

**CITY COUNCIL—BOROUGH ASSEMBLY  
JOINT WORK SESSION AGENDA**

**Wednesday, October 19, 2016,  
Kodiak Public Library  
7:30 p.m.  
(City Chairing)**

*Joint work sessions are informal meetings of the City Council and Borough Assembly where elected officials discuss issues that affect both City and Borough governments and residents. Although additional items not listed on the joint work session agenda are sometimes discussed when introduced by elected officials, staff, or members of the public, no formal action is taken at joint work sessions and items that require formal action are placed on a regular City Council and/or Borough Assembly meeting agenda. Public comments at work sessions are NOT considered part of the official record. Public comments intended for the “official record” should be made at a regular City Council or Borough Assembly meeting.*

1. Public Comments (limited to 3 minutes each)
2. Building Inspection Program MOA Staff Update
3. Borough’s Marijuana Task Force and City’s Marijuana Advisory Committee Updates
4. Lands Committee Update
5. Planning and Zoning Commission Updates
  - Accessory Dwelling Units
  - Applicant Recruitment Process
6. Efficiencies of Government and Consolidation Discussion (Capital Planning, Overlap/Collaboration of Same City/Borough Committees, Animal Control, Sharing of Information, etc.)
7. Economic Development Update.....1
8. Invitation to Legislators to Visit Kodiak
9. Alaska Municipal League.....2
  - District 10 Board of Directors Seat
  - Resolutions
10. Next Meeting Date: December 21

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## Office of the Deputy City Manager

710 Mill Bay Road, Room 115, Kodiak, Alaska 99615

### MEMORANDUM

To: Mayor Branson and City Council  
From: Mike Tvenge, Deputy City Manager  
Date: October 19, 2016  
Re: Economic Development Update

With the direction from Council, City Manager Aimée Kniaziowski has had discussions with Wanetta Ayers dba A3 Consulting, Creativity and Communications regarding support services for economic development ideas in Kodiak.

Ms. Ayers would like the first steps to include a work session with Council to identify goals and objectives for the community. This process would include a few simple questions such as;

- What has worked in the past?
- What does the community want more of?
- What would success look like?
- How do you want to accomplish this?

The goal during this work session is to get a good conversation going with attendees and create a baseline for advancement, moving ideas forward. Following the discussion Ms. Ayers would write up a detailed proposal outlining community goals and how to achieve those goals.

At this point the City does not have a formal agreement with A3 Consulting, Creativity and Communications beyond the initial work session. A Professional Services agreement will follow if the local government bodies wish to continue an economic development discussion and study.

What are preferable work session dates to bring Ms. Ayers here to begin this first round of discussion?

# AML Board of Directors

## Who Do We Represent?

## AML District Map



**Bob Harcharek**

President

Mayor  
City of Barrow  
P.O. Box 629  
Barrow, AK 99723  
P: 907.852.5211 | F: 907.852.5871  
Email: bob.harcharek@cityofbarrow.com



**Clay Walker**

First Vice President

Mayor  
Denali Borough  
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Healy, AK 99743  
P: 907.683.1330 | F: 907.683.1340  
Email: clay\_walker@denaliborough.com  
[/one\_fourth]



**Pat Branson**

Second Vice President

Mayor  
City of Kodiak  
710 Mill Bay Road  
Kodiak, AK 99615  
P: 907.486.8636 | F: 907.486.8600  
Email: mayor@city.kodiak.ak.us



**Mim McConnell**

District 1

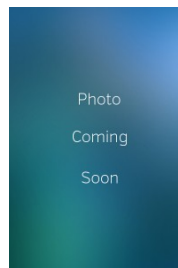
Mayor  
City & Borough of Sitka  
100 Lincoln Street  
Sitka, AK 99835  
P: 907.747.3294 | F:  
907.747.7403



**Jesse Kiehl**

District 2

Assembly Member  
City & Borough of Juneau  
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Juneau, AK 99801  
P: 907.586.5240 | F:  
907.586.5385  
Email: jesse.kiehl@juneau.org



