




## MEMORANDUM

TO: Mayor Branson and City Councilmembers  
FROM: Mike Tvenge, City Manager   
DATE: September 30, 2021  
RE: City Manager Report

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### Emergency Operations Center:

- The Public Information Officer continues to report active cases daily.
- The community risk level is yellow. The Kodiak mask mandate has been reinstated. Federal mask mandate remains in effect for all public transportation conveyances and transportation hubs.

### Administration:

- AML Summer Legislative Conference– the Deputy City Manager attended the AK Municipal Management Association meetings on August 4-6, 2021 in Fairbanks. In addition to the AMMA Business Meeting, professional development topics on collaborative leadership, attracting and retaining millennials, manager masterpiece and a roundtable discussion on CV-19 response in communities. Highlights of the visit included networking activities and a tour of Fire Station 1 with Tod Chambers, Fire Chief.
- Kick-off meeting held on August 16, 2021 to start development of a new Long Range Transportation Plan (LRTP). The LRTP will identify local transportation priorities and provide a targeted and strategic approach to transportation projects and road maintenance activities. We will be working with consultant Bristol Engineering to complete the DRAFT LRTP and tentatively plan to present to Council at December 7, 2021 Work Session.
- Arctic Eagle 2022 – Coordination continues with mission planners of the National Guard on Gibson Cove Demolition and Municipal Airport Apron Improvements. Alaska National Guard Joint staff were in Kodiak on August 23, 2021 to meet with city administration to discuss the scope of work and what we hope to accomplish next year.
- Ms. Shirley Marquardt, SWAMC Executive Director visited Kodiak on August 25, 2021 to conduct outreach to stakeholders for the development of a Regional Economic Recover & Resiliency Plan. In August 2020, SWAMC was awarded CARES Act funding from the Economic Development Administration (EDA) to help the SWAMC region recover from economic impacts from COVID-19. The Manager's Office is working with SWAMC, EDA and KEDC to pursue Recovery funding for construction of a maintenance shelter at the Kodiak Shipyard. Construction of a new facility will assist economic recovery from CV-19 as well as build resiliency from possible future economic upheavals by keeping as much of our home port fleet in Kodiak for vessel repair and maintenance.
- The Manager's Office was informed on 9/20/2021 that the City was awarded a \$25,000 grant from the Bloomberg Philanthropies Asphalt Art Initiative. Kodiak is one of 26 U.S. cities to be selected for this new grant. Kodiak's project titled 'The Heart of Kodiak' will

install an intersection mural to welcome workers and visitors to the heart of the city's historical center and tourist district. The project is in partnership with the Kodiak History Museum and the Kodiak Arts Council. We expect to develop our project in 2022.

- The joint City and Borough Cooperative Relations Committee has convened monthly this summer and the Manager's Office continues to be engaged by providing staff support. Discussions continue around meaningful cooperation and communication as well as the improvement of mutual services. Their next meeting is tentatively scheduled for November 10, 2021.
  - Following a formal Building Maintenance request to KIBSD, discussions and follow-up continue with Superintendent Ledoux and his staff. We hope to bring a DRAFT City/Borough/KIBSD Memorandum of Understanding for a Joint Facilities Use Agreement to the Council in early 2022.
  - Historic Preservation Commission –
    - Met with the State Historic Preservation Office (SHPO) on September 21, 2021 to discuss next steps in the process for Kodiak to become a Certified Local Government.
    - Attended a Stakeholders meeting on August 25, 2021 in coordination with a site visit of the Russian American Magazin with consultants Anderson Hallas Architects who are completing a Historic Structure Report. The report will identify chronological data available to help define the period of significance of the building and to use the report to develop a future plan for the building.
  - Work continues with ISER to determine the economic feasibility of annexation. We hope to have a presentation to Council in November 2021. To date, we've completed:
    - Population and road mileage mapping
    - Collection of sales tax data and baseline fiscal structure, expenditure and revenue data
    - Construction of a "strawperson" model
    - Created and submitted questions to the City to incorporate into final modeling.
  - Near Island Quarry Management – working with the City Engineer on continued management of 3 permits. We are in the process of laying groundwork for preparation of a future comprehensive mining plan. The goal of the plan is to add structure to quarry operations.
  - Submitted a Tier II Full Proposal to the Rasmuson Foundation for a \$450,000 grant for the Baranof Park Improvements Project on September 8, 2021. We have a tentative site visit with Program Officer in mid-October and expect to hear from the Foundation in November to learn if the City will be awarded. The Kodiak Hockey League & Friends of Baranof Park continue to pursue all potential private and nonprofit funding sources and continue to provide regular updates to the Manager's Office.
  - New Fire Station – Following site selection, drafted both a Project Road Map and a request for qualifications (RFQ) for design consultant selection for Council consideration. At this time and moving forward, the City Engineer has been assigned lead for the project and will continue with an administrative committee to select consultant for the project.
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**Personnel:**

