

CITY OF KOTZEBUE NOTICE

Regular City Council Meeting Agenda

September 23, 2024 at 5:15 PM

City Hall Chambers – 258 A Third Avenue

THE PUBLIC IS ENCOURAGED TO ATTEND.

For residents who want to participate telephonically call: **1-800-315-6338**; access code:
49401#

I. Call to Order

II. Roll Call

III. Invocation/Moment of Silence

IV. Pledge of Allegiance

V. Adoption of The Agenda

VI. Adoption of Minutes

[a\)](#) June 7th, 2024

[b\)](#) June 20th, 2024

[c\)](#) September 5th, 2024

VII. Introduction of Guests & Staff

VIII. Citizen Comments

IX. Correspondence

[a\)](#) Kobuk 440 Scholarship Thank You Letter

[b\)](#) AML SS4A Transportation Safety Action Plan

[c\)](#) FY22 State and Local Cybersecurity Grant Program (SLCGP)-Round 2 Allocations

X. Unfinished Business

[a\)](#) Manager's Reports

1. City Manager
2. Holland and Hart
3. The Mulder Company
4. Joe Evans City Attorney

5. Finance Director *need to vote to accept and approve Finance Report
6. Public Works *need to vote to accept and approve Public Works report
 - i. Public Works Water
7. Police Department
8. Fire Department
9. Parks & Recreation
10. Package Store
11. Public Relations/Human Resources
12. Planning Department

XI. New Business

- a) ORDINANCE 24-04**, "A CODE ORDINANCE DELETING THE PRESENT SECTION 2.12.010, APPOINTMENT-TERM (FOR CITY CLERK), OF THE KOTZEBUE MUNICIPAL CODE ("KMC") IN ITS ENTIRITY AND REPLACING IT WITH A NEW SECTION 2.12.010, APPOINTMENT-TERM FOR CITY CLERK, OF THE KMC AS SET FOR HEREIN" **[PUBLIC HEARING]**
- b) ORDINANCE 24-05**, "A NON-CODE ORDINANCE PURSUANT TO KOTZEBUE MUNICIPAL CODE ("KMC") 15.04.100 REQUIRING THE OWNER OF HOUSE NO. 671 LOCATED AT LOT 16, BLOCK 6, USS 2645, KOTZEBUE TOWNSITE AT HIS OWN EXPENSE TO DEMOLISH OR REMOVE THE STRUCTURE HE OWNS" **[PUBLIC HEARING]**
- c) ORDINANCE 24-06**, " A CODE ORDINANCE ADDING A NEW SECTION TO THE KOTZEBUE MUNICIPAL CODE ("KMC") CONFIRMING AND AUTHORIZING THE USE OF ALASKA MUNICIPAL LEAGUE'S ("AML") SERVICES TO COLLECT, REMIT, ENFORCE AND ADMINISTER KMC CHAPTER 3.20, SALES TAX, FOR THE CITY OF KOTZEBUE ("CITY)" **[PUBLIC HEARING]**
- d) ORDINANCE 24-07**, "A CODE ORDINANCE AMENDING KOTZEBUE MUNICIPAL CODE ("KMC"), CHAPTER 3.20, SALES TAX, SECTIONS 3.20.210, 3.20.270, 3.20.280 AND 3.20.450 TO PROVIDE FOR QUARTERLY REPORTING AND REMITTANCE OF CITY SALES TAXES COLLECTED DURING THE QUARTER, EFFECTIVE JANUARY 1, 2025 WITH THE FIRST QUARTERLY REPORTING PERIOD BEING JANUARY 1, 2025 THROUGH MARCH 31, 2025." **[FOR INTRODUCTION]**