**Vacant**

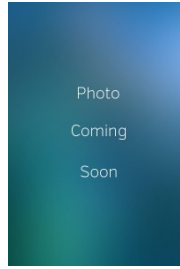
District 3



**Richard Best**

District 4

Council Member  
City of Palmer  
231 W. Evergreen Ave.  
Palmer, AK 99645  
P: 907.745.3271 | F:  
907.745.0930  
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**Bill Evans**

District 5

Assembly Member  
 Municipality of Anchorage  
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 Email: evansb@muni.org



**Sebastian Saarloos**

District 6

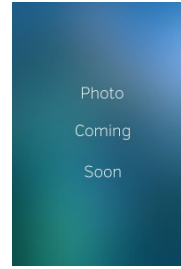
Council Member  
 City of Delta Junction  
 P.O. Box 197  
 Delta Junction, AK 99737  
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 Email: [deltasurveys@gmail.com](mailto:deltasurveys@gmail.com)



**Kathryn Dodge**

District 7

Assembly Member  
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**Austin Swan**

District 8

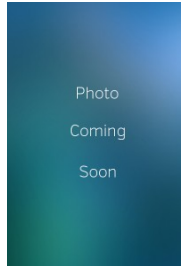
Mayor  
 City of Kivalina  
 P.O. Box 50079  
 Kivalina, AK 99750  
 P: 907.645-2137  
 Email: [kivalinacity@aol.com](mailto:kivalinacity@aol.com)



**Richard Robb**

District 9

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 City of Bethel  
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**Vacant**

District 10



**Timothy Gavin, Jr.**

Director At-Large

Mayor  
 City of Buckland  
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 Buckland, AK 99727  
 P: 907.494.2121 | F: 907.494.2138  
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**Linda Murphy**

Immediate Past President

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**Pete Sprague**

Past President (2004)

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**Bert Cottle**

Past President (2010)

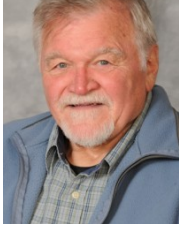
Mayor  
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**Shirley Marquardt**

Past President (2012)

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**Charles Davidson**

NLC Representative

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**Marty McGee**

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**Jim Hunt**

AMMA Representative

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**Rich Etheridge**

AFCA Representative

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Capital City Fire/Rescue  
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**Lonnie McKechnie,  
CMC**

AAMC Representative

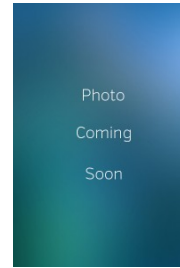
Borough Clerk  
Matanuska Susitna Borough  
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Palmer, AK 99645  
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Email: lonnie.mckechnie@matsugov.us



**Deven Mitchell**

AGFOA Representative

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Alaska Municipal Bond Bank  
Authority  
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deven.mitchell@alaska.gov



**Dennis Watson**

ACoM Representative

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dwatson@interislandferry.com

**PHOTO NOT AVAILABLE:**

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**Who Do We Represent?**

Select a tab below to view the region's board member and the communities they represent.

- + District 1: Southeast Alaska (except Juneau)
- + District 6: Interior Highways, Prince William Sound
- + District 2: Juneau
- + District 7: Fairbanks Area
- + District 3: Kenai Peninsula
- + District 8: North, Northwest, Norton Sound
- + District 4: Matanuska-Susitna
- + District 9: Interior Rivers, Lower Kuskokwim
- + District 5: Anchorage
- 4 + District 10: Bristol Bay, Aleutians, Kodiak Island

# BYLAWS

## ALASKA MUNICIPAL LEAGUE

*Adopted: November 12, 1991  
Amended: August 3, 1994  
Amended: November 20, 2005  
Amended: August 12, 2009*

### ARTICLE I

#### Associate and Affiliate Membership

- Section 1.** Any unincorporated community, commercial or civic club, educational or government agency, organization, or commercial firm interested in the improvement and welfare of municipal government, may be accepted by the Board as an associate of the League. Associates shall not have a vote.
- Section 2.** Any non-profit association of municipal officials, whose membership may include non-municipal officials, but whose bylaws give majority control of the governing body of the organization to municipal officials within the organization, or any Rural Education Attendance Area school district (REAA), may be accepted by the Board as an affiliate.
- Section 3.** Annual fees and dues for each associate and affiliate, respectively, shall be established by the Board of Directors. Failure to pay affiliate dues or associate fees shall be cause for termination of services. Fees shall be payable on the first day of July of each year.

