiak, Ak 99615
 Attn: Craig Walton

NJPA PRICING

We are pleased to quote a Yr 2018 Case 580 Super N T4 Loader/ Backhoe.

This loader backhoe has all the standard specs and the following options.

Case 580 SN T4 with Cab LH door with heater/AC, Deluxe Cab package, Comfort steer, AM/FM/MP3 radio, Deluxe Air Suspension seat, LED Light pkg, Rotating beacon, Auto Ride Control, Power Shuttle Trans, 12.5 x 80 x 18 sure grip lug front tires, 19.5 x 24 rear tires, Extendahoe, HD front counter wt, Pilot controls with power lift, 1 way/ 2 way with Pilot controls, Hydraulic quick coupler for BH, 24 Universal backhoe bucket, Gripper teeth extension, Cold start dual battery and block heater, flip over pads, Aux hydraulics for loader, hydraulic quick attach on loader,

Price FOB Kodiak, Ak	\$ 157,588.00
Less NJPA of 37%	-\$ 58,307.56
	<hr/>
Total	\$ 99,280.44
Freight to Seattle on Backhoe/ loader	\$ 3,574.00
Freight to Anchorage & Kodiak	\$ 5,960.00
4 & 1 Bucket with quick coupler mtg	\$ 8,888.50
Hydraulic Thumb & Labor to install	\$ 5,860.00
48" Pallet forks with quick coupler mtg.	\$ 4,635.00
	<hr/>
Grand total FOB KODiak	\$ 128,197.94

Sincerely,

Yukon Equipment

Anchorage, AK 99501

2020 E. 3rd Avenue • Anchorage, AK 99501

1-800-478-1541 • www.yukoneq.com

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TO: Sourcewell cooperative purchasing community
FROM: Dan Listug and Bill Otto, Sourcewell Government Relations Associates
DATE: June 6, 2018
RE: Formation and purpose, governance, cooperative purchasing, and joint powers authority

FORMATION AND PURPOSE

Sourcewell is a local unit of government, a public agency called a service cooperative established under the laws of Minnesota. See Minn. Stat. § 123A.21, subd. 9. Formerly called the National Joint Powers Alliance, Sourcewell is one of several Minnesota service cooperatives created by the state legislature in 1976.¹ Initially named educational cooperative service units (ECSU), these entities were established “to assist in meeting the specific needs of participating governmental units which could be better provided by a cooperative than by the members themselves.”² ECSUs were later renamed service cooperatives (SC) to more accurately reflect the broad spectrum of governmental units they serve. SC were created and operate as a local government unit established by the state legislature pursuant to its constitutional authority³.

Sourcewell, and all other Minnesota SC, are governed by and gain their authority through Minnesota Statutes, § 123A.21.

GOVERNANCE

The “care, management, and control” of Sourcewell is vested in its Board of Directors⁴, which consists of eight (8) publicly elected officials: Six (6) school board members, one (1) county commissioner, and one (1) mayor.⁵ The board has broad authority to conduct the business necessary to maintain and operate the organization, including employing central administrative staff and other personnel, defining programs and services, and engaging in other activities necessary to carry out the duties delegated to it by voting members.⁶

Sourcewell was formed to serve a region, region 5, a geographically defined area consisting of Cass, Crow Wing, Morrison, Todd, and Wadena counties of Minnesota. Voting membership in Sourcewell is statutorily limited to public school districts, cities, counties, and other governmental units in that area.⁷ Participating membership in Sourcewell is available to a wider variety of governmental units⁸, including those outside of the geographically defined area. Voting members meet annually to conduct organizational business, including the review and, if needed, updating, of the bylaws and documents that govern Sourcewell operations.⁹ Members of the Board of Directors represent Voting members, entities from within region 5.

All Sourcewell employees are government employees. All property owned by Sourcewell is public property and must be used for essential public and governmental purposes. Id. at subd. 9(b). SC property is exempt from all taxes and assessments. Id.

¹ See Minn. Stat. § 123.582 (1976).

² Id. at subd. 2.

³ Minn. Const. art. XII, sec. 3.

⁴ [Click here](#) for Sourcewell Board of Directors information.

⁵ Minn. Stat. § 123A.21, subd. 4.

