

# CITY OF SAND POINT COUNCIL MEETING



Tuesday, January 13, 2026

Workshop : 2:00 pm

Meeting: 7:00 pm

**CALL TO ORDER**

# ROLL CALL

# APPROVAL OF AGENDA

MAYOR

Mayor James Smith - Office Exp. 2026

CITY OF SAND POINT

The packet will be available on the website  
January 9, 2026 [www.sandpointak.com](http://www.sandpointak.com)



COUNCIL MEMBERS

Austin Roof	Seat A - Exp. 2028
Jani Gundersen	Seat B - Exp. 2026
Amy Eubank	Seat C - Exp. 2028
Jack Foster Jr.	Seat D - Exp. 2026
Marita Gundersen	Seat E - Exp. 2027
William Dushkin Jr.	Seat F - Exp. 2027

<b>SAND POINT CITY COUNCIL</b>			
<b>MEETING AGENDA</b>			
<b>CITY CHAMBERS</b>			
<b>January 12, 2026</b>	<b>7:00 pm</b>	<b>Regular Meeting</b>	
	<b>2:00 pm</b>	<b>Workshop</b>	
To participate telephonically, please call (253)205-0468			
And use Meeting ID: 807 901 9744, Passcode: 2696			

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **PUBLIC COMMENTS ON AGENDA ITEMS**
5. **APPROVAL OF CONSENT AGENDA**
  1. Minutes
    - November 12, 2025 Regular Meeting
6. **GUEST SPEAKERS/PRESENTATIONS**
7. **REPORTS**
  1. Public Works Director
  2. Water & Sewer Supervisor
  3. Harbormaster
  4. Police Chief
  5. EMS Coordinator
  6. Fire Chief
  7. Finance Officer
  8. Administrator
8. **PUBLIC COMMENTS ON AGENDA ITEMS**
9. **ORDINANCES AND RESOLUTIONS**
  1. Resolution 26-01: A Resolution of the City of Sand Point Adopting An Alternative Allocation Method For the FY26 Shared Fisheries Business Tax Program and Certifying That This Allocation Method Fairly Represents The Distribution Of Significant Effects Of Fisheries Business Activity In The FM#: Alaska Peninsula Area

2. Resolution 26-02: A Resolution of the City of Sand Point Establishing the Capital Improvement Project List

**10. OLD BUSINESS**

1. 2026 Old Clinic Leases

**11. NEW BUSINESS:**

1. Mayor/City Administrator Responsibilities Discussion
2. 2026 Hickey & Associates Contract
3. GCI Tower-Proposed Lease
4. Finance Discussion

**12. PUBLIC COMMENTS**

**13. COUNCIL COMMENTS**

**14. AGENDA ITEMS FOR NEXT MEETING**

**15. NEXT MEETING DATE**

**16. EXECUTIVE SESSION**

1. Personnel Matter -City Clerk  
*City Code § 2.40.050 (a) (2) Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion.*

**17. ADJOURNMENT**

# APPROVAL OF CONSENT AGENDA

**CALL TO ORDER:**

The Sand Point City Council's regular meeting was held on Wednesday, November 12, 2025, in the City Chambers and via 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 @ 7:06 pm
Jani Gundersen	Seat B	Present
Amy Eubank	Seat C	Present
Jack Foster Jr.	Seat D	Present
Marita Gundersen	Seat E	Present
William "Billy" Dushkin Jr.	Seat F	Present

A quorum was established.

**Staff in attendance:**

Debi Schmit, Administrator -via Zoom  
Charlotte Hansen, Finance Director  
Allen Kuchenoff Jr., Harbormaster  
Julius Karlsen, Public Works Director -via Zoom  
Jade Gundersen, City Clerk  
Dylan Jacobsen, Water & Sewer Director  
Richard Lowery, Police Department Captain -via Zoom

**APPROVAL OF AGENDA:**

Mayor James Smith requested a motion to approve the agenda.

MOTION: Council Member Billy Dushkin Jr. moved to approve the agenda.

SECOND: Council Member Amy Eubank seconded the motion.

VOTE: Motion passed unanimously.

**PUBLIC COMMENTS ON AGENDA ITEMS:** None

**CONSENT AGENDA:**

MOTION: Council Member Marita Gundersen moved to approve the Regular Meeting Minutes of October 14, 2025.

SECOND: Council Member Billy Dushkin Jr. seconded the motion.

VOTE: Motion passed unanimously.

**REPORTS:**

Public Works Director-Julius Karlsen via Zoom

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

Water & Sewer Supervisor-Dylan Jacobsen

Dylan Jacobsen read his report, which was included in the packet.

Harbormaster- Allen Kuchenoff Jr.

Harbormaster Allen Kuchenoff Jr. read his report, which was included in the packet.

Police Department-Captain Richard Lowery

Captain Richard Lowery read the report included in the packet. He added that his department currently has one case proceeding to indictment in December and that they recently conducted a two-week interdiction operation under his leadership, during which 159,000 mL of illicit alcohol destined for Western Alaska was seized. The operation also resulted in the interception of 100 kilograms of hard narcotics intended for distribution throughout Alaska.

Finance Officer-Charlotte Hansen

Charlotte Hansen reported that she was busy updating the new accounting software and hopes to have everything up and running by January. For October, the City received \$35,438.14 in Raw Fish Sales Tax, and Sales Tax was \$53,633.37, which only reflects Trident.

Administrator – Debi Schmit

Administrator Debi Schmit read her report included in the packet. She added that she and the Mayor worked with Paul Mueller of Eastern Aleutian Tribes to secure additional funding for the clinic lease. Mr. Mueller reported that the lease rate was increased to \$4.75 per square foot—nearly doubling the previous rate—and that he was successful in obtaining 100% funding for the maintenance projects identified earlier this year. The funding package from EATS will provide a total of \$1.4 million to support the clinic lease, repairs, and building upgrades.

**PUBLIC HEARING**

1. Ordinance 2025-04: An Ordinance of the City of Sand Point Amending Title 13, Chapter 6 Of the Code of Ordinances, City of Sand Point, Regarding Metal Shipping Containers.

Mayor Smith opened the floor for the Public Hearing stated above.

Edee Jacobsen raised questions about the ordinance, noting that it originally allowed two vans but now permits three. She also asked how the ordinance applies to residential lots without a house, since the vans are required to match the surrounding homes. She expressed concern that storage vans should be required to be compatible with the residential character of the neighborhood.

**HEARINGS, ORDINANCES, AND RESOLUTIONS:**

2. Ordinance 2025-04: An Ordinance of the City of Sand Point Amending Title 13, Chapter 6 Of the Code of Ordinances, City of Sand Point, Regarding Metal Shipping Containers.

Council Member Amy Eubank read the proposed change to the ordinance.

MOTION: Council Member Austin Roof moved to put Ordinance 2025-04 on the floor for first reading as read.

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

DISCUSSION: Administrator Debi Schmit discussed the Ordinance changes, and City Clerk Jade Gundersen read the changes proposed in the Ordinance. Council Members raised concerns about the language of the Temporary Use Permit in the ordinance and a possible fee of \$100 for non-compliance.

MOTION: Council Member Austin Roof moved to amend Ordinance 2025-04 with the addition of section d. Failure to comply within one (1) year will result in a fine of \$100 per violation annually.

SECOND: Council Member Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.  
MOTION: Council Member Austin Roof moved to adopt Ordinance 2025-04 as amended.  
SECOND: Council Member Billy Dushkin Jr. seconded the motion.  
VOTE: Motion passed unanimously.

**OLD BUSINESS:**

**1. Donation Procedure**

Administrator Debi Schmit reported that the council discussed the donation process at the September and October meetings. Staff was directed to present game-of-chance financials at each City Council meeting and to draft a donation procedure for discussion at the November meeting. Topics discussed included how to handle annual events, regularly submitted school and class donations, and whether to establish a funding cap. Staff believe the current process is adequate, provided the Council is aware of the available funding when considering donation requests.

**NEW BUSINESS:**

**1. 2026 Leases**

City Clerk Jade Gundersen introduced the lease rate list.

MOTION: Council Member Amy Eubank made a motion to approve all the lease rates and postpone the Old Clinic leases until the next meeting.

SECOND: Council Member Billy Dushkin Jr. seconded the motion.

Discussion: Council Member Amy Eubank recommended that all rates be the same. Council Member Marita Gundersen requested that leases be brought to the Council earlier in the year to allow time to review and make any necessary changes. Council Member Austin Roof spoke against increasing the rates and expressed a desire to support a business currently providing a service to the community. Administrator Debi Schmit expressed concern about the building expenses and whether the proposed rates adequately cover those costs, and recommended postponing approval of the leases. Council Member Marita Gundersen recommended approving all leases at this time except for the Old Clinic.