### ARTICLE II

#### Board of Directors

- Section 1.** The director districts shall include the municipalities listed in Annex I, below. In the case of formation of a new municipality, it shall be included in the district of its closest neighboring municipality.
- Section 2.** A quorum shall consist of eight (8) members of the Board of Directors. More than one-half (1/2) of the votes, excluding blanks, cast where a quorum is present, shall constitute a majority vote.
- Section 3.** Unless inconsistent with these bylaws or with the Articles of Incorporation, all questions of parliamentary procedure shall be decided according to Roberts' Rules of Order.

- Section 4.** A vacancy on the Board of Directors shall occur when the person holding the office resigns, ceases to hold an elective position in a member municipality, or otherwise becomes unable to perform his or her duties as a Board member.
- Section 5.** The Board may declare an office vacant if the person holding that office fails to attend two (2) consecutive board meetings without receiving prior approval from the President.
- Section 6.** The adoption of any amendment to these bylaws shall not operate to shorten the term of any person previously elected to the board.
- Section 7.** In addition to those organizations explicitly enjoying ex-officio non-voting status under Article VI, Section 2 of the Articles of Incorporation (Restated), that status is extended to the following organizations:

The Alaska Association of Municipal Attorneys  
The Alaska Association of Municipal Clerks  
The Alaska Municipal Management Association  
The Alaska Government Finance Officers Association  
The Alaska Association of Assessing Officers  
Chair(s) of the AML Legislative Committee  
Alaska representative on National Association of Counties Board  
Alaska representative on National League of Cities Board

### **ARTICLE III**

#### **Officers and Delegates**

- Section 1.** The President presides at all board meetings and at the annual business meeting, represents the Alaska Municipal League in all official capacities, and appoints committees, as provided in these bylaws. No president may be eligible to serve more than one (1) consecutive, full term.
- Section 2.** The First Vice-President chairs the Resolutions Committee and performs the duties of the President in the President's absence. The First Vice-President shall fill a vacancy in the office of President for the unexpired term. That succession shall not prohibit service for the subsequent full term as President.
- Section 3.** The Second Vice-President shall perform the functions of Secretary/Treasurer to the board and shall chair the Finance Committee. A vacancy in the office of First Vice-President shall be filled by succession of the Second Vice-President to that office.



**Section 4.** A vacancy in the office of Second Vice-President or a delegate to a regional or national organization shall be filled by appointment by the President, subject to the approval of the Board of Directors. The appointee shall serve until the next annual meeting.

## **ARTICLE IV**

### **Committees**

**Section 1.** The President shall appoint all special and standing committees, with the exception of the Resolutions committee, which shall be appointed by the First Vice-President. The President and Executive Director shall serve as non-voting, ex-officio members of all committees.

**Section 2.** There shall be a standing Legislative Committee with at least one representative from each director district to deal with the policy statement and the legislative priorities. The composition, organization and duties of the committee shall be established by resolution of the Board of Directors. However, to be appointed to the Legislative Committee, the candidate must first provide a written commitment of financial support, as may be required by the Board of Directors.

**Section 3.** The President shall appoint a Nominations and Credentials Committee each year, prior to the annual meeting. The First Vice-President shall appoint a resolutions committee each year, prior to the annual meeting.