- Compensation Study - In early July the City entered into a professional services agreement with Halcyon Consulting to lend credence to a high-quality, independent and thoughtful study. In mid-July we held a kick off meeting, provided data to Halcyon and data was also collected from State Department of Labor. The DRAFT study was transmitted to the City for review on September 7, 2021. While still under technical and legal review, we've scheduled a presentation to Council by Halcyon Consulting in October 2021.
- Familiar Faces – As the Finance/IT Department works to fill vacant positions, we've temporarily hired Ms. Cindy Cortez, Ms. Kelly Mayes and Ms. Sandy Heglin.
- The City of Kodiak would like to welcome the following new employees:
  - Connee DeWolfe – Library Assistant
  - Jacob Finley – Harbor Officer
  - Trent Mackenzie – Harbor Officer
  - John Hoyle – Maintenance Specialist/Equipment Operator – PW (Compost)
  - Erin Turman – Administrative Assistant – Fire
  - Sarah Palmer – Firefighter/EMT II
  - Ryan Tierney, Police Officer
- The City of Kodiak is currently recruiting for the following FT positions:
  - Firefighter/EMT
  - Police Officer
  - Senior Fiscal Analyst
  - Administrative Assistant – P/T at KPD
  - Maintenance Technician
  - Public Safety Dispatcher
- Following the Public Safety Employees Association election in June 2021, the Manager's Office is preparing for a visit with PSEA staff on October 8, 2021 in Kodiak for introductions and review of collective bargaining ground rules, timeline and process.

**Finance/IT:**

- The City's new business license program in MUNIRevs is live and accepting applications as of August 18, 2021. Finance has implemented a communications strategy with the use of letters, PSA's, links to apply for a license online and file sales tax online as well as a FAQ on the website. To date, 135 businesses have applied for business licenses.
- Due to staff shortage and increasing workload, the opening hours for the Cashier's Office were shortened to allow staff to manage and complete their work/tasks. Temporary hours are Monday-Thursday from 8 am to 2 pm and they are closed to the public on Fridays.
- Investment Committee – Tentative plan is to convene the committee after the Finance Department's final audit, likely late October or early November.

## **Engineering:**

Work continues on several projects including:

