

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE CITY OF KODIAK
HELD THURSDAY, AUGUST 8, 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, Terry J. Haines, Richard H. Walker, and John B. Whiddon were present and constituted a quorum. 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 July 25, 2019, regular meeting, as presented.

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

III. PERSONS TO BE HEARD

a. Public Comments

Lawrence Anderson, Senior Citizens of Kodiak, Inc., Board member, thanked the Mayor and Council for the nonprofit grant support. He provided a report of the Senior Citizens of Kodiak, Inc. services that were provided locally and he highlighted that low income and minority receive a priority of services. He reminded citizens that aging can be a difficult process.

Jonathan Strong, Kodiak Area Mentor Program (KAMP) mentor, gave a report and highlighted the services that are provided and stated that the staff members are all volunteers. He spoke about opioid addiction and helping individuals find treatment outside of Alaska. He said he visits the jail to help those with recovery issues and also individuals find vocational opportunities.

Melissa Austin, Kodiak Women's Resource & Crisis Center (KWRCC) Lead Manager and Counselor, thanked the Mayor and Council for the nonprofit funding consideration. She said they will continue to provide services to victims of domestic violence and sexual assault. She said it is an honor and responsibility to help those of need within the community.

IV. UNFINISHED BUSINESS

a. Second Reading and Public Hearing, Ordinance No. 1388, Authorizing Amendment No. 4 to the Lease Between the City of Kodiak and NOAA for Warehouse Space on Pier II

Mayor Branson read Ordinance No. 1388 by title. Ordinance No. 1388 authorizes Amendment No. 4 to the existing NOAA Warehouse Lease at Pier II. Currently NOAA leases warehouse

space totaling 5,400 sf at \$21.248 per square foot per year. The current lease allows for this Amendment No. 4 and is supported by the Harbormaster.

Councilmember Walker MOVED to adopt Ordinance No. 1388.

Mayor Branson closed the regular meeting, opened and closed the public hearing, and re-opened the regular meeting when no one came forward to testify.

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

V. NEW BUSINESS

a. **First Reading, Ordinance No. 1389 Amending Chapter 2.04 With a New Section 2.04.025, Excusing the Mayor's or Councilmembers' Non-Attendance When Caused by City Business**

Mayor Branson read Ordinance No. 1389 by title. The Mayor and Council wish to include a section in the City code that contains language that could be considered for excusing absences when the Mayor or Councilmember are absent from regular meetings, when caused by conducting or attending City business.

Councilmember Bishop MOVED to pass Ordinance No. 1389 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, Haines, Davidson, Walker, and Whiddon in favor. The motion passed.

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

Mayor Branson read Resolution No. 2019–12 by title. The City sets its fees and charges for various services by a resolution of the Council. On June 13, 2019, the Council adopted Resolution 2019–10(SUB), which amended several sections of the fee schedule. Some of the harbor fees needed to be further amended to reflect the five-year rate structure adopted per Resolution No. 2017–01.

Councilmember Arboleda MOVED to adopt Resolution No. 2019–12.

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

c. **Resolution No. 2019–14 Authorizing Payment of Fiscal Year 2020 Nonprofit Organization Grants and In-Kind Contributions**

Mayor Branson read Resolution No. 2019–14 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, which were most recently adopted by Reso-

lution No. 2018–06. The policy resolution stipulates the total amount available for nonprofit grants in a given fiscal year, which equals a maximum of one percent of budgeted general fund revenues, not to exceed \$175,000, exclusive of any fund balance appropriations and transfers to capital project funds. 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 19 FY2020 applications from nonprofit organizations that serve Kodiak, down from the 20 applications received last fiscal year, for a total amount requested of \$184,522. Council reviewed the applications at the July 23 work session and voiced a consensus to fund the Alutiiq Museum & Archaeological Repository and the Kodiak Maritime Museum from the Tourism Development Fund to keep within the available \$175,000 cap. Subsequently, the Mayor and Councilmembers voiced a preference to award the excess of \$430 to the Kodiak Hockey League effectively increasing their request to \$4700.

