

**City of Kodiak Regular Council Meeting Agenda for September 14, 2017**  
**7:30 p.m., at 710 Mill Bay Road, Assembly Chambers (Room 232)**

---

<b>I. Call to Order/Roll Call</b>	
Invocation/Pledge of Allegiance	
<b>II. Previous Minutes</b>	
Approval of Minutes of the August 10, 2017, Regular Council Meeting.....	1
<b>III. Persons to Be Heard</b>	
a. Proclamation: Declaring Senior Center Month.....	8
b. Public Comments (limited to 3 minutes) (486-3231)	
<b>IV. Unfinished Business</b>	
None	
<b>V. New Business</b>	
a. First Reading, Ordinance No. 1365, Amending Kodiak Municipal Code Title 7 Entitled “Health and Sanitation” to Adopt Chapter 7.40 Entitled “Marijuana Regulation,” and Designating the Kodiak City Council as the City’s Local Regulatory Authority on Marijuana.....	12
b. First Reading, Ordinance No. 1366, Amending Kodiak Municipal Code Title 8 Entitled “Public Peace, Safety, And Morals” to Adopt Kodiak City Code 8.40, “Prohibited Acts Regarding Marijuana,” to Prohibit the Extraction of Tetrahydrocannabinol ("Thc") or any Cannabinoid by Use of Materials or Methods Deemed Dangerous to Public Health and Safety, Unless Otherwise Permitted By Law.....	16
c. Resolution No. 2017–23, Naming Election Workers for the October 3, 2017, Regular Municipal Election.....	20
d. Resolution No. 2017–24, Appropriating \$250,000 of Unassigned Fund Balance of the Sewer Improvement Fund to Sewer Capital Project – Upgrade Lift Stations Project No. 7509 and Authorizing Change Order No. 5 With Brechan Construction, LLC.....	22
e. Resolution No. 2017–25, Rescinding Resolution No. 2017–14 and Re-Establishing an Economic Development Special Committee.....	34
f. Authorization of Purchase of Hurst (Jaws of Life) Equipment for the Fire Department..	42
g. Appointments to Economic Development Special Committee.....	48
<b>VI. Staff Reports</b>	
a. City Manager	
b. City Clerk	
<b>VII. Mayor’s Comments</b>	
<b>VIII. Council Comments</b>	
<b>IX. Audience Comments</b> (limited to 3 minutes) (486-3231)	
<b>X. Executive Session</b>	
a. Update on City Litigation.....	76
<b>XI. Adjournment</b>	

(This page left intentionally blank.)

**DRAFT**

**MINUTES OF THE REGULAR COUNCIL MEETING  
OF THE CITY OF KODIAK  
HELD THURSDAY, AUGUST 10, 2017  
IN THE BOROUGH ASSEMBLY CHAMBERS**

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

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

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

**II. PREVIOUS MINUTES**

Councilmember Whiddon MOVED to approve the minutes of the July 13, 2017, regular meeting as presented.

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

**III. PERSONS TO BE HEARD**

**a. Public Comments**

**Dave Blacketer**, President of the Senior Citizens Inc., thanked the Council for their support and nonprofit grant awards.

**IV. UNFINISHED BUSINESS**

**a. Second Reading and Public Hearing, Ordinance No. 1364, Amending Section 5.04.050 of the Kodiak City Code Pertaining to Procedures for Issuing Permits for Community Festivals**

Deputy Mayor Bishop read Ordinance No. 1364 by title. In an effort to accommodate local non-profit organizations and other associations performing community events on City-owned property, a permit must be issued for the specific request. The Council has been authorizing these requests during regular scheduled Council meetings. This ordinance would streamline the application and approval process by moving the approval of the event from the Council or Clerk to the City Manager.

Councilmember Walker MOVED to adopt Ordinance No. 1364.

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

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

**b. Authorization of Cooperative Agreement Between the City of Kodiak and Sun'aq Tribe for Improvements to Shelikof Street**

The Sun'aq Tribe of Kodiak has approached the City requesting to extend the Memorandum of Agreement (MOA), which included Shelikof Street in the Tribe's existing road inventory, and the Bureau of Indian Affairs (BIA) Tribal Transportation Program. The initial MOA expired in May with an option to renew. By continuing the agreement, the Sun'aq Tribe would potentially bring Federal funding to Kodiak to make improvements to this street. This Memorandum of Agreement is for an additional three years.

The motion made by Councilmember Arboleda the July 13, 2017, regular meeting to authorize the agreement was postponed to this meeting.

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

**V. NEW BUSINESS**

**a. Resolution No. 2017–21, Authorizing FY2018 Nonprofit Grant Awards**

Deputy Mayor Bishop read Resolution No. 2017–21 by title. Each year the City Council authorizes grant payments to local nonprofit organizations. The types and levels of funding are based on the City Council's nonprofit funding policy guidelines adopted by Resolution No. 2017–13. The policy resolution stipulates the total amount available for nonprofit grants in a given fiscal year, which equals the maximum of one percent of budgeted general fund revenues, exclusive of any fund balance appropriations. The amount available in the FY2018 budget for nonprofit grants is \$160,700. This policy limits organizations to one funding criteria or program per year and provides up to \$5,000 for Youth and Adult Recreation Programs and up to \$15,000 for Public Safety Support and Emergency Response Support Programs. The policy also grants agencies the ability to apply for a special one-time only grant for special projects when the City has additional funds available. The City received 22 applications for FY2018 from nonprofit organizations that serve Kodiak, up from the 20 applications last fiscal year, for a total amount requested of \$184,500. Council reviewed the applications at the July 11 work session and again at the August 8 work session.

Councilmember Davidson MOVED to adopt Resolution No. 2017–21.

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

**b. Resolution No. 2017–22, Appointing Members to the Kodiak Fisheries Development Association**

Deputy Mayor Bishop read Resolution No. 2017–22 by title. The Joint City-Borough appointed seats on the Kodiak Fisheries Development Association (KFDA) held by Linda Freed and Albert

Tyler Schmeil have expired. Both Ms. Freed and Mr. Schmeil have agreed to serve additional three-year terms. The Borough Assembly approved these reappointments during the July 20, 2017, regular Assembly meeting. In addition, one City seat representing crab harvesters, which is held by Jeff Stephan, has also expired and Mr. Stephan has agreed to serve another three-year term.

Councilmember Arboleda MOVED to adopt Resolution No. 2017–22.

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

**c. Authorization of FY2018 Marketing and Tourism Development Agreement With Discover Kodiak**

Council has authorized agreements with the Kodiak Island Convention and Visitors Bureau, known as Discover Kodiak, to provide marketing and tourism outreach for Kodiak since FY2009. This Council action will approve the agreement for FY2018 in the amount of \$108,000, which was approved in the FY2018 budget.

Councilmember Whiddon MOVED to authorize the FY2018 Marketing and Tourism Development Agreement No. 232659 with Discover Kodiak in the amount of \$108,000, with funds coming from the Special Revenue Funds, Tourism Development Fund and authorize the City Manager to sign the agreement on behalf of the City.

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

**VI. STAFF REPORTS**

**a. City Manager**

Manager Tvenge said he was pleased to announce the hiring of the new Deputy City Manager Matthew Van Daele. He said Deputy Van Daele grew up in rural Alaska, went to Kodiak High School, and attended college in Idaho and Washington. He stated the Legal Counsel Review Committee went through interviews this week and reference checks are in progress. He said the committee plans to bring a recommendation to the Council at the September 14 regular meeting. He said staff completed an internal first draft of the employee safety and accident prevention handbook, which will be sent to APEI for review to ensure compliance with OSHA. He said the new bronze bear statue will be unveiled on August 19, 2017, at the Kodiak National Wildlife Refuge Visitors Center; this will stand in the place of the old Madsen Bear, which was owned by the City.

**b. City Clerk**

City Clerk Marljar said the nominating petition packets are due in the Clerk's Office by August 15, 2017, at 4:30 p.m. She reminded the public if they have moved within or outside of the City limits to update their voter registration. She said Friday, September 1, 2017, was the last day to

register to vote for the election in the Clerk's office. She informed the public of the next scheduled Council work sessions and regular meeting.

## **VII. MAYOR'S COMMENTS**

Deputy Mayor Bishop said Mayor Branson is out of town conducting business; he applauded her efforts and thanked her for her work on the Alaska Marine Highway committee. He spoke of the local benefits that the nonprofits agencies provide. He welcomed Deputy Manager Van Daele. He shared that "Warm August Nights" will occur this weekend and said C.H.A.R.R is sponsoring transportation; he reminded citizens to use the free transportation and not to drink and drive.

## **VIII. COUNCIL COMMENTS**

Councilmember Saravia thanked the nonprofits for the services provided locally, which contribute to the quality of life of Kodiak residents. He said he attended the National League of Cities meetings in Florida in July. He provided a report, which highlighted some of the following: the membership of NLC; downtown development; homeless population; community goal planning for the next 25 years; economic development; parking; protection; and ways for communities to generate revenue. He spoke of the various partnerships discussed at the conference and the creative ways other agencies or communities are paying for the percentage of the services they need.

Councilmember Walker said he enjoyed the company picnic. He thanked the nonprofits for their services. He welcomed Deputy Manager Van Daele aboard, stating he met him through the Borough Lands Committee. He said he would like to see the citizens run for elected official positions, and he commented that it is great to represent the people. He said the Clerks will provide assistance to newly elected officials. He said school starts on August 28, 2017, and shared that KHS Football is heading to Homer for the weekend.

Councilmember Whiddon said the USCG recently celebrated its 227 birthday. He thanked the men and women of the USCG for their service. He said his grandchildren enjoyed the City picnic. He said he recently went on a KPD ride along and complimented the staff and their professionalism. He welcomed Deputy Manager Van Daele and highlighted having a local resident as Deputy Manager will be a great addition.

Councilmember Davidson encouraged everyone to consider running for the municipal offices. He welcomed Deputy Manager Van Daele. He commented he hopes summer weather will occur in Kodiak. He reminded the public to drive safely.

Councilmember Arboleda welcomed the new City Deputy Manager. She said she is a big supporter of education and youth programs locally. She encouraged citizens to use wellness facilities.

## **IX. AUDIENCE COMMENTS**

None

## **X. ADJOURNMENT**

Councilmember Davidson MOVED to adjourn the meeting.

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

The meeting adjourned at 8:06 p.m.

CITY OF KODIAK

---

MAYOR

ATTEST:

---

CITY CLERK

Minutes Approved:

(This page left intentionally blank.)



## **PERSONS TO BE HEARD**

---

## MEMORANDUM TO COUNCIL

---

**Date:** September 14, 2017

**Agenda Item:** III. a. Proclamation: Declaring Senior Center Month

---

**SUMMARY:** This proclamation urges all citizens to recognize the special contributions of senior center participants and the special efforts of the staff and volunteers who work every day to enhance and enrich the lives of the elder citizens in our community.

**ATTACHMENTS:**

Attachment A: Proclamation: Declaring Senior Center Month

# PROCLAMATION

## Declaring Senior Center Month

WHEREAS, September is national Senior Center Month and the 2017 national theme is: Senior Centers: Masters in Aging!; and

WHEREAS, seniors are a vital aspect of our community, providing wisdom and lifelong experiences that people of all ages can benefit from; and

WHEREAS, senior centers help affirm the dignity, self-worth, and independence of elders as they grow into their golden years by facilitating their decisions and actions, tapping their experiences, creativity, skills, and knowledge, and enhancing their continued contributions to the community; and

WHEREAS, for forty-four years, Senior Citizens of Kodiak, Inc., has through a wide variety of programs in lifelong learning, fitness, arts, recreation, adult day, meals, transportation, chore and care coordination, and family care giver programs enhanced the ability of seniors to live longer with honor and dignity; and

WHEREAS, Senior Citizens of Kodiak, Inc., was the first senior center in Alaska to receive national accreditation and remains the only senior center in Alaska to achieve national accreditation three times through the National Council on Aging; and

WHEREAS, national accreditation assures participants, funders, and the community that quality standards are met; and

NOW, THEREFORE, I, Pat Branson, Mayor of the City of Kodiak, do hereby proclaim September 2017 as

### Senior Center Month

in Kodiak and call upon all citizens to recognize the special contributions of senior center participants and the special efforts of the staff and volunteers who work every day to enhance and enrich the lives of the elder citizens in our community.

Dated this 14th day of September 2017.

City of Kodiak

---

Pat Branson, Mayor

(This page left intentionally blank.)