- Mill Bay Road Paving – repaving from Island Lake Road to Rezanof completed July/August.
- Annual Paving Repairs – project had 2 separate locations:
  - Repaving on Upper Mill Bay Road from Rezanof to Wilson Street completed July/August 2021.
  - Repaving the intersection of Mission Road and Ismailov Street completed August 2021.
- Barn Stabilization – 1. replaced roof: shingles, ice & water shield and added a layer of plywood sheathing 2. painted exterior siding/trim: stabilized existing lead-based paint, Parks & Rec primed and painting 85% complete.
- Teen Center Roof Repair – contract awarded and Notice to Proceed issued on August 31, 2021.
- Water & Sewer Phase VII Hemlock Street - Design with DOWL approximately 54% complete.
- Closure of old library petroleum contaminated site – ADEC made decision to consider the site clean and closed in September 2021.
- Existing fire station maintenance projects: relocated mobile office trailers, corrected drainage issues, preparing plan for temporary roof leak repairs (3-year duration) to provide safe usable work space until new fire station is built.
- Lift Station #5 and Force Main Replacement Design – Design continues with DOWL. Draft Engineering Report due late September. Tentative plan is to advertise for construction bids early Spring 2022.
- WWTP SCADA upgrade – ADEC/SRF loan accepted July 8, 2021. Staff reviewing Jacobs Engineering proposal.
- CT Tank Coating design – 65% design submittal review pending. Tentative plan to advertise for bids winter of 2021 or early spring 2022. Recoating of first tank tentatively scheduled to start May 2022.
- 417 Hillside – completed asbestos abatement work May 15, 2021. Next step is relocating structure off City property.
- Public Works UST removal – project completed September 25, 2021.
- Larch Street paving – project completed June 2021.
- Simeonoff Street storm drainage repair – project currently in the submittal stage. Construction tentatively scheduled for Spring 2022.
- Baranof Park Improvements Project (Ice Rink and Track enclosure) – 95% design completed. Final review by Building Official and Fire Marshal pending. Plan to advertise for bids in early 2022 pending funding.
- Portland Loos – providing ongoing input for location/installation of units. Two units on Island and remaining two will ship in October.

## **Port & Harbors:**

Work continues on several projects including:

- St. Herman Harbor (SHH) Replacement - submitted the City's grant application to the US DOT –Marine Administration's 2021 Port Infrastructure Development Program on July 22, 2021 for St. Herman Harbor rebuild project. The request is for \$26M to rebuild SHH. See attached letter of support from Alaska's Congressional Delegation.
- Pier II Fender Repair –Highmark Marine completed repairs in mid-September 2021.
- St. Paul Harbor Boat Launch Ramp –ADF&G grant application submitted 7/19/21 for possible funding for repairs.
- Fender pile replacement (Dock 1 & Oscar's dock) – PND purchase order issued for \$30,000 dated 7/22/21. Design – 40% complete. PND is preparing pile material specification so the City can order materials. Permitting – potential SHPO issues may affect timeline.
- Pier II anodes – PND purchase order issued for \$18,557.50 dated 7/1/21. City review of PND "draft" design conducted 8/27/21. Permitting application submitted 8/24/21.
- Harbor Waterfront Master Plan update – RFQ drafted and advertising schedule for October 2021.
- St. Paul Harbor Fire Suppression system repairs – pressure test pending to assess extent of leaks. Once extent of problem is known we can move forward on repair plan and execution. Plan to make repairs spring/summer of 2022.
- Pier I, II and III inspections – PND purchase order issued for \$158,514 and field work 90% complete. Final report due by 10/15/21.
- Shipyard high mast light foundation repair – repair submittals approved. Repair schedule pending.

## **Fire/Ambulance:**

- Staff working with Engineering on roof repairs due to concerns with the ceiling collapsing in the engine bay. Work is being performed by Friend Contractors.
- The Department continues to meet the need of the community for treatment and transport of patients with highly infectious disease.
- Continue work to onboard new staff and implement training cycle. In the process of migrating to new State of Alaska EMT standards to meet December 31, 2021 deadline.

## **Parks and Recreation:**

- Little Dribblers Basketball season commenced on September 13, 2021 and there are 90 kids participating.
- Prepping rink for ice season with anticipated start of season on October 11, 2021. Planet Hockey Camp will be hosted in Kodiak from October 15-17, 2021.
- Working on a Community Development Block Grant application for Baranof Park Improvements project. Applications are due December 3, 2021.