- e) RESOLUTION 24-55**, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE APPOINTMENT OF TEMPORARY, PART-TIME PERSONNEL FOR THE OCTOBER 1, 2024 MUNICIPAL ELECTION."
- f) RESOLUTION 24-56**, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE ("CITY") AUTHORIZING THE CITY MANAGER TO EXTEND THE CITY'S CONTRACT WITH DOWL FOR ENGINEERING AND CAPITAL PROJECTS MANAGEMENT SERVICES THROUGH CALENDAR YEAR 2024 AND DIRECTING THE CITY MANAGER TO ISSUE AN RFP IN LATE OCTOBER 2024 FOR ENGINEERING AND CAPITAL MANAGEMENT SERVICES FOR CALENDAR YEAR 2025."
- g) RESOLUTION 24-57**, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE ACCEPTING AND AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO COMPLETE AND EXECUTE A GRANT AGREEMENT WITH THE DENALI COMMISSION FOR THE CAPE BLOSSOM ROAD AND CAPE BLOSSOM PORT PROJECTS PHASE II."
- h) RESOLUTION 24-58**, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE ("CITY") ACCEPTING THE NORTHWEST ARCTIC BOROUGH ("NWAB") VILLAGE IMPROVEMENT FUND ("VIF") GRANT IN THE AMOUNT OF THREE HUNDRED AND SEVENTY-FIVE THOUSAND DOLLARS AND NO CENTS (\$375,000.00) FOR THE PURCHASE OF A BULLDOZER."
- i) RESOLUTION 24-59**, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE ("CITY") REQUESTING THE ADDITION OF CITY CLERK PAETON SCHAEFFER AS AN AUTHORIZED SIGNER ON ALL OF THE CITY'S ACCOUNTS WITH WELLS FARGO BANK."
- j) RESOLUTION 24-60**, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE REPAIR OF THE MAIN WATER LINE NEAR ALASKA AIRLINES AT AN ESTIMATED COST OF \$58,434.00."
- k) RESOLUTION 24-61**, "A RESOLUTION OF THE CITY OF KOTZEBUE SUPPORTING THE DEVELOPMENT OF THE NATIVE VILLAGE OF KOTZEBUE'S NIKAITCHUAT ILISAGVAIT AND ADMINISTRATIONS NEW FACILITY PROJECT."
- l) RESOLUTION 24-62**, "A RESOLUTION IN SUPPORT OF THE NATIVE VILLAGE OF KOTZEBUE'S NANA VILLAGE ECONOMIC IMPROVEMENT (VEI) APPLICATION

FOR \$900,000 INTENDED FOR GRAVEL PAD, PURCHASE OF PROPERTY AND THE DESIGN OF THE FIXTURES, FIXINGS AND EQUIPMENT.”

XII. Council Members Comments

a) Seat F: Cory Jackson

Seat G: Johnson Greene

Seat B: Derek Haviland-Lie

Seat D: Saima Chase

Seat C: Joshua Hadley

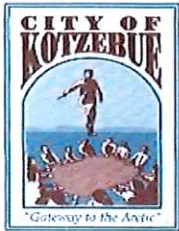
Seat E: Kathleen Sherman

Seat A: Ernest Norton

Youth Representative: Bristol Huffman

XIII. Executive Session

XIV. Adjournment



**CITY OF KOTZEBUE
RESCHEDULED REGULAR CITY COUNCIL MEETING
CITY HALL CHAMBERS
June 7, 2024
AGENDA
Amended
Minutes**

I. Call to Order

Vice Mayor Derek Haviland-Lie the meeting to order at 5:15 PM.

II. Roll Call

Present in person Vice Mayor Derek Haviland-Lie, Council Members Ernest Norton, Joshua Hadley, Kathy Sherman, Johnson Greene and Youth Representative Finnian Sweeney.

Mayor Chase present telephonically.

A Quorum Established.

III. Invocation/Moment of Silence

Kathy Sherman gave an invocation.

IV. Pledge of Allegiance

Pledge of Allegiance.

V. Introduction of Guest & Staff

Guests in the Chambers, Rick Lie, Deb Lawton, Cory Jackson, Carl Dennis Jennings, Brittany Sweeney, John Rae, Edward Garoutte, and Harold Lambert.

Guests appeared telephonically, Shylene Lie, Matt Bergan.

Staff in the Chambers, City Manager Tess Baldwin, City Clerk Rosie Hensley, Planning Director Sam Camp, Public Works Russ Ferguson, and Chief of Police Roger Rouse.

Staff appeared telephonically, City Attorney Joe Evans and Finance Chelsea Sieh.

VI. Adoption of the Agenda

Derek Haviland-Lie amended the agenda, move under Unfinished Business item a) Water Treatment Plant Update after Adoption of Agenda item VII.

Ernest Norton moved, and Joshua Hadley seconded to approve the agenda as amended.

Motion Passed by Voice Vote.

VII. Water Treatment Plant Update

The following legal proceeding regarding Water Treatment Plant Update, all comments can be found on recording at the City Hall.

VIII. Citizens Comments

The following legal proceeding regarding Citizens Comments, all comments can be found on recording at the City Hall.

IX. Correspondence

- a) State Revolving Fund Program- Swan Lake Loop & Lagoon Loop Replacement
- b) City of Kotzebue Tideland Use Permit Application Process
- c) State of Alaska Department of Transportation- Kotzebue to Cape Blossom Road Stage II.
- d) U.S. Coast Guard VIP Visit

The following legal proceeding regarding Correspondence, all comments can be found on recording at the City Hall.

