

KODIAK CITY COUNCIL

WORK SESSION AGENDA

Tuesday, January 23, 2018

Kodiak Public Library Multi-Purpose Room

7:30 p.m.

Work sessions are informal meetings of the City Council where Councilmembers review the upcoming regular meeting agenda packet and seek or receive information from staff. Although additional items not listed on the work session agenda are sometimes discussed when introduced by the Mayor, Council, or staff, no formal action is taken at work sessions and items that require formal Council action are placed on a regular Council meeting agenda. Public comments at work sessions are NOT considered part of the official record. Public comments intended for the "official record" should be made at a regular City Council meeting.

Discussion Items

1. Public Comments (limited to 3 minutes)
2. Update on City Investments
3. Discuss Fisheries Analyst RFP
4. Review Proposed PR&R Amendments.....1
5. Review Alutiiq Museum MOA.....9
6. Elected Official Representation on Committees.....28
7. Elected Officials Training/Travel Requests
8. January 25, 2018, Agenda Packet Review

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MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers
From: Mike Tvenge, City Manager *MT*
Matthew Van Daele, Deputy City Manager; *MD* and Nanci Sharratt, Human Resource *NS*
Thru: Manager
Date: January 23, 2018

Agenda Item: Personnel Rules and Regulations Manual Update

SUMMARY: For the last few years, a comprehensive review of and update to the City of Kodiak’s Personnel Rules and Regulations Manual (the PR&R) has been consistently identified by employees and department heads alike as being a critical need. With new personnel onboard, namely our Human Resource Manager, we now have the expertise in-house to begin this review and updating process. Presented is the first of a multi-phase effort to systematically evaluate the existing PR&R and provide the Council with current information and our suggested changes.

BACKGROUND: The first “Personnel Regulations” manual for the City of Kodiak was adopted in 1971, specifically to codify personnel policies and practices, and to make these available to the public upon request. This initial manual was significantly revamped in 1984 when the original Personnel Regulations was rescinded, and a new Personnel Rules and Regulations Manual adopted in its place. Since 1984, a total of 49 ordinances have made small changes to the PR&R. The most recent amendment (Ord. No. 1357) occurred in October 2016 after the affirmative vote for City employees to organize under the Public Employment Relations Act.

DEPUTY CITY MANAGER AND HUMAN RESOURCE MANAGER COMMENTS: It is important for the City of Kodiak to maintain an up-to-date personnel manual, both in terms of revising the PR&R to clarify sections for ease of interpretation and applying these regulations in a consistent manner across City departments, and to stay up-to-date with changing Federal and State laws and regulations as well.

The PR&R sections discussed here are the areas that have been identified by our Human Resources staff, department heads, and our employees as being among the most critical in need of revision. There are other sections and areas that warrant amendment, and these will be discussed at a later date. Our goal is to continue the process of collaborating with department heads and the employees to identify and discuss possible changes, and bring these sections before the Council in manageable components, rather than attempting a large-scale or sweeping revision all at once. As such, this should be viewed as the first iteration of several phases of review in this process.

NEXT STEPS: If the Council is in favor of these suggested changes, Staff will prepare an ordinance for discussion during packet review at the February 6 Work Session, and formal introduction at the February 8 Regular Meeting.

ATTACHMENTS:

Attachment A: Proposed Personnel Rules and Regulations amendments. Includes revisions to the following:

Chapter 2, Responsibility and Authority - Section 203.6 (City Clerk; to clarify that the City Clerk has responsibility and authority over the Clerk's department and its departmental personnel);

Chapter 4, Salary Administration - Sections 405 (Entrance Pay Rate; to allow the City Manager the ability to advertise job openings at a higher rate), 406 (Merit Increase; to specify the parameters of allowing Special Merit Increases), and 412 (Overtime; establishing what constitutes situations of Emergency Overtime);

Chapter 9, Grievance Procedure - eliminates Section 907 (Violation of Grievance Procedure);

Chapter 11, Leave for Illness or Injury - Section 1104 (Use of Sick Leave; to allow employees greater flexibility to use sick leave when an immediate family member is approaching death or passes away); and,

Chapter 16, Fire Department Shift Personnel - Section 1606 (Special Merit Increase for EMT III Training; this would not be necessary with the proposed changes to Section 406).

Attachment B: Job Description for Driver/Operator position for the Kodiak Fire Department. Currently, there is a need for an intermediate position in KFD between Firefighter and Fire Captain. Furthermore, the existing job descriptions for these two positions state that "[t]his is the first of three levels in the Fire Series," while the Fire Captain positions states "[t]his is the third of three levels in the Fire Series." There is no record of this intermediate position in our files.

Attachment C: Memorandum to all City staff regarding PR&R update process.

PERSONNEL RULES AND REGULATIONS UPDATE

Blue text are additions, red strikethrough deletions, and notes are in italics.

CHAPTER 2: ORGANIZATION AND DELEGATION OF AUTHORITY

203 RESPONSIBILITY AND AUTHORITY

203.6 City Clerk. As the head of the Clerk's department, the City Clerk shall have the responsibility and authority **for all personnel matters pertaining to employees in the Clerk's department, including** to:

- (a) enforce the Personnel Rules and Regulations;
 - (b) keep employees in the Clerk's department informed of current personnel policies and procedures;
 - (c) participate in the grievance procedures as specified (see Chapter 9);
 - (d) recruit and appoint employees to vacant positions within the Clerk's department in accordance with established personnel rules and procedures;
 - (e) develop training programs for employees within the Clerk's department;
 - (f) administer discipline within the Clerk's department and delegate such authority to supervisory personnel as deemed appropriate;
 - (g) conduct orientation for all new employees, and have issued to each a copy of current personnel regulations and position description which outlines job duties; such orientation shall include introductions to fellow workers, work standards, safety regulations, break periods, supplies, etc.;
 - (h) have discipline and dismissal authority over all employees in the Clerk's department;
 - (i) classify positions in the Clerk's department, subject to approval of the City Council
- (**Ord. xxxx, 2018**; Ord. 1322, §2, 2014; Ord. 1268(SUB) §3, 2013; Ord. 1090, 1999)

CHAPTER 4: SALARY ADMINISTRATION

405 ENTRANCE PAY RATE

The entrance pay rate for regular full- and part-time employees shall be the minimum rate in the corresponding band and grade for the position. **At the City Manager's discretion, advertising and hiring for positions above the minimum rate of the corresponding band and grade for such positions may occur.** Approval of appointments above the minimum pay rate may be granted only when a recommended applicant exceeds the minimum requirements for the position with regard to directly related education and/or experience. In such instances, the department head shall provide a hiring recommendation to the City Manager in writing documenting the applicant's qualifications for a higher starting pay rate. ~~In no instance, shall an entrance pay rate exceed the first quartile of the band and grade except at the department head level.~~ The pay rate for temporary employees shall be the minimum point for the appropriate band and grade of the position in which the temporary worker is being hired. All temporary appointments are subject to the approval of the City Manager.
(**Ord. xxxx, 2018**; Ord. 1307, 2013; Ord. 1038, 1996)

406 MERIT STEP INCREASE

406.2 Special Merit Increase. A Special Merit Increase may be granted to an employee for outstanding performance **in recognition of extraordinary service to the City of Kodiak and/or its residents that are outside the employee's normal or expected job duties, when documented in writing by their department head and approved by the City Manager.** ~~when justified in writing by the department head to the City Manager. This increase is in addition to normal merit increases and does not affect the anniversary date. Department heads may recommend employees for special merit increases in recognition of extraordinary service to the City of Kodiak and/or its residents that is outside the employee's normal or expected job duties.~~ **Additionally, employees will be eligible for**

Special Merit Increases when they receive eligible certifications and/or qualifications. A list of these eligible certifications and qualifications will be maintained by the Human Resource office and reviewed and approved annually by the City Manager.