Councilmember Davidson MOVED to adopt Resolution No. 2019–14.

Councilmember Whiddon stated he was pleased that they were able to award these funds. He said that Kodiak is an extraordinary place to live.

Councilmember Haines thanked the nonprofit agencies for their services.

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

d. Authorization to Award Bid for Leasing Document Production Equipment to Office-TECH (an Authorized Xerox Agency)

The City of Kodiak accepted sealed bids for the lease of document production equipment for the Administration offices at City Hall, the Kodiak Public Library, the Harbor offices at Fisherman's Hall, and the Kodiak Police Department. The date of invitation began on June 19, 2019, and closed at 2 p.m. on July 19, 2019. City staff reviewed all bid proposals and scored based on the required criteria as set forth by the bid documents.

Councilmember Haines MOVED to authorize a sixty-month lease agreement with Office-TECH/Xerox Corporation for:

- 1 Xerox C8055/H2 in the amount of \$673.78 monthly, with funds coming from the General Fund, Non-Departmental, Administration Equipment Rental Account; (\$8,085.36 annually; \$9,000 budgeted)
- 1 Xerox C8055/H2 in the amount of \$465.57 monthly with funds coming from the General Fund, Police, Police Support Services Equipment Rental Account; (\$5,586.84 annually; \$8,920 is budgeted)

- 1 Xerox C8055/H2 in the amount of \$341.82 monthly, with funds coming from the Enterprise Fund, Boat Harbor, Administration Equipment Rental Account; (\$4,101.84; \$5,000 is budgeted)
- 1 Xerox C8055/H2 in the amount of \$244.32 monthly, with funds coming from the General Fund, Library, Administration Equipment Rental Account; (\$2,931.84 annually; \$3,000 is budgeted)

and authorize the City Manager to sign the leases on behalf of the City.

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

e. Authorization to Award Bid of Cisco Phone System Equipment and Installation and Migration of Existing Cisco System to GCI Communications Corp

The City of Kodiak accepted sealed bids for the Cisco phone system equipment and installation and migration from the existing Cisco system. The date of invitation began on June 14, 2019, and closed at 2 p.m. on July 15, 2019. The lowest responsive bidder was GCI Communications Corp. GCI Communications Corp bid \$77,903 for the Cisco phone system upgrade for parts and labor \$21,785 for the optional updated Cisco phones.

Councilmember Whiddon MOVED authorize a bid award of Cisco Phone System Equipment and Installation and Migration of Existing Cisco System to GCI Communications Corp in the amount of \$99,688, with funds from the General Capital Projects, Project Number 4057, Citywide Phone System Upgrade and authorize the City Manager to execute the documents on behalf of the City.

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

f. Authorization of a Three-Year Service Agreement for Preventative Maintenance for Uninterruptible Power Supply (UPS) with Vertiv Corporation

This request authorizes a three-year service agreement with Vertiv Corporation, original manufacturer of the Liebert uninterruptible power supply (UPS) installed at the Police Department, for annual preventative maintenance. The UPS system protects over a million dollars' worth of critical equipment from source power disturbances, outages, and load faults allowing critical aspects of public safety and City business to continue during utility power problems. The cost of this agreement is \$24,530 (or about \$8,176.66 per year of coverage) and includes a thorough inspection and testing to ensure the system is properly functioning. This is a budgeted expense.

Councilmember Davidson MOVED to authorize a Three-Year Service Agreement for Preventative Maintenance for Uninterruptible Power Supply (UPS) with Vertiv Corporation in the amount of \$24,530 with funds coming from police administration repair and maintenance and authorize the City Manager to sign the agreement on behalf of the City.

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

g. Authorization to Purchase and Replace VRLA Batteries, Fans, and Capacitors in the Police Department's UPS with Vertiv Corporation

This request authorizes the purchase and replacement of VRLA batteries, fans, and capacitors for the uninterruptible power supply (UPS) at the Kodiak Police Department's battery backup. The current VRLA batteries were replaced in FY 2015 and the fans and capacitors were installed during original construction of the police department in 2010. The estimated cost to replace the batteries is \$63,514.20 and fans and capacitors are estimated to cost \$12,011.00. These estimates include shipping, labor, and the removal of the old batteries. This expense was included in the FY 2020 budget.

