

CALL TO ORDER:

The regular meeting of the Sand Point City Council was held Tuesday, September 13, 2022 in the City Chambers and telephonically. Mayor James Smith called the meeting to order at 7:05 p.m.

ROLL CALL:

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

A quorum was established.

Staff in attendance:

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

CONSENT AGENDA:

MOTION: Council Member Marita Gundersen made a motion to table the August 9, 2022 Meeting Minutes to the next meeting for revisions.

SECOND: Council Member Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

REPORTS:

Finance Officer – Kurtis Gundersen

Finance Officer Kurtis Gundersen reported that for the month of July, the City received \$75,441.44 in Raw Fish Tax and \$89,695.85 in Sales Tax.

Administrator – Jordan Keeler

Administrator Jordan Keeler added to his written report that the City’s attorney and Plaintiffs attorney in the outstanding lawsuit against the City have reached a trial date for April 2023. Both parties agreed to that date to avoid the fishing season. The City is facing an increase in audit fees from BDO, so if council would like the

city to put out to bid, he can start working on it, but does not anticipate a savings. He has started working on FY22 Community Development Block Grant for a new incinerator. There is a community process that it has to go through and it will start to go into motion at the next meeting. The claim for Duane Kapp has been resolved and closed out by AMLJIA. He will be working with harbor and other staff on tracking down ownership of derelict vessels at the harbor. He added that he is continuing to look for outside sources of funding to address municipal needs in the community. He stated that we received \$89,000 from the Community Assistance Program that the State administers, formerly known as Community Revenue Sharing, instead of the projected \$73,000.

Council Member Shirley Brown asked when the BDO contract would come up. Administrator Jordan Keeler stated that it is every year, that if we want to stick with BDO we would sign the engagement letter shortly and then the pre-audit prep would start with Irena.

Police Chief – David Anderson

Chief David Anderson reported that for the month of August, they had 28 calls for service that generated 27 reports. They had one person jailed for domestic violence. He added that Officer Lowery had been busy today, reporting to have seized \$10,000 that the City will see a portion of. He received a lot of calls about kids on ATVs and has had two meetings with kids at the teen center about acceptable and unacceptable ATV use as well as contacting various kids about it. It is something they address every year.

EMS Director – Carmen Holmberg

EMS Director Carmen Holmberg reported that Rescue 1 received 10 calls- 3 tone outs and 7 medevacs. Two medevacs required an officer on board. She is planning on ETT Training in October, has been looking at EMS equipment, hired Logan Thompson as EMS Relief, and is looking for an online BLS course to become an instructor.

Fire Chief – Robert Gaddotti

The report was included in the packet.

Mayor Smith thanked Jason Bjornstad for help with the dump fire.

Public Works Director – Julius Karlsen

Public Works Director Julius Karlsen reported that they graded the harbor, City Dock, and side roads, fueled city buildings, swept roads and the gear shed for the derby prep, put gravel on side roads, hauled rock for Alaska Geothermal who installed lift stations at Mud Bay and the Jumps, assisted harbor with freight boat and ferry, fueled harbor travel lifts, assisted UTI as needed while they ran fiber optic cable, and assisted the fire department with the landfill fire.

Water & Sewer Supervisor – Dylan Jacobsen

Water & Sewer Supervisor Dylan Jacobsen reported that he completed the water samples. He cleaned and set up the Porta Potty for the Silver Salmon Derby and pumped it out during the event. They set up to switch the sewer connection out for a trailer. They used the jetter on Johnson Avenue and the upper loop; and the work on the 2 new lift stations is coming along. Alaska Geothermal had left town to go finish another project while the panels for our lift station were delayed. They will be back sometime this week or next week to wrap it up. They had issues with the chlorine analyzer. He helped out picking up appliances and heavy items around town and the dumpsters. He helped Brandon when he had to work on the skid steer. He weed whacked and chopped alders in a few spots. He is signed up to attend the ARWA Conference in October. He thanked Shumagin Corporation for donating 150 pounds of lime.

Harbor Master – Allen Kuchenoff Jr.

