

**MINUTES OF THE REGULAR COUNCIL MEETING  
OF THE CITY OF KODIAK  
HELD THURSDAY, APRIL 11, 2013  
IN THE BOROUGH ASSEMBLY CHAMBERS**

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

Mayor Pat Branson called the meeting to order at 7:30 p.m. Councilmembers Randall C. Bishop, Charles E. Davidson, Terry J. Haines, Gabriel T. Saravia, and Richard H. Walker were present and constituted a quorum. Councilmember John B. Whiddon was absent. City Manager Aimée Kniazowski, City Clerk Debra L. Marlar, and Temporary Acting Deputy Clerk Catherine Perkins were also present.

After the Pledge of Allegiance, Salvation Army Sergeant Major Dave Blacketer gave the invocation.

**II. PREVIOUS MINUTES**

Councilmember Haines MOVED to approve the minutes of the March 28, 2013, regular meeting as presented.

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

**III. PERSONS TO BE HEARD**

**a. Proclamation: Declaring Child Abuse Prevention Month**

Mayor Branson read the proclamation, which urges all citizens to increase their participation in efforts to prevent child abuse, thereby strengthening the communities in which we live. Mayor Branson presented the proclamation to Trina Bashem, Outreach Coordinator for the Kodiak Women's Resource and Crisis Center. Ms. Bashem thanked the Mayor and Council for declaring April child abuse prevention month and said the proclamation helps send a message of intolerance and accountability to the offenders of children and support to the victims.

**b. Proclamation: Declaring Sexual Assault Awareness Month**

Mayor Branson read the proclamation, which encourages all Alaskans to support local activities and programs that assist victims of sexual assault and to learn more about the pervasiveness of sexual assault in Alaska. Mayor Branson presented the proclamation to Trina Bashem who thanked the Mayor and Council for declaring April as Sexual Assault Awareness Month.

**c. Presentation of Government Finance Officers Association Award**

The Government Finance Officers Association of the United States and Canada has awarded Finance Director Mary Munk the Distinguished Budget Presentation Award and a Certificate of Achievement for Excellence in Financial Reporting. This award represents the highest form of recognition in governmental accounting and financial reporting.

Mayor Branson presented the award to Finance Director Munk.

**d. Public Hearing on Resolution No. 2013–09, Amending Section 9.16, Shipyard, of the Schedule of Fees and Charges**

Mayor Branson read Resolution No. 2013–09 by title. User fees at Kodiak’s shipyard are not generating sufficient revenue to cover operating expenses. The number of vessels using the yard is growing, but not enough to meet the Council’s budget goal for the enterprise fund to break even by the end of the fifth full year of operation. Therefore, the Port and Harbor Advisory Board and the Harbormaster are recommending a rate increase to limit the continuing use of fund balance from the Harbor enterprise fund and to increase user fees to sustain operations long-term.

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

**e. Public Comments**

None

**IV. UNFINISHED BUSINESS**

None

**V. NEW BUSINESS**

**a. First Reading, Ordinance No. 1307, Amending Chapters 1, 2, 3, 4, 6 and 7 of the City Personnel Rules and Regulations, Amending the Definitions in the City Personnel Rules and Regulations, and Adopting New Schedules I, II And III to the Personnel Rules and Regulations, to Adopt a New Pay Plan, and Regarding Administration of the Personnel Rules and Regulations, Position Classification, Pay Plan Administration, Probationary and Temporary Employment, and Performance Evaluation and Discipline**

Mayor Branson read Ordinance No. 1307 by title. The City started the classification and compensation project in 2011 with Fox Lawson & Associates (FLA). Council accepted the final classification and compensation report on January 24 and with assistance from FLA, staff developed and analyzed seven implementation options to transition employees from the existing pay scale to the new pay scale before selecting one to recommend for implementation (Option 4). Before the classification and pay plans can be implemented, the City’s Personnel Rules and Regulations (PR&R) must be amended to support the new pay ranges and classification system. The PR&R amendments are outlined in Ordinance No. 1307.

Councilmember Saravia MOVED to pass Ordinance No. 1307 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 Bishop, Davidson, Haines, Saravia, and Walker in favor. Councilmember Whiddon was absent. The motion passed.