⁶ Id. at subd. 5.

⁷ Minn. Stat. § 123A.21, subd. 3.

⁸ Id.; see also, Minn. Stat. § 471.59, subd. 1 defining “governmental unit.”

⁹ Id. at subd. 10.

COOPERATIVE PURCHASING

Cooperative purchasing is one of the programs and services Sourcewell is authorized to provide.¹⁰ To provide this service, Sourcewell engages in the competitive solicitation process consistent with Minnesota law.¹¹ All solicitations are first authorized by the Board of Directors and contracts are awarded following public opening and investigation of the solicitation by committee and awarded by the Chief Procurement Officer.

Pursuant to state statute, the competitive process includes the following steps:

- Preparation of solicitation specifications,
- Publication of solicitation advertisement,
- Public opening and tabulation of responses,
- Investigation of responses, and the
- Solicitation disposition.

These contracts include agreements related to the sale, purchase, or rental of supplies, materials, or equipment; and the construction, alteration, repair, or maintenance of real or personal property. Contracts are written with four-year terms with an optional one-year extension following the fourth year.

Sourcewell maintains a complete procurement file and makes the contracts and supporting documentation for public review. Contract administrators from Sourcewell periodically review each contract to ensure compliance with agreed upon terms and to ensure the vendor is effectively meeting its obligations.

Entities that use Sourcewell cooperative purchasing contracts may be considered participating members of Sourcewell.

JOINT POWERS AUTHORITY

Section 123A.21, subdivision 7, identifies, in general, the types of programs and services Sourcewell may provide. Through the joint exercise of powers authorized by Minnesota Statutes, § 471.59, Sourcewell is able to make these programs and services available to other governmental units. Because the term is defined broadly, "governmental unit" may include any government, education, or nonprofit agency in the United States and Canada that have similar joint powers, intergovernmental cooperation, or cooperative purchasing laws in their respective jurisdiction.

¹⁰ Minn. Stat. § 123A.21, subd. 7(a)(23).

¹¹ [Click here](#) for a description of Sourcewell's solicitation process.



Anchorage Fairbanks Wasilla
Subsidiary of Calista Corporation

July 13, 2018

Re: Sourcewell (formally known as NJPA) Member Purchases through Yukon Equipment, Inc.

To Whom It May Concern:

Below is a list of Alaska Entities who have purchased equipment utilizing the National Joint Powers Alliance (NJPA) through Yukon Equipment, Inc.

- Matanuska Susitna Borough
- Municipality of Anchorage
 - Anchorage Water & Waste Water Utility
 - Municipal Light & Power
 - Municipality of Anchorage – Streets
 - Port of Anchorage
 - Solid Waste Services
- North Slope Borough
 - NSB School District
- State of Alaska
 - City of Kenai
 - City of Palmer
 - City of Soldotna
 - City of Wasilla
 - City of Valdez
 - Department of Transportation
 - State Equipment Fleet

Respectfully Submitted,

Anchorage * Fairbanks * Wasilla



Richard "Doc" Kimball
Territory Manager

A Subsidiary of Calista Corporation

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Anchorage AK 99501
richk@yukoneq.com
www.yukoneq.com



Phone: (907) 277-1541
Cell: (907) 227-3107
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Avenue Anchorage, AK 99501
78-1541 www.yukoneq.com



EQUIPMENT FOR CONTRACTING – UTILITY - GOVERNMENT

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager 

Thru: Craig Walton, Public Works Director

Date: September 27, 2018

Agenda Item: V. c. Authorization to Purchase a 2018 Trail King TKT40LP Trailer from Yukon Equipment, Inc.

SUMMARY: This trailer is used to transport our Cat 312B excavator and other heavy equipment. Staff recommends that Council approve the purchase of a 2018 Trail King TKT40LP trailer from Yukon Equipment, Inc. in Anchorage in the amount of \$36,884.44 FOB Kodiak with funds coming from the Water Utility Fund, Water/Distribution Machine and Equipment account.

PREVIOUS COUNCIL ACTION: The Council routinely authorizes equipment for the Public Works department.

