

**MINUTES OF THE REGULAR COUNCIL MEETING  
OF THE CITY OF KODIAK  
HELD THURSDAY, JULY 23, 2015  
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, Gabriel T. Saravia, Richard H. Walker, and John B. Whiddon were present and constituted a quorum. Councilmember Terry J. Haines was absent. City Manager Aimée Kniaziowski, 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 June 25, 2015, regular meeting as presented.

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

**III. PERSONS TO BE HEARD**

**a. Public Comments**

None

**IV. UNFINISHED BUSINESS**

None

**V. NEW BUSINESS**

**a. First Reading, Ordinance No. 1337, Amending Kodiak City Code 7.04.060, Control of Animals, Adopting Kodiak City Code 7.04.190, Off-Leash Dog Parks, Amending Kodiak City Code 7.04.180, Control of Animal Offenses-Fine Schedule, and Amending Kodiak City Code 18.32.020, Definitions to Provide For Leash-Free Dog Parks and Related Matters**

Mayor Branson read Ordinance No. 1337 by title. The Parks and Recreation Department has received requests from community members to add a leash free dog park to the Kodiak park system. The Parks and Recreation Advisory Board made a motion to support a dog park at the north end of East Addition Park at their April 1, 2015, meeting. Establishing a leash-free dog park within City limits will benefit the community and is in the best interest of the City.

Councilmember Davidson MOVED to pass Ordinance No. 1337 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, Saravia, Walker, and Whiddon in favor. Councilmember Haines was absent. The motion passed.

**b. First Reading, Ordinance No. 1338, Authorizing a Lease of an Approximately 7,662 Square Foot Lot at the Kodiak Municipal Airport to Alutiiq Aviation Services, Inc.**

Mayor Branson read Ordinance No. 1338 by title. A master plan study funded by the FAA in 2004 evaluated the entire Municipal Airport, Lilly Lake, and Trident Basin. Part of the work that was completed identified several options that would improve safety as well as areas that could be expanded at the airport for tie down rental or leases for hangars. Alutiiq Aviation Services, Inc. has been using two rented spots since July 2011 in the area identified as the south apron in the master plan and has requested a lease in order to build a hangar.

Councilmember Whiddon MOVED to pass Ordinance No. 1338 in the first reading and advance to second reading and public hearing at the next regular or special Council meeting.

Councilmember Whiddon MOVED to postpone the vote on Ordinance No. 1338 in the first reading until an airport appraisal is completed.

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

**c. Resolution No. 2015–21, Authorizing Payment of FY2016 Nonprofit Organization Grants**

Mayor Branson read Resolution No. 2015–21 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 adopted by Resolution No. 2015–16. The policy resolution stipulates the total amount available for nonprofit grants in a given fiscal year, is a maximum of one percent of budgeted general fund revenues, exclusive of any fund balance appropriations. The amount budgeted for FY2016 for nonprofit grant payments is \$149,900. This policy eliminated the requirement that restricts funding to not more than ten percent less and/or more than the previous year funding. This provision has allowed new nonprofits to request funding up to the full cap, while restricting the funding to existing nonprofit applicants. The elimination of this requirement will provide fairness among all applicants. The policy also grants agencies the ability to apply for one-time only non-operational funds for special projects. The City received twenty-three applications for FY2016 from nonprofit organizations that serve Kodiak, up from twenty-one applications last fiscal year, for a total amount requested of \$200,634.60.

Councilmember Bishop MOVED to adopt Resolution No. 2015–21.

Councilmember Bishop MOVED to postpone the vote on Resolution No. 2015–21 until the August 13, 2015, regular meeting.

