

CITY OF SAND POINT COUNCIL MEETING



Wednesday, July 12, 2023

Workshop : 2:00 pm

Meeting: 7:00 pm

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

CITY OF SAND POINT

(Packet will be available on website July 7, 2023)

www.sandpointak.com



MAYOR

Mayor James Smith - Office Exp. 2023

COUNCIL MEMBERS

Austin Roof	Seat A - Exp. 2025
Allan Starnes	Seat B - Exp. 2023
Amy Eubank	Seat C - Exp. 2025
Jack Foster Jr.	Seat D - Exp. 2023
Marita Gundersen	Seat E - Exp. 2024
Arlene Gundersen	Seat F - Exp. 2024

SAND POINT CITY COUNCIL MEETING AGENDA CITY CHAMBERS

Regular Meeting

July 12, 2023 7:00 pm

*There will be a workshop at 2:00 pm.
Call-in: 1-800-315-6338; passcode: 26961#*

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA:

1. Minutes: Minutes of Regular Meeting May 9, 2023
2. Minutes: Minutes of Special Meeting, May 17, 2023

REPORTS:

1. Finance Officer
2. Administrator
3. Police Chief
4. EMS Director
5. Fire Chief
6. Public Works Director
7. Water / Sewer Supervisor
8. Harbor Master

HEARINGS, ORDINANCES AND RESOLUTIONS:

1. Ordinance 2023-04: Amending Title 4, Chapter 8: Absentee Voting to Include Electronic Voting-1st Reading

OLD BUSINESS:

1. Jim Amundsen, ANTHC Engineering Project Manager, to discuss Sand Point Project AN 20-T97 (Lift Station Replacement Project), RAVG-funded

NEW BUSINESS:

1. Community Sanitation Priorities Discussion (ANTHC)
2. Capital Improvement Projects Discussion
3. Building Permit: Peter Pan Seafoods

PUBLIC COMMENTS
COUNCIL COMMENTS
ADJOURNMENT

CONSENT AGENDA

CALL TO ORDER:

The regular meeting of the Sand Point City Council was held Tuesday, May 9, 2023 in the City Chambers and telephonically. Mayor James Smith called the meeting to order at 7:05 p.m.

ROLL CALL:

James Smith	Mayor	Present
Austin Roof	Seat A	Present
Allan Starnes	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:

- Jordan Keeler, Administrator
- Kurtis Gundersen, Finance Officer – Telephonically
- Jade Gundersen, City Clerk
- Jeff Thompson, Police Chief
- Logan Thompson, EMS Director
- Julius Karlsen, Public Works Director – Telephonically
- 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 with addition of New Business #6. Purchase of new trash truck, if necessary.

SECOND: Council Member Arlene Gundersen seconded the motion.

VOTE: Motion passed unanimously.

PUBLIC COMMENTS ON AGENDA ITEMS:

Rick Eastlick expressed concerns about water/sewer fee increases with the economy and low salmon prices.

CONSENT AGENDA:

MOTION: Council Member Austin Roof made a motion to approve the Regular Meeting Minutes of April 11, 2023 with the correction under attendance: Logan Thompson attended telephonically.

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

VOTE: Motion passed unanimously.

REPORTS:

Finance Officer – Kurtis Gundersen

Finance Officer Kurtis Gundersen reported that the City received \$3,261.89 in Raw Fish Tax and \$60,648.18 in Sales Tax.

Administrator – Jordan Keeler

Administrator Jordan Keeler read his report included in the packet. He added that he submitted the annual paperwork to Alaska Municipal League Joint Insurance Association (AMLJIA) through our broker and has followed up a few times and found out we have a new broker. The incinerator down payment has been paid and it is in production que anticipated ship date from Florida is July 1.

Police Chief – Jeff Thompson

Police Chief Jeff Thompson read his report included in the packet. He corrected his written report that read the 2 misdial/pocket dials to read 4. He gave a summary of the Airport Interdiction Team’s activity.

EMS Director—Logan Thompson

EMS Director Logan Thompson reported that for the month of April, they received 3 ambulance calls, had 5 medivacs, including 1 from airport to clinic. He anticipates activity to increase during the summer. He will be working with City until August 15.

Public Works Director – Julius Karlsen

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

Water/Sewer Director- Dylan Jacobsen

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

Harbor Master – Allen Kuchenoff Jr.

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

Council Member Arlene Gundersen thanked Allen for their help unloading all the freezers.

HEARINGS, ORDINANCES, AND RESOLUTIONS:

1. Resolution 23-07: A Resolution of the City of Sand Point Opposing Senate Bill 128 and House Bill 180.

MOTION: Council Member Jack Foster Jr. made a motion to adopt Resolution 23-07: Opposing Senate Bill 128 and House Bill 180.

SECOND: Council Member Arlene Gundersen seconded the motion.

DISCUSSION: Administrator Jordan Keeler explained that Senate Bill 128 and House Bill 180 propose to shut down Area M from June 10 through June 30 and that it would be undercutting the appointed Board of Fish. He encouraged anyone in the region to submit commits against these types of bills and that other areas have more representation, but Area M has more cohesion, research, science, and history.

VOTE: Motion passed unanimously.

2. Ordinance 2023-02: Amending Chapter 10 of the Sand Point Municipal Code to Increase The Monthly Fees for All Rate Classes of Water, Wastewater and Solid Waste

MOTION: Council Member Arlene Gundersen made a motion to put Ordinance 2023-02: Amending Chapter 10 of the Sand Point Municipal Code to Increase The Monthly on the floor for 1st Reading.

SECOND: Council Member Allan Starnes seconded the motion. Arlene Gundersen

DISCUSSION: Administrator Jordan Keeler explained that the ordinance proposes a 5% rate increase across all classes of water, wastewater, and solid waste and would help minimize the need to subsidize these operations from the general fund. The last rate in crease was 2019 was 10%.

VOTE: Motion passed unanimously.

3. Ordinance 2023-03: FY24 Budget-1st Reading

MOTION: Council Member Marita Gundersen made a motion to put Ordinance 2023-03: FY24 Budget on the floor for 1st Reading.

SECOND: Council Member Arlene Gundersen seconded the motion.

DISCUSSION: Administrator Jordan Keeler explained that the budget needs to be approved by July 1st and does not need to be balanced by state law. This budget shows a \$325,000 deficit in the General Fund. He explained the deficit and the different funds, their expenses and the revenue sources.

VOTE: Motion passed unanimously.

OLD BUSINESS: None

NEW BUSINESS:

1. Harbor Lease: Small Craft Café

MOTION: Council Member Amy Eubank approve the lot lease for the Small Craft Café previous leased to Harbor Café.

SECOND: Council Member Arlene Gundersen seconded the motion.

VOTE: Motion passed unanimously.

2. Donation Request: Qagan Tayagungin Tribe Earth Day Fair

MOTION: Council Member Arlene Gundersen made a motion to donate \$300 to QTT for the Earth Day Fair.

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

VOTE: Motion passed unanimously.

3. Donation Request: Qagan Tayagungin Tribe Cemetery Clean-Up

MOTION: Council Member Arlene Gundersen made a motion to donate \$500 to the 9th Annual Grave Yard Clean-Up.

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

VOTE: Motion passed unanimously.

4. Donation Request: NBC Basketball Camp

MOTION: Council Member Marita Gundersen made a motion to accept the donation request of \$600 for NBC Basketball Camp.

SECOND: Council Member Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

5. Donation Request: Qagan Tayagungin Tribe Culture Camp

MOTION: Council Member Arlene Gundersen made a motion to accept the donation request in the amount of \$5000 for the Qagan Tayagungin Tribe Culture Camp.

SECOND: Council Member Austin Roof seconded the motion.

DISCUSSION: Council Member Amy Eubank stated that she thought culture camp was grant funded and, in the future, would like a budget submitted with their request. The council agreed on the importance to support culture camp but that they would like more information in the future.