VOTE: Motion passed unanimously.

**2. Donation Request: Qagan Tayagungin Tribe Christmas Potluck**

MOTION: Council Member Amy Eubank made a motion to donate \$1000 to the Qagan Tayagungin Tribe for the Christmas Potluck.

SECOND: Council Member Billy Dushkin Jr. seconded the motion.

DISCUSSION: None

VOTE: Motion passed unanimously.

**3. Donation Request: Sand Point School Close-Up 2026**

Close-Up Advisor Doug Goben spoke on behalf of the donation request.

MOTION: Council Member Marita Gundersen made a motion to donate \$3000 to the Sand Point School Close-Up 2026.

SECOND: Council Member Amy Eubank seconded the motion.

DISCUSSION: None

VOTE: Motion passed unanimously.

**4. Administrator/Mayor Duties & Responsibilities Discussion**

No discussion occurred.

**PUBLIC COMMENTS:**

Dick Jacobsen stated that the amended and adopted ordinance, with “commercial” struck out, does not provide instructions for leased property in the harbor and indicates that responsibility lies with the landowner, which would be the City. He also stated that they were unable to comment on the amendment.

Edi Jacobsen wanted to know how the individuals are getting notified to comply with the ordinance and expressed concern that this does not affect the commercial lots.

**COUNCIL COMMENTS:**

Council Member Jani Gundersen expressed a desire for the City to begin addressing the drug problem in the community.

Council Member Austin Roof expressed appreciation for all City departments and thanked the Police Department for their continued service.

Council Member Amy Eubank thanked City Clerk Jade Gundersen for securing a scholarship to attend training.

Council Member Jack Foster Jr. stated that no council business should be conducted during the workshop.

Council Member Amy Eubank requested a workshop on January 12 to allow time for discussions on various topics that have not had sufficient time for consideration.

**NEXT MEETING DATE:** January 13, 2026

**AGENDA ITEMS FOR NEXT MEETING:**

Mid-term Budget, Old Clinic Leases

**ADJOURNMENT:**

MOTION: Council Member Jack Foster Jr. moved to adjourn.

SECOND: Council Member Marita Gundersen seconded the motion.

The meeting adjourned at 8:16 pm.

\_\_\_\_\_  
James Smith Sr., Mayor

ATTEST:

\_\_\_\_\_  
Jade Gundersen, City Clerk

# GUEST SPEAKERS/ PRESENTATIONS

**PUBLIC COMMENTS  
ON AGENDA ITEMS**

# REPORTS

**PUBLIC WORKS  
DIRECTOR**

# City of Sand Point Public Works Department

## Monthly Report November/December 2025

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- Grade/Plow/Sand roads
- Salted intersections as needed to melt ice
- Hauled and spread gravel on roads
- Installed new radiator on Ford fuel truck
- Installed new battery in fuel truck, sand truck
- Serviced shop heaters, pumped oil, installed blower fan
- Received and installed new brake parts on sand truck
- Fueled City buildings
- Filled potholes
- Inspected and repaired electrical issue on Volvo loader
- Ordered new radiator and belts for Hitachi 200 excavator
- New front end parts for Ford flatbed ordered and installed
- Serviced trash truck

# WATER & SEWER SUPERVISOR

## Water/Sewer City Council Report

### November/December Report

#### Dylan Jacobsen

- Reports
- Weather issues have been causing problems between high turbidity (more particles in the water) and slushing/freezing at reservoir intake building
- We got our every 3 years lead and copper samples done, waiting on results from the lab.
- Had some issues with our yearly nitrate samples, one bottle sat overnight in Anchorage and froze, the other one SGS our lab sent the wrong sample bottle.
- Changed the motherboard and assembly on our SCD again (controls polymer)
- Attended DEC's solid waste bootcamp zoom class with John, I had signed us up back in August
- Cleaned turbidimeters
- Pulled out the grates on our water plant floor drains and cleaned those
- Drained the Kelly Avenue sewer lagoon
- Cleaned reservoir intake screens
- Pumped out the shop septic tank
- Brandon attended and passed his water distribution 2 class
- Met with GCI up at the old water storage tank boneyard area
- Installed new outdoor lights at the water plant and pump house
- Flushed hydrants multiple times on Kelly Avenue trying to clear an air bubble from when we shut the street down for AHA, we are going to continue looking into that
- Looked into potential leaks on Kelly Avenue we didn't see anything, will keep looking

**HARBORMASTER**

## **Robert E. Galovin small boat harbor report**

### **Nov/Dec Report**

- Shut water off /closed men's bathroom for winter
- Fixed streetlights
- Repaired Gehl
- Got the float dock for the fire boat operational
- Figured out the issue the fire boat was having with putting one of the engines in gear
- Hauled and stored boats
- Fixed the lights on the warehouses
- Woodwork bilge blocks
- Hauled freight

**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. Jani 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  
Mr. William Dushkin, City Councilperson, City of Sand Point

From: Chief of Police Benjamin Allen

Date: January 6, 2026

## **SAND POINT POLICE DEPARTMENT MONTHLY REPORT FOR DECEMBER 2025**

### **Police Department Roster**

- Chief Benjamin Allen #101
- Captain Richard Lowery #102
- Officer Jeff Wood #103
- Officer Casey Canfield #104
- Officer Vacant #105
- Office Manager Charly Bendixen
- Alfred 'Jesse' Pesterkoff 911 Dispatcher

# **POLICE ACTIVITY**

**DECEMBER 2025**

**0 Arrest**

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**47 Calls to 911**

- 3- 911 Hangups
- 3- 911/Misdial/pocket dials
- 20- MOC (Medical on Call) requests

## **Reports Taken**

- 1 – Theft, 1 theft unfounded
- 1- welfare check
- 3- medical assist
- 1 – noise complaint, possible domestic
- 1- civil
- 1- abandoned vehicle
- 1- traffic accident
- 1- information report
- 1– disturbance, civil

## **Officer Self-Initiated Activity**

- 22- Bar checks
- 9- Courtesy Transports
- 430 – Building checks
- 714- Total Citizen Contacts

## **Administrative**

1 - Driver knowledge test

### **Month of December 2025 Activity Summary**

- 768 miles patrolled
- FBI NAA Executive development conference
- Assist with mutli-agency drug op, resulted in 3 arrests and \$1million+ drugs ceased

**EMS DIRECTOR**

**FIRE CHIEF**

# FINANCE OFFICER

**ADMINISTRATOR**



## City of Sand Point

### MEMORANDUM

**TO:** Mayor Smith and City Council Members  
**FROM:** Debi Schmit, City Administrator  
**DATE:** January 7, 2026  
**SUBJECT:** Monthly Report

Happy New Year! And Merry Christmas to anyone who celebrates Russian Christmas. Below are some of the items I have worked on since our meeting last November:

- I returned from vacation on December 3, 2025, and after taking care of some urgent duties, I jumped right into the Alaska Municipal League Conference. Statewide municipal government representatives are discussing how to manage fiscal deficits, housing shortages, federal government changes, AI, fisheries, transportation, energy, and more. I recommend council members attend not only to learn what other cities are doing but also to network with peers. There is so much to learn from others' experiences.
- In late November and early December, I focused on migrating finance from Banyon Data Systems to QuickBooks. I understand your questions and concerns; as a council member, it is your job to trust but verify. From a governance perspective, or for anyone who doesn't work in finance, it can be challenging to understand the planning that goes into building a financial system that will provide what we need. Over this past year, the time Char and I spent trying to understand and fix Banyon was a huge learning curve. I am confident that our finance officer knows what we need. It is also difficult to understand the day-to-day, tedious, and time-consuming work required to ensure accurate information for your decision-making. In a recent report, I provided details about the finance staff, their responsibilities, and the steps we took to ensure the city's finance system is set up to Alaska municipalities' best practices. I am confident that our finance officer has the skills for this project and knows when to call on the professionals we've surrounded her with. I am hoping to have the finance officer and the consultant give a brief presentation on their progress and a completion date at the meeting.

- Mayor Smith and I are preparing for the half-year budget amendment—this includes budget vs. actual through December 31, 2025, along with recommended amendments. In the fall of each year, we will provide an unaudited one-year report so you can see how we ended each fiscal year. In addition to migrating finance to QuickBooks, finance is very busy processing year-end reports and W-2s. However, we expect to be able to put this on the agenda next month.