X. Unfinished Business

- a) Letter of Interest Vacant Seat "F" Stage 2
 - 1. Carl Dennis Jennings
 - 2. Cory Jackson

Mayor Chase announced this is Stage 2 to fill Vacant Seat F. Carl Dennis Jennings gave a brief introduction. Cory Jackson also gave a brief introduction.

The Council Proceeded to vote by secret ballot Round One.

Tally Sheet as follows:

Carl Dennis Jennings (X) (X) () () () ()

Cory Jackson (X) (X) (X) (X) (X) ()

Cory Jackson will fill Seat F until Election Day October 3, 2024.

City Clerk Rosie Hensley gave the Oath of Office Cory Jackson.

XI. New Business

- a) **RESOLUTION 24-35** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE ACCEPTING THE DRAKE CONSTRUCTION, INC. ("DCI") QUOTE TO PROVIDE ASPHALT SURFACE RESTORATION SERVICES RELATED TO THE SWAN LAKE LOOP EMERGENCY WATERMAIN THAW IN AN AMOUNT NOT TO EXCEED SEVENTY THOUSAND, NINE HUNDRED AND THIRTY-SIX DOLLARS AND NO CENTS (\$70,936.00).

Ernest Norton moved, and Johnson Greene seconded to approve Resolution 24-35.

The Roll Call Vote

Kathy Sherman	Yes	Derek Haviland-Lie	Yes
Johnson Greene	Yes	Ernest Norton	Yes
Joshua Hadley	Yes	Saima Chase	Yes
Cory Jackson	Yes		

Motion Passed.

b) House 671, Caribou Drive- Dickie Curtis
The following legal proceeding regarding House 671, Caribou Drive, all comments can be found on recording at the City Hall.

c) **Donation Request- Kotzebue Pride**
The following legal proceeding regarding Donation Request Kotzebue Pride, all comments can be found on recording at the City Hall.

XII. Council Members Comments

- Seat E: Kathy Sherman
- Seat A: Ernest Norton
- Seat C: Joshua Hadley
- Seat B: Derek Haviland-Lie
- Seat G: Johnson Greene
- Seat D: Saima Chase
- Seat F: Vacant
- Youth Representative: Finnian Sweeney

The following legal proceeding regarding Council Members Comments, all comments can be found on recording at the City Hall.

XIII. Executive Session

- a) Fire Department
- b) Water Treatment Plant

Joshua Hadley moved and Johnson Greene second that the council go into an executive session to discuss matters which by law, or municipal ordinance are required to be confidential.

Motion Passed by Voice Vote.

The Council Members in Executive Session at 7:51 PM.
The meeting reconvened in open session at 8:46 PM.

Mayor Chase reported that no votes were taken during the Executive Session, direction was given Administration.

XIV. Adjournment

Ernest Norton moved, and Johnson Greene seconded to Adjourn.
Motion Passed by Voice Vote.

Adjourn at 8:46 PM

Section VI, Item a)

Accepted By:

Saima Chase Mayor

Date

Respectfully Submitted By:

Rosie Hensley City Clerk



CITY OF KOTZEBUE NOTICE

Regular City Council Meeting Minutes

June 20, 2024 at 5:15 PM

City Hall Chambers – 258 A Third Avenue

THE PUBLIC IS ENCOURAGED TO ATTEND.

For residents who want to participate telephonically call: **1-800-315-6338**; access code:
49401#

I. Call to Order

Mayor Saima Chase called the meeting to order at 5:18pm.

II. Roll Call

Present in person Mayor Saima Chase, Vice Mayor Derek Haviland-Lie, Council Members Ernest Norton, Joshua Hadley, Kathy Sherman, Cory Jackson, Youth Representative Finnian Sweeney.

a) Excusal Request for Johnson Greene

Vice Mayor Haviland-Lie moved, and Council Member Norton seconded to approve the Excusal Request for Johnson Greene.

Motion Passed by Voice Vote.

III. Invocation/Moment of Silence

Moment of Silence.

IV. Pledge of Allegiance

Pledge of Allegiance.

V. Introduction of Guests & Staff

Guests Mike Scott, Caris Dankmeyer, John Rae, Matt Bergan

VI. Adoption of The Agenda

Vice Mayor Haviland-Lie moved, and Council Member Norton seconded to adopt the agenda.

Motion Passed by Voice Vote.

VII. Adoption of Minutes

a) May 24, 2024

Vice Mayor Haviland-Lie moved, and Council Member Norton seconded to approve the May 24, 2024 minutes.

Motion Passed by Voice Vote.

