

**MINUTES OF THE REGULAR COUNCIL MEETING  
OF THE CITY OF KODIAK  
HELD THURSDAY, APRIL 25, 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, Terry J. Haines, Gabriel T. Saravia, Richard H. Walker, and John B. Whiddon were present and constituted a quorum, and Councilmember Charles E. Davidson was absent. City Manager Aimée Kniazowski, City Clerk Debra L. Marlar, and Deputy Clerk Michelle Shuravloff-Nelson were also present.

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

**II. PREVIOUS MINUTES**

Councilmember Whiddon MOVED to approve the minutes of the April 11, 2013, regular meeting as presented.

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

**III. PERSONS TO BE HEARD**

**a. Proclamation: Municipal Clerks Week**

Mayor Branson read the proclamation that recognizes our Municipal Clerks for the vital services they perform and their dedication to our community. The proclamation was accepted by Deb Marlar, City Clerk and Michelle Shuravloff-Nelson, Deputy Clerk.

City Clerk Marlar thanked the Council for the recognition and said the Clerk's office is honored to work for the Council and serve the public.

**b. Public Comments**

Girl Scouts **Estella Seel** and **Nora Saltonstall** accompanied by Nora's mother, **Zoya Saltonstall** thanked the Council for their continued support of the Girl Scouts. The Girl Scouts handed out the last boxes of cookies to staff and Council as a token of their thanks and appreciation.

**Kaia Converse**, Chairwoman of the Kodiak Public Library Association (KPLA) thanked the Council for their support of the New Library and said they are looking forward to the grand opening. She said KPLA does not have a position on the name of the New Library, but they are pleased to see the Council is moving forward with the naming of the library and thanked the Mayor and City Manager. She said that KPLA has been working on an exhibit with the Johnson family to honor A. Holmes and Frosty Johnson in the New Library as well as honor existing plaques and the history of Kodiak.

**Trevor Brown**, Executive Director of the Kodiak Chamber of Commerce thanked for the Council for their continued support of the Commerce and the Annual Crab Festival.

#### IV. UNFINISHED BUSINESS

- a. **Second Reading and Public Hearing, 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). However, before the classification and pay plans can be implemented, the City's Personnel Rules and Regulations (PR&R) must be amended to allow the changes to become effective and to implement the key policies to support the new pay ranges and classification system. The PR&R amendments are outlined in Ordinance No. 1307.

Councilmember Haines MOVED to adopt Ordinance No. 1307.

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

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

- b. **Second Reading and Public Hearing, 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. These 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 budget amendment of FY2013.

Councilmember Bishop MOVED to adopt Ordinance No. 1308.

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

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

## V. NEW BUSINESS

### a. **Resolution No. 2013–10, Authorizing the Issuance of a Permit to the Kodiak Chamber of Commerce for Use of Public Property in Conjunction With the Kodiak Crab Festival**

Mayor Branson read Resolution No. 2013–10 by title. The Kodiak Chamber of Commerce is the local organization that manages the annual Kodiak Crab Festival, one of Kodiak's premiere events. It promotes Kodiak, gives a boost to the local economy, and provides fundraising opportunities for many local organizations and non-profits. This year the festival will run from May 23 through May 27, 2013. As in past years, Council authorizes a permit for the activities associated with Kodiak Crab Festival by adoption of a resolution.

Councilmember Walker MOVED to adopt Resolution No. 2013–10.

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

### b. **Resolution No. 2013–11, Authorizing the Issuance of a Permit to the Kodiak Chamber of Commerce for Use of City Property for a Community Market**

Mayor Branson read Resolution No. 2013–11 by title. The Kodiak Chamber of Commerce is requesting permission to host a community market on Saturdays at the spit during the summer months. Council regularly authorizes permits for non-profits to raise money or for activities on City-owned property that benefit the community. The Chamber believes the market will benefit the downtown area by providing this additional activity.

Councilmember Haines MOVED to adopt Resolution No. 2013–11.

Councilmember Haines MOVED to postpone Resolution No. 2013–11 until the Chamber of Commerce is ready to proceed with a community Saturday market.

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

### c. **Resolution No. 2013–12, Authorizing the Issuance of a Permit to the Kodiak Garden Club for Use of Public Property for its Annual Plant Sale**

Mayor Branson read Resolution No. 2013–12 by title. Resolution No. 2013–12 authorizes the issuance of a permit to the Kodiak Garden Club to use the covered area of the Baranof Park ice rink to hold its annual plant sale on June 1, 2013.

