

CITY OF SAND POINT COUNCIL MEETING



Tuesday, August 13, 2024

Meeting: 7:00 pm

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

CITY OF SAND POINT

Packet will be available on website
August 9, 2024 www.sandpointak.com



MAYOR

Mayor James Smith - Office Exp. 2026

COUNCIL MEMBERS

Austin Roof	Seat A - Exp. 2025
Jani Gundersen	Seat B - Exp. 2026
Amy Eubank	Seat C - Exp. 2025
Jack Foster Jr.	Seat D - Exp. 2026
Marita Gundersen	Seat E - Exp. 2024
Arlene Gundersen	Seat F - Exp. 2024

SAND POINT CITY COUNCIL MEETING AGENDA CITY CHAMBERS

Regular Meeting

August 13, 2024 7:00 pm

NO WORKSHOP

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA:

1. Minute: Regular Meeting Minutes of July 9, 2024
2. Minute: Special Meeting Minutes of July 16, 2024

REPORTS:

1. Public Works Director
2. Water & Sewer Supervisor
3. Harbormaster
4. Police Chief
5. EMS Coordinator & Fire Chief
6. Finance Officer
7. Administrator

HEARINGS, ORDINANCES AND RESOLUTIONS: None

OLD BUSINESS: None

NEW BUSINESS:

1. Code of Ordinances, Chapter 4- 2.04.030 Regular Council Meetings Discussion
2. Donation Request: Pauloff Harbor Tribe Recycling Fair
3. Donation Request: Sand Point Silver Salmon Derby

PUBLIC COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

To participate telephonically, please call (253)205-0468 and use Meeting ID: 807 901 9744.

CONSENT AGENDA

CALL TO ORDER:

The regular meeting of the Sand Point City Council was held Tuesday, July 9, 2024 in the City Chambers and teleconference. Mayor James Smith called the meeting to order at 7:01 p.m.

ROLL CALL:

James Smith	Mayor	Present
Austin Roof	Seat A	Present
Jani Gundersen	Seat B	Present
Amy Eubank	Seat C	Absent/Excused
Jack Foster Jr.	Seat D	Present—Telephonically
Marita Gundersen	Seat E	Present
Arlene Gundersen	Seat F	Present

A quorum was established.

Staff in attendance:

- Debi Schmit, Administrator
- Kurtis Gundersen, Finance Officer –Telephonically
- Benjamin Allen, Acting Police Chief
- 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 Austin Roof seconded the motion.

VOTE: Motion passed unanimously.

PUBLIC COMMENTS ON AGENDA ITEMS: None

CONSENT AGENDA:

MOTION: Council Member Marita Gundersen made a motion to approve the Special Meeting Minutes of June 4, 2024.

SECOND: Council Member Jani Gundersen seconded the motion.

DISCUSSION: Council discussed consideration of Special and Regular Meetings. Council Member Marita Gundersen requested the subject be added to the next meeting agenda.

VOTE: Motion passed unanimously.

REPORTS:

Public Works Director – Julius Karlsen

Public Works Director Julius Karlsen read his report included in the packet.

Council Member Austin Roof thanked Public Works for moving the vehicles from in front of the auto shopped. Administrator Debi Schmit asked about monthly fuel logs.

Water/Sewer Director- Dylan Jacobsen

Water/Sewer Director Dylan Jacobsen read his report included in the packet. He added that Brandon Gundersen passed his water tests. Council Member Austin Roof thanked the department heads for their work after hours.

Fire & EMS Director

Director Brady Gatlin's read his report included in the packet. He thanked the Water Department for going out and checking the fire hydrants. All but 2 hydrants are operable and he will get with Dylan on a plan to fix them. Also, he is now certified as a Fire I and Fire II fire fighter and has hazmat certification.

Harbor Master – Allen Kuchenoff Jr.

Harbor Master Allen Kuchenoff Jr.'s read his report included in the packet.

Edee Jacobsen asked if the City is collecting moorage for the Ballyhoo and requested that the City pull it forward for other boats. Harbormaster Allen Kuchenoff Jr. said he will check on it.

Police-Department

Officer Benjamin Allen's report was included in the packet. He highlighted activity from the report. Mayor James Smith added that Ben is the acting chief and the position has been posted.

Finance Officer – Kurtis Gundersen

Finance Officer Kurtis Gundersen reported that for the month of May the City received \$2,126.23 in Raw Fish Tax Revenue and \$49,729.69 in Sales Tax Revenue. He added that he had been busy with the audit. Council Member Arlene Gundersen requested that the Finance Reports be included in the packets.

Administrator – Debi Schmit

Administrator Debi Schmit read her report included in the packet. She added that she did hear from USDA for an equipment grant requesting more information for the grant and it is a 25% match.

Council Member Austin Roof would like to see a body cam policy put in place for the police department. Officer Benjamin Allen added that he recently found out from Edith that they have added \$120,000 in Equitable Sharing Funds for our agency and body cameras would be no additional cost to the City. Mayor Smith added that a concern of the previous Administrator was storage of the data and the length it needs to be kept. Officer Benjamin Allen explained the processes to store the footage and added that most court cases want to see the body cam footage.

HEARINGS, ORDINANCES, AND RESOLUTIONS:

OLD BUSINESS: None

NEW BUSINESS:

1. Sand Point Water System Lead Service Line Inventory Proposal

Administrator Debi Schmit explained the proposal included in the packet and recommends approving the proposal from HDR to meet the EPA Mandate deadline.

MOTION: Council Member Austin Roof made a motion to approve the Sand Point Water System Lead Service Line Inventory Proposal as received from HDR.

SECOND: Council Member Arlene Gundersen seconded the motion.

VOTE: Motion passed unanimously.

PUBLIC COMMENTS:

Dick Jacobsen recommended that the pad in the harbor be rebuilt like King Cove had to do a few years ago. He added that he is concerned about sheet metal blowing around town.

Edee Jacobsen expressed concerns about the way the fishing gear was handled by Western Marine by the New Harbor. She added that she appreciated the alders being cut and hauled off.

Tim Critchlow asked if there was any news on TDX running the windmills with concerns of the increase in cost of electricity. He also commented on the number of light poles that aren't working. He also requested the City to work with Shumagin regarding the erosion of his driveway by the bar.

COUNCIL COMMENTS:

Council Member Marita Gundersen commented that the playground by the Police Department needs to be cleaned up.

EXECUTIVE SESSION:

- 1. Administrator Contract

MOTION: Council Member Marita Gundersen made a motion to move into executive session with Administrator Debi Schmit.

SECOND: Council Member Arlene Gundersen seconded the motion.

Time: 8:08 pm.

MOTION: Council Member Marita Gundersen made a motion to made to move out of executive session.

SECOND: Council Member Arlene Gundersen seconded the motion.

Time: 8:44 pm

MOTION: Council Member Austin Roof made a motion to offer the Administrator Debi Schmit a 2-year contract with same terms as previous contract.

SECOND: Council Member Arlene Gundersen seconded the motion.

VOTE: Motion passed unanimously.

ADJOURNMENT:

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

SECOND: Council Member Jani Gundersen seconded the motion.

The meeting adjourned at 8:46 pm.

James Smith Sr., Mayor

ATTEST:

Jade Gundersen, City Clerk

CALL TO ORDER:

The Special Meeting of the Sand Point City Council was held Tuesday, July 16, 2024 in the City Chambers and teleconference. Mayor James Smith called the meeting to order at 1:32 p.m.

ROLL CALL:

James Smith	Mayor	Present
Austin Roof	Seat A	Present
Jani Gundersen	Seat B	Present
Amy Eubank	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:

Debi Schmit, Administrator
Julius Karlsen, Public Works Director
Jade Gundersen, City Clerk

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 Austin Roof seconded the motion.

VOTE: Motion passed unanimously.

PUBLIC COMMENTS ON AGENDA ITEMS: None

HEARINGS, ORDINANCES, AND RESOLUTIONS:

1. Resolution 24-04: A Resolution Authorizing the City of Sand Point to Apply for Funds from the FFY2025 Congressional Directed Spending (CDS) Appropriations through the Alaska Municipal League (AML).

