

City of Sand Point Council Meeting



Workshop: Tuesday, March 14, 2017 – 2:00 p.m.

Meeting: Tuesday, March 14, 2017 – 7:00 p.m.

CALL TO ORDER

ROLL CALL

CITY OF SAND POINT

(packet will be available on website March 10, 2017
www.sandpointak.com)



MAYOR

Mayor Glen Gardner Jr. - Office Exp. 2017

COUNCIL MEMBERS

Danny Cumberlidge	Seat A - Exp. 2019
Allan Starnes	Seat B - Exp. 2017
Shirley Brown	Seat C - Exp. 2019
Jack Foster Jr.	Seat D - Exp. 2017
Marita Gundersen	Seat E - Exp. 2018
Emil Mobeck	Seat F - Exp. 2018

SAND POINT CITY COUNCIL MEETING AGENDA CITY CHAMBERS

Regular Meeting

Tuesday, March 14, 2017 7:00 pm

CALL TO ORDER
ROLL CALL
APPROVAL OF AGENDA

CONSENT AGENDA:

- Minutes: Minutes of Regular Meeting on February 14, 2017

REPORTS:

- Finance Officer
- Administrator
- DPS Director
- Fire Chief
- Public Works Director
- Harbor Master
- Student Representative

HEARINGS, ORDINANCES AND RESOLUTIONS:

- Resolution 17-02: Dissolution from Charitable Gaming Activities

OLD BUSINESS:

- April 2017 AECOM Comprehensive Planning Workshop

NEW BUSINESS:

- QTT Earth Day Donation Request

PUBLIC COMMENTS
COUNCIL COMMENTS
ADJOURNMENT

THERE IS A WORKSHOP FOR THIS MEETING AT 2 P.M. – SAME DAY IN CITY CHAMBERS

POSTED: 03/08/17

CALL TO ORDER:

The regular meeting of the Sand Point City Council was held Tuesday, February 14, 2017 in the Sand Point Council Chambers. Mayor Glen Gardner, Jr. called the meeting to order at 7:02 p.m.

ROLL CALL:

Glen Gardner, Jr.	Mayor	Present
Danny Cumberlidge	Seat A	Absent - Excused
Allan Starnes	Seat B	Present
Shirley Brown	Seat C	Present
Jack Foster, Jr.	Seat D	Absent - Excused
Marita Gundersen	Seat E	Present
Emil Mobeck	Seat F	Present via teleconference

A quorum was established.

Staff in attendance:

Andy Varner, Administrator
 Shannon Sommer, City Clerk
 Krista Galvin, Finance Officer
 Richard Kochuten, Sr., Harbor Master
 John Lucking, Jr., DPS Manager via teleconference
 David Stokes, Public Works Director

RULE SUSPENSION:

Mayor Glen Gardner stated that since Councilperson Emil Mobeck is on the road and could have a possible dropped call he would like to take care of the business items first.

MOTION: Councilperson Shirley Brown made a motion to suspend the rules and move the Hearings, Ordinances and Resolutions and the New Business items in front of the staff reports section.

SECOND: Councilperson Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

APPROVAL OF AGENDA:

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

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

SECOND: Councilperson Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

HEARINGS, ORDINANCES, AND RESOLUTIONS:

- 1. Resolution 17-01: Shared Fish Tax

MOTION: Councilperson Shirley Brown made a motion to adopt Resolution 17-01: Shared Fish Tax.

SECOND: Councilperson Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

OLD BUSINESS: None.

NEW BUSINESS:

- 1. Chief of Police Contract: Roger Bacon

MOTION: Councilperson Shirley Brown made a motion to approve the Chief of Police Contract for Roger Bacon.

SECOND: Councilperson Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

- 2. GCI Space & Power Antenna Installation Agreement

GCI Space & Power Antenna Installation Agreement will be on the March 2017 agenda.

APPROVAL OF CONSENT AGENDA:

- 1. Minutes of the January 10, 2017 Regular Meeting.

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

MOTION: Councilperson Shirley Brown made a motion to adopt the consent agenda.

SECOND: Councilperson Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

REPORTS:

Finance Officer- Krista Galvin

Finance Officer Krista Galvin reported for the month of December 2016 Raw Fish Tax was \$0 and Sales Tax was \$37,647.73.

Administrator - Andy Varner

Administrator Andy Varner reported he had been having bi-weekly meetings with PND and DOT over the dock replacement. The project schedule is delayed because they altered the design to account for bigger piles, the cost is now \$1-1.2M over the original pre-design estimate. He is also holding regular monthly meetings with DOT and PenAir. He provided additional information on the Local Boundary Commission, he attended the last AEB meeting and stated they don't intend to weigh in on the petition. The IHS and Alaska Native Health Board did not agree to increase funding for Village Built Clinics, EAT will discuss the item at their next meeting. EAT stopped working towards the idea of an OXFORD house at this time. He and a potential buyer for the F/V Barren Islands sent a letter to the State of Alaska asking for the release of the lien on the boat. The AEB allocated \$100,000 to finalize the design for the float system, it can be directed towards updating any necessary permits, plans, or environmental analysis. Administrator Varner will be in Juneau for a couple days at the end of the month for the AML winter meeting, and meet with DOT, our legislators, and individuals from the Department of Commerce to discuss concerns he had with the LBC. He thanked Department of Public Safety Manager John Lucking, Jr. for his service to the City of Sand Point.

Department of Public Safety - Chief John Lucking, Jr.

Manager of Public Safety John Lucking, Jr. reported there is statistical information included in the packet. In the month of January, 2 employees left the department; there will be 2 new employees to supplement the new Chief of Police.

Public Works Director – David Stokes

Public Works Director David Stokes reported they hauled 3" minus rock for AHA and 5 loads of D1 to AHA from Western Marine. They worked on the stove oil truck and fixed a window on the 580. They repaired the sand truck spinner, repaired chains on equipment and repaired blinkers on the CAT grader. They fueled buildings and worked on the recycle center heater. They serviced the Volvo loader and the 400-used motor oil heater at the City shop. They dug 2 graves in the grave yard. They plowed and sanded roads, and pushed piles on the Shumagin Corporation pad.

Landfill

They cleaned up around dumpsters and fixed a mirror on the trash truck.

Recycling

Recycling center is running fine.

Water and Sewer

Water/Sewer Supervisor Allen Hill's report included in packet.

Harbor Master - Richard Kochuten, Sr.

Harbor Master Richard Kochuten, Sr. reported they were making dump runs on a regular basis, they cleaned along the East wall, they brought used oils to the City shop. Henry Nielsen Sr. fixed the pedestals on A float. Harbor Master Kochuten ordered lifting cable straps for the boat lift and lumber from Unalaska Lumber Supply.

Mayor Gardner thanked Harbor Master Kochuten for his help. Public Works Director Stokes stated the bridge decking needs to be replaced. Harbor Master Kochuten replied there is wood available for the replacement.