For the FY2027 budget, Mayor Smith, the Finance Officer, and I plan to provide information about forecasts, trends, and recommendations to hopefully increase our savings. It is exciting that this will now be possible, with current and accurate revenue and expense amounts for each department.

I understand your questions due to all the changes in the finance department. I understand why some of you want to step out of your governance role into management when things seem unstable. Although there has been significant software confusion, we have really been on top of it. The bills were paid, payroll done, reports filed, bank accounts reconciled, audits caught up, and we even found some savings. Finance is coming together nicely, and I think you will be very happy with the result. As councilors, I know you want to focus on governance and leave management where it belongs. Like management, I know you want to focus on policy that will increase the quality of life for the residents of Sand Point.

- I prepared employment agreements for EMS and Police Chief Alan. Also been working on job descriptions and an Organizational Chart for the City of Sand Point. Mayor Smith and I have been discussing operations and workflows to improve efficiency and in preparation for doing more with less. More on this when we get into the FY2027 budget meetings.
- Last year, Mayor Smith and I explained that we wanted to move annual employee evaluations to early spring rather than fall. We will be preparing for the reviews soon. Of course, department heads will continue to do the 6-month reviews when they are due.
- I have asked Jim Amundsen from ANTHC to attend our February meeting to give an update on the Water Treatment Plant upgrades project. These projects have been approved to receive supplemental funding for the Water Treatment Plant Upgrades and the Johnson Avenue Sewer Main Replacement. The Federal Government is still slow, but ANTHC remains hopeful for construction this year.

- Steven Raines, of Mile High Computing LLC, our new internet technology consultant, is working out well. And so much more affordable. He is very responsive to requests from city employees, and I don't know anything that he wasn't able to do. Nor have I heard any complaints from city employees. Steve worked many hours with finance to help us understand how Banyon Data Systems was installed and networked in-house. He reported that Banyon is very old and that we should upgrade to newer, user-friendly software.
- Before the holidays, business slows down everywhere until the annual deadlines hit. Others and I have been, and are, knee-deep in yearly reports. Finally, I started a spreadsheet so that I can better track annually when deadlines are approaching. It takes a couple of years to get a good feel for the lay of the land, and with each passing year, it gets better. Grant time is approaching, and I am hoping to find some good opportunities this year.
- The board of fish meets in Anchorage at the Egan Convention Center from February 18-24, 2026. Mayor Smith is preparing to testify and will attend. Here is the link for more information <https://www.adfg.alaska.gov/index.cfm?adfg=fisheriesboard.meetinginfo&date=02-18-2026&meeting=anchorage>.

# PUBLIC COMMENTS ON AGENDA ITEMS

# PUBLIC HEARING

# ORDINANCES & RESOLUTIONS



## City of Sand Point

### MEMORANDUM TO COUNCIL

**TO:** Mayor Smith and City Council Members  
**FROM:** Debi Schmit, City Administrator  
**DATE:** January 8, 2026  
**SUBJECT:** Shared Fisheries Business Tax

The Department of Commerce, Community, and Economic Development has again announced the availability of the FY 2026 Shared Fisheries Business Tax Program. The purpose of the program is to allocate a share of the state fish tax collected outside municipal boundaries to municipalities affected by fishing industry activities. Municipalities around the state will share approximately \$790,000.00 based on 2024 fisheries activity, as reported by fish processors on their fish tax returns.

The City of Sand Point is located within a fisheries management area, FMA 03. The attached resolution is required to apply for these funds by February 15, 2026.

I recommend approval.

# City of Sand Point



## RESOLUTION 26-01

### A RESOLUTION OF THE CITY OF SAND POINT ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY26 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN THE FMA 3: ALASKA PENINSULA AREA

**WHEREAS**, AS 29.60.450 requires that for a municipality to participate in the FY26 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Commerce, Community and Economic Development that the municipality suffered significant effects during the calendar year 2024 from fisheries business activities; and,

**WHEREAS**, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the Department of Commerce, Community and Economic Development; and,

**WHEREAS**, 3 AAC 134.070 provides for the use, at the discretion of the Department of Commerce, Community and Economic Development, of alternative allocation methods which may be used within fisheries management areas if all eligible municipalities within the area agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and,

**WHEREAS**, the City of Sand Point proposes to use an alternative allocation method for allocation of the FY24 funding available within the FMA3: ALASKA PENINSULA AREA in agreement with all other municipalities in this area participating in the FY26 Shared Fisheries Business Tax Program;

**NOW THEREFORE, BE IT RESOLVED THAT:** the City of Sand Point, by this resolution, certifies that the following alternative allocation method fairly represents the distribution of significant effects during 2024 fisheries business activity in the FMA 3: ALASKA PENINSULA AREA;

- All municipalities share equally 40% of the allocation; the remaining 60% of the funding is shared among the communities on a per capita basis.

- Aleutians East Borough population is reduced by the population of the cities of Cold Bay, False Pass, King Cove, Sand Point and Akutan.
- Lake and Peninsula Borough population is 100.

PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL FOR THE CITY OF SAND POINT ON THIS 13<sup>th</sup> DAY OF JANUARY, 2026.

CITY OF SAND POINT

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James Smith, Mayor

ATTEST:

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Jade Gundersen, City Clerk



City of Sand Point

## MEMORANDUM TO COUNCIL

**TO:** Mayor Smith and City Council Members  
**FROM:** Debi Schmit, City Administrator  
**DATE:** January 9, 2026  
**SUBJECT:** CIP List

Attached is a resolution to update the City of Sand Point's Capital Improvement Project (CIP) list. The CIP list is used when applying for funding to demonstrate that the listed projects have undergone public review and are up to date. It also shows that the council has considered and ranked its needs accordingly.

The CIP list can be changed and updated at any time to reflect the current situation in the community as projects are completed or re-prioritized.

For your information, last year's approved CIP list is attached.



City of Sand Point

**RESOLUTION 26-02**

**A RESOLUTION OF THE CITY OF SAND POINT ESTABLISHING THE CAPITAL IMPROVEMENT PROJECT LIST**

**WHEREAS**, The City of Sand Point recognizes the value of a Capital Improvement Project List; and,

**WHEREAS**, The City of Sand Point has several capital projects it wishes to see completed for the betterment of the community and

**WHEREAS**, Funding agencies often require applicants to have CIP and factor that into their scoring matrix; and,

**WHEREAS**, the City of Sand Point Council has reviewed several projects in public meetings and wishes to pursue funding opportunities.

**NOW THEREFORE, BE IT RESOLVED THAT** the City of Sand Point, by this resolution, establishes a Capital Improvement Project (CIP) List comprised of the following projects in order of priority:

1. Sand Point Culvert and Dam Upgrades
2. Humbolt Slough Bridge Rehabilitation
3. Sand Point Harbor and Side Roads Improvement
4. Landfill Relocation
5. Harbor Landfill Fingers
6. Harbor Footbridge Rehabilitation

**PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL FOR THE CITY OF SAND POINT ON THIS 13<sup>th</sup> DAY OF JANUARY 2026.**

**CITY OF SAND POINT**

\_\_\_\_\_  
James Smith, Mayor

**ATTEST:**

\_\_\_\_\_  
Jade Gundersen, City Clerk

# City of Sand Point



## RESOLUTION 25-01

### A RESOLUTION OF THE CITY OF SAND POINT ESTABLISHING THE CAPITAL IMPROVEMENT PROJECT LIST

**WHEREAS**, The City of Sand Point recognizes the value of a Capital Improvement Project List; and,

**WHEREAS**, The City of Sand Point has several capital projects it wishes to see completed for the betterment of the community and

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1. Sand Point Culvert and Dam Upgrades
2. Humbolt Slough Bridge Rehabilitation
3. Sand Point Harbor and Side Roads Improvement
4. Landfill Relocation
5. Harbor Travelift Fingers
6. Harbor Footbridge Rehabilitation

**PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL FOR THE CITY OF SAND POINT ON THIS 13<sup>th</sup> DAY OF FEBRUARY 2024.**

CITY OF SAND POINT

  
James Smith, Mayor

ATTEST:

  
Jade Gundersen, City Clerk

# OLD BUSINESS



## City of Sand Point

# MEMORANDUM TO COUNCIL

**TO:** Mayor Smith and City Council Members  
**FROM:** Debi Schmit, City Administrator  
**DATE:** January 2026  
**SUBJECT:** Old Clinic Leases

At our last meeting, staff provided the Council with the proposed 2026 lease schedule and rates for city properties. After the discussion about affordable rates to encourage local business and being fair across the board, Council pushed it back for more information on the current rates at the Old Clinic Building.

