

**MINUTES OF THE SPECIAL COUNCIL MEETING
OF THE CITY OF KODIAK
HELD THURSDAY, JUNE 13, 2019
IN THE BOROUGH ASSEMBLY CHAMBERS**

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

Mayor Pat Branson called the meeting to order at 7:30 p.m. Councilmembers Laura B. Arboleda Randall C. Bishop, Charles E. Davidson, and John B. Whiddon were present and constituted a quorum. Councilmember Terry J. Haines and Richard H. Walker were absent. City Manager Mike Tvenge, City Clerk Nova Javier, 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 May 30, 2019, special meeting, as presented.

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

III. PERSONS TO BE HEARD

a. Proclamation: Filipino American Heritage Month

Councilmember Bishop read the proclamation, which recognizes Filipino Americans for their vital contributions to the Kodiak community and urges citizens to participate in festivities celebrating the rich heritage and traditions of the Philippine Islands.

Nita Nicolas, Michaela Alonzo, and Lisa Pascua came forward to accept the proclamation. Ms. Nicolas the secretary of Fil-Am thanked the Mayor and Council for the proclamation.

b. Public Hearing About Amending Sections 9 and 12 of the Schedule of Fees, Charges, and Tariffs

The City sets its fees and charges for various services by a resolution of the Council. The Council has requested a public hearing prior to amending fees, which is scheduled as New Business item V. b, Resolution No. 2019-10, Amending Section 9, (Harbor) and Section 12 (Parks and Recreation) of the Schedule of Fees, Charges and Tariffs. The proposed fee changes are recommended to become effective July 1, 2019.

Mayor Branson closed the special meeting, opened and closed the public hearing, and reopened the special meeting when no one came forward to testify.

c. Public Comments

Sarah Harrington, Kodiak History Museum Executive Director, said that the Baranov building is the oldest Russian building in Alaska and America. She shared they have reopened and the Kodiak History Museum has been remodeled. She said that she is blessed to be a part of the Kodiak community and she thanked the Mayor and Council for their continued support.

Meghan Kelly, Kodiak History Museum President, welcomed the new Deputy City Manager and thanked the Mayor and Council for their support and looks forward to the future activities.

IV. UNFINISHED BUSINESS

a. Second Reading and Public Hearing, Ordinance No. 1386, Levying Taxes and Appropriating Funds for the Expenses and Liabilities of the City of Kodiak for the Fiscal Year Commencing on the First Day of July 2019 and Ending on the Thirtieth Day of June 2020

Mayor Branson read Ordinance No. 1386 by title. Ordinance No. 1386 provides for the adoption of the City of Kodiak's FY2020 budget. The budget document, which supports the ordinance, estimates all sources of revenue the City anticipates receiving between July 1, 2019, and June 30, 2020. The budget document also establishes an operating and capital expenditure plan for FY2020 that is based on staff's assessment of operational and community needs and the Council's FY2020 budget goals. Staff made the FY2020 budget presentation to Council and the public during a special budget work session on April 27, 2019.

Councilmember Arboleda MOVED to adopt Ordinance No. 1386.

Councilmembers Davidson, Whiddon, and Arboleda expressed that they were pleased with this year's budget.

Mayor Branson closed the special meeting, opened and closed the public hearing, and when no one came forward to testify, she reopened the special meeting.

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

V. NEW BUSINESS

a. First Reading, Ordinance No. 1387, Replacing the Existing Addendum B, Sexual Harassment and Anti-Harassment Policy in the City Personnel Rules and Regulations with a New Addendum B, Non-Discrimination, Anti-harassment and Equal Employment Policy

The City of Kodiak entered into a settlement agreement with the Alaska State Commission for Human Rights (ASCHR) as a result of Michael Chiesa v. City of Kodiak, Kodiak Police Department, per Settlement Agreement J-15-068 and J-16-291. The City, as required in the agreement, needs to comply with remedial provisions to include adopting a revised non-discrimination, anti-harassment and equal employment policy by ordinance and provide training to a select group, identified in the agreement.

The existing policy in the Personnel Rules and Regulations, Addendum B needs to be replaced with the new Non-Discrimination, Anti-Harassment and Equal Employment Policy.