**A.** The Nominations and Credentials Committee shall consist of not more than five (5) delegates, at least one of whom shall be a Past President. The committee shall review nominations for each expired or vacant office to determine the qualifications of each nominee for the office for which nominated. The committee shall prepare a slate of candidates consisting of all nominees who meet the qualifications for the office for which the committee shall attempt to obtain sufficient additional qualified nominees to provide a slate of candidates with at least two nominees per office; provided only one nominee need be provided for the office of director of a district that is a single municipality district. Nominees must have a written commitment of financial support from their municipality to qualify as a candidate for office. The Board of Directors may prescribe the type and extent of commitment required. The committee's slate of candidates shall be presented to the

President prior to the annual meeting for balloting by the member municipalities voting at the business meeting.

- B.** The Resolutions Committee shall consist of eight (8) elected or appointed municipal officials. Each policy statement and resolution accepted by the committee shall be presented at the annual meeting for ratification by a majority vote of the member municipalities voting at the business meeting.

**Section 4.** The President may appoint an Articles and Bylaws Committee. The committee shall consist of not more than five (5) members appointed at large, so as to provide for statewide representation. The committee shall review the Articles of Incorporation and Bylaws at the direction of the President and submit its recommended amendments to the Board of Directors at least ninety (90) days prior to the annual meeting.

**Section 5.** No committee may create financial liability unless approved by the Board of Directors.

## **ARTICLE V**

### **Executive Director**

**Section 1.** The Executive Director shall be employed by the Board of Directors and shall serve at the pleasure of said board. The Board shall establish the salary and qualifications of the office. The Executive Director shall serve as manager and be in charge of the League office, shall have custody of, and be responsible for, all records, papers, and documents of the League, serve as a non-voting, ex-officio member of all committees, serve notice of meetings, and keep an accurate record of all proceedings of League activities at the annual meeting. The Executive Director may fill other League positions, as established by the Board.

## **ARTICLE VI**

### **Annual and Special Meetings of the League**

**Section 1.** The Executive Director shall mail to the official address of each member municipality, a sixty (60) day notice of the time and place of the annual meeting.

**Section 2.** A quorum for the annual meeting shall be established at the opening session. A simple majority of the member municipalities which have

registered by the beginning of the Opening Session shall constitute a quorum for the annual meeting.

**Section 3.** There shall be no limit upon the number of delegates to be sent by any member municipality to the meeting of the League. All delegates may be heard in debate. Questions shall be decided by voice vote, unless any member municipality shall require a roll call vote. When a roll call vote is taken, each member municipality is entitled to only one (1) vote. Each delegation shall select one of its registered delegates as chairman to express or record its vote. Any delegate attending a meeting may vote. No member may vote by proxy.

**Section 4.** The order of business at the business session of the annual meeting shall be:

1. Roll Call
2. Reading of the minutes of the last meeting (a motion may be accepted to waive the reading of the minutes)
3. Annual report of the President
4. Annual report of the Executive Director
5. Reports of committees
6. Unfinished business
7. New business
8. Election of officers and board of directors

**Section 5.** Nominations for officers, directors and delegates to regional and national organizations shall be made by a nomination and credentials committee of five (5) elected municipal officials of member chosen by the President by the end of the first day of the annual conference. Elections shall be on the last day of the session. The President, Vice-Presidents and Immediate Past Presidents shall be chosen from different director districts as those districts are set out in the bylaws.

**Section 6.** Unless inconsistent with these Bylaws or with the Articles of Incorporation, all questions of parliamentary procedure shall be decided according to Roberts' Rules of Order.

**Section 7.** Special meetings of the League may be called by the President or the majority of the Board of Directors at any given time by giving notice to the city clerk of each member municipality at least fifteen (15) days prior to the date of the meeting. The notice shall state the purpose of the meeting.

## ARTICLE VII

## Finances

- Section 1.** The fiscal year of the League shall be from July 1 to June 30.
- Section 2.** The Executive Director shall prepare and submit to the Board of Directors for approval, an annual budget at least two (2) weeks prior to the last regular meeting of the board, prior to the current fiscal year. The Executive Director shall collect and disburse all monies of the League, keep its accounts which shall at all times be open to the inspection of the Board of Directors. The Executive Director shall have the authority to sign all checks, drafts, notes, warrants, and all orders for the payment of money, consistent with the approved budget.
- Section 3.** There shall be an annual audit, conducted by an independent firm engaged by the Board.