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

**d. Resolution No. 2015–22, Formally Submitting a Harbor Facility Grant Application to the State of Alaska Department of Transportation and Public Facilities in the Amount Not to Exceed 1.5 Million Dollars for the Entitled Channel Transient Float Replacement Project No. 8525**

Mayor Branson read Resolution No. 2015–22 by title. City of Kodiak Resolution No. 2015–22 formally submits a Harbor Facility Grant application to the State of Alaska Department of Transportation and Public Facilities in an amount not to exceed 1.5 million dollars for the entitled Channel Transient Float Replacement Project No. 8525. The Harbor Facilities Grant program is a matching grant program through which the state and municipality share equally in the cost of replacing aging harbor infrastructure formerly owned by the State of Alaska. Council adopted Resolution No. 2015–06 in February 2015 supporting continued funding of the Harbor Facility Grant Program in the FY2016 State Capital Budget in order to ensure enhanced safety and economic prosperity among Alaskan coastal communities.

Councilmember Walker MOVED to adopt Resolution No. 2015–22.

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

**e. Resolution No. 2015–23, Authorizing the Issuance of a Permit to the Filipino American Association of Kodiak for the Use of Public Property to Host Its Philippine Consulate Outreach Program**

Mayor Branson read Resolution No. 2015–23 by title. The Filipino-American Association of Kodiak requests the use of the Teen Center on July 31 and August 1, 2015, to host the consular outreach program during the visit of the Philippine Consulate General from San Francisco. The purpose of the visit is to provide consular outreach services to Filipino Americans in Kodiak. The Philippine Consulate will collect fees for services rendered, and the Filipino-American Association will also ask for donations from participants to help offset costs associated with the outreach program.

Councilmember Bishop MOVED to adopt Resolution No. 2015–23.

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

**f. Resolution No. 2015–24, Authorizing the Issuance of a Permit to the Kodiak Football League to Collect Admission Fees and Sell Concessions at Baranof Park**

Mayor Branson read Resolution No. 2015–24 by title. Resolution No. 2015–24 authorizes the issuance of a permit to the Kodiak Football League to use the Baranof Football Field to sell concessions from August to October and to charge gate fees at home high school football games. This effort helps pay for most of the team's expenses. Because the games are held on City prop-

erty, the League must receive permission from the City Council to collect fees during home games.

Councilmember Davidson MOVED to adopt Resolution No. 2015-24.

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

**g. Authorization of Bid Award for Annual Sidewalk, Curb, and Gutter Repairs, Project No. 16-01/ 5003**

Annually the City issues bids for the repair and replacement of damaged sections of sidewalk, curb, and gutters at various locations throughout the City. Bids were issued on June 3 and opened on July 06, 2015. Two bids were received. Unitemp Mechanical Insulation, LLC was the lowest bidder.

Councilmember Davidson MOVED to authorize the bid award for the annual sidewalk, curb, and gutter project to Unitemp Mechanical Insulation, LLC in the amount of \$55,370, with funds coming from the Street Improvement Capital Fund, Annual Sidewalk Curb and Gutter project, Project No. 16-01/5003 and authorize the City Manager to execute the award documents on behalf of the City.

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

**h. Authorization to Purchase a Cat 160 M3 Grader**

Public Works budgeted to replace the 1996 Champion grader in the FY2016 budget. After evaluating the options of bidding for a replacement grader or attaching to the State of Alaska bid, staff opted to attach to the State bid as allowed in City Code 3.12.070(c). NC Machinery currently has a contract with the State to supply Cat graders. NC Machinery has offered a Cat 160 M3 grader equipped as the City requested for \$302,988.

Councilmember Walker MOVED to authorize attachment to the State of Alaska grader bid to purchase a Cat 160M3 grader in the amount of \$302,988, with funds coming from the Street Machinery Equipment account and authorize the City Manager to execute the award documents on behalf of the City.

**i. Authorization to Rescind Lease No. 196508 and Authorize Lease No. 219595 for City Hall Office Space in the Kodiak Island Borough**

The City and KIB approved a five-year lease for office space in the Borough Building at a lease rate of \$2.20 sf in July 2011. The City Manager and Borough Manager met in June to negotiate terms of a new five-year lease. The updated lease, which includes additional office space, will remain at \$2.20 sf. The lease includes office space of 3,137 square feet known as Suites 210 to 222 located on the second floor, and office space of 810 square feet known as Suites 113-115 and a 553 square foot conference room (Room 116) all located on the first floor of the Kodiak Island Borough Building and, in addition, a proportional fifteen percent (15%) share or 227 square

feet of the common areas described as the Assembly Chambers (1,515 sq. ft.), resulting in 4,727 square feet of total lease area.