PUBLIC COMMENTS: None.

COUNCIL COMMENTS:

Councilperson Emil Mobeck stated he hoped the Police Dept. transitions well. Councilperson Marita Gundersen stated there are still a lot of stray dogs running around.

ADJOURNMENT:

MOTION: Councilperson Marita Gundersen made a motion to adjourn.

SECOND: Councilperson Shirley Brown seconded the motion.

The meeting adjourned at 7:36 PM.

Glen Gardner, Jr., Mayor

ATTEST:

Shannon Sommer, City Clerk

REPORTS

FINANCE OFFICER

**City of Sand Point
Raw Fish Tax Revenue**

	<u>FY12</u>		<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
June	217,340.55	July	98,195.23	156,655.84	121,976.31	110,509.71	129,882.77
July	139,818.08	August	68,242.04	137,107.36	48,575.15	94,822.69	42,576.34
August	117,033.81	September	71,393.24	53,307.44	64,362.76	62,297.79	63,622.18
September	79,043.91	October	74,240.08	41,610.64	32,213.32	76,878.70	59,854.60
October	74,929.24	November	5,675.98	22,386.53	7,214.11	3,770.50	6,757.09
November	10,518.19	December	1,305.30	5,337.01	372.97	735.79	-
December	92.61	January	39,379.85	43,650.07	25,670.23	21,798.52	8,015.18
January	61,025.94	February	33,190.81	53,363.98	37,309.68	47,098.16	-
February	80,458.14	March	78,691.30	65,073.23	88,220.14	69,354.74	-
March	103,148.90	April	24,930.11	36,514.38	15,613.35	23,493.50	-
April	29,908.61	May	16,846.94	21,292.12	25,246.23	16,091.74	-
May	26,019.65	June	129,015.93	64,462.43	68,319.25	78,884.08	-
	939,337.63	Total	641,106.81	700,761.03	535,093.50	605,735.92	310,708.16

Sales Tax Revenue

	<u>FY12</u>		<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
June	96,304.83	July	101,206.98	82,934.73	104,201.30	88,780.27	75,255.42
July	98,121.00	August	76,571.79	73,136.15	88,102.34	92,491.15	64,147.25
August	77,436.07	September	194,900.07	75,647.72	116,436.20	95,569.47	80,332.82
September	89,882.29	October	85,720.47	69,251.83	81,510.79	71,821.64	62,727.84
October	93,787.49	November	90,575.50	46,816.20	43,535.59	35,841.10	36,741.45
November	34,431.36	December	44,723.29	52,116.25	44,980.97	48,357.80	37,647.73
December	59,315.91	January	62,428.48	80,977.40	66,575.33	60,942.89	58,373.49
January	72,690.48	February	57,547.22	84,035.36	69,895.86	60,702.43	-
February	68,392.21	March	75,307.36	126,325.95	105,731.28	81,364.98	-
March	83,181.02	April	65,117.67	86,407.71	58,562.79	53,394.08	-
April	72,659.25	May	58,775.64	70,189.92	52,976.00	44,528.77	-
May	56,084.05	June	80,381.46	98,758.26	96,824.06	80,350.37	-
	902,285.96	Total	993,255.93	946,597.48	929,332.51	814,144.95	415,226.00
				TDX Fines	(150,000.00)		
					779,332.51		

City of Sand Point
Bank Balance

Date

	Balance	
		Date
Bank	End of JANUARY	3/9/2017
Key Bank	2,277,643.85	2,279,822.07
Wells Fargo - General	218,593.11	177,674.89
Wells Fargo - Bingo Fund	131,489.37	105,138.52
Wells Fargo - Silver Salmon Fund	37,185.53	37,185.53
AlaskaUsa Federal Credit Union CD	606,416.20	606,832.54

CITY OF SAND POINT
***Expenditure Guideline-No Enc Sum©**

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Current Period: JANUARY 16-17

	16-17 YTD Budget	16-17 YTD Amt	JANUARY MTD Amt	16-17 YTD Balance	% of YTD
GENERAL FUND					
LEGISLATIVE	\$131,800.00	\$87,180.94	\$9,919.58	\$44,619.06	66.15%
ADMINISTRATION	\$973,560.00	\$646,718.92	\$169,966.18	\$326,841.08	66.43%
PARKS AND RECREATION	\$25,500.00	\$13,134.88	\$1,469.02	\$12,365.12	51.51%
PUBLIC SAFETY	\$528,000.00	\$310,031.01	\$27,343.67	\$217,968.99	58.72%
PUBLIC WORKS	\$614,600.00	\$262,205.00	\$37,213.14	\$352,395.00	42.66%
FACILITIES	\$326,350.00	\$106,790.16	\$12,808.01	\$219,559.84	32.72%
<i>Total GENERAL FUND</i>	\$2,599,810.00	\$1,426,060.91	\$258,719.60	\$1,173,749.09	54.85%
BINGO FUND					
ADMINISTRATION	\$513,600.00	\$396,345.23	\$30,483.49	\$117,254.77	77.17%
<i>Total BINGO FUND</i>	\$513,600.00	\$396,345.23	\$30,483.49	\$117,254.77	77.17%
SILVER SALMON DERBY					
FIRE	\$18,750.00	\$28,333.35	\$0.00	-\$9,583.35	151.11%
<i>Total SILVER SALMON DERBY</i>	\$18,750.00	\$28,333.35	\$0.00	-\$9,583.35	151.11%
CLINIC OPERATIONS/MAINTENANCE					
ADMINISTRATION	\$32,777.00	\$0.00	\$0.00	\$32,777.00	0.00%
<i>Total CLINIC OPERATIONS/MAINTENANCE</i>	\$32,777.00	\$0.00	\$0.00	\$32,777.00	0.00%
ROCK CRUSHER ENTERPRISE FUND					
PUBLIC WORKS	\$0.00	\$598.79	\$0.00	-\$598.79	0.00%
<i>Total ROCK CRUSHER ENTERPRISE FUND</i>	\$0.00	\$598.79	\$0.00	-\$598.79	0.00%
WATER/SEWER OPERATIONS					
WATER/SEWER	\$284,000.00	\$153,493.03	\$25,589.17	\$130,506.97	54.05%
<i>Total WATER/SEWER OPERATIONS</i>	\$284,000.00	\$153,493.03	\$25,589.17	\$130,506.97	54.05%
HARBOR/PORT OPERATIONS					
HARBOR	\$556,750.00	\$296,103.54	\$44,409.36	\$260,646.46	53.18%
<i>Total HARBOR/PORT OPERATIONS</i>	\$556,750.00	\$296,103.54	\$44,409.36	\$260,646.46	53.18%
REFUSE COLLECTION					
PUBLIC WORKS	\$145,850.00	\$79,977.33	\$9,531.80	\$65,872.67	54.84%
<i>Total REFUSE COLLECTION</i>	\$145,850.00	\$79,977.33	\$9,531.80	\$65,872.67	54.84%
Report Total	\$4,151,537.00	\$2,380,912.18	\$368,733.42	\$1,770,624.82	57.35%