I have done some research and found some helpful guidance:

In setting rent rates, the best practice is to establish rental and lease rates using a structured, data-driven approach rather than relying solely on market averages.

For residential properties, pricing should be based on total operating costs, target returns, and risk considerations, then validated against comparable properties with similar location, size, condition, and amenities. The goal is to achieve stable occupancy within a reasonable leasing period while maintaining sustainable margins.

For office space, pricing is driven less by square footage alone and more by functionality and terms, including lease length, flexibility, included utilities or services, parking, and tenant profile. Shorter terms and greater flexibility typically support higher rates.

Rates should be reviewed periodically and adjusted based on vacancy levels, leasing velocity, and market conditions rather than remaining static over extended periods.

With this information in mind, it is not uncommon to charge rates based on the factors mentioned above. I recommend that we keep everything as is and conduct a lease rate study. This has not been done since I've been here, and it should be done periodically. I would like to work on this and report back at the March meeting.

2026 City of Sand Point Proposed Leases						
	Property	Sq. Ft.	Price/sq. ft	Total	Frequency	Notes
<b>Airport Leases</b>						
Paul Gundersen III	Airport Warehouse			\$ 440.00	Monthly	
<b>City Building Office Leases</b>						
Alaska Court System-State of Alaska	Room 2 & Courtroom	644	\$1.63	\$1,052.42	Monthly	CPI Adjustment
Aleutian Pribilof Island Association	Room 9	270	\$1.65	\$ 445.50	Monthly	
KSDP	Radio Station	693	\$1.65	\$1,143.45	Monthly	
Pauloff Harbor Tribe	Room 7 & 8	1,035.50	\$1.65	\$ 1,708.56	Monthly	
Pauloff Harbor Tribe	Room 3 & 4	1,023.50	\$1.65	\$ 1,688.76	Monthly	Exp. 12/31/26
Pauloff Harbor Tribe	Room 1B	88	\$1.65	\$ 145.20	Monthly	
Pauloff Harbor Tribe	Room 1A	80	\$1.65	\$ 132.00	Monthly	
<b>Old Clinic Leases</b>						
The Shop		579	\$1.65	\$ 955.35	Monthly	
Old "Agate Pull-tabs" Space		170	\$2.26	\$ 385.00	Monthly	
Aleutia, Inc.		197	\$2.23	\$ 440.00	Monthly	
<b>Harbor Lot Leases</b>						
Fleetwelding Service	Existing Shop Lot	5,907	\$0.10	\$ 590.70	Monthly	
Sand Point Marine LLC	Part of Lot #3 East W	4,480	\$0.10	\$ 448.00	Monthly	
Small Craft Café	Existing Café Lot	2,516	\$0.10	\$ 251.60	Monthly	
Silver Bay Seafoods- New Harbor	Lot #2	41,694	\$0.11	\$ 4,586.34	Monthly	
Trident Seafoods-New Harbor	Lot #3	60,850	\$0.11	\$ 6,693.50	Monthly	
STG, Incorporated- New Harbor	Lot 1A	4,500	\$0.11	\$495.00	Monthly	Exp. 4/30/26
<b>Other</b>						
General Dynamics	Behind Public Works	1800	\$450.00	\$5,400	Anually	Exp. 12/31/27
Teen Center			\$1.00	\$ 1.00	Annually	
<b>Residential Leases</b>						
Eastern Aleutian Tribes	4 plex #1 & #3			\$1,870.00	Monthly	
Aleutians East Borough School District	Mudbay House			\$1,000.00	Monthly	Exp. 08/15/26

# NEW BUSINESS



City of Sand Point

## MEMORANDUM TO COUNCIL

**TO:** Mayor Smith and City Council Members  
**FROM:** Debi Schmit, City Administrator  
**DATE:** January 8, 2026  
**SUBJECT:** Mayor and Administrator Responsibilities Review

The history of this agenda item was established during the FY25 strategic planning process and deemed complete by staff. Last summer, Council agreed that it was time to review best practices and set it as a goal on the FY26 strategic plan. I researched other cities' models of government for the November meeting, but the Council moved this to the January 2026 meeting.

My research on other Alaskan cities, the City of Sand Point Ordinance, the job description, and other information about both positions is attached to the review. At the last meeting, we were seeking guidance on the next steps. You can choose the cities you want to learn more about, and our staff can gather information, including organizational charts, workflows, and more. If you already have an idea of how you want to structure for future success, we can begin working on the government model, organizational processes, etc.

### Municipal Government Structure in Alaska

<b>City</b>	<b>Population</b>	<b>City Class</b>	<b>Form of Government</b>
City of Adak	169	Second	City Manager
Akutan	1596	Second	Mayor
Cordova	963	First	Mayor
Craig	1027	First	Mayor
Dillignham	2,142	First	City Manager
Galena	447	First	Mayor
Honnah	970	First	Mayor
King Cove	833	First	Mayor
Klawock	717	Mayor	Mayor
Saint Mary's	573	First	Mayor
Saint Paul	439	Second	City Manager
Sand Point	681	First	Mayor
Seward	2,882	Home-Ruled	City Manager
Unalaska	3,809	First	City Manager

### **§ 2.30.010. MAYOR AS EXECUTIVE.**

(a) The Mayor is elected at large. The Mayor is the chief executive of the city. He shall preside at Council meetings, act as ceremonial head of the city, and sign documents on the city's behalf upon Council authorization. The Mayor has veto power. The Mayor is not a Council member. The Mayor's term shall be 3 years.

(b) The Mayor shall:

(1) Appoint city employees and administrative officers, except as provided otherwise. He may hire necessary administrative assistants and may authorize an appointive administrative officer to appoint, suspend, or remove subordinates in his department;

(2) Suspend or remove by written order city employees and administrative officers, except as provided otherwise;

(3) Supervise enforcement of city law;

(4) Prepare the annual budget and city construction program for the Council;

(5) Execute the budget and construction program as adopted;

(6) Make monthly financial reports to the Council on city finances and operations;

(7) Report to the Council at the end of each fiscal year on the finances and administrative activities of the city;

(8) Prepare and make available for public distribution an annual report on city affairs;

(9) Serve as City Personnel Officer unless the Council authorizes him to appoint a Personnel Officer;

(10) Execute other powers and duties specified in A.S. Title 29 or lawfully prescribed by the Council.

***Statutory reference:***

*Municipal Mayors, see A.S. 29.20.220 through 29.20.280*



## CITY OF SAND POINT – CITY ADMINISTRATOR

**FIRST REVIEW OF APPLICANTS:** May 9, 2023. *Open until filled.*

**SALARY: \$86,000 to \$100,000 DOE + benefits**

**Sand Point**, also known as Qagan Tayagungin, is a city in the eastern portion of the Aleutian Chain. The 2022 DCCED estimate population is 579 residents. The population always swells in the summer as salmon fishing hits full stride. Sand Point is home to the largest fleet of commercial fishing vessels in the Aleutian region, and the city operates two boat harbors, along with the city dock.

Sand Point is located on northwestern Popof Island, off the Alaska Peninsula. It is in the Aleutians East Borough of Alaska, near the entrance to the Bering Sea. Almost half the inhabitants are of Aleut descent and support themselves by fishing and fish processing. There is a cold storage and fish-processing plant owned and operated by Trident Seafoods, and Peter Pan Seafoods has a support facility in the community. Sand Point has an airport with a 5,200 feet paved runway and near daily flights (weather permitting) to Anchorage, 575 nautical miles to the northeast.

To find out more about the City of Sand Point, visit [www.sandpointak.com](http://www.sandpointak.com).



**The City of Sand Point is seeking applicants for the position of City Administrator.** The Administrator serves at the pleasure of the City Council. The City Administrator assists the City Council in developing policies through ordinances, resolutions and directives, and is responsible for policy implementation. This Anchorage-based, full-time position's duties include:

- Assist the Mayor in performing the administrative tasks of the City, and in assigning staff and operational duties.
- Assist in the preparation of the annual operating budget, approximately \$4M.
- Prepare written monthly report of activities and attend City Council meetings in Sand Point.
- Assist in preparation of monthly City Council agenda.
- Assist in capital project administration, procurement and construction administration.

- Write and administer grants.
- Assist in the procurement of goods and services.
- Assist City Clerk, Finance Officer, and other Department Heads as needed.
- Attend Regular and Special City Council Meetings.
- Work closely with City Attorney, City Lobbyist, auditors, and other consultants and contractors employed by the City.
- Other duties as assigned.