Administrator Debi Schmit explained the grant for equipment through the Congressional Directed Spending Appropriations and the Alaska Municipal League is to help small communities get the equipment that they need that requires a 25% match of funds. She recommends approving this resolution with the intent of asking other entities for support. There was a discussion about concerns of wording of authority given by passing of the resolution and needs of the community for the equipment.

MOTION: Council Member Austin Roof made a motion to adopt Resolution 24-04: A Resolution Authorizing the City of Sand Point to Apply for Funds from the FFY2025 Congressional Directed Spending (CDS) Appropriations Through the Alaska Municipal League (AML).

SECOND: Council Member Jack Foster Jr. seconded the motion.

VOTE: Motion passed unanimously.

PUBLIC COMMENTS: None

COUNCIL COMMENTS:

Council Member Jack Foster Jr. encouraged the City to petition other entities to help with meeting the 25% match.

ADJOURNMENT:

MOTION: Council Member Jack Foster Jr. made a motion to adjourn.

SECOND: Council Member Arlene Gundersen seconded the motion.

The meeting adjourned at 1:47 pm.

James Smith Sr., Mayor

ATTEST:

Jade Gundersen, City Clerk

REPORTS

**PUBLIC WORK
DIRECTOR**

City of Sand Point Public Works Department

Monthly Report July 2024

- Grade roads
- Clean shop heaters
- Hauled vehicle to landfill
- Removed faulty fan from shop heater and ordered new one
- Tested high pressure oil pump on old trash truck, ordered new one
- Patch leak on shop roof
- Received used oil from Trident and Western Marine
- Hauled water to landfill and to shop
- Stacked up vehicles around shop to make more room
- Fueled buildings as needed
- Cut out Post Office approach and re-paved with cold patch
- Ditched and removed alders in harbor
- Unblocked culverts in harbor to drain ditches
- Cleaned up trash at top gate at landfill
- Swept around town and harbor
- Removed bad air tanks from pumper truck and replaced from trash truck, ordered 2 more air tanks
- Service and grease Cat grader
- Removed bad radiator from Hitachi 200 excavator, ordered new radiator

WATER & SEWER SUPERVISOR

Water/Sewer City Council Report

July 2024

Dylan Jacobsen

- Monthly reports/water samples done
- Backwashed as needed
- Spent a lot of time chopping alders, hauling them to the dump and weed whacking
- We were at Russian Town sewer plant chopping grease and pumping with the vac truck
- Cleaned Filter 3 and effluent Turbidimeters
- Pumped Western Marine porta potties
- Brandon helped fill in with the trash truck

HARBORMASTER

Robert E. Galovin
Small Boat Harbor Report
July 2024

- Did some maintenance on the flatbed, travellift, little lift
- Launched, hauled & stored boats
- Wood work making bilge blocks
- delivered used oil to public works
- Cleaned public bathrooms

POLICE CHIEF



SAND POINT POLICE DEPARTMENT

MEMORANDUM

To: Honorable Jim Smith, Mayor, City of Sand Point
Ms. Debi Schmit, City Administrator, City of Sand Point
Mr. Austin Roof, City Councilperson, City of Sand Point
Ms. Jane Gundersen, City Councilperson, City of Sand Point
Ms. Amy Eubank, 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
Ms. Arlene Gundersen, City Councilperson, City of Sand Point

From: Chief of Police (Acting) Benjamin Allen

Date: August 6th, 2024

SAND POINT POLICE DEPARTMENT MONTHLY REPORT FOR JULY 2024

Police Department Roster

- Chief (Acting) Benjamin Allen #101
- Captain Richard Lowery #102
- Office/Jail Manager Edith Mejia #103
- Officer Rob Stumph #104
- Vacant #105
- Alfred 'Jesse' Pesterkoff 911 Dispatcher

POLICE ACTIVITY

JULY 2024

1 Person was arrested and lodged in the City Jail

- **Criminal Trespass**

45 Calls to 911

- 4- 911 non-emergency calls
- 6- 911 Hangups
- 3- 911 Miscellaneous
- 2- 911/Misdial/pocket dials
- 10- MOC (Medical on Call) requests
- 1- Suspicious Activity
- 1- REDDI Report
- 2- Fights
- 15- Disturbance calls
- 1- Medical Transport

Activity/Calls for service not on 911 – line

- 2- Suspicious Activities
- 1- REDDI Report
- 1- Disturbance call
- 30- Courtesy Transports
- 1- Medical Transport

Officer Self-Initiated Activity

- 2- Suspicious persons/vehicles
- 55- Bar checks
- 30- Courtesy Transports
- 1,392- Total Business Checks
- 56- Total Residence Checks
- 1,345- Total Citizen Contacts
- 2- Medical Assistances
- 2- Traffic Stops

DMV/Driver Knowledge Tests

- 3- Tests

Month of July 2024 Activity Summary

- 942 miles patrolled
- 1,392 Business checks
- 56 Residence checks
- 55 Bar checks
- 1,345 Citizen contacts
- 3 Driver Knowledge Tests

EMS COORDINATOR & FIRE CHIEF



Sand Point Fire/EMS
sptems@arctic.net
(907) 383-3700



Brady Gatlin
Fire Chief/EMS Coordinator

P.O. Box 249
Sand Point, AK

James Smith
Mayor

July 2024

Sand Point EMS

EMS as of 7-25 there was a total of 4 calls.

1 transport form Harbor, 2 Medivacs, and 1 no transport.

Thank you to Logan Thompson for covering EMS while I am have medical check up's and attending my Daughter's wedding.

Sand Point Fire:

No fire Calls

Brady Gatlin
Fire Chief/EMS Coordinator
bgatlin@sandpointak.org

FINANCE OFFICER

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

	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
July	83,040.24	81,992.40	51,221.78	113,532.23	75,441.44	67,267.52
August	48,290.30	88,100.71	27,115.98	138,608.76	28,751.91	37,886.59
September	49,496.61	65,893.27	24,635.83	50,718.35	32,212.43	25,915.43
October	46,261.99	51,476.42	18,438.92	54,051.75	38,400.61	153.87
November	4,963.48	3,495.99	1,111.79	1,794.82	-	-
December	74.67			480.71	2,762.41	-
January	12,558.77		2,616.57	19,887.44	19,465.94	28,856.65
February	24,948.95		37,744.95	0.38	28,231.08	-
March	82,916.26	13,306.96	38,681.59	524.88	1,887.34	29,513.98
April	13,561.22	13,500.37	30,237.38	51,631.27	-	-
May	8,025.95	8,261.04	15,943.63	23,111.00	10,590.34	2,126.23
June	89,711.60	16,659.69	121,562.18	72,778.80	36,093.24	42,695.93
Total	463,850.04	342,686.85	369,310.60	527,120.39	273,836.74	234,416.20

Sales Tax Revenue

	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
July	92,628.52	88,102.92	61,022.60	70,786.04	89,695.85	83,882.57
August	65,979.46	102,628.84	62,489.92	74,541.89	95,714.41	116,589.59
September	71,697.10	86,603.67	65,441.59	102,222.37	73,512.92	116,657.57
October	58,219.29	75,277.68	50,576.22	71,318.24	106,675.97	56,952.90
November	46,835.09	42,723.86	35,912.73	51,328.38	36,554.18	33,598.73
December	39,642.29	50,112.63	44,715.17	83,784.18	79,385.83	82,012.32
January	44,528.74	34,118.45	39,231.36	47,846.93	59,987.67	50,610.18
February	41,619.24	35,316.83	49,311.31	50,102.23	54,955.61	35,285.55
March	75,803.84	48,712.31	67,978.55	65,376.73	81,865.34	72,757.01
April	49,639.45	33,711.29	47,933.84	45,696.71	36,090.81	33,900.31
May	61,719.51	47,729.27	47,260.30	52,776.83	35,672.95	49,729.69
June	93,332.26	71,991.16	82,115.58	102,952.69	137,542.76	105,313.28
Total	741,644.79	717,028.91	653,989.17	818,733.22	887,654.30	837,289.70

