

**MINUTES OF THE REGULAR COUNCIL MEETING  
OF THE CITY OF KODIAK  
HELD THURSDAY, NOVEMBER 13, 2014  
IN THE BOROUGH ASSEMBLY CHAMBERS**

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

Mayor Pat Branson called the meeting to order at 7:35 p.m. Councilmembers Charles E. Davidson, Terry J. Haines, Gabriel T. Saravia, and John B. Whiddon were present and constituted a quorum. Councilmembers Randall C. Bishop and Richard H. Walker were 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 October 23, 2014, regular meeting as presented.

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

**III. PERSONS TO BE HEARD**

**a. Public Comments**

**Toby Sullivan**, Executive Director Kodiak Maritime Museum, stated the Harbor Festival will be on December 20, 2014. He said the festival provides support for the fishing industry. He commented that he appreciated the support from the Downtown Kodiak Revitalization Committee last year and he asked for volunteers and monetary donations this year from the community.

**IV. UNFINISHED BUSINESS**

**a. Second Reading and Public Hearing, Ordinance No. 1327, Authorizing Fire and Rescue Mutual Aid Agreements Between the City of Kodiak and the Kodiak Island Borough and the United States Coast Guard Base Kodiak**

Mayor Branson read Ordinance No. 1327 by title. The City of Kodiak Fire Department maintains fire and rescue mutual aid agreements with both Kodiak Island Borough Fire Protection Areas at Bayside and Womens Bay Service Area, and with the United States Coast Guard Base Kodiak for the mutual protection of life and property pursuant to Alaska Statute 18.70.150-160 (relating to the adoption of mutual fire aid agreements) and Article X, 13 of the Alaska Constitution (authorizing intergovernmental agreements for cooperative or joint administration of municipal functions or powers). The mutual aid agreements have expired and require renewal.

Councilmember Haines MOVED to adopt Ordinance No. 1327.

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 Davidson, Haines, Saravia, and Whiddon in favor. Councilmembers Bishop and Walker were absent. The motion passed.

## V. NEW BUSINESS

### a. **Resolution No. 2014–36, Rescinding Resolution Nos. 08–26 and 09–02, and Reestablishing a Records Retention Schedule**

Mayor Branson read Resolution No. 2014–36 by title. Records Retention Schedules (RRS) are a key element in effective records management programs. The RRS, if adopted as Resolution No. 2014–36, will rescind and replace all prior Records Retention Schedules. The 2014 revision of the RRS is based upon a review of departments and contains a listing of all records produced or maintained by the City. The City-wide RRS determines the length of time a record is kept and how the record is maintained due to its operational, legal, fiscal, and historical purposes. The City-wide records management program provides a filing system for all departmental records throughout the life cycle of each record, including the transfer to offsite storage and the destruction of records. There is a permanent retention for some records within the City departments. During the winter of 2013 and spring of 2014 the City Clerk, Records Manager, Department Heads, and Records Coordinators met to review, discuss, and recommend changes to the Records Retention Schedule.

Councilmember Davidson MOVED to adopt Resolution No. 2014–36.

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

### b. **Authorization of Award of the Skate Park Ramp Procurement, Project No. 15-04/9015**

The final phase of the Baranof Park Improvement Project included upgraded and new elements to the park such as the turf baseball outfield, security lighting and cameras, tennis court repairs, permanent bleachers at Joe Floyd Track and Field, and the replacement of some of the skate park ramps. In preparation for executing the skate park ramps, a Request for Proposals (RFP) was issued on September 29, 2014, to obtain proposals from skate ramp manufacturers. Bids were opened on October 30 and one bid was received. The responsive bidder was American Ramp Company, with a quote of \$97,594.52 for the fully installed skate ramp and \$92,224.52 for the owner installed skate ramp with supervision.

Councilmember Haines MOVED to authorize the award of the Skate Park Ramp Procurement items to the American Ramp Company in the amount of \$97,954.52, with funds coming from the Parks Capital Improvement Fund, Project No. 15-04/9015 and authorize the City Manager to execute the documents on behalf of the City.

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

**c. Authorization of Amendment No. 2 to Professional Services Contract for Design and Permitting of Snow Dump Storage Yard Project No. 13-07/ 5030**

In January 2013, Council authorized DOWL HKM to perform a snow disposal site selection study. DOWL completed the study and presented the results to Council at the January 14, 2014, work session. Council agreed that Site 12, the old lower reservoir site, was the best location for the new snow disposal site. Based on wetlands delineation, staff recommended to Council at the August 26, 2014, work session that the City select the area behind the Water Treatment Plant rather than the original site, due to lack of space to avoid wetlands issues and high development costs.

