

City of Kodiak Regular Council Meeting Agenda for March 8, 2012
7:30 p.m., at 710 Mill Bay Road, Assembly Chambers (Room 232)

I.	Call to Order/Roll Call	
	Pledge of Allegiance/Invocation	
II.	Previous Minutes	
	Approval of Minutes of the February 23, 2012, Regular Council Meeting.....	1
III.	Persons to Be Heard	
a.	Public Comments (limited to 3 minutes) (486-3231)	
IV.	Unfinished Business	
	None	
V.	New Business	
a.	Resolution No. 2012–06, Authorizing the Issuance of a Permit to the Kodiak Chamber of Commerce for Use of Public Property in Conjunction With the Kodiak Crab Festival.....	8
b.	Resolution No. 2012–07, Authorizing the City to Accept Dedications of Rights-Of-Way for Egan Way and Mill Bay Road in a Replat in U.S. Survey 2538A for the Kodiak High School Expansion.....	14
c.	Resolution No. 2012–08, Authorizing the City to Acquire from the Kodiak Island Borough Approximately 1,600 Square Feet of Land from the Eastern Portion of Lot 7B-1, U.S. Survey 2538A, for Inclusion in the Site for the New Kodiak Public Library	22
d.	Resolution No. 2012–09, Authorizing Submittal of a Full Tier 2 Proposal to the Rasmuson Foundation in the Amount of Up to \$500,000 for Capital Funding in Support of the New Kodiak Public Library.....	30
e.	Authorization of Library Donor Recognition Policy	40
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.	Executive Session	
a.	City Manager’s Annual Evaluation	50
XI.	Adjournment	

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DRAFT

**MINUTES OF THE REGULAR COUNCIL MEETING
 OF THE CITY OF KODIAK
 HELD THURSDAY, FEBRUARY 23, 2012
 IN THE BOROUGH ASSEMBLY CHAMBERS**

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

Mayor Pat Branson called the meeting to order at 7:30 p.m. Councilmembers Randall C. Bishop, Charles E. Davidson, Terry J. Haines, Gabriel T. Saravia, and John B. Whiddon were present and constituted a quorum. City Manager Aimée Kniazowski, City Clerk Debra L. Marlar, and Deputy Clerk Matthew Gandel were also present.

After the Pledge of Allegiance, Salvation Army Sergeant Major Dave Blackater gave the invocation.

II. PREVIOUS MINUTES

Councilmember Whiddon MOVED to approve the minutes of the January 26, 2012, regular meeting and February 2, 2012, special meeting as presented.

The roll call vote was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. The motion passed.

III. PERSONS TO BE HEARD

a. Proclamation: African American History Month

Councilmember Davidson read the proclamation, which urges all citizens to recognize the extraordinary achievements of African Americans and their essential role in shaping the story of America.

Mayor Branson presented the proclamation to Opal Oliver, who thanked the Council for recognizing the varied cultures that make Kodiak a unique place to live.

b. Public Comments

None.

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESS

a. Resolution No. 2012-04, Adopting the FY2013 Budget Goals

Mayor Branson read Resolution No. 2012-04 by title. The Council reviewed a list of current and proposed budget goals at their annual planning meeting in January 2012. They selected goals that

will be used to develop the FY2013 budget. The goals are similar to those used for FY2012, but also include new goals that articulate Council's direction. The goals will be used by staff in the development of the FY2013 City budget.

Councilmember Davidson MOVED to adopt Resolution No. 2012-04.

The roll call vote was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. The motion passed.

b. Resolution No. 2012-05, Rescinding Resolution No. 08-02 and Re-Establishing Standing and Special Rules of the Council

Mayor Branson read Resolution No. 2012-05 by title. In accordance with Kodiak City Code, the most current edition of *Robert's Rules of Order Newly Revised* (RRNR) is the Council's parliamentary authority. RRNR permits special and standing rules be adopted via resolution. Special rules supersede rules in the parliamentary authority (RRNR), and standing rules relate to the details of administration of the Council. The Council reviewed its special and standing rules at the January 28, 2012, planning work session and voiced a consensus to amend Section 3 of its rules, which pertains to setting work session agenda discussion items. Resolution No. 2012-05 includes the changes discussed at the January 28, 2012, planning work session.

Councilmember Bishop MOVED to adopt Resolution No. 2012-05.

The roll call vote was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. The motion passed.

c. Authorization to Purchase a Kodiak Police Department Vehicle

This authorization enables the Kodiak Police Department to replace a 1997 Ford Explorer SUV, which has been recommended for replacement in FY2012, with a new or current model year all-wheel-drive or four-wheel-drive Ford Escape.

Councilmember Haines MOVED to authorize the purchase of a new or current-year model all-wheel-drive or four-wheel-drive Ford Escape from Kodiak Motors, Inc. in the amount \$24,006, with funds coming from the General Fund, Police, Drug Enforcement, Machinery and Equipment Account.

The roll call vote was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. The motion passed.

d. Authorization of Professional Services Contract for Pier III Wave Model Study

Pier III is nearly 40 years old and must be replaced within the next few years. The process of designing a new pier includes wave modeling and tank testing to ensure that a new dock design is suitable for use in all weather conditions including southeasterly wind and swell, the worst case scenario. PND Engineers, Inc. produced a design study report, which indicates that a sheet-pile dock would cost considerably less than the current pile-supported dock. Wave modeling is nec-

essary to insure that a sheet-pile structure would function satisfactorily when a ship lays alongside during rough weather. PND Engineers submitted a proposal for the wave tank modeling.

Councilmember Davidson MOVED to authorize a professional services contract to PND Engineers, Inc. in an amount not to exceed \$187,420 to conduct a wave model study for the replacement of Pier III, with funds coming from the Cargo Capital Development Fund, Inspection/Design Pier III, Project No. 8013.

The roll call vote was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. The motion passed.

e. Advisory Board and Committee Appointments

There are two open seats on City's Building Code Board of Appeals that expire in December 2012 and two vacant alternate seats on the Parks and Recreation Advisory Board that also expire in December 2012. Every few years members are also needed for the Joint Building Code Review Committee. The last appointments to this committee were made by the Mayor and confirmed by the Council in 2005. The Joint Building Code Review Committee will consist of the combined appointments made by the City Council and Borough Assembly. Except for the Personnel Board, whose members are appointed by the Council, and the Employee Advisory Board, whose members are elected by City employees, members of advisory boards are appointed by the Mayor and confirmed by the Council. At the work session on February 21, 2012, Mayor Branson and Councilmembers considered applications.

Mayor Branson appointed Scott Arndt and Ed Mahoney to regular seats on the Building Code Board of Appeals with terms ending December 31, 2012, Mary Kay Bunker to an alternate seat on the Parks and Recreation Advisory Board with a term ending December 31, 2012, and Scott Arndt, John Butler, and Ed Mahoney to City seats, and Councilmember Bishop as the City Council representative, on the Joint Building Code Review Committee for terms ending December 31, 2012.

Councilmember Whiddon MOVED to confirm the Mayoral advisory board and committee appointments to the Building Code Board of Appeals, Parks and Recreation Advisory Board, and the Joint Building Code Review Committee as stated.

The roll call vote was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. The motion passed.

f. Councilmember Appointment

Josie Rosales called the City Clerk on January 4, 2012, and tendered her resignation from the City Council, and the Council accepted her resignation at the January 26, 2012, regular meeting. City Code requires the vacancy be filled within thirty days of acceptance. The City Clerk's Office advertised for applicants to fill the vacant Council position. Tracy Craig, William Kersch, and Mark Anthony Vizcocho submitted letters of interest and the City's financial disclosure form by the February 15, 2012, deadline. The Council interviewed applicants at its February 21, 2012, work session.

Councilmember Whiddon MOVED to select the applicant for appointment to the Council vacancy by a secret vote on paper ballot, provided that the first applicant to receive four affirmative votes be appointed for a term ending in October 2012 and further provided that if no applicant receives four affirmative votes in the first ballot, that the applicant with the fewest votes be removed from consideration on subsequent ballots, until an applicant receives four affirmative votes.

The roll call vote was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. The motion passed.

Mark Anthony Vizcocho was selected on the second ballot.

g. Oath of Office to Newly Appointed Councilmember

Kodiak City Charter Article IV, Section 7 requires officers of the City to take and subscribe to the Oath of Office. The City Clerk administered the Oath of Office to Mark Anthony Vizcocho.

VI. STAFF REPORTS

a. City Manager

City Manager Kniazowski welcomed Councilmember Vizcocho to the Council and said she looked forward to working with him. She said the recent Alaska Shield 2012 emergency exercise had been very successful. She thanked all the partners who participated and Fire Chief Rome Kamai for all his hard work organizing the exercise. She reported on her attendance at a recent meeting of the Alaska Municipal League (AML) where she had focused on lobbying for funding assistance for the replacement of Pier III and for projects on the City's capital improvements program list. She said she had also attended a meeting of the Southwest Alaska Municipal Conference (SWAMC), and said it was a very valuable conference and a good chance to meet with representatives from throughout southwest Alaska. She said the UV Water Treatment Facility project was nearing completion, and the New Library and Baranof Park projects were both progressing on schedule.

b. City Clerk

City Clerk Marlar welcomed Councilmember Vizcocho and said she looked forward to working with him. She also informed the public of the next scheduled Council work sessions and regular meeting.

