

CITY OF SAND POINT COUNCIL MEETING



Wednesday, November 12, 2025

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
November 7, 2025 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

SAND POINT CITY COUNCIL		
MEETING AGENDA		
CITY CHAMBERS		
November 12, 2025	7:00 pm	Regular Meeting
	2:00 pm	Workshop
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
 - October 14, 2025 Regular Meeting
6. **GUEST SPEAKERS/PRESENTATIONS**
 1. Paul Mueller-CEO, Eastern Aleutian Tribes
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. **HEARINGS**
 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.

10. ORDINANCES AND RESOLUTIONS

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-2nd Reading

11. OLD BUSINESS

1. Donation Procedure

12. NEW BUSINESS:

1. 2026 Proposed Leases
2. Donation Request: Qagan Tayagungin Tribe: Community Christmas Potluck
3. Donation Request: Sand Point Close-Up Class
4. Mayor/City Administrator Responsibilities Discussion

13. PUBLIC COMMENTS

14. COUNCIL COMMENTS

15. AGENDA ITEMS FOR NEXT MEETING

16. NEXT MEETING DATE

17. ADJOURNMENT

APPROVAL OF CONSENT AGENDA

CALL TO ORDER:

The Sand Point City Council's regular meeting was held on Tuesday, October 14, 2025, in the City Chambers and via teleconference. Mayor James Smith called the meeting to order at 7:03 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
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
- Jade Gundersen, City Clerk
- Dylan Jacobsen, Water & Sewer Director
- Jeff Wood, Police Officer
- Casey Canfield, Police Officer

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 Austin Roof seconded the motion.

VOTE: Motion passed unanimously.

CERTIFICATION OF ELECTION

City Clerk Jade Gundersen, acting as Election Supervisor, read the official results of the General Election held on October 7, 2025. Austin Roof, Council Seat A, received 83 of 107 votes and Amy Eubank, Council Seat C, received 97 of 107 votes.

MOTION: Council Member Billy Dushkin Jr. moved to certify the 2025 General Election results as presented.

SECOND: Council Member Jani Gundersen seconded the motion.

VOTE: Motion passed unanimously.

OATH OF OFFICE

Austin Roof and Amy Eubank swore in and assumed their seats on the Council.

PUBLIC COMMENTS ON AGENDA ITEMS: None

CONSENT AGENDA:

MOTION: Council Member Marita Gundersen moved to approve the Regular Meeting Minutes of September 12, 2025.

SECOND: Council Member Amy Eubank seconded the motion.

VOTE: Motion passed unanimously.

REPORTS:

Water & Sewer Supervisor-Dylan Jacobsen

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

Harobrmaster- Allen Kuchenoff Jr.

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

Police Department-Officer Jeff Wood

Officer Jeff Wood read the report included in the packet. He added that he is working on the fire boat and attending a collateral academy in December. He introduced the new Police Officer, Casey Canfield.

Finance Officer-Charlotte Hansen

Charlotte Hansen reported that the Fish Tax Revenue for the past 3 months is \$331,468, and Sales Tax is \$246,962.00, which September only includes Trident’s information. The financial report was included in the packet.

Administrator – Debi Schmit

Administrator Debi Schmit read her report included in the packet.

PUBLIC COMMENTS ON AGENDA ITEMS:

Douglas Holmberg expressed concern that the work being done on the fireboat involves grinding down the surface, which is removing the anodized coating that protects the aluminum.

HEARINGS, ORDINANCES, AND RESOLUTIONS:

- 1. Ordinance 2025-02: 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 Billy Dushkin Jr. moved to put Ordinance 2025-02 on the floor for first reading as read.

SECOND: Council Member Austin Roof seconded the motion.

DISCUSSION: None

VOTE: Motion passed unanimously.

OLD BUSINESS: None

NEW BUSINESS:

- 1. FY24 Audit

MOTION: Council Member Amy Eubank made a motion to accept the FY24 Audit as presented.

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

Discussion: None

VOTE: Motion passed unanimously.

2. Donation Policy

The Council directed the Administration to establish a more formal donation procedure, including reports from games of chance, and to incorporate this procedure into a donation form to be completed.

3. Donation Request: Pauloff Harbor Tribe Silver Bell Rock

MOTION: Council Member Austin Roof made a motion to donate \$250 to the Pauloff Harbor Tribe for the Silver Bell Rock.

SECOND: Council Member Jani Gundersen seconded the motion.

DISCUSSION: None

VOTE: Motion passed unanimously.

