

**CALL TO ORDER:**

The regular meeting of the Sand Point City Council was held Tuesday, September 14, 2021 in the City Chambers and telephonically. Mayor James Smith called the meeting to order at 7:01 p.m.

**ROLL CALL:**

James Smith	Mayor	Present
Danny Cumberlidge	Seat A	Present via telephonically
Allan Starnes	Seat B	Present via telephonically
Shirley Brown	Seat C	Present
Jack Foster Jr.	Seat D	Present via telephonically
Marita Gundersen	Seat E	Present
Emil Mobeck	Seat F	Present

A quorum was established.

**Staff in attendance:**

- Jordan Keeler, Administrator
- Shannon Sommer, City Clerk
- Kurtis Gundersen, Finance Officer
- Brent Nierman, Police Sergeant
- David Stokes, Interim Public Works Director
- Dylan Jacobsen, Water & Sewer Supervisor
- Allen Kuchenoff Jr., Interim Harbor Master
- Carmen Holmberg, EMS Chief

**APPROVAL OF AGENDA:**

Mayor James Smith requested a motion to approve the agenda.

MOTION: Councilperson Marita Gundersen made a motion to approve the agenda.

SECOND: Councilperson Emil Mobeck seconded the motion.

VOTE: Motion passed unanimously.

**CONSENT AGENDA:**

Mayor James Smith requested a motion to approve the consent agenda.

MOTION: Councilperson Marita Gundersen made a motion to approve the Regular Meeting Minutes of August 19, 2021.

SECOND: Councilperson Shirley Brown seconded the motion.

VOTE: Motion passed unanimously.

**REPORTS:**

Finance Officer – Kurtis Gundersen

Finance Officer Kurtis Gundersen reported for the month of July 2021 Raw Fish Tax was \$113,532.23 and Sales Tax was \$70,786.

Councilperson Brown asked Finance Office Gundersen if the YTD figures were figured out. Finance Office Gundersen replied yes, they are and he will fix them.

Administrator – Jordan Keeler

Administrator Keeler reported the current population status has declined from 1,033 to 622 residents; the figures impact the City for the Community Revenue Sharing and allotment of PCE for our facilities.

Administrator Keeler suggested the City have staff or hire two part-time employees to do a door to door headcount by the State's population challenge count and present to the State by next early winter 2022 before their official population count is released. He explained AML Remote Sales Tax program and if the City would like a presentation at the October 2021 meeting.

Councilperson Jack Foster Jr. stated he is supportive of challenging the census figures.

Sergeant – Brent Nierman

Sergeant Brent Nierman reported there was statistical information included in Police Chief Dave Andersons report. He read Chief Andersons note which welcomed new Police Officer Curt Boyle to the department and reminded the public school is back in session and to please be mindful of the children during the dark hours of the morning and school bus.

Office Boyle introduced himself and stated he is excited to be here.

EMS Chief – Carmen Holmberg

EMS Chief Carmen Holmberg's reported for the month of August 2021 Rescue 1 had 10 calls, 7 medevacs and 3 tone outs. For her EMS crew and a driver, she is down to two responders. She does not have a driver when shorthanded and needs to know the requirements to set up driver training. The ambulance renewal is due by the end of December 2021, the requirement of EMS and the renewal of the BLS ambulance service is to have a medical director, if we do not receive one within the upcoming month the ambulance will not be able to run after December 2021. EMS Chief Holmberg requested for a second hire to help relieve her and an ETT / EMT – Relief job description and contract to be drafted.

Councilperson Mobeck asked EMS Chief Holmberg how many volunteers who recently completed ETT training are still interested in volunteering or to updated their certification. EMS Chief Holmberg replied 1 volunteer did not join, 2 have completed the training and are helping, 2 inactive and 3 which left for school but will be a big help when they return Summer 2022.

Fire Chief – Jason Bjornstad

Fire Chief Jason Bjornstad report was included in the packet.

Interim Public Works Director – David Stokes

Interim Public Works Director David Stokes reported he returned to Sand Point recently. They swept and are grading roads when they can. They serviced the Bobcat 325 Excavator, Volvo L90D Loader and Hitachi 200 Excavator was down and were waiting parts. They hauled rock for driveways. They ordered parts for the trash truck, new turbo and radiator. They fueled buildings and equipment. They worked on the Caterpillar D-6 Dozer and are were waiting for parts. They helped with the Travelift tires and swept the gear shed for the 2021 Silver Salmon Derby.

Water & Sewer Supervisor – Dylan Jacobsen

Water & Sewer Supervisor Dylan Jacobsen reported with the help of Solid Waster Operator Brandon Gundersen they broke up grease and pumped the Russian Town sewer plant. He weed whacked / chopped alders around a few fire hydrants, lift stations and the Russian Town sewer plant. He painted shut off valves. He turned customers water off and on for a few houses. With the assistance of ANTHC, they fixed an issue which prevented the Water Plan from running automatically. He had ordered lift station degreaser and planned

to use it this month. He received the City's Sanitary Survey and took some steps to correct the issues they found.