VOTE: Motion passed unanimously.

6. Approval to Purchase a Trash Truck If Necessary

MOTION: Council Member Amy Eubank made a motion to give direction to staff to purchase a new or used trash truck, if necessary, up to \$200,000.

SECOND: Council Member Marita Gundersen seconded the motion.

DISCUSSION: Council Member Austin Roof asked about other grant funds that could cover this.

Administrator Jordan Keeler explained that the Denali Commission funds cannot be retroactively applied to this, but he does not believe it would be an issue for the funds from Aleutians East Borough.

VOTE: Motion passed unanimously.

PUBLIC COMMENTS:

Jack Walsh thanked City department and crews for continued support of the school and school district. He has contacted Julius at Public Works and they have agreed to help with putting some traffic signs up around the school.

Jed Hagan, a production manager for GCI in Sand Point and King Cove introduced himself and his role, and updated the council on their project and process. He anticipates more issues and breaks in water and sewer downtown due to the age and difficulty with locates.

COUNCIL COMMENTS:

Council Member Jack Foster Jr. thanked the Public Works for doing extra to deal with the trash truck problem.

Council Member Arlene Gundersen mentioned that there are two houses on the address map with the same house number and asked how we can get it fixed. Chief Jeff Thompson said he will look into it. She also asked about the street names, and Administrator Jordan Keeler said Google Maps is not accurate. She also thanked Jordan and wished him well in his future.

Council Member Austin Roof thanked public works for their hard work and recommends doing something to show appreciation to them. He also thanked Administrator Jordan Keeler for his time and effort to the City.

EXECUTIVE SESSION:

MOTION: Council Member Amy Eubank made a motion to move into Executive Session for the purpose of reviewing Administrator Applicants at 8:14 pm.

SECOND: Council Member Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

MOTION: Council Member Amy Eubank made a motion to move out of Executive Session at 9:05 pm.

SECOND: Council Member Austin Roof seconded the motion.

VOTE: Motion passed unanimously.

ADJOURNMENT:

MOTION: Council Member Amy Eubank made a motion to adjourn.

SECOND: Council Member Austin Roof seconded the motion.

The meeting adjourned at 9:06 pm.

James Smith Sr., Mayor

ATTEST:

Jade Gundersen, City Clerk

CALL TO ORDER:

The special meeting of the Sand Point City Council was held Wednesday, May 17, 2023 in the City Chambers and telephonically. Mayor James Smith called the meeting to order at 4:03 p.m.

ROLL CALL:

James Smith	Mayor	Present
Austin Roof	Seat A	Present
Allan Starnes	Seat B	Present
Amy Eubank	Seat C	Present –Telephonically
Jack Foster Jr.	Seat D	Present
Marita Gundersen	Seat E	Present
Arlene Gundersen	Seat F	Present

A quorum was established.

Staff in attendance:

- Jordan Keeler, Administrator
- Kurtis Gundersen, Finance Officer – Telephonically
- Jade Gundersen, City Clerk
- Jeff Thompson, Police Chief

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 Arlene Gundersen seconded the motion.

VOTE: Motion passed unanimously.

PUBLIC COMMENT ON AGENDA ITEMS: None

HEARINGS, ORDINANCES, AND RESOLUTIONS:

1. Ordinance 2023-02: Amending Chapter 10 of the Sand Point Municipal Code to Increase the Monthly Fees for All Rate Classes of Water, Wastewater and Solid Waste: 2nd Reading

MOTION: Council Member Austin Roof made a motion to put Ordinance 2023-02: Amending Chapter 10 of the Sand Point Municipal Code to Increase the Monthly Fees for All Rate Classes of Water, Wastewater and Solid Waste, on the floor for 2nd Reading.

SECOND: Council Member Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

DISCUSSION: Administrator Jordan Keeler explained that the proposed rate increase shows a 5% rate on all classes. The last rate increase was 10% in 2019. The costs for providing these services have gone up. Council Member Arlene Gundersen stated that they discussed increasing the minimum charge from \$32 to \$34. Administrator Jordan Keeler agreed that the change should have been made on the ordinance and recommended an amendment.

MOTION: Council Member Arlene Gundersen made a motion to amend Ordinance 2023-02 to increase the minimum charge from \$32 to \$34.

SECOND: Council Member Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

MOTION: Council Member Arlene Gundersen made a motion to adopt Ordinance 2023-02: Amending Chapter 10 of the Sand Point Municipal Code to Increase the Monthly Fees for All Rate Classes of Water, Wastewater and Solid Waste as amended.

SECOND: Council Member Amy Eubank seconded the motion.

VOTE: Motion passed unanimously.

2. Ordinance 2023-03: FY24 Budget-2nd Reading

MOTION: Council Member Marita Gundersen made a motion to put Ordinance 2023-03: FY24 Budget on the floor for 2nd Reading.

SECOND: Council Member Austin Roof seconded the motion.

VOTE: Motion passed unanimously.

DISCUSSION: Administrator Jordan Keeler explained the purpose of Ordinance 2023-03: FY24 Budget, which is the operating budget for July 1, 2023 through June 30, 2024 and it is required by state law to be passed by July 1st. The budget does project a \$341,000 deficit, but the expenditures side does have extra money built in. Council Member Austin Roof asked the Administrator when during the fiscal year would we have a better picture of any projected changes. Administrator Jordan Keeler stated that after the salmon season is a good check point, but October/November would be a better idea to review and council can amend the budget more than once. He added that the budget does include the 5% increase in water, wastewater, and refuse. Council Member Arlene Gundersen asked if the change in amount on the LGLR fund was due to the work on the building. Jordan stated that it was and may change when the final invoice comes in. Council had questions about the increase in the pull tab prize expenses. Jordan stated that it could be amended at the next review or amended now, but that the numbers are estimates.

MOTION: Council Member Arlene Gundersen made a motion to adopt Ordinance 2023-03: FY24 Budget.

SECOND: Council Member Allan Starnes seconded the motion.

VOTE: Motion passed unanimously.

PUBLIC COMMENTS: None

COUNCIL COMMENTS:

Administrator Jordan Keeler stressed the importance of everyone speaking out on Senate Bill 128 and thanked the council for the opportunity to serve the City of Sand Point.

EXECUTIVE SESSION:

MOTION: Council Member Marita Gundersen made a motion to move into Executive Session for Administrator Interviews at 4:32 pm.

SECOND: Council Member Arlene Gundersen seconded the motion.

MOTION: Council Member Amy Eubank made a motion to move out of Executive Session at 6:15 pm.

SECOND: Council Member Arlene Gundersen seconded the motion.

MOTION: Council Member Austin Roof made a motion to offer a contract for the position of City Administrator to Debi Schmit and direct the mayor to negotiate the contract.

SECOND: Council Member Amy Eubank seconded the motion.

VOTE: Motion passed unanimously.

ADJOURNMENT:

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

SECOND: Council Member Arlene Gundersen seconded the motion.

The meeting adjourned at 6:22 pm.