Councilmember Bishop MOVED to pass Ordinance No. 1387 in the first reading and advance to second reading and public hearing at the next regular or special Council meeting.

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

b. Resolution No. 2019–10, Amending Sections 9, and 12 of the Schedule of Fees, Charges, and Tariffs

Mayor Branson read Resolution No. 2019–10 by title. The City sets its fees and charges for various services by a resolution of the Council. It is important to review and adjust the fee schedule on a regular basis to ensure the City is receiving adequate revenues with which to provide services. The City Council identified the importance of an annual review and update of the schedule of fees and charges by including this as a budget goal since FY2011. Staff completed the review and submitted a list of proposed changes to fees pertaining to the Harbor and Parks & Recreation departments. Changes are proposed to take effect on July 1, 2019. Additional changes were discussed at the Council work session on June 11, 2019.

Councilmember Arboleda MOVED to adopt Resolution No. 2019–10.

Councilmember Davidson MOVED to amend Resolution No. 2019-10 by substituting Resolution No. 2019–10(SUB).

The roll call vote on the amendment was Councilmembers Arboleda, Bishop, Davidson, and Whiddon in favor. Councilmembers Haines and Walker were absent. The motion passed.

Councilmember Whiddon stated a 2.8% increase at the harbor were a planned increase. He said the future rates will be tied to outcomes that will relate to infrastructure changes.

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

c. Resolution No. 2019–11, Appropriating Necessary Funds From the Sewer Improvement Fund for Emergency Sewer Lift Station Repairs

Mayor Branson read Resolution No. 2019–11 by title. On May 9, 2019, a waste water overflow occurred on Metrokin Way. The overflow was discovered at approximately 5 p.m. Thursday when a waste water leak was reported to the City Public Works Department. City personnel responded immediately and shut down Lift Station Number 5 on Metrokin Way. The cause of the leak is due to aging sewer infrastructure.

Councilmember Arboleda MOVED to adopt Resolution No. 2019–11.

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

d. Authorization of FY2020 Special Services Contract with Alaska Department of Public Safety

The Alaska Department of Public Safety (DPS) requests the renewal of its contract with the City to provide services, which support the mission and operations of the Alaska State Troopers (AST) and Alaska Wildlife Troopers (AWT) in Kodiak. In exchange for providing these services, DPS will compensate the City \$78,750 for FY2020.

Councilmember Bishop MOVED to authorize the FY2020 Special Services Contract No. 245223 with the Alaska Department of Public Safety, Division of Alaska State Troopers, and authorize the City Manager to sign the contract on behalf of the City.

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

e. Authorization of Program Agreement with Alaska Public Entity Insurance Agreement or AML/JIA

The City receives its property, casualty, liability, and Workers' Compensation coverage through its membership in the Alaska Public Entities Insurance (APEI) pool since the City joined APEI in 2010. In September 2018, Council directed staff to work with the City's broker to get quotes for FY2020 to compare rates and benefits between the two municipal insurance pools. The City's broker worked to get quotes, which were presented to Council at the June 11, 2019, work session. Once the quotes have been fully analyzed and presented to the Council, the Manager and broker will have a recommendation of the insurance pool that will serve the City's best interest.

Councilmember Davidson MOVED to authorize the City Manager to sign the three-year agreement with APEI on behalf of the City.

Councilmember Whiddon spoke about the different insurance pools and spoke about the overall benefits to the City.

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

f. Authorization to Purchase a Primary Sludge/Wasting Pump from APSCO, LLC

This Primary Sludge/Wasting Pump is a critical part of the process at the Waste Water Treatment Plant. This pump moves the solids from the Primary Clarifier to three different areas. The primary sludge/wasting pump mainly delivers sludge to the Gravity Thickener. This pumps six percent solids at a very slow rate and is the preferred method. When a pump fails it increases the organic loading on the activated sludge process by increasing aeration requirements. It also affects the gravity thickening, dewatering and the bio-solids process which in turn affects the Centrifuge process and composting process.

Councilmember Davidson MOVED to authorize the purchase of a Primary Sludge/Wasting Pump from APSCO, LLC in the amount of \$36,107.14 with funds from the Sewer Utility Deferred Maintenance, Machinery and Equipment account and authorize the City Manager to execute documents on behalf of the City.

