

# SAND POINT CITY COUNCIL

Regular Meeting Minutes

Tuesday, December 10, 2013

## CALL TO ORDER:

The regular meeting of the Sand Point City Council was held Tuesday, December 10, 2013, in the Sand Point Council Chambers. Mayor Martin Gundersen called the meeting to order at 7:06 p.m.

## ROLL CALL:

Martin Gundersen	Mayor	Present
Danny Cumberlidge	Seat A	Present
Allan Starnes	Seat B	Present-via Teleconference
Shirley Brown	Seat C	Present
Jack Foster Jr.	Seat D	Present-via Teleconference
Marita Gundersen	Seat E	Present
Rayette McGlashan	Seat F	Present

A quorum was established.

## Staff in attendance:

Paul Day, Administrator  
Krista Galvin, Finance Officer  
Shannon Sommer, City Clerk  
John Lucking, Jr., Chief of Police  
Dave Stokes, Public Works Director  
Raymond Ogata, Acting Harbor Master

## APPROVAL OF AGENDA:

Mayor Martin Gundersen requested a motion to approve the agenda with the addition of adding Ordinance 2013-07: Elders Utility Exemptions for 1<sup>st</sup> Reading.

MOTION: Councilperson Shirley Brown made a motion to approve the agenda with the addition.

SECOND: Councilperson Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

## APPROVAL OF CONSENT AGENDA:

1. Minutes of November 12, 2013 Regular Meeting

Mayor Gundersen made a motion to approve the Consent Agenda with the deletion of "Acting" before Harbor Master and the correct spelling of Magone on page 2.

MOTION: Councilperson Marita Gundersen made a motion to approve the consent agenda.

SECOND: Councilperson Rayette McGlashan seconded the motion.

VOTE: Motion passed unanimously.

## REPORTS:

### Finance Officer- Krista Galvin

Finance Officer Krista Galvin reported that as of October 2013, we received \$41,610.64 in Raw Fish Tax, \$69,251.83 in Sales Tax and the bank balance is \$4,948,658.53. She included a check register, expenditure and revenue guideline.

### Administrator- Paul Day

-Administrator Paul Day reported since the last meeting, the elevation of the height of the pilings in the harbor has raised some concerns. The City has instructed Pacific Pile & Marine to cut the pilings at a +18' elevation on the T, A & B floats. Administrator Day stated to insure the +16' piling elevation on the C float is within acceptable standards, he has instructed URS to provide the city with a letter stating the elevation is capable of handling the tidal

swings documented for our area, and no further work will be needed for the C float. Administrator Day has expressed the city's appreciation and cooperativeness Pacific Pile & Marine has shown as they work with the city.

-The City has requested R & M to remove their on-site inspector as there have been some issues with the B and C float pilings, among other reasons. R & M will be sending a new inspector in the next couple of days.

-Administrator Day stated McClintock Land Associates is slowly finishing the survey project, and is expecting to receive the plat for the Galovin Harbor Subdivision. Once the document is signed and recorded, it will give the city a clear picture of the harbor uplands available for leasing.

-Administrator Day will talk more about the Horizon lease under new business.

-Mayor Martin Gundersen will give an update of the damaged dock.

-The City of Sand Point is required to have general liability and workers compensation insurance, because of the increasing costs, Administrator Day wrote a contractual agreement to APEI informing them, the city will be looking at all options for the upcoming insurance renewal period (July 1, 2014 thru June 30, 2015).

-The Sales Tax rate will be increased to 4% beginning January 1, 2014. Administrator Day stated he has been updating the city's sales tax forms, which will be available to be completed on-line, or, it can be printed and manually completed.

-Andy Varner is scheduled to begin work on January 2, 2014; Administrator Day will be working closely with Mr. Varner on issues needing immediate and/or ongoing attention, he will be explaining the current digital filing systems and the current record keeping.

#### Mayor Martin Gundersen

-Mayor Gundersen stated he received an email from Magone; Jack McFarland will be here December 28, 2013.

-He stated Councilperson Shirley Brown, Finance Officer Krista Galvin, City Clerk Shannon Sommer and himself attended AML last month, the time in Anchorage was constructively spent. Administrator Day, Councilperson Brown and he were able to take Andy Varner out to a business lunch, and spoke in-depth about the Administrator position. Mayor Gundersen also made the last day of the Boat Show in Seattle, and had a meeting with Trident about the tax proposal.