4. Donation Request: Sand Point Senior Class Trip

Council asked the Class Advisor for a status update on fundraising efforts since the letter was sent. The Advisor reported that the group is progressing well and that plans are in place moving forward.

MOTION: Council Member Austin Roof moved to donate \$1000 to the Sand Point Senior Class of 2026.

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

DISCUSSION:

VOTE: Motion passed unanimously.

PUBLIC COMMENTS:

Douglas Holmberg expressed concern about the drug problem in the community and asked what actions the City plans to take.

Mayor Smith addressed the community's drug concerns, affirming that the City and Police Department are actively addressing the issue. He clarified that neither he nor the Council are hindering police efforts, emphasized their support for the Police Department, and noted that challenges in the legal system have slowed some cases.

Douglas Holmberg asked whether it was true that the City stopped funding the drug officer. Mayor Smith further confirmed that he is still employed by the City and commended the department he is in on the work they are doing.

COUNCIL COMMENTS:

Council Member Amy Eubank thanked Alan Aldred for his time serving as EMS Director, Brandon Gundersen for advancing his training, Mayor Smith for speaking up for the City and Council, and the police department for being here.

Amy Eubank requested a Special Meeting for the purpose of reviewing and discussing financial matters more thoroughly.

Council Member Jani Gundersen spoke about the drug problem in the community and said that it will take everyone working together to address it, not just one person or group.

Council Member Austin Roof welcomed the new officer and thanked Alan Aldred for working with EMS, noting the importance of filling the vacant position soon to ensure continued ambulance service. He also thanked the Finance Director and Administrator for completing the audit, stating that it provides a clearer understanding of the City's financial status and will help the City move forward with better financial oversight, allowing departments to accomplish more.

Council Member Amy Eubank requested a Special Meeting to have a more in-depth discussion regarding finance.

Administrator Debi Schmit added that she thinks that there can be a more in-depth conversation about finances at the next workshop.

Mayor Smith thanked Douglas Holmberg for coming and highlighting the drug issue, and thinks the community coming together to address the problem is key.

Council Member Jack Foster Jr. added that the justice system is discouraging in relation to the drug problem, and people should pay attention to the judges they vote for.

NEXT MEETING DATE

Due to the City holiday on Tuesday, November 11, 2025, in observance of Veterans Day, the regular meeting will be held on Wednesday, November 12, 2025.

ADJOURNMENT:

MOTION: Council Member Billy Dushkin Jr. moved to adjourn.

SECOND: Council Member Amy Eubank seconded the motion.

The meeting adjourned at 7:53 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 October 2025

- Grade roads
- Plow snow
- Sanded roads
- Ordered and replaced leaking valve on Volvo loader
- Replaced radiator and u-joints on shop flatbed
- Looking for replacement radiator for diesel fuel truck
- Ordered locates for new harbor water line dig
- Moved Bobcat and Hitachi excavators to harbor for water line dig
- Ordered new batteries for Sand Truck
- Replaced old leaking hydraulic cylinders on Sand Truck
- Ordered service kits and burner parts for shop heaters
- Ordered new blower motor fan for shop heater
- Ordered and installed new blower motor for sand truck heater
- Inspected and worked on sand truck brakes
- Fueled City buildings
- Filled potholes
- Oil change on police Interceptor

WATER & SEWER SUPERVISOR

Water/Sewer City Council Report

October 2025

Dylan Jacobsen

- Reports/Samples
- Had a big water leak at B&C floats in the boat harbor, shut that off, will need a diver
- ANTHC has a small crew here (on 11/4) that is going to set up remote monitoring at the water plant
- Had a meeting with the mayor, Debi and the AEB mayor about the water in the new boat harbor
- We dug test holes in the new boat harbor to confirm that there is no water line attached to the float system
- We were out looking for water leaks
- Pumped the Russian Town sewer plant
- Shut off the spicket by John Lee's, Shut off some houses, people leaving for the winter
- Winterized the vaults at the school and at the old water tank
- Picked up around dumpsters
- Cleaned the turbidimeters
- Maintenance kit on the polymer pump
- Used the jetter at the Nappa shop, for their drain system

HARBORMASTER



City of Sand Point, Alaska
Robert E. Galovin Small Boat Harbor
Allen Kuchenoff Jr.
Harbormaster
907.383.2331, akuchenoff@sandpointak.org

October 2025 Report

- Hauled, launched & stored boats
- Helped with replacing water pump
- Closed bathrooms
- Brought oil to Public Works
- Replaced hard lines for fuel pump on big lift
- Puffin Electric looked at the damaged electrical box