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

g. Authorization of Amendment No. 3 Lease No. 219595 for City Hall Office Space in the Kodiak Island Borough Building

The City entered into a five-year lease for office space in 2015 that included new office space on the ground floor of the Borough Building for the City Manager's offices and a conference room. Staff worked with the KIB Borough Manager for a lease amendment in May 2019 to acquire additional office space for the IT personnel. This would encompass three additional offices for an additional 752 square feet at the current rate of \$2.20/sf. The City's total monthly rent will increase from \$12,749 to \$14,403.40.

Councilmember Bishop MOVED to authorize the third amendment to Lease No. 219595 for additional Office Space in the Kodiak Island Borough Building, Rooms 110, 111, and 120 in the additional amount of \$1,654.40 per month from the General Fund Non-departmental Building Rental line item and authorize the City Manager to execute the lease amendment document on behalf of the City.

The roll call was Councilmembers Arboleda, Bishop, Davidson, and Whiddon in favor. Councilmembers Haines and Walker were absent. The motion passed.

h. Authorization to Cancel the June 27 and July 11, 2019, Regular Meetings and Authorize the City Manager to Schedule a Special Meeting if Needed

The regularly scheduled Council meetings for June and July may be cancelled to reflect the summer meeting schedule. Staff discussed the meeting schedule with the Council at the May 28, 2019, work session, and Council recommended cancelling the June 27 and July 11, 2019, regular meetings and scheduling a special meeting if needed.

Councilmember Bishop MOVED to cancel the June 27 and July 11, 2019, regular meetings and authorize the City Manager to schedule a special meeting if needed.

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

VI. STAFF REPORTS

a. City Manager

Manager Tvenge stated that Public Works staff is painting crosswalks this month and he urged motorists to use caution and yield to oncoming traffic. He said the Dog Park at East Addition Park

is closed until July, while staff rebuilds the turf. He shared the library has launched the Kanopy movie streaming program with hundreds of movies available; he encouraged citizens to see library staff for details. He provided an update that Kodiak Fire department conducted rope rescue training on Pillar Mountain and at Bayside Fire station last week. He said that Kodiak is the first department within in Alaska to hold this level of training and received high marks from the State instructors.

b. City Clerk

Clerk Javier said the City offices will be closed on July 4 in observance of Independence Day and she provided an overview of the upcoming work session and regular Council meeting schedules.

VII. MAYOR'S COMMENTS

Mayor Branson thanked the staff for their work on the FY2020 budget. She said that a second special legislative session will begin in July. She shared that she was grateful that Sarah and Megan were present and appreciated their collaboration with the Alutiiq Museum. She shared that the Alutiiq Ancestors' Memorial Dedication is tomorrow and was pleased that the City was able to collaborate. She was proud to proclaim Filipino American Heritage Month and commented that she was very proud of the diverse Kodiak community. She said Margaret Hall turns 100 years old and she said she salutes this trailblazer and mentor to the community; she thanked her for her contributions.

VIII. COUNCIL COMMENTS

Councilmember Davidson wished Margaret a birthday wish. He reminded the public about the Alutiiq Ancestors' Memorial Dedication on June 14. He wished everyone a Happy 4th of July.

Councilmember Arboleda wished the local fisherman a safe and good season. She encouraged everyone to be bear aware at Buskin.

Councilmember Whiddon congratulated Margaret Hall for the centennial birthday. He shared a story about meeting her 40 years ago. He commented that the City expects that the \$200,000 transfer regarding the sewer and lift station repairs will be covered by insurance. He shared that the Fisheries Work Group will have their next meeting in August.

Councilmember Bishop congratulated High Rise a new business within the community. He said the co-chairs would like to reconvene the Marijuana Committee meeting this fall.

IX. AUDIENCE COMMENTS

Mary Forbes via telephone thanked the Mayor and Council for their work on the budget.

X ADJOURNMENT

Councilmember Davidson MOVED to adjourn the meeting.

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The meeting adjourned at 8:16 p.m.

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

CITY OF KODIAK



MAYOR

ATTEST:



CITY CLERK

Minutes Approved: July 25, 2019