Councilmember Haines MOVED to authorize the purchase and replacement of VRLA batteries, fans, and capacitors in the Police Department's Uninterruptible Power Supply from Vertiv Corporation in the amount of \$75,525.20 with funds coming from Police Administration machinery and equipment greater than \$5,000 account and authorize the City Manager to sign the agreement on behalf of the City.

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

h. Authorization of FY2020 Pavement Repairs for Von Scheele Drive, Project No. 20-01/5039 to Brechan Construction LLC

To keep City streets in safe driving condition requires a continual asphalt maintenance program. This project will utilize the available funding in the project budget to remove and replace paving on Von Scheele Drive that has deteriorated to a level that requires complete removal and replacement. Brechan Construction LLC is the only asphalt pavement producer and large project paver in Kodiak and no other large paving contractors are mobilized in Kodiak this year, therefore staff recommends Council authorize FY19 pavement repairs project No. 20-01/5039 to Brechan Construction L.L.C. as a sole source unit price contract in the amount of \$407,558.00.

Councilmember Davidson MOVED to authorize FY2020 Pavement Repair for Von Scheele Drive, Project No. 20-01/5039 to Brechan Construction L.L.C. in amount of \$407,558 with funds coming from the Streets Capital Improvement Fund project number 5039, Annual Pavement Repairs, and authorize the City Manager to execute documents on behalf of the City.

Councilmember Whiddon complimented the staff for managing the budget and adhering to it. He stated it was a job well done.

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

VI. STAFF REPORTS

a. City Manager

Manager Tvenge said the Monashka's water reservoir, is the primary water source for those on City water, and he confirmed the reservoir is essentially full. He said he will continue to update the community, especially if there is no rainfall during the month of August. He provided an update the Alaska Municipal League online sales tax governance committee; he said there will be a consortium formed and it will act as a collection agency for online sales tax. He shared information will be forthcoming and it is anticipated that it will start in January 2020. He said that the Alaska Department of Environmental Conservation (ADEC) determined the City could not have prevented the spill regarding Lift Station 5. He referred to the handouts for and sewer and wastewater future plans. He shared that City offices will close beginning at 3 p.m. tomorrow for the City's employee picnic.

b. City Clerk

Clerk Javier gave an overview of the upcoming meeting schedule work session and regular Council meetings. She indicated that candidate nominating period is open until August 15 and nominating petitions are available in the Clerk's office.

Councilmember Whiddon stated the Fisheries Work Group meetings will resume in September.

VII. MAYOR'S COMMENTS

Mayor Branson said she will be at the Alaska Municipal League meeting next week and anticipates a busy week. She said she understands that the Governor has no intention of changing his vetoes. She said she is pleased that Von Scheele Road will be fixed and stated that she is pleased that leases and appraisals are moving forward.

VIII. COUNCIL COMMENTS

Councilmember Walker thanked the department heads and said he appreciated the Von Scheele pavement repairs that will occur.

Councilmember Davidson thanked the staff for their hard work.

Councilmember Arboleda appreciated Mr. Lawrence's comments and the public comments from the nonprofits that were present during the meeting.

Councilmember Whiddon did not have comments.

Councilmember Bishop thanked the staff. He reminded the public about Warm August nights; he said to enjoy and be safe.

Councilmember Haines reminded citizens to contact their legislatures and representatives if they have comments. He reminded the public to be bear aware and be conscientious of what is placed in their garbage outside to avoid.

IX. AUDIENCE COMMENTS

None

X ADJOURNMENT

Councilmember Davidson MOVED to adjourn the meeting.

The meeting adjourned at 8:15 p.m.

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

CITY OF KODIAK



MAYOR

ATTEST:



CITY CLERK

Minutes Approved: August 22, 2019