~~b) June 7, 2024~~

VIII. State of Alaska Department of Health

The following proceeding regarding State of Alaska Department of Health, all comments can be found on recording at the City Hall.

IX. Citizen Comments

The following legal proceeding regarding Citizens Comments, all comments can be found on recording at the City Hall.

X. Correspondence

a) PRAC-Recommendation for Grain/Cain Capital Building

b) Customer Complaint Form

The following legal proceeding regarding Correspondence, all comments can be found on recording at the City Hall.

XI. Unfinished Business

a) Washeteria Update-DOWL Washeteria 35% Design

The following legal proceeding regarding Unfinished Business, all comments can be found on recording at the City Hall.

XII. New Business

a) The Arctic Mayor's Forum

The following legal proceeding regarding The Arctic Mayor's Forum, all comments can be found on recording at the City Hall.

b) RESOLUTION 24-36, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE ADOPTING A FORMAL DONATION POLICY FOR THE CITY OF KOTZEBUE EFFECTIVE JULY 1, 2024."

Council Member Hadley moved, and Council Member Norton seconded to approve Resolution 24-36.

The Roll Call Vote

Ernest Norton

Yes

Saima Chase

Yes

Derek Haviland-Lie	Yes	Kathy Sherman	Yes
Joshua Hadley	Yes	Cory Jackson	Yes
Johnson Greene		ABSENT	

Motion Passed.

c) **RESOLUTION 24-37**, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER, OR HER DESIGNEE, WORKING WITH THE PLANNING DIRECTOR AND CITY ATTORNEY TO ISSUE A TEMPORARY USE PERMIT PURSUANT TO KOTZEBUE MUNICIPAL CODE ("KMC") 3.12.120 TO ARCTIC CIRCLE WILD SEAFOOD AND A TIDELANDS USE PERMIT TO ARCTIC CIRCLE WILD SEAFOOD ("ACWS") PURSUANT TO TITLE 11, CHAPTER 11.04, "TIDELANDS REGULATIONS," OF THE KMC FOR ITS SALMON-BUYING OPERATIONS FROM LOCAL FISHERMEN DURING THE 2024 SUMMER COMMERCIAL FISHING SEASON."

Council Member Norton moved, and Vice Mayor Haviland-Lie seconded to approve Resolution 24-37.

The Roll Call Vote

Ernest Norton	Yes	Joshua Hadley	Yes
Saima Chase	Yes	Kathy Sherman	Yes
Derek Haviland-Lie	Yes	Cory Jackson	Yes
Johnson Greene		ABSENT	

Motion Passed.

c) **RESOLUTION 24-38**, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE DIRECTING THE CITY ADMINISTRATION TO TAKE THE NECESSARY STEPS TO OBTAIN A GAMING PERMIT FOR PULL-TAB OPERATIONS BY THE CITY OF KOTZEBUE AND TO INTRODUCE AN ORDINANCE AT A REGULAR CITY COUNCIL MEETING IN AUGUST TO ESTABLISH A PULL-TAB OPERATION FOR THE CITY OF KOTZEBUE."

Vice Mayor Haviland-Lie moved, and Council Member Jackson seconded to approve Resolution 24-38.

The Roll Call Vote

Ernest Norton	Yes	Saima Chase	Yes
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Derek Haviland-Lie	Yes	Kathy Sherman	Yes
Joshua Hadley	Yes	Cory Jackson	Yes
Johnson Greene		ABSENT	

Motion Passed.

e) RESOLUTION 24-39, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE DIRECTING THE CITY ADMINISTRATION TO: (1) WAIVE THE MONTHLY WATER FEE FOR CUSTOMERS FOR A ONE MONTH PERIOD (2) SET THE TERMS AND CONDITIONS FOR FUTURE SUCH WATER FEE WAIVERS FOR CUSTOMERS; AND, (3) EXPLORE THE FEASIBILITY OF PROVIDING RESIDENTIAL PITCHER-BASED TAP WATER FILTRATION SYSTEMS."

Vice Mayor Haviland-Lie moved, and Council Member Jackson seconded to approve Resolution 24-39.

The Roll Call Vote

Ernest Norton	Yes	Joshua Hadley	Yes
Saima Chase	Yes	Kathy Sherman	Yes
Derek Haviland-Lie	Yes	Cory Jackson	Yes
Johnson Greene		ABSENT	

Motion Passed.

f) RESOLUTION 24-40, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO EXECUTE AMENDMENT NUMBER SIX TO THE CITY OF KOTZEBUE'S AGREEMENT WITH MANIILAQ FOR AMBULANCE SERVICES."