# **NEW BUSINESS**

---

## MEMORANDUM TO COUNCIL

---

**To:** Mayor Branson and City Councilmembers

**From:** Mike Tvenge, City Manager

**Date:** September 14, 2017

**Agenda Item:** V. a. **First Reading, Ordinance No. 1365, Amending Kodiak Municipal Code Title 7 Entitled “Health and Sanitation” to Adopt Chapter 7.40 Entitled “Marijuana Regulation,” and Designating the Kodiak City Council as the City’s Local Regulatory Authority on Marijuana**

---

**SUMMARY:** Alaska voters approved Ballot Measure 2 on November 4, 2014, which provided for general legalization of marijuana. Ordinance No. 1365 will designate the Kodiak City Council as the City’s local regulatory authority on marijuana. Alaska Statute provides for the transfer of a portion of license application fees to the “local regulatory authority,” and this ordinance will ensure collection of any available fees.

**PREVIOUS COUNCIL ACTION:**

- 2015-2016, received information at work sessions from Cynthia Franklin, Director of the Alaska Marijuana Control Office and City attorneys about State Ballot Measure 2 and other considerations regarding marijuana regulation in the City
- May 12, 2016, adopted Resolution No. 2016–16, Establishing a Marijuana Advisory Committee
- May 26, 2016, adopted Ordinance No. 1350, Enacting Kodiak City Code Chapter 5.52 Prohibiting Marijuana Establishments in the City (opt out expired January 1, 2017)
- November 10, 2016, Council postponed acceptance of the recommendations from the City Marijuana Advisory Special Committee
- June 27, 2017, Council discussed and finalized the final recommendations from the City Marijuana Advisory Special Committee

**ALTERNATIVES:**

- 1) Pass Ordinance No. 1365 in the first reading and advance to second reading and public hearing, which is staff’s recommendation, because it is consistent with our attorney’s advice and recommended by the City Marijuana Advisory Special Committee.
- 2) Postpone, amend, or do not pass Ordinance No. 1365 in the first reading.

**FINANCIAL IMPLICATIONS:** Alaska Statute provides for the transfer of a portion of license application fees to the “local regulatory authority,” and this ordinance will ensure collection of any available fees.

**LEGAL:** The City's attorney wrote Ordinance No. 1365.

**STAFF RECOMMENDATION:** Staff recommends Council pass this ordinance in the first reading and advance to second reading and public hearing at the next regular or special Council meeting.

**CITY MANAGER'S COMMENTS:** It is recommended establishing the City as the local regulatory authority to be identified with the State of Alaska and therefore the control over regulations within our jurisdiction. I support establishing the City as such.

**ATTACHMENTS:**

Attachment A: Ordinance No. 1365

**PROPOSED MOTION:**

Move to pass Ordinance No. 1365 in the first reading and advance to second reading and public hearing at the next special or regular meeting.

**CITY OF KODIAK  
ORDINANCE NUMBER 1365**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KODIAK, ALASKA AMENDING KODIAK MUNICIPAL CODE TITLE 7 ENTITLED “HEALTH AND SANITATION” TO ADOPT CHAPTER 7.40 ENTITLED “MARIJUANA REGULATION,” AND DESIGNATING THE KODIAK CITY COUNCIL AS THE CITY’S LOCAL REGULATORY AUTHORITY ON MARIJUANA**

WHEREAS, the voters of Alaska approved Ballot Measure 2 on November 4, 2014; and

WHEREAS, Ballot Measure 2 provided for general legalization of marijuana and adopted a new chapter in the Alaska Statutes, which has been codified at Alaska Statute 17.38; and

WHEREAS, Alaska Statute 17.38.100(c) provides for the transfer of a portion of license application fees to the “local regulatory authority” in a municipality and thus it is in the City’s best interest to establish a “local regulatory authority” to ensure collection of any available fees; and

WHEREAS, the Kodiak City Council is hereby designated the “local regulatory authority” pursuant to Alaska Statute 17.38.100(c).

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kodiak, Alaska, as follows:

- Section 1: Section 7.40.010 Health and Sanitation, of the Kodiak City Code, is hereby amended to add a chapter designating the Kodiak City Council as the City’s local regulatory authority on marijuana as that term is used in Alaska Statutes Chapter 17.38 and any implementing legislation or rule-making.
- Section 2: This ordinance shall be effective one month following final passage and publication in accordance with Kodiak Charter Article II, Section 13.

CITY OF KODIAK

---

MAYOR



ATTEST:

---

CITY CLERK

First Reading:

Second Reading:

Effective Date:

---

## MEMORANDUM TO COUNCIL

---

**To:** Mayor Branson and City Councilmembers

**From:** Mike Tvenge, City Manager

**Date:** September 14, 2017

**Agenda Item: V. b. First Reading, Ordinance No. 1366, Amending Kodiak Municipal Code Title 8 Entitled “Public Peace, Safety, And Morals” to Adopt Kodiak City Code 8.40, “Prohibited Acts Regarding Marijuana,” to Prohibit the Extraction of Tetrahydrocannabinol ("Thc") or any Cannabinoid by Use of Materials or Methods Deemed Dangerous to Public Health and Safety, Unless Otherwise Permitted By Law**

---

**SUMMARY:** Alaska voters approved Ballot Measure 2 on November 4, 2014, which provided for general legalization of marijuana. Ordinance No. 1366 will prohibit the manufacture of marijuana products by use of solvents containing compressed flammable gases or solvent-based extraction methods. This will help protect the public health and safety against known and unreasonable risks of certain manufacturing processes of a legalized marijuana industry.

**PREVIOUS COUNCIL ACTION:**

- 2015-2016, received information at work sessions from Cynthia Franklin, Director of the Alaska Marijuana Control Office and City attorneys about State Ballot Measure 2 and other considerations regarding marijuana regulation in the City
- May 12, 2016, adopted Resolution No. 2016–16, Establishing a Marijuana Advisory Committee
- May 26, 2016, adopted Ordinance No. 1350, Enacting Kodiak City Code Chapter 5.52 Prohibiting Marijuana Establishments in the City (opt out expired January 1, 2017)
- November 10, 2016, Council postponed acceptance of the recommendations from the City Marijuana Advisory Special Committee
- June 27, 2017, Council discussed and finalized the final recommendations from the City Marijuana Advisory Special Committee

**ALTERNATIVES:**

- 1) Pass Ordinance No. 1366 in the first reading and advance to second reading and public hearing, which is staff’s recommendation, because it is consistent with our attorney’s advice and recommended by the City Marijuana Advisory Special Committee.
- 2) Postpone, amend, or do not pass Ordinance No. 1366 in the first reading.

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL:** The City's attorney wrote Ordinance No. 1366.

**CITY MANAGER'S COMMENTS:** Staff recommends Council pass this ordinance in the first reading and advance to second reading and public hearing at the next regular or special Council meeting.

**ATTACHMENTS:**

Attachment A: Ordinance No. 1366

**PROPOSED MOTION:**

Move to pass Ordinance No. 1366 in the first reading and advance to second reading and public hearing at the next special or regular meeting.

**CITY OF KODIAK  
ORDINANCE NUMBER 1366**

**AN ORDINANCE OF THE KODIAK CITY COUNCIL AMENDING KODIAK MUNICIPAL CODE TITLE 8 ENTITLED "PUBLIC PEACE, SAFETY, AND MORALS" TO ADOPT KODIAK CITY CODE 8.40, "PROHIBITED ACTS REGARDING MARIJUANA," TO PROHIBIT THE EXTRACTION OF TETRAHYDROCANNABINOL ("THC") OR ANY CANNABINOID BY USE OF MATERIALS OR METHODS DEEMED DANGEROUS TO PUBLIC HEALTH AND SAFETY, UNLESS OTHERWISE PERMITTED BY LAW**

WHEREAS, in 2014, Alaska voters approved a ballot measure legalizing personal recreational marijuana use and possession of marijuana and marijuana paraphernalia; and

WHEREAS, other jurisdictions that have legalized marijuana have experienced an increase in fires and explosions related to certain methods of manufacturing marijuana products, including the use of highly flammable materials and methods to extract THC oil from the marijuana plant, resulting in significant personal injury, death and property damage; and

WHEREAS, it is in the interest of the City of Kodiak and its residents to protect the public health and safety against known and unreasonable risks of certain manufacturing processes of a legalized marijuana industry.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kodiak, Alaska, as follows:

Section 1: Kodiak City Code 8.40.010, "Certain manufacturing processes prohibited," is adopted to read as follows:

(a) It shall be unlawful for any person to: Manufacture a marijuana concentrate, hashish, or hash oil by use of solvents containing compressed flammable gases or through use of a solvent-based extraction method using a substance other than vegetable glycerin, unless the person is validly licensed and permitted in accordance with statute, regulation, or ordinance.

(b) Definitions. For purposes of this section.

1. "manufacture" means the preparation, compounding, conversion, or processing of marijuana, hashish, or hash oil, either directly or indirectly by extraction from substances of natural origin, independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis, and includes any packaging or repackaging of the marijuana, hashish, or hash oil, or labeling or relabeling of its container. It includes the organizing or supervising of

the manufacturing process. It does not include the legally authorized planting, growing, cultivating, or harvesting of a plant.

2. "marijuana concentrate" means any product which, through manufacture, contains tetrahydrocannabinol (THC). Common names and types of product include "shatter", butane or CO2 hash oil, "ring pots", butter, hash, hashish, keif, oil, or wax.

(c) Seizure. Any marijuana as defined in AS 17.38.900, equipment, material, product, package or container possessed, used or intended to be used, or produced in violation of this section may be seized and held as evidence to be used in any future proceeding and may be disposed of as appropriate after their use for evidentiary purposes is no longer required, including in accordance with chapter 18.30 of this code.

Section 2: This ordinance shall be effective upon the date that is one month after its final passage and publication in accordance with Kodiak Charter Section 2-13.

CITY OF KODIAK

---

MAYOR

ATTEST:

---

CITY CLERK

First Reading:  
Second Reading:  
Effective Date:

---

## MEMORANDUM TO COUNCIL

---

**To:** Mayor Branson and City Councilmembers

**From:** Debra Marlar, City Clerk

**Date:** September 14, 2017

**Agenda Item:** V. c. **Resolution No. 2017–23, Naming Election Workers for the October 3, 2017, Regular Municipal Election**

---

**SUMMARY:** Resolution No. 2017–23 names election workers and canvass board members for the October 3, 2017, regular municipal election.

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

**BACKGROUND:** Kodiak City Code specifies that prior to each election, the Council shall appoint judges and clerks for each City precinct and will also appoint a canvass board consisting of at least three persons.

This resolution names election workers and canvass board members for the October 3, 2017, regular municipal election and authorizes the City Clerk to appoint other persons, if necessary, to ensure that an adequate number of workers are present to conduct and canvass the election.

**CITY CLERK’S COMMENTS:** The City Clerk recommends the Council adopt Resolution No. 2017–23.

**ATTACHMENTS:**

Attachment A: Resolution No. 2017–23

**PROPOSED MOTION:**

Move to adopt Resolution No. 2017–23.

**CITY OF KODIAK  
RESOLUTION NUMBER 2017-23**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK NAMING  
ELECTION WORKERS FOR THE OCTOBER 3, 2017, REGULAR MUNICIPAL  
ELECTION**

WHEREAS, the City will conduct a regular municipal election on Tuesday, October 3, 2017; and

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

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Kodiak, Alaska, hereby appoints the following individuals to serve as election workers for the regular municipal election to be held within the City of Kodiak on Tuesday, October 3, 2017:

- Section 1. The election workers for Precinct No. 820 (Kodiak No. 1), located at the Harbor-master Building, shall be Sandy Peotter, Chair; Linda Sutton, Co-chair; and Rhaylene Abbey, Jan Haaga, Ellen Lester, Doris Mensch, and Gloria Selby as Judges.
- Section 2. The election workers for Precinct No. 825 (Kodiak No. 2), located at the Teen Center, shall be Esther Waddell, Chair and Richard Waddell, Co-Chair; and George Cusick, Cecelia Esparza, Nita Nicolas, and Helen Williams as Judges.
- Section 3. The Accuvote Board shall be the City and Borough Clerks and their staff.
- Section 4. The City Receiving Board shall be Mary Forbes, Marya Nault, Susan Norton, and Brandi Wagner.
- Section 5. The Canvass Board shall be Aimee Kniazowski, Charles Davidson, Pat Szabo, and Deborah Tvenge.
- Section 6. The City Clerk and Clerk’s staff shall have the authority to fill in where needed, and the City Clerk shall have the authority to appoint additional persons, as necessary, to ensure an adequate number of election workers are available to conduct and canvass the election.