Councilmember Whiddon MOVED to adopt Resolution No. 2013–12.

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

**d. Resolution No. 2013–13, Authorizing the Issuance of a Permit to the Humane Society of Kodiak for Use of Public Property for its Annual Planted Basket Sale**

Mayor Branson read Resolution No. 2013–13 by title. Resolution No. 2013–13 authorizes the issuance of a permit to the Humane Society of Kodiak to use the covered area of the Baranof Park ice rink to hold its annual planted basket sale on June 8, 2013.

Councilmember Bishop MOVED to adopt Resolution No. 2013–13.

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

**e. Resolution No. 2013–14, Authorizing Naming the New Library the Kodiak Public Library**

Mayor Branson read Resolution No. 2013–14 by title. Community members have requested and the City has explored naming the New Library building the Kodiak Public Library. Kodiak Public Library Association (KPLA) members, community members, and City officials have looked into the process. The key steps and intent of the City's facility naming policy have been met, and the City Council may authorize that the name of the New Library be the Kodiak Public Library by adopting Resolution No. 2013–14.

Councilmember Saravia MOVED to adopt Resolution No. 2013–14.

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

**f. Authorization of Lease of the Office Space at 411 Marine Way**

The Department of Homeland Security and the Transportation Security Agency need office space in Kodiak for Transportation Identification Worker Credentials (TWIC) enrollment. Approximately 250 TWIC cards were issued to Kodiak workers in 2008 and require renewal. TSA's contractor, MorphoTrust USA, Inc., investigated several office spaces in Kodiak, and the facility that fully meets their need is the small (210 sq feet) office at 411 Marine Way adjacent to the downtown restrooms at the corner of Shelikof and Marine Way. This location has sufficient parking and meets Federal ADA requirements. It has been vacant many years and was previously used as the TWIC enrollment office in 2008. No building modifications are necessary.

Councilmember Haines MOVED to declare it in the best interest of the public and authorize a five-month lease beginning May 1, 2013, between the City of Kodiak and MorphoTrust USA for the office space located at 411 Marine Way for the purpose of TWIC card enrollment and authorize the City Manager to execute the agreement on behalf of the City.

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

**g. Authorization of Amendment No. 1 to the Professional Services Contract for Biosolid Consultation, Project No. 7517**

The City has been working on a solution for both temporary and long-term disposal of biosolids for multiple years. A sludge disposal study was conducted in 2008 to evaluate potential options and later a pilot composting project was conducted in 2010 to verify the feasibility of composting the community's biosolids. The City has contracted with CH2MHill for professional engineering support throughout the process. This contract amendment will continue the current professional service agreement for continued support through final resolution of biosolid disposal.

Councilmember Walker MOVED to authorize Amendment No. 1 to the professional services contract with CH2MHill, for biosolids facility permitting and consultation services, with a not-to-exceed amount of \$30,000, with funds coming from the Sewer Capital Improvement Fund, Biosolids Management, Project No. 7517 and authorize the City Manager to execute the amendment.

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

**VI. STAFF REPORTS**

**a. City Manager**

City Manager Kniaziowski announced that Senate Bill No. 21 was passed. She said there is uncertainty for the state's operating capital budget but did highlight the importance for the City if the governor approves the capital budget. The City will receive \$500,000 for the Monashka pump house and up to \$900,000 for re-appropriation of grant funds from the UV project if the capital budget is approved. Manager Kniaziowski appreciates the support of the legislature. Lt. Governor Mead Treadmill certified the referendum application, which will begin to allow voters to keep or reject Senate Bill No. 21. Manager Kniaziowski noted when they adopted Senate Bill No. 21 the state legislature indicated they will fund revenue sharing. The revenue sharing funding source was identified as corporate income tax and corporate oil and gas tax. She noted that last year \$25 million was shared statewide for energy, which will not occur this year.