Council Member Norton moved, and Council Member Hadley seconded to approve Resolution 24-40.

The Roll Call Vote

Ernest Norton	Yes	Joshua Hadley	Yes
Saima Chase	Yes	Kathy Sherman	Yes
Derek Haviland-Lie	Yes	Cory Jackson	Yes
Johnson Greene		ABSENT	

Motion Passed.

g) RESOLUTION 24-41, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO COMPLETE AND EXECUTE THE GRANT AGREEMENT UNDER THE FY2023 PORT INFRASTRUCTURE DEVELOPMENT PROGRAM (“PIDP”) WITH THE U.S. DEPARTMENT OF TRANSPORTATION MARITIME ADMINISTRATION (“MARAD”).”

Council Member Hadley moved, and Council Member Norton seconded to approve Resolution 24-41.

The Roll Call Vote

Ernest Norton	Yes	Joshua Hadley	Yes
Saima Chase	Yes	Kathy Sherman	Yes
Derek Haviland-Lie	Yes	Cory Jackson	Yes
Johnson Greene		ABSENT	

Motion Passed.

h) RESOLUTION 24-42, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE SUPPORTING THE NATIVE VILLAGE OF KOTZEBUE’S (“NVOK”) REQUEST TO REPURPOSE NANA VEI FUNDS FOR THE PURCHASE OF LAND FROM THE CITY OF KOTZEBUE AND CONSTRUCTION OF A NEW NIKAITCHUAT ILISAGVIAT SCHOOL ON THAT LAND.”

Vice Mayor Haviland-Lie moved, and Council Member Jackson seconded to approve Resolution 24-42.

The Roll Call Vote

Ernest Norton	Yes	Joshua Hadley	Yes
Saima Chase	Yes	Kathy Sherman	Yes
Derek Haviland-Lie	Yes	Cory Jackson	Yes
Johnson Greene		ABSENT	

Motion Passed.

i) Manager's Reports

1. City Manager
2. Holland and Hart
3. The Mulder Company
4. Joe Evans City Attorney

5. Finance Director ***need to accept and approve Finance report**

Council Member Hadley moved, and Vice Mayor Haviland-Lie seconded to approve the Finance Report.

The Roll Call Vote

Ernest Norton	Yes	Joshua Hadley	Yes
Saima Chase	Yes	Kathy Sherman	Yes
Derek Haviland-Lie	Yes	Cory Jackson	Yes
Johnson Greene	ABSENT		

Motion Passed.

6. Public Works ***need to accept and approve Public Works report**

Council Member Hadley moved, and Council Member Norton seconded to approve the Public Works report.

The Roll Call Vote

Ernest Norton	Yes	Joshua Hadley	Yes
Saima Chase	Yes	Kathy Sherman	Yes
Derek Haviland-Lie	Yes	Cory Jackson	Yes
Johnson Greene	ABSENT		

Motion Passed.

i. Public Works Water

- 7. Police Department
- 8. Fire Department
- 9. Parks & Recreation
- 10. Package Store
- 11. Public Relations/Human Resources
- 12. Planning Department

The following legal proceeding regarding Manager's Reports, all comments can be found on recording at the City Hall.

XIII. Council Members Comments

Seat F: Kathy Sherman

Seat G: Johnson Greene

Seat B: Derek Haviland-lie

Seat D: Saima Chase

Seat C: Joshua Hadley

Seat E: Cory Jackson

Seat A: Ernest Norton

Youth Representative: Finnian Sweeney

The following legal proceeding regarding Council Members Comments, all comments can be found on recording at the City Hall.

XIV. Executive Session

a) City Clerk Annual Review-Rosie Hensley

Vice Mayor Haviland-Lie moved and Council Member Norton seconded to enter Executive Session to discuss matters which by law, or municipal ordinance are required to be confidential.

Entered Executive Session at 8:45pm.

Reentered Open Session at 10:15pm.

Votes were taken: Y/N

Direction was given to staff: Y/N

XV. Adjournment

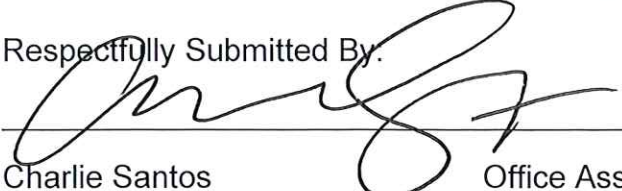
Council Member Norton moved and Council Member Hadley seconded to adjourn at 10:18pm.

Adjourned at 10:18pm.

