

**CALL TO ORDER:**

The special meeting of the Sand Point City Council was held Tuesday, June 4, 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	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 – Telephonically  
 Kurtis Gundersen, Finance Officer –Telephonically  
 Jade Gundersen, City Clerk  
 Jeff Thompson, Police Chief  
 Richard Lowery, Invenstigator  
 Julius Karlsen, Public Works Director  
 Dylan Jacobsen, Water & Sewer Director  
 Allen Kuchenoff, 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 Arlene Gundersen made a motion to approve the Regular Meeting Minutes of May 14, 2024 with spelling corrections.

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

VOTE: Motion passed unanimously.

**REPORTS:**

Public Works Director – Julius Karlsen

Public Works Director Julius Karlsen read his report was included in the packet. Council Member Austin Roof thanked the Public Works crew for their work on the pot holes.

Water/Sewer Director- Dylan Jacobsen

Water/Sewer Director Dylan Jacobsen's read his report included in the packet.

Harbor Master – Allen Kuchenoff Jr.

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

Fire & EMS Director

Fire and EMS Director Brady Gatlin read his report included in the packet. He added that he was able to attend a fire training in Bethel that consisted of Bethel Fire Department, VPSOs, and State Fire Marshall training coordinators. He'll be bringing the training here for the volunteer fire fighters.

Police Chief – Jeff Thompson

Police Chief Jeff Thompson read the report included in the packet.

Finance Officer – Kurtis Gundersen

Finance Officer Kurtis Gundersen reported that we received \$31,900.31 in Sales Tax Revenue and \$0 in Raw Fish Tax.

Administrator – Debi Schmit

Administrator Debi Schmit reported that ICE is moving along and will soon be able to transfer all the City employee emails over to new email and have shared files. Our staff is working diligently to get files to the auditor, and it is on track to be completed by late July, early August. Our FY24 audit is scheduled to be completed late December, early January.

**HEARINGS, ORDINANCES, AND RESOLUTIONS:**

1. Ordinance 2024-03: An Ordinance of the City of Sand Point, Alaska, Adopting the Operating Budget for Fiscal Year 2025: 2<sup>nd</sup> Reading

MOTION: Council Member Jack Foster Jr. made a motion to put Ordinance 2024-03: An Ordinance of the City of Sand Point, Alaska, Adopting the Operating Budget for Fiscal Year 2025 on the floor for second reading.

SECOND: Council Member Marita Gundersen seconded the motion.

DISCUSSION: Administrator Debi Schmit reviewed the proposed FY25 Budget.

MOTION: Council Member Amy Eubank mad a motion to adopt Ordinance 2024-03: An Ordinance of the City of Sand Point, Alaska, Adopting the Operating Budget for Fiscal Year 2025.

SECOND: Council Member Jani Gundersen seconded the motion.

VOTE: Motion passed unanimously.

2. Ordinance 2024-04: An Ordinance Amending the City Of Sand Point Municipal Code Chapter 11: Boat Harbor Facilities, Section 11.40.060. Upland Storage Fees, Item (C);2<sup>nd</sup> Reading.

No action taken.

**OLD BUSINESS: None**

**NEW BUSINESS:**

1. COLA and Pay Increases

No action taken.

2. Personnel Policy Amendment to Chapter 5 Pay and Benefits, Section 5-I Salary Administration

MOTION: Council Member Austin Roof made a motion to approve the amendment to the Personnel Policy, Chapter 5 Pay and Benefits, Section 5-I Salary to remove non-contractual from the COLA portions of our policy.

DISCUSSION: Council Member Austin Roof recommends that this change should not negatively impact contracted employees who may have missed Cost of Living Adjustments in the past when contracts are considered.

SECOND: Council Member Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

3. Police Chief Resignation

No action taken.

4. Tools for Public Works

MOTION: Council Member Austin Roof made a motion to approve the purchase of tools for Public Works from Julius Karlsen in the amount of \$6,500.

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

VOTE: Motion passed unanimously.

**PUBLIC COMMENTS:**

Investigator Rich Lowery reported on the drug enforcement activity and seizures related to Sand Point.

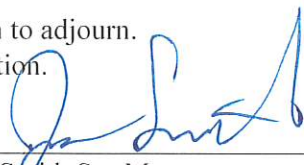
**COUNCIL COMMENTS:**

**ADJOURNMENT:**

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

SECOND: Council Member Jani Gundersen seconded the motion.

The meeting adjourned at 8:14 pm.

  
James Smith Sr., Mayor

ATTEST:

  
Jade Gundersen, City Clerk