(Ord. xxxx, 2018; Ord. 1307, 2013; Ord. 1061, 1998)

412 OVERTIME

An employee classified as non-exempt under the federal Fair Labor Standards Act, 29 USC §201 *et seq.*, shall be paid for overtime hours as provided in Section 412.1. Hours during a City holiday, or while an employee is on annual leave or sick leave, are not considered hours worked for the purpose of determining whether the employee is entitled to overtime pay. All overtime worked must have the approval of the department head prior to its performance ~~except in emergencies which prevent prior authorization, and shall be paid in accordance with applicable state or federal laws. If emergency overtime is worked, the department head shall see that it is accurately and timely recorded.~~ **Emergency overtime constitutes emergency call-outs that occur outside of normally-scheduled shift hours due to critical life, health, safety, and/or asset protection issues that require a physical response to a scene and must be addressed immediately. Any such emergency call-outs will result in a mandatory minimum of two hours of overtime pay.**

(Ord. xxxx, 2018; Ord. 1275, 2010; Ord. 1061, 1998; Ord. 869, 1989)

CHAPTER 9: GRIEVANCE PROCEDURE

~~907—VIOLATION OF GRIEVANCE PROCEDURE~~

~~Any employee who attempts to resolve employment problems outside of the City government, without first attempting to resolve said problem(s) in accordance with the grievance procedure, shall be subject to disciplinary action. However, nothing in this Chapter shall be deemed to revoke any legal means of redress to the courts.~~

(Note: Current Sections 908, 909, and 910 will need to be renumbered due to this change)

CHAPTER 11: LEAVE FOR ILLNESS OR INJURY

1104.3 Approaching Death or Death in Immediate Family. In the event of death **or the approaching death** in an employee's immediate family, accrued sick leave may be used as follows:

- (a) Up to five (5) days for ~~persons~~ **employees** traveling outside of the Kodiak **Archipelago Island Borough** ~~for funeral or memorial services~~ per immediate family member;
- (b) Up to three (3) days within the Kodiak **Archipelago Island Borough** ~~per immediate family member.~~

(Ord. xxxx, 2018; Ord. 1058, 1998; Ord. 1008, 1995)

CHAPTER 16: FIRE DEPARTMENT SHIFT PERSONNEL

~~1606—SPECIAL MERIT INCREASE FOR EMT-III TRAINING~~

~~An employees who becomes certified as an Emergency Medical Technician III in the State of Alaska may be eligible for a special merit increase. (Ord. 1033, 1996)~~

(This can now be removed with the additional language now included in Sec. 406.2)

CITY OF KODIAK, AK

CLASS SPECIFICATION TITLE: FIREFIGHTER/DRIVER OPERATOR

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>
B	2	4	Non-Exempt
<u>CLASS SUMMARY:</u>			
<p>This is the second of three levels in the Fire Series. Incumbents under general supervision respond to fire alarms, emergency medical calls, HAZMAT incidents, traffic accidents, rescue and other emergency calls to protect life and property; drives, operates and maintains fire apparatus including but not limited to Fire Engines, Fire Trucks, Heavy Rescues, fire/medical equipment and other specialized vehicles; performs firefighting duties including fire suppression, fire prevention, and emergency rescue. Performs emergency medical services; technical rescue, including but not limited to high/low angle rope, confined space, open water, and ice rescue; HAZMAT incident mitigation at the technician level. Participates in training and drills, fire prevention inspections and public education activities, and maintenance of Fire Department facilities. Performs various staff support assignments and performs related work as assigned.</p>			

Valid only when signed and dated by City Manager or authorized designee:

Signature

Date

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>	<u>BAND/ GRADE</u>
1.	Responds to all types of fires and other emergencies; provides emergency medical care at a basic and advanced life support level; extinguishes fires; and performs technical rescues and related life and property protection.	Daily 20%	B2
2.	Ensures the proper condition, maintenance, and appearance of apparatus and equipment; prepares apparatus and equipment for immediate response; drives and operates fire apparatus, engines, ladder truck, and other specialized fire and medical vehicles.	Daily 20%	B2
3.	Operates firefighting apparatus, pumps, nozzles, hydraulic equipment, heavy extraction equipment, etc. and ensures apparatus inventory of supplies and equipment are complete, maintained, and in order.	Daily 15%	B2
4.	Maintains logs of activities and enters data into computer system for record keeping requirements; prepares related reports. Performs daily, weekly, monthly, and yearly inspection and maintenance of firefighting and medical apparatus and equipment.	Daily 10%	B2
5.	Participates in training activities, including daily physical fitness training and on-going fire, rescue, and medical training.	Daily 10%	A1
6.	Participates in the daily functions of the fire station, which may include housekeeping, cooking, and/or other related duties.	Daily 10%	A1



CITY OF KODIAK, AK

CLASS SPECIFICATION TITLE: FIREFIGHTER/DRIVER OPERATOR

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY	BAND/ GRADE
7.	Participates in fire prevention inspections; performs fire safety activities, station tours and public education.	Daily 10%	B2
8.	Testifies in court as necessary.	Annually 5%	A1
9.	Performs other duties of a similar nature or level.	As Required	N/B

TRAINING AND EXPERIENCE (positions in this class typically require):
 High school diploma or GED. Must live within 5.5 road miles of fire station and maintain telephone service. Three years of fire experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):
 Licensing Requirements:

- Valid Alaska Driver's License or ability to obtain within 30 days of hire
- Firefighter II
- Emergency Medical Technician II
- HAZMAT Technician
- Fire Driver Operator Certification
- First Aid/CPR/AED Certification
- Rope Rescue

KNOWLEDGE (position requirements at entry):
 Knowledge of:

- Firefighting equipment and apparatus;
- Fire suppression methods and techniques;
- Rescue principles and tactics;
- Emergency medical care;
- Physical fitness principles;
- Fire behavior;
- Buildings, addresses and streets systems;
- Basic fire investigation methods and techniques.

CITY OF KODIAK, AK

CLASS SPECIFICATION TITLE: FIREFIGHTER/DRIVER OPERATOR

SKILLS (position requirements at entry):

Skill in:

- Making technical and emergency decisions quickly in emergency situations;
- Maintaining physical fitness;
- Preparing and maintaining records and reports;
- Collecting evidence;
- Preparing and maintaining records and reports;
- Applying applicable Federal, State, and local laws, rules and regulations;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

WORKING CONDITIONS:

Work is performed in an office environment and on-scene or outdoors. Frequent exposure to extremely hazardous conditions with fires and other dangerous elements. Regular exposure to inclement weather and extreme cold or heat. Non-traditional work hours are required; work is scheduled on a 24-hour shift basis; works a 212 hour schedule in 28 day period; may be assigned temporarily to a standard City work schedule; must be available for standby duty. Must respond to emergency situations.

NOTE:

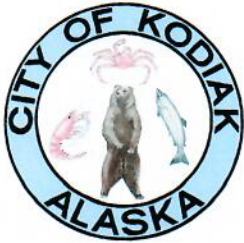
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CLASSIFICATION HISTORY:

Draft Date: (01/2018)

Finalized by City of Kodiak Date: (xx/2018)





Office of the City Manager

710 Mill Bay Road, Room 114, Kodiak, Alaska 99615

November 21, 2017

Dear City Employees,

First of all, thank you for your dedication to the City of Kodiak and all your hard work to make Kodiak a wonderful place to live for our citizens. Your efforts ensure that our City continues to provide services that create the quality of life and critical life and health safety assurances that make our City a home.

It has been a challenging year, with many uncertainties here at home, in the halls of the State Legislature, as well as Nationwide. What we do know is that over the next decade we have nearly \$300 million of critical capital assets that will need to be replaced or improved if we wish to maintain our current infrastructure and quality of life Kodiak has come to expect and rely upon – but without you, the employees, this point is moot. In any organization the employees are its greatest asset, and this is doubly true for the City of Kodiak because we are more than employees, we are also public servants.


As such, we are actively addressing the City's Personnel Rules and Regulations (the PR&R). There have been concerns and ideas brought forth by you in the past which we are evaluating, as well as going through the entire PR&R as a whole. We will have an initial draft completed by December 11th for an internal review, and we will then begin meeting with the Department Directors to determine additional department-specific thoughts and concerns. Because the City Council must ultimately approve any changes to the PR&R, our goal is to have a working draft completed and ready for presentation to the Council at the January 23rd Work Session.