VII. MAYOR'S COMMENTS

Mayor Branson commented on high energy costs across the state, and said revenue sharing was important to benefit smaller communities. She said she recently testified to the Senate Transportation Committee on the need for replacement of Pier III, and had encouraged state legislators to include it in an upcoming general obligation bond ballot. She reported on her attendance at the SWAMC meeting. She congratulated Councilmember Vizcocho and thanked everyone who had applied for the open Council seat and to serve on City advisory boards. She commented on how

important the Boat Lift was to Kodiak, and said the City was working hard to make it a financial success.

VIII. COUNCIL COMMENTS

Councilmember Davidson welcomed Councilmember Vizcocho. He reported on his recent attendance at the AML and SWAMC meetings, and said both were very informative and good opportunities to meet with state legislators and other representatives from other municipal governments. He said he had the opportunity to talk to legislators from all over the state, and always reminded them about the need for funding for the replacement of Pier III. Councilmember Davidson added that he had met with a group at the SWAMC meeting that would be coming to Kodiak to do a survey on broadband internet and look at ways to upgrade Kodiak's technology infrastructure.

Councilmember Saravia congratulated Councilmember Vizcocho and thanked the other applicants. He said it was always nice to see people come forward and volunteer their time to help the citizens of Kodiak. He said it had been a busy couple of weeks for the fishing industry, with lots of pollock and grey cod coming into Kodiak.

Councilmember Haines congratulated Councilmember Vizcocho on his appointment. He reported on his attendance at the AML meetings. He said it was important to get Pier III funding included on the upcoming general obligation bond and thanked Kodiak's state legislative delegation for making it a priority.

Councilmember Whiddon welcomed Councilmember Vizcocho to the Council and thanked the other candidates who had applied. He encouraged members of the public to run for office in the October election. He said he had attended a SWAMC meeting for the first time and was impressed by the geographic diversity of the different communities that were represented and the talent and energy of the people attending. He said he was grateful for a busy fishing season, saying it would benefit local retailers and merchants.

Councilmember Bishop congratulated Councilmember Vizcocho and thanked the other candidates who had applied. He said Kodiak was going through some tough economic times and encouraged the public to come to meetings and express their opinion on financial matters.

Councilmember Vizcocho thanked the Mayor and Council for his appointment and said he was very excited and honored to work with everyone.

IX. AUDIENCE COMMENTS

None.

X. ADJOURNMENT

Councilmember Whiddon MOVED to adjourn the meeting.

The roll call vote was Councilmembers Bishop, Davidson, Haines, Saravia, and Whiddon in favor. The motion passed.

The meeting adjourned at 8:13 p.m.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Minutes Approved:

NEW BUSINESS

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniazowski, City Manager 

Date: March 8, 2012

Agenda Item: V.a. **Resolution No. 2012-06, Authorizing The Issuance of a Permit to the Kodiak Chamber of Commerce for Use of Public Property in Conjunction With the Kodiak Crab Festival**

SUMMARY: The Kodiak Chamber of Commerce is the local organization that manages the annual Kodiak Crab Festival, a major event in Kodiak. It promotes Kodiak, gives a boost to the local economy, and provides fundraising opportunities for many local organizations and non-profits. This year the festival will run from May 24 through May 28, 2012. As in past years, Council authorizes a permit for the activities associated with Kodiak Crab Festival by adoption of a resolution. Staff recommends Council allow the Kodiak Chamber of Commerce to conduct the 2012 Kodiak Crab Festival activities on public property by adopting Resolution No. 2012-06.

PREVIOUS COUNCIL ACTION: As provided for in the Kodiak City Code, Council periodically issues permits to non-profit organizations to conduct fundraising or other related activities on City property.

DISCUSSION: The Kodiak Chamber of Commerce has sponsored and managed the annual Kodiak Crab Festival for many years. In fact, this will be the 54th anniversary of the festival. Celebrations include a parade, a carnival, and booths that sell food and other goods. As a community festival, the event brings residents and visitors together to enjoy the special opportunities that Kodiak has to offer. The festival also provides an important fund-raising opportunity for many local nonprofit organizations and contributes to the local economy by drawing visitors to the community. The festival provides an outlet for family fun, gives a boost to the local economy, and allows local non-profit organizations to raise money. The festival will run from May 24 through May 28, 2012. Setup is scheduled to start at noon on May 22 and takedown will be completed on May 29, 2012.

Resolution No. 2012-06 authorizes a permit for the 54th Annual Kodiak Crab Festival, allowing the use of City property for the festival, including City parking lot and street closures. The resolution also authorizes the street closure and traffic control for the parade on Saturday, May 26, 2012, from 8:30 a.m. to noon on Powell Avenue between Rezanof Drive and Mill Bay Road, turning onto Mill Bay Road to its intersection with Bartel Avenue, and along Bartel Avenue to its intersection with East Rezanof Drive. This parade route has been used successfully for several years (note map of parade route in Attachment B).

ALTERNATIVES: There are two alternatives for Council to consider.

1. Adopt Resolution No. 2012–06. This is staff’s recommendation because it supports the Kodiak Chamber of Commerce and their efforts to sponsor and manage this important community event. It is also consistent with past practice and is allowed by City Code.
2. Choose not to approve Resolution No. 2012–06. This is not recommended.

LEGAL: KCC 5.04.050 allows the Council to issue permits to non-profit organizations to conduct activities on designated City-owned property through passage of a resolution. The attached Resolution No. 2012–06 complies with that requirement.

STAFF RECOMMENDATION: Staff recommends the Council adopt Resolution No. 2012–06, granting the Kodiak Chamber of Commerce a permit to conduct the 54th annual Kodiak Crab Festival and parade, providing they comply with applicable sections of KCC sections 5.04.050 and 5.04.060.

CITY MANAGER’S COMMENTS: The Chamber has sponsored and managed the Kodiak Crab Festival for many years. This is truly a unique event for locals and visitors alike. It provides many benefits and is a great excuse to have fun no matter the weather. The City has always supported this worthwhile event and appreciates the efforts of the Kodiak Chamber of Commerce for their ongoing sponsorship and management of the Kodiak Crab Festival. I recommend Council adopt Resolution No. 2012–06.

ATTACHMENTS:

- Attachment A: Resolution No. 2012–06
- Attachment B: Chamber of Commerce letter of request, dated January 27, 2012, and parade route map

PROPOSED MOTION:

Move to adopt Resolution No. 2012–06.

**CITY OF KODIAK
RESOLUTION NUMBER 2012-06**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK AUTHORIZING THE ISSUANCE OF A PERMIT TO THE KODIAK CHAMBER OF COMMERCE FOR USE OF PUBLIC PROPERTY IN CONJUNCTION WITH THE KODIAK CRAB FESTIVAL

WHEREAS, the Kodiak Chamber of Commerce is a local nonprofit organization that manages the Kodiak Crab Festival; and

WHEREAS, this is the 54th anniversary of the Kodiak Crab Festival, which has a proud tradition of family fun; and

WHEREAS, this year the Kodiak Crab Festival will be held May 24 through May 28, with carnival and booth setup commencing at noon on May 22, and takedown completed on May 29; and

WHEREAS, the Kodiak Crab Festival provides an important fund-raising opportunity for many organizations in Kodiak, and provides for community participation and involvement by Kodiak citizens of all ages; and

WHEREAS, the 2012 Kodiak Crab Festival will be an economic asset to our community as it enhances our local visitor industry.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that a permit be issued, with the permit fee waived, to the Kodiak Chamber of Commerce as provided in section 5.04.050(b) and (d) of the City Code for use of public property for 2011 Kodiak Crab Festival events on the condition that the Kodiak Chamber of Commerce agrees to comply with the stipulations set forth this section and section 5.04.060 of the City Code.

BE IT FURTHER RESOLVED that the Council hereby authorizes City street closure and traffic control for the Grand Parade on Saturday, May 26, 2012, from 8:30 a.m. to noon on Powell Avenue between Rezanof Drive and Mill Bay Road for the marshalling of the parade; and for the parade, which will begin at the corner of Powell Street and Mill Bay Road, turning right onto Mill Bay Road to its intersection with Bartel Avenue and end along Bartel Avenue, which will be closed for parade dispersal.

BE IT FURTHER RESOLVED that from May 22, 2011, through May 29, 2011, the Council hereby authorizes City parking lot closures in the east Harbormaster's parking lot, extending to the end of the St. Paul Harbor spit.

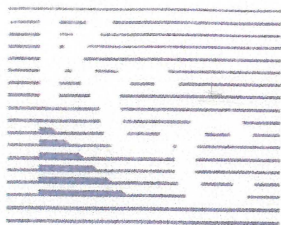
CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

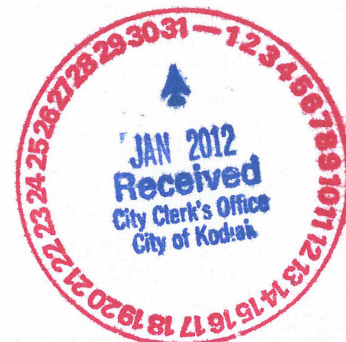
Adopted:



KODIAK CHAMBER OF COMMERCE

100 E. Marine Way, Suite 300, Kodiak Alaska 99615 • (907) 486-5557 • FAX: (907) 486-7605
www.kodiak.org • Email: chamber@kodiak.org

January 27, 2012



CROWN SPONSORS

Kodiak City Mayor and City Council
710 Mill Bay Rd.
Kodiak, AK 99615



Dear Mayor Branson and Kodiak City Council,



The 2012 Kodiak Crab Festival will be held May 24th through May 28th. The official slogan for this year's festival is "It'll Blow You Away" and the logo design was created by Steven Locke, a 6th grader at the Kodiak Middle School.