James Smith Sr., Mayor

ATTEST:

Jade Gundersen, City Clerk

REPORTS

FINANCE OFFICER

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

	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
July	142,500.10	83,040.24	81,992.40	51,221.78	113,532.23	75,441.44
August	139,542.35	48,290.30	88,100.71	27,115.98	138,608.76	28,751.91
September	37,427.07	49,496.61	65,893.27	24,635.83	50,718.35	32,212.43
October	32,201.69	46,261.99	51,476.42	18,438.92	54,051.75	38,400.61
November	10,083.69	4,963.48	3,495.99	1,111.79	1,794.82	-
December	515.28	74.67			480.71	2,762.41
January	3,836.52	12,558.77		2,616.57	19,887.44	19,465.94
February	27,529.30	24,948.95		37,744.95	0.38	28,231.08
March	45,022.21	82,916.26	13,306.96	38,681.59	524.88	1,887.34
April	58,469.24	13,561.22	13,500.37	30,237.38	51,631.27	-
May	24,240.36	8,025.95	8,261.04	15,943.63	23,111.00	10,590.34
June	58,431.26	89,711.60	16,659.69	121,562.18	72,778.80	
Total	579,799.07	463,850.04	342,686.85	369,310.60	527,120.39	237,743.50

Sales Tax Revenue

	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
July	79,691.25	92,628.52	88,102.92	61,022.60	70,786.04	89,695.85
August	77,015.98	65,979.46	102,628.84	62,489.92	74,541.89	95,714.41
September	66,935.45	71,697.10	86,603.67	65,441.59	102,222.37	73,512.92
October	34,186.58	58,219.29	75,277.68	50,576.22	71,318.24	106,675.97
November	49,870.42	46,835.09	42,723.86	35,912.73	51,328.38	36,554.18
December	31,235.26	39,642.29	50,112.63	44,715.17	83,784.18	79,385.83
January	39,387.33	44,528.74	34,118.45	39,231.36	47,846.93	59,987.67
February	45,302.69	41,619.24	35,316.83	49,311.31	50,102.23	54,955.61
March	81,890.02	75,803.84	48,712.31	67,978.55	65,376.73	74,154.30
April	45,633.53	49,639.45	33,711.29	47,933.84	45,696.71	36,090.81
May	46,470.55	61,719.51	47,729.27	47,260.30	52,776.83	35,672.95
June	81,316.23	93,332.26	71,991.16	82,115.58	102,952.69	
Total	678,935.29	741,644.79	717,028.91	653,989.17	818,733.22	742,400.50

City of Sand Point
Bank Balance

Date

	Balance	
		Date
Bank	End of May	7/6/2023
Key Bank	3,127,246.99	3,152,502.05
Wells Fargo - General	507,157.42	380,722.48
Wells Fargo - Bingo Fund	129,146.95	132,380.76
Wells Fargo - Silver Salmon Fund	25,782.70	25,872.70
Wells Fargo - PD Federal Forfeiture	593.67	593.67
Wells Fargo - PD State Forfeiture	6,666.61	6,666.61
Charles Schwab	603,550.43	612,994.09

CITY OF SAND POINT

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*Fund Summary -
Budget to Actual©

MAY 22-23

	22-23 YTD Budget	MAY MTD Amount	22-23 YTD Amount	22-23 YTD Balance	22-23 % YTD Budget
FUND 01 GENERAL FUND					
Revenue	\$1,831,808.00	\$216,596.32	\$2,054,785.75	-\$222,977.75	112.17%
Expenditure	\$2,791,139.41	\$276,485.62	\$2,507,423.84	\$283,715.57	89.84%
		-\$59,889.30	-\$452,638.09		
FUND 02 BINGO FUND					
Revenue	\$213,000.00	\$12,715.00	\$316,032.00	-\$103,032.00	148.37%
Expenditure	\$230,688.00	\$19,940.08	\$322,675.38	-\$91,987.38	139.88%
		-\$7,225.08	-\$6,643.38		
FUND 03 SILVER SALMON DERBY					
Revenue	\$40,075.00	\$0.00	\$58,840.93	-\$18,765.93	146.83%
Expenditure	\$27,274.00	\$575.99	\$33,466.77	-\$6,192.77	122.71%
		-\$575.99	\$25,374.16		
FUND 09 ARPA LOCAL GOVT LOST REV					
Revenue	\$0.00	\$0.00	\$128,766.13	-\$128,766.13	0.00%
		\$0.00	\$128,766.13		
FUND 10 CLINIC OPERATIONS/MAINTENANCE					
Revenue	\$307,410.00	\$0.00	\$363,523.28	-\$56,113.28	118.25%
Expenditure	\$62,412.00	\$0.00	\$3,560.00	\$58,852.00	5.70%
		\$0.00	\$359,963.28		
FUND 61 WATER/SEWER OPERATIONS					
Revenue	\$261,650.00	\$10,578.63	\$204,106.58	\$57,543.42	78.01%
Expenditure	\$250,500.00	\$14,805.40	\$147,743.55	\$102,756.45	58.98%
		-\$4,226.77	\$56,363.03		
FUND 62 HARBOR/PORT OPERATIONS					
Revenue	\$755,768.00	\$65,914.18	\$638,437.17	\$117,330.83	84.48%
Expenditure	\$517,100.00	\$61,397.36	\$621,035.09	-\$103,935.09	120.10%
		\$4,516.82	\$17,402.08		
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	\$147,000.00	\$6,540.73	\$153,297.51	-\$6,297.51	104.28%
Expenditure	\$143,150.00	\$5,721.34	\$77,082.42	\$66,067.58	53.85%
		\$819.39	\$76,215.09		
Report Total		-\$66,580.93	\$204,802.30		

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

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Current Period: MAY 22-23

		22-23	22-23	MAY	22-23	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
GENERAL FUND						
Active	R 01-002 GENERAL FUND/WELLS F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-200 CAPITAL GAIN / LOSS	-\$20,000.00	\$9,196.91	(\$8,515.35)	-\$29,196.91	-45.98%
Active	R 01-201 INTEREST INCOME	\$40,000.00	\$97,949.99	\$12,282.91	-\$57,949.99	244.87%
Active	R 01-202 FINES AND PENALTIES	\$1,500.00	\$421.93	\$0.00	\$1,078.07	28.13%
Active	R 01-203 OTHER REVENUE	\$5,500.00	-\$90,831.00	\$50.00	\$96,331.00	-1651.47%
Active	R 01-205 4% SALES TAX	\$800,000.00	\$819,672.18	\$39,494.12	-\$19,672.18	102.46%
Active	R 01-208 CARES INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-213 RAW FISH TAX	\$300,000.00	\$298,100.18	\$0.00	\$1,899.82	99.37%
Active	R 01-214 FINE-LATE SALES TAX	\$550.00	\$5,173.69	\$0.00	-\$4,623.69	940.67%
Active	R 01-217 7% B & B Tax	\$9,000.00	\$10,893.16	\$1,085.49	-\$1,893.16	121.04%
Active	R 01-225 PAYMENT IN LIEU OF TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-230 DONATIONS	\$0.00	\$101,461.00	\$101,461.00	-\$101,461.00	0.00%
Active	R 01-232 FIRE MISC REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-233 BUSINESS LIC. FEE	\$2,000.00	\$2,375.00	\$175.00	-\$375.00	118.75%
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	\$40,000.00	\$0.00	\$0.00	100.00%
Active	R 01-250 STATE REVENUE SHARIN	\$93,340.00	\$90,340.43	\$0.00	\$2,999.57	96.79%
Active	R 01-256 REVENUE--STATE OF ALA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-257 REVENUE--FEDERAL GOV	\$0.00	\$13,821.01	\$1,595.17	-\$13,821.01	0.00%
Active	R 01-258 REVENUE--ALEUTIANS EA	\$0.00	\$0.00	\$0.00	\$0.00	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 DOCCEDED SHARED FI	\$35,000.00	\$33,328.29	\$0.00	\$1,671.71	95.22%
Active	R 01-266 SOA DOR FISH BUS SHAR	\$166,418.00	\$166,418.26	\$0.00	-\$0.26	100.00%
Active	R 01-285 EQUIPMENT RENTAL	\$10,000.00	\$9,493.24	\$498.24	\$506.76	94.93%
Active	R 01-290 AK HIDTA PROGRAM	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
Active	R 01-291 BUILDING RENTALS	\$110,000.00	\$136,824.61	\$13,450.95	-\$26,824.61	124.39%
Active	R 01-293 LIBRARY GRANT	\$0.00	\$0.00	\$0.00	\$0.00	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	\$160,000.00	\$246,146.87	\$55,018.79	-\$86,146.87	153.84%
Active	R 01-298 EMS MISC REVENUE	\$61,000.00	\$64,000.00	\$0.00	-\$3,000.00	104.92%
	Total	<u>\$1,831,808.00</u>	<u>\$2,054,785.75</u>	<u>\$216,596.32</u>	<u>-\$222,977.75</u>	<u>112.17%</u>
	Total GENERAL FUND	\$1,831,808.00	\$2,054,785.75	\$216,596.32	-\$222,977.75	112.17%
BINGO FUND						
Active	R 02-294 BINGO REVENUE	\$13,000.00	\$18,308.00	\$834.00	-\$5,308.00	140.83%
Active	R 02-295 PULL TAB REVENUE	\$200,000.00	\$297,724.00	\$11,881.00	-\$97,724.00	148.86%
	Total	<u>\$213,000.00</u>	<u>\$316,032.00</u>	<u>\$12,715.00</u>	<u>-\$103,032.00</u>	<u>148.37%</u>
	Total BINGO FUND	\$213,000.00	\$316,032.00	\$12,715.00	-\$103,032.00	148.37%
SILVER SALMON DERBY						
Active	R 03-230 DONATIONS	\$0.00	\$4,150.00	\$0.00	-\$4,150.00	0.00%
Active	R 03-292 SILVER SALMON DERBY	\$40,075.00	\$54,690.93	\$0.00	-\$14,615.93	136.47%
	Total	<u>\$40,075.00</u>	<u>\$58,840.93</u>	<u>\$0.00</u>	<u>-\$18,765.93</u>	<u>146.83%</u>
	Total SILVER SALMON DERBY	\$40,075.00	\$58,840.93	\$0.00	-\$18,765.93	146.83%
ARPA LOCAL GOVT LOST REV						
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	\$128,766.13	\$0.00	-\$128,766.13	0.00%
Active	R 09-257 REVENUE--FEDERAL GOV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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