City of Sand Point
Bank Balance

Date

	Balance	
		Date
Bank	End of June	8/7/2024
Key Bank	2,688,179.93	2,310,669.02
Wells Fargo - General	69,642.29	76,749.46
Wells Fargo - Bingo Fund	141,177.60	139,739.15
Wells Fargo - Silver Salmon Fund	27,930.50	24,472.38
Wells Fargo - PD Federal Forfeiture	593.67	593.67
Wells Fargo - PD State Forfeiture	6,666.61	6,666.61
Charles Schwab	677,877.81	673,830.92

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

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Current Period: JUNE 23-24

			23-24	23-24	JUNE	23-24	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
GENERAL FUND							
FINANCE12							
Active	R 01-002	GENERAL FUND/WELLS F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-186	DEFERED INFLOWS LEAS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-200	CAPITAL GAIN / LOSS	\$0.00	\$45,091.32	\$2,716.94	-\$45,091.32	0.00%
Active	R 01-201	INTEREST INCOME	\$25,000.00	\$166,385.18	\$15,072.60	-\$141,385.18	665.54%
Active	R 01-202	FINES AND PENALTIES	\$1,500.00	\$87.18	\$0.00	\$1,412.82	5.81%
Active	R 01-203	OTHER REVENUE	\$5,500.00	\$182.36	\$0.00	\$5,317.64	3.32%
Active	R 01-205	4% SALES TAX	\$850,000.00	\$911,449.84	\$57,402.33	-\$61,449.84	107.23%
Active	R 01-208	CARES INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-213	RAW FISH TAX	\$350,000.00	\$227,813.51	\$26,309.01	\$122,186.49	65.09%
Active	R 01-214	FINE-LATE SALES TAX	\$550.00	\$12,031.54	\$5,198.53	-\$11,481.54	2187.55%
Active	R 01-217	7% B & B Tax	\$9,500.00	\$16,077.66	\$509.70	-\$6,577.66	169.24%
Active	R 01-225	PAYMENT IN LIEU OF TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-230	DONATIONS	\$61,000.00	\$210,000.00	\$0.00	-\$149,000.00	344.26%
Active	R 01-232	FIRE MISC REVENUE	\$0.00	\$40,000.00	\$0.00	-\$40,000.00	0.00%
Active	R 01-233	BUSINESS LIC. FEE	\$2,000.00	\$1,975.00	\$0.00	\$25.00	98.75%
Active	R 01-234	SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-238	ANCHORAGE OFFICE	\$40,000.00	\$0.00	\$0.00	\$40,000.00	0.00%
Active	R 01-250	STATE REVENUE SHARIN	\$85,000.00	\$83,424.74	\$0.00	\$1,575.26	98.15%
Active	R 01-256	REVENUE--STATE OF ALA	\$0.00	\$17,967.34	\$0.00	-\$17,967.34	0.00%
Active	R 01-257	REVENUE--FEDERAL GOV	\$256,841.00	\$0.00	\$0.00	\$256,841.00	0.00%
Active	R 01-258	REVENUE--ALEUTIANS EA	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
Active	R 01-260	STATE LIQUOR SHARE TA	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	R 01-265	SOA DOCCED SHARED FI	\$35,000.00	\$14,187.03	\$0.00	\$20,812.97	40.53%
Active	R 01-266	SOA DOR FISH BUS SHAR	\$165,000.00	\$121,891.17	\$0.00	\$43,108.83	73.87%
Active	R 01-285	EQUIPMENT RENTAL	\$10,000.00	\$28,467.81	\$0.00	-\$18,467.81	284.68%
Active	R 01-288	GASB 87 LEASE REVENU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-289	GASB 87 INTEREST REVE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-290	AK HIDTA PROGRAM	\$15,000.00	\$11,648.25	\$11,648.25	\$3,351.75	77.66%
Active	R 01-291	BUILDING RENTALS	\$115,000.00	\$125,983.88	\$9,863.97	-\$10,983.88	109.55%
Active	R 01-293	LIBRARY GRANT	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
Active	R 01-296	PD FORFEITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-297	POLICE MISC REVENUE	\$90,000.00	\$120,500.00	\$50.00	-\$30,500.00	133.89%
Active	R 01-298	EMS MISC REVENUE	\$61,000.00	\$43,000.00	\$0.00	\$18,000.00	70.49%
		Total FINANCE12	<u>\$2,287,391.00</u>	<u>\$2,198,163.81</u>	<u>\$128,771.33</u>	<u>\$89,227.19</u>	<u>96.10%</u>
		Total GENERAL FUND	<u>\$2,287,391.00</u>	<u>\$2,198,163.81</u>	<u>\$128,771.33</u>	<u>\$89,227.19</u>	<u>96.10%</u>
BINGO FUND							
FINANCE12							
Active	R 02-294	BINGO REVENUE	\$15,000.00	\$24,286.00	\$1,944.00	-\$9,286.00	161.91%
Active	R 02-295	PULL TAB REVENUE	\$220,000.00	\$440,860.00	\$15,759.00	-\$220,860.00	200.39%
		Total FINANCE12	<u>\$235,000.00</u>	<u>\$465,146.00</u>	<u>\$17,703.00</u>	<u>-\$230,146.00</u>	<u>197.93%</u>
		Total BINGO FUND	<u>\$235,000.00</u>	<u>\$465,146.00</u>	<u>\$17,703.00</u>	<u>-\$230,146.00</u>	<u>197.93%</u>
SILVER SALMON DERBY							
FINANCE12							
Active	R 03-230	DONATIONS	\$0.00	\$2,250.00	\$0.00	-\$2,250.00	0.00%
Active	R 03-292	SILVER SALMON DERBY	\$40,075.00	\$43,436.00	\$0.00	-\$3,361.00	108.39%
		Total FINANCE12	<u>\$40,075.00</u>	<u>\$45,686.00</u>	<u>\$0.00</u>	<u>-\$5,611.00</u>	<u>114.00%</u>
		Total SILVER SALMON DERBY	<u>\$40,075.00</u>	<u>\$45,686.00</u>	<u>\$0.00</u>	<u>-\$5,611.00</u>	<u>114.00%</u>
ARPA LOCAL GOVT LOST REV							
FINANCE12							