Councilmember Davidson MOVED to rescind Lease No. 196508 and authorize Lease No. 219595 for City Hall Office space lease in the Kodiak Island Borough building in the annual amount of \$124,766, with \$100,500 from the General Fund, Non-Departmental Administration account and the balance to be included in the next supplemental budget appropriation and to authorize the City Manager to execute the lease document on behalf of the City.

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

**j. Authorization of Amendment 2 to the Five-Year Regional and Community Jail Contract**

The Alaska Department of Corrections (DOC) received 33.25 percent less funding to support the Regional and Community Jail Program for FY2016. Currently, the City is in year three of a five-year contract with DOC. The amended contract amount for the term beginning July 1, 2015, is \$991,552.

Councilmember Whiddon MOVED to authorize amendment No. 2 to the professional services contract with the Alaska Department of Corrections in the amount of \$991,552 for FY2016 Regional and Community Jail services and authorize the City Manager to sign the amended contract on behalf of the City.

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

## **VI. STAFF REPORTS**

### **a. City Manager**

Manager Kniazowski gave an update on Pier III and the upcoming arrival of the new crane. She provided a composting project update and indicated the completion date is scheduled for October. She said that Brechan Enterprises Inc. is paving Mill Bay Road, and there have been several public service announcements providing updates. She said a draft of the Strategic Plan has been completed, and a time to review the plan will be scheduled soon. She stated the Deputy City Manager will begin work on August 14, and she extended her appreciation for Public Works Director Kozak and Fire Chief Mullican for providing coverage during her medical leave.

### **b. City Clerk**

City Clerk Marlar congratulated Deputy Clerk Shuravloff-Nelson for receiving her Certified Municipal Clerk designation from the International Institute of Municipal Clerks. She announced City nominating petitions for the Mayoral position and two Councilmember positions are available in the Clerk's Office for the October 6 election. She gave the age and residency requirements of those seats. Clerk Marlar informed the public of the next scheduled Council work session and regular meeting.

**VII. MAYOR'S COMMENTS**

Mayor Branson congratulated the Deputy Clerk on her certification and thanked her for her work on the downtown revitalization committee. She spoke about an Artography meeting sponsored by Rasmuson Foundation, which included numerous community participants. She stated she was pleased the crane will arrive soon. She expressed her appreciation for the Department of Corrections Commissioner for supporting the Kodiak Jail Contract funding. She informed the public the City's 75th Anniversary planning meetings will begin next week. She said she was excited for the Filipino Consulate visit to Kodiak next week. She gave a public reminder that the Relay for Life event occurs Friday, July 24.

**VIII. COUNCIL COMMENTS**

Councilmember Walker thanked the City department heads for all their hard work.

Councilmember Davidson congratulated the deputy clerk for receiving her certification, and he wished everyone an enjoyable summer.

Councilmember Whiddon thanked the Clerk's Office for their service and congratulated the deputy clerk. He thanked Finance Director Mayes for the financial update regarding nonprofits. He indicated a Fisheries Work Group meeting is on August 5, 2015. He suggested that a USCG representative be included on the City's 75<sup>th</sup> Anniversary planning meetings.

Councilmember Saravia congratulated the Deputy Clerk and thanked all the staff for their hardwork.

Councilmember Bishop congratulated the Deputy Clerk and shared that "Warm August Nights" is scheduled for August 8; he indicated that CHARR will be sponsoring bus rides to and from the fair grounds.

**IX. AUDIENCE COMMENTS**

None

**X. ADJOURNMENT**

Councilmember Davidson MOVED to adjourn the meeting.

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

The meeting adjourned at 8:15 p.m.

JULY 23, 2015

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CITY OF KODIAK

*Pat Maus*

MAYOR

ATTEST:

*Debra Masten*  
CITY CLERK

Minutes Approved: August 13, 2015