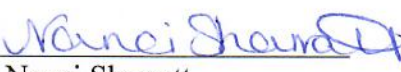
Your contributions to our City are greatly appreciated, and should be commended by the citizens of Kodiak. Your work creates the fabric of our community, and we thank you. If you have any questions, thoughts, or concerns, please feel free to visit us at City Hall, or you can give us a call/send us an email at the contact info listed below.

Have a wonderful and safe holiday season.

Sincerely,
City of Kodiak



Mike Tvenge
City Manager



Matthew Van Daele
Deputy City Manager


Nanci Sharratt
HR Manager

MEMORANDUM TO COUNCIL

To: Mayor Branson and City Councilmembers

From: Mike Tvenge, City Manager 

Thru: Matthew Van Daele, Deputy City Manager 

Date: January 23, 2018

Agenda Item: **Alutiiq Heritage Foundation MOA regarding the proposed Alutiiq Ancestors' Memorial**

SUMMARY: The Alutiiq Heritage Foundation, through the Alutiiq Museum, is requesting a Memorandum of Agreement (Attachment A) with the City of Kodiak which would allow the creation of a new monument downtown honoring our community's Alutiiq heritage, culture, and ancestral significance. Included for discussion is a draft MOA for the Council's consideration.

BACKGROUND: The parcel of land identified by the Alutiiq Heritage Foundation as being the ideal location for this cultural park is owned by the City of Kodiak (New Kodiak Block 17, Lot 2; or otherwise known as the vacant parcel located beside the Community Baptist Church, the Alutiiq Museum, and the old Alaska Department of Fish and Game building), and has previously been designated by the Downtown Revitalization Committee as an excellent location for a future park site. The Alutiiq Heritage Foundation, through the Alutiiq Museum, is interested in working with the City to enable a park to be built on this site with the City retaining ownership of the land itself, the Museum assuming the responsibility of upkeep and maintenance of the park infrastructure, and the two entities cooperating to conduct simple grounds keeping, namely lawn mowing and snow removal.

PREVIOUS COUNCIL ACTION: Staff members of the Alutiiq Museum presented information regarding the Alutiiq Ancestors' Memorial concept at the August 8, 2017, Work Session, and that information is provided as Attachment B.

ATTACHMENTS:

Attachment A: draft MOA between the City of Kodiak and the Alutiiq Heritage Foundation.

Attachment B: draft Alutiiq Ancestors' Memorial design concept and planning documents.

MEMORANDUM OF AGREEMENT

Between

The Alutiiq Heritage Foundation

215 Mission Road, First Floor
Kodiak, Alaska 99615
Ph: (844) 425-8844
Fax: (866) 335-7767

City of Kodiak

710 Mill Bay Road
Kodiak, Alaska 99615
Ph: (907) 486-8640
Fax: (907) 486-8600

This Memorandum of Agreement (“Agreement”) is by and between the City of Kodiak (“the City”), the current owner and responsible authority of the 0.34 acre subject parcel of land with the legal description of New Kodiak Block 17, Lot 2 (“the subject parcel”); and the Alutiiq Heritage Foundation, which through its Board of Directors oversees the Alutiiq Museum and Archaeological Repository (“the Alutiiq Museum”), which desires to use the subject parcel to create an Alutiiq Ancestors’ Memorial park (“the Memorial,”) as described in Attachment A.

WITNESSETH:

WHEREAS, the City owns the subject parcel, located at 210 Mill Bay Road; and,

WHEREAS, the mission of the Alutiiq Museum is to preserve and share the heritage and culture of the Alutiiq people; and,

WHEREAS, the Alutiiq Heritage Foundation desires to create a cultural park to advance the Alutiiq Museum’s mission and to remind visitors of the importance of acknowledging and respecting those who came before us; and,

WHEREAS, the City’s Downtown Revitalization Committee identified the subject parcel as a potential park site; and,

WHEREAS, such a park in downtown Kodiak will aid the City in developing the downtown area for greater community and visitor use; and,

WHEREAS, the Memorial will provide Kodiak residents and visitors with a beautiful place to visit and learn, and will encourage community dialog and understanding of our diverse cultural heritage.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the legal sufficiency of which is hereby acknowledged, the City and the Alutiiq Museum (the “Parties”) agree as follows:

1. **Ownership.** The City shall retain ownership of the subject parcel, and authorizes the Alutiiq Museum to construct the Memorial which will be located on the subject parcel. The City assumes ownership upon construction of any fixtures or additions associated with the parcel.
2. **Term.** Notwithstanding anything contrary to Kodiak City Code Chapter 18.20, the Council of the City of Kodiak hereby authorizes the Alutiiq Museum to construct the Memorial, then coordinate maintenance for the Memorial for a period of ten years from the date of this signed MOA. At the end of this initial ten-year term, the option will exist for additional five-year renewals.
3. **Approval of Plans.** The Alutiiq Museum shall not begin construction of the Memorial until the City has reviewed and approved plans for the construction of the Memorial, which shall be prepared and stamped by an architect or engineer registered in the State of Alaska.
4. **Contractor Requirements.** Any contractor that the Alutiiq Museum shall hire to perform construction work on the Memorial shall be licensed by the State of Alaska, and shall provide the Alutiiq Museum with performance and payment bonds in an amount equal to the contract price. While performing construction work on the Memorial, any such contractor shall maintain insurance that meets the requirements of Section 7 below.
5. **Scope of Work.** The Alutiiq Museum and City of Kodiak shall share responsibility for the upkeep, maintenance, and care of the Memorial. The responsibility will be shared as follows. The Alutiiq Museum will coordinate or provide:

- Annual Spring maintenance;
- Weekly trash pick-up and weeding;
- Graffiti removal, if needed; and,
- Work with City on larger maintenance or repair matters, drawing on Museum's park maintenance fund if funds are available.

The City will provide:

- Lawn maintenance during summer months on an as-needed basis; and,
 - Coordinate staffing with the Museum on larger maintenance or repair matters.
6. **Warranties:** The Alutiiq Museum will designate the City of Kodiak as owner for all warranties and deeds associated with construction or Memorial fixtures and additions.
 7. **Indemnification.** To the fullest extent permitted by law, the Alutiiq Museum agrees to defend, indemnify, and hold harmless the City, its elected and appointed officials, employees, and volunteers against any and all liabilities, claims, demands, lawsuits, or losses, including costs and attorney fees incurred in defense thereof, arising out of or in any way connected or associated with this Agreement.

To the fullest extent permitted by law, the City agrees to defend, indemnify, and hold harmless the Alutiiq Museum, its appointed Board Members, employees, and volunteers against any and all liabilities, claims, demands, lawsuits, or losses, including costs and attorney fees incurred in defense thereof, arising out of or in any way connected or associated with this Agreement.