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Current Period: MAY 22-23

		22-23	22-23	MAY	22-23	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
Total		\$0.00	\$128,766.13	\$0.00	-\$128,766.13	0.00%
Total ARPA LOCAL GOVT LOST REV		\$0.00	\$128,766.13	\$0.00	-\$128,766.13	0.00%
CLINIC OPERATIONS/MAINTENANCE						
Active	R 10-257 REVENUE--FEDERAL GOV	\$307,410.00	\$363,523.28	\$0.00	-\$56,113.28	118.25%
Active	R 10-291 BUILDING RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$307,410.00	\$363,523.28	\$0.00	-\$56,113.28	118.25%
Total CLINIC OPERATIONS/MAINTENANCE		\$307,410.00	\$363,523.28	\$0.00	-\$56,113.28	118.25%
WATER/SEWER OPERATIONS						
Active	R 61-202 FINES AND PENALTIES	\$1,200.00	\$1,176.62	\$35.43	\$23.38	98.05%
Active	R 61-203 OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 61-206 WATER/SEWER REVENU	\$225,000.00	\$202,902.39	\$10,543.20	\$22,097.61	90.18%
Active	R 61-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 61-235 TRANSFER IN	\$35,450.00	\$0.00	\$0.00	\$35,450.00	0.00%
Active	R 61-270 ON BEHALF REVENUE PE	\$0.00	\$27.57	\$0.00	-\$27.57	0.00%
Total		\$261,650.00	\$204,106.58	\$10,578.63	\$57,543.42	78.01%
Total WATER/SEWER OPERATIONS		\$261,650.00	\$204,106.58	\$10,578.63	\$57,543.42	78.01%
HARBOR/PORT OPERATIONS						
Active	R 62-201 INTEREST INCOME	\$6,000.00	\$7,823.17	\$515.49	-\$1,823.17	130.39%
Active	R 62-203 OTHER REVENUE	\$5,000.00	\$398.59	\$0.00	\$4,601.41	7.97%
Active	R 62-210 HARBOR/MOORAGE	\$315,000.00	\$270,464.00	\$5,184.20	\$44,536.00	85.86%
Active	R 62-211 HARBOR/TRAVELLIFT	\$150,000.00	\$81,764.10	\$4,420.16	\$68,235.90	54.51%
Active	R 62-212 BOAT HARBOR/RENTS	\$138,268.00	\$113,440.42	\$43,574.28	\$24,827.58	82.04%
Active	R 62-215 HARBOR/WHARFAGE	\$30,000.00	\$33,314.17	\$2,403.24	-\$3,314.17	111.05%
Active	R 62-219 HARBOR ELEC SERVICE	\$10,000.00	\$7,543.23	\$591.81	\$2,456.77	75.43%
Active	R 62-220 HARBOR/ELEC DEPOSIT	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 62-221 HARBOR/VAN STORAGE	\$20,000.00	\$17,226.17	\$0.00	\$2,773.83	86.13%
Active	R 62-222 HARBOR/STALL ELECTRI	\$40,000.00	\$52,427.61	\$4,310.23	-\$12,427.61	131.07%
Active	R 62-223 HARBOR/ELECTRICITY	\$4,000.00	\$5,365.69	\$1,744.18	-\$1,365.69	134.14%
Active	R 62-224 GEARSHED LOCKER REN	\$15,000.00	\$12,010.87	\$200.00	\$2,989.13	80.07%
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	\$2,293.17	\$0.00	-\$293.17	114.66%
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	\$34,365.98	\$2,970.59	-\$14,365.98	171.83%
Active	R 62-299 GAIN/LOSS DISPOSITION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$755,768.00	\$638,437.17	\$65,914.18	\$117,330.83	84.48%
Total HARBOR/PORT OPERATIONS		\$755,768.00	\$638,437.17	\$65,914.18	\$117,330.83	84.48%
SOA DOCK						
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		\$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						
Active	R 65-202 FINES AND PENALTIES	\$1,000.00	\$732.40	\$28.07	\$267.60	73.24%
Active	R 65-204 REFUSE COLLECTION	\$146,000.00	\$152,565.11	\$6,512.66	-\$6,565.11	104.50%
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%

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

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Current Period: MAY 22-23

		22-23	22-23	MAY	22-23	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
Active	R 65-270 ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total	\$147,000.00	\$153,297.51	\$6,540.73	-\$6,297.51	104.28%
	Total REFUSE COLLECTION	\$147,000.00	\$153,297.51	\$6,540.73	-\$6,297.51	104.28%
	Report Total	\$3,591,711.00	\$3,917,789.35	\$312,344.86	-\$326,078.35	109.08%

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

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Current Period: MAY 22-23

	22-23 YTD Budget	22-23 YTD Amt	MAY MTD Amt	22-23 YTD Balance	% of YTD
GENERAL FUND					
LEGISLATIVE	\$100,100.00	\$74,759.11	\$7,335.96	\$25,340.89	74.68%
ADMINISTRATION	\$1,073,502.41	\$925,307.75	\$111,593.43	\$148,194.66	86.20%
PARKS AND RECREATION	\$13,000.00	\$24,518.93	\$2,180.82	-\$11,518.93	188.61%
PUBLIC SAFETY	\$870,714.00	\$735,135.69	\$58,831.77	\$135,578.31	84.43%
PUBLIC WORKS	\$452,500.00	\$492,982.99	\$72,790.29	-\$40,482.99	108.95%
FACILITIES	\$281,323.00	\$254,719.37	\$23,753.35	\$26,603.63	90.54%
Total GENERAL FUND	\$2,791,139.41	\$2,507,423.84	\$276,485.62	\$283,715.57	89.84%
BINGO FUND					
ADMINISTRATION	\$230,688.00	\$322,675.38	\$19,940.08	-\$91,987.38	139.88%
Total BINGO FUND	\$230,688.00	\$322,675.38	\$19,940.08	-\$91,987.38	139.88%
SILVER SALMON DERBY					
FIRE	\$27,274.00	\$33,466.77	\$575.99	-\$6,192.77	122.71%
Total SILVER SALMON DERBY	\$27,274.00	\$33,466.77	\$575.99	-\$6,192.77	122.71%
CLINIC OPERATIONS/MAINTENANCE					
ADMINISTRATION	\$62,412.00	\$3,560.00	\$0.00	\$58,852.00	5.70%
Total CLINIC OPERATIONS/MAINTENANCE	\$62,412.00	\$3,560.00	\$0.00	\$58,852.00	5.70%
ROCK CRUSHER ENTERPRISE FUND					
PUBLIC WORKS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total ROCK CRUSHER ENTERPRISE FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WATER/SEWER OPERATIONS					
WATER/SEWER	\$250,500.00	\$147,743.55	\$14,805.40	\$102,756.45	58.98%
Total WATER/SEWER OPERATIONS	\$250,500.00	\$147,743.55	\$14,805.40	\$102,756.45	58.98%
HARBOR/PORT OPERATIONS					
HARBOR	\$517,100.00	\$621,035.09	\$61,397.36	-\$103,935.09	120.10%
Total HARBOR/PORT OPERATIONS	\$517,100.00	\$621,035.09	\$61,397.36	-\$103,935.09	120.10%
SOA DOCK					
HARBOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SOA DOCK	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
REFUSE COLLECTION					
PUBLIC WORKS	\$143,150.00	\$77,082.42	\$5,721.34	\$66,067.58	53.85%
Total REFUSE COLLECTION	\$143,150.00	\$77,082.42	\$5,721.34	\$66,067.58	53.85%
Report Total	\$4,022,263.41	\$3,712,987.05	\$378,925.79	\$309,276.36	92.31%