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: November 3, 2025

SAND POINT POLICE DEPARTMENT MONTHLY REPORT FOR OCTOBER 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

OCTOBER 2025

1 Arrest

30 Calls to 911

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

Reports Taken

- 1** – Theft
- 1-** Burglary - arrest
- 4-** Damage, vandalism
- 1** – lost/found property
- 1-** Violation of conditions of release
- 1-** Deceased, overdose
- 1-** Medical assist
- 1-** Welfare check
- 1-** Agency assist
- 3** – Service court documents
- 3** – Trespass

Officer Self-Initiated Activity

29- Bar checks

17- Courtesy Transports

441 – Building checks

1089- Total Citizen Contacts

Administrative

1 - Driver knowledge test

2 - Fingerprints/background checks

Month of October 2025 Activity Summary

- 1150 miles patrolled
- Public Appearance, Red Ribbon Week
- Back up 911 dispatch

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: November 2025
SUBJECT: Monthly Report

Below is a summary of some of the items I have worked on since our last meeting:

- Mayor Smith, Dylan Jacobsen, and I met with Aleutians East Borough (AEB) representatives regarding the water line to the new harbor. Initially, AEB thought they had enough money left in the MARAD grant to connect city water to the new harbor. To ensure the water line was never installed, city crews dug to confirm that it was not. Unfortunately, AEB does not have enough money available in the MARAD grant to pursue a new waterline. Therefore, they will be requesting permission from MARAD to purchase a portable water pump that will serve the fire protection needs of the float in the new harbor.
- Mayor Smith and I are still working with West Marine to clean up the scrap metal debris that is left at the harbor.
- I attended some of the Alaska Federation of Natives meetings on October 16—18. Key issues discussed this year included strengthening Hawaii-Alaska partnerships, collective voting power to protect hunting and fishing rights, stronger subsistence laws and management, increased funding for public safety, healthcare, and education, as well as public broadcasting.
- Mayor Smith and I have had several meetings, including with the finance staff, to discuss the way forward. The new software I mentioned in an email to you earlier this week is being installed now. We look forward to presenting financial details, including revenue and expenditure trends, as well as the actual results of department and enterprise operations at a finance meeting next January.

- ANTHC asked us to post a public Notice for the supplemental funding to fund the Water Treatment Plant upgrades project fully. However, the supplemental funding for the Water Treatment Plant Upgrades and the Johnson Avenue Sewer Main Replacement are both currently held up by the Federal Government Shutdown. ANTHC is hoping the shutdown ends so they can receive the funds and prepare for 2026 construction.
- More good news is that the clinic lease increase and the planned maintenance to the building have been informally approved (not yet signed). I hope to have Paul Mueller present or available to discuss this with you.
- While the USDA \$750,000 grant is still not available, I can start working on the grant paperwork. Just a reminder: we still need matching funds for this project.

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: November 7, 2025
SUBJECT: Ordinance Title 13, Chapter 6, Section 1, 13.06.020

The Council held a first reading of City of Sand Point Ordinance Title 13, Chapter 6, Section 1, 13.06.020 regarding metal shipping containers at their October meeting. This is the public hearing and second reading of Ordinance Title 13, Chapter 6, Section 1, 13.06.020. The ordinance is attached, and all changes are identified in the document.

**City of Sand
Point**



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

WHEREAS, metal shipping containers, such as those commonly referred to as conexes, are frequently utilized in Sand Point for storage and other uses; and

WHEREAS, the zoning code seeks to ensure that such containers can be used for their utility without diminishing the beauty of our city and the goals of the code regarding residential and commercial zones; therefore,

BE IT ENACTED BY THE COUNCIL OF THE CITY OF SAND POINT:

Section 1: Amend 13.06.020 General Provisions. Section 13.06.020 (d)(7) of the Code of Ordinances of the City of Sand Point is hereby amended to read as follows [new language is underlined, old language is ~~struck through~~]:

§ 13.06.020 (d).