DISCUSSION: The Public Works department has a single heavy equipment trailer used to mobilize the excavator and other heavy equipment. They have had very good service from the current Trailmax trailer, but at almost 20 years old, the corrosion from our environment has caused reliability and safety issues. With the need to quickly and efficiently mobilize equipment in order to repair and maintain the City's streets, water and sewer systems, we request authority to purchase this equipment trailer for the fleet.

The City used Sourcewell (formally National Joint Powers Alliance or NJPA) contracts to purchase equipment through Yukon Equipment, Inc. Sourcewell is a Minnesota government unit, public corporation and public agency pursuant to the Minnesota Constitution and enabling law Minn. Stat. § 123A.21. They establish competitively awarded cooperative purchasing contracts on behalf of itself and its member agencies. Sourcewell follows the competitive contracting law process to solicit, evaluate and award cooperative purchasing contracts for goods and services. Member agencies include all eligible government, education, and non-profit agencies nationwide and in Canada.

The City of Kodiak is a member of Sourcewell and their established bid process fulfills City Code requirements. Per Kodiak City Code 3.12.030(a) purchases having an estimated value of more than \$50,000 may be made only after a notice calling for bids. The exception to this section in City Code is 3.12.070(c) which states "contracts for property or services where other units of government, through their formal bidding process, have established the lowest responsible bidder and where the property or

service meets or exceeds the city's specifications, when the best interests of the city would be served thereby, and the same is in accordance with the city and state law."

ALTERNATIVES:

- 1) Authorize the purchase of this Trail King equipment trailer per City Code Section 3.12.370 (c). This is staff's recommendation.
- 2) Do not purchase or bid for an equipment trailer, which is not recommended, because this would have a significant impact the ability to mobilize equipment.

FINANCIAL IMPLICATIONS: The replacement of our equipment trailer is in the approved FY2019 budget, in the amount of \$40,000 to replace the 1999 TD40T 40,000lb Trailmax trailer. The remaining funds not used for the purchase will be used for lighting and safety equipment as needed.

The annual contribution to the replacement fund based on a \$40,000 purchase will be \$2,000 annually for the 20-year expected life per the City's vehicle replacement policy.

LEGAL: Again, this is an approved purchase per KCC.

STAFF RECOMMENDATION: Staff recommends Council approve the purchase of a 2018 Trail King TKT40LP trailer from Yukon Equipment in the amount of \$36,884.44 with funds coming from the Water Utility Fund, Water/Distribution, Machinery and Equipment account.

CITY MANAGER'S COMMENTS: These equipment purchases are included in the Long-Term Capital Improvement Plan. This plan was introduced in order for the City to implement its long range planning and fiscal needs.

ATTACHMENTS:

- Attachment A: Yukon Equipment, Inc. Quote
- Attachment B: Picture of Trailer
- Attachment C: Sourcewell Cooperative Purchasing Memo dated 6/6/18
- Attachment D: Yukon Equipment, Inc. letter re: Sourcewell

PROPOSED MOTION:

Move to authorize the purchase of a 2018 Trail King TKT40LP trailer from Yukon Equipment, Inc. in the amount of \$36,884.44 with funds from the Water Utility Fund, Water/Distribution, Machinery and Equipment account and authorize the City Manager to execute documents on behalf of the City.



Anchorage • Fairbanks • Wasilla
Subsidiary of Calista Corporation

August 30, 2018

City of Kodiak
Box 1397
Kodiak, Ak 99615

Attn: Craig Walton
NJPA PRICING

We are pleased to quote a Yr 2018 Trail king TKT40LP Tilt trailer with all the standard specs and the following options.

Price Factory	\$31,718.14
NJPA discount of 15%	\$ -4,757.70

Your Price FOB Factory	\$26,960.44
Freight to Seattle, Wa	\$ 2,080.00
Freight to Kodiak, AK	\$ 6,998.00
Shop PDI	\$ 850.00

Total FOB Kodiak, AK	\$36,888.44
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Sincerely

Richard Kimball
Yukon Equipment
2020 E 3rd st
Anchorage, AK 99501



 OPEN-DECK
CONSTRUCTION

TILT TRAILER



TKTLP



TRAIL KING
WE'VE GOT YOUR BACK.