8. **Insurance.** The Alutiiq Museum, at its expense, shall provide the following insurance coverages for its performance under this Agreement, and shall provide to the City certificates of insurance and/or policies acceptable to the City therefore at the time this Agreement is executed:
- a. Commercial General Liability Insurance, with a minimum of \$1,000,000.00 per occurrence and/or aggregate combined single limit, bodily injury, and property damage.
 - b. Workers' Compensation Insurance shall be provided and maintained for all employees of the Alutiiq Museum engaged in work under this Agreement as required by AS 23.30.045 or any other applicable statutes or regulations. The Alutiiq Museum shall require Workers' Compensation Insurance for any subcontractor who directly or indirectly provides services under this Agreement.
 - c. Volunteer Insurance - Volunteer Insurance, with a minimum of \$1,000,000.00 per occurrence and/or aggregate combined single limit, bodily injury, and property damage.
 - d. Additional Insurance Requirements are as follows; (1) list the City as an additional insured, including all elected and appointed City officials, all City employees and volunteers, all City boards, commissions, and/or authorities and their board members, employees, and volunteers, and waive subrogation; (2) provide coverage that is primary to the City and not contributing with any other insurance or similar protection available to the City, whether other available coverage be primary, contributing, or excess; and, (3) Require sixty (60) days written notice of cancellation non-renewal, reduction, and/or material change addressed to: City Clerk, 710 Mill Bay Road, Room 220, Kodiak, Alaska 99615.
 - e. If the above coverage expires during the term of this Agreement, the Alutiiq Museum shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date. The Alutiiq Museum shall not commence operations under this Agreement until it has obtained the coverage required under the terms of this Agreement. All coverage shall be with insurance carriers licensed and admitted to do business in the State of Alaska and acceptable to the City. If the Alutiiq Museum fails to comply with the insurance requirements of this Agreement, the City may terminate this Agreement on sixty (60) days written notice. The Alutiiq Museum covenants to maintain all insurance policies required in this Agreement for the period of time in which a person may commence a civil action as prescribed by the applicable statute of limitations. The coverage requires by this Agreement shall cover all claims arising in connection with the Alutiiq Museum's performance under this Agreement, whether or not asserted during the term of this Agreement and even though judicial proceedings may not be commenced until after this Agreement expires.
9. **Termination.** Upon the expiration or earlier termination of this Agreement, the Alutiiq Museum shall relinquish any and all claims to the subject property and the improvements thereon, and the City may use the subject property and any improvements thereon in any manner and for any purpose that the City deems appropriate.
10. **No Waiver.** No waiver of any condition or provision of this Agreement by any party shall be valid unless in writing signed by such party. No such waiver shall be deemed or

construed as a waiver of any other or similar provision or of any future event, act, or default.

11. **Assignment or Delegation.** The Alutiiq Museum may not assign its rights or delegate its duties under this Agreement, or any part of it, except with the prior written consent of the City.
12. **Notice.** Any notice required by this Agreement must be hand delivered or sent by first class mail to the appropriate party at the address set forth above the signatures below, or any other address which the party subsequently designates in writing.
13. **Authority of Signers.** Each individual executing this Agreement hereby represents and warrants that he or she has the capacity set forth on the signature pages hereof with full power and authority to bind the Party on whose behalf he or she is executing this Agreement to the terms hereof.
14. **Effectiveness of Agreement.** This Agreement shall not become effective until authorized by Ordinance adopted by the Kodiak City Council.

IN WITNESS WHEREOF, the Parties hereto have hereunder set their hands this _____ day of _____, 2018.

CITY OF KODIAK
710 Mill Bay Road
Kodiak, Alaska 99615

ALUTIIQ HERITAGE FOUNDATION
215 Mission Road, First Floor
Kodiak, Alaska 99615

Mike Tvenge, City Manager

Margaret Roberts, Chair

Attest:

Witness:

Debra Marlar, City Clerk

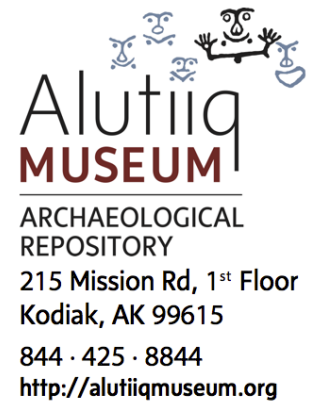


PROPOSAL TO THE CITY OF KODIAK

BY

THE ALUTIIQ HERITAGE FOUNDATION

AUGUST 8TH, 2017



July 24th, 2017

Kodiak City Council
c/o Mike Tvenge, City Manager
71 Mill Bay Road,
Kodiak, AK 99615

RE: ALUTIIQ ANCESTORS' MEMORIAL PARK PROPOSAL

Honorable Council Members,

Attached please find a proposal for a new city park honoring Kodiak's Alutiiq heritage. We ask for your careful consideration of this important cultural landmark, and pledge our financial and logistical assistance to create an attractive, useful, and educational community space.

Briefly, the Alutiiq Heritage Foundation (D.B.A. Alutiiq Museum & Archaeological Repository) requests authorization from the Kodiak City Council to establish the *Alutiiq Ancestors' Memorial* on the .34 acre plot of city land on the corner of Kashevaroff Ave. and Upper Mill Bay Rd (210 Mill Bay Rd; New Kodiak BK. 17 LT. 2). The City of Kodiak would retain ownership of the parcel, and the Alutiiq Museum would fundraise to support the costs of establishing park facilities and paying for selected, ongoing maintenance. Details of our collaboration would be outlined in an MOA negotiated between the City and the Alutiiq Museum.

There is a need for this park. The *Alutiiq Ancestors' Memorial* will honor Kodiak's Alutiiq heritage, and will remind all visitors of the importance of acknowledging and respecting those who come before us. Establishment of a cultural park is aligned with the Alutiiq Museum's mission, which is to *preserve and share the heritage and culture of the Alutiiq people* – and our goal to expand our reach and relevance beyond the Museum walls to a larger public audience. This park in downtown Kodiak will also aid the City in developing a lot for community and visitor use that has been vacant since 1964—a lot which has been identified as a potential park site by the Downtown Revitalization Committee. In short, the *Alutiiq Ancestors' Memorial* will provide Kodiak residents and visitors with a beautiful place to visit and learn, and will encourage community dialogue and understanding.

The Alutiiq Heritage Foundation is well-prepared to implement the attached proposal. Since our inception 22 years ago, we have successfully partnered on large-scale, multi-year projects requiring significant fundraising, time management, and logistics. From major archaeological research projects to

international exhibits and facilities improvements, our staff has an excellent record of project implementation. We have completed numerous large initiatives on time, on budget, and with significant benefit to the Kodiak community. Our past partners have included the Smithsonian Institution, University of Alaska Fairbanks, Harvard University's Peabody Museum, and the City of Boulogne-Sur-Mer, France. Moreover, we bring strong relationships to this project. In addition to conducting community fundraising across the Kodiak Archipelago, we plan to leverage our relationships with foundations to seek grant support for the park. As such, our fundraising plan will minimize costs to the City and establish a fund for ongoing park maintenance.

Kodiak is a beautiful town, and its public spaces would be enhanced with an Alutiiq cultural landmark. The proposed *Alutiiq Ancestors' Memorial* will provide a respectful Native cultural presence in the downtown area, while also serving to inform and inspire. Collaborations between Native-run non-profits and municipalities are uncommon, but this project could serve as a model for other communities who seek to honor their unique Indigenous histories. *Quyanaa* – We thank you for your consideration.

Sincerely,



Margaret Roberts
Chair, Board of Directors



April Laktonen Counciller, Ph.D.
Executive Director

ALUTIIQ ANCESTORS' MEMORIAL: PROPOSAL



EXECUTIVE SUMMARY

The Alutiiq Museum proposes to establish of an *Alutiiq Ancestors' Memorial* park, featuring a circular memorial feature, interpretive signage, low-maintenance plantings, and paved walkways (See Appendix II). The purpose park is to honor Kodiak's Alutiiq heritage, acknowledge the contributions of Alutiiq people to the cultural fabric of Kodiak, and encourage respectful treatment of ancestral sites and burials. We propose that the City of Kodiak retain ownership of the property, and authorize the Alutiiq Museum to develop the park it on the corner of Kashevaroff Ave. and Upper Mill Bay Road (210 Mill Bay Road; New Kodiak BK. 17 LT. 2). The proposed location is directly diagonal from the Alutiiq Museum (See Fig. 1).

The Alutiiq Museum will fundraise to pay for the costs of establishment of the memorial and contribute to ongoing maintenance. We request that the City of Kodiak maintain the property at the same level as other city-owned properties (i.e., mowing & snow removal). Additional upkeep (e.g., weeding, litter pick up) would be contributed by the museum and its volunteers. Details of the collaboration would be outlined in an MOA between the City and the Alutiiq Heritage Foundation, the Alutiiq Museum's governing body. We understand that this collaboration will require long-term commitment.



FIGURE 1 - AERIAL VIEW OF PROPOSED MEMORIAL PARK SITE (A), NEAR ALUTIIQ MUSEUM (B).