(7) Metal shipping containers. In all residential ~~and in all commercial zones~~, the use of metal shipping containers for storage, garage, or other uses shall be limited in the following ways:

a. all metal shipping containers must be made to conform with the ~~architectural style~~ color scheme of the adjacent buildings in the zone or a color scheme which is predominant in the zone ~~within three two years from the enactment of Ordinance 89-3 by September 15, 2027~~, if they are already in use and have already been placed in the zone;

b. all metal shipping containers being placed in residential ~~and commercial zones~~

~~after the enactment of Ordinance 89-3 must obtain a temporary use permit, which is valid for (1 year.) A temporary use permit can be renewed for a second six-month period up to a year. At the end of the temporary use permit period, the storage container must be made to conform with the color scheme of the adjacent buildings in the zone or a color scheme which is predominant in the zone. architectural style color/paint of the residential or commercial area. For example, if the houses predominately have exterior siding of T-111 plywood, the shipping container must be completed using the same or comparable material for all four sides.~~

c. The removal of any shipping container from a property shall be at the expense of the property owner and shall include all costs associated with equipment, labor, and disposal, if applicable. Properties located within residential zoning districts shall be limited to a maximum of three (3) shipping containers. ~~Failure to comply with this section will result in a fine of \$3 per day per violation, to comply by May 1, 1992, failure to comply within 30 days will result in legal action. must be maintained in good condition (no rust, no falling apart, no holes, no graffiti, no derelict condition).~~

Section 2: Codification. This is a code ordinance.

Section 3: Effective Date. This ordinance becomes effective 24 hours after adoption.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE SAND POINT CITY COUNCIL THIS 12TH DAY OF NOVEMBER, 2025.

CITY OF SAND POINT

James Smith
Mayor

Attest:

Jade Gundersen
City Clerk

Introduction and 1st Reading: October 14, 2025
2nd Reading and Adoption:

OLD BUSINESS



City of Sand Point

MEMORANDUM TO COUNCIL

TO: Mayor Smith and City Council Members
FROM: Debi Schmit, City Administrator
DATE: November 7, 2025
SUBJECT: Donation Procedure

Council discussed its donation process at the August and October meetings. In October, staff were directed to 1) present a game of chance financial report at each regular City Council meeting, and 2) draft a donation procedure to be discussed at the November meeting.

Recommended considerations were as follows:

- Calculate the standard requests (Easter, Christmas, student and school requests, etc.), then determine a donation cap.
- Present a draft donation procedure.

The attached donation procedure is for discussion purposes. Pay attention to the cap amount and the annual request limit. Staff feel that the current process is adequate if you are aware of the amount of money you have available to consider. In my research, several communities have stopped accepting donation requests due to budget constraints. Additionally, I have noticed that many individuals allocate a specific amount in their annual budget for regular donations to community events.



City of Sand Point Donation Request Procedure

Purpose:

To establish a clear and consistent process for organizations or individuals requesting donations from the City of Sand Point.

Procedure:

1. All donation requests must be submitted using the official City of Sand Point Donation Request Application Form.
2. A maximum of two (2) donation requests per organization may be submitted each calendar year.
3. The combined total of all approved requests may not exceed \$3,000 per year.
4. Completed forms should be submitted to the City Clerk's Office.
5. Requests are subject to City Council review and approval.
6. Applicants will be notified once a decision has been made.
7. All approved donations must comply with city financial procedures and may be subject to audit.

Donation Request Guidelines

1. **Submission Deadline:**
Donation requests must be submitted no later than the Wednesday preceding the next Regular City Council Meeting to be included on the meeting agenda.
2. **Budget Requirement:**
A detailed budget or cost breakdown must be included with all donation requests. Requests submitted without a budget will not be considered.
3. **Funding Availability:**
Donation amounts will be evaluated based on available City funds and current gaming fund revenues. The availability of gaming funds and the amount received to date will be taken into consideration when determining award levels. All approvals and funding amounts are at the discretion of the City Council.

Submission Address:

City of Sand Point
Attn: City Clerk
PO Box 249
Sand Point, AK 99661
Phone: (907)383-2696
Email: cityclerk@sandpointak.org



CITY OF SAND POINT DONATION REQUEST APPLICATION

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

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

ORGANIZATION/BENEFICIARY NAME: _____

PERSON COMPLETING THIS FORM: _____

MAILING ADDRESS: _____

PHONE #: _____

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

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

If Approved: Mailing address of donation recipient: _____

Number of participants benefiting from donation: _____

How will the participants benefit from this donation:

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

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

FOR OFFICE USED ONLY

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

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

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

NEW BUSINESS

2026 City of Sand Point Proposed Leases						
	Property	Sq. Ft.	Price/sq. ft	Total	Frequency	Notes
Airport Leases						
Paul Gundersen III	Airport Warehouse			\$ 440.00	Monthly	
City Building Office Leases						
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	
Old Clinic Leases						
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	
Harbor Lot Leases						
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
Other						
General Dynamics	Behind Public Works	1800	\$450.00	\$5,400	Anually	Exp. 12/31/27
Teen Center			\$1.00	\$ 1.00	Annually	
Residential Leases						
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