CITY OF SAND POINT
***Revenue Guideline-Alt Code©**

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Current Period: JANUARY 16-17

		16-17	16-17	JANUARY	16-17	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
GENERAL FUND						
Active	R 01-201 INTEREST INCOME	\$4,500.00	\$7,301.76	\$1,324.90	-\$2,801.76	162.26%
Active	R 01-202 FINES AND PENALTYS	\$0.00	\$369.72	\$0.00	-\$369.72	0.00%
Active	R 01-203 OTHER REVENUE	\$45,000.00	\$26,609.87	\$770.00	\$18,390.13	59.13%
Active	R 01-205 4% SALES TAX	\$850,000.00	\$436,888.39	\$37,647.73	\$413,111.61	51.40%
Active	R 01-213 RAW FISH TAX	\$620,000.00	\$381,577.06	\$0.00	\$238,422.94	61.54%
Active	R 01-214 FINE-LATE SALES TAX	\$1,000.00	\$244.15	\$29.82	\$755.85	24.42%
Active	R 01-217 7% B & B Tax	\$16,500.00	\$6,760.79	\$80.15	\$9,739.21	40.97%
Active	R 01-225 PAYMENT IN LIEU OF TAX	\$150,000.00	\$0.00	\$0.00	\$150,000.00	0.00%
Active	R 01-226 EVENT COSTS	\$4,500.00	\$0.00	\$0.00	\$4,500.00	0.00%
Active	R 01-230 DONATIONS	\$0.00	\$2,600.00	\$0.00	-\$2,600.00	0.00%
Active	R 01-231 INSURANCE REFUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-233 BUSINESS LIC. FEE	\$4,000.00	\$875.00	\$875.00	\$3,125.00	21.88%
Active	R 01-234 SB 46 PERS RELIEF	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
Active	R 01-238 ANCHORAGE OFFICE	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	R 01-250 STATE REVENUE SHARIN	\$87,060.00	\$89,751.00	\$0.00	-\$2,691.00	103.09%
Active	R 01-256 REVENUE--STATE OF ALA	\$7,500.00	\$0.00	\$0.00	\$7,500.00	0.00%
Active	R 01-257 REVENUE--FEDERAL GOV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-260 STATE BUSINESS LICENS	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00%
Active	R 01-265 STATE PROCESSORS TAX	\$35,000.00	\$35,222.12	\$0.00	-\$222.12	100.63%
Active	R 01-266 EXT FISH TAX SHARING	\$250,000.00	\$200,420.90	\$0.00	\$49,579.10	80.17%
Active	R 01-285 EQUIPMENT RENTAL	\$15,000.00	\$7,325.82	\$0.00	\$7,674.18	48.84%
Active	R 01-291 BUILDING RENTALS	\$135,000.00	\$117,034.50	\$25,234.25	\$17,965.50	86.69%
Active	R 01-293 LIBRARY GRANT	\$4,200.00	\$0.00	\$0.00	\$4,200.00	0.00%
Active	R 01-297 POLICE MISC REVENUE	\$60,000.00	\$4,825.00	\$0.00	\$55,175.00	8.04%
Active	R 01-298 EMS MISC REVENUE	\$500.00	\$5,759.00	\$0.00	-\$5,259.00	1151.80%
	Total	<u>\$2,343,260.00</u>	<u>\$1,323,565.08</u>	<u>\$65,961.85</u>	<u>\$1,019,694.92</u>	<u>56.48%</u>
	Total GENERAL FUND	\$2,343,260.00	\$1,323,565.08	\$65,961.85	\$1,019,694.92	56.48%
BINGO FUND						
Active	R 02-203 OTHER REVENUE	\$0.00	\$3,311.00	\$0.00	-\$3,311.00	0.00%
Active	R 02-294 BINGO REVENUE	\$45,000.00	\$28,126.75	\$3,404.00	\$16,873.25	62.50%
Active	R 02-295 PULL TAB REVENUE	\$500,000.00	\$425,688.20	\$33,065.00	\$74,311.80	85.14%
	Total	<u>\$545,000.00</u>	<u>\$457,125.95</u>	<u>\$36,469.00</u>	<u>\$87,874.05</u>	<u>83.88%</u>
	Total BINGO FUND	\$545,000.00	\$457,125.95	\$36,469.00	\$87,874.05	83.88%
SILVER SALMON DERBY						
Active	R 03-230 DONATIONS	\$500.00	\$3,550.00	\$0.00	-\$3,050.00	710.00%
Active	R 03-292 SILVER SALMON DERBY	\$22,000.00	\$29,370.18	\$0.00	-\$7,370.18	133.50%
	Total	<u>\$22,500.00</u>	<u>\$32,920.18</u>	<u>\$0.00</u>	<u>-\$10,420.18</u>	<u>146.31%</u>
	Total SILVER SALMON DERBY	\$22,500.00	\$32,920.18	\$0.00	-\$10,420.18	146.31%
CLINIC OPERATIONS/MAINTENANCE						
Active	R 10-257 REVENUE--FEDERAL GOV	\$32,777.00	\$21,847.00	\$2,731.39	\$10,930.00	66.65%
	Total	<u>\$32,777.00</u>	<u>\$21,847.00</u>	<u>\$2,731.39</u>	<u>\$10,930.00</u>	<u>66.65%</u>
	Total CLINIC OPERATIONS/MAINTENANCE	\$32,777.00	\$21,847.00	\$2,731.39	\$10,930.00	66.65%
ROCK CRUSHER ENTERPRISE FUND						
Active	R 58-207 GRAVEL SALES	\$0.00	\$32,947.50	\$0.00	-\$32,947.50	0.00%
	Total	<u>\$0.00</u>	<u>\$32,947.50</u>	<u>\$0.00</u>	<u>-\$32,947.50</u>	<u>0.00%</u>

CITY OF SAND POINT
***Revenue Guideline-Alt Code©**

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Current Period: JANUARY 16-17