**b. First Reading, Ordinance No. 1308, Establishing Supplemental Appropriation No. 2 to the Budget for the Fiscal Year Commencing on the First Day of July 2012 and Ending on the Thirtieth Day of June 2013**

Mayor Branson read Ordinance No. 1308 by title. The Supplemental Appropriation No. 2 to the budget for the fiscal year commencing on the first day of July 2012 and ending on the thirtieth day of June 2013 is in the amount of \$246,422. It is customary for the City Council to approve at least one supplemental budget annually to authorize the adjustments of current revenues and expenses. The adjustments are for the operating funds, as well as additions to project funds for grant revenues received and additional expenditures needed that were not known at the time the original budget was adopted. This is the second amendment to the FY2013 budget.

Councilmember Haines MOVED to pass Ordinance No. 1308 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 Bishop, Davidson, Haines, Saravia, and Walker in favor. Councilmember Whiddon was absent. The motion passed.

**c. Resolution No. 2013–06, Rescinding Resolution No. 08–16 and Amending the Tariff of Rates and Charges for Taxicab Services**

Mayor Branson read Resolution No. 2013–06 by title. Last year, the City sales tax was increased to 7%, but the existing taxicab tariff continues to reflect the 6% City sales tax rate. Staff prepared an amendment that clarifies that sales tax will be collected at the sales tax rate set by KCC 3.08.010, which is currently 7%.

Councilmember Walker MOVED to adopt Resolution 2013–06.

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

**d. Resolution No. 2013–09, Amending Section 9.16, Shipyard, of the Schedule of Fees and Charges**

Mayor Branson read Resolution No. 2013–09 by title. User fees at Kodiak's shipyard are not generating sufficient revenue to cover operating expenses. The number of vessels using the yard is growing, but not enough to meet the Council's budget goal for the enterprise fund to break even by the end of the fifth full year of operation. Therefore, the Port and Harbors Advisory Board and the Harbormaster are recommending a rate increase to limit the continuing use of fund balance from the Harbor enterprise fund and to increase user fees to sustain operations long-term.

Councilmember Bishop MOVED to adopt Resolution 2013–09.

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

**e. Authorization of Professional Services Contract for Design of Pillar Mountain Waste Material Dump Site, Project No. 13-09/5033**

The City has used the area next to the water treatment plant at the foot of Pillar Mountain for the disposal of soil products from City construction projects for many years. The site is now full, and staff needs to identify another disposal site. Staff requested a proposal from DOWL HKM to design the large area fill and Stormwater Pollution Prevention Plan for the old City rock quarry that is located one third of the way up Pillar Mountain.

Councilmember Davidson MOVED to authorize a professional services contract with DOWL HKM for the design of the Pillar Mountain Waste Material Dump Site, Project No. 13-09/5033, in an amount not to exceed \$50,542, with funds coming from the Street Capital Improvement Fund and authorize the City Manager to execute the agreement on behalf of the City.

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

**f. Authorization of Professional Services Contract for Construction Management Services for the Aleutian Homes, Phase V, Segment A, Project No. 10-03/7026**

Aleutian Homes Water and Sewer Replacement Phase V, Segment A is a continuation of the upgrade of utilities, pavement and sidewalks in the Aleutian Homes area. The Notice of Award for construction was issued to Brechan Enterprises, Inc. on March 18, 2013.

Councilmember Haines MOVED to authorize a professional services contract with DOWL HKM for the Aleutian Homes Water and Sewer Replacement Phase V, Segment A project in the amount of \$158,588, with funds coming from the Water Capital Improvement Fund, Project No. 10-03/7026 and authorize the City Manager to execute the documents on behalf of the City

