

CALL TO ORDER:

The regular meeting of the Sand Point City Council was held Tuesday, October 11, 2022 in the City Chambers and telephonically. Mayor James Smith called the meeting to order at 7:00 p.m.

ROLL CALL:

James Smith	Mayor	Present
Danny Cumberlidge	Seat A	Present – Telephonically
Allan Starnes	Seat B	Present
Shirley Brown	Seat C	Present
Jack Foster Jr.	Seat D	Present
Marita Gundersen	Seat E	Present
Arlene Gundersen	Seat F	Present

A quorum was established.

Staff in attendance:

Jordan Keeler, Administrator – Telephonically
 Kurtis Gundersen, Finance Officer – Telephonically
 Jade Gundersen, City Clerk
 Dave Anderson, Police Chief
 Carmen Holmberg, EMS Director
 Julius Karlsen, Public Works Director
 Dylan Jacobsen, Water & Sewer Supervisor – Telephonically
 Allen Kuchenoff Jr., Harbormaster

APPROVAL OF AGENDA:

Mayor James Smith requested a motion to approve the agenda.

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

SECOND: Council Member Shirley Brown seconded the motion.

VOTE: Motion passed unanimously.

CERTIFICATION OF ELECTION/OATH OF OFFICE

MOTION: Council Member Jack Foster Jr. made a motion to certify the 2022 election results.

SECOND: Council Member Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

Council Member Austin Roof swore in for Seat A.

Council Member Amy Eubank swore in for Seat C.

CONSENT AGENDA:

MOTION: Council Member Marita Gundersen made a motion to approve the Regular Meeting Minutes of August 9, 2022 and September 13, 2022 with one correction.

SECOND: Council Member Arlene Gundersen seconded the motion.

VOTE: Motion passed unanimously.

REPORTS:

Finance Officer – Kurtis Gundersen

Finance Officer Kurtis Gundersen reported that the City received \$28,749.51 in Raw Fish Tax Revenue and \$95,558.85 in Sales Tax Revenue.

Administrator – Jordan Keeler

Administrator Jordan Keeler added to his written report that the City will be signing the letter for BDO for the FY22 audit. Heliostar will be visiting Sand Point the week of November 7th for a community meeting. The 2022 State Election will be held November 8, 2022 on the City council meeting day. It would be in the City's best interest to move the meeting to November 9th. He has a call coming up this week with DOT regarding grant funds for infrastructure in communities, specifically for roads.

Police Chief – David Anderson

Chief David Anderson reported that they had 37 calls for service generated through 911 and had several calls to assist EMS. Since there is no bus in the morning and more traffic as a result of that, they are cautioning everyone to be careful in the morning as it's dark and there is more foot traffic going to school. Officer Lowery has been busy with the task force in Anchorage and there is no report.

Public Works Director – Julius Karlsen

Public Works Director Julius Karlsen reported that for September they kept up maintenance on the roads, fueled the city buildings, hauled rock for Trident, and hauled rock for a driveway. They dug, located and repaired a water shut off on the main road. They pumped used oil to storage tanks. The backhaul project got underway, and they assisted with that. A brush cutter for the mini excavator and skid steer bucket have been ordered.

Council Member Arlene Gundersen asked if there is a date for when the backhaul will be complete. Julius added that there was no end date that he knew of.

Water & Sewer Supervisor – Dylan Jacobsen

Water & Sewer Supervisor Dylan Jacobsen reported that water samples and reports were completed. They dug up and located a shut off valve for a house on the main road. They located the shut off valve in the Shumagin Corporation area and assisted their maintenance with fixing a leak. They had someone here from ANTHC for a few days who inspected the work done on the new lift stations, programmed the new pumps, and worked on a flow meter at the water plant. Contractors that were coming back to work on the lift station were delayed, they should be back soon. They discussed future project with their project manager at ANTHC. Screens on the reservoir intake were pulled out and cleaned, and routine maintenance was done around the water plant.

Harbor Master – Allen Kuchenoff Jr.

Harbormaster Allen Kuchenoff Jr. report that Ted Morehouse has been fixing up the wall, they hauled and stored boats, and the recycle guys are working on the cars and batteries in the new harbor. If you have any batteries, feel free to bring them right down to the harbor.

Councilperson Arlene Gundersen asked if household batteries were included with the batteries and had heard that they didn't want to take them, and whether Allen knew what kind they were. Allen mentioned that they had stacks of big D batteries in totes, that maybe someone threw other batteries in the totes with them.

HEARINGS, ORDINANCES, AND RESOLUTIONS:

1. Hearing: Community Block Development Grant

Administrator Jordan Keeler explained that the hearing is a required step in the CDBG (Community Block Development Grant) process, and that the history of the program is to provide low-to-moderate income communities funding to address one of the following categories: community development, planning, and special economic development. There is an emphasis on long-term self sufficiency that eliminates health and safety issues in a community with local support in addition to CDBG funding. This year the state anticipates awarding \$2.5 million from federal government funds. This is a competitive grant and eligible applicants for this grant consist of any municipal government as defined by Title 29 of State Statutes. He added that the program requires public notice which has been posted throughout the community and online inviting the public to comment on the grant proposal and submission. There were no comments received to date, but there is opportunity for the public to comment at this meeting. The grant application shows that the city has selected to apply for a new incinerator in the amount of \$200,000 and estimated shipping of \$50,000 for a total amount of \$250,000. The grant does require a 25% local match, so the City's portion would be \$50,000. If the City is awarded the grant and it ends up being below the amount, our contribution will be reduced. The resolution to follow is a requirement of the grant. If the council is in support of this, he asks for them to pass the resolution. The application will then be completed and is due December 2.