CITY OF KODIAK

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

Adopted:

---

## MEMORANDUM TO COUNCIL

---

**To:** Mayor Branson and City Council members

**From:** Mike Tvenge, City Manager

**Thru:** Mark Kozak, Public Works Director & Glenn Melvin, City Engineer

**Date:** September 14, 2017

**Agenda Item:** V. d. **Resolution No. 2017-24, Appropriating \$250,000 of Unassigned Fund Balance of the Sewer Improvement Fund to Sewer Capital Project – Upgrade Lift Stations Project No. 7509 and Authorizing Change Order No. 5 With Brechan Construction, LLC**

---

**SUMMARY:** In 2011 staff began to evaluate and plan for the refurbishment or replacement of lift stations 1 through 4. Smith and Loveless (manufacture of all four stations) was consulted to discuss temporary repairs at lift station 3 in order to get an additional pump operational. Lift stations 1 through 4 were included in the capital improvement needs because of operations short comings and physical condition of the stations. As discussed at the August 8 work session, the need to get either another pump operational or by-pass at lift station 3 is crucial to prevent a critical situation in the event of the existing pump failure.

This change order to our existing lift stations 1 and 2 projects will allow the installation of a by-pass system. City staff will attempt to clear existing valves and pumps within the station. Additional work has been included as part of the change order to install piping and valves that will be used in the future replacement of lift station 3.

By completing this change order work now, there is good chance debris can be cleared from existing valves that currently do not work. Once valves are functional and there is isolation control, one of the two (out of service) pumps will be returned to operation.

If we are unsuccessful in getting a second pump operational, we will install a second by-pass system which will connect to new buried piping provided with this change order. This by-pass system, if needed, will function as a stand-by system until we can replace the existing station next summer.

All of the new buried piping installed under this change order will be permanent and part of the new system. The installation of a new wye fitting and valves on the existing 14 inch force main will allow us to eliminate the connection to the old lift station once the new station is online. The new 12 inch pipe connection from the wye back to the new lift station location will provide a future connection point near the new station and will minimize future pipe work needed. A stand pipe will be brought to the surface



in this location and will allow for a short by-pass system to be constructed during installation of the new above ground lift station.

By-pass piping installed under this change order will be reused as part of a very long by-pass system that will be needed when lift station 4 is being replaced.

**PREVIOUS COUNCIL ACTION:**

- September 10, 2015, Council authorized a professional services contract for design of downtown sanitary sewer lift stations 3 and 4 with DOWL in the amount of \$29,605
- January 28, 2016, Council authorized the bid award to Brechan Construction, LLC for the refurbishment of the sanitary sewer lift stations 1 and 2 in the amount of \$1,048,600
- February 11, 2016, Council authorized a professional services contract with DOWL for construction administration services for sanitary sewer lift stations 1 and 2 in the amount of \$31,040
- June 23, 2016, Council adopted the FY2016 budget, which included funds for evaluating and designing the rehabilitation of lift stations 3 and 4
- January 12, 2017, Council authorized a bid award to Brechan Construction, LLC for the refurbishment of sanitary sewer list stations 1 and 2 in the amount of \$244,195
- August 8, 2017, work session, staff explained the urgent need for repair at lift station 3, and Council voiced a consensus to proceed
- September 12, 2017, during packet review, Council reviewed Change Order No. 5 to Project No. 7509

**ALTERNATIVES:** Many options have been explored about how to handle the situation at lift station 3 and feel that completing this work as soon as possible will provide redundancy and allow sufficient time to keep the system going until the full replacement of station 3 can take place.

**FINANCIAL IMPLICATIONS:** To execute the change order, unassigned funds within the Sewer Improvement fund will be assigned to this project, Project No. 7509, in the amount of \$250,000. After this assignment of funds, the Sewer Improvement fund maintains additional unassigned fund balances that can be used to offset some of the costs related to the replacement of both lift station 3 and 4 in the future. Additional funds will be needed for a full replacement of both lift stations 3 and 4 in order to fully fund the replacements.

**LEGAL:** Resolution No. 2017–24 adheres to Article V of the City of Kodiak Charter; an appropriation of funds separate from the budget document may be made by resolution.

**STAFF RECOMMENDATION:** Staff recommends that Council adopt Resolution No. 2017–24.

**CITY MANAGER’S COMMENTS:** The importance of this work is to maintain an operational backup pump in lift station #3. In order to accomplish this task, a bypass is needed so valves can be isolated and the pump services. This bypass will be used in the full replacement of the lift station later next year. Staff supports this repair.

**ATTACHMENTS:**

Attachment A: Resolution No. 2017–24

Attachment B: Brechan Construction LLC, proposal and scope of work

**PROPOSED MOTION:**

Move to adopt Resolution No. 2017–24.

**CITY OF KODIAK  
RESOLUTION NUMBER 2017-24**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK  
APPROPRIATING \$250,000 OF UNASSIGNED FUND BALANCE OF THE  
SEWER IMPROVEMENT FUND TO SEWER CAPITAL PROJECT – UPGRADE  
LIFT STATIONS PROJECT NO. 7509 AND AUTHORIZING CHANGE ORDER  
NO. 5 WITH BRECHAN CONSTRUCTION, LLC**

WHEREAS, the City currently has the Upgrade Lift Stations Project No. 7509 for rehabilitating lift stations 1, 2, 3 and 4; and

WHEREAS, the current construction contract in progress encompass lift stations 1 and 2; and

WHEREAS, lift station 3 needs immediate temporary repairs to install additional piping and valves to have an additional pump operational; and

WHEREAS, the cost of the temporary repairs to lift station 3 would be \$238,397, which exceeds the current available balance in Project No. 7509; and

WHEREAS, unassigned funds available within the Sewer Improvement Fund are available to appropriate and assign to the Upgrade Lift Stations Project No. 7509 in the amount of \$250,000; and

WHEREAS, Change Order No. 5 is required to install a by-pass system for the City to attempt to clear existing valves and pumps within the station, and additional work has been included as part of Change Order No. 5 to install additional piping and valves that will be used in the future replacement of lift station 3; and

WHEREAS, Article V of the City of Kodiak Charter provides that an appropriation of funds separate from the budget document may be made by resolution.

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

Section 1. The Fiscal Year 2018 Capital Budget is amended by appropriating and assigning \$250,000 from the fund balance of the Sewer Improvement fund to the Sewer Improvement Fund Project No. 7509 to pay for the temporary repairs at lift station 3:

Appropriation From:

<u>Account Description</u>	<u>Amount</u>
Unassigned fund balance – Sewer Improvement fund	\$250,000

Assignment to:

<u>Account Description</u>	<u>Amount</u>
Sewer Improvement Fund - Upgrade Lift Stations Project No. 7509	\$250,000

Section 2. Change Order No. 5 with Brechan Construction, LLC for Project No. 7509 is authorized.

Section 3. This resolution shall become effective upon adoption.

CITY OF KODIAK

---

MAYOR

ATTEST:

---

CITY CLERK

Adopted:



Alaska Business License # 1016083 Alaska Contractors License # 39993  
907-486-3215

City of Kodiak  
710 Mill Bay Road  
Kodiak, AK 99615

August 24, 2017

Attn: Glenn Melvin  
Mark Kozak

Re: Pump Station 3 Bypass

Mark and Glenn,

The following is our proposal for portions of the work to be performed at PS 3 during the 2017 season.

We propose to perform the following tasks for the initial phases of work in conjunction with the work at the pump station, including:

- Mobilizing 2 ea. DV 150 pumps from Rain-for-Rent in Soldotna. (Phase 1a)
- Remove the cone from the existing wet well
- Setup 8" discharge line from the Pumps to the manhole near the KEA Powerhouse (Phase 1b)
- Operate the bypass pumps (Phase 1b)
- Install plugs in the existing intake lines in the wet well.
- Install the new 12" force main line and tie into the existing 14" line. (Phase 1c)
  - At the same time, the City will attempt to free the existing valves and pumps.
- Once the forcemain modifications and the City work inside of PS 3 is complete, Brechan to remove the pipe plugs.
- Dismantle and demobilize the pipe, pumps and fittings.

**Total cost for the described scope of work: \$238,397.00** (see attached for breakdown).

The City will supply one DV 150 pump for this work, to be purchased by the City directly from the vendor. The mobilization for this pump is included in the Phase 1a quote

If you need additional information or desire further discussion, please let me know.

Thanks

Jim Graham  
President

2705 Mill Bay Road, Kodiak, Alaska 99615 (907) 486-3215



Breakdown of Direct Costs

Item #	Description	Labor		Equipment		Materials		Subcontract		Other		Total Cost
		Quant.	Unit Cost	Quant.	Unit Cost	Quant.	Unit Cost	Quant.	Unit Cost	Quant.	Unit Cost	
<b>PROJECT: City Pump Station 3</b> Revision 2 DATE: 8/24/2017 WORK ITEM:												
<b>Phase 1 a, Mob and Misc Costs</b>												
	Move pumps to Kodak											
	Demob											
	Return one pump											
	Misc Costs											
	Supervisor	30	\$ 80.00									
	3 days			30	\$ 15.00							
	2 labor days	20	\$ 80.00									
		20	\$ 74.00									
	TOTAL		\$ 5,980.00									
<b>Phase 1 b Setup and Run Bypass Pumps</b>												
	Bypass Pumping											
	Freight Quote											
	1 foot											
	Build and hook up Suction Lines	60	\$ 230.00									
	Remove Core from Manhole	5	\$ 230.00									
	Setup Pumps and Fence	10	\$ 230.00									
	Install Discharge Line	50	\$ 230.00									
	Remove Bypass Piping	40	\$ 230.00									
	Operate Pumps (8-18 to 9-29)	120	\$ 82.00									
	labor (12 hrs per day for 10 days)											
	480 hrs at 10 gph											
	2 months											
	TOTAL		\$ 47,780.00									
<b>Phase 1 c, Install Wye, Valves and Tee Connection</b>												
	Install Wye and Valves											
	Pipe Materials											
	Wye Installation Crew											
	Included above											
	Included above											
	TOTAL		\$ 20,515.00									
<b>Remove curb, pavement</b>												
	Expose pipe, set City Trench box											
	Install wye, valves and fittings											
	Install 75' of 10" pipe and tee											
	Backfill											
	Cleanup											
	0.5 Days											
	5.5 Days											





## Bid Proposal for Kodiak Pump Station 3 Force Main

**BRECHAN ENTERPRISES**  
 Bid Date: 06/22/2017 04:30 p.m.  
 HD Supply Bid #: 345533

**HD Supply Waterworks**  
 440 W 40th Ave  
 Anchorage, AK 99503  
 Phone: 907-563-3315  
 Fax: 907-562-2175

Seq#	Qty	Part Number	Description	Units	Price	Ext Price
20	1		14X14 MJ WYE C/L (I) DI C153	EA	766.31	766.31
30	2	21AM14FABC	14" FOSTER ADPT 14FABC W/MJ AC	EA	430.49	860.98
40	1	5114A236123=	14 A2361-23 MJ RW GV OL L/ACC	EA	6,505.20	6,505.20
50	1	21I14R12M	14X12 MJ REDUCER (I) DI C153	EA	182.00	182.00
60	1	HU385886	KIT 501-1570-1570 14 ROMAC 501 COUPLING 15.30-15.70	EA	463.57	463.57
110	3	21AMF814RGAP	14" RGAP ROMA GRIP	EA	163.21	489.63
<del>120</del>	<del>90</del>	<del>011052T</del>	<del>10 TJ CL52 DI PIPE C/L</del>	<del>FT</del>	<del>24.82</del>	<del>2,233.80</del>
130	90	011252T	12 TJ CL52 DI PIPE C/L	FT	33.58	3,022.20
140	340	96PW29340	27"X340' POLYWRAP-BLACK FOR 10-12" PIPE	FT	0.49	166.60
150	1	5112A236123	12 A2361-23 MJ RW GV OL L/ACC	EA	1,794.87	1,794.87
160	1	21I124M	12 MJ 45 BEND (I) CP DI C153	EA	182.00	182.00
<del>170</del>	<del>1</del>	<del>21I10T100M</del>	<del>10X10 MJ TEE (I) CP DI C153</del>	<del>EA</del>	<del>220.02</del>	<del>220.02</del>
180	1	21I12W120M	12X12 MJ WYE (I) CP DI C153	EA	540.76	540.76
190	3	21AM12FABC	12" FOSTER ADPT 12FABC W/MJ AC	EA	242.69	728.07
200	10	21AMF712RGAP	12 RC ROMAGRIP RGAP ACC PACK FOR DIP	EA	110.26	1,102.60
210	2		12 VAL MJ PLUG VLV 5912R/8C02	EA	3,129.48	6,258.96
230	1	21I12R08M	12X8 MJ REDUCER (I) CP DI C153	EA	104.42	104.42
240	1	21I089M	8 MJ 90 BEND (I) CP DI C153	EA	102.67	102.67
250	1	21I08CT	8 MJ CAP (I) CP DI C153	EA	46.67	46.67
260	18	010852T	8 TJ CL52 DI PIPE C/L	FT	19.76	355.68
270	1	21I12PT	12 MJ PLUG (I) CP DI C153	EA	96.83	96.83
280	4	21AMF808RGAP	RM 8RGAP 8IN ROMAGRIP DI PI	EA	79.13	316.52
300			<b>VALVE CANS</b>			
320	4	5900366918	EJIW 00366918 18T VLV BOX TOP L/LID	EA	56.99	227.96
330	4	45IFC2052-6	IFCO 2052-6 DI DUST CUP	EA	13.91	55.64
340	4	5900366920	EJIW 00366920 SHALLOW WTR CVR	EA	17.37	69.48
350	4	130SSH5	5X5' CI SINGLE HUB SOIL PIPE	PC	132.23	528.92
360	4	5900366910	EJIW 00366910 24B VLV BOX BOTT OM SECTION	EA	50.13	200.52
					<b>Sub Total</b>	27,622.88
					<b>Total</b>	<b>27,622.88</b>