The Kodiak Crab Festival celebrates its 54th anniversary this year with a proud tradition of family fun spanning generations. This event enhances the visitor industry, thus making it an economic asset to our community. Additionally, the Kodiak Crab Festival provides a vital fundraising opportunity for local nonprofit organizations.



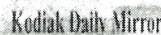
On behalf of the Kodiak Chamber of Commerce, I respectfully request the City Council to consider passing a resolution authorizing the City to issue a permit to the Kodiak Chamber of Commerce for use of public property and facilities in conjunction with the Kodiak Crab Festival. I am also requesting that the \$20.00 permit fee be waived. The parade route has been permanently changed to the one we've used successfully the past several years along Mill Bay Road. Attached please find a copy of the proposed parade route.



Booth setup is scheduled to begin at 12:00 (noon) on Tuesday, May 22nd and removed by 12:00 (noon) on Tuesday, May 29th.



Thank you for your support of this much-anticipated annual event. The wonderful tradition of Kodiak Crab Festival has carried on largely due to your assistance over the years. We at the Chamber welcome the Kodiak Crab Festival, marking 54 fun-filled years of this community-wide celebration!



Sincerely,

Lindsey Howell
Crab Festival Manager

Dedicated to Kodiak's Economic Future



START

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniaziowski, City Manager 

Date: March 8, 2012

Agenda Item: V.b. **Resolution No. 2012-07, Authorizing the City to Accept Dedications of Rights-Of-Way for Egan Way and Mill Bay Road in a Replat in US Survey 2538A for the Kodiak High School Expansion**

SUMMARY: The Kodiak Island Borough (KIB) requests the City to agree to accept two parcels as dedications of rights-of-way to enable a replat within U.S. Survey 2538A for the Borough's high school expansion project. The City Council must authorize acceptance of the dedication of the rights-of-way (ROW) requested by resolution and then the Borough can take up the replat. Staff recommends Council adopt Resolution No. 2012-07.

DISCUSSION: The KIB made a formal request to the City in early February to accept the dedication of the rights-of-way of portions of Egan Drive and Mill Bay Road in preparation for construction of the new Kodiak High School and replat of the area (Attachment B). The Borough wants to consolidate properties in and around the high school/auditorium, the middle school, the school district business office, and the Borough Building. The consolidation and replat would eliminate lot lines that could impact the issuance of building and construction permits. The ROW dedication and replat allows KIB to address two circumstances in the project area within the proposed area that would be improved or remedied by dedication of ROW (Exhibit A to Resolution No. 2012-07).

In anticipation of City acceptance of the ROW, KIB will construct the street and sidewalk improvements to City standards on Egan Way as part of the high school project. The ROW the Borough proposes to dedicate for Mill Bay Road contains existing street and sidewalk improvements that meet City standards. The proposed dedication of Egan Way will permit the extension of Egan Way to Rezanof Drive to improve traffic circulation in the vicinity of high school and formalize the traffic pattern that has existed in the area for many years. The dedication of the ROW for Mill Bay Road changes the existing easement to a formal ROW where the road is actually located.

Staff supports the dedication of both properties and believes the acceptance will not impact the City's operational and maintenance responsibilities to any degree. Therefore staff recommends acceptance of the ROW for Egan Way on the condition that the KIB construct the street and sidewalk improvements to City standards in that ROW.

ALTERNATIVES: There are two primary alternatives for Council to consider.

1. Adopt Resolution No. 2012-07 which is staff's recommendation because it supports the new high school construction project and maintains a through traffic flow in the area.
2. Do not adopt Resolution No. 2012-07. This is not recommended because it would impact the ability of the Borough to consolidate lot lines for a replat and in anticipation of construction permits.

FINANCIAL IMPLICATIONS: The Borough will cover all initial expenses for the reconfiguration and construction of the extension of Egan Way. Thereafter, there will be some limited financial impact for the City to maintain the extension of Egan. There is no impact to converting the existing easement along Mill Bay Road to a ROW.

LEGAL: The City Attorney advised staff on the process required to accept the ROW for these two property parcels and prepared the attached resolution.

CITY MANAGER'S COMMENTS AND RECOMMENDATION: I understand and support the Borough's request that the City accept the dedicated ROWs on these two pieces of property. This will help facilitate the replat and construction of the new high school and correct the ROW on Mill Bay Road. We support taking responsibility for the extension of Egan Way through to Rezanof Drive because we understand that the road design will help with traffic flow and keep a traffic pattern option open from Mill Bay Road to Rezanof. This will help with the traffic pattern as we move forward with construction of the new library project this summer as well. I recommend Council adopt Resolution No. 2012-07.

ATTACHMENTS:

Attachment A: Resolution No. 2012-07

Attachment B: Request letter from KIB, dated 1/31/12

PROPOSED MOTION:

Move to adopt Resolution No. 2012-07.

**CITY OF KODIAK
RESOLUTION NUMBER 2012-07**

A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK AUTHORIZING THE CITY TO ACCEPT DEDICATIONS OF RIGHTS-OF-WAY FOR EGAN WAY AND MILL BAY ROAD IN A REPLAT IN U.S. SURVEY 2538A FOR THE KODIAK HIGH SCHOOL EXPANSION

WHEREAS, the Kodiak Island Borough (“Borough”) proposes to prepare a replat to eliminate lot lines within U.S. Survey 2538A to facilitate the Kodiak High School expansion project; and

WHEREAS, as part of the proposed replat, the Borough intends to dedicate rights-of-way for Egan Drive and Mill Bay Road, as illustrated on Exhibit A to this resolution; and

WHEREAS, the City’s acceptance of these dedications must precede the recording of the final plat that includes them; and

WHEREAS, the Borough will construct street and sidewalk improvements to City standards in the right-of-way that it proposes to dedicate for Egan Way, and the right-of-way that the Borough proposes to dedicate for Mill Bay Road contains existing street and sidewalk improvements that meet City standards; and

WHEREAS, acceptance of the proposed dedications will permit the extension of Egan Way to Rezanof Drive to improve traffic circulation in the vicinity of Kodiak High School, and provide right-of-way required for Mill Bay Road.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the City shall accept dedications of rights-of-way for Egan Way and Mill Bay Road substantially as shown on Exhibit A, provided that acceptance of the right-of-way for Egan Way is conditioned upon the Borough constructing street and sidewalk improvements to City standards in that right-of-way, and that the City Manager hereby is authorized to execute all documents and take any other actions that may be required for the acceptance of these dedications.

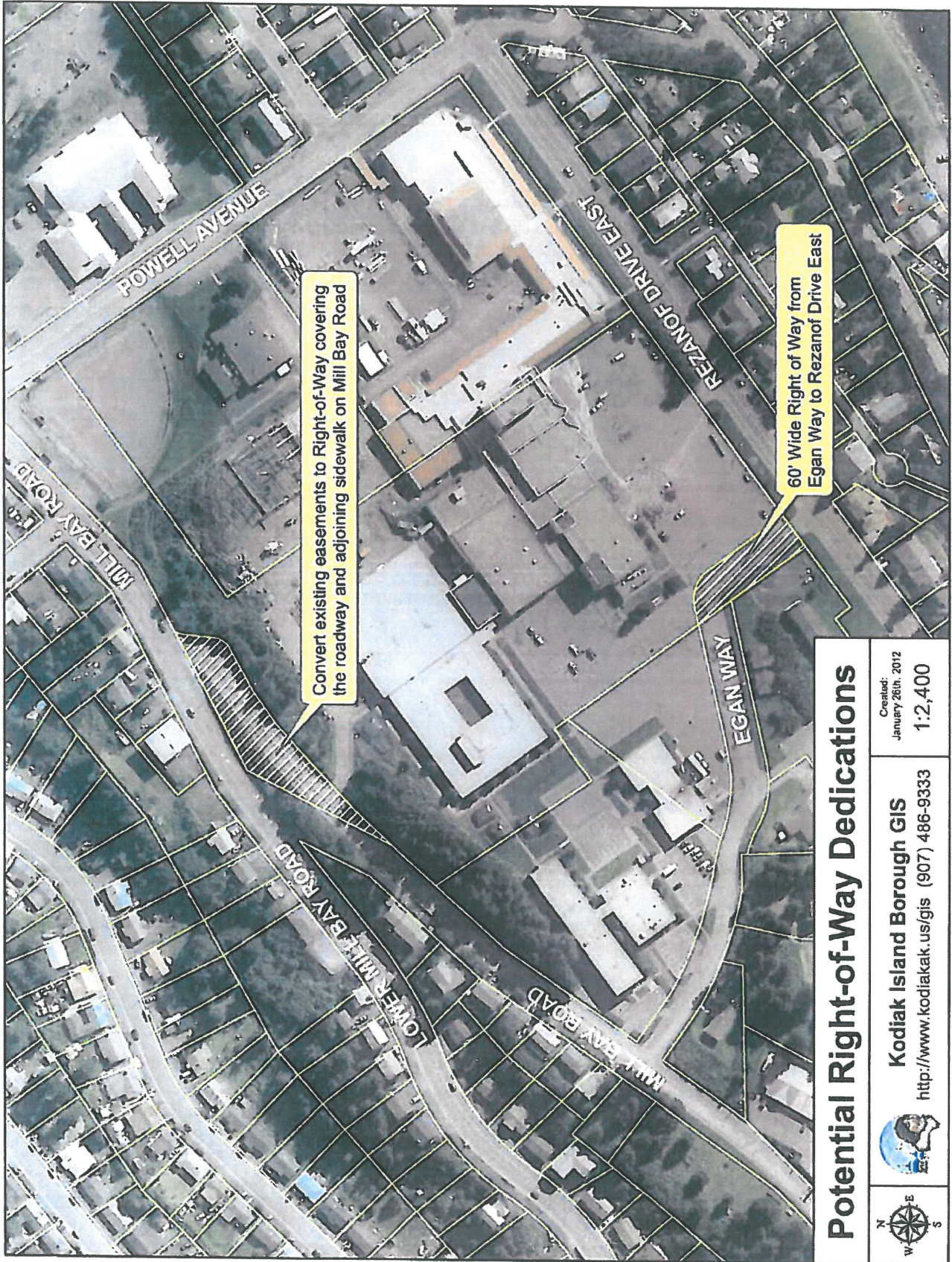
CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK


Adopted:




Convert existing easements to Right-of-Way covering the roadway and adjoining sidewalk on Mill Bay Road

60' Wide Right of Way from Egan Way to Rezanof Drive East

Potential Right-of-Way Dedications

 Kodiak Island Borough GIS
<http://www.kodiakak.us/gis> (907) 486-9333

 Created: January 26th, 2012
 1:2,400



Kodiak Island Borough

OFFICE of the MANAGER

710 Mill Bay Road

Kodiak, Alaska 99615

Phone (907) 486-9304 Fax (907) 486-9374

E-mail: rscholze@kodiakak.us



January 31, 2012

Aimee Kniaziowski, Manager
City of Kodiak
710 Mill Bay Rd.
Kodiak, AK 99615

Re: Replat within U.S. Survey 2538A for the High School Expansion

Ms. Kniaziowski:

To accommodate the high school expansion project, the Kodiak Island Borough is contemplating a replat that would consolidate properties within U.S. Survey 2538A containing the high school/auditorium, the middle school, the school district business office, and the Borough Building. The intent of the replat would be to eliminate lot lines which might present an impediment to issuance of permits associated with the construction.

This replat presents the Borough with the opportunity to address two circumstances within the proposed area that might be either improved or remedied by dedication of right of way. This is illustrated in the attached air photo.

The first ROW dedication, shown at the southerly portion of the air photo (bottom of page), would extend the Egan Way right of way to connect with Rezanof Drive East. The dedication of existing Egan Way was accepted by the City of Kodiak in 1985 in conjunction with Plat #85-23, as authorized by City Council Resolution #36-85. What is now proposed would, in effect, formalize a traffic pattern which has existed de facto for a number of years, while at the same time bringing it up to road construction standards and allowing for improved traffic circulation. The 60-foot wide right of way as designed on the preliminary site plan schematic would

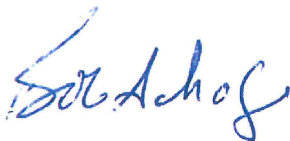
allow for three lanes at the intersection with Rezanof Drive East: a right turn exit, a left turn exit and an entrance. Another benefit of this right of way dedication would be enhanced traffic flow to and from the new City library, as was referenced in the staff report (pages 21-22) for the Planning and Zoning Commission's public hearing on site plan review for the new library last month.

The second ROW dedication, shown at the northerly portion of the air photo (top of page), would be dedicated as right of way a portion of Lot 4, USS 2538. This would correspond to the area for which a right of way permit was issued by the State to the City in 1986 covering street and utility improvements related to Mill Bay Road in the vicinity of what is now the entrance to the community swimming pool.

In the case of the Mill Bay Road dedication (#2), street and associated improvements have already been constructed and are maintained to City engineering standards. It is anticipated that improvements that would be required to meet those standards for the Egan Way right of way extension (#1) would be costs associated with the project.

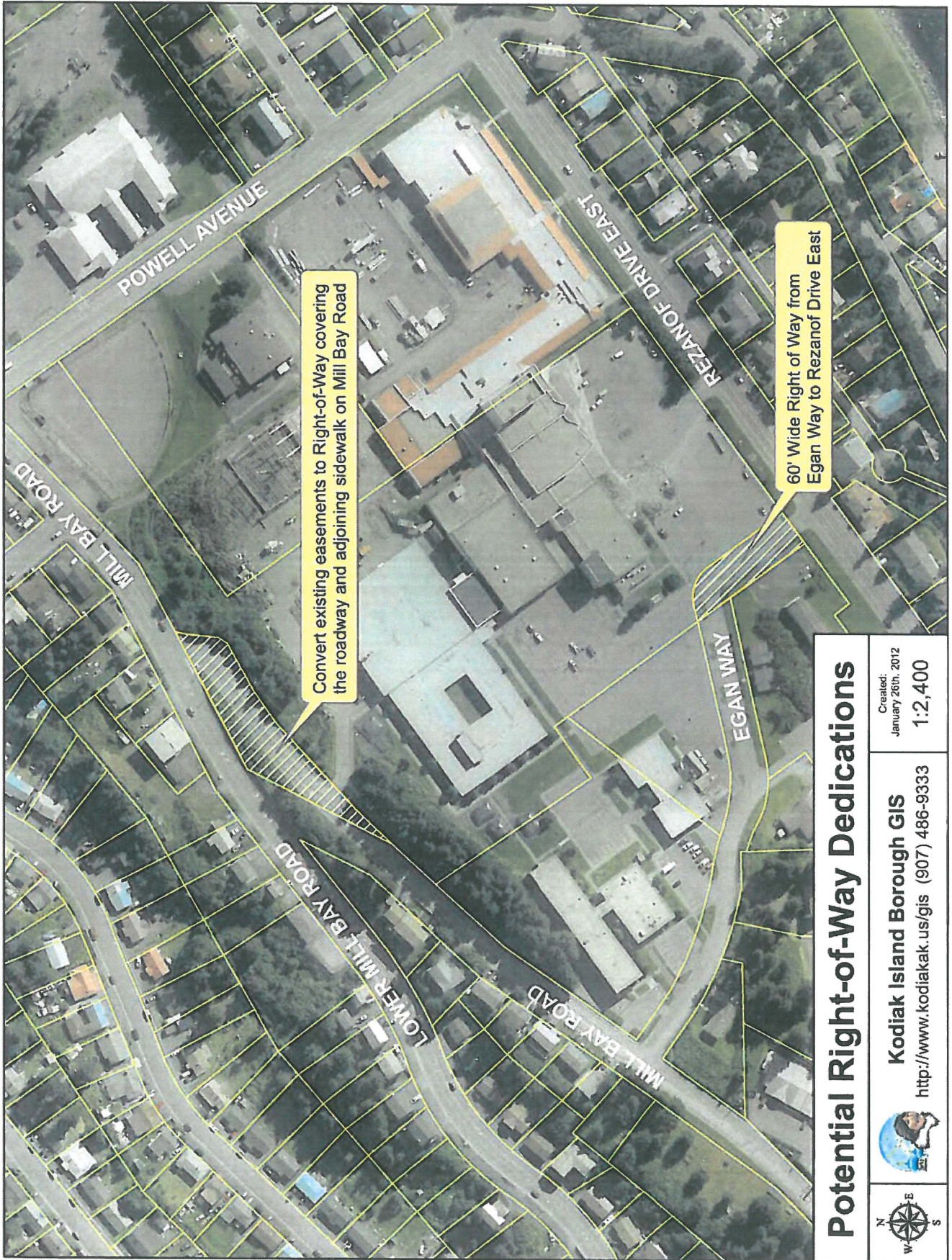
Thank you for forwarding this matter to the City Council for consideration. Please let me know if you have questions or I can provide further information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bob Scholze".

Bob Scholze
Resource Management Officer
907-486-2454

Cc: Rick Gifford, Borough Manager
Woody Koning, Engineering/Facilities Director
Ken Smith, Project Manager



Potential Right-of-Way Dedications

Created:
January 26th, 2012
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Kodiak Island Borough GIS
<http://www.kodiakak.us/gis> (907) 486-9333



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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniazowski, City Manager 

Date: March 8, 2012

Agenda Item: V.c. **Resolution No. 2012-08, Authorizing the City to Acquire from the Kodiak Island Borough Approximately 1,600 Square Feet of Land from the Eastern Portion of Lot 7B-1, U.S. Survey 2538A, for Inclusion in the Site for the New Kodiak Public Library**

SUMMARY: Staff recommends Council adopt Resolution No. 2012-08.

DISCUSSION: In the process of preparing the site drawings, the City's architectural firm MRV recommended that the City acquire from the Kodiak Island Borough approximately 1,600 square feet of land from the eastern portion of Lot 7B-1, U.S. Survey 2538A, for inclusion in the site for the new Kodiak Public Library. The shape and existing features on and adjacent to the new library site present challenges for the proper siting of the new Kodiak Public Library. The benefit of this additional property is to allow the Library parking to shift towards the northern property line and allow the building to move to the north pulling the northeast corner of the building away from the barn, away from the trees in the southwest corner of the site and away from the south property line.