ADMINISTRATOR



City of Sand Point

DATE: July 6, 2023
TO: Mayor Smith
City Council Members
FROM: Debi Schmit
City Administrator
SUBJECT: Monthly Report for July 2023

I began working from Mayor Smith's office on June 5, 2023. My goal for the first month was to familiarize myself with the City staff, departments, and operations while I worked from Sand Point. I also reviewed several projects and scheduled reporting due dates. I introduced myself to various colleagues at the State of Alaska, Aleutians East Borough, and the Alaska Municipal League, including our insurance representatives. Other items are as follows:

- 1) Met city staff to hear about their jobs.
- 2) Read last year's meeting minutes and resolutions.
- 3) Reviewed the ordinances.
- 4) Assisted the Mayor on funding for the new garbage truck.
- 5) Researched projects on the CIP list so I understand what we are looking for.
- 6) Worked on reports such as RUBA Best Practices Score, Alaska Public Offices Commission, Healthy and Equitable Communities, etc.
- 7) Attended several Zoom meetings on upcoming grant announcements.
- 8) Met with the Alaska Court system on the office lease.

Current project:

- 1) Working to streamline our Human Resources process according to the city's policy and procedures. It involves improving the onboarding process with a more formal orientation process, scheduling new-hire and annual evaluations, getting timely leave requests, and possibly updating the pay scale.
- 2) Seeking to understand the cities current Information Technology (IT) needs. Improved internet gives the city more options. Mayor Smith and I are concerned about security and would like to update the software and possibly get all workstations on a network. Being on a network will allow city staff to share files and allows better document control. All departments have updated equipment, so this is the last step in bringing it together.
- 3) I need an updated CIP list as I am attending Zoom meetings and networking with funding agencies as the Infrastructure money is coming available.

POLICE CHIEF



SAND POINT POLICE DEPARTMENT

Post Office Box 423
Sand Point, Alaska 99661



MEMORANDUM

To: Honorable Jim Smith, Mayor, City of Sand Point
Ms. Debi Schmidt, City Administrator, City of Sand Point
Mr. Austin Roof, City Councilperson, City of Sand Point
Mr. Allan Starnes, 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 Jeff Thompson

Date: June 6, 2023

Ref: Police Department's Monthly Report for May 2023

Police Department

- Chief of Police, Jeff Thompson #101
- Captain Richard Lowery #102
- Police Officer John Young #103
- Police Officer Ben Allen #104

Administrative Assistant

- Cathy Adams

Dispatcher

- Alfred 'Jesse' Pesterkoff

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Police Activity

May 2023

3 person was jailed

22 calls to 911

- 4 misdials/pocket dials
- 4 MOC
- 4 calls for the same incident
- 1 hang up
- 1 noise complaint
- 1 vehicle fire
- 1 missing vehicle
- 1 welfare check
- 1 security alert
- 1 assault
- 1 ambulance needed
- 1 arrest
- 1 accident

Incidents Generated

- 2 trespass
- 1 medical assist
- 1 civil issue
- 1 disturbance
- 1 noise complaint
- 1 vehicle fire
- 1 assist
- 2 assaults
- 1 arrest
- 1 fraud/forgery
- 1 vehicle collision
- 3 eviction notice served
- 1 theft
- 3 searches for wanted person
- 1 suspicious activity
- 1 missing vehicle
- 2 welfare checks
- 1 verbal warning
- 3 assists other LE Agency

Officer Self-Initiated Activity

87 business Checks
2 house checks
185 citizen contacts
1 vehicle lockout
2 officer assists
3 warrants attempts
3 warrants served
2 eviction notice served
3 evictions completed
1 eviction assist
1 school event attended
2 fire cross training hours
4 suspicious person/vehicle
1 lost /returned dog
3 courtesy escorts
3 community events
5 traffic stops

Month of May Activity Summary

433 miles patrolled
185 citizen contacts
3 persons arrested



SAND POINT POLICE DEPARTMENT



Post Office Box 423
Sand Point, Alaska 99661

MEMORANDUM

To: Honorable Jim Smith, Mayor, City of Sand Point
Ms. Debi Schmidt, City Administrator, City of Sand Point
Mr. Austin Roof, City Councilperson, City of Sand Point
Mr. Allan Starnes, 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 Jeff Thompson

Date: July 6, 2023

Ref: Police Department's Monthly Report for June 2023

Police Department

- Chief of Police, Jeff Thompson #101
- Captain Richard Lowery #102
- vacant #103
- Police Officer Ben Allen #104

Administrative Assistant

- Cathy Adams

Dispatcher

- Alfred 'Jesse' Pesterkoff

Police Activity

June 2023

5 person was jailed

- 3 warrants
- 1 DUI
- 1 assault

48 calls to 911

- 13 misdial/pocket dial
- 4 MOC requests
- 1 non-emergency call
- 8 ambulance requests (4 for same incident)
- 3 calls for same incident
- 1 drunk driver reported
- 1 accident
- 1 fire reported-unfounded
- 1 warrant attempt
- 2 trespass
- 1 Coast Guard helicopter needing fuel
- 1 violence report
- 2 suspicious activities
- 2 wrong numbers
- 1 GCI phone test
- 1 missed call
- 1 medical reaction

Incidents Generated

- 1 vehicle collision
- 2 theft
- 1 active probation warrant arrest
- 1 assault arrest
- 1 welfare check
- 1 destruction /damage/vandalism
- 1 assault arrest
- 1 DUI
- 1 warrant arrest for out of state
- 1 animal call
- 1 hazardous material
- 1 disturbance
- 1 suspicious circumstance
- 1 civil issue

Officer Self-Initiated Activity

- 266 business checks
- 378 citizen contacts
- 7 suspicious persons
- 3 suspicious vehicles
- 11 traffic stops
- 4 courtesy rides
- 7 officer assists

Month of June Activity Summary

- 842 miles
- 378 citizen contacts
- 5 persons arrested

EMS DIRECTOR

FIRE CHIEF

July 10, 2023

To: City of Sand Point Council & Mayor

Fr: Jason Bjornstad/Fire Chief Sand Point Volunteer Fire Dept.

Re: Fire Dept. Activity

Fire Hall – I've been working on getting the Fire Hall organized again.

Fire Truck – I assessed the status of the truck and got the on board hoses reconnected and made sure it was equipped and ready to roll.

Training – I've familiarized the police officers with the operations of the fire truck and have had other training and informational meetings with them and a couple of the Harbor Crew as well.