TO: Sourcewell cooperative purchasing community
FROM: Dan Listug and Bill Otto, Sourcewell Government Relations Associates
DATE: June 6, 2018
RE: Formation and purpose, governance, cooperative purchasing, and joint powers authority

FORMATION AND PURPOSE

Sourcewell is a local unit of government, a public agency called a service cooperative established under the laws of Minnesota. See Minn. Stat. § 123A.21, subd. 9. Formerly called the National Joint Powers Alliance, Sourcewell is one of several Minnesota service cooperatives created by the state legislature in 1976.¹ Initially named educational cooperative service units (ECSU), these entities were established “to assist in meeting the specific needs of participating governmental units which could be better provided by a cooperative than by the members themselves.”² ECSUs were later renamed service cooperatives (SC) to more accurately reflect the broad spectrum of governmental units they serve. SC were created and operate as a local government unit established by the state legislature pursuant to its constitutional authority³.

Sourcewell, and all other Minnesota SC, are governed by and gain their authority through Minnesota Statutes, § 123A.21.

GOVERNANCE

The “care, management, and control” of Sourcewell is vested in its Board of Directors⁴, which consists of eight (8) publicly elected officials: Six (6) school board members, one (1) county commissioner, and one (1) mayor.⁵ The board has broad authority to conduct the business necessary to maintain and operate the organization, including employing central administrative staff and other personnel, defining programs and services, and engaging in other activities necessary to carry out the duties delegated to it by voting members.⁶

Sourcewell was formed to serve a region, region 5, a geographically defined area consisting of Cass, Crow Wing, Morrison, Todd, and Wadena counties of Minnesota. Voting membership in Sourcewell is statutorily limited to public school districts, cities, counties, and other governmental units in that area.⁷ Participating membership in Sourcewell is available to a wider variety of governmental units⁸, including those outside of the geographically defined area. Voting members meet annually to conduct organizational business, including the review and, if needed, updating, of the bylaws and documents that govern Sourcewell operations.⁹ Members of the Board of Directors represent Voting members, entities from within region 5.

All Sourcewell employees are government employees. All property owned by Sourcewell is public property and must be used for essential public and governmental purposes. Id. at subd. 9(b). SC property is exempt from all taxes and assessments. Id.

¹ See Minn. Stat. § 123.582 (1976).

² Id. at subd. 2.

³ Minn. Const. art. XII, sec. 3.

⁴ Click here for Sourcewell Board of Directors information.

⁵ Minn. Stat. § 123A.21, subd. 4.

⁶ Id. at subd. 5.

⁷ Minn. Stat. § 123A.21, subd. 3.

⁸ Id.; see also, Minn. Stat. § 471.59, subd. 1 defining “governmental unit.”

⁹ Id. at subd. 10.

COOPERATIVE PURCHASING

Cooperative purchasing is one of the programs and services Sourcewell is authorized to provide.¹⁰ To provide this service, Sourcewell engages in the competitive solicitation process consistent with Minnesota law.¹¹ All solicitations are first authorized by the Board of Directors and contracts are awarded following public opening and investigation of the solicitation by committee and awarded by the Chief Procurement Officer.

Pursuant to state statute, the competitive process includes the following steps:

- Preparation of solicitation specifications,
- Publication of solicitation advertisement,
- Public opening and tabulation of responses,
- Investigation of responses, and the
- Solicitation disposition.

These contracts include agreements related to the sale, purchase, or rental of supplies, materials, or equipment; and the construction, alteration, repair, or maintenance of real or personal property. Contracts are written with four-year terms with an optional one-year extension following the fourth year.

Sourcewell maintains a complete procurement file and makes the contracts and supporting documentation for public review. Contract administrators from Sourcewell periodically review each contract to ensure compliance with agreed upon terms and to ensure the vendor is effectively meeting its obligations.

Entities that use Sourcewell cooperative purchasing contracts may be considered participating members of Sourcewell.

JOINT POWERS AUTHORITY

Section 123A.21, subdivision 7, identifies, in general, the types of programs and services Sourcewell may provide. Through the joint exercise of powers authorized by Minnesota Statutes, § 471.59, Sourcewell is able to make these programs and services available to other governmental units. Because the term is defined broadly, "governmental unit" may include any government, education, or nonprofit agency in the United States and Canada that have similar joint powers, intergovernmental cooperation, or cooperative purchasing laws in their respective jurisdiction.