= 2233.80  
 - 220.02  


---

 25,169.06 ✓



Bid Proposal for Kodiak Pump Station 3 Bypass Piping

BRECHAN ENTERPRISES  
 Bid Date: 06/23/2017 03:00 p.m.  
 HD Supply Bid #: 345511

HD Supply Waterworks  
 440 W 40th Ave  
 Anchorage, AK 99503  
 Phone: 907-563-3315  
 Fax: 907-562-2175

Seq#	Qty	Part Number	Description	Units	Price	Ext Price
10	680	0941P0811	8 IPS DR11 HDPE PIPE	FT	9.84	6,691.20
20	4	0910M081145	8 IPS DR11 HDPE 45 BEND MOLD	EA	89.72	358.88
30	4	0910M081190	8 IPS DR11 HDPE 90 BEND MOLD	EA	91.35	365.40
40	2	0910M0811T	8 IPS DR11 HDPE TEE MOLD	EA	118.78	237.56
50	14	0910M0811FA	8 IPS DR11 HDPE FLG ADPT	EA	28.56	399.84
60	14	0941BUR0811DI	8" SDR11 DI IPS BACKING RING	EA	19.64	274.96
80	2	24I08FB	8 BLIND FLANGE (I) DI C110	EA	77.32	154.64
90	17	24AFGFR08A	8X1/8 FLG FF RR GASKET	EA	4.22	71.74
100	10	NS	8"HDPE X DI STUD KIT X 7"	EA	25.00	250.00
110	7	NS	8"HDPEXHDPE STUD KIT 8" L	EA	28.00	196.00
					<b>Sub Total</b>	9,000.22
					<b>Total</b>	<b>9,000.22</b>

(This page left intentionally blank.)

---

## MEMORANDUM TO COUNCIL

---

**To:** Mayor Branson and City Councilmembers

**From:** Mike Tvenge, City Manager

**Date:** September 14, 2017

**Agenda Item:** V. e. **Resolution No. 2017–25 Rescinding Resolution No. 2017–14, and Re-Establishing a City of Kodiak Economic Development Special Committee**

---

**SUMMARY:** The City Council has identified the need for an economic development plan. Economic Development Consultant Wanetta Ayers has been retained to assist with this plan and recommended the City establish a committee to achieve its economic development goals. Resolution No. 2017–14 established guidelines and Committee membership to include six community members and three elected officials. More than six individuals submitted applications to serve on the Committee. Resolution No. 2017–25 will provide the Council with more flexibility to appoint as many members as it deems necessary to initiate a plan to achieve economic growth.

**PREVIOUS COUNCIL ACTION:**

- January 10, 2017, Council work session, Wanetta Ayers presented information about establishing a framework for economic development for the City of Kodiak, and Council voiced a consensus to move forward with economic development
- March 21, 2017, Council work session, Wanetta Ayers via teleconference discussed formation of an Economic Development Committee, and Council voiced a consensus to advertise for committee members
- May 23, 2017, work session, Mayor Branson and Councilmembers Bishop and Whiddon volunteered to serve on the committee
- May 25, 2017, regular meeting, Council adopted Resolution No. 2017–14, Establishing an Economic Development Special Committee
- August 8, 2017, work session, Council reviewed applications from members of the public who have volunteered to serve on the committee
- September 12, 2017, work session, during packet review Council discussed rescinding Resolution No. 2017–14, and adopting this resolution to allow for more flexibility of the number of community members appointed to the committee

**DISCUSSION:** Consultant Wanetta Ayers has made presentations to the Council during public meetings providing suggestions to establish an economic development committee. The goal is to provide diversity and gather ideas of what development could enhance the economic sector of our community.

**FINANCIAL IMPLICATIONS:** Council has a professional services agreement with A3 Consulting, Creativity and Communications (Wanetta Ayers) billing hourly for services. These services will continue until Council no longer sees they are needed. The committee is intended to be volunteer membership.

**STAFF RECOMMENDATION:** Staff recommends Council adopt Resolution No. 2017–25 if it desires more flexibility to appoint Committee members.

**CITY MANAGER’S COMMENTS:** Additional committee members could provide a benefit to the discussions and would help to maintain a quorum. I will assist the consultant with administration of the agreement and provide support to the committee.

**ATTACHMENTS:**

Attachment A: Resolution No. 2017–25

Attachment B: Resolution No. 2017–14

**PROPOSED MOTION:**

Move to adopt Resolution No. 2017–25.

**CITY OF KODIAK  
RESOLUTION NUMBER 2017–25**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK RESCINDING RESOLUTION NO. 2017–14 AND RE-ESTABLISHING AN ECONOMIC DEVELOPMENT SPECIAL COMMITTEE**

WHEREAS, the Kodiak City Council adopted Resolution No. 2017–14 on May 25, 2017, Establishing an Economic Development Special Committee; and

WHEREAS, six members of the Committee were intended to represent a broad spectrum of economic development entities throughout the community; and

WHEREAS, more than six applicants would like to serve on the Committee; and

WHEREAS, to ensure the broadest spectrum of economic development interests are represented on the Committee, the Council desires to eliminate the requirement limiting public participation to only six members; and

WHEREAS, the City of Kodiak seeks to harmonize its approaches to economic development; and

WHEREAS, a strategic economic development planning process will help the City of Kodiak develop and initiate a plan to achieve economic growth; and

WHEREAS, successful economic development initiatives are driven by a solid foundation of economic analysis, as well as continuous public engagement.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KODIAK, ALASKA AS FOLLOWS:

Section 1: Resolution No. 2017–14 is hereby rescinded and an Economic Development Special Committee is hereby re-established.

Section 2. Membership/Quorum. The Economic Development Special Committee shall consist of ~~nine~~an undefined number of members appointed by the City Council as follows:

- a) The Mayor and two members of the City Council of which one member shall be designated as Chair and one as Vice-chair.
- b) ~~Six~~—Kodiak community members representing any of the following:
  - Aviation and Support Services
  - Community and Civic Organizations

- Construction Contracting and Trades
- Health Care and Medical Support Services
- Hospitality and Tourism
- Marine Transportation and Support Services
- Professional and Business Services
- Retail Goods and/or Services
- Seafood Harvesting
- Seafood Processing
- Other Representation Deemed Appropriate by the City Council.

The City Manager, as well as additional City staff designated by the City Manager, shall serve as nonvoting consulting members of the Committee, if requested. The City’s Economic Development Consultant shall also serve as a non-voting member of the Committee.

**At least five voting members shall constitute a quorum.**

- Section 3. Terms of members.
- a. The Committee is expected to complete its task within one year and shall be in effect until it presents its final report to the City Council.
  - b. Any Committee member who shall have two successive unexcused absences shall be subject to removal by the Committee by a majority vote of the members present.

- Section 4. Powers/Duties. The Economic Development Special Committee shall act in an advisory capacity to the City Council and City Manager and shall:
- Discover and address business concerns and pain points;
  - Encourage businesses to prepare for natural disasters and economic downturns;
  - Review ordinances, fee structures, land management, and other assets controlled by the City for policy revisions that will encourage economic growth.
  - Review and harmonize key positioning and marketing efforts with primarily external audiences;
  - Conduct outreach with key markets using a unified branding approach;
  - Encourage prioritized efforts amongst the school district, Kodiak College, UAF School of Ocean Sciences, and others to ensure secondary and postsecondary education and training to address in-demand jobs that achieve a living wage;
  - Identify planned and prioritized infrastructure investments that are most likely to support economic growth.

The Committee shall not have direct power to affect policy determinations but shall make recommendations to the City Council and administration.

- Section 5. Meetings/Duration. Economic Development Special Committee meetings shall be open to the public, and public notice shall be provided at least three days prior to each meeting. The Committee shall meet at least quarterly and more often, if needed, at the call of the Chair. Permanent records or minutes shall be kept of the vote of each member upon every question. Committee meeting minutes shall be directed to the City Council at the earliest possible date.
- Section 6. Administrative Support. The City Clerk's Office shall provide administrative support.
- Section 7. Parliamentary Authority. The current version of "Roberts Rules of Order Newly Revised" shall serve as the Committee's parliamentary authority.

CITY OF KODIAK

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

Adopted:



**CITY OF KODIAK  
RESOLUTION NUMBER 2017-14**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF KODIAK ESTABLISHING AN ECONOMIC DEVELOPMENT SPECIAL COMMITTEE**

WHEREAS, the City of Kodiak seeks to harmonize its approaches to economic development; and

WHEREAS, a strategic economic development planning process will help the City of Kodiak develop and initiate a plan to achieve economic growth; and

WHEREAS, successful economic development initiatives are driven by a solid foundation of economic analysis, as well as continuous public engagement.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Kodiak, Alaska, that an Economic Development Special Committee is hereby established.

BE IT FURTHER RESOLVED THAT:

Section 1. Membership/Quorum. The Economic Development Special Committee shall consist of nine members appointed by the City Council as follows:

- a) The Mayor and two members of the City Council of which one member shall be designated as Chair and one as Vice-chair.
- b) Six Kodiak community members representing any of the following:
  - Aviation and Support Services
  - Community and Civic Organizations
  - Construction Contracting and Trades
  - Health Care and Medical Support Services
  - Hospitality and Tourism
  - Marine Transportation and Support Services
  - Professional and Business Services
  - Retail Goods and/or Services
  - Seafood Harvesting
  - Seafood Processing
  - Other Representation Deemed Appropriate by the City Council.

The City Manager, as well as additional City staff designated by the City Manager, shall serve as nonvoting consulting members of the Committee, if requested. The City's Economic Development Consultant shall also serve as a non-voting member of the Committee.

A simple majority shall constitute a quorum.

- Section 2. Terms of members.
- a. The Committee is expected to complete its task within one year and shall be in effect until it presents its final report to the City Council.
  - b. Any Committee member who shall have two successive unexcused absences shall be subject to removal by the Committee by a majority vote of the members present.

- Section 3. Powers/Duties. The Economic Development Special Committee shall act in an advisory capacity to the City Council and City Manager and shall:
- Discover and address business concerns and pain points;
  - Encourage businesses to prepare for natural disasters and economic downturns;
  - Review ordinances, fee structures, land management, and other assets controlled by the City for policy revisions that will encourage economic growth.
  - Review and harmonize key positioning and marketing efforts with primarily external audiences;
  - Conduct outreach with key markets using a unified branding approach;
  - Encourage prioritized efforts amongst the school district, Kodiak College, UAF School of Ocean Sciences, and others to ensure secondary and postsecondary education and training to address in-demand jobs that achieve a living wage;
  - Identify planned and prioritized infrastructure investments that are most likely to support economic growth.

The Committee shall not have direct power to affect policy determinations but shall make recommendations to the City Council and administration.

- Section 4. Meetings/Duration. Economic Development Special Committee meetings shall be open to the public, and public notice shall be provided at least three days prior to each meeting. The Committee shall meet at least quarterly and more often, if needed, at the call of the Chair. Permanent records or minutes shall be kept of the vote of each member upon every question. Committee meeting minutes shall be directed to the City Council at the earliest possible date.

- Section 5. Administrative Support. The City Clerk's Office shall provide administrative support.

- Section 6. Parliamentary Authority. The current version of "Roberts Rules of Order Newly Revised" shall serve as the Committee's parliamentary authority.