False call out – There was one false alarm for a fire call out. Officers responded to the residence to assist.

Assist EMS – There was an assist call out false alarm for the EMS ambulance. There were no EMS responders and the Police Chief and myself responded.

If you have any questions feel free to give me a call.

Thanks.

A handwritten signature in black ink, appearing to read "Jason Bjornstad", with a horizontal line underneath.

PUBLIC WORKS
DIRECTOR

City of Sand Point Public Works Department

Monthly Report May-June 2023

- Grade roads
- Housekeeping at shop
- Fueled City Buildings
- Cleaned shop heaters and pumped oil
- Emptied dumpsters by hand, truck is down
- Changed tires on Police Interceptor and shop truck
- Installed security cameras at Public Works building
- Welded hinge on incinerator door
- Picked up garbage for city-wide clean-up
- Skid steer to shop, replaced front hub assembly
- Dug grave
- Located and repaired broken water line at trailer court
- Repaired water line and sewer line on apartment hill
- Hitachi 200 to landfill for clean up
- Moved Hitachi 200 to lot for driveway
- Burned alder pile and blocked off access road
- Dug up sewer service, ordered parts for repair
- Shut downtown water off and repaired water leak outside City Building
- Hauled rock for driveway and pad on new construction
- Repaired headlight wiring on police Chevy Tahoe
- Picked up 5 abandoned vehicles from around town
- Started tearing down trash truck and ordered parts
- Ordered muffler for Volvo loader
- Replaced hydraulic hose on Bobcat excavator
- Bobcat excavator to shop, ordered parts to repair blade cylinder

Water/Sewer City Council Report

May and June 2023

Dylan Jacobsen

- Monthly/Quarterly/Yearly reports submitted
- Took some time to complete our annual consumer confidence report, worked with DEC on completion.
- Helped out with dumpsters some
- Worked with public works on broken water/sewer from the crew digging.
- Working on installing new sewer line at John Bruneaus
- Had an issue where our polymer couldn't keep up with the rain and the water plant shut down for a night.
- A lot of rain in May/June, spent extra time monitoring the plant, backwashing when needed.
- Been trying to purge an air bubble on Johnson Avenue water line from having to shut downtown off due to GCI break.

HARBOR MASTER

Robert E. Galovin Small Boat Harbor

May 2023 Report

- Hauled and launched boats
- Helped with dumpsters
- Maintenance on big lift
- Installed a new outboard in skiff
- Assisted Ken with repairs to shop roof
- Got our cameras worked on
- Robert E. Galovin small boat harbor report

June 2023 Report

- Crew launched boats
- Cleaned oil bins and deliver oil to public works
- Fixed a switch on the crane
- Moved derelict vessels around
- A couple dump runs
- Maintenance on big and little travel lifts

HEARINGS, ORDINANCES AND RESOLUTIONS

City of Sand Point



ORDINANCE 2023-04

AN ORDINANCE OF THE CITY OF SAND POINT, ALASKA, AMENDING TITLE 4, CHAPTER 8: ABSENTEE VOTING, TO INCLUDE ELECTRONIC VOTING.

WHEREAS, the City of Sand Point City Council is authorized under Alaska State Statute Section 29.26.010 to prescribe the rules for conduction municipal elections within the jurisdiction of the City of Sand Point; and

WHEREAS, under Alaska Statute Section 29.20.380(a)(7) the City of Sand Point Municipal Clerk is responsible to administer all municipal elections; and

WHEREAS, Title 4, Chapter 8 of the City of Sand Point Municipal Code allows absentee voting, it does not address electronically transmitted absentee ballots.

NOW, THEREFORE, BE IN ENACTED:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become part of the City Code.

Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effectiveness. This ordinance shall become effective upon adoption.

Section 4. Adoption of Section. Code section 4.80.075 is adopted and annexed hereto as part of this ordinance and Title 4 of the Code of Ordinances of the City of Sand Point.

**PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF
THE SAND POINT CITY COUNCIL THIS _____, 2023.**

ATTEST:

James Smith, Mayor

Jade Gundersen, City Clerk

Introduction and 1st Reading: July 12, 2023
Second Reading and Adoption: _____

4.80.075 Absentee voting by – Electronic Transmission.

- (a) The Clerk shall adopt procedures applicable to the delivery of absentee ballots by electronic transmission (e.g. fax and e-mail). The procedures shall:
- (1) Require the voter to comply with the same time deadlines as for voting in person on or before the closing hours of the polls.
 - (2) Ensure the accuracy and, to the greatest degree possible, the integrity and secrecy of the ballot process.
 - (3) Provide reasonable conditions for electronically transmitting and receiving absentee ballots.
 - (4) Include a provision requiring the transmission of a copy of the ballot to be used at the election (a photocopy of the computerized ballot card prepared for the election is deemed acceptable).
- (b) Absentee ballots that are completed and returned by a voter via electronic transmission shall be executed under oath as to the voter's identity: the statement under oath shall be witnessed by two United States citizens who are 18 years of age or older and contain the following statement:
- (1) "I understand that by using electronic transmission to return my marked ballot, I am voluntarily waiving a portion of my right to a secret ballot to the extent necessary to process my ballot, but expect that my vote will be held as confidential as possible." The voter's statement shall be followed by the voter's signature and date of signature.
- (c) Electronically transmitted absentee ballots shall be counted in the same manner as other absentee ballots received by the Clerk.

OLD BUSINESS



DEHE Amendment Transmittal Memo

Amendment No. 1 to

CPA

TVCPA

CPPA

PS

CAS

Project Location: Sand Point Project Number: AN 20-T97

This Amendment:

This amendment adds \$93,100.00 to the project total to cover costs associated with putting the project's construction out to bid as opposed to completing the work in-house.

Original Scope:

The proposed project will: (1) Complete an updated business plan; (2) Remove and dispose of the existing filter material and underdrain laterals; (3) furnish and install new filter lights, filter media, and underdrain laterals; (4) Replace the existing polymer solution pump; (5) install new stream current detector (SCD); (6) furnish and install new influent and effluent flow meters; (7) furnish and install new turbidimeters and SC 200 display screens; and (8) update the control system.

Funding:

Original Funding from USDA RD RAVG & ADEC VSW: \$299,500.00

Current Amended Funding from USDA RD RAVG & ADEC VSW: \$392,600.00

Please return to Program Services (_DEHE_ProgramServices@anthc.org)



ALASKA NATIVE
TRIBAL HEALTH
CONSORTIUM

Environmental Health & Engineering

Amendment No. 1 to the Cooperative Project Agreement

A Sanitation Facilities Improvement Project Between

The Alaska Native Tribal Health Consortium and

The City of Sand Point, Alaska

Project No. AN 20-T97

October 2022

AMENDMENT NO. 1
TO THE
COOPERATIVE PROJECT AGREEMENT
SANITATION FACILITIES IMPROVEMENTS
THE CITY OF SAND POINT, ALASKA

PROJECT NO. AN 20-T97

To provide for this project, ANTHC and the City of Sand Point mutually agree to the terms and conditions contained in this Amendment. For purposes of negotiating and finalizing this Agreement, if this document or any document executed in connection with it is transmitted by facsimile machine or electronic document, it shall be treated for all purposes as an original document. Additionally, the signature of any party on this document transmitted by way of a facsimile machine or electronic document shall be considered for all purposes as an original signature. Any such faxed or electronic document shall be considered to have the same binding legal effect as an original document. At the request of any party, any faxed document shall be re-executed by each signatory party in an original form.