## **Police Department**

- Police Station Heating Repairs – to address chronic building issues, we completed Long Technologies scope of removing large quantities of gravel and grit from heating piping that clogged piping, valves and strainers. Flushed and cleaned heating system piping.

Continuing with chemical treatment of the water to clean out residual contaminants from the pipe and prevent future heating system problems. Troubleshooting server room heating issues with IT.

- 2021 SHSP Grant – The City was notified on September 23, 2021 that \$311,000 has been awarded by FEMA to replace access controls and CCTV at the Police Department. Chief Putney is in the process of completing the Obligating Award Documents for Kodiak.

**Public Works:**

- We have contracted with UAA to continue testing until December 31, 2021 in efforts to get a better understanding of the COVID-19 in the city's wastewater, how the different variants shed in wastewater and to provide another avenue for the public when compared to clinical cases.
- Received the DRAFT Water Rate Report from Jacobs Engineering on August 30, 2021. The report's analysis is currently under review by the Finance Department. Once fully vetted, we'll bring to Council for review and recommendations.
- Working with DEC on the City of Kodiak Wastewater Treatment Facility, Compliance Order By Consent (COBC) and corrective actions relative to the May 2019 Lift Station #5 discharge and November 2019 Mill Bay discharge.

**Library:**

- Kudos to Ms. Laurie Madsen, Library Director and staff for completion of the 2022 Summer Reading Program. This year's theme "Reading Colors My World" was a huge success!!
- *Kodiak Reads*, the library's book club is promoting 2021 Alaska Laureate Author Heather Lende's new book titled '*Find the Good: Unexpected Life Lessons from a Small Town Obituary Writer*'. Ms. Lende will offer writers' workshops and an evening presentation on November 2, 2021 in Kodiak.
- Submitted an ARPA Grant Proposal for 'Take it Outside at the Kodiak Public Library' to purchase waterproof canopies for popular outdoor programs, signage for a memorial garden (being constructed by volunteers) and picnic tables for the Kodiak Public Library. The goal of the outdoor programming is to create a permanent story walk for children, a community garden and collaborate with KMXT for music performances and placement of interpretive panels in a planned memorial grove of maple trees.

# Congress of the United States

Washington, DC 20515

September 13, 2021

The Honorable Pete Buttigieg  
Secretary  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, D.C. 20590

Dear Secretary Buttigieg:

We are writing in support of the Port Infrastructure Development Program (PIDP) grant application from the City of Kodiak, Alaska, to improve and modernize the marine infrastructure at Saint Herman harbor, the community's primary commercial harbor.

As a remote island in the Gulf of Alaska, Kodiak depends on a strong maritime transportation system and equally strong ports and harbors to support commercial fishing – the foundation of the local economy. The community is the third largest seafood port in the U.S. as measured by volume of landings, and the port supports a significant resident and transient fishing vessel fleet, shore-side seafood processing, and associated businesses. The local government relies on commercial fishing as the primary source of revenue to fund local services. Kodiak is also home to the country's largest Coast Guard base, which relies on Saint Herman harbor's integrity to conduct their missions and protect the United States' western-most and northern-most borders.

The proposed project would reconstruct the Saint Herman harbor and replace most of its float system, extending the viability of the harbor for at least another 30 years. Currently, the harbor has been losing one dock per year due to aging. This rate of failure is likely to increase in future years as the existing docks further deteriorate. In addition to modern and improved docks, the new float system will include electrical, fire suppression, and other safety upgrades. The City has raised 30 percent of the total cost of the project and is seeking to use PIDP grant money to fund the remaining 70 percent.

Consistent with all applicable law, policy and guidance, we respectfully request that you give due consideration to Kodiak's PIDP grant application and all Alaskan grant applications. We also ask that you keep our offices apprised on the outcome of the application.


Sincerely,



Lisa Murkowski  
United States Senator



Dan Sullivan  
United States Senator



Don Young  
Congressman for All Alaska