BACKGROUND

The Alutiiq Ancestors' memorial idea came from ongoing efforts in the Kodiak Native community to address historic and contemporary issues surrounding the treatment of ancestral remains and archaeological sites. The focus of the memorial has broadened since the formation of a community steering committee. The committee recommended the space be used to honor Kodiak Island's Alutiiq heritage and ancestry, and encourage all visitors to consider the contributions of the Alutiiq people to Kodiak's heritage. It is with this perspective that we approach the City of Kodiak. We are not seeking a place for ancestral burials. Instead, we seek a monument that can be used to promote cultural understanding.

The Alutiiq Museum has worked on repatriations with local tribes since its inception, under the Native American Graves Protection & Repatriation Act (NAGPRA). Repatriation refers to the return of human remains, funerary objects, sacred objects, and objects of cultural patrimony to their tribes of origin. Myths of vanishing races and discrimination against Native Americans led to numerous excavations in Kodiak and around the country, some with the goal of removing as many human remains as possible for scientific study. This work was done without the consent of Alutiiq communities. Such treatment is no longer acceptable, and repatriations to Kodiak tribes are ongoing. However, there are still issues with preservation and protection of Kodiak Alutiiq archaeological sites and their contents, including our ancestors remains. Site vandalism, illegal artifact trade, disrespectful treatment of ancestral remains, and misunderstandings about Native culture continue in the Kodiak region. This memorial will help visitors understand the ethical and legal imperatives surrounding ancestral resources.

There is great potential to enhance the cultural landscape of the City of Kodiak with an Alutiiq Ancestors' Memorial, and the Alutiiq Heritage Foundation is committed to developing this park to encourage positive cultural dialog and reflection for all of Kodiak's residents and visitors.

PROJECT PLAN

The project plan outlined here is contingent on approval of this proposal by the City Council. We seek authorization for the park now, so that we can begin active fundraising by September, 2017.

Initial communications with the City and the Alutiiq Heritage Foundation board (AHF) began in May and June, 2017. Museum staff met with City management and Mayor Branson, and formed a volunteer steering committee to guide decisions about the memorial. Following a presentation to the City Council at a work session, this plan and budget were developed for the city's consideration.

While the project is in initial planning, we have begun to receive offers of in-kind services and donations from local businesses. This indicates community support for the memorial. As fundraising has not officially begun, we have not sought business or individual donations, but the Museum has begun laying the groundwork for contributions of support from with our founding Native corporations, local tribes, and foundations we have worked with on other projects.

PROJECT TIMELINE

Under the proposed plan, the park will be developed by Summer 2018, and ready for an official ribbon-cutting ceremony by August 2018. At the museum, the project will be led by Executive Director April Counciller, Ph.D., with help from Development Assistant Jeff Garcie (See Appendix IV, Museum Staff).

The work plan chart shown on the next page outlines major project activities.

WORK PLAN

Alutiiq Ancestors Memorial: Workplan		2017										2018							
Activity	Personnel	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		
Initial city communications	ED, DA	■																	
Alutiiq Museum board review	ED, Museum Board		■					■			■			■					
Meeting of steering committee	ED, DA, Steering		■	■		■		■		■		■		■		■			
Presentation at City work session	ED, DA		■		■				■		■					■			
Develop budget/workplan	ED, DA, CC		■	■	■														
Site survey work	DA, Surveyors		■																
Negotiate MOU with City	ED, City Mgmt.					■													
Site design & approval	Designer, DA, ED, City Mgmt			■	■	■													
Brick fundraising website developed	DA, ED, Contractor				■	■													
Groundbreaking Ceremony (Indigenous Peoples' Day?)	All						■												
Apply for foundation support	ED, CC, DA					■	■	■	■										
Sell fundraising bricks*	ED, DA					■	■	■	■	■	■	■	■	■	■	■	■		
Local fundraising/sponsorships	DA, ED, Steering					■	■	■	■	■	■	■	■	■	■	■	■		
Develop contracts	ED, AD, DA					■	■	■	■										
Site preparation	Contractors						■	■	■	■	■	■	■	■	■	■	■		
Sign design, approval & ordering	DA, CC, Contractors, City Mgmt.						■	■	■	■	■	■	■	■	■	■	■		
Pathway, signage, fence installation	Contractors									■	■	■	■	■	■	■	■		
Hydroseeding, planting	Contractors										■	■	■	■	■	■	■		
Site work complete, engraved brick placement	DA, Contractor														■	■	■		
Advertising, invitation of dignitaries for opening	DA, AD, Steering														■	■	■		
Opening ceremony	Museum, City, Steering, Public																■		

Personnel: ED=Executive Director, DA=Development Assistant, AD=Assistant Director, CC=Chief Curator, Steering=Steering Committee

*brick sales before deadline will be placed before grand opening. Ongoing sales for 1 year for upkeep fund

Once an MOU is negotiated between the City and Alutiiq Heritage Foundation, we will increase our fundraising efforts and seek grant support for the project. The Rasmuson Foundation has agreed to consider a Tier 1 proposal, which could provide up to \$25,000 in support. Additionally, museum staff and steering committee members will begin active outreach to increase local support and fundraise, ensuring the City's needs and concerns are addressed. A well promoted October 2017 groundbreaking ceremony will also increase public awareness and generate press coverage.

Local businesses will be contracted to develop the park, including donated groundwork by Golden Alaska Excavating, and donated plantings by Kodiak Lawn Care. The majority of cost for the memorial, ca. \$70,000.00 will be raised through sales of engraved pathway bricks and pavers that will be integrated in the site design, with businesses and individual donors recognized (see Budget, below).

STEERING COMMITTEE

The Alutiiq Museum formed a steering committee to guide the development of the memorial.

Participants outside of the Alutiiq Museum include:

- Mike Brady, USF&WS
- Nanette Foster, Artist
- Mayor Pat Branson
- Fr. Innocent Dresdow, Russian Orthodox Church
- Sven Haakanson, Jr., Ph.D., Burke Museum

- Alisha Drabek, Ph.D., Afognak Native Corporation
- Frank Peterson, Jr., Koniag, Inc. & Sun’aq Tribe of Kodiak
- Stacy Studebaker, Master Gardener
- Margaret Roberts, KANA & Alutiiq Heritage Foundation
- Shauna Hegna, Koniag, Inc., and Alutiiq Heritage Foundation
- Jeanine Marsh, Sun’aq Tribe of Kodiak
- Lisa Hupp, USF&WS

Two steering committee meetings have been held so far. The committee is open to anyone interested in consulting on the project or assisting with fundraising. Interested parties can contact the Alutiiq Museum to join the project on the email list. We also plan to create a project specific website that will share project news, promote paver sales, and help people communicate with the museum about park development.

SITE DESIGN

The park site is a roughly rectangular lot about 120 feet long. It is .34 acres, and the long edge of the property abuts Upper Mill Bay Road. It is adjacent to the old Fish & Game building, and diagonal from the Alutiiq Museum’s back door.

Site designing services have been donated by Appian Way Pavers. Landscape architect Yvette Burlette has contributed a draft site plan (Figure 2). The current plan is encircled by low open fencing, with three entrances. One entrance is on Upper Mill Bay, while an ADA-accessible entrance path is planned for the side facing Kashevaroff Drive. Additionally, a small set of steps will provide access to the main park pathway out of the existing parking area.

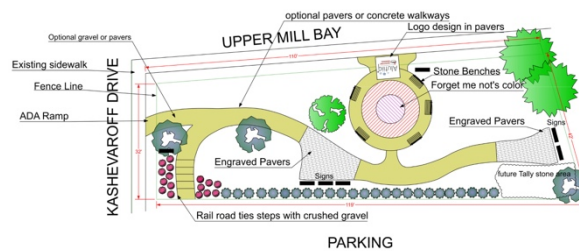


FIGURE 2: DRAFT PARK DESIGN. SEE LARGER VERSION IN APPENDIX II.