PREPARED BY: _____
Date

10/24/2022

DocuSigned by:
James Amundsen
79523EAF9A5D42C
James E. Amundsen, P.E.
Engineering Project Manager III
DEHE, ANTHC

RECOMMENDED BY: _____
Date

10/24/2022

DocuSigned by:
Charissa Williar
63CE637E01DF465...
Charissa Williar, P.E., M.P.H.
Sanitation Facilities Program Manager
DEHE, ANTHC

APPROVED BY: _____
Date

10/26/2022

DocuSigned by:
Valerie Nurr'araaluk Davidson
0657E37F8A6B4D3
Valerie Nurr'araaluk Davidson
President/CEO
ANTHC

APPROVED BY
CITY OF SAND POINT: _____
Date

11-15-2022

John Smith
Mayor, City of Sand Point, Alaska

AMENDMENT NO. 1
TO THE
COOPERATIVE PROJECT AGREEMENT
SANITATION FACILITIES IMPROVEMENTS
THE CITY OF SAND POINT, ALASKA

PROJECT NO. AN 20-T97

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USDA RD RAVG GRANT AWARD

AMENDMENT NO. 1
TO THE
COOPERATIVE PROJECT AGREEMENT
SANITATION FACILITIES IMPROVEMENTS
THE CITY OF SAND POINT, ALASKA

PROJECT NO. AN 20-T97

DATE OF AMENDMENT:
October 2022

Introduction

Throughout this Amendment, use the following as reference:

= City of Sand Point	=	City
= Alaska Native Tribal Health Consortium	=	ANTHC
= Indian Health Service	=	IHS
= Alaska Department of Environmental Conservation	=	ADEC
= Alaska Village Safe Water Program	=	VSW
= U.S. Department of Agriculture, Rural Development, Rural Alaska Village Grant Program	=	RAVG

On November 30, 2020, ANTHC and the City of Sand Point executed a Cooperative Project Agreement (CPA) to upgrade the water treatment plant in Sand Point, Alaska.

This project is funded by the USDA RD RAVG & SOA DEC VSW.

This amendment adds \$93,100.00 to the project total from the funders mentioned above. The additional money will cover costs associated with putting the project's construction out to bid as opposed to completing the work in-house.

Recommended Changes

Cost Estimate Table

The original CPA provided funding as shown in the following cost estimate table:

Job Type	Scope of Work	Qty	Units	Unit Cost	Extended Cost	Funding Sources	
						VSW	USDA RD RAVG
M-DS	Design & Business Plan	1	LS	\$44,000	\$44,000	\$11,000	\$33,000
M-TS	Technical Support	1	LS	\$108,000	\$108,000	\$27,000	\$81,000
M-CB	* Support svcs direct charges	1	LS	\$27,000	\$27,000	\$6,750	\$20,250
W-WP	Water Treatment Plant	1	LS	\$120,500	\$120,500	\$30,125	\$90,375
Total					\$299,500	\$74,875	\$224,625

This amendment adds the \$93,100.00 and provides funding as shown in the following cost estimate table:

Job Type	Scope of Work	Qty	Units	Unit Cost	Extended Cost	Funding Sources	
						VSW	USDA RD RAVG
M-DS	Design & Business Plan	1	LS	\$97,100	\$97,100	\$24,275	\$72,825
M-TS	Technical Support	1	LS	\$108,000	\$108,000	\$27,000	\$81,000
M-CB	* Support svcs direct charges	1	LS	\$27,000	\$27,000	\$6,750	\$20,250
W-WP	Water Treatment Plant	1	LS	\$160,500	\$160,500	\$40,125	\$120,375
Total					\$392,600	\$98,150	\$294,450

Changes in Funding

The previous project documents provided funding as shown in the following tables:

PROJECT NO. AN 20-T97 CPA

Contributor	Fiscal Year	Description	Amount
State of Alaska	(State) 2021	ADEC VSW	74,875
USDA	(Federal) 2020	RD, RAVG	224,625
TOTAL PROJECT FUNDING			<u>\$299,500</u>

This amendment provides funding as shown in the following table:

PROJECT NO. AN 20-T97 AMENDMENT NO. 1

Contributor	Fiscal Year	Description	Amount
State of Alaska	(State) 2021	ADEC VSW	74,875
USDA	(Federal) 2020	RD, RAVG	224,625
State of Alaska	(State) 2010	ADEC VSW	23,275
USDA	(Federal) 2010	RD, RAVG	69,825
TOTAL PROJECT FUNDING			<u>\$392,600</u>

Changes in Project Schedule

The original work schedule to complete this project was as follows:

Project Activity	Date
Design Start	January 2021
Design Complete	September 2021
Construction Start	June 2022
Construction Complete	September 2022
Final Inspection	September 2022
Warranty Inspection	September 2023
Final Report Date	January 2024

This amendment revises the work schedule as follows:

REVISED Milestone Dates	
Design	Actual
Design Start	June 2022
Design Complete	December 2022
Construction	Actual
Construction Start	March 2023
Construction Complete	October 2023
Closeout	Actual
Final Inspection	November 2023
Warranty Inspection	November 2024
Final Report Date	March 2025

This document constitutes Amendment No. 1 to the CPA for sanitation facilities construction at the City of Sand Point, Alaska. All other sections of the original CPA remain in effect as agreed upon and executed.

Alaska Native Tribal Health Consortium Project Data Systems Sheet

PROJECT NUMBER: AN 20-T97
 MASTER JOB NUMBER: SDP
 COMMUNITY NAME: Sand Point
 SDS NARRATIVE NAME AND NUMBER (IF APPLICABLE): AK14382-1001
 REGIONAL HEALTH ORGANIZATION: APIA
 SANITATION FACILITIES PROGRAM MANAGER: Charissa Williar, P.E., M.P.H.
 PROJECT CLASS (Funding Method): SDS HPS VSW-CIP Special/Emergency Other
 LEAD AGENCY (CIRCLE ONE) ANTHC VSW OTHER _____
 NAME OF FEDERALLY RECOGNIZED TRIBE: Qagan Tayagungin Tribe of Sand Point

Homes Served by This Project:

Housing Group	Home Type	Number of Houses	First Service? (Y or N)	Water Service	Sewer Service	SW Service	O&M Service	Project Impact		
								Water	Sewer	SW
A	E1	41	Y	X	--	--	--	4	--	--
B	H1	34	Y	X	--	--	--	4	--	--

*** HOUSE TYPES**

New or <u>Renovated Homes</u>	Existing <u>Homes or Buildings</u>
H1 HUD/IHA	E1 Existing Indian
H2 BIA/HIP	E2 Community Building (non-commercial)
H3 Private Tribal	E3 Non-Indian Homes
H4 State Funded Homes	E4 Schools
H5 Other	E5 Commercial/Industrial

COST BY SERVICE TYPE:

WATER	<u>\$392,600.00</u>
SEWER	_____
SOLID WASTE	_____
O&M	_____
TOTAL	<u><u>\$392,600.00</u></u>

ENVIRONMENTAL INFORMATION AND DOCUMENTATION


Tribe: Qagan Tayagungin Tribe of Sand Point Village	Project Name: Water Treatment Upgrades, Project No. AN 20-T97 Amendment 1
Project Description: This amendment adds funds to the project total to cover costs associated with putting the project's construction out to bid as opposed to completing the work in-house.	

This amendment will add funds to Project No. AN 20-T97 to cover costs associated with putting the project's construction out to bid. The original scope was for multiple improvements to the water treatment plant in Sand Point and does not change as a result of this amendment. ANTHC reviewed the project for environmental effects and completed an Environmental Review under Project No. AN 20-T97 (September 2, 2020). Based on the available record, IHS issued a Categorical Exclusion (CATEX) for the project on December 7, 2020. The environmental impacts are within the scope of the CATEX, and the original determination is still applicable.

NHPA Compliance Requirements: A review of the effects of the project on historic properties has been conducted in order to meet compliance requirements for the use of public funding under 54 USC 306108. Per legal authorities PL 102-575, 16 U.S.C. 470 Sect 112 (54 U.S.C. 306131(1)(2)), 36 C.F.R. 800.2(a)(1), evaluations and determinations are made by a qualified historic preservation professional. NHPA evaluations may result in restrictions or conditions for compliance that must be met prior to initiating project construction activities that may be in addition to NEPA requirements.