		16-17	16-17	JANUARY	16-17	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
Total ROCK CRUSHER ENTERPRISE FUND		\$0.00	\$32,947.50	\$0.00	-\$32,947.50	0.00%
WATER/SEWER OPERATIONS						
Active	R 61-202 FINES AND PENALTYS	\$2,500.00	\$815.50	\$17.26	\$1,684.50	32.62%
Active	R 61-206 WATER/SEWER REVENUE	\$180,000.00	\$119,464.47	\$15,116.73	\$60,535.53	66.37%
Active	R 61-235 TRANSFER IN	\$52,500.00	\$0.00	\$0.00	\$52,500.00	0.00%
Active	R 61-243 USDA GRANT REVENUE	\$49,000.00	\$23,734.00	\$0.00	\$25,266.00	48.44%
Total		\$284,000.00	\$144,013.97	\$15,133.99	\$139,986.03	50.71%
Total WATER/SEWER OPERATIONS		\$284,000.00	\$144,013.97	\$15,133.99	\$139,986.03	50.71%
HARBOR/PORT OPERATIONS						
Active	R 62-201 INTEREST INCOME	\$4,000.00	\$2,559.50	\$57.37	\$1,440.50	63.99%
Active	R 62-203 OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 62-210 HARBOR/MOORAGE	\$210,000.00	\$164,345.23	\$11,885.38	\$45,654.77	78.26%
Active	R 62-211 HARBOR/TRAVELLIFT	\$90,000.00	\$64,241.91	\$1,389.91	\$25,758.09	71.38%
Active	R 62-212 BOAT HARBOR/RENTS	\$100,000.00	\$30,825.60	\$0.00	\$69,174.40	30.83%
Active	R 62-215 HARBOR/WHARFAGE	\$65,000.00	\$176,513.37	\$151,719.56	-\$111,513.37	271.56%
Active	R 62-219 HARBOR ELEC SERVICE F	\$8,000.00	\$5,680.86	\$927.92	\$2,319.14	71.01%
Active	R 62-220 HARBOR/ELEC DEPOSIT	\$2,000.00	\$0.38	\$0.00	\$1,999.62	0.02%
Active	R 62-221 HARBOR/VAN STORAGE	\$20,000.00	\$15,475.00	\$0.00	\$4,525.00	77.38%
Active	R 62-222 HARBOR/STALL ELECTRIC	\$35,000.00	\$14,850.69	\$2,302.74	\$20,149.31	42.43%
Active	R 62-223 HARBOR/ELECTRICITY	\$4,000.00	\$1,933.91	\$399.78	\$2,066.09	48.35%
Active	R 62-224 GEARSHED LOCKER REN	\$15,000.00	\$4,800.00	\$3,300.00	\$10,200.00	32.00%
Active	R 62-235 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 62-237 HARBOR STORAGE	\$5,000.00	\$1,838.68	\$559.44	\$3,161.32	36.77%
Active	R 62-285 EQUIPMENT RENTAL	\$25,000.00	\$14,374.63	\$654.17	\$10,625.37	57.50%
Total		\$583,000.00	\$497,439.76	\$173,196.27	\$85,560.24	85.32%
Total HARBOR/PORT OPERATIONS		\$583,000.00	\$497,439.76	\$173,196.27	\$85,560.24	85.32%
REFUSE COLLECTION						
Active	R 65-202 FINES AND PENALTYS	\$1,500.00	\$467.51	\$11.24	\$1,032.49	31.17%
Active	R 65-204 REFUSE COLLECTION	\$145,000.00	\$90,768.48	\$11,538.16	\$54,231.52	62.60%
Active	R 65-235 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$146,500.00	\$91,235.99	\$11,549.40	\$55,264.01	62.28%
Total REFUSE COLLECTION		\$146,500.00	\$91,235.99	\$11,549.40	\$55,264.01	62.28%
Report Total		\$3,957,037.00	\$2,601,095.43	\$305,041.90	\$1,355,941.57	65.73%

CITY OF SAND POINT

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***Fund Summary -
Budget to Actual©**

JANUARY 16-17

	16-17	JANUARY	16-17	16-17	16-17
	YTD Budget	MTD Amount	YTD Amount	YTD Balance	% YTD Budget
FUND 01 GENERAL FUND					
Revenue	\$2,343,260.00	\$65,961.85	\$1,323,565.08	\$1,019,694.92	56.48%
Expenditure	\$2,599,810.00	\$258,719.60	\$1,426,060.91	\$1,173,749.09	54.85%
		-\$192,757.75	-\$102,495.83		
FUND 02 BINGO FUND					
Revenue	\$545,000.00	\$36,469.00	\$457,125.95	\$87,874.05	83.88%
Expenditure	\$513,600.00	\$30,483.49	\$396,345.23	\$117,254.77	77.17%
		\$5,985.51	\$60,780.72		
FUND 03 SILVER SALMON DERBY					
Revenue	\$22,500.00	\$0.00	\$32,920.18	-\$10,420.18	146.31%
Expenditure	\$18,750.00	\$0.00	\$28,333.35	-\$9,583.35	151.11%
		\$0.00	\$4,586.83		
FUND 10 CLINIC OPERATIONS/MAINTENANCE					
Revenue	\$32,777.00	\$2,731.39	\$21,847.00	\$10,930.00	66.65%
Expenditure	\$32,777.00	\$0.00	\$0.00	\$32,777.00	0.00%
		\$2,731.39	\$21,847.00		
FUND 61 WATER/SEWER OPERATIONS					
Revenue	\$284,000.00	\$15,133.99	\$144,013.97	\$139,986.03	50.71%
Expenditure	\$284,000.00	\$25,589.17	\$153,493.03	\$130,506.97	54.05%
		-\$10,455.18	-\$9,479.06		
FUND 62 HARBOR/PORT OPERATIONS					
Revenue	\$583,000.00	\$173,196.27	\$497,439.76	\$85,560.24	85.32%
Expenditure	\$556,750.00	\$44,409.36	\$296,103.54	\$260,646.46	53.18%
		\$128,786.91	\$201,336.22		
FUND 65 REFUSE COLLECTION					
Revenue	\$146,500.00	\$11,549.40	\$91,235.99	\$55,264.01	62.28%
Expenditure	\$145,850.00	\$9,531.80	\$79,977.33	\$65,872.67	54.84%
		\$2,017.60	\$11,258.66		
Report Total		-\$63,691.52	\$187,834.54		

TO: Mayor Gardner
City Council Members

FROM: Andy Varner
City Administrator

DATE: March 8, 2017

SUBJ: Monthly Report for March 2017



Here is a brief list of items we've been working on since the last report.

AIRPORT

- We had our regular meeting with DOT last week to discuss airport certification. Unfortunately PenAir didn't make it on the call because a lot of the discussion revolved around operational funding, and how the State is pinched. DOT suggesting wanting to enter into a new MOU with the City to administer both the 1) operations and maintenance contract and 2) the ARFF/certification requirements portion. They know the City is **not** interested in that role, but we do need to remain open to alternatives. Our next meeting will be between DOT and PenAir to revisit what sort of commitment Danny wants to pursue for the company.

WATER & SEWER PROJECTS

- CRW completed their water/wastewater report on the status of our facilities, and their project recommendations were accepted by the USDA. The projects include:
 - Lift station upgrades - \$624,920
 - Russian Town WWTP lid replacements - \$263,800
 - Replace sewer mains between MH 21-22 - \$184,300
 - Energy improvements at the WTP - \$58,080
 - Total project \$1,136,100USDA can offer tentative funding in terms of a \$624,855 loan (55%) and \$511,245 grant (45%). The interest rate would be 2.75% for a term of 30 years. Does the Council and public works staff consider these upgrades a priority? That is a good interest rate, but taking on debt for those projects would almost certainly require raising W/S rates, which were last raised in 2011 but considered again in 2013.