There are two other elements that play into the final siting of the building and parking lot. The Borough Planning and Zoning Commission recently approved a reduced amount of parking. They approved a minimum of 30 spots which is a reduction from an earlier interpretation requiring 35 spots. Another variable relates to potential future acquisition of a portion of the AT&T parcel to the south.

The City of Kodiak finds that it is in the best interest of the City that the City negotiates with the Kodiak Island Borough to acquire from the Borough approximately 1,600 square feet of land from the eastern portion of the Borough property for inclusion in the New Kodiak Library site. Request to acquire this parcel must be approved by Council and presented to the Borough, who will begin their own process that includes review and recommended approval from the Planning and Zoning Commission, final approval by the KIB Assembly, re-plat of the area, and recording of the new plat. Once these actions have been taken, the City will survey the property and begin the process to re-plat the new lot.

ALTERNATIVES: There are two alternatives for Council to consider.

1. Adopt Resolution No. 2012-08. This is staff's recommendation because it will enhance the new library site.
2. Choose not to adopt Resolution No. 2012-08. This is not recommended as it would unnecessarily limit the new library site layout.

MARCH 8, 2012
Agenda Item V.c. Memo Page 1 of 2

FINANCIAL IMPLICATIONS: There are no direct financial implications for the City by requesting and accepting this small parcel of land. The land transfer is being requested as a donation and contribution by the Borough to the library project.

LEGAL: Staff consulted with the City Attorney on the process to acquire this additional piece of property, and the attorney drafted the attached resolution.

STAFF RECOMMENDATION: Staff recommends the Council adopt Resolution No. 2012-08.

CITY MANAGER'S COMMENTS: I support the recommendation from our project manager and design team that the City pursue the request for the Borough to donate this small parcel of land adjacent to the new library site. Though a small parcel, it will provide flexibility for the site layout, landscaping and tree retention, and the parking scheme. I recommend Council adopt Resolution 2012-08.

ATTACHMENTS:

Attachment A: Resolution No. 2012-08

Attachment B: Letter from Rise Alaska requesting parcel acquisition, dated Feb. 28, 2012

PROPOSED MOTION:

Move to adopt Resolution No. 2012-08.

**CITY OF KODIAK
RESOLUTION NUMBER 2012-08**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK
AUTHORIZING THE CITY TO ACQUIRE FROM THE KODIAK ISLAND
BOROUGH APPROXIMATELY 1,600 SQUARE FEET OF LAND FROM THE
EASTERN PORTION OF LOT 7B-1, U.S. SURVEY 2538A, FOR INCLUSION IN
THE SITE FOR THE NEW KODIAK PUBLIC LIBRARY**

WHEREAS, the City owns property described as Lot 6B-1C, U.S. Survey 2538A (“New Library Site”), which the City plans to use as the site for the new Kodiak Public Library; and

WHEREAS, the shape of the New Library Site, and existing features on and adjacent to the New Library Site present challenges for the proper siting of the new Kodiak Public Library; and

WHEREAS, the Kodiak Island Borough (“Borough”) owns property adjacent to the northwest portion of the New Library Site, known as Lot 7B-1, U.S. Survey 2538A (“Borough Property”); and

WHEREAS, some of the challenges to the siting of the new Kodiak Public Library could be resolved by the City’s acquisition from the Borough of land from the eastern portion of the Borough Property for inclusion in the New Library Site; and

WHEREAS, the Council finds that it is in the best interest of the City that the City negotiate with the Borough to acquire from the Borough approximately 1,600 square feet of land from the eastern portion of the Borough Property for inclusion in the New Library Site.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska:

Section 1. The City is authorized to acquire from the Borough approximately 1,600 square feet of land from the eastern portion of the Borough Property for inclusion in the New Library Site.

Section 2. The City Manager hereby is authorized, empowered and directed to negotiate and enter into an agreement with the Borough under which the Borough would transfer to the City approximately 1,600 square feet of land from the eastern portion of the Borough Property for inclusion in the New Library Site, and from and after the execution and delivery of said document, the City Manager hereby is authorized, empowered and directed to do all acts and things and to execute all documents as may be necessary to carry out and comply with the provisions of the instrument as executed.

Section 3. This resolution shall become effective upon passage and approval.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:

Kodiak Island Borough



Results

Map Contents

- KIB
- Water Features
- Labels
- Streets
- Parcels
- PLSS
- Background Imagery
 - 6in Imagery
 - 1ft Imagery
 - 4m Imagery
 - 5m Imagery
 - 2ft Imagery
 - 1m Imagery
 - Shapes





Memorandum

an  ARCADIS company

TO: Aimee Kniazowski
FROM: Roe Sturgulewski
DATE: February 28, 2012
RE: Kodiak Public Library – Property Procurement

This memo describes a proposed land acquisition from the Kodiak Island Borough that will enhance the design and construction of the New Kodiak Public library.

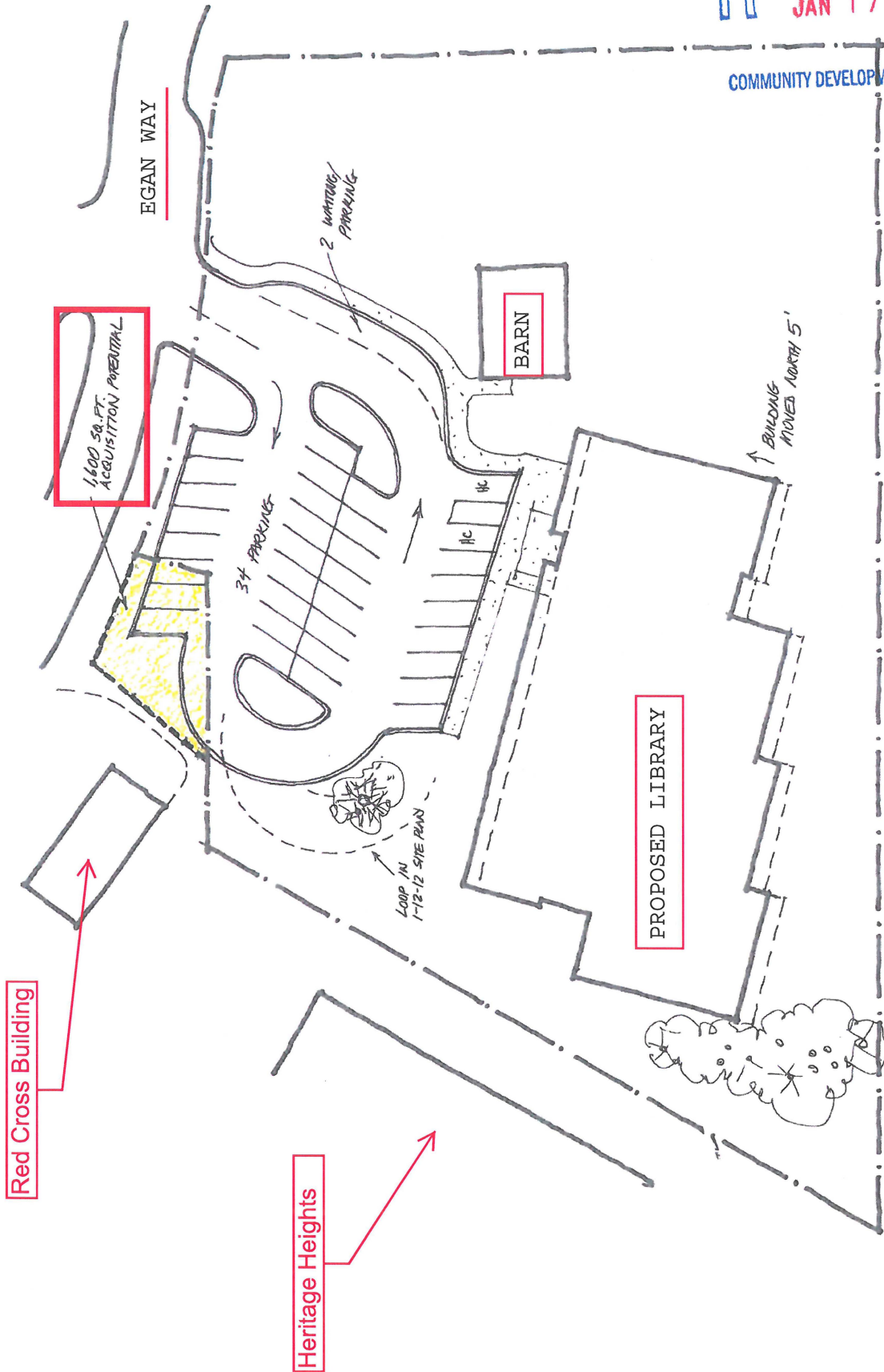
The Library and its associated parking fit on the existing property owned by the City of Kodiak (Lot 6B-1C, US Survey 2538A, Military Reserve, East Addition to Kodiak Townsite). The usability of the site is constrained in part by the existing Barn structure. While working on the Schematic Design, MRV Architects identified an option of acquiring a small portion (approximately 1600 Sq. Ft.) of the adjoining property to the North West of the Library site from the Kodiak Island Borough. (Lot 7B-1 of same US Survey 2538A). The proposed acquisition concept is shown on the attached sketches. The benefit of this additional property is to allow the Library parking to shift towards the northern property line. This allows the building to move to the north and make a slight clockwise rotation. This pulls the North East corner of the building away from the barn, allows the building to move away from the trees in the Southwest corner of the site and pulls most of the building away from the South property line. This also improves the potential to expand to the Southeast portion if desired in the future.