Administrator Keeler asked Water & Sewer Supervisor Jacobsen when will he take his Water Distribution Level 2 course. Water & Sewer Supervisor Jacobsen replied in December 2021.

Interim Harbor Master – Allen Kuchenoff Jr.

Interim Harbor Master Allen Kuchenoff Jr. reported they were busy hauling and storing boats for winter and worked overtime as needed. They are checking the oil bin daily and keeping the area clean. They had an accident hauling a boat and filled out an accident report. They lifted power skiffs and are making dump runs. There are 2 new hires, 1 for day and 1 for at night.

Councilperson Brown asked Interim Harbor Master Kuchenoff who is liable for the boat accident. Interim Harbor Master Kuchenoff replied it is required to sign a waiver and it is at the boat owner's risk.

Administrator Keeler stated the new Travelift is going as scheduled and it will ship to Sand Point the week of November 22, 2021.

**HEARINGS, ORDINANCES, AND RESOLUTIONS:**

1. Resolution 21-08: Appointing Election Judges

MOTION: Councilperson Shirley Brown made a motion to adopt Resolution 21-08: Appointing Election Judges.

SECOND: Councilperson Emil Mobeck seconded the motion.

VOTE: Motion passed unanimously.

2. Ordinance 2021-04: Amending Compensation of Council Members

Administrator Keeler stated the ordinance currently states council members receive \$500 per regular council meeting since they were no longer to receive health insurance. This ordinance puts in code council members will receive \$100 per special meeting.

MOTION: Councilperson Marita Gundersen made a motion to put Ordinance 2021-04: Amending Compensation of Council Members on the floor for 1<sup>st</sup> Reading.

SECOND: Councilperson Shirley Brown seconded the motion.

VOTE: Motion passed unanimously.

3. Ordinance 2021-05: Amending Compensation of Mayor

Administrator Keeler stated the Mayor's salary assigned \$2,000 per month unless otherwise during budget process. For the past 3 years, as part of the budget process the Mayor's salary had been \$2,000, this ordinance is to correct the mayor's salary to \$3,000 per month for during the budget process.

MOTION: Councilperson Emil Mobeck made a motion to put Ordinance 2021-05: Amending Compensation of Mayor on the floor for 1<sup>st</sup> Reading.

SECOND: Councilperson Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

**OLD BUSINESS:**

1. Discussion: Mandate

Administrator Keeler stated the City does not have public health powers, since the State declaration had expired, the City had lost any ability to enforce mandates. However, the City can recommend any actions but cannot enforce them to the general public but the City also remains able to set rules to open City facilities to the public and reopen gaming. The City is also requesting to wear a mask and traveling coming to Sand Point to get a COVID-19 test shot as soon as possible.

**NEW BUSINESS:**

1. Proposed Pay Scale Update

Administrator Keeler stated the pay scale had not been updated since 2011, the proposed pay scale would delete the first 2 steps, and add 2 more steps at 3%. The pay scale would not impact contracted employees only hourly employees. Administrator Keeler stated there has not been any COLAs, he asked if the City can afford it right now and if it is a long-term investment for employees and keep in mind the City has great benefits. If Council directs the mayor to approve the pay scale, it will be on October 2021 agenda for final review, it will be amended at the next pay period and it would also negate Any discussion about COLA at the next budget meeting also. Council gave direction to Mayor Smith to implement the new pay scale at this meeting, to reflect at the next pay period and for annual reviews and evaluations of employees.

Councilperson Brown asked Administrator Keeler if he didn't want it to be adopted at this meeting. Administrator Keeler replied Council can instruct the Mayor to be implanted at the next pay period. Councilperson Brown asked Administrator Keeler if Council to adopt this updated pay scale at this meeting. Administrator Keeler replied they can give a roll call for the Mayor to adopt the new pay scale today. All Councilpersons agreed to all employees for annual reviews and evaluations. Councilperson Mobeck would like to see happen department heads give employees incentives such as fuel, electric, etc. which is given to some employees already. It makes something for our employees something to work for instead of just being at the top of the pay scale, it would be an extra incentive for employees have been working with the City for so long.

**PUBLIC COMMENTS: None.**

**COUNCIL COMMENTS:**

Councilperson Mobeck expressed his gratitude all City of Sand Point employees for stepping up since there had been a lot of turnovers and less staffed positions, he thanked them for stepping up in such a short amount of time. He also welcomed Office Boyle. Councilperson Foster requested for during reports to please step closer to the telephone as it is hard to hear. Mayor Smith stated he will make sure there will be a chair next to the telephone.

**ADJOURNMENT:**

MOTION: Councilperson Marita Gundersen made a motion to adjourn.

SECOND: Councilperson Emil Mobeck seconded the motion.

The meeting adjourned at 7:41p.m.

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James Smith, Mayor

ATTEST:

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Shannon Sommer, City Clerk