¹⁰ Minn. Stat. § 123A.21, subd. 7(a)(23).

¹¹ [Click here](#) for a description of Sourcewell's solicitation process.



Anchorage Fairbanks Wasilla
Subsidiary of Calista Corporation

July 13, 2018

Re: Sourcewell (formally known as NJPA) Member Purchases through Yukon Equipment, Inc.

To Whom It May Concern:

Below is a list of Alaska Entities who have purchased equipment utilizing the National Joint Powers Alliance (NJPA) through Yukon Equipment, Inc.

- Matanuska Susitna Borough
- Municipality of Anchorage
 - Anchorage Water & Waste Water Utility
 - Municipal Light & Power
 - Municipality of Anchorage – Streets
 - Port of Anchorage
 - Solid Waste Services
- North Slope Borough
 - NSB School District
- State of Alaska
 - City of Kenai
 - City of Palmer
 - City of Soldotna
 - City of Wasilla
 - City of Valdez
 - Department of Transportation
 - State Equipment Fleet

Respectfully Submitted,

Anchorage * Fairbanks * Wasilla



Richard "Doc" Kimball
Territory Manager

A Subsidiary of Calista Corporation

2020 East 3rd Avenue
Anchorage AK 99501
richk@yukoneq.com
www.yukoneq.com



Phone: (907) 277-1541
Cell: (907) 227-3107
Fax: (907) 276-6795

Avenue Anchorage, AK 99501
78-1541 www.yukoneq.com



EQUIPMENT FOR CONTRACTING – UTILITY - GOVERNMENT

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Mike Tvenge, City Manager and Debra Marlár, City Clerk
Date: September 27, 2018

Agenda Item: V. d. **Appointment to Parks and Recreation Advisory Board**

SUMMARY: There are three vacant positions on the Parks and Recreation Advisory Board; these include a regular City position and two alternate positions. The Parks and Recreation Director received an application in August 2018 from Domonique Ruiz. Ms. Ruiz resides outside the Kodiak City limits and is eligible for an alternate advisory board position. This advisory board appointment is made by the Mayor and confirmed by the Council.

DISCUSSION: Advisory board members are appointed at the end of each year when terms expire and throughout the year as necessary.

Parks and Recreation Advisory Board The Parks and Recreation Advisory Board requires four regular members to be residents within the Kodiak City limits, and three regular members to be residents from inside or outside the Kodiak City limits. There is no residency requirement for the two Alternate positions. The USCG and Student terms are set at appointment.

{Mayor Branson will make her appointment to the Parks and Recreation Advisory Board and identify the length of term.}

Applicant

Domonique Ruiz

Position/Term

Alternate No. 1 position, with term ending December 31, 2019

ATTACHMENTS:

Attachment A: Application and resume from Domonique Ruiz

Attachment B: Parks and Recreation Advisory Board Current Member List

PROPOSED MOTION:

Move to confirm the Mayoral advisory board appointment and term to the Parks and Recreation Advisory Board as stated.



City Clerk's Office
710 Mill Bay Road, Rm 216
Kodiak, AK 99615
(907) 486-8636 * (907) 486-8600 (fax)

Advisory Board Application Form

Domonique Ruiz

NAME
9079422062 HOME TELEPHONE
9075120600 WORK TELEPHONE
FAX
domoniqueruiz@Outlook.com EMAIL

2427 W. Spruce Cape Rd
RESIDENCE (STREET) ADDRESS

Po box 8802 MAILING ADDRESS
KODIAK, AK 99615

5 years LENGTH OF RESIDENCE IN KODIAK
5 years LENGTH OF RESIDENCE IN ALASKA

Are you a registered voter in the City of Kodiak?
Do you own property in the City of Kodiak?
[X] Yes [] No
[] Yes [X] No

On which boards are you interested in serving?
(Please list in order of preference)
Please list your areas of expertise and education that would benefit the boards for which you are applying.