DOCK REPLACEMENT

- Not a lot more to report from last month, but Mark Hickey and I did meet with DOT dock project staff while in Juneau to get further updates. The review package from PND should be available in mid-March, at 75% design. The plan is still to advertise the project in December, award in January, and construct in one season in summer 2018.

ANNEXATION

- The Local Boundary Commission (LBC) staff was due to issue their preliminary report on our petition last week, but they had a delay for some reason. I expect it this week. Debra Mack was appointed to serve on the commission.

FINANCE

- We have a \$200,000 CD (at 0.90%) set to expire in April, and the City has approximately \$2.3M in its Key Bank fund. The AMLIP rate for that Key Bank account is 0.64%. I think it's time to really consider creating a "permanent fund" for the City, by identifying

- a dollar amount that doesn't present too much risk for the City, but which could be left to grow untouched for the first 5 years. SWAMC started a fund with Alaska Permanent Capital Management (APCM) in July 2015 with \$505,000, and it has made almost \$20,000, a 2.7% gain, in that span. (See FYI for account summary). We could do something similar with the City by letting the CD mature in April and taking some funds from the AMLIP account to make an initial \$500,000 contribution, then deposit the remaining CDs into that account when they mature.
- I recommend a presentation from APCM on their investment strategies. They also manage the Borough's permanent fund, as well as many other communities'.

RUSSIAN TOWN CEMETERY PLANNING

- HDR submitted a cemetery design proposal to the City 5 years ago related to the Russian Town site (see FYI), and I asked them for a cost estimate on planning and design. Council should determine if this project is important enough that they would like to approach in the next fiscal year, then we could determine how much to budget for design/construction. HDR will offer a few questions to ponder when thinking about a design and build.

HARBOR

- You can see a letter under FYI from the State of Alaska that restates that they have no desires to seize the *Barren Islands* from any potential bidders. Ted Moorehouse was the sole and winning bidder during the vessel sale, and I shared this document with him at the beginning of March, along with a bill of sale, for his signature to take possession this month. Someone should be flying out to take care of it this week, according to Ted.

AEB GRANT FUNDING

- The Borough allocated \$100,000 in this year's budget to finalize the design of the float system in the big boat harbor. The engineering consultant advised that the current design (65%) of Float A is sufficient enough to go to bid with, so they just revised the cost estimate instead. That figure is now up to \$6.5M. That means there is still \$100,000 in the Borough budget allocated to Sand Point, and I am considering asking them for a re-appropriation during this fiscal year. I would take Council feedback on that request if we wanted to request allocating it to another project. W/S upgrades or re-siding the sand building at airport come to mind.

JUNEAU/SWAMC

- I had a couple productive days in Juneau meeting with House Speaker Edgmon, Senator Hoffman, a few Commissioners, DOT, and even visited with the Governor a bit. AML content largely revolved around the budget/fiscal crisis and its community impacts, but they also had a 4 hour opioids summit on one day, and many of the discussion points from that meeting ended up in the Governor's new opioid legislation.
- SWAMC was very well done this year, packed with a lot of content. I'll let the Mayor and Councilman Mobeck comment on the meetings.

MARINE TRANSPORTATION ADVISORY BOARD

- The AMHS Advisory Board has an open seat representing SW Alaska. See FYI



JOHN H. LUCKING, JR
CHIEF OF POLICE

SAND POINT DEPARTMENT of PUBLIC SAFETY

Post Office Box 423
Sand Point, Alaska 99661
EMAIL: sppd@arctic.net



TEL: (907)383-3700
FAX:(907)383-5496

MEMORANDUM

To: Honorable Glen Gardner, Mayor, City of Sand Point
Mr. Andy Varner, City Administrator, City of Sand Point
Mr. Danny Cumberlidge, City Councilperson, City of Sand Point
Mr. Allan Starnes, City Councilperson, City of Sand Point
Ms. Shirley Brown, City Councilperson, City of Sand Point
Mr. Jack Foster Jr, City Councilperson, City of Sand Point
Ms. Marita Gundersen, City Councilperson, City of Sand Point
Mr. Emil Mobeck, City Councilperson, City of Sand Point

From: John H. Lucking, Jr., Public Safety Manager

Date: March 9, 2017

Ref: Department of Public Safety's Monthly Report for February 2017

Police Department

Public Safety Manager

- John H. Lucking, Jr.

Police Officers

- Eric Tupper, Police Officer
- Steven Bentz, Police Officer
- Aaron D'Mize, Police Officer

Officer Sanders and Thao left the department and we hired 2 new officers, and looking to hire another officer. The new Chief of Police starts March 20th.

EMS personnel and police were present at all games during the Trident Tip-off tournament. Thank you all for your service!

Administrative Assistant

- Denise Mobeck/Day Dispatcher

Dispatchers

- Alfred 'Jesse' Pesterkoff, 911 Dispatcher
- Christine Nielsen, 911 Dispatcher

Police Division Activity

FEBRUARY 2017

4 cases were generated

- 1 assault 4
- 2 DUI's
- 1 Burglary

There were 2 persons jailed

- 2 DUI's

There were 31 calls to 911

- 11 MOC/clinic needed
(3 additional MOC requests on dispatch's personal phone line)
- 2 ambulances needed
- 13 mis-dial or hang up
- 1 injured animal
- 4 drunken disturbances

Other Officer Activity

- Courtesy transports
- Prisoner transport
- 2 abandoned vehicle checks
- Building check
- Paper service
- 2 Welfare checks
- 1 burglary
- 1 assault

5 traffic stops

- 2 Warning for speed
- 1 speeding and equipment violation
- 2 DUI investigations

EMS Division

Chief of EMS Division:

- Denise Mobeck, EMS Coordinator

EMS Activity:

Rescue1 transported 4 patients to clinic

Rescue1 transported 1 patient to airport for medevac

Ambulance standby at school for basketball games during tournament

Fire Division

Chief of Fire Division:

- Vacant, administrative duties being fulfilled by DPS Manager and supported by DPS and DPW personnel.

Activity:

- Recruitment efforts continue as the department seeks to fill the vacant fire chief position.
- All monthly incident reports were filed with the State Fire Marshal's Office meeting obligations and maintaining agency certification.