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

**VI. STAFF REPORTS**

**a. City Manager**

City Manager Kniazowski thanked Finance Director Munk and staff for another great budget and congratulated them on the award. She gave an update on Senate Bill No. 24, which would allow for one more seat on the Marine Transportation Advisory Board; specifically, for the Kodiak region. She said that Charlie Powers was hired as an interim part-time Parks and Recreation Director, which will ensure a smooth transition from winter to spring and summer activities. She stated the vessel Pacific Producer is now off the beach and anchored in Women's Bay. She said the City has denied the vessel access to harbor facilities because a significant amount of money is owed to the City; she noted the City has placed a lien against the vessel. Manager Kniazowski noted staff has been busy with the FY2014 budget process. She gave an update on revenue sharing and thanked the Alaska Municipal League for their lobbying work. She noted the Mayor testified to the Senate on the City's two main capital projects, as well as the importance of revenue sharing. She reminded the public the City Council eliminated funds for the City cleanup project

library is vacated, it is no longer open for public use. She mentioned there is an Emerging Leaders Dialog happening in Kodiak that gives youth an opportunity to work with members of the community and discuss topics that work towards a sustainable healthy community and encouraged the public to attend. She said Representative Austerman is the chair of a six-member Legislative Conference committee for the operating and capital budgets. She gave an update on Quayanna Development, the contractor for biosolids disposal. She said they have accepted and processed 635 cubic feet of biosolids into Class B compost at the landfill from January to end of March. She noted this is only a short-term agreement that will end in mid-August, and she is working with the Borough to find a permanent solution. She noted that the Kodiak Police Department and City staff are working together to find a solution for new regulations that affect issuing parking and other citations. She said there has been a lot of trash being left on the side of the road at Pillar Mountain and asked the public to not dump trash and report any that is there. She also urged the public to be aware of road conditions.

#### **b. City Clerk**

City Clerk Marljar thanked Assistant Clerk Catherine Perkins for assuming several of the Deputy Clerk duties while the position was open. She informed the public of the next scheduled Council work session and regular meeting.

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

Mayor Branson congratulated Mary Munk and staff for their work on the budget and Catherine Perkins for her work while filling in for the Deputy Clerk. She said she spoke with Representative Austerman about the capital budget, and she reminded him the Monashka pump house is not an upgrade but a replacement. She said she is glad the Council approved the classification and compensation study and thanked City Manager Kniazowski and staff for their hard work. She reminded the public that ComFish is this weekend and encouraged the public to attend. She also expressed interest in revisiting the recommendations from the main street plan for downtown from 2002 and cleaning up downtown and making it more beautiful and viable.

### **VIII. COUNCIL COMMENTS**

Councilmember Bishop congratulated Mary Munk and finance staff and Catherine Perkins for their hard work. He commented on the 2013 Emerging Leaders Dialog and said this year the group is looking at how to support, build, and sustain healthy Alaskan communities. He encouraged the younger generation to attend and to use their voice.

Councilmember Saravia thanked Mary Munk and Catherine Perkins for their work. He said hering season opens next week, which will be good for Kodiak.

Councilmember Walker thanked Manager Kniazowski and thanked staff for their patience waiting for the classification and compensation study. He noted that there are over \$250 million worth of projects in the next few years for the City of Kodiak and said there will be plenty of work for people in town. He encouraged the public to enjoy Baranof Park and City facilities. He commented on the Pier III project and independent living facility that were under construction. He encouraged the public to get involved with City business and ask questions.

Councilmember Haines thanked Catherine Perkins for her hard work and thanked Mary Munk for her projections and work on the classification and compensation study. He said that Representative Austerman and Senator Stevens have done great job again with the state budget. He encouraged the public to attend ComFish.

Councilmember Davidson agreed with other Council comments and encouraged the public to attend Comfish. He thanked the City Manger and staff for their contributions to the community and also thanked the Mayor and his fellow Councilmembers for making Kodiak a better community.

**IX. AUDIENCE COMMENTS**

None

**X. EXECUTIVE SESSION**

Annually, the City Council reviews the performance of the City Manger. In accordance with the Open Meetings Act, the City Manager does not object to the evaluation being done in executive session.

Councilmember Davidson MOVED to enter into executive session, as authorized by Kodiak City Code Section 2.04.100(b)(2), to conduct the City Manager’s annual performance evaluation.

The Council entered into executive session at 8:37 p.m. The regular meeting reconvened at 9:36 p.m. The Council took no action.

**XI. ADJOURNMENT**

Councilmember Davidson MOVED to adjourn the meeting.

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

The meeting adjourned at 9:37 p.m.

CITY OF KODIAK  
  
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 MAYOR

ATTEST:

  
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 CITY CLERK

Minutes Approved: April 25, 2013