**Qualifications:** A Bachelor's degree in Public Administration, Business Administration or related field is required, plus a minimum of 5 years of progressively responsible experience in municipal government. Alternatively, have a satisfactory equivalent combination of experience, education and training which demonstrates the knowledge, skills, and abilities to perform the job duties. Preferred experience working in Rural Alaska, familiar with grant writing and construction projects. Applicants must be approachable and possess an ability to establish and maintain positive and cooperative working relationships with citizens, City officials, employees, businesses, and other government agencies. Provide effective leadership to build and maintain a positive team environment. Strong written and verbal communication skills are a must.

**TO APPLY:** Provide a cover letter, resume, and city application by 4:00 PM May 5, 2023 electronically to [sptcity@arctic.net](mailto:sptcity@arctic.net) (preferred)

**OR,** mail materials to:

City of Sand Point  
City Administrator Recruitment  
3380 C Street, #205  
Anchorage, Alaska 99503

For further information, please contact Jade Gundersen ([sptcity@arctic.net](mailto:sptcity@arctic.net)) or by calling Sand Point City Hall at (907) 383-2696.



## **Why Hire a City Administrator?**

In a strong mayor city, a city administrator (or chief administrative officer) is hired to serve under the mayor. Hiring someone who works from out of town offers specific benefits, primarily related to professional, apolitical administration and a wider talent pool.

## **Role of a City Administrator in a Strong Mayor Government**

Even in a "strong mayor" system where the mayor is the chief executive, the mayor may lack specific training in municipal administration and finance to oversee all operations effectively. The city administrator position is created as part of a hybrid government model to professionalize city operations and manage day-to-day details.

### **Key functions of the city administrator include:**

- **Professional Management:** The administrator is a qualified professional, often with a graduate degree in public administration or business administration responsible for the efficient running of city departments and services based on professional qualifications rather than political connections.
- **Separation of Politics and Administration:** The role aims to separate the administrative, technical aspects of running the city from the political sphere. The mayor focuses on policy development, political leadership, and vision, while the administrator executes that vision and implements laws approved by the council.
- **Continuity:** An appointed administrator can provide stability and continuity in city operations across multiple mayoral terms, which is crucial for long-term projects and staff management.
- **Expertise:** The administrator brings specific expertise in areas like budget preparation, personnel administration, organizational processes, strategic planning, and project management that elected officials might not possess.

## **Benefits of an Out-of-Town Administrator**

Hiring a city administrator who works from out of town (or is recruited from outside the community) offers distinct advantages:

- **Expanded Talent Pool:** The primary benefit of recruiting from outside the local area is access to a larger pool of experienced and highly qualified professionals. This allows the city to find the best candidate nationwide, not just within the city limits.
- **Impartiality and Neutrality:** An external candidate is less likely to have pre-existing local political ties or personal relationships with city staff or special interest groups. This helps ensure decisions, such as hiring/firing department heads or awarding contracts, are based strictly on professional qualifications and merit, rather than local politics.
- **Fresh Perspective:** An administrator from a different town can bring in innovative management techniques and successful approaches used in other communities, offering a fresh perspective on local challenges without being hindered by local historical conflicts or established practices.
- **Clear Accountability:** An out-of-town administrator often operates under clear, contractually defined responsibilities and serves "at the pleasure" of the mayor/council, making lines of accountability direct and transparent.

## Key Skills and Responsibilities of a Mayor

The role of mayor is a political office filled through a municipal election. Voters choose who will make important decisions that affect those who live in the city. A mayor typically works with municipal officials and other leaders to oversee the day-to-day operations of the local government. At the same time, their responsibilities may vary depending on the local government structure.

### What is a mayor?

In Sand Point, the residents elect a mayor who serves as the city's top executive. The mayor oversees public work, the boat harbor, the city hall, including fire, police, emergency medical services, utility services, etc. The mayor is a member of the council and leads the city council meetings.

### What does a Mayor do?

The responsibilities of a mayor in Sand Point are outlined in Ordinances. Typical duties for a mayor include:

- **Executive Authority:** Enforce city laws and oversee the administration of city departments.
- **Budget Control:** Prepare and manage the city budget, allocating funds to various departments and services.
- **Policy Development:** Propose and advocate for new policies and initiatives to address community needs.
- **Appointment Powers:** Appoint and remove key city officials, including department heads.
- **Legislative Influence:** Work closely with the city council to influence legislation and ensure alignment with the mayor's agenda.
- **Public Representation:** Serve as the primary representative of the city in public events and official functions.
- **Crisis Management:** Lead the city's response during emergencies and coordinate with public safety agencies.

- **Community Engagement:** Foster relationships with residents and stakeholders to gather input and address concerns.
- **Economic Development:** Promote business growth and development initiatives to enhance the local economy.
- **Intergovernmental Relations:** Collaborate with state and federal officials to secure funding and support for city projects.

### **Key skills for a mayor**

A successful mayor possesses a broad range of skills that encompass both interpersonal and professional abilities. To succeed as a mayor, it is beneficial to have the following skills:

- **Communication**  
Communication skills allow a mayor to express themselves clearly both in person and in written text. A mayor may use their communication skills when speaking with constituents, other government officials, and representatives of businesses the town works with. Practical communication skills reduce misunderstandings and make a mayor more effective within their official capacities.
- **Decision-making**  
Decision-making skills allow a mayor to assess the information presented to them and come to the correct conclusion about the best option to pursue. As a top government official, a mayor is often responsible for making important decisions that affect their residents. Effective decision-making allows a mayor to perform at their best and maximize the benefits they provide to their citizens through the policies and events the mayor authorizes.
- **Economic development**  
Economic development skills provide a mayor with the education and experience required to identify and execute plans that foster economic growth within a community. Providing a healthy economy and opportunity to residents is a primary responsibility of a mayor and often one of the most important factors in a mayor's approval ratings. Building an understanding of economic development can help a mayor improve conditions within their city and make its residents more prosperous.

- **Empathy**

Empathy represents a mayor's ability to understand another person's position and how they are feeling. It is a critical skill for interacting with residents to understand their needs and why they're addressing particular issues. Mayors should also demonstrate empathy with fellow politicians to find common ground when discussing public matters. An empathetic mayor may be more capable of serving all of their constituents, not just those who they can directly relate to, allowing them to be more effective in the role.

- **Leadership**

Leadership is a mayor's ability to inspire those working underneath them to follow the mayor's plan and achieve results to their fullest potential. As a senior government position, leadership is a critical skill for a mayor to possess. A mayor who is a strong leader is more capable of getting full commitment from staff for their initiative, which can lead to higher productivity and improved results.

- **Financial management**

A mayor's financial management skills allow them to use their available budget effectively to maximize the benefits it provides. A mayor operating within a strong-mayor system often has the right of final approval for the budget. Understanding the principles of financial management allows the mayor to more efficiently allocate funding and identify the most beneficial uses of all available funding, as well as make more informed cases when the mayor feels a change to the budget or spending plan will benefit residents.

- **Negotiation**

Negotiation skills allow a mayor to reach favorable agreements when planning with parties who have different interests than the mayor. Negotiation skills may benefit a mayor when setting prices with contractors working on government initiatives. A mayor can also negotiate with other government officials to create compromise agreements in order to enact new policies.

- **Persuasion**

Persuasion skills allow a mayor to convince others to agree with them on a proposal. Strong persuasive abilities are beneficial to a mayor not only while in office, where persuasion allows the mayor to attain more favorable results when setting policies, but also when seeking to become a mayor. Persuading voters or town council members that you are the best choice for the position is a critical part of becoming a mayor.

- **Political savvy**

Political savvy represents a mayor's ability to operate within the political sector to achieve their goals. A mayor uses their political savvy throughout their career, both when seeking political positions and after earning them. Understanding politics allows a mayor to maneuver within a city or town's political structure in order to advance their political agenda by making connections and avoiding mistakes.

- **Public administration**

Public administration skills encompass the knowledge and application of tasks required for a government's basic operations. As an executive position, the mayor is often responsible for managing work across many government departments. Public administration skills allow the mayor to oversee the work being done by others within the government and by contractors hired by the government.

- **Mayor's education requirements**

Although there are no formal education requirements for a mayoral candidate, most mayors have advanced degrees. Common fields to consider as an aspiring mayor include public administration, political science, and business. Candidates who do not possess a degree from a college or university may promote their connection with the working class, increasing their relatability.



## City of Sand Point

### MEMORANDUM TO COUNCIL

**TO:** Mayor Smith and City Council Members  
**FROM:** Debi Schmit, City Administrator  
**DATE:** January 7, 2026  
**SUBJECT:** Lobby Contract 2026

Mark Hickey has represented the City of Sand Point since 2007. The contract was typically between \$15,000 and \$18,000 annually but was adjusted to \$8,000 in 2020.

