

**CALL TO ORDER:**

The Sand Point City Council's regular meeting was held on Wednesday, November 12, 2025, in the City Chambers and via teleconference. Mayor James Smith called the meeting to order at 7:01 p.m.

**ROLL CALL:**

James Smith	Mayor	Present
Austin Roof	Seat A	Present @ 7:06 pm
Jani Gundersen	Seat B	Present
Amy Eubank	Seat C	Present
Jack Foster Jr.	Seat D	Present
Marita Gundersen	Seat E	Present
William "Billy" Dushkin Jr.	Seat F	Present

A quorum was established.

**Staff in attendance:**

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

**APPROVAL OF AGENDA:**

Mayor James Smith requested a motion to approve the agenda.  
**MOTION:** Council Member Billy Dushkin Jr. moved to approve the agenda.  
**SECOND:** Council Member Amy Eubank seconded the motion.  
**VOTE:** Motion passed unanimously.

**PUBLIC COMMENTS ON AGENDA ITEMS:** None

**CONSENT AGENDA:**

**MOTION:** Council Member Marita Gundersen moved to approve the Regular Meeting Minutes of October 14, 2025.  
**SECOND:** Council Member Billy Dushkin Jr. seconded the motion.  
**VOTE:** Motion passed unanimously.

**REPORTS:**

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

Water & Sewer Supervisor-Dylan Jacobsen

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

Harbormaster- Allen Kuchenoff Jr.

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

Police Department-Captain Richard Lowery

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

Finance Officer-Charlotte Hansen

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

Administrator – Debi Schmit

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

**PUBLIC HEARING**

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

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

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

**HEARINGS, ORDINANCES, AND RESOLUTIONS:**

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

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

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

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

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

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

**SECOND:** Council Member Marita Gundersen seconded the motion.

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

**OLD BUSINESS:**

1. Donation Procedure

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

**NEW BUSINESS:**

1. 2026 Leases

City Clerk Jade Gundersen introduced the lease rate list.

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

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

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

VOTE: Motion passed unanimously.

2. Donation Request: Qagan Tayagungin Tribe Christmas Potluck

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

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

DISCUSSION: None

VOTE: Motion passed unanimously.

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

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

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

SECOND: Council Member Amy Eubank seconded the motion.

DISCUSSION: None

VOTE: Motion passed unanimously.

4. Administrator/Mayor Duties & Responsibilities Discussion

No discussion occurred.

**PUBLIC COMMENTS:**

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

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

**COUNCIL COMMENTS:**

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

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

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

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

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

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

**AGENDA ITEMS FOR NEXT MEETING:**

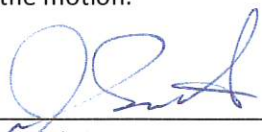
Mid-term Budget, Old Clinic Leases

**ADJOURNMENT:**

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

**SECOND:** Council Member Marita Gundersen seconded the motion.

The meeting adjourned at 8:16 pm.

  
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James Smith Sr., Mayor

ATTEST:

  
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Jade Gundersen, City Clerk