Accepted By:

Saima Chase Mayor

Date

Respectfully Submitted By:


Charlie Santos Office Assistant

[SEAL]



CITY OF KOTZEBUE NOTICE

Regular City Council Meeting Minutes

September 05, 2024 at 5:15 PM

City Hall Chambers – 258 A Third Avenue

THE PUBLIC IS ENCOURAGED TO ATTEND.

For residents who want to participate telephonically call: **1-800-315-6338**; access code:
49401#

I. Call to Order

Mayor Chase called the meeting to order at 5:14pm.

II. Roll Call

Present in person Mayor Saima Chase, Vice Mayor Derek Haviland-Lie, Council Members Ernest Norton, Kathy Sherman, Joshua Hadley, Cory Jackson, and Johnson Greene, Youth Representative Finnian Sweeney. City Staff present City Manager Tessa Baldwin, Public Works Director Russ Ferguson, Police Chief Roger Rouse, City Partner through Eldon, Ben Mohr.

Present telephonically Head of HR Rachel Belamour.

III. Invocation/Moment of Silence

Moment of Silence.

IV. Pledge of Allegiance

Pledge of Allegiance.

V. Introduction of Guest & Staff

Jeanie Webber, Louis Burnor, Bristol Huffman, Denise Kouchac, Aleena Naeden with the Arctic Sounder, Allen Humphries, Clinton with AML Sales Tax

V. Adoption of The Agenda

Vice Mayor Haviland-Lie moved, and Council Member Norton seconded to adopt the agenda.

VI. Adoption of Minutes

a) July 1, 2024

Council Member Sherman moved, and Vice Mayor Haviland-Lie seconded to accept and approve the July 1 Minutes.

b) August 1, 2024

Council Member Sherman moved, and Vice Mayor Haviland-Lie seconded to accept and approve the August 1 Minutes.

VII. Citizen Comments

The following legal proceeding regarding Citizens Comments, all comments can be found on recording at the City Hall.

VIII. Correspondence

- a) Denali Commission-Cape Blossom Road Phase II Local Match Award
- b) Donation Request-Backpacks in the Arctic
- c) City of Kotzebue-RUBA Scoring
- d) UAF Workforce Review
- e) Youth Representative Interest-Bristol Huffman

Mayor Saima Chase performed the swearing in of New Youth Representative Bristol Huffman.

The following legal proceeding regarding Correspondence, all comments can be found on recording at the City Hall.

IX. Termination Appeal per PPM 9.10(12)

Termination Appeal for former PW employee Louis Burnor moved to Executive Session to avoid publicly discussing personal information.

Entered Executive Session at 8:01pm.

Reentered Open Session at 9:22pm.

Direction was given to City staff.

X. Unfinished Business

- a) Fire Dept Update

The following legal proceeding regarding Unfinished Business, all comments can be found on recording at the City Hall.

XI. New Business

- a) **ORDINANCE 24-04 ENTITLED**, "A CODE ORDINANCE DELETING THE PRESENT SECTION 2.12.010, APPOINTMENT-TERM [FOR CITY CLERK], OF

THE KOTZEBUE MUNICIPAL CODE (“KMC”) IN ITS ENTIRITY AND REPLACING IT WITH A NEW SECTION 2.12.010, APPOINTMENT-TERM FOR CITY CLERK, OF THE KMC AS SET FOR HEREIN” **[For Introduction]**

Council Member Norton moved, and Vice Mayor Haviland-Lie seconded to introduce and open the first public hearing of Ordinance 24-04.

No vote taken.

- b) **ORDINANCE 24-05 ENTITLED**, “A NON-CODE ORDINANCE PURSUANT TO KOTZEBUE MUNICIPAL CODE (“KMC”) 15.04.100 REQUIRING THE OWNER OF HOUSE NO. 671 LOCATED AT LOT 16, BLOCK 6, USS 2645, KOTZEBUE TOWNSITE AT HIS OWN EXPENSE TO DEMOLISH OR REMOVE THE STRUCTURE HE OWNS” **[For Introduction]**

Vice Mayor Haviland-Lie moved, and Council Member Hadley seconded to introduce and open the first public hearing of Ordinance 24-05.

No vote taken.

- c) **ORDINANCE 24-06 ENTITLED**, “A CODE ORDINANCE ADDING A NEW SECTION TO THE KOTZEBUE MUNICIPAL CODE (“KMC”) CONFIRMING AND AUTHORIZING THE USE OF ALASKA MUNICIPAL LEAGUE’S (“AML”) SERVICES TO COLLECT, REMIT, ENFORCE AND ADMINISTER KMC CHAPTER 3.20, SALES TAX, FOR THE CITY OF KOTZEBUE (“CITY)” **[For Introduction]**

Council Member Hadley moved, and Council Member Sherman seconded to introduce and open the first public hearing of Ordinance 24-06.