CITY OF KODIAK

Pat Brown  
MAYOR

ATTEST:

Michelle Anderson-Tuss  
DEPUTY CLERK

Adopted: May 25, 2017

---

## MEMORANDUM TO COUNCIL

---

**To:** Mayor Branson and City Council members

**From:** Mike Tvenge, City Manager

**Thru:** James R. Mullican Jr., Fire Chief

**Date:** September 14, 2017

**Agenda Item: V. f. Authorization of Purchase of Hurst (Jaws of Life) Equipment for the Fire Department**

---

**SUMMARY:** Per the approved FY2018 operating budget, the Fire Department is replacing failing Hurst extrication equipment (Jaws of Life). The existing equipment is over 25 years old and is in dire need of replacement. LN Curtis and Sons of Kent, Washington submitted a quote for approved equipment in the amount of \$41,637.08. Per City Code 3.12.020 the total purchase price exceeds the City Manager's spending authority thus requiring City Council approval. Staff recommends Council authorize the purchase of approved equipment in the amount of \$41,637.08 with funds coming from the Fire Department General Fund Operations budget 100.150.100.470.126.

**PREVIOUS COUNCIL ACTION:** Council approves expenditures of funds from the General Fund that exceed the City Manager's spending authority but less than \$50,000 in open market procedures per City of Kodiak Code 3.12.030.

**DISCUSSION:** The City Fire Department provides 24 hour emergency fire and medical response to the citizens and guests of the City, and medical services along the Kodiak road system. Fire Department response includes incidents requiring heavy duty extrication equipment for the purpose of saving lives of victims trapped in motor vehicles, building collapse, as well as many other situations. Due to age and use, this current Fire Department equipment is failing and needs replacement. This purchase will not only update current equipment but also remove a significant safety hazard on our ambulances by replacing existing gasoline powered equipment with new electro-hydraulic units. This will eliminate the use of gasoline equipment from apparatus carrying 100 percent medical oxygen.

**ALTERNATIVES:**

- 1) Authorize the equipment expenditure, which is the recommendation of staff, because it will allow the Fire Department to replace failing extrication equipment.
- 2) Do not authorize the expenditure, which is not recommended, because it would require the Fire Department to continue to utilize failing equipment, significantly increasing the City's liability for potential injury to firefighters as well as inability to save victims in a timely manner.

**FINANCIAL IMPLICATIONS:** The cost of this equipment purchase was approved in the FY2018 operating budget.

**STAFF RECOMMENDATION:** Staff recommends Council authorize purchase of the equipment.

**CITY MANAGER'S COMMENTS:** The Hurst Jaws of Life products are specialized rescue tools to provide entry into buildings or vehicles where typical access is not available or functional. There is really nothing like it and is standard equipment for fire departments. These models have no cords, hoses or engines; they operate off a battery capable of one hour of operation. We have exhausted the current equipment and replacement is the preferable option.

**ATTACHMENTS:**

Attachment A: L.N. Curtis quote #66320, dated 8/01/2017

Attachment B: Rescue Equipment Specifications

**PROPOSED MOTION:**

Move to authorize purchase of Hurst (Jaws of Life) equipment from L.N. Curtis in the amount of \$41,637.08, plus shipping costs, with funds from the General Fund, Fire Administration, Machinery and Equipment Account No. 470.126

Ph: 206-622-2875  
 TF: 800-426-6633  
 Fax: 253-236-2997  
[nwsales@lncurtis.com](mailto:nwsales@lncurtis.com)  
 DUNS#: 00-922-4163



**Attachment A**

Northwest Division  
 6507 S. 208th St.  
 Kent, WA. 98032  
[www.LNCURTIS.com](http://www.LNCURTIS.com)  
 Quotation No. 66320

# Quotation

**CUSTOMER:**

Kodiak City  
 P.O. Box 1397  
 Kodiak AK 99615

**SHIP TO:**

Kodiak City Fire Department  
 219 Lower Mill Bay Rd  
 Kodiak AK 99615-6352

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
66320	08/01/2017	09/30/2017

SALESPERSON	CUSTOMER SERVICE REP
John Cefalu <a href="mailto:jcefalu@lncurtis.com">jcefalu@lncurtis.com</a> 206-661-3296	Heather Dodge <a href="mailto:hdodge@lncurtis.com">hdodge@lncurtis.com</a> 206-596-7910

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	Chief Jim Mullican	C30716	Net 30	FR

F.O.B.	SHIP VIA	REQ. DELIVERY DATE
SP	Best Way	

**NOTES & DISCLAIMERS**

THANK YOU FOR THIS OPPORTUNITY TO QUOTE. WE ARE PLEASED TO OFFER REQUESTED ITEMS AS FOLLOWS. IF YOU HAVE ANY QUESTIONS, NEED ADDITIONAL INFORMATION, OR WOULD LIKE TO PLACE AN ORDER, PLEASE CONTACT YOUR SALESPERSON OR CUSTOMER SERVICE REP AS NOTED ABOVE.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	2	EA	272085000 HURST	S 700E2 EDRAULIC CUTTER PACKAGE, CONSISTING OF: 1- S 700E2 CUTTER 1- CHARGER 2- EXL BATTERIES	\$10,045.74	\$20,091.48
2	2	EA	271333000 HURST	SP333E2 EDRAULIC SPREADER PACKAGE - CONSISTING OF: 1- S333E2 SPREADER 1- CHARGER 2- EXL BATTERIES	\$10,772.80	\$21,545.60

GSA CONTRACT No GS-07F-0043L

SMALL BUSINESS  
 CAGE CODE: 5E720  
 DUNS NUMBER: 009224163  
 SIC CODE: 5099  
 FEDERAL TAX ID: 94-1214350

THIS PRICING REMAINS FIRM UNTIL 09/30/2017. CONTACT US FOR UPDATED PRICING AFTER THIS DATE.

Ph: 206-622-2875  
TF: 800-426-6633  
Fax: 253-236-2997  
[nwsales@lncurtis.com](mailto:nwsales@lncurtis.com)  
DUNS#: 00-922-4163

# CURTIS

TOOLS FOR HEROES

Northwest Division  
6507 S. 208th St.  
Kent, WA. 98032  
[www.LNCURTIS.com](http://www.LNCURTIS.com)  
Quotation No. 66320

<b>Subtotal</b>	\$41,637.08
<b>Tax Total</b>	\$0.00
<b>Transportation*</b>	\$0.00
*(to be added when order ships)	
<b>Total</b>	\$41,637.08



PRODUCT SEARCH

[Rescue Equipment \(http://www.jawsoflife.com/en/rescue-equipment\)](http://www.jawsoflife.com/en/rescue-equipment) [Why HURST \(http://www.jawsoflife.com/en/why-hurst\)](http://www.jawsoflife.com/en/why-hurst)

[Warranty Registration \(http://www.jawsoflife.com/en/warranty\)](http://www.jawsoflife.com/en/warranty) [FAQs \(http://www.jawsoflife.com/en/faqs\)](http://www.jawsoflife.com/en/faqs)

[Events \(http://www.jawsoflife.com/en/events\)](http://www.jawsoflife.com/en/events) [Find a Full-Service Dealer \(http://www.jawsoflife.com/en/find-a-dealer\)](http://www.jawsoflife.com/en/find-a-dealer)

[home \(http://www.jawsoflife.com/\)](http://www.jawsoflife.com/) / [rescue equipment \(http://www.jawsoflife.com/en/rescue-equipment\)](http://www.jawsoflife.com/en/rescue-equipment) / [edraulic® spreaders \(http://www.jawsoflife.com/en/category-type/edraulic/spreaders\)](http://www.jawsoflife.com/en/category-type/edraulic/spreaders) / [sp 333e2 spreader](#)

## SP 333E2 Spreader



### SP 333E2 Spreader

part number: 271333000

**It's stronger, lighter on its feet, and a flat-out unstoppable spreader.**

Our new eDRAULIC® spreader is 12% lighter, yet 20% more powerful than its predecessor. It's one of the strongest and most compact portable spreaders on the market. The SP 333E2 has squeezing plates built into the arms and "Shark Tooth" removable tips with a stubborn, unstoppable bite that won't slip. Its Li-Ion eDRAULIC battery keeps its charge so you're never left without the power of this heroic tool at the wrong moment.

- Increased power – 20% stronger than its predecessor
- Squeezing plates built into the arms
- "Shark Tooth" removable tips offer multifunctional design, with four rows of shark-like teeth for maximum performance and gripping
- Each tool comes with two Li-Ion rechargeable batteries and one charger
- If needed, you can plug it in for unstoppable power with a 110v adaptor

#### Technical Data

Length	35.6in/905mm
Width	10.0in/255mm
Height	11.2in/285mm
Weight	38.1lbs/17.3kg
Spreading Distance	23.6in/600mm
Max Spreading Force	187,940lbs/836kN
Max Pulling Force	12,589lbs/56kN
NFPA HSF	14,163lbs/63kN
NFPA LSF	8,768lbs/39kN
NFPA HPF	9,667lbs/43kN
NFPA LPF	5,171lbs/23kN
NFPA 1936 2015 Compliant	Yes
IP Rating	IP54

#### Downloads & Media





PRODUCT SEARCH 

[Rescue Equipment \(http://www.jawsoflife.com/en/rescue-equipment\)](http://www.jawsoflife.com/en/rescue-equipment) [Why HURST \(http://www.jawsoflife.com/en/why-hurst\)](http://www.jawsoflife.com/en/why-hurst)

[Warranty Registration \(http://www.jawsoflife.com/en/warranty\)](http://www.jawsoflife.com/en/warranty) [FAQs \(http://www.jawsoflife.com/en/faqs\)](http://www.jawsoflife.com/en/faqs)

[Events \(http://www.jawsoflife.com/en/events\)](http://www.jawsoflife.com/en/events) [Find a Full-Service Dealer \(http://www.jawsoflife.com/en/find-a-dealer\)](http://www.jawsoflife.com/en/find-a-dealer)

[home \(http://www.jawsoflife.com/\)](http://www.jawsoflife.com/) / [rescue equipment \(http://www.jawsoflife.com/en/rescue-equipment\)](http://www.jawsoflife.com/en/rescue-equipment) / [edraulic® cutters \(http://www.jawsoflife.com/en/category-type/edraulic/cutters\)](http://www.jawsoflife.com/en/category-type/edraulic/cutters) / [s 700e2 cutter](#)

## S 700E2 CutterHSS



SEE IT IN ACTION ([http://www.youtube.com/embed/-X0\\_e3YqVMM?rel=0&wmode=transparent](http://www.youtube.com/embed/-X0_e3YqVMM?rel=0&wmode=transparent))

### S 700E2 Cutter<sup>HSS</sup>

part number: 272085000

#### Speed and power packed into one game-changing cutter.

Six pounds lighter than its predecessor, and just as powerful, the S 700E2 is light years ahead of anything the competition has to date. This battery-powered cutter performs heroic rescues without hoses or a power unit. It's designed to take on current as well as future vehicle construction. Plus, it has 77% more cutting force where you need it.

- Highest cutting performance in the relevant work area
- Unique blade geometry with three distinct cutting angles
- Built for the high-strength steel of today and tomorrow's vehicles
- Ergonomically designed star-grip permits tool actuation from almost any gripping position
- Each tool comes with two batteries and one charger
- If needed, you can plug it in for limitless power with the eDRAULIC® 110v adaptor

*HSS – Best suited for high strength steel*

#### Technical Data

Length	36.2in/920mm
Width	11.7in/296mm
Height	10.3in/262mm
Weight	49.4lbs/22.4kg
Cutter Opening	7.6in/192mm
NFPA Cutter Rating [ ? ( <a href="http://www.jawsoflife.com/en/download/nfpa">http://www.jawsoflife.com/en/download/nfpa</a> ) ]	A8/B9/C8/D9/E9
NFPA 1936 2015 Compliant	Yes
IP Rating	IP54

#### Downloads & Media

##### S 700E2 Cutter User Manual

DOWNLOAD ([HTTP://WWW.JAWSOFLIFE.COM/EN/PRODUCT-DOWNLOAD/USER-MANUAL/109](http://www.jawsoflife.com/en/product-download/user-manual/109))

---

## MEMORANDUM TO COUNCIL

---

**To:** Mayor Branson and City Councilmembers

**From:** Mike Tvenge, City Manager

**Date:** September 14, 2017

**Agenda Item:** V. g. **Appointment to Economic Development Special Committee**

---

**SUMMARY:** On May 25, 2017, Council adopted Resolution No. 2017–14 to establish a nine-member committee to develop and initiate an economic develop plan. The resolution set guidelines and defined the membership to include the Mayor, and two Councilmembers, of which one shall be designated as Chair and one as Vice-chair; and six community members who represent any of the following: Aviation and Support Services, Community and Civic Organizations, Construction Contracting and Trades, Health Care and Medical Support Services, Hospitality and Tourism, Marine Transportation and Support Services, Professional and Business Services, Retail Goods and/or Services, Seafood Harvesting, Seafood Processing, and other Representation Deemed Appropriate by the City Council. There is no residency requirement. The City Manager, as well as additional City staff designated by the City Manager, shall serve as nonvoting consulting members of the committee, if requested. The City’s Economic Development Consultant shall also serve as a non-voting member of the committee.