February 2017 Public Works Report

Shop

- Did some backfill with the bobcat for AHA
- Repair shift tube for water sewer truck
- Removed and replace motor on trident lift station
- Dug one grave in grave yard
- Fuel buildings
- Plowed and sanded roads
- Work on putting engine in fire truck
- Put rock down on the city shop parking lot
- Work on removing debris down at the sand shed
- Filled the water at the city shop
- Rebuilt chains on the sand truck
- Work on recycle center heater, and shop heater
- Repair CAT grader brakes
- Moved the mini excavator to Martin Gundersens house
- Change Champion grader tires

Landfill

- Clean up around dumpsters
- Repair tire chains on trash truck

Recycling

- Recycling center is running fine

Water and Sewer

February 2017 W&S Report

Lift Stations:

- Parts are on order for the Trident L/S.
- Alaska Pump received the pump that shorted out that we sent for repairs.
- We put the Harbor L/S back in service after lots of trips with the vacuum truck and many days of jetting and digging. Hoping it doesn't freeze up again.

Water Plant

- We installed the new CL17 chlorine analyzer in the plant. It is working well.
- We sent the failed CL17 out for repair. This will give us a spare which will really help if the CL17 at the entry point at the school pump house fails. Repairs are about 1/3 the cost of new units.

Intake Pump House

- Began the process of documenting the radio system so we can identify and repair the cause of the occasional loss of radio signal that turns off the intake pumps a few times a week. Better to identify and locate the part suppliers while we can still run in automatic. We have some wiring diagrams, but no operating manual.

HARBOR MASTER

No report given at this time.

**STUDENT
REPRESENTATIVE**

HEARINGS, ORDINANCES AND RESOLUTIONS

**RESOLUTION 17-02:
DISSOLUTION FROM
CHARITABLE GAMING
ACTIVITIES**

Memo

To: Mayor Gardner
From: Andy Varner, Administrator
cc: City Council
Date: March 7, 2017
Re: Charitable Gaming Resolution

According to Alaska Statute 05.15, the Alaska Department of Revenue requires all gaming permittees to have in their by-laws or by resolution a Dissolution Clause with regard to gaming proceeds. This dissolution clause should specify that upon the dissolution of the City of Sand Point that the disposition of net proceeds from charitable gaming shall go to a charitable organization or another qualified organization that is authorized to conduct a gaming activity.

We just found this out during the latest audit and this resolution stands to clear that up.

City of Sand Point



RESOLUTION 17-02

A RESOLUTION OF THE CITY OF SAND POINT ADOPTING A DISSOLUTION CLAUSE FOR THE DISPOSITION OF NET PROCEEDS FROM CHARITABLE GAMING ACTIVITIES

WHEREAS, the City of Sand Point holds a gaming permit to conduct charitable gaming activities within the State of Alaska, and

WHEREAS, the Alaska Department of Revenue requires all gaming permittees to have in their by-laws or by resolution, a Dissolution Clause in regards to gaming proceeds, and

WHEREAS, this dissolution clause shall specify that upon the dissolution of the City of Sand Point that the disposition of net proceeds from charitable gaming shall go to a charitable organization or another qualified organization that is authorized to conduct a gaming activity,

NOW THEREFORE BE IT RESOLVED, that upon the dissolution of the City of Sand Point, the disposition of net proceeds from charitable gaming conducted under AS 05.15, will go to a charitable organization as defined under AS 05.15.690 or another qualified organization that is authorized to conduct and activity under AS 05.15.

PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL FOR THE CITY OF SAND POINT ON THIS 14th DAY OF MARCH 2017.

CITY OF SAND POINT

Glen Gardner Jr., Mayor

ATTEST:

Shannon Sommer, City Clerk

OLD BUSINESS

APRIL 2017
COMPREHENSIVE
PLANNING WORKSHOP

Memo

To: Mayor Gardner
From: Andy Varner, Administrator
cc: City Council
Date: March 7, 2017
Re: Comprehensive Plan Update: April

As part of their “settlement” with the City over the harbor float design debacle a few years back, AECOM (formerly URS) agreed to provide us consultant services to update the City’s comprehensive plan, which was completed in 2004.

The same consultant as before, Jon Isaacs, will visit Sand Point next month in conjunction with our City Council meeting to facilitate a meeting with the Council and other organizations and stakeholders in town. Jon will be here April 10-12 (two nights), and we should decide how to structure his time to receive valuable community feedback that he can include in the update. Jon and I met last week to go over his plans, and while we originally budgeted for a one day/night visit, due to the flight schedule I recommend two days will be much more productive.

Jon will attend the April 11 workshop and talk to the Council at that time. We could schedule a stakeholder “roundtable” with other community leaders after that and before the Council meeting- perhaps at 5PM that day- or schedule a similar meeting the next day.

I would like Council feedback on who to invite to such a meeting: Along with the City, I have considered Shumagin Corp, QT Tribe, AEB, EAT, AEBSD (perhaps even some students), Unga Tribe, Pauloff Harbor Tribe, Processors (both?), Aleutia, KSDP, Unga Corp, and Sanak Corp. It could be valuable to invite a few fishermen too, even though I know Jon will seek some out and visit the harbor house as well. Let me know if others should be involved and I will reach out.

Jon talked about visiting the school as well and either giving a presentation or having a discussion with a group of students on one of those days. I will get feedback from Mike Seifert on that topic.

To summarize, a potential schedule could look like this:

Day One (Monday, April 10)

- Jon arrives on the night flight

Day Two (Tuesday, April 11)

- Jon visits various community facilities and has discussions with folks around town
- Attend 2 PM workshop to discuss comp plan with Council
- 5 PM community “roundtable” for community stakeholders and key organizations
- 7 PM regular Council meeting (or pushed back a little if necessary)

Day Three (Wednesday, April 12)

- Jon visits harbor house / fishermen
- Visit AEB and AEBSD
- Visit school
- Follow up with any other folks from the previous day’s discussion
- Fly back to ANC that evening

NEW BUSINESS



QAGAN TAYAGUNGIN TRIBE
P.O. BOX 447
SAND POINT, ALASKA 99661
PHONE (907) 383-5616
FAX (907) 383-5814



City of Sand Point
P.O Box 249
Sand Point, AK 99661

February 22, 2017

Dear Mayor Glen Gardner Jr. & Council Members;

I am writing on behalf of the Qagan Tayagungin Tribe, and would like to ask if you would provide a donation for our annual Earth Day Fair.

Earth Day is on April 22nd and it is a nationally celebrated holiday all around the world. We are planning to have our Earth Day Fair on April 22nd. This will be Sand Point's 10th Annual Earth Day Fair, and previous fairs have been very successful.

All proceeds will go to the Earth Day Fair for supplies and prizes for both youth and adult activities. Some of the activities are; relay races, face painting, planting, and much more. The Environmental Department also holds a raffle each year of various items bought and donated. Children are our future and having activities for both youth and adults will help our community better understand our environment and keep it clean for future generations. With putting on the Earth Day Fair, the Environmental Department hopes to educate the community to be aware of environmental issues impacting our land.

PLEASE CONSIDER DONATING TO THIS VERY GOOD CAUSE, IT WOULD BE MOST APPRECIATED.
Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read "Karis Porcincula".