At the lower rate, most services are to monitor and report on developments in the State of Alaska's legislative and executive branches. I spoke with Mr. Hickey and confirmed that additional services are available to address issues, usually related to state agencies, but minor federal issues can be handled as well.

The following is a list of some of the help Hickey & Associates provided for the City of Sand Point:

- Bond funding to reconstruct the School Loop Road.
- Securing federal highway funds to construct the new city/ferry dock and support as needed during project development and construction.
- Implementation of Part 139 status for Sand Point Airport to allow service by Saab 2000 aircraft. Included the creation of the first landing fee structure at a non-primary state airport.
- Support to secure state harbor matching grant funding for the new borough harbor.

I am hoping that Mark will be able to call in for this meeting. He and I will meet soon to discuss potential assistance as we consider our 2026 capital improvement list (CIP). We will update the CIP list at the next meeting.

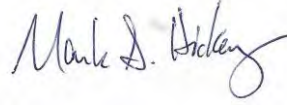
**CONTRACT AGREEMENT #SP-020  
BETWEEN CITY OF SAND POINT  
AND HICKEY & ASSOCIATES**

This is a contract for professional lobbying services between Hickey & Associates, hereinafter "Contractor", and the City of Sand Point, hereinafter "Client" for 2026.

**Terms and Conditions**

1. The Contractor will provide general lobbying services as requested for the Client. One of the principal tasks is to help secure funding for transportation and infrastructure projects in Sand Point. The Contractor will perform other lobbying services as directed by the Client's contact person. Ms. Debi Schmit, City Administrator, or her designee, will serve as the Client's contact person.
2. The Contractor will provide a written monthly status report during session. Other written reports will be provided as needed.
3. The Contractor will be paid a fixed fee of \$8,000 for these services. Monthly payments of \$2,000 each will be provided on or about the first day of each of the first four months during calendar year 2026.
4. The term of this contract commences on January 1, 2026, and terminates on December 31, 2026. The contract is subject to renewal by agreement of both parties.
5. The Contractor will cover all normal office overhead expenses. The Client will reimburse the Contractor for the 2026 \$250 APOC registration fee. The Contractor will be reimbursed for any extraordinary out-of-pocket expenses through the duration of this contract. Extraordinary out-of-pocket expenses are defined as all direct travel, hotel, and meal expenses for any requested trip. All extraordinary expenses must have the prior approval of the Client's contact person.

This agreement constitutes the full agreement between the parties.



\_\_\_\_\_  
City of Sand Point

\_\_\_\_\_  
Hickey & Associates

\_\_\_\_\_  
Date

\_\_\_\_\_  
November 28, 2025  
Date



City of Sand Point

## MEMORANDUM

**TO:** Mayor Smith  
**FROM:** Debi Schmit, City Administrator  
**DATE:** January 8, 2026  
**SUBJECT:** GCI Lease Lot A

Last fall, I began working with GCI on a backup location for installing its 145-foot tower in Sand Point. Last July and August, the Council approved a building permit to erect the 145-foot tower, and in the process, staff realized that amending the ordinances is needed to clarify permitted uses in the open space zone. This was approved by Council.

To accommodate GCI's request for an approved backup location, I worked with Dylan Jacobsen regarding utility line locations to prevent damage to the City's water system.

Recently, GCI has notified me that the City of Sand Point Lot "A" is now the primary candidate for the new proposed GCI cellular tower facility. I have attached the GCI preliminary zoning level drawing and a survey plat of the hill area, including Lot A, for your review.

Currently, staff is working on the lease details with GCI and will update you when they are complete.

This item was added to the agenda to provide you with an update on the project. A GCI representative will be available for any questions you may have.



# SAND POINT LOT A TOWER

## ALASKA PLAN WIRELESS 2025

### DAYLIGHT SITE ID: 5769

### WIRELESS SITE ID: 5620

### ER #: 25192

### GPS COORDINATES

### SAND POINT, AK 99661

### ALEUTIANS EAST BOROUGH



520 South Main Street, Suite 2531  
Akron, OH 44311  
330.572.2100 Fax 330.572.2101



2550 DENALI STREET, SUITE 1000  
ANCHORAGE, AK 99503  
800.800.4800

## NEW 145'-0" SELF SUPPORT TOWER

GCI SITE NAME:	SAND POINT LOT A TOWER
GCI SITE ID:	5620
RFDS REVISION:	TBD
FE DESIGN REVISION:	BASED ON P2
ADDRESS:	GPS COORDINATES SAND POINT, AK 99661
BOROUGH:	ALEUTIANS EAST BOROUGH
JURISDICTION:	ALEUTIANS EAST
LEGAL DESCRIPTION:	LOT A (77-2)
OCCUPANCY CLASSIFICATION:	B (UNMANNED)
A.D.A. COMPLIANCE:	FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION
PROPERTY OWNER:	CITY OF SAND POINT LEGAL ENTITY TO BE CONFIRMED
LATITUDE / LONGITUDE: (PER GOOGLE EARTH)	55.343525° -160.490414°
GROUND ELEVATION: (PER GOOGLE EARTH)	±114' NAVD88

### PROJECT SUMMARY

GCI PROPOSES CHANGES TO THE EXISTING UNMANNED TELECOMMUNICATIONS FACILITY WITH THE GENERAL SCOPE OF WORK DESCRIBED BELOW:
TOWER SCOPE OF WORK:
<ul style="list-style-type: none"> <li>• INSTALL 145' SELF SUPPORT TOWER &amp; FOUNDATION</li> <li>• INSTALL (3) SITEPRO1 - VFA10-HD SECTOR FRAMES (140' AGL)</li> <li>• INSTALL (3) ERICSSON - 4004 2L 2M 1.8M ANTENNAS (140' AGL)</li> <li>• INSTALL (3) ERICSSON - 4480 B2/B66 RRU's (140' AGL)</li> <li>• INSTALL (3) ERICSSON - 4480 B71/B85 RRU's (140' AGL)</li> <li>• INSTALL (3) ERICSSON - 4478 B5 RRU's (140' AGL)</li> <li>• INSTALL (3) KAELUS - DBCT108F1V92-2 DIPLXERS (140' AGL)</li> <li>• INSTALL (3) RAYCAP - RGCDC-6715-PF-48 OVPs (140' AGL)</li> <li>• INSTALL (3) HYBRID CABLES W/ HYBRID GROUND KITS</li> </ul>
GROUND SCOPE OF WORK:
<ul style="list-style-type: none"> <li>• INSTALL NEW 48'x48' FENCED COMPOUND</li> <li>• INSTALL NEW SHELTER, SHELTER FOUNDATION &amp; STEPS</li> <li>• INSTALL LIGHTING ABOVE DOOR, ON ICE BRIDGE &amp; NEAR FCB UNIT</li> <li>• INSTALL NEW 200A METER &amp; SERVICE DISCONNECT ON UTIL. H-FRAME</li> <li>• INSTALL NEW 225A AC PANEL W/TVSS</li> <li>• INSTALL NEW MANUAL TRANSFER SWITCH W/ 100A GEN. PLUG BELOW</li> <li>• INSTALL NEW LADDER RACK &amp; FIBER TROUGH</li> <li>• INSTALL NEW SHELTER GROUND BARS</li> <li>• INSTALL (2) NEW 4-POST RACKS &amp; (2) NEW 2-POST RACKS</li> <li>• INSTALL NEW BACKBOARD W/FPD &amp; NEW BATTERY PPE BOARD</li> <li>• INSTALL (2) NEW OMNION RECTIFIERS SHELF 23"</li> <li>• INSTALL (4) NEW 75A MODULE IN 8-HR RECTIFIER</li> <li>• INSTALL (3) NEW 75A MODULE IN 2-HR RECTIFIER</li> <li>• INSTALL (3) STRINGS OF 210H BATTERIES IN 8-HR 4-POST RACK</li> <li>• INSTALL (2) STRINGS OF 210H BATTERIES IN 2-HR 4-POST RACK</li> <li>• INSTALL NEW RACK MOUNTED EQUIPMENT</li> <li>• INSTALL NEW ICE BRIDGE W/ POSTS, H-FRAME &amp; GPS ANTENNA</li> <li>• INSTALL (3) RAYCAPS &amp; (3) SLACK BOXES</li> <li>• INSTALL NEW CABLE TRAY &amp; CABLE ENTRY PANEL</li> <li>• INSTALL NEW VRLA &amp; FIRE EXTINGUISHER</li> <li>• INSTALL NEW AIR-CONDITIONER UNIT (AC1)</li> <li>• INSTALL (2) NEW RIB2401B FIELD RELAY (RF1 AND RF2)</li> <li>• INSTALL NEW AIRSYS FREE COOLING BOX (FCB)</li> <li>• INSTALL NEW AIRSYS FCB CONTROLLER</li> <li>• INSTALL NEW THERMOSTAT (T1)</li> <li>• INSTALL NEW ELECTRIC WALL HEATER (EWH1)</li> <li>• INSTALL (2) NEW SMOKE DETECTORS (SM1 AND SM2)</li> <li>• INSTALL NEW TOWER LIGHTING BOX (MOUNTED ABOVE EWH1)</li> </ul>

### PROJECT DESCRIPTION

FROM SAND POINT AIRPORT: DEPART AIRPORT AND HEAD NORTHEAST TOWARD AIRPORT RD (0.1 MI), TURN RIGHT ONTO AIRPORT RD (2.3 MI), CONTINUE ONTO SAND POINT AVE (0.7 MI), TURN LEFT ONTO ACCESS ROAD (276 FT) END AT TOWER SITE ON THE RIGHT.