Harbor Master Allen Kuchenoff Jr. reported that he hauled and stored boats for the winter. One guy transferred to Public Works. He worked on bills for summer storage. They brought oil to public works and did some dump runs. It was a one-man operation for two weeks.

Council Members Allan Starnes, Shirley Brown, and Jack Foster Jr. thanked Allen Kuchenoff Jr. for his hard work.

Mayor James Smith asked that if any fishermen are listening, to please stay away from the work area for the East Wall repair.

HEARINGS, ORDINANCES, AND RESOLUTIONS:

1. Resolution 22-04: Appointing Election Judges

Interim City Clerk Jade Gundersen recommended Marcy DeCosta, Mary Ann Krone, and Laiv Gundersen to be appointed as election judges for the 2022 General Election.

MOTION: Council Member Shirley Brown made a motion to adopt Resolution 22-04: Appointing Election Judges.

SECOND: Council Member Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

OLD BUSINESS: None.

NEW BUSINESS:

2. City Hall Repair Bid

Administrator Jordan Keeler stated that they put an RFP out to bid for the City Building repair. The sole bid came in much higher than anticipated. He has been in contact with them on how they can lower the costs. The estimate bid before council is extremely cautious, including equipment rental from the City. In order to get the project done, the City has ARPA Funds and Local Government Lost Revenue Funds from the State.

Direction from Council was given to the City Administrator to work with the sole bidder on the city hall repair to come down on costs and bring back to council to consider.

3. FY21 Audit

Administrator Jordan Keeler reported that the FY 21 audit was a clean audit except a corrective action on a one-time discrepancy regarding payroll and a Personal Action Form. We have agreed to a corrective action plan and have already implemented it. There were also journal entries that are standard practice for the bond and relating to PERS.

MOTION: Council Member Marita Gundersen made a motion to accept the FY21 Audit.

SECOND: Council Member Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

4. Personnel Policies and Procedures Manual

Administrator Jordan Keeler stated that the last major review of the City's Personnel Policies and Procedures Manual was in 2015. The last change that was made was in 2019 to add in the ability to donate leave for employees who have exhausted their leave and are using FMLA. A couple proposals for the council to consider are medical travel days that would be granted each year on a use it/lose it basis so it would not be a financial liability to the City, not testing for marijuana for pre-employment screening, increasing the amount of

annual leave that can be banked, being able to cash out leave more than once a year if that situation arises, and shortening the length of time an individual needs to work for the City to increase annual leave accrual. The goal is to provide incentives to get employees to work for the City and keep them long term. He will bring back a tighter proposal for the council to consider at the next meeting.

5. Cost of Living Adjustment

Administrator Jordan Keeler explained that the figure before the council is the salary plus the City's 22% contribution to PERS, in addition to the employers share of Social Security taxes, Medicare, and Unemployment. It shows 5% up to 10% increase cost to the City for a cost of living adjustment for hourly employees. The Council can make this effective immediately, or next pay period, or retroactive to July 1st according to our personnel manual.

MOTION: Council Member Marita Gundersen made a motion to approve a 6% cost of living adjustment for hourly employees effective July 1, 2022.

SECOND: Council Member Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

PUBLIC COMMENTS: None

EXECUTIVE SESSION:

MOTION: Council Member Marita Gundersen made a motion to move into Executive Session to discuss the City Clerk at 7:40 pm.

SECOND: Council Member Shirley Brown seconded the motion.

MOTION: Council Member Marita Gundersen made a motion to move out of Executive Session at 8:01 pm.

SECOND: Council Member Shirley Brown seconded the motion.

MOTION: Council Member Allan Starnes made a motion to approve the contract of City Clerk.

SECOND: Council Member Shirley Brown seconded the motion.

COUNCIL COMMENTS:

Council Member Allan Starnes encouraged the community members to be volunteers and stressed how important they are.

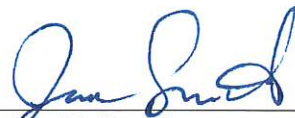
Council Member Shirley Brown thanked all the employees.

ADJOURNMENT:

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

SECOND: Council Member Allan Starnes seconded the motion.

The meeting adjourned at 8:07 pm.


James Smith Sr., Mayor

ATTEST:


Jade Gundersen, City Clerk