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

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Current Period: JUNE 23-24

			23-24	23-24	JUNE	23-24	% of
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
Active	R 09-130	DEFERRED REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 09-256	REVENUE--STATE OF ALA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 09-257	REVENUE--FEDERAL GOV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total FINANCE12			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total ARPA LOCAL GOVLT LOST REV			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLINIC OPERATIONS/MAINTENANCE							
FINANCE12							
Active	R 10-257	REVENUE--FEDERAL GOV	\$307,410.00	\$306,159.28	\$0.00	\$1,250.72	99.59%
Active	R 10-288	GASB 87 LEASE REVENU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 10-289	GASB 87 INTEREST REVE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 10-291	BUILDING RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total FINANCE12			\$307,410.00	\$306,159.28	\$0.00	\$1,250.72	99.59%
Total CLINIC OPERATIONS/MAINTENANCE			\$307,410.00	\$306,159.28	\$0.00	\$1,250.72	99.59%
WATER/SEWER OPERATIONS							
FINANCE12							
Active	R 61-202	FINES AND PENALTIES	\$1,200.00	\$1,313.46	\$21.04	-\$113.46	109.46%
Active	R 61-203	OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 61-206	WATER/SEWER REVENU	\$236,250.00	\$228,439.03	\$14,725.46	\$7,810.97	96.69%
Active	R 61-234	SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 61-235	TRANSFER IN	\$30,500.00	\$0.00	\$0.00	\$30,500.00	0.00%
Active	R 61-270	ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total FINANCE12			\$267,950.00	\$229,752.49	\$14,746.50	\$38,197.51	85.74%
Total WATER/SEWER OPERATIONS			\$267,950.00	\$229,752.49	\$14,746.50	\$38,197.51	85.74%
HARBOR/PORT OPERATIONS							
FINANCE12							
Active	R 62-201	INTEREST INCOME	\$6,000.00	\$7,396.44	\$1,225.25	-\$1,396.44	123.27%
Active	R 62-203	OTHER REVENUE	\$5,000.00	\$348.60	\$250.00	\$4,651.40	6.97%
Active	R 62-210	HARBOR/MOORAGE	\$325,000.00	\$291,364.79	\$8,549.38	\$33,635.21	89.65%
Active	R 62-211	HARBOR/TRAVELLIFT	\$165,000.00	\$92,456.52	\$12,920.23	\$72,543.48	56.03%
Active	R 62-212	BOAT HARBOR/RENTS	\$138,268.00	\$145,005.44	\$12,147.14	-\$6,737.44	104.87%
Active	R 62-215	HARBOR/WHARFAGE	\$30,000.00	\$37,443.08	\$0.00	-\$7,443.08	124.81%
Active	R 62-219	HARBOR ELEC SERVICE	\$10,000.00	\$10,179.48	\$1,004.41	-\$179.48	101.79%
Active	R 62-220	HARBOR/ELEC DEPOSIT	\$500.00	\$118.90	\$0.00	\$381.10	23.78%
Active	R 62-221	HARBOR/VAN STORAGE	\$20,000.00	\$18,604.61	\$0.00	\$1,395.39	93.02%
Active	R 62-222	HARBOR/STALL ELECTRI	\$60,000.00	\$52,533.88	\$4,955.66	\$7,466.12	87.56%
Active	R 62-223	HARBOR/ELECTRICITY	\$4,000.00	\$4,751.96	\$1,618.43	-\$751.96	118.80%
Active	R 62-224	GEARSHED LOCKER REN	\$15,000.00	\$13,977.09	\$1,528.67	\$1,022.91	93.18%
Active	R 62-234	SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 62-237	HARBOR STORAGE	\$2,000.00	\$4,586.34	\$0.00	-\$2,586.34	229.32%
Active	R 62-270	ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 62-285	EQUIPMENT RENTAL	\$20,000.00	\$14,393.90	\$1,927.40	\$5,606.10	71.97%
Active	R 62-299	GAIN/LOSS DISPOSITION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total FINANCE12			\$800,768.00	\$693,161.03	\$46,126.57	\$107,606.97	86.56%
Total HARBOR/PORT OPERATIONS			\$800,768.00	\$693,161.03	\$46,126.57	\$107,606.97	86.56%
SOA DOCK							
FINANCE12							
Active	R 63-215	HARBOR/WHARFAGE	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	R 63-245	CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total FINANCE12			\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Total SOA DOCK			\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
REFUSE COLLECTION							

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

08/07/24 2:14 PM

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Current Period: JUNE 23-24

		23-24	23-24	JUNE	23-24	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
FINANCE12						
Active	R 65-202 FINES AND PENALTIES	\$1,000.00	\$567.14	\$11.70	\$432.86	56.71%
Active	R 65-204 REFUSE COLLECTION	\$153,000.00	\$170,767.65	\$11,027.62	-\$17,767.65	111.61%
Active	R 65-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 65-235 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 65-270 ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total FINANCE12		<u>\$154,000.00</u>	<u>\$171,334.79</u>	<u>\$11,039.32</u>	<u>-\$17,334.79</u>	<u>111.26%</u>
Total REFUSE COLLECTION		<u>\$154,000.00</u>	<u>\$171,334.79</u>	<u>\$11,039.32</u>	<u>-\$17,334.79</u>	<u>111.26%</u>
Report Total		\$4,127,594.00	\$4,109,403.40	\$218,386.72	\$18,190.60	99.56%

CITY OF SAND POINT

08/07/24 2:12 PM

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*Fund Summary -
Budget to Actual©

JUNE 23-24

	23-24	JUNE	23-24	23-24	23-24
	YTD Budget	MTD Amount	YTD Amount	YTD Balance	% YTD Budget
FUND 01 GENERAL FUND					
Revenue	\$2,287,391.00	\$128,771.33	\$2,198,163.81	\$89,227.19	96.10%
Expenditure	\$2,708,738.00	\$212,833.72	\$2,840,408.22	-\$131,670.22	104.86%
		-\$84,062.39	-\$642,244.41		
FUND 02 BINGO FUND					
Revenue	\$235,000.00	\$17,703.00	\$465,146.00	-\$230,146.00	197.93%
Expenditure	\$259,950.00	\$16,676.32	\$460,066.45	-\$200,116.45	176.98%
		\$1,026.68	\$5,079.55		
FUND 03 SILVER SALMON DERBY					
Revenue	\$40,075.00	\$0.00	\$45,686.00	-\$5,611.00	114.00%
Expenditure	\$27,274.00	\$0.00	\$35,173.04	-\$7,899.04	128.96%
		\$0.00	\$10,512.96		
FUND 09 ARPA LOCAL GOVT LOST REV					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$1,669.00	-\$1,669.00	0.00%
		\$0.00	-\$1,669.00		
FUND 10 CLINIC OPERATIONS/MAINTENANCE					
Revenue	\$307,410.00	\$0.00	\$306,159.28	\$1,250.72	99.59%
Expenditure	\$62,412.00	\$0.00	\$0.00	\$62,412.00	0.00%
		\$0.00	\$306,159.28		
FUND 61 WATER/SEWER OPERATIONS					
Revenue	\$267,950.00	\$14,746.50	\$229,752.49	\$38,197.51	85.74%
Expenditure	\$268,000.00	\$17,819.73	\$221,387.06	\$46,612.94	82.61%
		-\$3,073.23	\$8,365.43		
FUND 62 HARBOR/PORT OPERATIONS					
Revenue	\$800,768.00	\$46,126.57	\$693,161.03	\$107,606.97	86.56%
Expenditure	\$505,600.00	\$45,526.27	\$625,113.28	-\$119,513.28	123.64%
		\$600.30	\$68,047.75		
FUND 63 SOA DOCK					
Revenue	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 65 REFUSE COLLECTION					
Revenue	\$154,000.00	\$11,039.32	\$171,334.79	-\$17,334.79	111.26%
Expenditure	\$153,150.00	\$9,409.42	\$438,473.01	-\$285,323.01	286.30%
		\$1,629.90	-\$267,138.22		
Report Total		-\$83,878.74	-\$512,886.66		