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUCTED TO PERMIT WORK NOT CONFORMING TO THESE CODES.	
BUILDING CODE	13 AAC 50.020 (2021 IBC)
MECHANICAL CODE	13 AAC 50.023 (2021 IMC)
ELECTRICAL CODE	8 AAC 70.025 (2020 NFPA 70)
FIRE CODE	13 AAC 50.025 (2021 IFC)
FUEL GAS CODE	13 AAC 50.024 (2021 IFGC)
PLUMBING CODE	8 AAC 63.010 (2018 UPC)

ACCESSIBILITY REQUIREMENTS:  
FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION. HANDICAPPED ACCESS REQUIREMENTS ARE NOT REQUIRED IN ACCORDANCE WITH THE 2021 IBC BUILDING CODE.

### APPLICABLE CODES

<b>APPLICANT</b> GCI 2550 DENALI STREET, SUITE 1000 ANCHORAGE, AK 99503	<b>ENGINEER</b> GPD GROUP, INC. 520 SOUTH MAIN STREET, SUITE 2531 AKRON, OH 44311 CONTACT: KIRK FRASER KFRASER@GPDGROUP.COM (206) 204-7458
<b>PROJECT MANAGER</b> KELLY RAY KRAY@GCI.COM	
<b>CONSTRUCTION MANAGER</b> ANDREW PARKER APARKER1@GCI.COM	

### PROJECT TEAM

SHEET NUMBER	DESCRIPTION
T-1	TITLE SHEET
C-1	OVERALL SITE PLAN
C-2	FINAL COMPOUND PLAN
C-3	TOWER ELEVATION

REV.	DATE	DESCRIPTION
A	12/18/25	ISSUED FOR REVIEW

TELECOM SEAL

**5620**  
**SAND POINT LOT A TOWER**  
ER #: 25192  
GPS COORDINATES  
SAND POINT, AK 99661

**TITLE SHEET**

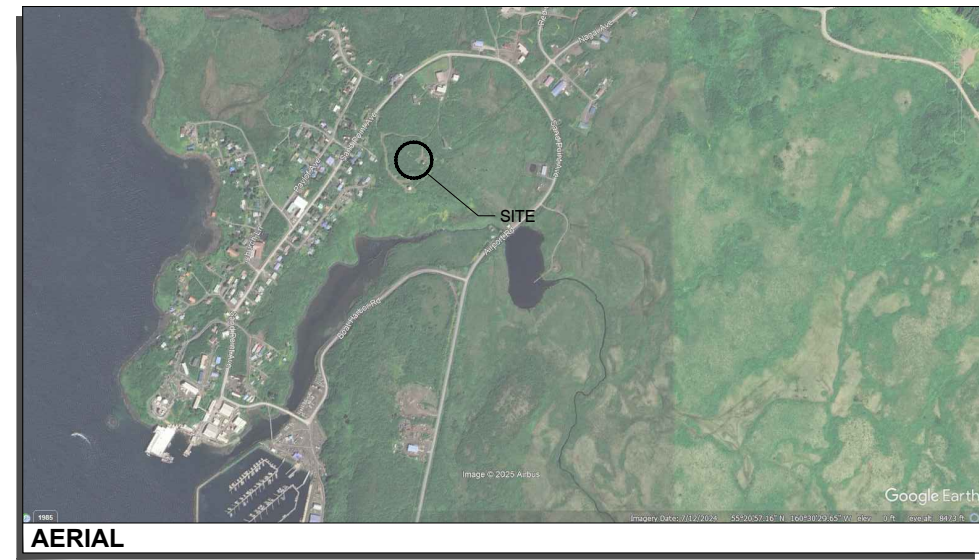
ALL DRAWINGS CONTAINED HEREIN ARE FORMATTED FOR 22"x34". CONTRACTOR SHALL VERIFY ALL PLANS AND EXISTING DIMENSION AND CONDITIONS ON THE JOB SITE AND SHALL IMMEDIATELY NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK OR BE RESPONSIBLE FOR SAME.

### SHEET INDEX

TOWER DESIGN BY:	VALMOUNT (ORDER# 633250) DATED: 08/07/2025
FOUNDATION DESIGN BY:	BBFM ENGINEERS INC. DATED: 08/22/2025
SHELTER DESIGN BY:	ANDREW P. ADAMS, PE DATED: 05/21/2025

### REFERENCE DOCUMENTS

CALL ALASKA ONE CALL  
(800) 478-3121  
CALL 3 WORKING DAYS  
BEFORE YOU DIG!



Drawing Name: O:\Telecom\GCI Towers\5620 Sand Point\03\_Scenes\2025.1.17\_GCI\_Lot A Lease Exhibit (DRAFT LOCATION)\_AE01\_Dwg\5620\_SAND POINT WATER TOWER\_ZD\_Rev A\_12.18.2025.dwg  
December 18, 2025 12:57 PM - CBalment