No vote taken.

- d) **RESOLUTION 24-50**, “A RESOLUTION OF THE CITY OF KOTZEBUE CITY COUNCIL DIRECTING THE CITY MANAGER OR HER DESIGNEE TO SUBMIT THE STATE REVOLVING FUND APPLICATION FOR THE WATER TREATMENT PLANT FILTERATION SYSTEM FOR UP TO ONE MILLION DOLLARS (\$1,000,000.00) AND TO FOLLOW THE NECESSARY STEPS IN THE PROCUREMENT CODE TO COMPLETE THE PROJECT.”

Council Member Norton moved, and Council Member Jackson seconded to approve Resolution 24-50 WITH AMENDMENTS as follows:

- Title changed to “A RESOLUTION OF THE CITY OF KOTZEBUE CITY COUNCIL DIRECTING THE CITY MANAGER OR HER

DESIGNEE TO SUBMIT THE STATE REVOLVING FUND APPLICATION FOR THE WATER TREATMENT PLANT FILTRATION SYSTEM FOR UP TO THE REIMBURSABLE RATE PROVIDED BY THE SRF AND TO FOLLOW THE NECESSARY STEPS IN THE PROCUREMENT CODE TO COMPLETE THE PROJECT.”

- The First Whereas changed to “the City of Kotzebue (“City”) has received Notice that it is eligible for monies from the SRF as set forth in Exhibit A attached hereto;”
- The Fourth and final Whereas changed to “these SRF monies are in the form of a fully forgivable loan with the exception of a nominal administrative fee that will be deducted from the final award to the City.”

The Roll Call Vote

Ernest Norton	Yes	Joshua Hadley	Yes
Saima Chase	Yes	Kathy Sherman	Yes
Derek Haviland-Lie	Yes	Cory Jackson	Yes
Johnson Greene	Yes		

Motion Passed.

e) **RESOLUTION 24-51**, “A RESOLUTION OF THE CITY OF KOTZEBUE CITY COUNCIL UPDATING THE EMPLOYEE PERSONNAL HANDBOOK (PPM) TO ADDRESS EMPLOYEE BENEFITS AND DEFINING WORKPLACE VIOLENCE.”

Council Member Hadley moved, and Council Member Norton seconded to approve Resolution 24-51.

The Roll Call Vote

Ernest Norton	Yes	Joshua Hadley	Yes
Saima Chase	Yes	Kathy Sherman	Yes
Derek Haviland-Lie	Yes	Cory Jackson	Yes
Johnson Greene	Yes		

Motion Passed.

f) **RESOLUTION 24-52**, "A RESOLUTION OF THE CITY OF KOTZEBUE CITY COUNCIL DIRECTING THE CITY MANAGER OR HER DESIGNEE TO SIGN THE ALASKA MUNICIPAL LEAGUE (AML) SALES TAX CONTRACT."

Council Member Sherman moved, and Council Member Jackson seconded to approve Resolution 24-52.

The Roll Call Vote

Ernest Norton	Yes	Joshua Hadley	Yes
Saima Chase	Yes	Kathy Sherman	Yes
Derek Haviland-Lie	No	Cory Jackson	Yes
Johnson Greene	Yes		

Motion Passed.

g) **RESOLUTION 24-53**, "A RESOLUTION FOR THE CITY OF KOTZEBUE CITY COUNCIL DECLARING THE NORTHWEST ARCTIC BOROUGH ASSEMBLY CHAMBERS AS THE ELECTION POLLING PLACE FOR THE OCTOBER 1, 2024 CITY COUNCIL ELECTION."

Vice Mayor Haviland-Lie moved, and Council Member Hadley seconded

The Roll Call Vote

Ernest Norton	Yes	Joshua Hadley	Yes
Saima Chase	Yes	Kathy Sherman	Yes
Derek Haviland-Lie	Yes	Cory Jackson	Yes
Johnson Greene	Yes		

Motion Passed.

h) **RESOLUTION 24-54**, "A RESOLUTION FOR THE CITY OF KOTZEBUE CITY COUNCIL ACCEPTING THE COMMUNITY UTILITY ASSISTANCE PROGRAM FUNDING AT THE AMOUNT OF FOUR HUNDRED AND FIFTY THOUSAND DOLLARS (\$450,000.00) AND ADMINISTRATIVELY APPLY IT TO RESIDENTIAL UTILITY BILLS NUNC PRO TUNC."