#### Department of Public Safety - Chief John Lucking, Jr.

Chief of Police John Lucking, Jr. reported some statistical information which was provided. Chief of Police Lucking stated the Sand Point Police Department is hosting a King Cove trial. He stated the Assistant District Attorney gave an estimated date when the trial will be over, and said he will be able for anyone who had any questions or thoughts. Chief of Police Lucking thought it would be important for the Assistant DA to hear other views from outside the Sand Point Police Department.

#### Public Works Department - Dave Stokes

##### Shop/Streets

Public Works Director Dave Stokes reported the Public Works department finished the city's playground. They ditched the Jumps Hill and City Dock Road. They unloaded 8 days worth of floats at the rock quarry. They helped Aleutian Housing move junk vehicles. They repaired PW Director Stokes truck. They re-built grader changes. They serviced 1 Police vehicle and 1 Bob Cat. They were working on the Recycle Centers furnace and at that time they were waiting for a part to arrive. In the harbor, they prepped the electrical area on B & C floats for the electrician.

##### Water/Sewer

They replaced the Mud Lift Station pump, and ordered a backup pump. They received all parts for Pump 2 in the Main Pump House. They are continuing to troubleshoot the PLC (Programmable Logic Controller) at the Water Plant, and thanked Trident for loaning Justin to help with the PLC. They are currently actively seeking for a Water & Sewer Operator and are rebuilding hydrants.

##### Landfill

They have been steadily hauling and burning trash. They greased the Trash Truck. They replaced the Upper Carrier Roller on the 792 Excavator. They have hauled 27 loads of broken floats to the Landfill to bury.

##### Recycle Center

Crushing glass.

Fire Chief - Dave Stokes

Terenty Dushkin had organized the fire hall. Brett Stokes and Fire Chief Stokes have worked on the Jaws of Life. The Chief and Terenty Dushkin were working on a grant.

Mayor Gundersen asked PW Director Stokes about the water runoff into Kasie Gundersen's home. PW Director Stokes replied he has notified the owners of the vehicles that are sitting on the city street needed to fix the problem, they have been notified numerous times, and the city will need to address a letter to the owners so they can remove the vehicles.

Harbor - Richard Kochuten Sr.

Harbor Master Richard Kochuten, Sr. was on leave.

Mayor Gundersen asked Acting Harbor Master Raymond Ogata to update the Council about the harbor. Acting Harbor Master Ogata stated everything is going as planned.

Student Council Representative – Colten Mack

Student Council Representative Colten Mack reported he is currently the Student Council President, Lanie Kuchenoff is the Vice-President, Jillian Bjornstad is the Secretary Treasurer, Dantezza Pangilinan is Social Chair, Keomi Chrim is 12<sup>th</sup> grade Representative, Marieana Larsen is 11<sup>th</sup> grade Representative, Chloe Gardner is 10<sup>th</sup> grade Representative, Madison Thompson is 9<sup>th</sup> grade Representative, Peyton Stroud is 8<sup>th</sup> grade Representative and 7<sup>th</sup> grade Representative is Brittany Gardner. Some events the Student Council have done this year are Red Ribbon week and Spirit week. School Council Representative Mack and Madison Thompson both went to the ASAA Conference in Juneau, and were working on resolutions to present at the next conference. The Student Council recently had the Halloween Carnival, the Great American Smoke Out, the Winter Formal Dance, and a Science Fair. The Winter Concert was that upcoming Thursday at 7pm, High School Basketball practice has begun and the first Basketball game will be January 7, 2014. Lastly, he reported they have been working on Prom ideas throughout the year.

**HEARINGS, ORDINANCES, AND RESOLUTIONS:**

1. Ordinance 2013-06: Abatement of Nuisance – 2<sup>nd</sup> Reading

MOTION: Councilperson Marita Gundersen made a motion to put Ordinance 2013-06 on the floor for 2<sup>nd</sup> Reading.

SECOND: Councilperson Rayette McGlashan seconded the motion.

DISCUSSION: Administrator Day stated this Ordinance would allow the city to dispose of derelict/abandoned pieces of property that have been neglected for a number of years.

PUBLIC COMMENTS: None.

COUNCIL COMMENTS: Councilperson Jack Foster, Jr. stated he supports the Ordinance but would like certain areas of the ordinance to be cleaned up, Councilperson Allen Starnes agreed with Councilperson Foster.

Administrator Day proposes the Council pass the ordinance, don't pass the ordinance or make amendments to the ordinance and pass it. Administrator Day and Mayor Gundersen explained the nuisance of abandoned trailers and vehicles and why this ordinance is needed.

MOTION: Councilperson Rayette McGlashan made a motion to table Ordinance 2013-06: Abatement of Nuisance – 2<sup>nd</sup> Reading until the January 2014 meeting.