QAGAN TAYAGUNGIN TRIBE
P.O. BOX 447
SAND POINT, ALASKA 99661
PHONE (907) 383-5616

October 2, 2025

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

Dear Mayor Smith and Council,

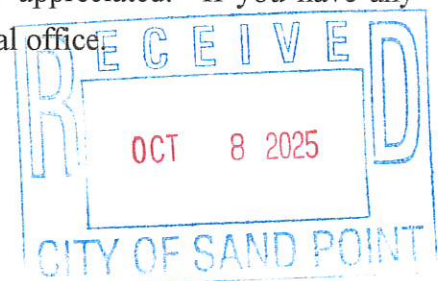
It's hard to believe it's already October, Christmas is just around the corner! The Qagan Tayagungin Tribe is starting to make preparations for our Community Christmas Potluck. As I'm sure you know, this joyful event provides all Sand Point community members a chance to come together to enjoy the holidays as a community as well as a chance to win prizes and money. All of the children of Sand Point will also receive their first Christmas gift of the season!

The Qagan Tayagungin Tribe is inviting you to be involved in these festivities by contributing a donation to cover some of the food, gifts, supplies, and decorations. Each year we purchase gifts for approximately 100 children, including some for children who may not have been present when we put together our Christmas list to ensure each child who attends receives a gift. We would also like to continue doing a money tree and adult gifts during the potluck if funds allow. With the cost of gifts and other supplies, (tablecloths, utensils, decorations, and food) we anticipate the cost of the 2025 Christmas potluck to be approximately \$10,000.

There is no better way to kick off the holiday season than to celebrate together with family, friends, community, food, and fun. We have appreciated the support you've shown the community and this event in the past, and hope you will continue to support the Tribe in keeping this tradition alive and thriving. Any donation will be greatly appreciated. If you have any questions regarding this event, please feel free to contact the tribal office.

Sincerely,
Amy Mack

A handwritten signature in black ink, appearing to read "Amy Mack".





CITY OF SAND POINT DONATION REQUEST APPLICATION

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

TODAY'S DATE: 10/8/25 DATE(S) OF EVENT: TBA

ORGANIZATION/BENEFICIARY NAME: Qagan Tayagungin Tribe

PERSON COMPLETING THIS FORM: Amy Mack

MAILING ADDRESS: P.O. Box 447 Sand Point, AK 99661

PHONE #: 907.383.5614

AMOUNT REQUESTED: \$500 - \$1000 (An amount range is acceptable)

If Approved: Who should the check be made out to: Qagan Tayagungin Tribe

If Approved: Mailing address of donation recipient: P.O. Box 447 Sand Point, AK 99661

Number of participants benefiting from donation: Community of Sand Point

How will the participants benefit from this donation:

Celebrating the Christmas Holiday with laughter and fun,
for the whole community.

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

Estimated budget for Christmas Potluck is \$10,000.

We've asked many other local and regional businesses also.

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

FOR OFFICE USED ONLY

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

Date Received: 10/8/25

Council Decision:

Approved

Denied

Tabled for more information

Amount approved: _____

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



CITY OF SAND POINT DONATION REQUEST APPLICATION

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

TODAY'S DATE: 10/14/25 DATE(S) OF EVENT: April 10th - 24th
ORGANIZATION/BENEFICIARY NAME: Sand Point School, Close-up 2026
PERSON COMPLETING THIS FORM: Precious Kaminanga
MAILING ADDRESS: P.O. Box 269
PHONE #: (907)-383-2393
AMOUNT REQUESTED: \$ 4,000 (An amount range is acceptable)
If Approved: Who should the check be made out to: Sand Point School
If Approved: Mailing address of donation recipient: P.O. Box 269, Sand Point School

Number of participants benefiting from donation: 8 people

How will the participants benefit from this donation:

Class of 2027 will benefit from this donation because they'll be getting more information and education on how we can help our government improve. We want to learn how to use our government to help our community.

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

The estimated budget is 48,000. The close-up portion is covered, but airfare is what we will use this donation for. We've asked Aleut Corp and ATT.