Earlier in tonight’s meeting Council adopted Resolution No. 2017–25, which eliminated capping the public membership to six people.

The committee is expected to complete its task within one year. Economic Development Consultant Wanetta Ayers has been retained to assist with economic development planning. Volunteers for membership were solicited via newspaper advertisements, the City’s website, public service announcements, and outreach efforts. Committee members are appointed by the City Council.

Nine applications have been received from the public.

Applicants: Alan Austerman, Other: Individual  
Barbara Bigelow, Health Care and Medical Support Services  
Julie Bonney, Seafood Processing  
Trevor Brown, Community and Civic Organizations  
Tyler Kornelis, Other: Economic Development Professional  
Chris Lynch, Retail Goods and/or Services  
Daniel McKenna-Foster, Other: Long Range Planning  
Rebecca Skinner, Seafood Harvesting  
Aimee Williams, Hospitality and Tourism

Mayor Branson and Councilmembers Randall Bishop and John Whiddon have also volunteered to serve on the committee.

**PREVIOUS COUNCIL ACTION:**

- January 10, 2017, Council work session, Wanetta Ayers presented information about establishing a framework for economic development for the City of Kodiak, and Council voiced a consensus to move forward with economic development
- March 21, 2017, Council work session, Wanetta Ayers via teleconference discussed formation of an Economic Development Committee, and Council voiced a consensus to advertise for committee members
- May 23, 2017, work session, Mayor Branson and Councilmembers Bishop and Whiddon volunteered to serve on the committee
- May 25, 2017, regular meeting, Council adopted Resolution No. 2017-14, Establishing an Economic Development Special Committee
- August 8, 2017, work session, Council reviewed applications from members of the public who have volunteered to serve on the committee
- September 12, 2017, work session, during packet review Council discussed rescinding Resolution No. 2017-14, to allow for expansion of the number of community members on the committee

**FINANCIAL IMPLICATIONS:** Council has a professional services agreement with A3 Consulting, Creativity and Communications (Wanetta Ayers) billing monthly for services. These services will continue until Council no longer sees they are needed. The committee is intended to be volunteer membership.

**STAFF RECOMMENDATION:** Staff recommends Council appoint members to the newly established Economic Development Special Committee.

**CITY MANAGER'S COMMENTS:** This committee, with its broad community spectrum, shall provide the Council with boots on the ground information about business in Kodiak. The goal to foster community economic development should be a long range plan with immediate deliverables to provide the momentum necessary to continue this important development within our community. I would hope we could schedule meetings more often than quarterly, in an effort keep up the interest.

**ATTACHMENTS:**

Attachment A: EDWG Applications

**PROPOSED MOTION:**

Move to appoint to the Economic Develop Special Committee Mayor Branson, Councilmembers Randall Bishop and John Whiddon, with \_\_\_\_\_ designated as Chair and \_\_\_\_\_ as Vice Chair, and the following community members: \_\_\_\_\_.



City Clerk's Office  
710 Mill Bay Road, Rm. 219  
Kodiak, AK 99615  
(907) 486-8636 / (907) 486-8600 (fax)

**CITY OF KODIAK**  
**ECONOMIC DEVELOPMENT WORK GROUP**  
**APPLICANT PROFILE AND STATEMENT OF INTEREST**

**APPLICANT INFORMATION:**

Date: July 24, 2017

Full Name: Alan Austerman

Company: \_\_\_\_\_ or \_\_\_\_\_

Organization: \_\_\_\_\_

Physical Address: 401 Lightfoot Ave Kodiak

Mailing Address: Same

E-mail Address: alanausterman@gmail.com

Best Phone: 907-539-5945

**ECONOMIC SECTOR:**

Please select one economic sector that you are applying to represent:

- Aviation and Support Services
- Community and Civic Organizations
- Construction Contracting and Trades
- Health Care and Medical Support Services
- Hospitality and Tourism
- Marine Transportation and Support Services
- Professional and Business Services

- Retail Goods and/or Services
- Seafood Harvesting
- Seafood Processing x
- Other (describe below):

\_\_\_\_\_INDIVIDUAL\_\_\_\_\_

**INDUSTRY AND COMMUNITY AFFILIATIONS:**

Please list up to three organizations of which you are an active member or board officer.

Affiliation \_\_\_\_\_

1: \_\_\_\_\_

Affiliation \_\_\_\_\_

2: \_\_\_\_\_

Affiliation \_\_\_\_\_

3: \_\_\_\_\_

**WORK GROUP TASKING:**

The Economic Development Work Group will meet on a quarterly basis to develop recommendations for the City of Kodiak’s economic development program. Work Group members will review economic summaries, reports, and other work products; provide feedback and advice to the city’s contractor; and recommend a long-term approach to economic development.

**STATEMENT OF INTEREST:**

Please describe how your qualifications and interests will help the EDWG fulfill its tasking and advance the City of Kodiak’s economic development program.

For a number of years, I have been watching the U.S. Congress and the Alaska Legislature go deeper into debt without a long range fiscal plan. This leads one to believe that both of these governments will have to reduce their ability to help fund local government.

Kodiak’s main economic driver is the fishing industry. Basically, this industry has matured and is harvesting the maximum sustainable fishing resources. Except for minor biological changes to the biomass and price fluctuations, the fishing industry is fixed and stable. There are things like aquaculture (seaweed) and mariculture (oysters) this island community should be encouraging and pursuing.

When your main industry is stable and not growing, your tax base is stable and not growing. Without a new industrial tax base, then you have to assume that the local businesses and individuals will have to bear the brunt of higher taxes to pay for any growth of the community.

I would like to help this committee develop a solid economic development program that includes a long-range view of a fiscal plan for what Kodiak should look like in 10-15 years.

To be effective I believe that this committee should be meeting at least monthly.

I spend three to four months (January thru April/May) each year in California and would be available via teleconference but would understand your desire to have someone attend these meetings in person.

A handwritten signature in blue ink that reads "Alan Custer". The signature is written in a cursive style with a long horizontal flourish at the end.



City Clerk's Office  
 710 Mill Bay Road, Rm. 219  
 Kodiak, AK 99615  
 (907) 486-8636 / (907) 486-8600 (fax)



**CITY OF KODIAK  
 ECONOMIC DEVELOPMENT WORK GROUP  
 APPLICANT PROFILE AND STATEMENT OF INTEREST**

**APPLICANT INFORMATION:**

Date: 7.17.17  
 Full Name: BARBARA L. BIGELOW  
 Company or Organization: HOSPITAL/LTC: PKIMC  
 Physical Address: 1915 E. PEZANOFF DRIVE  
 Mailing Address: SAME  
 E-mail Address: BARBARA.BIGELOW@PROVIDENCE.ORG  
 Best Phone: 907.821.1990

**ECONOMIC SECTOR:**

Please select one economic sector that you are applying to represent:

- |  |   |
|--|---|
| <input type="checkbox"/> Aviation and Support Services                       | <input type="checkbox"/> Professional and Business Services |
| <input type="checkbox"/> Community and Civic Organizations                   | <input type="checkbox"/> Retail Goods and/or Services       |
| <input type="checkbox"/> Construction Contracting and Trades                 | <input type="checkbox"/> Seafood Harvesting                 |
| <input checked="" type="checkbox"/> Health Care and Medical Support Services | <input type="checkbox"/> Seafood Processing                 |
| <input type="checkbox"/> Hospitality and Tourism                             | <input type="checkbox"/> Other (describe below):            |
| <input type="checkbox"/> Marine Transportation and Support Services          | _____   |

**INDUSTRY AND COMMUNITY AFFILIATIONS:**

Please list up to three organizations of which you are an active member or board officer.

Affiliation 1: Community Advisory Boards - Hospital  
 Affiliation 2: HOSPICE AND PALLIATIVE CARE OF KODIAK BOARDS  
 Affiliation 3: KODIAK COMMUNITY HEALTH CENTER BOARDS

**WORK GROUP TASKING:**

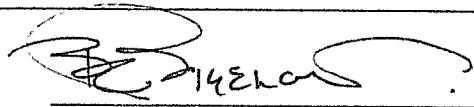
The Economic Development Work Group will meet on a quarterly basis to develop recommendations for the City of Kodiak's economic development program. Work Group members will review economic summaries, reports, and other work products; provide feedback and advice to the city's contractor; and recommend a long-term approach to economic development.

**STATEMENT OF INTEREST:**

Please describe how your qualifications and interests will help the EDWG fulfill its tasking and advance the City of Kodiak's economic development program.

FINA ATTACHMENTS P13.

Signature: \_\_\_\_\_







1915 E. Rezanof Drive  
Kodiak, Alaska 99615

Tel 907 486 3281

July 21, 2017 (delivered via email 7/22/17)  
City of Kodiak, Clerk's Office  
710 Mill Bay Road, Room 218  
Kodiak, AK 99615

RE: Statement of Interest  
City of Kodiak  
Economic Development Work Group

Dear Ms. Shuravloff-Nelson, CMC / Deputy Clerk:

This statement serves as my intent and interest in the City of Kodiak's Economic Development Work Group.

I understand this group to be a time-limited work group, formed to advise the City of Kodiak on items related to economic development.

As the Hospital CEO, my career has been steeped in all aspects healthcare and my contributions will be based on professional expertise as well as interest. I believe that a thriving community includes not only quality healthcare, but also value-added schools, museums, industry and jobs, the arts in all forms, affordable housing, effective law enforcement, clean air and water, and a safety net for the most vulnerable and those in need. I also strongly believe that municipalities have a critical role to play in developing the community on all levels, to attract professional talent and to enhance the lives of those who make that community their home.

My spouse and I have made Kodiak our home, and I am interested in serving our community.

In good faith,

A handwritten signature in blue ink, appearing to read "Barbara Bigelow", is written over a light blue circular scribble.

Barbara Bigelow  
Chief Executive Officer  
Providence Kodiak Island Medical Center



City Clerk's Office  
 710 Mill Bay Road, Rm. 219  
 Kodiak, AK 99615  
 (907) 486-8636 / (907) 486-8600 (fax)

**CITY OF KODIAK  
 ECONOMIC DEVELOPMENT WORK GROUP  
 APPLICANT PROFILE AND STATEMENT OF INTEREST**

**APPLICANT INFORMATION:**

Date: 7/13/2017

Full Name: Julie Bonney

Company or Organization: Alaska Groundfish Data Bank, Inc

Physical Address: 363 Curlew Way, Kodiak AK 99615

Mailing Address: PO Box 788 Kodiak AK 99615

E-mail Address: jbonney@gci.net

Best Phone: 907 250-4706

**ECONOMIC SECTOR:**

Please select one economic sector that you are applying to represent:

- |   |   |
|---|---|
| <input type="checkbox"/> Aviation and Support Services              | <input type="checkbox"/> Professional and Business Services |
| <input type="checkbox"/> Community and Civic Organizations          | <input type="checkbox"/> Retail Goods and/or Services       |
| <input type="checkbox"/> Construction Contracting and Trades        | <input type="checkbox"/> Seafood Harvesting                 |
| <input type="checkbox"/> Health Care and Medical Support Services   | <input checked="" type="checkbox"/> Seafood Processing      |
| <input type="checkbox"/> Hospitality and Tourism                    | <input type="checkbox"/> Other (describe below):            |
| <input type="checkbox"/> Marine Transportation and Support Services | _____   |

**INDUSTRY AND COMMUNITY AFFILIATIONS:**

Please list up to three organizations of which you are an active member or board officer.

Affiliation 1: Kodiak Chamber of Commerce

Affiliation 2: Marine Conservation Alliance

Affiliation 3: NOAA Marine Advisory Committee (MAFAC)





City Clerk's Office  
 710 Mill Bay Road, Rm. 219  
 Kodiak, AK 99615  
 (907) 486-8636 / (907) 486-8600 (fax)

**CITY OF KODIAK  
 ECONOMIC DEVELOPMENT WORK GROUP  
 APPLICANT PROFILE AND STATEMENT OF INTEREST**

**APPLICANT INFORMATION:**

Date: June 22, 2017

Full Name: Trevor Brown

Company or Organization: Kodiak Chamber of Commerce

Physical Address: 100 E. Marine Way, Ste 300 Kodiak, AK

Mailing Address: 100 E. Marine Way, Ste 300 Kodiak, AK

E-mail Address: trevor@kodiak.org

Best Phone: (907) 486-5557

**ECONOMIC SECTOR:**

Please select one economic sector that you are applying to represent:

- |   |   |
|---|---|
| <input type="checkbox"/> Aviation and Support Services                | <input type="checkbox"/> Professional and Business Services |
| <input checked="" type="checkbox"/> Community and Civic Organizations | <input type="checkbox"/> Retail Goods and/or Services       |
| <input type="checkbox"/> Construction Contracting and Trades          | <input type="checkbox"/> Seafood Harvesting                 |
| <input type="checkbox"/> Health Care and Medical Support Services     | <input type="checkbox"/> Seafood Processing                 |
| <input type="checkbox"/> Hospitality and Tourism                      | <input type="checkbox"/> Other (describe below):            |
| <input type="checkbox"/> Marine Transportation and Support Services   | <u>_____</u>  |

**INDUSTRY AND COMMUNITY AFFILIATIONS:**

Please list up to three organizations of which you are an active member or board officer.

