

**SAND POINT CITY COUNCIL**  
Regular Meeting Minutes

**Tuesday, May 12, 2015**

**CALL TO ORDER:**

The regular meeting of the Sand Point City Council was held Tuesday, May 12, 2015, in the Sand Point Council Chambers. Mayor Glen Gardner Jr. called the meeting to order at 7:03 p.m.

**ROLL CALL:**

Glen Gardner Jr.	Mayor	Present
Danny Cumberlidge	Seat A	Present - Excused
Allan Starnes	Seat B	Present via Teleconference
Shirley Brown	Seat C	Present
Jack Foster Jr.	Seat D	Present via Teleconference
Marita Gundersen	Seat E	Present
Rayette McGlashan	Seat F	Present

A quorum was established.

**Staff in attendance:**

Andy Varner, Administrator  
Shannon Sommer, City Clerk  
Krista Galvin, Finance Officer  
David Stokes, Public Works Director

**APPROVAL OF AGENDA:**

Mayor Glen Gardner Jr. requested a motion to approve the agenda.

MOTION: Councilperson Shirley Brown made a motion to adopt the agenda with the addition of #8 Long-Term Disability Quote, #9 Travelift Repair Quote and #10 M/V Dolphin Damages Settlement Agreement & Repairs under New Business; and postponing #4 City Administrator Contract and #5 Manager of Public Safety Contract until the June 2015 agenda.

SECOND: Councilperson Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

**APPROVAL OF CONSENT AGENDA:**

1. Minutes of May 12, 2015 Meeting Minutes.

Mayor Glen Gardner Jr. requested a motion to approve the consent agenda.

MOTION: Councilperson Rayette McGlashan made a motion to approve the consent agenda.

SECOND: Councilperson Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

**REPORTS:**

**Finance Officer- Krista Galvin**

Finance Officer Krista Galvin reported that as of March 2015, we received \$88,220.14 in Raw Fish Tax, \$103,569.93 in Sales Tax. She included a bank balance and expenditure and revenue guidelines.

**Administrator - Andy Varner**

Administrator Andy Varner reported there will be funding available in June to start the design process of the City dock.

**Water/Sewer/Solid Waste Master Planning**

He is applying for a USDA grant to do a pre-planning/pre-engineering report for Drinking Water, Wastewater, and Solid Waste. He sent out an RFP for cost estimates.

**King Crab Rehabilitation Project**

There is a partnership between the University, NOAA, ADF&G, some CDQs, processors, and other groups to rehabilitate the king crab stocks around Kodiak and the Pribilofs. They are interested in a King Crab Rehabilitation project in Sand Point.

**Finance**

He will research different options for an “investment” for a one year CD, other than AMLIP.

Mayor - Glen Gardner Jr.

Mayor Glen Gardner Jr. reported he contacted Melvin Smith with the Aleut Corporation about the Rock Quarry and it has been surveyed, B and C floats water leak has been fixed and the city building roof repair is almost complete.

Department of Public Safety - Chief John Lucking Jr.

Police Chief John Lucking Jr.’s report is in the packet.

Public Works Director – David Stokes

Public Works Director David Stokes reported they swept and graded roads, plowed snow, worked on the crusher in the shop, worked in the rock pit, helped load Western Marine’s barge, fueled all City buildings, tuned up waste oil furnishings. Equipment Operator John Jacobsen completed a Hazwoper Refresher course; they picked up trash bags during City Clean-up day, and are currently down 1 employee.

**Landfill**

They continue to haul trash away from dumpsters and picked up trash bags during City Clean-up day.

**Recycling Center**

They received the last parts for the barrel crusher.

**Water and Sewer**

Water/Sewer Supervisor Allen Hill’s report is in the packet.

Harbor Master - Richard Kochuten Sr.

Harbor Master Richard Kochuten Sr. report is in the packet.

Student Representative – Colten Mack

Student Representative Colten Mack reported Student Council taught NYO, they had prom, staff appreciation is coming up, and they have elected next school year’s student council. Justina Parami and he attended NYO at the Alaska Airlines Center, they had the Sports Banquet, students participated during Clean-up Day, and he hosted Jump Start and Spring League basketball. Some upcoming events will be Beach Day, the Spring Concert and school is out May 21, 2015.

Councilperson Rayette McGlashan commented she liked the older students interacting with the younger students during events.

**HEARINGS, ORDINANCES, AND RESOLUTIONS:**

1. Mayor’s Proclamation: M.V. Day

Mayor Gardner presented Marta Varga with a Proclamation that May 13, 2015 be “Marta Varga Day.” He also presented Mrs. Varga with a key to the City. Mrs. Varga then made a speech who she recommends to take over her position for the summer and to advertise for the position come August 2015; she stated she hopes the library keeps moving in a positive direction.