The park design features a meandering pathway, with sections near the planned

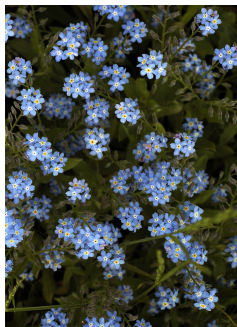


FIGURE 3: FORGET-ME-NOT FLOWERS.

interpretive signs reserved for engraved donor bricks. The center of the park will contain a concrete ring memorial, planted with perennial dwarf forget-me-nots. The circle is an important symbol in Alutiiq culture. Circles represents the universe in Alutiiq art, and circular holes can act as passageways between the human and the spirit world. Informative signs will share these interpretations, introduce Kodiak’s Native history, and tell the project story.

Visitors will be invited to leave a pebble or small stone at the circle as a gesture of respect. A corner of the park is planned for a “tally stone” to commemorate human remains that have been returned to Kodiak Island through repatriation.

The parking side of the park, opposite Mill Bay Road, has an embankment ranging from a few inches where the steps are located, to 11 feet above the parking level at the opposite end. To reduce access and erosion, foot traffic will be directed away from the brush-covered embankment with fencing along the upper edge, and bushes planted on the embankment itself.

SELECTED MATERIALS

To reduce future maintenance needs, plantings for the park will be low-maintenance and suited for Kodiak’s climate. Museum staff have consulted with professionals and local gardeners for input on plantings. For ease of maintenance, much of the park will be grass only.

Similarly, the park’s hardscaping is planned to be durable and low maintenance. Fencing will be made from treated heavyweight posts and beams. The type of engraved bricks used in pathways will use laser vitrification rather than sandblasting to preserve surface integrity and increase lifespan (they come with a lifetime warranty). Concrete benches will be treated with a sealer and re-sealed on a semi-annual basis as needed. Signage will be produced by iZone, a leading company in outdoor signage for parks and national monuments, using a patented, long-lasting, synthetic material.



FIGURE 4: EXAMPLE BRICKS FROM FUNDRAISINGBRICK.COM. MEMORIAL BRICKS WILL BE GRAY.

BUDGET

The total cost of the park development is approximately \$156,000.00. This includes all costs to the Alutiiq Museum from the current date through the groundbreaking in 2018. This budget does not include ongoing annual costs to the Alutiiq Museum for maintenance and upkeep, nor does it include the City’s costs of the collaboration.

See Budget sheet on the following page.

DRAFT 7/18/2017 Ancestors Memorial Capital Budget				
Cost Item	RATE/Provider	Budget	Notes	
Personnel				
Museum ED & Dev. Asst.	16 months, at 20 & 30 hrs.mo.	\$ 42,564.92	thru 7/2018. non-budgeted hours in-kind	
Archaeological Survey	P.Saltonstall, Curator of Archaeo	\$ 500.00	Verify no prehistoric features	
Volunteer Memorial Commit	est. \$25/hr, 12 mtngs 1.5	\$ 4,500.00	Donated time from Committee members	
Contractual				
Geophysical survey	Underground feature documen	\$ 300.00	Donated Services from Ryan Cross	
Topographical Survey	Kodiak Land Surveying	\$ 4,000.00	Donated Services by Kodiak Land Surveying	
Site Design	Yvette Burlette, Appian Way	\$ 10,000.00	Donated Services from Yvette Burlete	
Two entrance signs	Island Trails Network	\$ 800.00	Wooden Signs, approx. 20X40"	
Ground work, grading	Golden Alaska	\$ 10,000.00	Donated by Golden Alaska Excavating	
Low-maintenance Plantings,	Kodiak Lawn Care	\$ 5,000.00	Donated by Kodiak Lawn Care	
Reg. paver installation, bench	Belarde Custom Concrete	\$ 28,550.00	Incl. pavers	
Fencing	labor+ low-maintenance comp	\$ 13,200.00	Pending quotes	
Memorial Logo	Alisha Drabek, Nunaworks	\$ 500.00	Donated by Nunaworks	
Fundraising website	Sparkem Studio	\$ 871.00	Online donations & Brick ordering	
Fixtures				
Fundraising Bricks and Paver	Fundraisingbrick.com	\$ 10,600.00	300 engraved bricks/pavers + ship from Seattle	
Interprative signs	iZone (Used by Parks Svc.)	\$ 3,509.07	Weatherproof interpretive signage, 24X36"	
Additional Fixtures	As determined by Design Com	\$ 5,000.00	estimated cost	
concrete bench stones,	Doty & Sons, price includes shi	\$ 13,640.00	Specialty Concrete products	
Other				
Advertising costs	Fundraising & events	\$ 1,400.00		
Ribbon Cutting & Grand Ope	performers, refreshments, sup	\$ 1,000.00		
	Total Cost:	\$ 155,934.99		
	Donated Services:	\$ (34,300.00)		
	Fundraising brick gross Profit:	\$ (76,250.00)		
	Still Needed:	\$ 45,384.99		

CONCLUSION

The town of Kodiak will benefit from the establishment of the Alutiiq Ancestors' Memorial. Creation of a memorial park for Kodiak's first peoples will contribute to community understanding, educate students and visitors, and provide a place of beauty and contemplation in the downtown area.

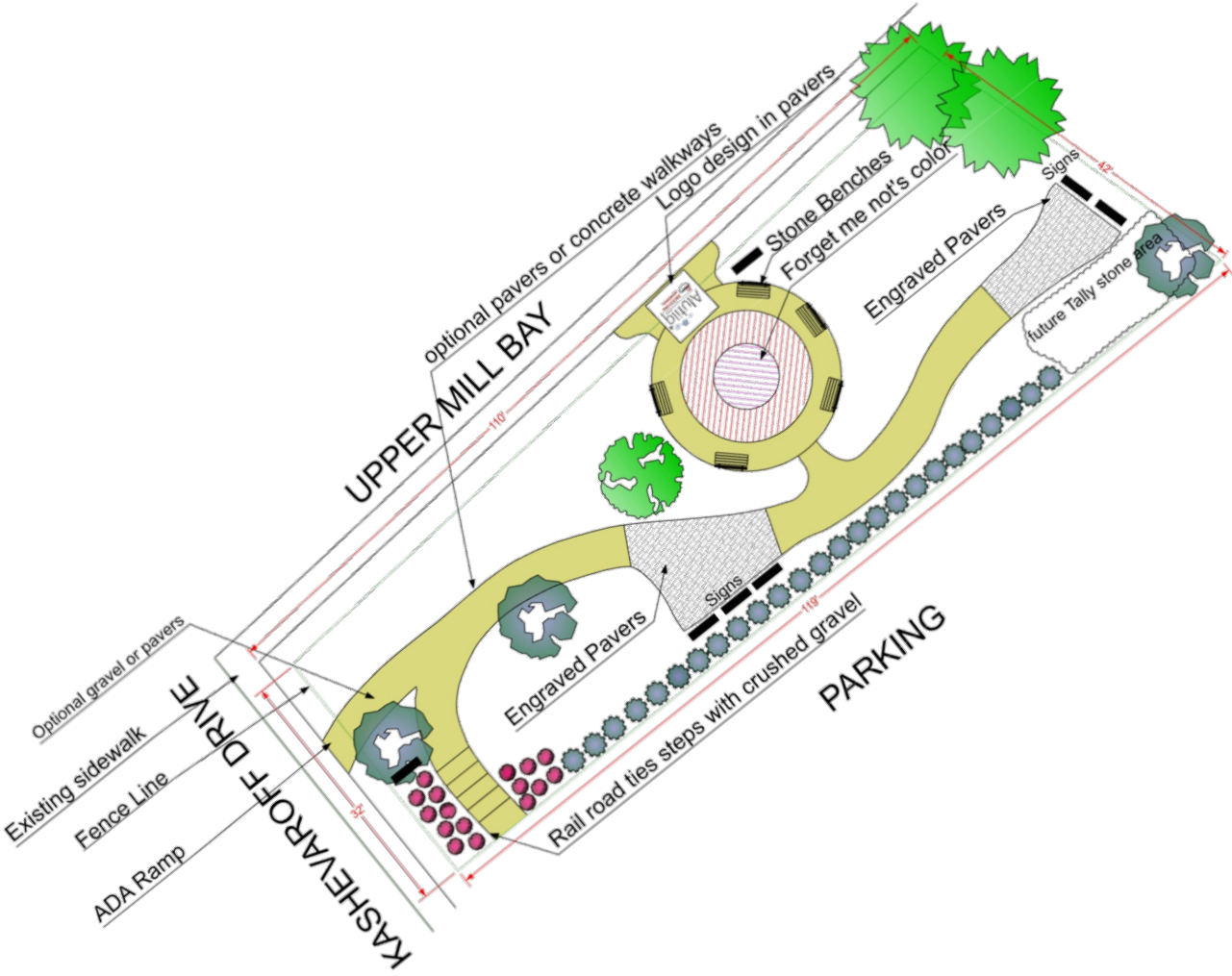
The Alutiiq Heritage Foundation (Alutiiq Museum) seeks authorization to enter an MOA with the City of Kodiak regarding the development of the site. With approval of this plan by September, 2017, and successful fundraising for the costs, we feel that this park will be ready for a grand opening by late Summer 2018. This plan has been developed to minimize financial impact to the City of Kodiak through fundraising and grant support covering all development costs. Additionally, the Alutiiq Museum commits to both volunteer coordination for park upkeep, and establishment of a maintenance fund for intermittent or unexpected future costs.