While there are clear conceptual benefits, MRV has not fully advanced the potential Red Cross acquisition into their design drawings. The attached site plan shows the basic property acquisition but does not necessarily show the final parking or building layout. There are two other elements that play into the final siting of the building and parking lot. The KIB Planning and Zoning Commission recently approved a reduced amount of parking. They approved a minimum of 30 spots which is a reduction from an earlier interpretation requiring 35 spots. Another variable relates to potential future acquisition of a portion of the ATT parcel to the South. MRV is in the process of working to optimize all of these elements in the next version of their site plan.

The acquisition of 1600 Sq. Ft. is not a certainty. There is a KIB public process that must be followed. The Planning and Zoning Commission must approve the disposition of the property. It is anticipated they will also review a revised site plan at that time. The Borough Assembly must also approve the disposition of the property. A short plat modification must be done. In addition the Council must approve the property acquisition.

RECEIVED
JAN 17 2012

COMMUNITY DEVELOPMENT DEPARTMENT



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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniazowski, City Manager 

Date: March 8, 2012

Agenda Item: V.d. **Resolution No. 2012–09, Authorizing Submittal of a Full Tier 2 Proposal to the Rasmuson Foundation in the Amount of Up to \$500,000 for Capital Funding in Support of the New Kodiak Public Library**

SUMMARY: The City and the Kodiak Public Library Association (KPLA) have been working in partnership to raise funds for construction of a new library in Kodiak since 2008. With assistance from KPLA, the City sent a Letter of Inquiry (LOI) to the Rasmuson Foundation in February 2011, requesting their approval to apply for a Tier 2 grant of up to \$500,000 for the new library project. The City received a response from Rasmuson in August 2011 inviting the City to apply for the Tier 2 grant once 50% of the non-city local fundraising target has been reached. The fundraising halfway mark was reached in February so it is time to apply for the Tier 2 grant. Part of the Rasmuson proposal process requires the City to adopt a resolution demonstrating Council's support of this proposal. Once approved, Resolution No. 2012–09 will be included in the full Tier 2 Proposal package to the Rasmuson Foundation. If selected for award, the City will receive up to \$500,000 in capital funding for the new Kodiak public library project. Staff recommends that Council adopt Resolution No. 2012–09.

PREVIOUS COUNCIL ACTION: Council authorized the capital project budget for the new library project. The budget currently has \$11.15 million in the fund, including the additional \$2 million appropriated in the FY2012 supplemental budget amendment approved on February 2, 2012.

BACKGROUND: Rasmuson Foundation is a private foundation that promotes a better life for Alaskans. The Rasmuson Foundation has supported Alaskan non-profit organizations in the pursuit of their goals, with particular emphasis on organizations that demonstrate strong leadership, clarity of purpose, and cautious use of resources. The Rasmuson Foundation awards Tier 2 grants of more than \$25,000 to selected large capital (building) projects; projects of demonstrable strategic importance or innovative nature; or the expansion or start-up of innovative programs that address issues of broad community or statewide significance. Projects considered must demonstrate long-term benefits or impacts, and be initiated by an established organization(s) with a history of accomplishment. The City has been invited by the Rasmuson Foundation to submit a full Tier 2 Proposal for consideration of up to \$500,000 of capital funding to support the new Kodiak public library project.

DISCUSSION: The City and KPLA recognized the Rasmuson Foundation as potential funder early in the project development phase. The City initiated the two-step process of applying for a Tier 2 Grant by submitting the LOI to the Rasmuson Foundation for consideration of up to \$500,000 in capital funding

in February 2011. This LOI included a brief history of the existing library, identified the need for the new library and how the new library will contribute to the quality of life for Alaskans and be sustained in the future (Attachment B).

In August 2011, the City was informed by Diane Kaplan, President of the Rasmuson Foundation, of the Foundation's interest in further consideration of the library project. The Foundation proposed that once Kodiak secured 50% (\$375,000 of \$750,000) of the private and public funds (non-city) required to complete the final funding for the new library project, the City was invited to submit a full Tier 2 Proposal for up to \$500,000 (Attachment C).

On February 28, 2011, the Kodiak Public Library Association confirmed the success of their Capital Campaign Cabinet in securing cash and pledges in the amount of for \$375,000, equal to 50% of the local fundraising goal of \$750,000 (Attachment D). The new library funding plan is now developed enough to be ready to apply for the Rasmuson Foundation full Tier 2 Proposal.

ALTERNATIVES:

1. Adopt Resolution No. 2012-09 which is staff's recommendation because this application process will, if successful, provide us with up to \$500,000 of funding for one of the City's major capital projects and one supported by the community.
2. Do not adopt the resolution which is not recommended. This would prevent staff from applying for the grant and result in the loss of potential funding.

FINANCIAL IMPLICATIONS: The current project budget has \$11.15 million in available funds, and current cost estimates put the project cost at \$12.5 million. The City has always recognized the need for funding assistance to make this project affordable. The City could, if successful, receive up to \$500,000 in project funding through the Rasmuson Foundation full Tier 2 grant. The receipt of this funding will be an important tool to leverage the remaining community funding. Staff and KPLA will continue to advance a funding plan to support the new library project from a combination of City funds, local donors, competitive grants, and private and corporate donors.

STAFF RECOMMENDATION: Staff recommends Council adopt Resolution No. 2012-09 to include in the full Tier 2 Proposal to the Rasmuson Foundation as required.

CITY MANAGER'S COMMENTS: This is an important funding opportunity for the City and a critical funding piece to move this project to completion. We can use this funding to leverage additional funds from other granting agencies and private and corporate donors to complement the use of City funds. We received an invitation from the Rasmuson Foundation to submit this Full Tier 2 Proposal for up to \$500,000 by mid-March this year for consideration of award in July 2012. I commend KPLA on their success with the fundraising efforts and recommend that Council adopt Resolution No. 2012-09.

ATTACHMENTS:

Attachment A: Resolution No. 2012-09

Attachment B: City's Letter of Inquiry to Rasmuson, February 2011

Attachment C: Rasmuson invitation to submit for Tier 2 grant letter, August 2011

Attachment D: KPLA letter on status of local fundraising efforts, dated February 28, 2012

PROPOSED MOTION:

Move to adopt Resolution No. 2012-09.

**CITY OF KODIAK
RESOLUTION NUMBER 2012-09**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK, ALASKA
AUTHORIZING SUBMITTAL OF A FULL TIER 2 PROPSAL TO THE RASMUSON
FOUNDATION IN THE AMOUNT OF UP TO \$500,000 FOR CAPITAL FUNDING IN
SUPPORT OF THE NEW KODIAK PUBLIC LIBRARY**

WHEREAS, the City, Kodiak Public Library Association (KPLA) and the community of Kodiak, with the continued support of the Council, have been working to raise fund to build a new public library facility; and

WHEREAS, recognizing the Rasmuson Foundation as potential funder, KPLA encouraged the City to begin the process of exploring a Tier 2 Rasmuson Foundation Grant in support of the new Kodiak Public Library project; and

WHEREAS, in February 2011 the City initiated the two-step process of applying for a Tier 2 Grant by submitting a Letter of Inquiry to the Rasmuson Foundation for consideration of up to \$500,000 in capital funding; and

WHEREAS, the Rasmuson Foundation proposed that once the Community secured \$375,000, 50% of their local fundraising goal of \$750,000 required to complete the final funding for the new library project, the City was invited to submit a full Tier 2 Proposal for up to \$500,000; and

WHEREAS, on February 27, 2011, KPLA confirmed the success of the Capital Campaign Cabinet and the Community in securing cash and pledges in the amount of \$375,000, 50% of their local fundraising goal of \$750,000; and

WHEREAS, with this recent community fundraising success, and at the invitation of the Rasmuson Foundation, the City is now preparing to complete the second and final step of submitting a Full Tier 2 Proposal; and

WHEREAS, the Rasmuson Foundation full Tier 2 Proposal requires a resolution of support from the Council.

NOW, THERFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that the City Manager of the City of Kodiak is hereby authorized to submit a full Tier 2 Proposal to the Rasmuson Foundation in the amount up to \$500,000 in capital funding in support of the new Kodiak public library.

CITY OF KODIAK

MAYOR

ATTEST:

CITY CLERK

Adopted:



Legal name of organization

City of Kodiak

Address of organization

710 Mill Bay Road

City

Kodiak

State

Alaska

Zip Code

99615

Fax number

907-486-8600

Web-site address

www.livinglearninggrowing.org

Date of incorporation

1940 Incorporated 1965 Home Rule

Federal Tax ID #

92-6000083

Charter

Organizational status IRS 501(c)(3)

XOther (explain)

City Government

Mission of organization:

To provide quality services to the public in a fiscally responsible manner while fulfilling City responsibilities and exercising powers authorized by Alaska Statute Title 29 and the City of Kodiak Charter.