2. Ordinance 2015-03: FY16 Budget – 1<sup>st</sup> Reading

Councilperson Rayette McGlashan asked if the Rock Crusher was added to the budget. Mayor Gardner stated Finance Officer Galvin has been working with our Accountant Irina Morozova about making new accounts for BDS, and it was added under the Public Works department. If rock operation is successful, Council would have to create a new Enterprise Account, according to Administrator Varner.

MOTION: Councilperson Rayette McGlashan made a motion to put Ordinance 2015-03: FY16 Budget on the floor for 1<sup>st</sup> reading.

SECOND: Councilperson Shirley Brown seconded the motion.

VOTE: Motion passed unanimously.

**OLD BUSINESS:**

1. Harbor Mediation

MOTION: Councilperson Shirley Brown made a motion to approve the continuance of the draft to authorize the City Attorney to draft a complaint letter to R&M.

SECOND: Councilperson Rayette McGlashan seconded the motion.

VOTE: Motion passed unanimously.

**NEW BUSINESS:**

1. Sand Point Clinic Behavioral Health Donation Request

MOTION: Councilperson Marita Gundersen made a motion to donate \$100 to the Sand Point Clinic Behavioral Health Donation Request.

SECOND: Councilperson Rayette McGlashan seconded the motion.

VOTE: Motion passed unanimously.

2. Finance Assistance Contract

Administrator Varner explained the contract and how it helps Finance Officer Galvin and Administrative Assistant Kurtis Gundersen with audit prep and during the upcoming audit, and other financial tasks like re-arranging our chart of accounts.

MOTION: Councilperson Shirley Brown made a motion to approve the Finance Assistance Contract.

SECOND: Councilperson Rayette McGlashan seconded the motion.

VOTE: Motion passed unanimously.

3. Authorizing Job Description: Public Safety Manager

MOTION: Councilperson Rayette McGlashan made a motion to approve authorizing the Job Description for Public Safety Manager.

SECOND: Councilperson Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

4. City Administrator Contract

City Administrator Contract postponed until June's agenda.

5. Manager of Public Safety

Manager of Public Safety Contract postponed until June's agenda.

6. FY16 Employee Rates of Pay

MOTION: Councilperson Rayette McGlashan made a motion to put FY16 Employee Rates of Pay on the floor for discussion.

SECOND: Councilperson Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

Councilpersons Allan Starnes and McGlashan stated they would like annual employee reviews to take place and for Administrator Varner to review a merit based pay system.

MOTION: Councilperson Shirley Brown made a motion to approve the FY16 Employee Rates of Pay.

SECOND: Councilperson Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

7. Premera Renewal Authorization

MOTION: Councilperson Rayette McGlashan made a motion to approve the Premera Renewal Authorization.

SECOND: Councilperson Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

8. Long-Term Disability Quote

MOTION: Councilperson Shirley Brown made a motion to approve the Long-Term Disability Policy.

SECOND: Councilperson Rayette McGlashan seconded the motion.

VOTE: Motion passed unanimously.

9. Travelift Repairs Quote

MOTION: Councilperson Rayette McGlashan made a motion to approve the Travelift Repairs Quote with additional expenses.

SECOND: Councilperson Shirley Brown seconded the motion.

VOTE: Motion passed unanimously.

10. M/V Dolphin Damages Settlement Agreement & Release

MOTION: Councilperson Shirley Brown made a motion to approve the Mayor to sign the proposed M/V Dolphin Damages Settlement Agreement & Release, contingent upon inspection approval from harbor staff.

SECOND: Councilperson Rayette McGlashan seconded the motion.

VOTE: Motion passed unanimously.

**PUBLIC COMMENTS:** None.

**COUNCIL COMMENTS:**

Councilperson Jack Foster Jr. commented how great of a job Marta Varga did for the community and congratulated her on her retirement. Councilperson McGlashan asked when the City playground floor was going to be footed and suggested the ground be geotexted first, when installing. Public Works Director Stokes stated they did have geotext material for that work. Councilperson Shirley Brown asked if the Fire Chief position is posted and Councilperson McGlashan suggested the City to send any interested persons to training for the position. Councilperson Marita Gundersen stated Marta Varga will be missed.

**ADJOURNMENT:**


MOTION: Councilperson Rayette McGlashan made a motion to adjourn.

SECOND: Councilperson Marita Gundersen seconded the motion.

The meeting adjourned at 8:30 PM.

  
Glen Gardner, Jr., Mayor

ATTEST:

  
Shannon Sommer, City Clerk