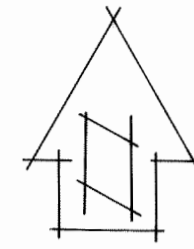
GPD JOB NO.  
**2025725.00.5620.01**

# T-1

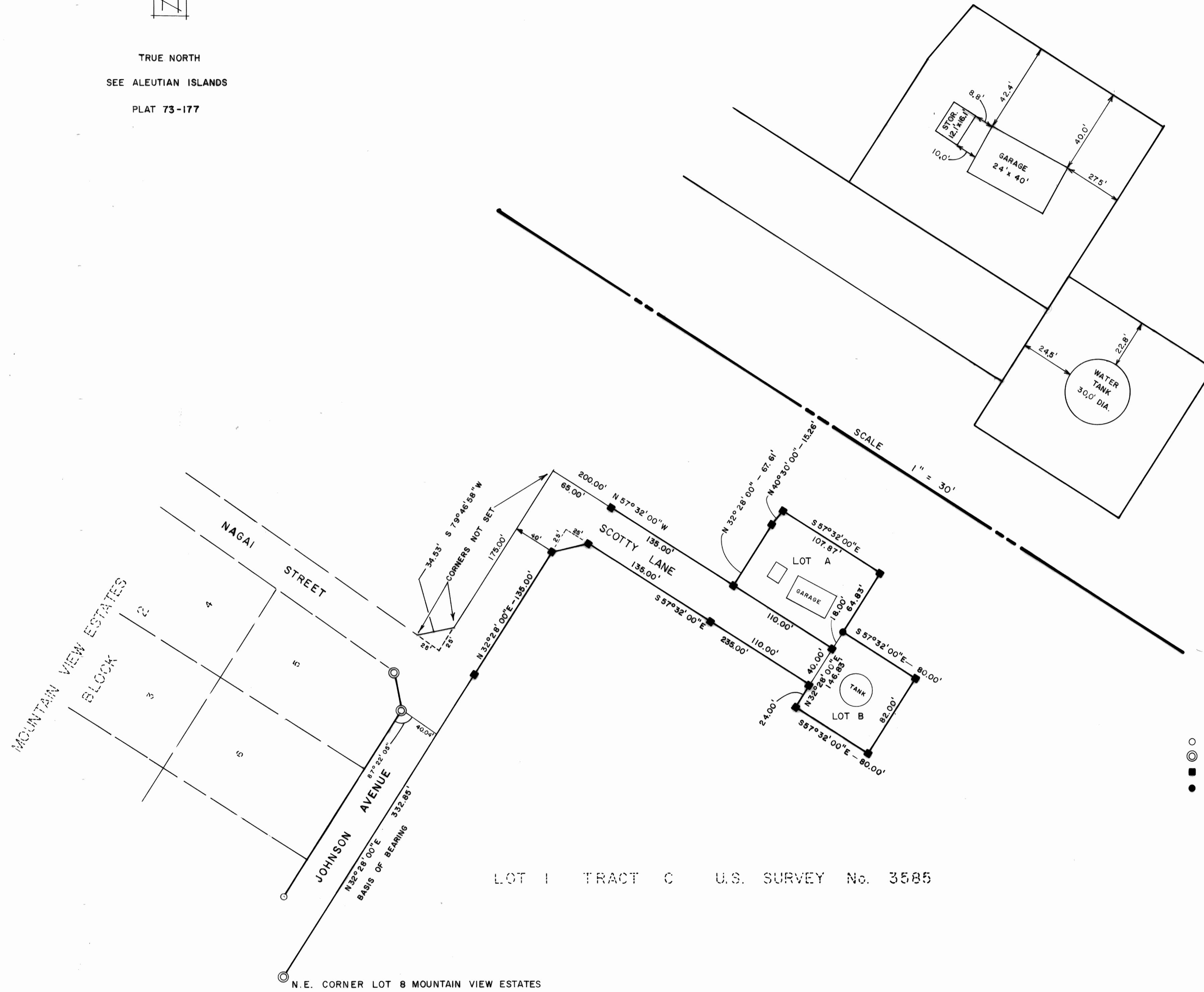








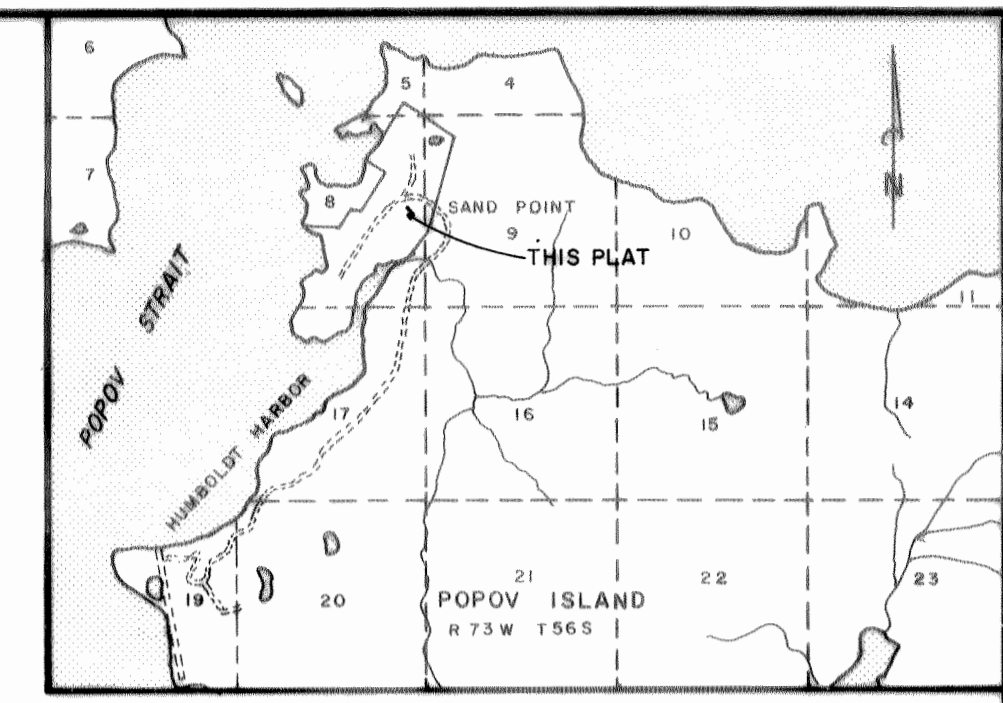
TRUE NORTH  
SEE ALEUTIAN ISLANDS  
PLAT 73-177



LOT 1 TRACT C U.S. SURVEY No. 3585

- LEGEND
- FOUND 3/4" PIPE
  - ⊙ FOUND 3" PIPE FILLED WITH CONCRETE
  - SET 1 1/2" SQUARE STEEL PIN
  - SET No. 5 REBAR WITH CAP

77-2  
ALEUTIAN ISLANDS  
August 18, 1977  
10:10 A.M.  
Requested by Capt. Thurlow, Loutrel + Duggan  
Address 425 G St.  
Anchorage, Alaska 99501



VICINITY MAP  
SCALE 1" = 1 MILE

CERTIFICATE OF OWNERSHIP & DEDICATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE LEGAL OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON, AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT. I (WE) ALSO DEDICATE FOR PUBLIC OR PRIVATE USE, ALL EASEMENTS, PUBLIC UTILITY AREAS, AND ROADWAYS DESCRIBED HEREON.

BY: *William Plutar* BY: \_\_\_\_\_  
CITY OF SAND POINT

DATE: 6/10/77

WITNESSED BY: \_\_\_\_\_  
WITNESS \_\_\_\_\_  
WITNESS \_\_\_\_\_

NOTARY ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN TO BEFORE ME THIS 10<sup>th</sup> DAY OF June 1977  
*William Plutar*  
NOTARY FOR ALASKA MY COMMISSION EXPIRES 8-8-78

SURVEYOR'S CERTIFICATE

I, E.K. McMillan, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT THE PLAT OF WATER TANK AND GARAGE SITES IS A TRUE AND CORRECT REPRESENTATION OF LANDS ACTUALLY SURVEYED; AND THAT ALL BEARINGS AND DISTANCES ARE SHOWN CORRECTLY; AND THAT ALL PERMANENT EXTERIOR CONTROL MONUMENTS, ALL OTHER MONUMENTS AND LOT CORNERS HAVE BEEN SET AND STAKED. AS NOTED



DATE 7-7-77  
SIGNATURE OF LAND SURVEYOR *E.K. McMillan*

PLATTING BOARD

NO PLATTING BOARD EXISTS IN THIS AREA.  
FILED FOR RECORD AT THE REQUEST OF CITY OF SAND POINT THIS 7 DAY OF JULY 1977.

BOMHOFF & ASSOCIATES, INC.  
ENGINEERING · PLANNING · SURVEYING  
1020 West International Airport Road  
Anchorage, Alaska 99502

SURVEY PLAT OF  
WATER AND GARAGE SITES  
FOR  
CITY OF SAND POINT, ALASKA

Designed by \_\_\_\_\_  
Drawn by K.D.  
Checked by \_\_\_\_\_  
Scale 1" = 60'  
Date 5-13-1977  
Job No. 1446-5  
Sheet 1 of 1



## City of Sand Point

**TO:** Mayor Smith  
City Council Members  
**FROM:** Debi Schmit  
City Administrator  
**DATE:** January 9, 2026  
**SUBJECT:** Finance Recommendation

In light of the council's ongoing concerns about the changes in the finance department, I recommend that you approve conducting a 360-degree review. Such a review provides a holistic view of operations and performance by gathering anonymous employee feedback. It can identify strengths, blind spots, and crucial development areas to improve governance, leadership, employee engagement, and overall service delivery, thereby improving community outcomes.

I am going to be transparent and candid in putting this forward to support my recommendation. It has been one year since changes took place in the finance department. What should have been an easy transition has been proven otherwise for many reasons and is typical. However, a constant distraction has substantially increased the city's legal expenses, taken valuable staff time, affected staff morale, and may have created a toxic environment.

It is unlikely that anyone or any group that is not involved in the day-to-day activities can fix the problem. To fix something, we need to know what is broken. I welcome the Council's support and urge you to allow me to bring back a formal proposal for a 360-degree review of operations. It is wise to look at the big picture, especially in these times of doing more with less. A 360-review will provide a holistic view of operations and performance by gathering anonymous employee feedback. It will identify strengths, blind spots, and crucial development areas to improve governance, leadership, employee engagement, and overall service delivery, thereby improving community outcomes. Furthermore, with your interest in reviewing the mayor and city administrator's responsibilities, this process can tie in nicely and provide you with the details for future success.

Using a third party for 360 reviews provides objectivity, anonymity, and expertise, ensuring honest feedback by removing internal biases, protecting reviewer confidentiality (crucial for candid comments), and leveraging specialized skills for data analysis and coaching, leading to more effective development plans and a holistic view of performance beyond just a manager's perspective

# PUBLIC COMMENTS

# COUNCIL COMMENTS

# AGENDA ITEMS FOR NEXT MEETING

**NEXT MEETING  
DATE**

# EXECUTIVE SESSION

# ADJOURNMENT

FYI