We sincerely appreciate this opportunity to collaborate. Should there be any questions, please contact April Counciller at 1-844-425-8844 (844-4ALUTIIQ) x12.

APPENDIX I – AERIAL IMAGE OF SITE, SOURCE: KIB GIS WEBSITE
















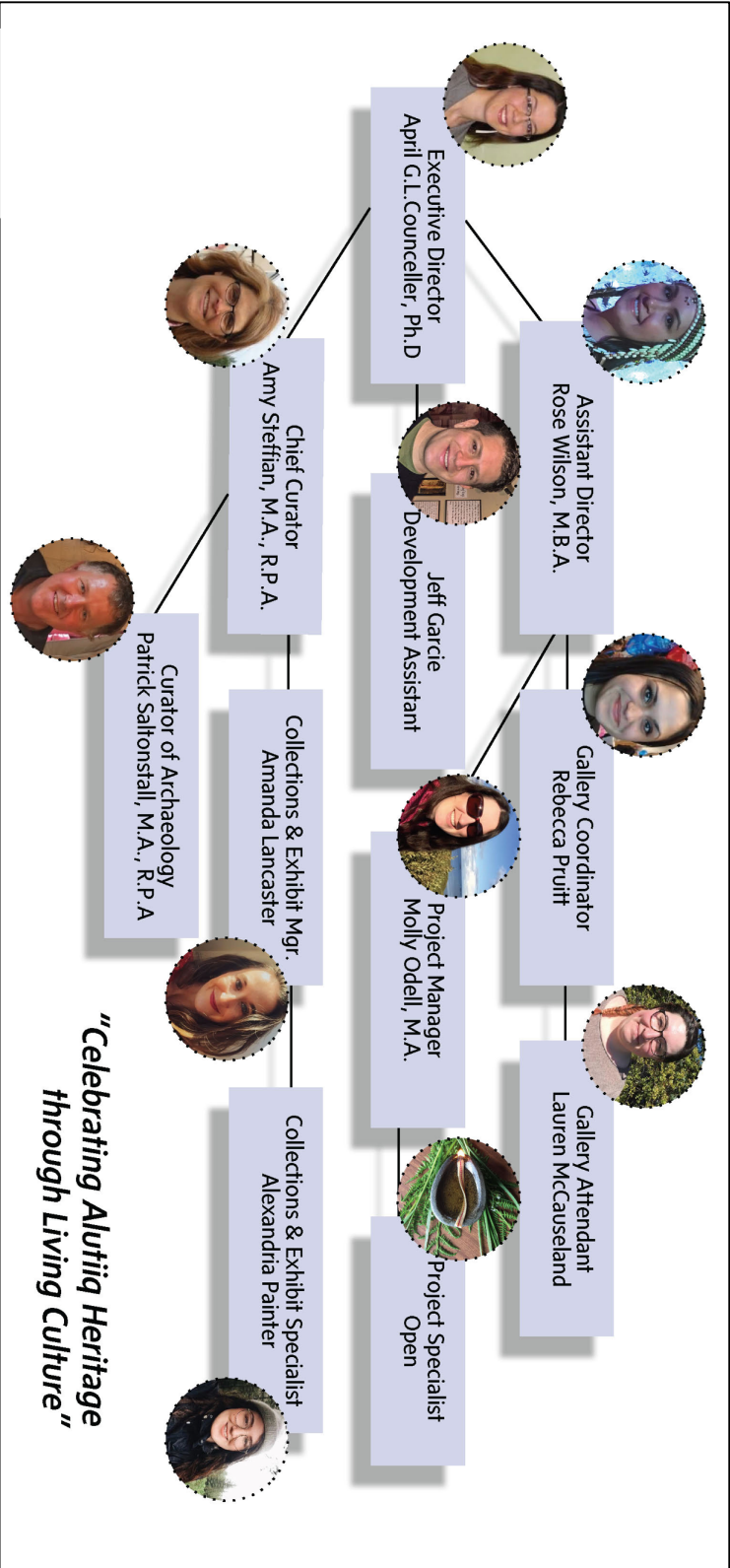
PROPOSED MEMORIAL SITE: 210 MILL BAY ROAD; NEW KODIAK BK. 17 LT. 2



DRAFT ALUTIIQ ANCESTORS' MEMORIAL DESIGN, PENDING COMMITTEE AND CITY APPROVAL.

APPENDIX IV – ALUTIIQ HERITAGE FOUNDATION BOARD

					
Margaret Roberts, Chair Koniag, Inc.	Margie Bezona, Vice-Chair KANA	Denise May Afognak Native Corp.	Perry Eaton, Treasurer Ouzinkie Native Corporation	Gordon Pullar, Jr. Leisnoi, Inc.	Ruth Dawson Emerita at-Large
					
Tanya Inga Old Harbor Native Corporation	Shauna Hegna Koniag, Inc.	Fred Coyle Akhiok-Kaguyak	Pat Heitman Natives of Kodiak, Inc.	Marty Shuravloff At-Large (KHHA)	Andy Teuber KANA
					
Rita Stevens Emerita at-Large					





Office of the City Clerk

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

ECONOMIC DEVELOPMENT COMMITTEE MEMBERS

Three City elected officials and
Seven regular community seats,
Effective January 11, 2018

TERM	COMMITTEE MEMBER	REPRESENTATION	HOME	WORK or CELL	MAILING ADDRESS
	Patricia Branson pbranson@city.kodiak.ak.us	City Mayor			710 Mill Bay Rd. Rm. 219
	John Whiddon jwhiddon@city.kodiak.ak.us	Committee Chair			710 Mill Bay Rd. Rm. 219
	Randall Bishop rbishop@city.kodiak.ak.us	Committee Vice-Chair			710 Mill Bay Rd. Rm. 219
	Alan Austerman alanausterman@gmail.com	Other: Individual		539-5945	401 Lightfoot Ave.
	Julie Bonney jbonney@gci.net	Seafood Processing		907-250-4706	P.O. Box 788
	Trevor Brown trevor@kodiak.org	Community and Civic Organizations		486-5557	100 E. Marine Way, Ste 300
	Tyler Kornelis Tyler.kornelis@kodiakhealthcare.org	Other: Economic Development Professional		654-5620	3449 Rezanof Drive East
	Chris Lynch chrislynch@acsalaska.net	Retail Goods and/or Services		539-2494	104 Center Ave. Suite 100B
	Aimee Williams director@kodiak.org	Hospitality and Tourism		486-4782	100 Marine Way, Suite 200
	Jessica Cotton jcotton@kodiakchc.org	Health Care and Medical Support Services		481-5003	1911 East Rezanof Drive

Legislation

Resolution Number 2017-14
Resolution Number 2017-25 (SUB)
Resolution Number 2018-01

Appointments

9/14/2017
12/14/2017

Updated January 12, 2018



KODIAK ISLAND BOROUGH • 710 MILL BAY ROAD, KODIAK, AK 99615

KODIAK FISHERIES WORK GROUP



	HOME PHONE	WORK PHONE	CELL PHONE	EMAIL
BOROUGH REPRESENTATIVES				
Mr. Scott Smiley	486-5183		942-0184	scott.smiley@kibasembly.org
Mr. Andy Schroeder		same	539-1979	andy.schroeder@kibasembly.org
Staff: (January to June) Ms. Nova Javier, MMC (Clerk)		486-9310		clerks@kodiakak.us
CITY OF KODIAK REPRESENTATIVES				
Ms. Pat Branson	486-3641			pbranson@city.kodiak.ak.us
Mr. John Whiddon (Co-Chair)	486-8130			jwhiddon@city.kodiak.ak.us
Staff: (July to December) Ms. Debra Marlar, MMC		486-8636		dmarlar@city.kodiak.ak.us
FISHERIES CONSULTANT				
Heather McCarty			907-351-6794	hdmccarty@gmail.com

CONTACT INFORMATION:

From January to June, contact Borough Clerk's Office.