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

08/07/24 2:13 PM

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Current Period: JUNE 23-24

	23-24 YTD Budget	23-24 YTD Amt	JUNE MTD Amt	23-24 YTD Balance	% of YTD
GENERAL FUND					
LEGISLATIVE	\$98,100.00	\$111,410.52	\$4,075.02	-\$13,310.52	113.57%
ADMINISTRATION	\$1,044,625.00	\$1,184,972.08	\$93,486.03	-\$140,347.08	113.44%
PARKS AND RECREATION	\$13,000.00	\$25,114.11	\$1,846.73	-\$12,114.11	193.19%
PUBLIC SAFETY	\$749,690.00	\$744,170.56	\$63,243.46	\$5,519.44	99.26%
PUBLIC WORKS	\$513,500.00	\$540,510.56	\$32,402.61	-\$27,010.56	105.26%
FACILITIES	\$289,823.00	\$234,230.39	\$17,779.87	\$55,592.61	80.82%
<i>Total GENERAL FUND</i>	\$2,708,738.00	\$2,840,408.22	\$212,833.72	-\$131,670.22	104.86%
BINGO FUND					
ADMINISTRATION	\$259,950.00	\$460,066.45	\$16,676.32	-\$200,116.45	176.98%
<i>Total BINGO FUND</i>	\$259,950.00	\$460,066.45	\$16,676.32	-\$200,116.45	176.98%
SILVER SALMON DERBY					
FIRE	\$27,274.00	\$35,173.04	\$0.00	-\$7,899.04	128.96%
<i>Total SILVER SALMON DERBY</i>	\$27,274.00	\$35,173.04	\$0.00	-\$7,899.04	128.96%
ARPA LOCAL GOVT LOST REV					
FACILITIES	\$0.00	\$1,669.00	\$0.00	-\$1,669.00	0.00%
<i>Total ARPA LOCAL GOVT LOST REV</i>	\$0.00	\$1,669.00	\$0.00	-\$1,669.00	0.00%
CLINIC OPERATIONS/MAINTENANCE					
ADMINISTRATION	\$62,412.00	\$0.00	\$0.00	\$62,412.00	0.00%
FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<i>Total CLINIC OPERATIONS/MAINTENANCE</i>	\$62,412.00	\$0.00	\$0.00	\$62,412.00	0.00%
ROCK CRUSHER ENTERPRISE FUND					
PUBLIC WORKS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<i>Total ROCK CRUSHER ENTERPRISE FUND</i>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WATER/SEWER OPERATIONS					
WATER/SEWER	\$268,000.00	\$221,387.06	\$17,819.73	\$46,612.94	82.61%
<i>Total WATER/SEWER OPERATIONS</i>	\$268,000.00	\$221,387.06	\$17,819.73	\$46,612.94	82.61%
HARBOR/PORT OPERATIONS					
HARBOR	\$505,600.00	\$625,113.28	\$45,526.27	-\$119,513.28	123.64%
<i>Total HARBOR/PORT OPERATIONS</i>	\$505,600.00	\$625,113.28	\$45,526.27	-\$119,513.28	123.64%
SOA DOCK					
HARBOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<i>Total SOA DOCK</i>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
REFUSE COLLECTION					
PUBLIC WORKS	\$153,150.00	\$438,473.01	\$9,409.42	-\$285,323.01	286.30%
<i>Total REFUSE COLLECTION</i>	\$153,150.00	\$438,473.01	\$9,409.42	-\$285,323.01	286.30%
Report Total	\$3,985,124.00	\$4,622,290.06	\$302,265.46	-\$637,166.06	115.99%

ADMINISTRATOR



City of Sand Point

MEMORANDUM

TO: Mayor Smith and City Council Members
FROM: Debi Schmit, City Administrator
DATE: August 7, 2024
SUBJECT: Monthly Report

Here is a summary of my projects since our last meeting:

- In July, I provided documents to Altman, Rogers & Co. Though time-consuming, the research answered some of my questions. I can close out the City's COVID grants (ARPA and LGLR) we discussed at the FY22 and FY23 budget meetings. Payment issues with the new clinic lease were discovered, and I am currently working on that, along with renewing a new lease by October. Research retrieved numerous documents from partners, past administrators, and state organizations. A new auditor typically requires more time; this audit was no exception. Our finance team met with the auditor, and by the time of this meeting, we should have finished providing information and be waiting for the final FY23 product.
- The lead service pipe project is about to begin. We will gather information on-site, but our contractor will complete the paperwork.
- The water plant is now connected to GCI internet, and we are canceling all old internet servers. While GCI's service may be a little slow, it is consistent. However, we have encountered some issues with our phones, which we are actively working to resolve.
- As mentioned at the last meeting, I am writing an LOI for a derelict grant. I am actively searching for other grants for the projects on the City's priority list. Later this year, I will bring the CIP list back for updates.
- With a couple of changes to our strategic plan, it is on schedule.

HEARINGS, ORDINANCES & RESOLUTIONS

OLD BUSINESS

NEW BUSINESS

CHAPTER 4: COUNCIL MEETINGS

Section

- 2.40.010. Meetings public
- 2.40.020. Regular Council meetings
- 2.40.030. Special meetings
- 2.40.040. Notice
- 2.40.050. Executive session

§ 2.40.010. MEETINGS PUBLIC.

Meetings of all municipal bodies shall be public. The Council shall provide reasonable opportunity for the public to be heard at regular and special meetings.

Statutory reference:

Public meetings of government bodies, see A.S. 29.20.020 and A.S. 44.62.310

§ 2.40.020. REGULAR COUNCIL MEETINGS.

(a) All regular meetings of the Council shall be held on the second Tuesday of each month at 7:00 p.m.

(b) The usual place of Council meetings shall be at the City Building; provided, however, that in the event of any condition which renders the meeting place unfit to conduct any regular meeting of the Council, the meeting may be moved to the community school.

§ 2.40.030. SPECIAL MEETINGS.

(a) Special meetings of the Council are those meetings which are called by the Mayor or any two members of the Council for a time different than that fixed for the regular Council meetings. The location of all special Council meetings shall be the same as that authorized for regular meetings.

(b) Advance notice of at least 24 hours preceding a special meeting shall be given each Council member. The notice shall specify the time, place and subject matter of the meeting. No business shall be transacted at the meeting which is not mentioned in the notice. Such notice shall be served personally on each member of the Council or left at his usual place of business or residence by the City Clerk or his designee, or by personal phone call wherein the Council member himself acknowledges notice of special meeting.

§ 2.40.040. NOTICE.

For the purpose of giving notice of meetings, reasonable public notice is given if a statement containing the date, time and place of the meeting is posted not less than 24 hours before the time of the meeting as provided for in § 1.10.030(h).

§ 2.40.050. EXECUTIVE SESSION.

(a) The following subjects may be discussed in an executive session:

(1) Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government unit;

(2) Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion.

(b) The following shall be discussed in executive session when the best interests of the city so require:

(1) Negotiations with labor organizations representing city employees;

(2) Discussions of pending or threatened lawsuits in which the city has an interest.

(c) If excepted subjects are to be discussed at a meeting, the meeting must first be convened as a public meeting, and the question of holding executive session to discuss matters that come within the exceptions contained in divisions (a) and (b) of this section shall be determined by a vote of the body. No subjects may be considered at the executive session except those mentioned in the motion calling for the executive session unless pertaining to the main question. No action may be taken at the executive session.

Pauloff Harbor Tribe

P.O. Box 97
Sand Point, Alaska 99661

Phone: (907) 383-2487
Fax: (907) 383-6094

July 10, 2024

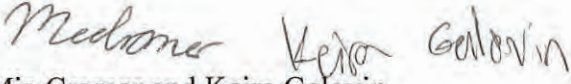
City of Sand Point
Po Box 249
Sand Point, AK 99661

To Whom It May Concern,

Pauloff Harbor Tribe Environmental Department is planning a recycling fair and contest which starts on July 17th and will end on August 14th. Community members will bring bags of recyclable cans and bottles to our recycling center where we will count the recyclables. We will have three age groups K-6th, 7th-12th, and Adults. The person who brings the most in their age group will win a prize. The winners will be announced at our recycling fair on August 24th. We are requesting any donations to be prizes for our contest and fair. Our goal is to get more community members engaged in recycling. If interested please contact us at (907) 383-2487.

Thank you for taking this letter into consideration.

Sincerely,


Mia Cromer and Keira Galovin

Interns

Pauloff Harbor Tribe



CITY OF SAND POINT DONATION REQUEST APPLICATION

This form must be completed to be considered for a donation from the City of Sand Point. A letter may be included.

TODAY'S DATE: 06/10/2024 DATE(S) OF EVENT: August 17th

ORGANIZATION/BENEFICIARY NAME: Pauloff Harbor Tribe

PERSON COMPLETING THIS FORM: Mia Cromer

MAILING ADDRESS: Po. Box 97, Sand Point, Alaska

PHONE #: (907) 383-2487

AMOUNT REQUESTED: \$ 500 (An amount range is acceptable)

If Approved: Who should the check be made out to: Pauloff Harbor Tribe

If Approved: Mailing address of donation recipient: _____

Po. Box 97, Sand Point, Alaska

Number of participants benefiting from donation: 100

How will the participants benefit from this donation:

This donation will help pay for prizes for the recycling fair and contests

This will benefit the community because this will help get more people to start recycling and will

remove recycleable items from the landfill.