Personnel Board- 2 year term
Parks and Recreation Advisory Board -3 year term

I have served on various non-profit boards in the Kodiak Community... needed to promote healthy relationships, non-profit collaboration... to elevate the quality of life in Kodiak. I feel I can apply my work ethic, commitment to the community, and innovative thinking to continue support Kodiaks development as a whole. An opportunity to serve on any of the boards listed will assist me in my growth both professionally and personally.

Community Activities:
July 2018-Present /Board Director/
Kodiak Library Association
February 2017-Present-/Board Director/
Kodiak Rodeo State and Fairground
January 2016-August 2018/Board Director/
Womans Bay Community Council
Domonique Ruiz

Professional Activities:
Employed by Hospice and Palliative Care of Kodiak
Previously employed by Kodiak Area Native Association
08/14/2018

SIGNATURE DATE

Return application to City Clerk, 710 Mill Bay Road, Room 216, Kodiak, AK 99615
Fax: 486-8600

Domonique Ruiz

907-942-2062
domoniqueruiz@outlook.com

EXPERIENCE

Hospice and Palliative Care of Kodiak —*Volunteer Coordinator*

November 2016-PRESENT

Responsible for the day to day operations and overseeing all activities of the hospice program to ensure that continuous quality and cost effective services are provided. Reports to the Hospice and Palliative Care of Kodiak Board of Directors. Manages the business affairs, receives and deposits funds, maintains all receipts and records of expenditures and assists with the accounting books for the organization.

Responsible for recruiting, hiring and training volunteers for direct care services, indirect care services and general duties which includes maintain renewal requirements.

Responsible for implementing and regularly evaluating the Hospice policies and procedures. Ensures that employees and volunteers receive appropriate orientation, continuing education and evaluation.

Appropriately credits staff/community members for their effort and accomplishment. Evaluates the overall performance of Hospice of Kodiak based on the goals and objectives set together with the Board of Directors. Completes and maintains background checks, for staff and volunteers. Implement quarterly volunteer training, to include state regulations required of organizations.

Attends regular Board of Director meetings and presents written and verbal Director's Report related to program, fundraising and volunteer activities. Assures conformance with applicable state and federal laws, internal policies and procedures, and applicable professional standards. Evaluates the recommendations of committees and consultants.

Completes client intakes to assess client and family caregivers needs with complete a plan of care.

Coordinates volunteers for families based on plan of care needs assessment.

Coordinates, fundraising and community awareness projects. Create Marketing plans, and materials, and advertising for events.

Kodiak Area Native Association, Kodiak —*Health Service Specialist*

February 2015 – November 2016

Provides editing within Kronos Timecards for Community Health Department: Behavioral Health,

Balanced responsibility of travel for Dental Department, Medical Department, Behavioral Health

SKILLS

Recruiting, Public Relations, Quality Assurance, Sales, Administration, Technical Writer, and Proficient in Microsoft Programs: Word, Excel, Access Point, Visio, OneNote PowerPoint, Publisher.

Database Knowledge: AKAIMS, Med Ease, CERNER, CareerBuilder, KRONOS. Mailchimp, Squarespace, Track it forward,

WPM

70

92% accuracy.

Assists with statistical analyst tools.

Assists with OCS clients scheduling and paperwork setup: tracking payment authorizations.

Notifies providers of discrepancies regarding scheduling, or incorrect codes listed on charge sheets. (Super-bill).

Handles Quality Assurance- signed treatment notes, CSR fell within 90 days.

Trained in coding for diagnosis into med ease system and client record, code trip ticket, and tracking all documents to include dictations, progress notes, treatment plans and discharge notes.

Maintained supply orders, for groups workbooks.

Rendered payments associated with OP/IOP and DV groups.

Tactical Marketing Concepts, INC, Federal Way, WA—

HR/Partner-

Implemented administrative Procedures for Admin staff such as filing, faxing, business emails, coordinating and building travel itineraries, and payroll processes.

Trained administrative assistants in recruitments related to cold calling via CareerBuilder database, exceeded retention goals and remained top 10 offices in Cydcor for sales and recruitment. Measured monthly structural performance goals. Strong background in Interviewing Coordinated Compliance/Drug test screening, assisted in recruitment AD development. Managed PR on Hoot Suite, Facebook, Twitter, and WordPress. Personal Asst. to Company

Coordinated community non-profit organization events; Operation Smile.