Name of Chief Executive Officer

Aimée Kniazowski

Title

City Manager

CEO telephone number

(907) 486-8640

CEO email address

710 Mill Bay Road, Kodiak, AK 99615

Contact for this application

Mary Munk

Contact title

Finance Director,
City of Kodiak

Contact telephone number

(907) 486-8659

Contact email address

mmunk@city.kodiak.ak.us

Application is Tier 1 Request Tier 2 Request (\$25,000 or less) Tier 2 Letter of Inquiry

Project budget

\$13.6 million

Amount requested

\$500,000

Specific purpose for which funds are requested:

The purpose of this funding is for construction of a new regional City library for the communities on Kodiak Island.

Signature of authorized official (Board Chair or CEO)

Date

July 14, 2011

Typed Name

Aimée Kniazowski

Title

City Manager

Financial Summary

Last complete fiscal year (actual)

Current Fiscal Year (budget)

Operating Revenue

\$15,631,976

\$14,452,313

Operating Expenses

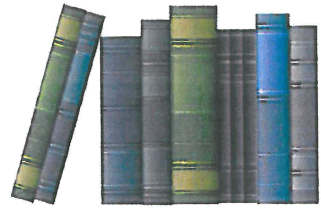
\$12,696,573

\$14,624,277

City of Kodiak General Fund Budget Information

Living, Learning, Growing: A New Public Library for Kodiak

Kodiak Public Library Association
PO Box 1824
Kodiak, Alaska 99615



September 12, 2011

Ms. Diane Kaplan, President & CEO
Rasmuson Foundation
301 West Northern Lights Blvd., Suite 400
Anchorage, Alaska 99503

Dear Ms. Kaplan:

As representatives of the project team for the new Kodiak Public Library, we write to thank you for the invitation to submit a full Tier 2 application for our capital project. We are excited that your review committee shares our belief that this is a viable, responsible and needed project in our community.


We understand that the committee would like us to demonstrate some additional success with our capital campaign before submitting the full application, and we appreciate their request. Though we will not be ready in time for this fall's funding cycle, we do expect to be ready in the spring. We have been laying the groundwork for our community campaign, are grooming our campaign cabinet, and feel confident that our community is ready to invest in this project. By springtime we should have an exciting story to share with your board.

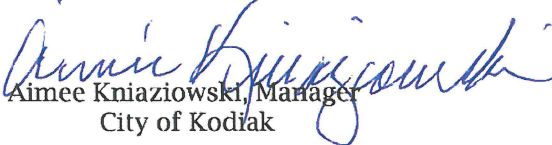
In the meantime, we will remain in regular contact with Jayson Smart. We appreciate Jayson's ongoing guidance in this process and will seek his feedback as our homegrown campaign strategies take shape.

Finally, we hope to be able to share modifications to our project budget with you in coming months. Consultation with our project management team from RISE Alaska leads us to believe that we can achieve our project at a lower budget than we have currently estimated. Clearly, this will impact our fundraising plan.

Again, thank you for this opportunity. It is confidence inspiring.

Sincerely,

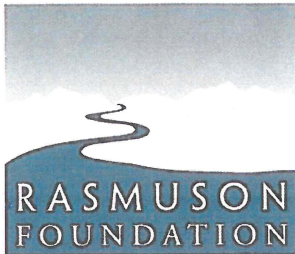

Erin Harrington, Chair
Kodiak Public Library Association


Aimee Kniazowski, Manager
City of Kodiak

Cc: Jayson Smart
Sammye Pokryfki

www.livinglearninggrowing.org

kodiaklibrary@gmail.com



301 W. Northern Lights Blvd.
Suite 400
Anchorage, AK 99503

907.297.2700 *tel*
907.297.2770 *fax*
877.366.2700 *toll-free in Alaska*
rasmusonfdn@rasmuson.org *email*
www.rasmuson.org

August 26, 2011

Ms. Aimee Kniazowski
City Manager
City of Kodiak - Kodiak Public Library
710 Lower Miller Bay Road
Kodiak, AK 99615



Dear Ms. Kniazowski:

Thank you for your letter of inquiry for construction of a new library. I am pleased to inform you that Rasmuson Foundation is interested in further consideration of your project. Once 50% of your private and public funds (non-city) have been secured, we invite you to submit a full Tier 2 proposal for up to \$500,000.

Please submit your proposal when project plans are far enough along to make a competitive application. However, to be considered at the November 2011 board meeting, the full proposal needs to be received by Monday, September 19, 2011.

If more than 12 months elapse and the full proposal is not yet ready to be submitted, this invitation will automatically be withdrawn. A new letter of inquiry would need to be submitted in order to start the project review process again.

BOARD of
DIRECTORS
Edward B. Rasmuson
Chairman
Morgan Christen
Jeff Cook
Douglas Eby
Adam Gibbons
Lile R. Gibbons
Anthony Mallott
Roberta Quintavell
Cathryn Rasmuson
Judy Rasmuson
Mary Louise Rasmuson
Natasha von Imhof

Please go to www.rasmuson.org/secure/ using the username "Application" and password "RF10T2" for access to full proposal materials. Both the username and password are case sensitive. In preparing your proposal, submit a fully itemized project budget, detailing whether your funding is secured or pending. Please include the request ID number 6391 in your proposal.

The guidelines on the web site explain a format required for the presentation of nonprofit financial statements. This format provides critical information needed in the decision making process – both for the applicant and the Foundation. The Foundation continues to prioritize organizations which can demonstrate that 100% of their board has financially contributed to the organization and/or project in the last 12 months.

This determination of interest does not guarantee that a grant will be awarded. We encourage you to continue to seek other funding to ensure you have adequate resources to accomplish your project. Once your proposal has been received, it will be scheduled for board review.

PRESIDENT
Diane Kaplan

RF request ID number 6391

If you have questions regarding the application process, please do not hesitate to contact Jayson Smart at (907) 297-2882, or by e-mail at jsmart@rasmuson.org.

We look forward to learning more about your project.

Best regards,

A handwritten signature in black ink, appearing to be 'DK', written over a circular scribble.

Diane Kaplan
President



**Kodiak Public Library Association
PO Box 1824
Kodiak, Alaska 99615
kodiaklibrary@gmail.com**

February 28, 2012

Mayor Pat Branson and Council Members
City of Kodiak
710 Mill Bay Road
Kodiak, Alaska 99615

Dear Mayor Branson and Council Members:

The Kodiak Public Library Association is your formal partner in the development of the new Kodiak Public Library. In this capacity we have been leading the fundraising efforts related to the project.

We are pleased to inform you that we have recently passed the halfway mark in our community capital campaign, with more than \$380,000 raised out of our total goal of \$750,000 since we launched the campaign at Christmastime.

With the achievement of this goal we have met the preconditions for an application to the Rasmuson Foundation for a charitable contribution to our project. We will be preparing that application in partnership with that City in the next two weeks.

To meet the eligibility requirements for this application, we must be in possession of a formal resolution from the City Council informing the Rasmuson Foundation that you, the Council, are aware that the application is being made on behalf of the City.

We encourage you to pass such a resolution at your March 8 meeting so that we can be eligible to receive funds from the Rasmuson Foundation.

Thank you for your consideration.

Respectfully,

A handwritten signature in cursive script, appearing to read "Eini Hammett".

Chairman
Kodiak Public Library Association

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniazowski, City Manager 

Date: March 8, 2012

Agenda Item: V.e. Authorization of Library Donor Recognition Policy

SUMMARY: The Kodiak Public Library Association (KPLA) requests the City adopt a policy for donor recognition of gifts to the new library. The need for a policy like this was discussed at two Council work sessions. The recommended version of the policy (Attachment A) is not in conflict with the City's existing naming policy which was adopted by Resolution No. 13-94. Staff recommends Council authorize implementation of the policy by motion.

PREVIOUS COUNCIL ACTION:

- April 14, 1994, Council adopted Resolution No. 13-94 which outlined the City's policy and procedures on naming City owned property and facilities.
- December 6, 2011 and January 10, 2012 work sessions, Council reviewed a sample donor recognition policy as part of the KPLA capital campaign update.

DISCUSSION: KPLA has been working in partnership with the City since 2008 to raise funds to complete the new Kodiak library. KPLA's Capital Campaign group has been very successful in raising large donations from individuals and corporations for the new library since late 2011. A process for handling donor recognition is referenced in the KPLA campaign literature so having a policy in place is important. The new library is recognized as an important public asset that enjoys wide community support. Therefore, implementation of a donor policy provides guidance on how the City intends to acknowledge gifts from donors and ensure donor intent is honored in a way that is consistent and tasteful.

With assistance from the Foraker Group, KPLA and its Capital Campaign Committee developed a draft policy for donor recognition of gifts for the new library which is similar to the one used by the Municipality of Anchorage and the Loussac Library. KPLA worked with the City Manager to develop a local policy to meet donor needs and expectations and City requirements. The policy (Attachment A) provides a process to accept and recognize donor contributions to the new library in ways that meet everyone's needs and provides guidance for fundraisers, donors, and staff. This policy does not conflict with the existing City policy on naming of City property and facilities (Attachment B).

ALTERNATIVES: There are two alternatives for Council to consider.