What is your estimated budget? Where does the City donation fit into the budget? Who are, if any, the other donors? Please limit your answer to no more than one page.

Our estimated budget for our fair is \$2,000. As of right now we do not have any donors but we sent out requests.

FOR OFFICE USED ONLY

Date Received: _____

Council Decision:

Approved

Denied

Tabled for more information

Amount approved: _____

Submit applications to:
City of Sand Point
Attn: City Clerk
PO Box 249
Sand Point, Alaska 99661
Or you may submit via e-mail to: sptcity@arctic.net

If you have any questions, please feel free to contact the City Clerk at (907)383-2696.

Rayette McGlashan, Chairperson
Sand Point Silver Salmon Derby
C/O City of Sand Point
PO Box 249
Sand Point, AK 99661

July 28, 2024

Mayor and City Council
City of Sand Point
PO Box 249
Sand Point, AK 99661

RE: Donation Request

To Whom It May Concern:

Our 18th Annual Sand Point Silver Salmon is just around the corner! Sand Point Silver Salmon Derby is one of the biggest fundraising events of the year for the community, which takes place in the Sand Point Boat Harbor over Labor Day weekend, August 30-September 2, 2024.

The residents of Sand Point not only benefit from the derby activities but also from the programs it raises funding for, including Culture Camp which serves children and adults of the Aleutians East Borough, Volunteer Sand Point Emergency Medical Services, Sand Point-Boys and Girls Club, and Sand Point Teen Center. This past year, with your help, we were able to donate a total of \$12,000 to those programs and hope to continue doing so in the future!

Our many years of success has depended widely on the help from all the entities, especially the City departments and crews. We are asking that the City please consider donating \$750 to our event. Please visit our Facebook page-Sand Point Silver Salmon Derby to see our photos and highlights.

Thank you for your thoughtful consideration of this request. If you have any questions, please contact me at (907) 306-9001.

Sincerely,



Rayette McGlashan
Chairperson



CITY OF SAND POINT DONATION REQUEST APPLICATION

This form must be completed to be considered for a donation from the City of Sand Point. A letter may be included.

TODAY'S DATE: _____ DATE(S) OF EVENT: _____

ORGANIZATION/BENEFICIARY NAME: _____

PERSON COMPLETING THIS FORM: _____

MAILING ADDRESS: _____

PHONE #: _____

AMOUNT REQUESTED: \$ _____ (An amount range is acceptable)

If Approved: Who should the check be made out to: _____

If Approved: Mailing address of donation recipient: _____

Number of participants benefiting from donation: _____

How will the participants benefit from this donation:

What is your estimated budget? Where does the City donation fit into the budget? Who are, if any, the other donors? Please limit your answer to no more than one page.

Are you willing to report back, without a reminder, to the Mayor and Council describing you event/project within two months? Yes No

FOR OFFICE USED ONLY

Submit applications to:
City of Sand Point
Attn: City Clerk
PO Box 249
Sand Point, Alaska 99661
Or you may submit via e-mail to: sptcity@arctic.net

Date Received: _____
Council Decision:
Approved
Denied
Tabled for more information
Amount approved: _____

If you have any questions, please feel free to contact the City Clerk at (907)383-2696.

2024 Sand Point Silver Salmon Derby Estimated Budget

Start-Up Expenses	
Food/Supplies	\$ 6,000.00
Fish Ticket & Raffle Prizes	\$ 7,000.00
Sweatshirts/Shirts-Art	\$ 8,500.00
Banner/Art/Digital Work	\$ 550.00
Equipment Upgrades/Replacements	\$ 2,000.00
Handwashing Stations	\$ 360.00
Total	\$ 24,410.00

Derby Commitments

Cash Prizes-Adults	
1st Place	\$ 1,000.00
2nd Place	\$ 750.00
3rd Place	\$ 500.00
Cash Prizes-Youth	
1st Place	\$ 500.00
2nd Place	\$ 300.00
3rd Place	\$ 100.00
\$20 Raffle Prizes	
1st Place	\$ 2,500.00
2nd Place	\$ 1,500.00
3rd Place	\$ 500.00
Total	\$ 7,650.00

Total: 32,060.00

PUBLIC COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

FYI



2024 Little League (not all shown)



2024 Adult-Teen Game

Pauloff Harbor Tribe

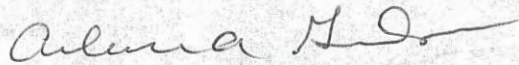
P.O. Box 97
Sand Point, Alaska 99661

Phone: (907) 383-2487
Fax: (907) 383-6094

July 11, 2024

Pauloff Harbor Tribe would like to thank The City of Sand Point, Unga Tribe, and QTT for their donation for the silver bell rock which was used for Independence Day rock. Due to medical we were unable to do the silver bell rock. The rock was found on the 5th of July by Brittany Gardner after clue number 10. Attached are photos from event.

Sincerely,



Pauloff Harbor Tribe Staff



Brittany with the rock



People searching for the rock



*Department of Community Environment and Health
Anchorage Service Unit Environmental Health Program*
4500 Diplomacy Drive, Suite 420
Anchorage, Alaska 99508
Telephone: (907) 729-3640

July 31st, 2024

Mr. Joe McMillan
Eastern Aleutian Tribes
P.O. Box 172
Sand Point, AK 99661

RE: Environmental Health & Safety Survey for the Sand Point Health Clinic

Dear Mr. McMillan,

The following attached document contains a summary of findings from an environmental health and safety survey conducted on July 23rd, 2024. This is a non-regulatory, consultative service provided by the Alaska Native Tribal Health Consortium (ANTHC).

The findings are grouped by location and prioritized by importance, and should be addressed accordingly. Implementing the recommendations in this report will help in maintaining regulatory compliance while further improving the health and safety of the facility.

The health care providers, janitorial staff, and maintenance staff do an outstanding job of maintaining the clinic. It was a pleasure visiting the facility and I look forward to working with the staff again in the future.

If you have any questions about references cited or require additional assistance, please contact me at the contact information provided below.

Sincerely,

A handwritten signature in black ink, appearing to read "Sierra Wylde", written over a light blue circular stamp.

Sierra Wylde
Environmental Health Consultant I
Alaska Native Tribal Health Consortium
Ph: 907-729-1460
Email: sewylde@anthc.org

Electronic cc: Jani Gunderson, Clinic Manager, Sand Point Health Clinic
Dr. Shanda Lohse, Medical Director, Eastern Aleutian Tribes
Debi Schmit, City Administrator, City of Sand Point
Paul Mueller, CEO, Eastern Aleutian Tribes
Christy McDonald, ASU Environmental Health Program Manager, ANTHC
Sonny Vinberg, Senior Health Facility Engineer, ANTHC

Contact: Joe McMillan

Sand Point Health Clinic

Environmental Health & Safety Survey Representative: Sierra Wyld

No.	Location	Finding ¹	Priority ²	Recommendation
1.	Facility-wide	<p>Water temperature above-recommended range: At the time of the survey, sinks throughout the facility had water above the recommended 120 degrees F (photo 1). Extremely hot water temperature creates a risk for potential scalding. R</p>	Moderate	<p>The Association for Professionals in Infection Control (APIC) recommends that facilities with running water provide a continuous supply of tempered water with a range between 105 and 120 degrees F (Village Health Clinic Guidelines, 1.6.B). The temperature issues throughout the building should be diagnosed and fixed so the maximum water temperature is at or below 120 degrees.</p>
2.	Facility-wide	<p>Error reading on the fire alarm: The fire alarm display indicates an error in the system (photo 2). In the event of an emergency, it is important that the alarm system function properly. R</p>	Moderate	<p>Although there is an indication of recent servicing of the system, staff should locate the manual and troubleshoot the system. Until the issue can be addressed, battery powered smoke detectors should continue to be maintained as a temporary back-up measure.</p>
3.	Facility-wide	<p>Expired patient care items: At the time of the survey, expired patient care items were found in storage and exam rooms (photo 3). In the ER, the child AED pads were recently expired, which are important to be functioning properly in the event of an emergency (photo 4). Expired items compromise the integrity of the item and diminishes patient care. R</p>	Moderate	<p>Staff should follow manufacturer's storage recommendations and expiration dates. Routinely scheduled supply audits should be completed so that replacement items can be ordered and expired items are removed from service prior to expiration. Expired medicines and supplies should be removed from service and properly disposed of or returned to the regional hospital, health center, or vendor for proper disposal (Village Health Clinic Guidelines, 8.7.B).</p>