An opportunity for the public to comment was provided. There were no comments.

Council Member Austin Roof asked the Administrator what he thought the likelihood of success for the grant is. Administrator Jordan Keeler stated that it is a low-ticket item and a straight forward project requiring no permitting that would be a small portion of the CDBG funds, but that without knowing who else is participating, it is hard to say.

Council Member Arlene Gundersen asked whether a letter of support from the tribes would enhance the application. Administrator Jordan Keeler did not believe so based on the grant checklist but will double check.

2. Resolution 22-05: Authorizing Participating in the Community Block Development Grant Program

MOTION: Council Member Jack Foster Jr. made a motion to adopt Resolution 22-05: Authorizing Participating in the Community Block Development Grant Program.
SECOND: Council Member Allan Starnes seconded the motion.
VOTE: Motion passed unanimously.

3. Resolution 22-06: Honoring Shirley Brown For Her Many Years of Service to the City of Sand Point.

Administrator Jordan Keeler read Resolution 22-06. The Council thanked Shirley Brown for her service to the community and congratulated her on her retirement.

Shirley Brown stated that it has been an honor to serve on the council and that it takes a lot of dedication, research, and hours, but she has enjoyed it.

MOTION: Council Member Marita Gundersen made a motion to adopt Resolution 22-06: Honoring Shirley Brown for her many years of service to the City of Sand Point.
SECOND: Council Member Arlene Gundersen seconded the motion.
VOTE: Motion passed unanimously.

4. Resolution 22-07: Honoring Danny Cumberlidge For His Many Years of Service to the City of Sand Point.

Administrator Jordan Keeler read Resolution 22-07. The council thanked Danny Cumberlidge for his years of service.

MOTION: Council Member Arlene Gundersen made a motion to adopt Resolution 22-07: Honoring Danny Cumberlidge for his many years of service to the City of Sand Point.

SECOND: Council Member Amy Eubank seconded the motion.

VOTE: Motion passed unanimously.

OLD BUSINESS:

1. City Hall Repair Bid

Administrator Jordan Keeler reported that he just received the revised bid from Kuchar and the numbers are still high. He sent it to Jade to print, but considering the council has not had time to look at it, he suggests not taking action on it now and having a workshop to give council time to review it and have any follow up questions.

Council Member Amy Eubank asked if this was the only proposal the City received. Mayor James Smith stated that it was.

Direction was given by council to set up a special meeting on October 13 at 7:00 pm to continue discussion on the City Hall Repair Bid.

2. Personnel Policies and Procedures Manual

Administrator Jordan Keeler stated that there are four proposed changes to manual. The first is adding 3 Medical Travel Days for an employee to use each year for medical travel for themselves or family, as defined in the handbook. The days would not accumulate and they would not be able to be cashed out. The second is increasing the cap of annual leave from 240 to 280 hours. The third is changing the rate of accrual of annual leave from 48 months to 24 months for the 12 hours per month accrual, and 96 months to 48 months for the 16 hours per month accrual. The fourth is changing the amount of annual leave an employee can cash out from 80 hours annually to 120 hours annually up to twice a year.

Council Member Amy Eubank asked how many full-time employees the City has. City Clerk Jade Gundersen estimated 18 current full-time employees.

MOTION: Council Member Austin Roof made a motion to approve the proposal changes to the personnel manual.

SECOND: Council Member Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

Administrator Jordan Keeler added that he will do some research regarding employment prescreening testing for Marijuana to bring back to the council at the November meeting for them to consider.

NEW BUSINESS: None

PUBLIC COMMENTS: None

COUNCIL COMMENTS:

Council Member Allan Starnes thanked Shirley Brown for her wonderful years of service.

Council Member Arlene Gundersen thanked Shirley Brown for her service and added that she has enjoyed working with her.

Council Member Jack Foster Jr. thanked Shirley Brown and told her to enjoy her retirement.

Council Member Arlene Gundersen asked Administrator Jordan Keeler if the City is applying for a grant for the generator for the water plant. Administrator Jordan Keeler stated that the plan was to use ARPA funds, somewhere between \$18,000-\$22,000.

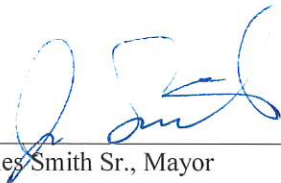
Council Member Amy Eubank asked why the police officers are considered full-time if they are only here half of a month. Administrator Jordan Keeler explained that the police contracts are based on a 2080 hour per year, which is how the City calculates salary, therefore they are full-time. Council Member Amy Eubank requested that the contract information be sent to her.

ADJOURNMENT:

MOTION: Council Member Arlene Gundersen made a motion to adjourn.

SECOND: Council Member Marita Gundersen seconded the motion.

The meeting adjourned at 7:52 pm.



James Smith Sr., Mayor

ATTEST:



Jade Gundersen, City Clerk