1. Authorize Library Donor Recognition Policy which is staff's recommendation because it identifies a consistent and supportive way to acknowledge gifts to the new library.
2. Choose not to authorize the City's new policy. This is not recommended as there would not be a formal and fair way to acknowledge gifts to the new library.

FINANCIAL IMPLICATIONS: There are no financial implications to the implementation of this policy.

CITY MANAGER'S COMMENTS: I have worked with KPLA to refine a donation policy that I believe meets the needs and expectations of KPLA board members and fundraisers, donors, and staff. I recommend Council authorize the Library Donor Recognition Policy as per the attached.

ATTACHMENTS:

- Attachment A: Library Donor Recognition Policy
- Attachment B: Resolution No. 13-94

PROPOSED MOTION:

Move to authorize the City of Kodiak's Library Donor Recognition Policy.



CITY OF KODIAK
710 MILL BAY ROAD, KODIAK, ALASKA 99615

CITY OF KODIAK LIBRARY DONOR RECOGNITION POLICY

PURPOSE

The City of Kodiak, in conjunction with its library support organizations, provides acceptable ways to publicly identify and acknowledge the generosity of individuals, families, corporations, foundations, donors and volunteers who provide monetary donations of. The purpose of this policy is to provide meaning, significance, and uniformity by recognizing individuals or organizations who have substantially contributed to the new Kodiak Public Library.

SCOPE

This policy and procedure applies to the manner in which monetary donations and other types of gifts provided to the new library to be built on Egan Way are accepted and applied. The policy may also be applied to the existing library facility until it is moved to the new facility.

DEFINITIONS

Art: All forms of original art creations including but not limited to sculpture, painting, photography.

Feature: Areas within or associated with the library's public space such as a fountain, monument, plaza, garden, landscaped area, collection of material or program.

Plaque: A tablet usually made of metal or wood, which is fixed to a wall or other surface to commemorate a person(s) or event. Plaques may include the names of multiple donors where and when appropriate.

Support organization: An organized group whose purpose is to promote and support the City's public library and its programs such as the Kodiak Public Library Association (KPLA).

Use-related generic names: Designates a library interior or component space based on use such as "Youth Services" or "Adult Fiction."

POLICY

Recognition

Recognition of financial donors and volunteer contributions will be done in a manner that acknowledges these gifts. Recognition may not interfere with the safety of patrons and staff, obstruct or otherwise inconvenience patrons, staff and normal library operations, and conforms to all applicable facility, municipal, state, or federal rules and regulations.

Any form of recognition, the purpose of which is commercial or promotional, will not be permitted. Corporate logos on public buildings will not be considered. Exceptions will be considered at the request of the donor or due to special circumstances and will be reviewed by the City Manager or designee in consultation with the Library Director, the KPLA and if required, the legal counsel of the City of Kodiak. The City Manager or designee, with input from the Library Director and the KPLA, reserves the right to accept or reject recognition or naming proposals.

Standard language for plaques which recognize financial contributions will read, "This <XXXX> was <partially> funded by a generous contribution by <NAME(S)>." Standard language for a public place or program that is created/named for a donor shall include the name and the area, e.g. the Jane Smith Room or the Joe Jones Volunteer Program. Corporate logos on plaques (appropriately sized and placed) may be included at the discretion of the City Manager, or designee, with input from the Library Director and the KPLA.

The granting of named recognition pursuant to this policy confers no property rights or interest upon the donor, individual or entity, either in law or equity, actual or implied, real or personal, whether past, present or future. Maintenance, restoration, repair and/or security of items, i.e. artwork with a significant dollar value will be assumed by the Library based on budget. Donors or organizations who wish to assist the Library and ensure that recognition is maintained or secured on a level that is deemed necessary may include these costs as part of the donation.

A collection accepted by the Kodiak Public Library may be given name recognition, but the donation shall not be conditioned upon receipt of name recognition without the consent of the City Manager or designee, with input from the Library Director and the Capital Campaign Cabinet of the KPLA. Recognition will be determined by the size and disposition of the collection. Collections will be maintained as long as they are relevant to library service needs of the community.

Naming

Requests for naming must be consistent with currently existing City property and facility naming policies. Named spaces must include the use-related term, i.e. the Lewis Family Children's Learning Center.

Criteria for Naming

Naming for financial contributions is at the discretion of the City Manager or designee with input from the Library Director and the Capital Campaign Cabinet and, when appropriate, the KPLA board. Naming based on financial contributions will be based (and ranked) according to: size of donation, length of commitment to the library. Private donor names will be placed before corporate donors if the size of the donation is the same.

PROCEDURES

Placement of a plaque or other donor recognition will be based on the recommendation of the KPLA and the Library Director, or designee, with input from the Capital Campaign Cabinet.

The Library Director, in consultation with the City Manager, will have final approval and placement responsibility.

Art that is created, donated, and/or purchased for the purposes of display and use in any library that is not part of a 1% for Art program may be accepted upon review by KPLA and approval by the City Manager with the recommendation of the Library Director and KPLA. The KPLA may establish a juried review to assist with the determination.

Final approval for naming, naming criteria, procedures, placement, and changes must be consistent with the policy language outlined herein, and made by the City Manager upon consultation with the Library Director, Capital Campaign Cabinet, and KPLA Board.

EXPIRATION

Kodiak Public Library reserves the right to expire names and/or recognition plaques, remove or relocate art work after twenty-five (25) years or upon closure or redesign of a public place or area or replacement of the item that is named. In such instances the original name shall be honored in an appropriate manner and whenever feasible existing dedication and cornerstone plaques will be moved to a replacement facility for display.

EXCEPTIONS

Exceptions or waivers to the provisions of this policy will be considered in exceptional circumstances only, and will be subject to approval by the Kodiak City Council. The City reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances.

City Manager

Date

POLICY HISTORY

March 8, 2012

Policy reviewed and approved by authorization of the City Council.

**CITY OF KODIAK
RESOLUTION NUMBER 13-94**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK
ESTABLISHING A CITY PROPERTY OR FACILITY NAMING POLICY**

WHEREAS, a clear policy for naming City property or facilities can add meaning, significance, and uniformity by developing names that embody the values and heritage associated with the properties or facilities, and that of the community; and

WHEREAS, the selection of a name that is purposeful, suitable, and symbolic should be approached in a systematic and creative way; and

WHEREAS, an attempt shall be made to name properties in such a manner that the public can easily recognize, locate, and remember them,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that a City Property Naming Policy is hereby adopted for the benefit of the community, and shall be administered under the following criteria:

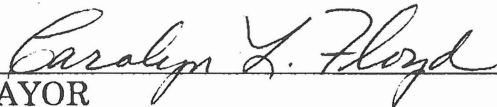
1. The naming of City property after individuals is discouraged; however, when it is appropriate to name a property or facility in honor of a deceased person, the following criteria will be used:
 - a. The honoree must have made a donation of at least fifty-one percent of the cost of the property or facility; or
 - b. The honoree must have made a significant contribution of at least ten years of service, which enhanced the quality of life of Kodiak residents and whose contribution is related to the property or facility being named; or
 - c. The honoree's death must have occurred at least two years prior to the date of selection; or
 - d. An honoree who has lost their life either in the line of duty or through an act of heroism may be selected.
2. A memorial or plaque may be authorized in lieu of naming the property or facility for an individual.
3. Names shall be selected in the following order of priority:
 - a. Places and features;
 - b. Historic sites;
 - c. Names of cultural significance; and
 - d. Descriptive names.

BE IT FURTHER RESOLVED that the following procedure will be established in administering this policy:


1. Action may be initiated by the Mayor or a quorum of the Council. If initiated by the Council, a proposal in letter format addressed to the Mayor will be prepared. Upon receipt of the Council's request, or upon the Mayor's decision to seek a name for a piece of property or a facility, the Mayor will designate the appropriate advisory board as a name-selection panel. If the property or facility does not appropriately fall within the realm of an advisory board, the Mayor may elect to appoint a five-member ad-hoc panel which may include one or more members of different advisory boards.
2. The naming panel will identify appropriate names for the property or facility and may consider those names submitted by the Mayor or the Council, or may propose an alternative, taking care not to overlook the contributions of women and minorities. Geographic, historic, and cultural influences will be given preference over names of individuals whenever possible in selecting names for a property or facility. Upon agreement by a quorum of the panel, a letter advising the Mayor shall be forwarded. The Mayor will make the panel's letter an attachment to a resolution for consideration by the Council. Memoranda as appropriate may be appended to the resolution to explain or amplify relevant information for the Council.
3. The Council will hold a 30-day public comment period prior to acting on the resolution, and shall ensure appropriate information dissemination to the public during this period.
4. Names may be changed pursuant to the preceding guidelines.

PASSED AND APPROVED this 14th day of April, 1994.

CITY OF KODIAK


MAYOR

ATTEST:


DEPUTY CITY CLERK

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EXECUTIVE SESSION

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Aimée Kniazowski, City Manager

Date: March 8, 2012

Agenda Item: X.a. City Manager's Annual Evaluation

SUMMARY: Annually, the City Council reviews the performance of the City Manager. In accordance with the Open Meetings Act, the City Manager does not object to the performance evaluation being done in executive session.

PROPOSED MOTION:

Move to enter into executive session, as authorized by Kodiak City Code Section 2.04.100(b)(2), to conduct the City Manager's annual performance evaluation.

MARCH 8, 2012
Agenda Item X.a. Memo Page 1 of 1