Councilmember Whiddon MOVED to authorize Amendment No. 2 to the Professional Services Contract for Design and Permitting of Snow Dump Storage Yard, Project No. 13-07/5030, with DOWL/HKM in the amount of \$27,630, with funds coming from the Street Improvement Capital Fund and authorize the City Manager to sign the agreement on behalf of the City.

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

**VI. STAFF REPORTS**

**a. City Manager**

Manager Kniazowski stated the recent heavy rain has taken an abundance of City and Borough staff resources to monitor and respond to the level of rain and landslides that have occurred. She indicated a small Incident Management Team was stood up to deal the rainfall in the community. She indicated the Water Treatment Plant was at a high level due to the rain, and City staff continues to monitor it. She stated she attended two Department of Transportation meetings via teleconference. She said one meeting was to discuss the halting of the work at Pier I, and Senator Gary Stevens and a representative from Alan Austerman's office participated in the meeting. She said that Pier I is a State project on City property, and the State will be working on an environmental analysis and return Pier I to operating conditions for the upcoming year. Manager Kniazowski clarified there should be no cost to the City; the necessary permits were issued, and the decision to stop operations was a DOT determination. She said DOT will provide public announcements on the construction of Pier I. Councilmembers voiced disappointment in DOT's lack of foresight.

Manager Kniazowski stated the permit to DEC for the composting facility was turned in and expected to go for public hearing at the end of November. She stated the FY2014 audit went well, and the presentation to the Council will be in January 2015. She provided updates on City projects, including the Monashka pumphouse; Aleutian Homes Phase V, Segment B; Snow Dump Survey; and Pier III. She shared that DOLW will present to the Council in January, and the Juneau legislative reception will be in March. She said she will be out of the office from November 16 through 21. She commented that Police Chief Wallace was interviewed regarding the Safe Streets Task force and heroin interception, which will be on channel 11 at 10 p.m.

**b. City Clerk**

City Clerk Marlar thanked the Records Coordinators and Department Heads for their assistance to update the records retention schedule. She praised Parks and Recreation Director Corey Gromm for his efforts to bring the department into compliance with the records program. She shared her recent attendance at an ARMA conference and provided updates on records retention trends, social media, and other legal compliance issues. Clerk Marlar acknowledged Brianna Gibbs' departure off-island and stated it was a pleasure to work with her. She informed the public of the next scheduled Council work session and regular meeting.

**VII. MAYOR'S COMMENTS**

Mayor Branson indicated it would be helpful to have a separate Department of Transportation list of Kodiak concerns and needed projects and would like further discussion at the City and Borough joint work session. She stated she was pleased about the mutual aid agreements and the skate ramps. She said she will attend AML and the Alaska Conference of Mayors next week, and she would like to invite newly elected State and Federal officials to Kodiak in the upcoming year. She wished Brianna Gibbs good luck in her future endeavors, and she wished everyone a happy Thanksgiving and a safe holiday.

**VIII. COUNCIL COMMENTS**

Councilmember Haines reminded everyone to be careful driving in the morning, and he thanked Don Roberts for his service as a crossing guard. He stated he was pleased with Brianna Gibbs' work at KMXT, and he wished her well in her travels. He spoke in opposition of the construction stopping at Pier I due to the presence of sea lions and questioned why DOT was not aware of the issue earlier.

Councilmember Davidson wished Brianna Gibbs well and stated she did a splendid job informing the community of local issues. He reiterated the lobbyist's comments made at the work session and stated it will be a rough year for funding.

Councilmember Whiddon wished Brianna Gibbs well in her future endeavors. He acknowledged the work of the American Legion and VFW, and he thanked veterans for their service.

Councilmember Saravia wished everyone a happy Thanksgiving, and he wished Brianna Gibbs well in her endeavors. He asked the public to drive safely.

**IX. AUDIENCE COMMENTS**

None

**X. ADJOURNMENT**

Councilmember Davidson MOVED to adjourn the meeting.

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

The meeting adjourned at 8:26 p.m.



CITY OF KODIAK

*Pat Bran*

MAYOR

ATTEST:

*Dileen Marlow*  
CITY CLERK

Minutes Approved: December 11, 2014