SECOND: Councilperson Danny Cumberlidge seconded the motion.

2. Ordinance 2013-07: Elder's Utility Exemptions – 1<sup>st</sup> Reading

MOTION: Councilperson Shirley Brown made a motion to put Ordinance 2013-07: Elder's Utility Exemptions on the floor for 1<sup>st</sup> Reading.

SECOND: Councilperson Danny Cumberlidge seconded the motion.

DISCUSSION: Administrator Day stated this ordinance is to change our current elder water and sewer rates, grandfathering in 65 year olds and older, and for new applicants to pay a 20% discount on the services.

PUBLIC COMMENTS: None.

COUNCIL COMMENTS: None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. Amending Personnel Policy & Procedures Manual

Administrator Day stated the changes to the manual will include the new pay procedures will be as follows, on page 26: the first pay period under this new change will cover December 15 thru December 29. Completed timesheets must be submitted to the Finance Department no later than Tuesday for the previously completed payroll period. Late or missing timesheets may prevent an employee from receiving their pay in a timely manner. On page 28: A daily per diem will now be at a rate of \$200. Employees will receive a full days Per Diem the day of departure and \$50 Per Diem the day of return. If lodging is provided (paid) by the City or sponsoring agency, the City shall pay \$50 per day Per Diem for meals and incidental expenses. On page 29: Employees who use their personal vehicles for approved business purposes will receive a mileage allowance of \$0.50 per mile for the use.

**MOTION:** Councilperson Shirley Brown made a motion to adopt the changes to the Personnel Policy made by Administrator Day.

**SECOND:** Councilperson Marita Gundersen seconded the motion.

**VOTE:** Motion passed unanimously

2. City Administrator – Andrew Varner – Contract approval

Administrator Day explained to the Council Varner’s contract agreement. Councilperson McGlashan was absent for the workshop, so Administrator Day gave her an update of Varner’s contract conditions. Councilperson McGlashan and Councilperson Danny Cumberlidge expressed their opinions for the pay rate.

**MOTION:** Councilperson Shirley Brown made a motion to approve Andy Varner’s contract.

**SECOND:** Councilperson Rayette McGlashan seconded the motion.

**VOTE:** Motion passed unanimously

3. 2014 Horizon Harbor Lease

Administrator Day explained to the Council we will be leasing Lots 4 & 5 to Horizon Lines for a 1 year lease, the new lease for the property will be at a rate of \$6000/mo. and there are no exceptions to current wharfage rates for the duration of this agreement.

**MOTION:** Councilperson Shirley Brown made a motion to approve the lease agreement with Horizon.

**SECOND:** Councilperson Jack Foster, Jr. seconded the motion.

**VOTE:** Motion passed unanimously

4. Correspondence

Dave Adams was present to explain first to the Council that he recently purchased Ed & Terry Holthus’ property as is, and would like the City to retrieve the wiring that is located in the shed. Councilperson Brown explained to Mr. Adams, Terry Holthus was an electrician and most likely left the materials on the property, and he could keep the materials. Secondly, Mr. Adams explained there is an abandoned culvert next to an existing driveway on the north end of this property and would like the City to install the culvert. Administrator Day explained to Mr. Adams the contract the City had with Brechan, is they would install one culvert per household driveway. Mayor Gundersen and PW Director explained to Mr. Adams there are materials available for purchase, for him to install the culvert; they also told him if he was to do so, they would have to meet city specifications. Mayor Gundersen’s recommendation to Mr. Adams would be to get with PW Director Stokes and see if the culvert can be transitioned in properly.

Mayor Gundersen stated there was one more letter but will deal with it directly.

**PUBLIC COMMENTS:** None.

**COUNCIL COMMENTS:**

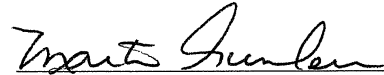
Councilperson Allan Starnes inquired about the outstanding Harbor and Water/Sewer/Refuse debt, and asked if the city has collected the debt or if they would be out for collection. Mayor Gundersen replied, he is waiting for the

establishment of ownership of boats in the harbor, and will give Councilperson Starnes an explanation at the next meeting.

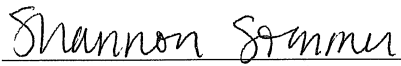
**ADJOURNMENT**

MOTION: Councilperson Shirley Brown made a motion to adjourn.  
SECOND: Councilperson Rayette McGlashan seconded the motion.

The meeting adjourned at 8:58 PM.

  
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Martin Gundersen, Mayor

ATTEST:

  
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Shannon Sommer, City Clerk