Affiliation 1: Executive Director, Kodiak Chamber of Commerce

Affiliation 2: Economic Dev. Subcommittee Chair of the Downtown Revitalization Committee

Affiliation 3: Board Member, Discover Kodiak

**WORK GROUP TASKING:**

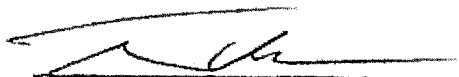
The Economic Development Work Group will meet on a quarterly basis to develop recommendations for the City of Kodiak's economic development program. Work Group members will review economic summaries, reports, and other work products; provide feedback and advice to the city's contractor; and recommend a long-term approach to economic development.

**STATEMENT OF INTEREST:**

Please describe how your qualifications and interests will help the EDWG fulfill its tasking and advance the City of Kodiak's economic development program.

As the Executive Director of the Kodiak Chamber of Commerce I work closely with a wide range of businesses and organizations within the community to promote a strong and diverse economy for the Kodiak region. In my capacity as the director, I also sit on numerous boards that promote Economic development within the community, such as Discover Kodiak, City of Kodiak's Downtown Revitalization Committee, and Kodiak Workforce Regional Advisory Committee. I worked three years as the Economic Development Specialist at the Chamber of Commerce, working closely with government and businesses to promote economic development within the region. I graduated with honors from the University of Wisconsin system with a bachelor's degree in Economics and Finance. I served 6 years on the Southwest Alaska Municipal Conference Board of Directors and have worked closely with economic development organizations within the state. I also currently serve as the Downtown Revitalization Committee's Economic Development Subcommittee Chair. I feel my past and current experience with Economic Development within the community will be an asset to this work group and look forward to serving the people of Kodiak in this capacity.

Signature: \_\_\_\_\_





City Clerk's Office
710 Mill Bay Road, Rm. 219
Kodiak, AK 99615
(907) 486-8636 / (907) 486-8600 (fax)

CITY OF KODIAK
ECONOMIC DEVELOPMENT WORK GROUP
APPLICANT PROFILE AND STATEMENT OF INTEREST

APPLICANT INFORMATION:

Date: April 26, 2017
Full Name: Tyler Kornells
Company or Organization: Kodiak Area Native Association
Physical Address: 3449 Rezanof Drive East, Kodiak, Alaska 99615
Mailing Address: 3449 Rezanof Drive East, Kodiak, Alaska 99615
E-mail Address: tyler.kornells@kodiakhealthcare.org
Best Phone: 907-654-5620

ECONOMIC SECTOR:

Please select one economic sector that you are applying to represent:

- Aviation and Support Services
Community and Civic Organizations
Construction Contracting and Trades
Health Care and Medical Support Services
Hospitality and Tourism
Marine Transportation and Support Services
Professional and Business Services
Retail Goods and/or Services
Seafood Harvesting
Seafood Processing
Other (describe below): Economic Development Professional

INDUSTRY AND COMMUNITY AFFILIATIONS:

Please list up to three organizations of which you are an active member or board officer.

Affiliation 1: Kodiak Harvest Food Cooperative Board of Directors
Affiliation 2:
Affiliation 3:

**WORK GROUP TASKING:**

The Economic Development Work Group will meet on a quarterly basis to develop recommendations for the City of Kodiak’s economic development program. Work Group members will review economic summaries, reports, and other work products; provide feedback and advice to the city’s contractor; and recommend a long-term approach to economic development.

**STATEMENT OF INTEREST:**

Please describe how your qualifications and interests will help the EDWG fulfill its tasking and advance the City of Kodiak’s economic development program.

The Kodiak Area Native Association receives a Planning Grant from the Economic Development Administration to produce and manage the Comprehensive Economic Development Strategy. This important responsibility is part of my role as a Project Manager at KANA. I work closely with the Kodiak Island Borough's village communities, the Kodiak region's Tribal Governments and the Alaska Native Corporations to pursue economic development opportunities and elevate the quality of life of all people in our region. Connecting these economic development activities with the City of Kodiak Economic Development Working Group will be valuable for the entire Kodiak Region.

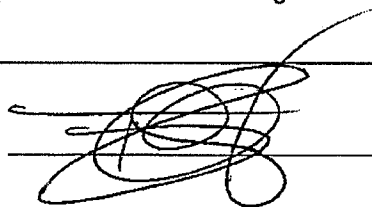
I have received economic development training from the International Economic Development Council (IEDC) and am pursuing my Certified Economic Developer credentials. Courses that I have completed so far include: Basic Economic Development, Economic Development Strategic Planning, and Managing EDOs. I am scheduled to attend Business Retention & Expansion and Economic Development Credit Analysis before the end of June 2017. I have a Bachelors of Arts in Business Administration from the University of Washington School of Business.

The Kodiak Harvest Food Cooperative is a newly formed entity, which, when open, will ideally be located in downtown Kodiak. I serve on the Board of Directors as the Vice President. This project pairs well with our region's village-based pilot farm project titled "Small Tribes of the Kodiak Archipelago - Economic Stability through Food Security". This project is managed by the Kodiak Archipelago Leadership Institute and is funded in part by the Administration for Native Americans. I serve as the back-up to the project's Executive Director and have been actively involved in keeping the development of the pilot farm project connected to Kodiak Harvest Food Cooperative.

KANA is a member of the Southwest Alaska Municipal Conference (SWAMC) and I am generally tasked with representing KANA at SWAMC events. SWAMC has received a 3 year grant from the Department of Energy - Office of Indian Energy work on Regional Energy Planning in the SWAMC Region. KANA is contracted as the sub-recipient of this grant; my Project Manager responsibilities include working as the Regional Energy Coordinator under this contract.

I believe in localizing our economy, keeping our dollars in our community for longer, and creating an atmosphere of opportunity for those who wish to seize it. I would enjoy providing my time to this working group and I believe that our region would benefit from my knowledge, experience, and passion.

Signature:



The City of Kodiak seeks applicants to join its Economic Development Work Group (EDWG). Interested city residents should complete a profile and statement of interest by April 28, 2017. Applicants will be interviewed by the council at its May 9 work session. Final appointments are scheduled for May 25.

The EDWG will be comprised of ten members; each serving a one year term. Members of the work group will be appointed by the city council. The role of the work group is to advise the mayor and council about the city's interim economic development program, provide advice and direction to the city's economic development contractor, and develop recommendations regarding the best organizational form and format for an ongoing economic development effort.

Duties: During the coming year, the EDWG will meet on a quarterly basis with meetings lasting up to two hours. Members will review and comment on economic summaries, reports, and presentations; review updates about interim work product and projects; recommend a set of economic metrics to track general economic trends and program performance; and finalize a 5-year economic development strategy and action plan.

Online applications are available at <http://www.city.kodiak.ak.us/forms>. Paper applications are available at City Hall located at 710 Mill Bay Road Room 115 and can be submitted by email to [info@city.kodiak.ak.us](mailto:info@city.kodiak.ak.us) or dropped off at the Clerk's office Room 219. Deadline for submission is Friday, April 28, 2017, at 5:00 p.m. for appointment by City Council on May 25.





City Clerk's Office  
 710 Mill Bay Road, Rm. 219  
 Kodiak, AK 99615  
 (907) 486-8636 / (907) 486-8600 (fax)



**CITY OF KODIAK  
 ECONOMIC DEVELOPMENT WORK GROUP  
 APPLICANT PROFILE AND STATEMENT OF INTEREST**

**APPLICANT INFORMATION:**

Date: 8-14-17  
 Full Name: Chris Lynch  
 Company or Organization: The Bakery / Kodiak Construction Services  
 Physical Address: 104 Center Ave.  
 Mailing Address: 104 Center Avenue, Suite 100B  
 E-mail Address: chrislynch@acsalaska.net  
 Best Phone: 539-2494

**ECONOMIC SECTOR:**

Please select one economic sector that you are applying to represent:

- |   |  |
|---|--|
| <input type="checkbox"/> Aviation and Support Services              | <input type="checkbox"/> Professional and Business Services      |
| <input type="checkbox"/> Community and Civic Organizations          | <input checked="" type="checkbox"/> Retail Goods and/or Services |
| <input type="checkbox"/> Construction Contracting and Trades        | <input type="checkbox"/> Seafood Harvesting                      |
| <input type="checkbox"/> Health Care and Medical Support Services   | <input type="checkbox"/> Seafood Processing                      |
| <input type="checkbox"/> Hospitality and Tourism                    | <input type="checkbox"/> Other (describe below):                 |
| <input type="checkbox"/> Marine Transportation and Support Services | _____  |

**INDUSTRY AND COMMUNITY AFFILIATIONS:**

Please list up to three organizations of which you are an active member or board officer.

Affiliation 1: Threshold Services, Board President  
 Affiliation 2: \_\_\_\_\_  
 Affiliation 3: \_\_\_\_\_

**WORK GROUP TASKING:**

The Economic Development Work Group will meet on a quarterly basis to develop recommendations for the City of Kodiak's economic development program. Work Group members will review economic summaries, reports, and other work products; provide feedback and advice to the city's contractor; and recommend a long-term approach to economic development.

**STATEMENT OF INTEREST:**

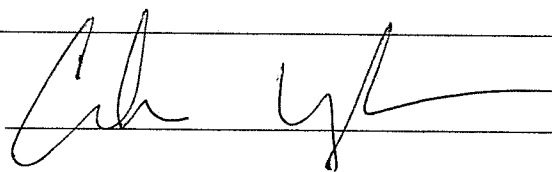
Please describe how your qualifications and interests will help the EDWG fulfill its tasking and advance the City of Kodiak's economic development program.

I am one of the few remaining retailers downtown. I would like that to change. I believe communication is key and that the day to day struggle downtown is not fully realized by city officials and the general public.

Participating in the EDWG would provide that communication piece. There is opportunity for the city to maintain and recruit businesses to be downtown. Businesses that are healthy provide a healthy sales tax base for the city.

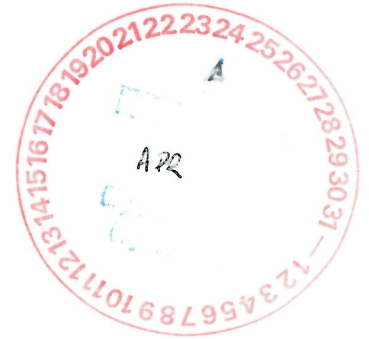
I can provide a positive perspective on how our community can grow.

Signature: \_\_\_\_\_





City Clerk's Office  
 710 Mill Bay Road, Rm. 219  
 Kodiak, AK 99615  
 (907) 486-8636 / (907) 486-8600 (fax)



**CITY OF KODIAK  
 ECONOMIC DEVELOPMENT WORK GROUP  
 APPLICANT PROFILE AND STATEMENT OF INTEREST**

**APPLICANT INFORMATION:**

Date: 4/24/2017

Full Name: Daniel Mckenna-Foster

Company or Organization: \_\_\_\_\_

Physical Address: 1522 Mission Rd.

Mailing Address: 1522 Mission Rd.

E-mail Address: drm279@cornell.edu

Best Phone: 512-6778

**ECONOMIC SECTOR:**

Please select one economic sector that you are applying to represent:

- |   |   |
|---|---|
| <input type="checkbox"/> Aviation and Support Services                | <input type="checkbox"/> Professional and Business Services |
| <input checked="" type="checkbox"/> Community and Civic Organizations | <input type="checkbox"/> Retail Goods and/or Services       |
| <input type="checkbox"/> Construction Contracting and Trades          | <input type="checkbox"/> Seafood Harvesting                 |
| <input type="checkbox"/> Health Care and Medical Support Services     | <input type="checkbox"/> Seafood Processing                 |
| <input type="checkbox"/> Hospitality and Tourism                      | <input checked="" type="checkbox"/> Other (describe below): |
| <input type="checkbox"/> Marine Transportation and Support Services   | <u>Long range planning</u>                                  |

**INDUSTRY AND COMMUNITY AFFILIATIONS:**

Please list up to three organizations of which you are an active member or board officer.