Manager Kniaziowski congratulated Mark Kozak, Public Works Director for his 25 years of service. Joe D'Elia, Library Director has resigned and will be leaving on June 21, 2013. She will be interviewing for the Parks and Recreation Director; she noted that there are well qualified candidates and commented on her appreciation for Charlie Powers, Interim Director. There is also recruiting for the Parks and Recreation Ice Rink and Teen Center Supervisors. There have been 12 applicants and 5 applicants respectively. She said there is a good pool of applicants, and the interviews will be completed and recommendations will be made soon. Manager Kniaziowski shared that Todd Williams and Floyd Damron with CM2MHill will be here next week. She will be discussing composting plans with the Borough Mayor and City Mayor. She appreciates the partnership of the Borough on this project. She said that staff is working on the FY2014 budget for the May 4, 2013, work session. Manager Kniaziowski gave a reminder there is no household trash pickup this year due to funding. She commented that Nick's Auto Wrecking is giving a great deal for pickup and the drop off of vehicles. She said the Borough has extended their oper-

ating hours for two Saturdays at the landfill. Manager Kniazowski noted that Kodiak Police Department and the Code Enforcement Officer are helping to disseminate this information to the public. She said the library construction is moving quickly. She recommended the Council tour the building the week of May 6, 2013. She updated that the Shelikof road project started this week and the road is closed to through traffic. Brechan Enterprise Inc. is currently excavating for a retaining wall that will be built by Belarde Custom Concrete. The schedule is to have the road paved by June 2013. She gave an update from the Borough maintenance department that the City staff parking lot will be closed and the side parking lot will need to be used. She gave an update that the Emerging Leaders Dialog is occurring in Kodiak on May 19-22, 2013. The Institute of the North is the sponsoring agency of this conference.

**b. City Clerk**

City Clerk Marlar welcomed Michelle Shuravloff-Nelson, Deputy Clerk. She informed the public of the next scheduled Council work sessions and regular meeting.

**VII. MAYOR'S COMMENTS**

Mayor Branson congratulated and thanked Mark Kozak for his service and said he is always thorough, pleasant to work with, and does an excellent job for the City. Mayor Branson congratulated the Clerks for their hard work and welcomed Michelle Shuravloff-Nelson. She said it is right and reasonable for the Council to approve the personnel updates from the classification and compensation study. She noted it has taken ten years to get the personnel manual and salary schedules updated. She said she has discussed the necessity with the City Manager to review the personnel manual and consistently determine if revisions are required. Mayor Branson will be meeting with Mayor Floyd to coordinate a Multi-Cultural event that will occur on Memorial Day weekend to celebrate the cultural and diversity in Kodiak. She said she will participate in the Emerging Leaders Dialog in May 2013. Mayor Branson expressed her appreciation to Mary Munk and Aimee Kniazowski for the work on the personnel manual revisions.

**VIII. COUNCIL COMMENTS**

Councilmember Walker welcomed Michelle Shuravloff-Nelson and congratulated Mark Kozak for his 25 years of service. He congratulated the City staff for their work and encouraged everyone to have a good summer.

Councilmember Bishop suggested going to the job center for spring and summer job openings. He emphasized the importance of health and fitness at any age.

Councilmember Haines complimented the City Clerk's office for the broad range of work they perform. He welcomed Michelle Shuravloff-Nelson. He thanked Mark Kozak for the great job he does and said Joe D'Elia has done a wonderful job and commended him for being such a great person. He congratulated everyone associated with the library and the Kodiak Public Library Association and thanked everyone for their hard work, donations, and dedication.

Councilmember Saravia thanked Joe D'Elia for his years of service and wished him good luck in the future. He thanked Mark Kozak for his hard work and service. He thanked the Clerks and

City Manager's offices for their work. He welcomed Michelle Shuravloff-Nelson. He gave updates on the herring, steal head, and rockfish fisheries.

Councilmember Whiddon congratulated Mark Kozak for a job well done and stated it is a pleasure to work with high caliber people such as Mark. He said the help provided by the City Clerk with Roberts Rules of Order is appreciated, and he welcomed Michelle Shuravloff-Nelson. He commented on his satisfaction of the Council passing the classification and compensation recommendations. He said the City Council- Borough Assembly Fisheries Work Group meets this Monday at 9 a.m. in the Borough conference room. He commented that this group is an advisory work group that makes recommendations. The current topics that are scheduled for discussion are rationalization schemes and procedures and policies for the Gulf of Alaska. The goal of the discussed topics is to get the best outcomes for Kodiak and to assure our economy is viable and our waterfront is vibrant.

**IX. AUDIENCE COMMENTS**

No comments.

**X. ADJOURNMENT**

Councilmember Whiddon MOVED to adjourn the meeting.

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

The meeting adjourned at 8:41 p.m.



CITY OF KODIAK

*Pat Brown*

MAYOR

ATTEST:

*Dilma Marku*

CITY CLERK

Minutes Approved: May 9, 2013