### ANNEX 1.

#### **Director – District 1**

City of Angoon	City of Coffman Cove	City of Craig
Haines Borough	City of Gustavus	City of Hoonah
City of Hydaburg	City of Kake	City of Kasaan
City of Ketchikan	Ketchikan Gateway Borough	City of Klawock
City of Kupreanof	Metlakatla Indian Association	City of Pelican
City of Petersburg	City of Port Alexander	City of Saxman
City & Borough of Sitka	Municipality of Skagway	City of Thorne Bay
City of Tenakee Springs	City & Borough of Wrangell	
	City & Borough of Yakutat	

#### **Director – District 2**

City & Borough of Juneau

#### **Director – District 3**

City of Homer	City of Kachemak	City of Kenai
Kenai Peninsula Borough	City of Seldovia	City of Seward
City of Soldotna		

#### **Director – District 4**

City of Houston	Matanuska-Susitna Borough	City of Palmer
City of Wasilla		

#### **Director – District 5**

Municipality of Anchorage

**Director – District 6**

City of Anderson  
City of Eagle  
City of Valdez

City of Delta Junction  
City of Nenana  
City of Whittier

Denali Borough  
City of Cordova

**Director – District 7**

City of Fairbanks

Fairbanks North Star Borough

City of North Pole

**Director – District 8**

City of Alakanuk  
City of Anaktuvuk Pass  
City of Brevig Mission  
City of Diomede  
City of Gambell  
City of Kaktovik  
City of Kobuk  
City of Koyuk  
North Slope Borough  
City of Point Hope  
City of Scammon Bay  
City of Nunam Iqua  
City of Stebbins  
City of Wainwright  
City of White Mountain

City of Ambler  
City of Barrow  
City of Chevak  
City of Elim  
City of Golovin  
City of Kiana  
City of Kotlik  
City of Nome  
Northwest Arctic Borough  
City of St. Michael  
City of Selawik  
City of Shishmaref  
City of Teller  
City of Wales

City of Atkasuk  
City of Buckland  
City of Deering  
City of Emmonak  
City of Hooper Bay  
City of Kivalina  
City of Kotzebue  
City of Noorvik  
City of Nuiqsut  
City of Savoonga  
City of Shaktoolik  
City of Shungnak  
City of Unalakleet

**Director – District 9**

City of Allakaket  
City of Bethel  
City of Chuathbaluk  
City of Galena  
City of Holy Cross  
City of Kaltag  
City of Lower Kalskag  
City of Mekoryuk  
City of Napaskiak  
City of Nulato  
City of Platinum  
City of Russian Mission  
City of Tanana  
City of Upper Kalskag

City of Aniak  
City of Bettles  
City of Eek  
City of Goodnews Bay  
City of Hughes  
City of Koyukuk  
City of Marshall  
City of Mountain Village  
City of Nightmute  
City of Nunapitchuk  
City of Quinhagak  
City of St. Mary's  
City of Toksook Bay

City of Anvik  
City of Cheforak  
City of Fort Yukon  
City of Grayling  
City of Huslia  
City of Kwethluk  
City of McGrath  
City of Napakiak  
City of Nikolai  
City of Pilot Station  
City of Ruby  
City of Shageluk

**Director – District 10**

City of Adak  
City of Aleknagik

City of Akutan  
Aleutians East Borough

City of Akhiok  
City of Atka

Bristol Bay Borough  
City of Cold Bay  
City of Ekwok  
Kodiak Island Borough  
Lake & Peninsula Borough  
City of New Stuyahok  
City of Ouzinkie  
City of Port Lions  
City of Unalaska

City of Chignik  
City of Dillingham  
City of False Pass  
City of Kodiak  
City of Manokotak  
City of Nondalton  
City of Pilot Point  
City of Sand Point

City of Clark's Point  
City of Egegik  
City of King Cove  
City of Larsen Bay  
City of Newhalen  
City of Old Harbor  
City of Port Heiden  
City of Togiak