Karis Porcincula
Environmental Coordinator

PUBLIC COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

FYI



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

DIVISION OF ECONOMIC DEVELOPMENT
Financing Section

P.O. Box 34159
Juneau, AK 99803-4159
Main: 907.465.2510
Fax: 907.465.2103

February 28, 2017

Andy Varner
City Administrator
PO Box 249
Sand Point AK 99661

Dear Mr. Varner;

Re: F/V BARREN ISLANDS O/N 1108021
Barren Islands Fish & Oyster Co 10-218-0071678

Thank you for your letter dated February 7, 2017, and subsequent emails and phone calls.

Due to the condition of the vessel the State has declined to take possession or assume liability. As you know, the vessel is derelict, unseaworthy, and is now a nuisance in the harbor. This has resulted in a negative value to not only the State, but has hindered the City of Sand Point in recovering any impound expenses.

Mr. Ted Moorehouse was your only bidder at your impound auction but has concerns about the State lien. I have spoken with him and we agreed that if he does not intend to sell the vessel, there is no need for the State to release our lien. Mr. Moorehouse assures me his interest is in relocating the vessel from Sand Point Harbor to Squaw Harbor where he will strip the generator and some small items for use in another vessel.

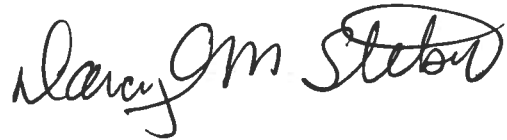
Having documented the vessel has no value, the State is willing to allow the sale to Mr. Moorhouse and assure him there is no possibility to hold him liable for the debt owed to the State and we do not intend to repossess the vessel in its current condition.

I would like to note I received a phone call from Mr. Jack Burnson; he has a friend whose grandfather built the vessel in 1943. Mr. Burnson indicated his friend would like to have the plaque in the wheelhouse that refers to the original build. I instructed him to contact the owner of the vessel. If Mr. Moorehouse becomes the owner, he may want to contact Mr. Burnson so his friend could have this sentimental piece of family history.

You may proceed with offering the vessel for sale to Mr. Moorehouse and the State lien will not interfere with his intentions.

Please let me know if you need anything further.

Sincerely,

A handwritten signature in black ink that reads "Darcy M Stetson". The signature is written in a cursive, flowing style with a large, prominent "S" at the end.

Darcy M Stetson
Loan/Collection Officer III

Account Summary as of January 31, 2017

Southwest Alaska Municipal Conference

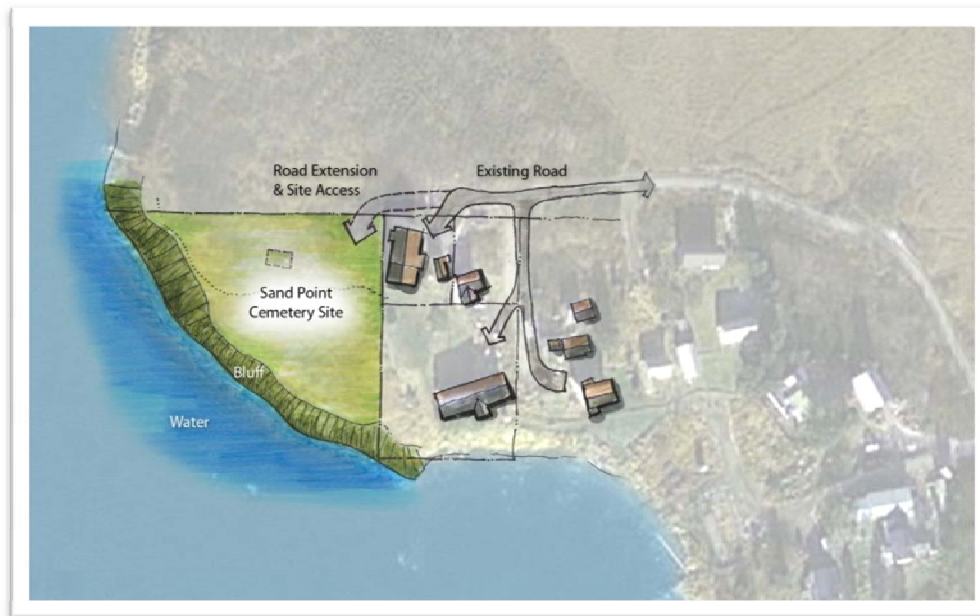
Account Inception	July 2015
Total Contributions	\$505,000
Current Market Value <i>January 31, 2017</i>	\$524,349
Annualized Account Return <i>July 31, 2015 – January 31, 2017; Gross of Fees</i>	+2.69%
Current Allocation	25% Equity / 75% Bonds

SAND POINT CEMETERY PROPOSAL

Objective and Services:

HDR Alaska recognizes the Sand Point community's need for a final resting place for its residents and proposes to work with the City of Sand Point to develop a Sand Point Cemetery Design. The completed cemetery shall consider the unique identity of place, celebrate the life of the community and provide for a respectful, functional and attractive burial ground that will be a community resource for years to come.

The City of Sand Point has recently identified a site for their cemetery located on Lot 39, Tract A based on Survey 3585. The location sits at the top of the bluff at the end of Simeonof Street adjacent to the water.



Cemetery Location

HDR Alaska (HDR) has put together a design team and proposes to provide professional services for the design development of the cemetery, site development, esthetics and viewsheds, Welcome Center and parking, walkway layout, and finally, the design of the Sections, Lots, and Graves. Subtasks include geotechnical analysis of the soils for suitability for roadway and access construction, site horizontal survey, site and landscape design, and an environmental permit review. HDR would serve as the prime contractor for the civil engineering work. HDR's subconsultants would provide survey, geotechnical review, and landscape design.

The final design plans can be prepared either to allow for local City construction or as a bid-ready package for competitive bids.

Management:

HDR's Project Manager, Chris Hughes will work directly with the City as the prime point of contact to develop the Cemetery Design. Chris will maintain regular contact with the City to keep Paul Day informed of the project developments. As the primary point of contact, he is accountable for our team's responsiveness, for the quality of our work products, and for your satisfaction with the services HDR will provide.

Methods:

Environmental and Permit Review

HDR will conduct a preliminary environmental review of the area to assess the potential for the design to impact wetlands and cultural resources; and evaluate any other necessary permits required by the State of Alaska for the Cemetery. Ultimately HDR can also assist with any permit applications on the City's behalf. Additional site visits may be required for determining potential impacts to wetlands or wetland mapping to meet permit requirements.

Currently, there is not an Alaska statute that requires the use of a funeral director for body disposition. AS 08.42.021 states that unlicensed persons may be granted a permit to dispose the dead if no embalming is required. The Division of Occupational Licensing issues the license to a funeral director. If needed, HDR will assist in the licensing and permitting of Sand Point's cemetery.