Promoted to Leadership-

Trained team members in sales, recruited a sales team of ten, by interviewing, and building interpersonal relationship to retain my team.

Assisted in structuring effective motivational interviews.

Started in Entry Level-

Conducted door to door sales, and customer service. Maintained high level sales by being personable, and providing proficient information to the buyer.

EDUCATION

Death Midwife, PA —2017, Certificate

**Southwest Institute of Healing Arts, Phoenix— Integrative Healing Arts
PR actioner/Clinical Hypnotherapy**

Current

Cesar Chavez High School, Phoenix, AZ— *High School Diploma*

2009

D.E.F.A.P

Drug Elimination Family Awareness Program-Volunteer

Womans Bay Community Council-Board Member

Kodiak State Fairgrounds-Board Director

Kodiak Library Association-Board Member

REFERENCES

Daisy West 907-539-5329

Heather Carlsen 907-654-9102

Natalie Martin 907-942-9010

Jocelyn Salas 508-241-0413



Office of the City Clerk

710 Mill Bay Road, Room 219, Kodiak, Alaska 99615

PARKS AND RECREATION ADVISORY BOARD

Nine members (including two alternates) from the community chosen to reflect cultural and ethnic diversity, one USCG representative, and one student seat. Four regular members shall be residents within the Kodiak City limits, and three regular members shall be residents from inside or outside the Kodiak City limits.

TERM	BOARDMEMBER	HOME	WORK	FAX	MAILING ADDRESS	City/KIB
2018	John Butler jbjhs@ptialaska.net	486-4604	486-3706	486-2497	PO Box 2610	B
2018	Helm Johnson helm@helmmarts.com	539-5014	539-5014	866-510-1563	PO Box 261	C
2018	Vacant					C
2019	Jessica Horn hikeadq@gmail.com	487-2718	Cell 942-0441		665 Sargent Creek Rd.	B
2019	Marcus Dunbar mdunbar01@kibsd.org	486-0809	Cell 317-4325		1477 Selief Lane	C
2019	John Glover jtgloverkodiak@gmail.com	486-2335	539-7004		521 Sut Larsen Way	B
2019	Ryan Murdock boneyardsurfing@gmail.com	952-1072			3272 Mill Bay Rd.	C
2019 Alternate 1	Vacant					
2019 Alternate 2	Vacant					
USCG 2019	Lieutenant Commander Kyle Ensley Kyle.L.Ensley@uscg.mil	210-913-9884	487-5170 x 6678		207 Race Rock Ct. Apt. C	N/A
Student	Josh Nummer joshnummer@gmail.com	486-0959			1619 Mission road	N/A

Regular terms expire December 31 (three-year terms)

Alternate terms expire December 31 (Resolution No. 2011-23 stipulates other than ex-officio members, terms shall be for three years)

USCG & Student terms set at appointment

Legislation

Resolution Number 03-84
Resolution Number 44-86
Resolution Number 2000-4, 01/27/00
Resolution Number 01-7, 02/22/01
Resolution Number 04-25, 07/08/04
Resolution Number 2011-23, 08/25/2011

[Clerk's Note: The alternates do not make motions or vote unless regular member(s) are absent.]

Appointments

01/12/84	02/26/84	12/13/84
01/10/85	06/13/85	12/19/85
01/23/86	01/08/87	02/12/87
11/03/87	12/14/87	10/27/88
12/12/88	10/12/89	01/11/90
12/14/90	01/09/92	03/12/92
05/14/92	07/09/92	01/14/93
01/27/94	02/10/94	03/10/94
09/22/94	12/22/94	10/05/95
12/14/95	10/24/96	12/12/96
12/11/97	12/10/98	01/26/99
02/25/99	02/10/00	02/22/01
05/24/01	12/13/01	02/28/02
05/09/02	07/24/03	02/26/04
01/13/05	08/24/06	12/14/06
12/13/07	02/28/08	02/12/09
06/24/10	08/26/10	12/9/10
01/13/11	09/22/11	2/23/12
08/09/12	8/23/12	12/13/12
02/28/13	06/27/13	12/12/13
2/14/14	12/10/15	09/8/16
1/12/17	05/10/18	