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

FOR OFFICE USED ONLY

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

Date Received: _____

Council Decision:

Approved

Denied

Tabled for more information

Amount approved: _____

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

Sand Point Close up Budget Estimate

EXPENSE ITEM	TOTAL
PROGRAM TUITION	\$ 2,108.00
ROOM, BOARD, IN-TOWN TRANSPORTATION	\$ 529.00
SAFETY & SECURITY	\$ 80.00
TRANSPORTATION FROM ANC ROUND TRIP	\$ 1,248.00
EARLY DAY ARRIVAL	
STUDENT PROGRAM PRICE >	\$ 3,965.00 Per Student
Advisor	\$4,365.00

STUDENTS	SAND POINT
Close Up & DC Travel Expense	27,755.00
Travel to Anchorage Expense Estimate	9,576.00
Auto rental in Anchorage Estimate	350.00
Hotel in Anchorage Estimate	1,352.00
Per Diem Estimate	8,400.00
Baggage Fee Estimate	700.00
ESTIMATED STUDENTS NET COST	\$ 48,133.00
ADVISERS	1
Close Up & DC Travel Expense	4,315.00
Travel to Anchorage Expense Estimate	1,368.00
Hotel in Anchorage Estimate	676.00
Per Diem Estimate	1,200.00
Baggage Fee Estimate	50.00
Single Room for 8 Nights - Plus 1 Extra Night Estimate	930.00
ESTIMATED ADVISORS NET COST	\$ 8,539.00

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City of Sand Point

MEMORANDUM TO COUNCIL

TO: Mayor Smith and City Council Members
FROM: Debi Schmit, City Administrator
DATE: November 6, 2025
SUBJECT: Mayor and Administrator Responsibilities Review

Council directed staff to provide information regarding the responsibilities of the Mayor and City Administrator. This discussion and goals were set during the FY25 strategic planning process and were deemed complete by the staff. However, the Council agreed it was time to review best practices. The council wants to review other cities' models of government that appear to deliver good results.

Staff have researched the models of other Alaskan cities, reviewed the City of Sand Point Ordinance, and the job descriptions. Other information about both positions is attached to the review.

Staff are seeking guidance on the next steps. You can choose the cities you want to learn more about, and our staff can gather information such as 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

City	Population	City Class	Form of Government
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.



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 (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) 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.

PUBLIC COMMENTS

COUNCIL COMMENTS

AGENDA ITEMS FOR NEXT MEETING

**NEXT MEETING
DATE**

ADJOURNMENT

FYI



Alaska Association of Municipal Clerks
c/o City & Borough of Juneau
Deputy Clerk Di Cathcart, CMC
155 Heritage Way
Juneau, AK 99801

October 22, 2025

Jade Gundersen
Sand Point City Clerk
PO Box 249
Sand Point, AK, 99661

Dear Jade,

On behalf of the Alaska Association of Municipal Clerks (AAMC) Executive Board and the AAMC Scholarship Committee, I am happy to inform you that you have been selected to receive a scholarship to attend the AAMC Conference in Anchorage, Alaska December 8 & 9, 2025. Scholarship funds are available thanks to the extraordinary efforts of the AAMC Fundraising Committee and the generous support of those who participate in raffles and auctions.

This scholarship is for reimbursement in the amount of \$375 to defray the travel costs to and from Anchorage. In addition, you will receive free early conference registration if you register before November 1, 2025. Please note that the free conference registration ***does not*** include the registration fees for the Advanced Academy on Sunday or Athenian Dialogue on Wednesday. **You or your municipality must pay all costs up front prior to attendance at the conference.**

- 1) Please register and make your airfare reservations for the conference as soon as possible to avoid late registration fees. Scholarship recipients who register after November 1, 2025, will be responsible for the additional \$50 fee. You may register online at: <https://www.alaskaclerks.org/general/page/2025-aamc-annual-conference>
- 2) To be reimbursed the maximum amount (\$375), submit the following items to the Alaska Association of Municipal Clerks, c/o City & Borough of Juneau, Attn: Di Cathcart 155 Heritage Way Juneau, AK 99801 or di.cathcart@juneau.gov by **December 19, 2025**.
 - ✓ A completed reimbursement request form (attached)
 - ✓ Receipts for travel (airfare, ferry, etc.)
 - ✓ Proof of attendance signed by the AAMC President

AAMC will not be responsible for any cost associated with your cancellation or late registration. In the event you need to cancel your attendance, you must notify AAMC immediately.

Congratulations! Have a wonderful time learning and networking at the AAMC Annual Conference!

Sincerely,

A handwritten signature in black ink that reads "Di Cathcart".

Di Cathcart, CMC
AAMC Scholarship Committee Chair