Kodiak Harvest Food Co-Op Board Member (Secretary)

Affiliation 1: \_\_\_\_\_

Affiliation 2: American Planning Association Member

Affiliation 3: Threshold Services Member

**WORK GROUP TASKING:**

The Economic Development Work Group will meet on a quarterly basis to develop recommendations for the City of Kodiak's economic development program. Work Group members will review economic summaries, reports, and other work products; provide feedback and advice to the city's contractor; and recommend a long-term approach to economic development.

**STATEMENT OF INTEREST:**

Please describe how your qualifications and interests will help the EDWG fulfill its tasking and advance the City of Kodiak's economic development program.

I have a wide range of experience that I believe would lend itself well to this type of work group. I have been a business owner in a similar small community, worked on a 9 month main street revitalization project in Ovid, New York, and currently work professionally as a long-range planner. I am interested in both small-scale and large-scale implementations, and especially focused on the impact of the built environment on economic and travel patterns.

I am also on the board of Kodiak's food co-operative, and we are considering downtown as the site of the co-op market building when we select a location. This could have huge impacts on the livability and economic stability of the entire area.

Although I am new to Kodiak, I chose to come here because I think there is a lot of possibility and potential--and I also believe I could lend a fresh set of eyes or ideas to some of Kodiak's current challenges and opportunities.

Signature:





City Clerk's Office  
 710 Mill Bay Road, Rm 219  
 Kodiak, AK 99615  
 (907) 486-8636 \* (907) 486-8633 (fax)

### Advisory Board Application Form

Daniel Mckenna-Foster

NAME

907-512-6779

907-486-9361

drm279@cornell.edu

HOME TELEPHONE

WORK TELEPHONE

FAX

EMAIL

1522 Mission Rd.

RESIDENCE (STREET) ADDRESS

1522 Mission Rd.

**KODIAK, AK 99615**

MAILING ADDRESS

Since November 2016

Since November 2016

LENGTH OF RESIDENCE IN KODIAK

LENGTH OF RESIDENCE IN ALASKA

**Are you a registered voter in the City of Kodiak?  
 Do you own property in the City of Kodiak?**

Yes  No  
 Yes  No

**On which boards are you interested in serving?  
 (Please list in order of preference)**

**Please list your areas of expertise and education that  
 would benefit the boards for which you are applying.**

Economic Development Work Group

Master's degree in City and Regional Planning

**Community Activities:**

Kodiak Harvest Food Co-op Board Member

**Professional Activities:**

American Planning Association Member

Threshold Services Member

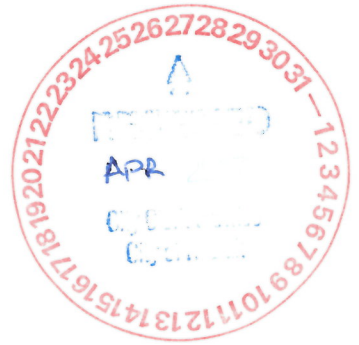
SIGNATURE

DATE

Return application to City Clerk, 710 Mill Bay Road, Room 219, Kodiak, AK 99615  
 Fax: 486-8633



City Clerk's Office  
 710 Mill Bay Road, Rm. 219  
 Kodiak, AK 99615  
 (907) 486-8636 / (907) 486-8600 (fax)



**CITY OF KODIAK  
 ECONOMIC DEVELOPMENT WORK GROUP  
 APPLICANT PROFILE AND STATEMENT OF INTEREST**

**APPLICANT INFORMATION:**

Date: April 26, 2017

Full Name: Tyler Kornelis

Company or Organization: Kodiak Area Native Association

Physical Address: 3449 Rezanof Drive East, Kodiak, Alaska 99615

Mailing Address: 3449 Rezanof Drive East, Kodiak, Alaska 99615

E-mail Address: tyler.kornelis@kodiakhealthcare.org

Best Phone: 907-654-5620

**ECONOMIC SECTOR:**

Please select one economic sector that you are applying to represent:

- |   |   |
|---|---|
| <input type="checkbox"/> Aviation and Support Services              | <input type="checkbox"/> Professional and Business Services |
| <input type="checkbox"/> Community and Civic Organizations          | <input type="checkbox"/> Retail Goods and/or Services       |
| <input type="checkbox"/> Construction Contracting and Trades        | <input type="checkbox"/> Seafood Harvesting                 |
| <input type="checkbox"/> Health Care and Medical Support Services   | <input type="checkbox"/> Seafood Processing                 |
| <input type="checkbox"/> Hospitality and Tourism                    | <input checked="" type="checkbox"/> Other (describe below): |
| <input type="checkbox"/> Marine Transportation and Support Services | <u>Economic Development Professional</u>                    |

**INDUSTRY AND COMMUNITY AFFILIATIONS:**

Please list up to three organizations of which you are an active member or board officer.

Affiliation 1: Kodiak Harvest Food Cooperative Board of Directors

Affiliation 2: \_\_\_\_\_

Affiliation 3: \_\_\_\_\_

**WORK GROUP TASKING:**

The Economic Development Work Group will meet on a quarterly basis to develop recommendations for the City of Kodiak's economic development program. Work Group members will review economic summaries, reports, and other work products; provide feedback and advice to the city's contractor; and recommend a long-term approach to economic development.

**STATEMENT OF INTEREST:**

Please describe how your qualifications and interests will help the EDWG fulfill its tasking and advance the City of Kodiak's economic development program.

The Kodiak Area Native Association receives a Planning Grant from the Economic Development Administration to produce and manage the Comprehensive Economic Development Strategy. This important responsibility is part of my role as a Project Manager at KANA. I work closely with the Kodiak Island Borough's village communities, the Kodiak region's Tribal Governments and the Alaska Native Corporations to pursue economic development opportunities and elevate the quality of life of all people in our region. Connecting these economic development activities with the City of Kodiak Economic Development Working Group will be valuable for the entire Kodiak Region.

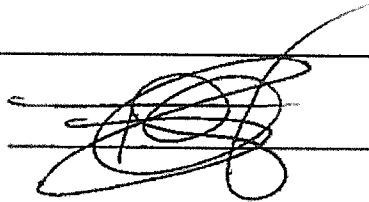
I have received economic development training from the International Economic Development Council (IEDC) and am pursuing my Certified Economic Developer credentials. Courses that I have completed so far include: Basic Economic Development, Economic Development Strategic Planning, and Managing EDOs. I am scheduled to attend Business Retention & Expansion and Economic Development Credit Analysis before the end of June 2017. I have a Bachelors of Arts in Business Administration from the University of Washington School of Business.

The Kodiak Harvest Food Cooperative is a newly formed entity, which, when open, will ideally be located in downtown Kodiak. I serve on the Board of Directors as the Vice President. This project pairs well with our region's village-based pilot farm project titled "Small Tribes of the Kodiak Archipelago - Economic Stability through Food Security". This project is managed by the Kodiak Archipelago Leadership Institute and is funded in part by the Administration for Native Americans. I serve as the back-up to the project's Executive Director and have been actively involved in keeping the development of the pilot farm project connected to Kodiak Harvest Food Cooperative.

KANA is a member of the Southwest Alaska Municipal Conference (SWAMC) and I am generally tasked with representing KANA at SWAMC events. SWAMC has received a 3 year grant from the Department of Energy - Office of Indian Energy work on Regional Energy Planning in the SWAMC Region. KANA is contracted as the sub-recipient of this grant; my Project Manager responsibilities include working as the Regional Energy Coordinator under this contract.

I believe in localizing our economy, keeping our dollars in our community for longer, and creating an atmosphere of opportunity for those who wish to seize it. I would enjoy providing my time to this working group and I believe that our region would benefit from my knowledge, experience, and passion.

Signature: \_\_\_\_\_







**WORK GROUP TASKING:**

The Economic Development Work Group will meet on a quarterly basis to develop recommendations for the City of Kodiak's economic development program. Work Group members will review economic summaries, reports, and other work products; provide feedback and advice to the city's contractor; and recommend a long-term approach to economic development.

**STATEMENT OF INTEREST:**

Please describe how your qualifications and interests will help the EDWG fulfill its tasking and advance the City of Kodiak's economic development program.

Alaska Whitefish Trawlers Association is a trade association comprising independently owned commercial fishing trawl vessels operating primarily in the Gulf of Alaska and delivering fish to Kodiak. Trawl comprises approximately 63% of all deliveries across the dock on average and is a year-round fishery. Year-round operation of the processing plants supports Kodiak's resident processing workforce, which is the largest resident processing workforce in the entire state. As Executive Director of Alaska Whitefish Trawlers Association I can speak to the significant and unique contribution trawl makes to Kodiak's economy ensure that economic development discussions include the perspective of the trawl harvesting sector. I have an MBA, JD and Masters in Environmental Law and am well-versed in Kodiak's economy as well as current challenges facing the community.

Signature: Rebecca Sku



City Clerk's Office  
 710 Mill Bay Road, Rm. 219  
 Kodiak, AK 99615  
 (907) 486-8636 / (907) 486-8600 (fax)

**CITY OF KODIAK  
 ECONOMIC DEVELOPMENT WORK GROUP  
 APPLICANT PROFILE AND STATEMENT OF INTEREST**

**APPLICANT INFORMATION:**

Date: July 6, 2017  
 Full Name: Aimee Williams  
 Company or Organization: Discover Kodiak  
 Physical Address: 100 Marine Way, Suite 200  
 Mailing Address: same  
 E-mail Address: director@kodiak.org  
 Best Phone: 907-486-4782

**ECONOMIC SECTOR:**

Please select one economic sector that you are applying to represent:

- |   |   |
|---|---|
| <input type="checkbox"/> Aviation and Support Services              | <input type="checkbox"/> Professional and Business Services |
| <input type="checkbox"/> Community and Civic Organizations          | <input type="checkbox"/> Retail Goods and/or Services       |
| <input type="checkbox"/> Construction Contracting and Trades        | <input type="checkbox"/> Seafood Harvesting                 |
| <input type="checkbox"/> Health Care and Medical Support Services   | <input type="checkbox"/> Seafood Processing                 |
| <input checked="" type="checkbox"/> Hospitality and Tourism         | <input type="checkbox"/> Other (describe below):            |
| <input type="checkbox"/> Marine Transportation and Support Services | _____   |

**INDUSTRY AND COMMUNITY AFFILIATIONS:**

Please list up to three organizations of which you are an active member or board officer.

Affiliation 1: Chamber Board  
 Affiliation 2: Local Emergency Planning Committee  
 Affiliation 3: CrabFest Committee  
Executive Director Discover Kodiak

**WORK GROUP TASKING:**

The Economic Development Work Group will meet on a quarterly basis to develop recommendations for the City of Kodiak's economic development program. Work Group members will review economic summaries, reports, and other work products; provide feedback and advice to the city's contractor; and recommend a long-term approach to economic development.

**STATEMENT OF INTEREST:**

Please describe how your qualifications and interests will help the EDWG fulfill its tasking and advance the City of Kodiak's economic development program.

please see attached.  
Thanks!

Signature: \_\_\_\_\_

*Amee Williams*

City of Kodiak Economic Development Work Group / Statement of Interest for Aimee Williams

Tourism plays a vital role in the economic portfolio of the City of Kodiak. As the Executive Director of Discover Kodiak, I am able to contribute a voice for the tourism sector of our broad base of businesses.

I am both professionally and personally interested in the growth of the City of Kodiak using sustainable means. Building a solid foundation that allows the city to both meet its current needs and allows for growth to accomplish future projects is imperative to the future growth of the city.

My qualifications for the board include a Bachelor's of Science in Management and a Master's of Science in Technology and Human Resources Development. I also hold a Professional Certificate in Project Management from Villanova.

Thank you very much for your consideration and I look forward to the opportunity to working in this group.

Regards,

*Aimee*

Aimee Williams

Executive Director

Discover Kodiak

100 Marine Way, Suite 200

Kodiak, AK 99615

(907) 486-4782

(907)486-6545 fax

[www.kodiak.org](http://www.kodiak.org)

# **EXECUTIVE SESSION**

---

## MEMORANDUM TO COUNCIL

---

**To:** Mayor Branson and City Councilmembers

**From:** Mike Tvenge, City Manager

**Date:** September 14, 2017

**Agenda Item:** X. a. Update on City Litigation

---

**SUMMARY:** The City Council will enter into executive session to receive an update and discuss City Litigation.

**MOTION:**

Move to enter into executive session pursuant to AS 44.62.310(c)(1) to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the City.