From July to December, contact City Clerk Debra Marlar.



KODIAK ISLAND BOROUGH / CITY OF KODIAK



JOINT BUILDING CODE REVIEW COMMITTEE

NAME	TERM	HOME PHONE	WORK PHONE	CELL PHONE	EMAIL
CITY BUILDING CODE BOARD OF APPEALS REPRESENTATIVES					
John Butler PO Box 2610 Kodiak, AK 99615	2018	486-4604	486-3706		jbjhs@ptialaska.net
Ed Mahoney 3944 Spruce Cape Rd. Kodiak, AK 99615	2018	486-5759	486-5759		builders@ptialaska.net
BOROUGH ARCHITECTURAL REVIEW BOARD REPRESENTATIVES					
Scott Arndt PO Box 76 Kodiak, AK 99615	2019	414-791-3745	SAME	SAME	Call instead of email
Bill Barton PO Box 8995 Kodiak, AK 99615	2018	486-4870	SAME	539-6870	mandbbarton@att.net
ELECTED OFFICIALS Assembly Representative Dave Townsend PO Box 9044 Kodiak, AK 99615	2019			654-4123	dave.townsend@kibasassembly.org
City Council Representative Randall Bishop 402 West Marine Way, Suite 300 Kodiak, AK 99615	*2018		486-3364	909-238-0494	rbishop@city.kodiak.ak.us

- See Resolution No. FY2016-20 for the Committee’s Composition and Appointment Process
- Composed of six voting members and two ex-officio non voting members (two building inspector staff)

This ad hoc committee’s mission is to review building, plumbing, fire, and electrical code revisions, etc. and make recommendations to the Borough Assembly and City Council. For building code appeals see KIBC 15.45.010.

STAFF:

ADMINISTRATIVE ASSISTANCE provided by the City’s Public Works Department
 BUILDING OFFICIAL, TED HANSEN 486-8072 thansen@city.kodiak.ak.us

CITY OF KODIAK / KODIAK ISLAND BOROUGH
 720 MILL BAY ROAD
 ROOM 208
 KODIAK, AK 99615



KODIAK FISHERIES ADVISORY COMMITTEE



NAME	HOME PHONE	WORK PHONE	FAX NO.	CELL PHONE	EMAIL
Pot Vessels					
Jeffrey Stephan PO Box 2917 Kodiak, AK 99615	486-4568	486-3453	486-8362		jstephan@ptialaska.net
Longline Vessels					
Chris Holland 1530 E. Kouskov St. Kodiak, AK 99615	486-3764				pomega@gci.net
Jig Vessels					
Alexus Kwachka 326 Cope Street Kodiak, AK 99615					nopoint@gci.net
Crewmembers					
Steve Branson PO Box 451 Kodiak, AK 99615	486-1098			539-5610	bransons@alaska.net
Terry Haines (Alternate)					yohaines.kodiak@gmail.com
Processors					
Julie Bonney PO Box 788 Kodiak, AK 99615		486-3033	486-3461		jbonney@gci.net
ADF&G Advisory Committee					
Skyler Irene Waite 1897 L St #15 Kodiak, AK 99615				512-5353	ouzinkie.pride@hotmail.com
Conservation Community					
Theresa Peterson 1850 Three Sisters Kodiak, AK 99615	486-2991			539-1927	theresa@akmarine.org
Trawl Vessels					
Mr. Kent Heligso					
Salmon/Herring Vessels					
Oliver Holm PO Box 3865 Kodiak, AK 99615	486-6957				chicken@gci.net
Lodge Charter Boat Operators					
Chris Fiala 1315 Larch Street Kodiak, AK 99615	486-5380			654-5380	gofishin@ak.net
Community Representative					
Lee Robbins PO Box 1426 Kodiak, AK 99615	486-2766			539-8866	fish@adventuresinkodiak.com



KODIAK FISHERIES ADVISORY COMMITTEE



NAME	HOME PHONE	WORK PHONE	FAX NO.	CELL PHONE	EMAIL
Assembly Representative Rebecca Skinner 326 Center Ave., Ste. 204 Kodiak, AK 99615		512-0467			rebecca.skinner@kibassembly.org
City of Kodiak Representative Terry Haines 724 Hillside Kodiak, AK 99615	942-0365	942-0365		942-0365	yohaines.kodiak@gmail.com council@city.kodiak.ak.us
Other Contacts:					
Jack Hill					jp7hills@att.net
Jeremie Pikus					jpikus@msn.com
Dale Christofferson					crisco@ptialaska.net
Duncan Fields					dfields@ptialaska.net
Jerry Bongen					jbongen@mac.com
Joe Sullivan					jsullivan@mundtmac.com
Amy Kniazowski					akniazowski@city.kodiak.ak.us
Matt Moir					mmoir@npsi.us
Mike Martin - Brechan Enterprises					mrmartin@gci.net

STAFF:

(FACILITATOR)

KODIAK CHAMBER OF COMMERCE
100 EAST MARINE WAY
SUITE 300
KODIAK, AK 99615



KODIAK ISLAND BOROUGH

BOROUGH LANDS COMMITTEE

NAME	TERM	HOME PHONE	WORK PHONE	CELL PHONE	EMAIL
Dan Rohrer (Chair) Mayor	10/2019			539-5836	dan.rohrer@kibasassembly.org
VACANT Assembly member	Yearly Appointment				
VACANT Assembly member	Yearly Appointment				
Scott Arndt (B) PO Box 76 Kodiak, AK 99615	Yearly Appointment	481-3745	FAX 481-3333	414-791-3745	<u>Call instead of email</u>
Alan Schmitt (C) 3295 Woody Way Loop Kodiak, AK 99615	Yearly Appointment	486-5314			alan.schmitt@kibplanning.org
ANCSA Representative David Anderson PO Box 1952 Kodiak, AK 99615	2018	486-6745	486-3606		danderson.nok@gmail.com
At Large Seat Bob Brodie PO Box 296 Kodiak, AK 99615	2018	486-3079	486-2000	942-2000	brodie@eagle.ptialaska.net
EX-OFFICIO MEMBERS					
KIB Staff Representative Margaret Slife Resource Management Officer			486-9304		mslife@kodiakak.us
KIB Staff Representative Sara Mason Community Development Director			486-9360		smason@kodiakak.us
U.S.C.G. Representative LCDR Jeremy Hall (alternate) Assistant Facilities Engineer			487-5320 Ext. 2226	942-2407	Jeremy.m.hall@uscg.mil
City of Kodiak Representative Richard Walker 2410 Mill Bay Road Kodiak, AK 99615	Yearly Recommendation			481-3775	rwalker@city.kodiak.ak.us

This board is governed by Kodiak Island Borough Code 2.160

STAFF:

BOROUGH CLERK'S OFFICE
Nova M. Javier, MMC, Borough Clerk 486-9310 clerks@kodiakak.us
710 Mill Bay Road, Room 234, Kodiak, AK 99615