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4.	Facility wide	<p>Fire Extinguisher 6-year internal inspection: Most of the clinic’s fire extinguishers were manufactured in 2016 and are past due for a 6-year internal examination (photo 5). Stored pressure fire extinguishers can lose their pressure over time and may be ineffective in firefighting or experience catastrophic failure in containing the pressure if the cylinder rusts or corrodes. R</p>	Moderate	<p>Consider getting the existing extinguishers internally inspected or ordering new extinguishers for the clinic. Stored-pressure fire extinguishers that are rechargeable require a 6-year internal examination and also a 12-year hydrostatic test. The 6-year inspection requirement begins from the manufacture date or the date of the last hydrostatic testing. (Village Health Clinic Guidelines, 4.2.E).</p>
5.	Facility-wide	<p>Floor and wall damage: There is wear and tear damage to the floor and walls throughout the facility, including:</p> <ul style="list-style-type: none"> • Cracking linoleum – ER, exam 119, exam 120, procedure 122, and the lab (photo 6) • Cracked and chipping floor tile- throughout the hallway, especially by procedure 122 (photo 7) • Damage to wall- waiting room, ER (photo 8) <p>This promotes bacterial growth and dirt accumulation, as it is near impossible to effectively clean and disinfect permeable surfaces that are constantly exposed to contamination. R</p>	Low	<p>In order to maintain a clean environment for patient care, the clinic floors and walls should be constructed of a material that is durable and easily cleanable (Village Health Clinic Guidelines, 1.1.A). The flooring throughout the whole facility could be replaced with a more durable material to eliminate the likely occurrence of new cracks. The damage to the walls should be repaired and painted so it is easy to keep clean.</p>
6.	Lab & ER	<p>Open doors: At the time of the survey, the lab and ER doors were open. All rooms containing hazardous items like sharps, chemicals or solvents should remain closed and locked when not in use to prevent unauthorized entry and decrease the risk of accidents. R</p> <p><i>Note: Employees mentioned having a contractor coming in soon to replace key operated doorknobs with scanning badge access to make the area more secure and easier to use.</i></p>	Moderate	<p>Any room that contains hazardous material should remain locked when not in use. Unless a room is locked during business hours, it should be assumed a child could enter the room. All unlocked rooms should be surveyed for potential hazards and locked if need be (Village Health Clinic Guidelines, 8.5).</p>

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7.	ER	<p>Lack of cabinets: In the ER, sterile patient care items were stored on shelves without cabinet doors (photo 9). This could be a contamination risk during a traumatic event. R</p>	Moderate	<p>Sterile patient care items should be stored behind cabinet doors or covered to reduce contamination and blood borne pathogen exposure risk. Consider installing cabinets to cover the sterile patient care items in order to protect health of patients and healthcare providers.</p>
8.	ER	<p>Non-ANSI compliant eye wash station: The eye wash station in the ER is above the recommended temperature and does not hold pressure. This is a safety hazard as it inhibits safe and efficient use of the eyewash in the event of an emergency.</p>	Moderate	<p>ANSI Z358.1 suggests that the velocity and quantity of the eye wash fluid be controlled (consistent pressure). The eye wash fluid should be tepid, which means the temperature should be between 60-100 degrees Fahrenheit. Consider having maintenance staff investigate the source of the temperature and pressure issues and make repairs accordingly to comply with ANSI standards (Village Health Clinic Guidelines, 1.6.E).</p>
9.	Ambulance Bay	<p>Garage door: There is no sensor on the door to stop it from closing in the event that someone or something is beneath it. This creates an injury hazard and can impede quick egress or ingress by the ambulance. Additionally, the door does not stop closing when the operating button is released. R</p>	Moderate	<p>A sensor should be installed and linked to the door motor, so that it automatically stops closing if there is anything underneath it. It should also be programmed so that it stops closing when the operating button is released.</p>
10.	EMT Storage Room	<p>Malfunctioning HVAC system: At the time of the survey, the HVAC monitor was turned off and the system did not seem to be functioning (photo 10). This could create issues with regulating air temperature, ventilation, and maintaining proper building pressure. The previous survey by ANTHC noted a “Triplock (Disc Mains) Alarm 4 Mains Imbalance” on the HVAC monitor. Because the HVAC is not functional, it can be assumed that this continues to be an issue with the system. R</p>	Moderate	<p>If the City of Sand Point does not have the capabilities to repair the HVAC system, ANTHC’s ASU Environmental Health program could help in finding an appropriate HVAC specialist if the city is interested in hiring an outside source to fix the issue. It could also be considered that a staff member be funded to receive HVAC maintenance training so that the system can receive regular inspection and required maintenance. Contact the ANTHC’s ASU Environmental Health team for more information about these options.</p>

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11.	Exterior	<p>Siding damage: Paint on the building’s exterior is peeling and chipping (photo 11). It was reported that the exterior requires annual re-painting. Exposure to high winds and rain can cause further damage to the building’s exterior and/or structure. R</p>	Low	<p>The affected areas should be repainted to protect the building and prevent any structural damage that may occur from exposure to the elements and moisture. Due to the frequency that the building requires repainting, it could also be considered that the facility find an alternate siding material. The clinic interior and exterior should be of sound construction and kept in good repair (Village Health Clinic Guidelines, 1.1.A).</p>
12.	Exterior	<p>Missing trim: At the time of the survey, there were two places along the roof that were missing trim (photo 12). Missing trim could lead to structural damage from water or may allow pests like insects or bird to enter or nest in the facility. R</p>	Low	<p>Trim should be replaced in the areas where it is missing. The clinic interior and exterior should be of sound construction and kept in good repair (Village Health Clinic Guidelines, 1.1.A). Facility design and maintenance should help to exclude pests and minimize pest habitat (Village Health Clinic Guidelines, 6.4.A.).</p>

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Photo Log



Photo 1: Water above recommended temperature of 120°F.

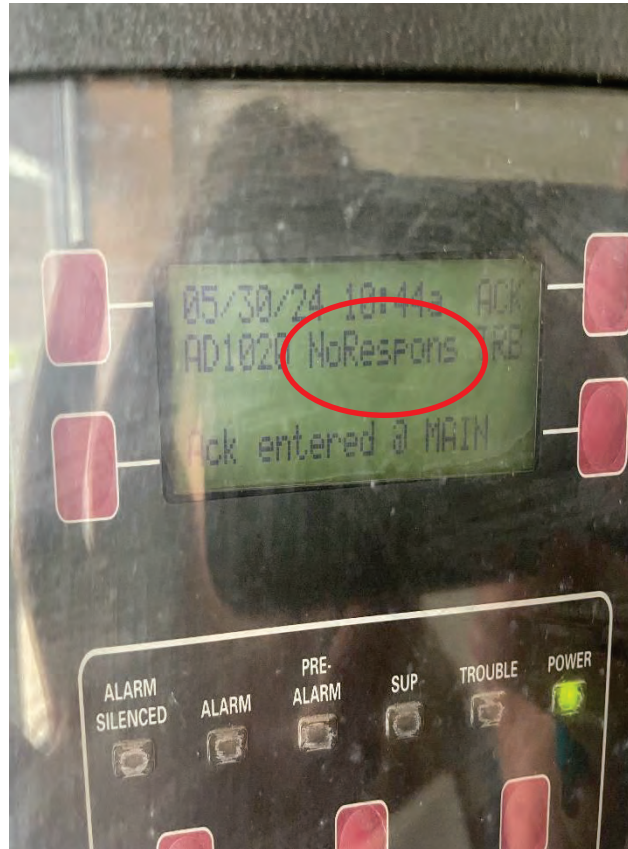


Photo 2: Error readings on fire alarm system.