NHPA Determination: An evaluation of the original project scope was done in September 2020, and the determination was made that the project no potential to affect NRHP properties or NRHP eligible resources. Amendment 1 to the project does not change the original determination for the project. NHPA Conditions: None.


 ANTHC Environmental Reviewer July 7, 2022
 _____ Date


 ANTHC Cultural Resources Manager 7/8/2022
 _____ Date

DocuSigned by:

 James Amundsen 10/24/2022
 _____ Date

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 Project Manager Date
 _____ 07/22/22
 Alaska Area IHS NEPA Coordinator Date

NEW BUSINESS

Community Sanitation Prioritization for Sand Point

Funded/active water and sanitation projects

- *Community’s prioritization will be incorporated into DEHE portfolio & taken into account for resource planning*

Priority	Project Name
1	AN-19-N9R – MH-22, Sewer Main Replacement (Johnson Ave)
2	AN-20-T97 – Water Treatment Upgrades
Notes:	

Deficiencies that are listed on IHS Sanitation Deficiency System (SDS) and identified water, sewer, and solid waste deficiencies that should be on SDS

- *Briefly explain **process/timeline/requirements** for getting projects to Tier 1 and funding in place. Community’s prioritization will be incorporated into SDS and taken into account for resource planning.*

Community Priority	Project Name	Project Tier	Score
	*SAND POINT - Johnson Avenue Sewer Replacement	Tier 3: Preliminarily Assessed	30

PM, please use this space to enter other deficiencies that the community identifies during the meeting – if not a sanitation need, explain why it doesn’t belong on SDS

1. Backup generator power for WTP
2. Landfill upgrades to include replacement of the existing incinerator
3. Humboldt Creek Reservoir Dam Repair/Replacement, City had an Inspection Report done that raised concerns about the stability and condition of the existing dam. A PER report looking at what repairs are needed or if a new structure is required is the next necessary step.

Other funded/active/upcoming projects

- *Community reported – e.g., runway, school, clinic, housing subdivision, etc. (no priority ranking required)*

Managing entity	Project name
	None discussed

<p>Meeting/conversation type: (sanitation planning document; joint council meeting; City council meeting; etc.) Please note that joint council meeting is preferred and tribal concurrence is important for communities in which the utility is operated by the City.</p>	
<p>Date: July 12, 2023</p>	<p>Date updated:</p>
<p>Attendees (include titles): In Sandpoint, the PM attended a City Council meeting with:</p> <p>This meeting went over the new Sanitation Prioritization form and process that is being started at ANTHC DEHE. Discussion included</p>	
<p>Changes since last update/concerns/action items/other notes: PM, please use this section to update the most recent prioritization. Please also include action items for newly-identified SDS deficiencies</p> <p>This was the initial meeting and introduction of this new form and format for soliciting prioritization input from the municipal and tribal governments. Discussed follow up meetings to include presentation to the Tribal government/council.</p>	

City of Sand Point
P.O. Box 249
Sand Point, AK 99661 (907) 383-2696

Building Permit Application

Owner/Applicant: Peter Pan Seafood Co. LLC

Address: 168 Airport Rd. Sand Point, AK. 99661

Are you the owner? Yes

(If answer is no, you must attach a title/quick deed with application.)

Legal Description:

Tract _____ Block _____ Lot SUB. _____

ZONING DISTRICT: R-8 R-10 R-20 MH-5 A-U

C-3 C-4 H-I L-I O-P

PERMIT FOR USE Conditional Use Home Occupancy
 Temporary Use Other _____

RESIDENTIAL:

Single Family
 Mobile Home
 Multi Family Light Industrial

COMMERCIAL:

General Commercial
 Neighborhood Commercial
 Heavy Industrial

Main Dwelling will be as follows: Number of Units: 1

Height: 14' Description of Use: Water Storage Tank

Setbacks:

Front yard setback _____ ft.

Side yard setback _____ ft.

Backyard setback _____ ft.

Type of Construction:

Wood frame

Masonry

Other: _____

PROVISION FOR WATER AND SEWER: Attach to existing City System

******ATTACH SITE PLAN SHOWING EXISTING AND PROPOSED BUILDING, LOT SIZE, LOT COVERAGE, SETBACKS AND ALL OTHER REQUIREMENTS TO COMPLY WITH THE ZONING AND SUBDIVISION CODES.******

Applicants Signature: James Mullin Date: 05/17/2023

THIS REQUEST IS IN ACCORDANCE WITH SECTION 13.07.020 OF THE MUNICIPAL CODE, SUBJECT TO THE BUILDING PERMIT ORDINANCE, CHAPTER 7 OF THE SAND POINT MUNICIPAL CODE

This Building Permit is: Approved Denied

By: _____ Date: _____

Title: _____ Expiration: _____

City of Sand Point
P.O. Box 249
Sand Point, AK 99661 (907) 383-2696

By: _____ Date: _____

Title: _____ Expiration: _____



PUBLIC COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

FYI



City of Sand Point, Alaska

June 30, 2023

James Smith
P.O. Box 354
Sand Point, AK 99661

Re: Mayor Term of Office Expiration

Dear James,

This is a reminder that your seat as Mayor with the City of Sand Point will expire in October. Election Day is Tuesday, October 3, 2023. If you are planning to run for re-election, you are required to file a Declaration of Candidacy form. The form will be available in the City Office on August 1, 2023.

The deadline for filing your Declaration of Candidacy is September 1, 2023 by 4:00 p.m.

If you have any questions, please contact me at the City office.

Sincerely,

Jade Gundersen
City Clerk

cc: Sand Point City Council



City of Sand Point, Alaska

June 30, 2023

Jack Foster Jr.
P.O. Box 254
Sand Point, AK 99661

Re: City Council Term of Office Expiration

Dear Jack,

This is a reminder that your Sand Point City Council Seat D will expire in October. Election Day is Tuesday, October 3, 2023. If you are planning to run for re-election, you are required to file a Declaration of Candidacy form. The form will be available in the City Office on August 1, 2023.

The deadline for filing your Declaration of Candidacy is September 1, 2023 by 4:00 p.m.

If you have any questions, please contact me at the City office.

Sincerely,


Jade Gundersen
City Clerk

cc: Sand Point City Council



City of Sand Point, Alaska

June 30, 2023

Allan Starnes
P.O. Box 293
Sand Point, AK 99661

Re: City Council Term of Office Expiration


Dear Allan,

This is a reminder that your Sand Point City Council Seat B will expire in October. Election Day is Tuesday, October 3, 2023. If you are planning to run for re-election, you are required to file a Declaration of Candidacy form. The form will be available in the City Office on August 1, 2023.

The deadline for filing your Declaration of Candidacy is September 1, 2023 by 4:00 p.m.

If you have any questions, please contact me at the City office.

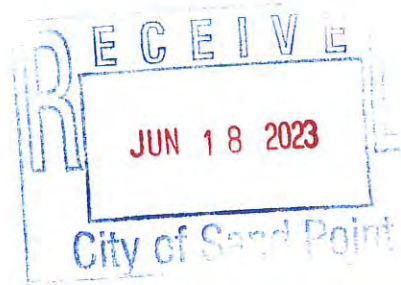
Sincerely,


Jade Gundersen
City Clerk

cc: Sand Point City Council

June 16, 2023

Mayor James Smith
City of Sand Point
PO Box 249
Sand Point, AK 99661



RE: NBC Camp

Dear Honorable Mayor Smith and Council Members:

We want to thank you for the donation towards our group that attended NBC Basketball Camp in Anchorage, May 31-June 3, 2023. Not only did the kids enjoy themselves, learn a lot, and make new friends, but Sand Point was well represented. Many of our Sand Point squad were recognized during the camp, made the All-Star team, and received awards at the end.

Thank you again for helping make this possible.

Sincerely,

Sand Point Athletes