Survey:

Initially, HDR would send our survey team to Sand Point to locate the property boundaries to insure that the cemetery would be constructed in the proper location. At the same time, the team would research and try to establish the exact location of the existing graves. They would also pick up any additional topography, and confirm the future location of the access road. A Survey Control Diagram will be developed and included in the design plans. The survey will depict horizontal and vertical control and provide coordinate information for the ultimate cemetery plat layouts. HDR's subconsultant McClintock Land Associates will perform the survey efforts. McClintock is familiar with the area after working with HDR to provide the recent survey information for the Sand Point School Loop Road. Ultimately, McClintock will provide final site survey, establishing monuments associated with the final plat layout to aid in the construction efforts.

Geotechnical:

Coinciding with the survey efforts, HDR's subconsultant Shannon & Wilson will provide a geotechnical review of the area, including sampling existing soils and evaluating their use for access road and trail construction. S&W will conduct field explorations consisting of test pits to evaluate site-specific subsurface conditions. The focus of the explorations will be to identify soil stratigraphy, estimate approximate soil strengths, and enable the geologist to collect soil samples for laboratory testing. Additional, water table information will be obtained for analysis for the suitability for ground burial of remains. Ultimately, S&W will prepare a geotechnical report that will describe the subsurface as encountered by our test pits. The report will include a site description and summary of the field explorations. Based on the results of our field activities, geotechnical engineering recommendations will be developed for the amount of reconstruction needed for Simeonof Street and for the on-site access trails.

Cemetery Design:

Using the Survey and Geotechnical data gathered, Chris Hughes will work with Landscape Architect Jonny Hayes of Bettisworth North Architects and Planners Inc. to provide a cemetery design for the site. The design will include:

- the possible reconstruction of Simeonof Street,
- subdivision of the proposed cemetery into Section, Lots, and Single Graves,
- development of layout for flow of pedestrians and motorized traffic on-site, and
- proposed landscape design elements, including:
 - re-vegetation of the site to be consistent with, and appropriate for, the Sand Point community, and
 - screening of the new cemetery from the neighboring properties if desired, (with input from the City and adjacent property owners)

In addition, a site master plan that allows for potential phasing of the project could be developed to provide for incremental growth of the cemetery.

The goals of the cemetery design will be to maximize the quantity of burial plots and provide adequate access to functional spaces that will service the community's current and future needs for burial. The site and landscape design will be developed to celebrate the life of the Sand Point community and its residents, taking advantage of the visually exposed site and its existing features. The design of the site will be focused on the personal experiences of visitors and provide a physical and visual community resource perched atop the bluff. The cemetery will allow for groups to access each plot during services and for individuals to share personal and reflective experiences in a meaningful way.

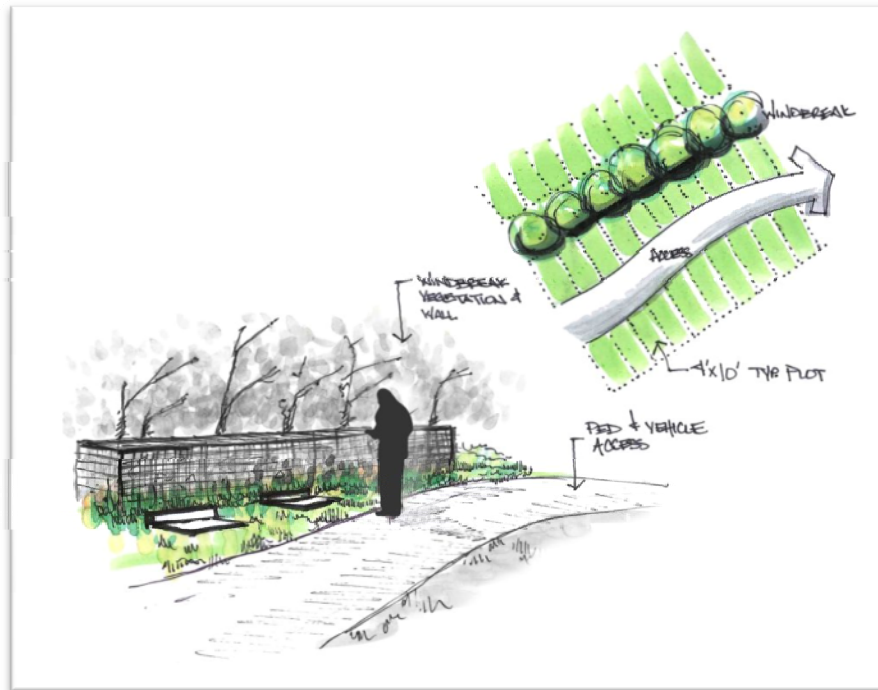
Deliverables:

We foresee a minimum of one site visit each from the engineer and landscape architect needed to complete these services. An initial concept plan will be presented and reviewed by the City prior to preparing final design plans. We would propose a series of design submittals for the project..

- Initial Concept Design (10%)

- Schematic Design (60%)
- Design Development (90%)
- Construction Documents (100%, Signed)

Note: Initial Concept Design will identify general design of the site, including burial plot layout and access points, identifying features and amenities.



Example Component of Concept Design

In addition to design services, a public involvement workshop, design charrette or resident survey may be instituted for City residents to provide input related to the function, design or identity of the Cemetery. The HDR design team can support these services if needed.

The final design plan set will include construction specifications, and an engineer's estimate, creating a bid-ready construction package. HDR can also prepare an alternate estimate should the City choose to perform the work internally. HDR can provide assistance during construction services, either remotely, or on-site to help implement the design concepts.

Finally, the HDR team can provide interpretation during bidding and assistance during construction if necessary. The activities include HDR and all subconsultants assisting during bidding by promptly and accurately responding to any questions, providing any clarification requested, and assembling any addenda that are needed. During construction, HDR's design team will be available to assist with interpretation of bid documents, responses to contractor questions, providing clarifications, reviewing submittals, and evaluating contractor requested changes.

Construction:

While this project could be developed as a normal design-bid-build project; it can also be set up as a project that could be built by the local governmental forces on an as-time-permits basis. The main work will be the site grading and then the survey monumentation of the Section, Lots and Graves. The pathways and trails could be wide gravel affairs, and a future welcome center could start as a simple open-air pavilion until a later time. Available funding will dictate the schedule for implementation of the design elements.

Sand Point

From: Marquardt, Shirley R (GOV sponsored)
Sent: Tuesday, March 07, 2017 10:07 AM
To: avarner@sandpointak.org
Subject: MTAB open seat Southwest

Hi Andy,

The AMHS Advisory Board has an open seat representing Southwest Alaska. Would you please share this information with the community of Sand Point and direct those interested to the Office of the Governor's state website under Boards and Commissions for the application process? The MTAB meets four times a year primarily by teleconference, with one face to face meeting generally in Juneau.

Sincerely,
Shirley Marquardt