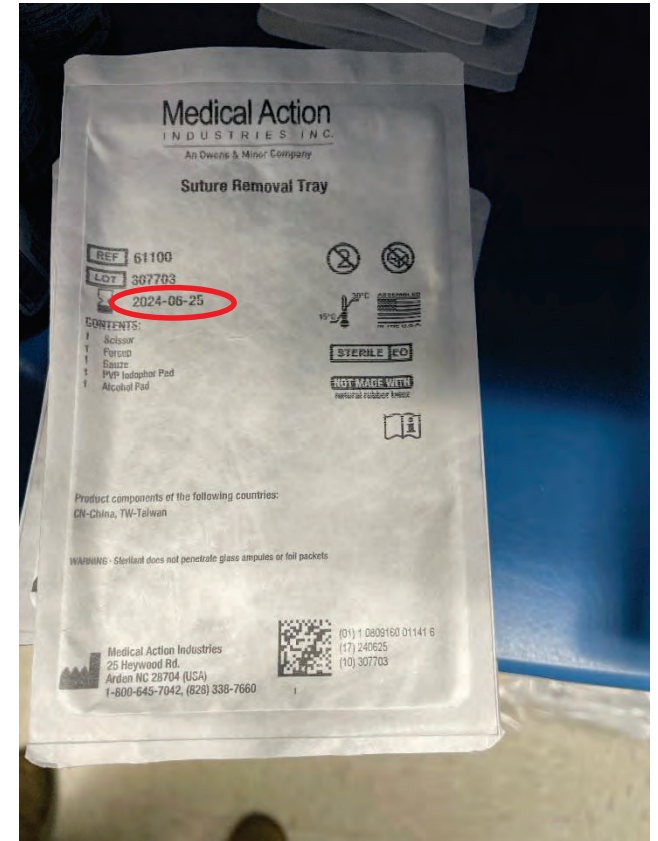


Photo 3: Expired products throughout clinic.

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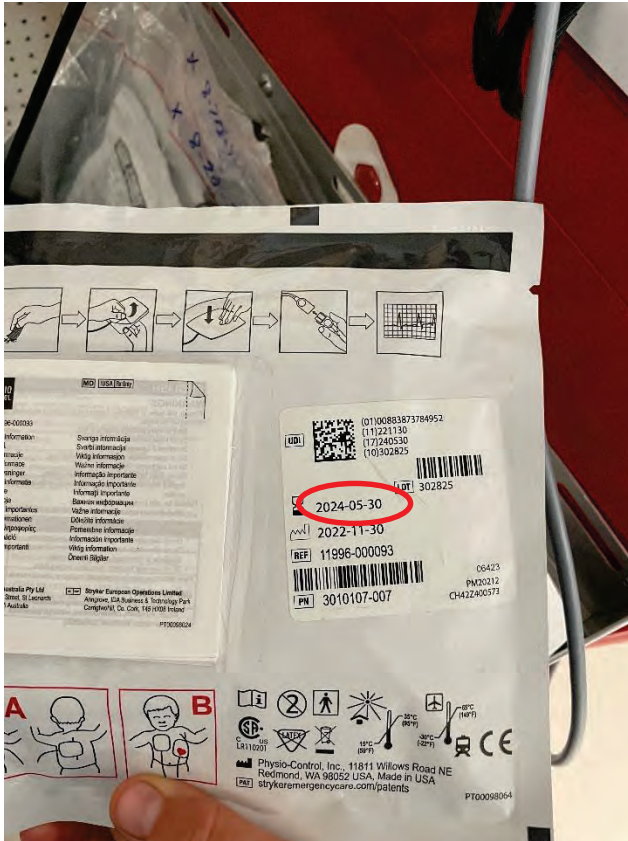


Photo 4: Expired AED in ER.

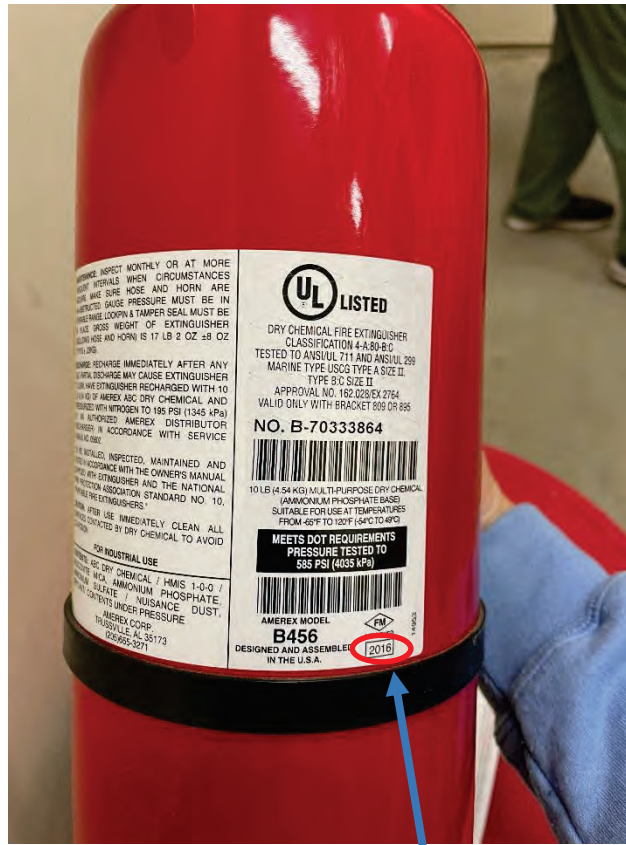


Photo 5: Most Fire extinguishers were from 2016.

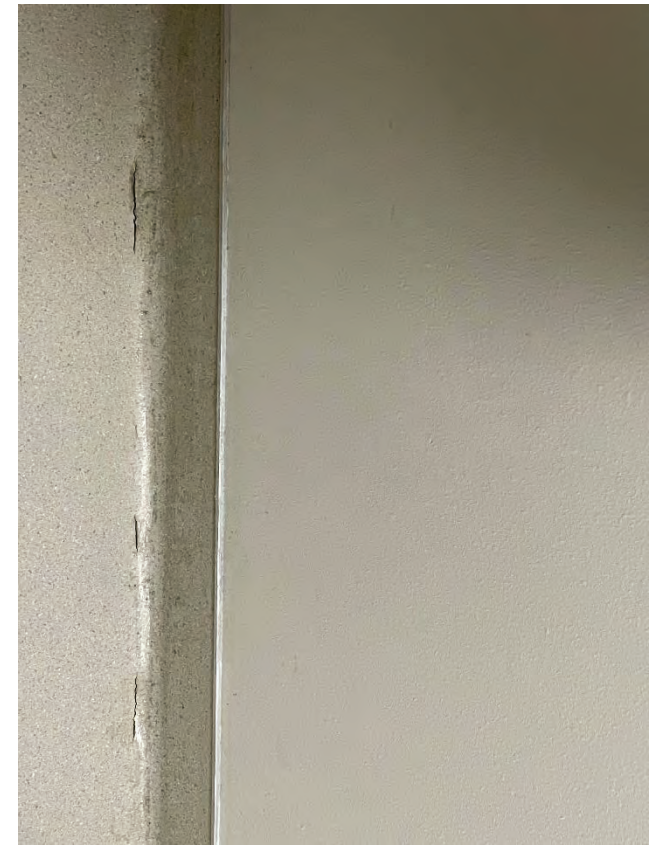


Photo 6: Cracks in linoleum were present throughout clinic.

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Photo Log



Photo 7: Cracked and chipping tiles were present throughout clinic.



Photo 8: Chipped wall in waiting room.



Photo 9: Emergency room lacking cabinets.

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Photo 10: HVAC system screen appeared off.



Photo 11: Building exterior paint chipping.



Photo 12: Building roof exterior missing trim.

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