Vice Mayor Haviland-Lie moved, and Council Member Jackson seconded to approve Resolution 24-54.

The Roll Call Vote

Ernest Norton	Yes	Joshua Hadley	Yes
Saima Chase	Yes	Kathy Sherman	Yes
Derek Haviland-Lie	Yes	Cory Jackson	Yes
	Johnson Greene	Yes	

Motion Passed.

XII. Council Members Comments

- Seat E: Cory Jackson
- Seat G: Johnson Greene
- Seat B: Derek Haviland-lie
- Seat D: Saima Chase
- Seat C: Joshua Hadley
- Seat F: Kathy Sherman
- Seat A: Ernest Norton
- Youth Representative: Finnian Sweeney

The following legal proceeding regarding Council Members' Comments, all comments can be found on recording at the City Hall.

XIII. Executive Session

Vice Mayor Haviland-Lie moved and Council Member Norton seconded to enter Executive Session to discuss matters which by law, or municipal ordinance are required to be confidential.

Entered Executive Session at 8:01pm.

Reentered Open Session at 9:22pm.

Votes were taken: Y/N

Direction was given to staff: Y/N

Mayor Chase reported that no votes were taken in Executive Session. Direction was given to City staff to draft a motion to change the Kotzebue Municipal Code to allow aggrieved personnel to choose the platform of their public review.

XIV. Adjournment

Council Member Norton moved and Vice Mayor Haviland-Lie seconded to adjourn at 9:24pm.

Adjourned at 9:24pm.

Accepted By:

Saima Chase Mayor

Date

Respectfully Submitted By:



Charlie Santos Office Assistant

[SEAL]

Kobuk 440 Racing Association
PO Box 410
Kotzebue, AK 99752



June 12, 2024

Dear Valued Sponsor,

On behalf of the Kobuk 440 Racing Association, I would like to thank you and your company for your generous sponsorship of the 2024 Kobuk 440 Racing Association events and activities.

Our Association's mission is to, "Enhance and perpetuate the Inupiaq tradition of distance dog mushing in the Arctic". The Association has no employees, and all activities are conducted by an incredible group of hardworking volunteers.

The following is a short rundown of the 2024 racing season.

Taaqpak 120: This year the Taaqpak 120 was held March 9th and 10th. The race course went from Kotzebue up the river to the Aggie River and across the Noatak Flats to the village of Noatak. The mushers then returned to Kotzebue along the same route. The mushers received a warm welcome from Noatak residents during their six-hour layover at the checkpoint based out of the Noatak school. An awards potluck was held at the NWAB offices with the first-place award presented to Bristol Huffman.

Kobuk 440: On the morning of April 4th, after a break in a week-long series of snow and wind storms, the weather broke and a large crowd greeted ten mushers at the 2024 Kobuk 440 race start line. As the race progressed, the weather continued to provided plenty of challenges for the mushers. The race received extensive media and internet coverage on the Kobuk 440 Facebook page (11,000+ followers), and our race Track Leader feature. All the village checkpoints provided great hospitality to the mushers. As has become the custom, hand-crafted prizes were awarded by the villages including several beaver and fox fur hats, knitted yarn socks and wristlets, seal skin mittens. This year skin sewers in Ambler gave prizes to every musher regardless placing! Children in the villages had their names drawn by each of the mushers to receive Easter baskets. For the second year in a row, Jessie Holmes team finished first early Sunday morning to win the race, followed by Hunter Keefe and Eddie Burke Jr.

The banquet/awards ceremony was held with a large crowd at the Kotzebue High school cafeteria. The event was filled with fun stories and a special presentation honoring the late Louie Nelson Sr., a well-known musher and beloved friend to many in the region. The first three finishers received Kobuk valley jade trophies. A cash purse totaling \$61,500 was also awarded to the mushers.

2023 Juniors: For the second year in a row, our region had a musher participate in the Junior Iditarod race. The Kobuk 440 Association was pleased to be able to sponsor this junior musher with cash awards of \$1000.

The 2024 Kobuk 440 Juniors race was held April 20th and featured a 50-mile trail with an overnight stay at the Itens camp near Fish Creek. This year six juniors, including youth mushers raced tandems (two sleds/mushers trailing each dog team). The team of Bristol Huffman and Aqattaq Padilla were first to finish the race.

Community support: Kobuk 440 Racing Association, in partnership with our freight sponsors Alaska Marine Lines and Everts Air Cargo, offered straw and dog food to mushers and the public at an affordable price.

The Association also made donations to each of the village checkpoint Search and Rescue crews to thank them for their support and efforts to set our race trails.

In 2024 the Association also continued our support of veterinary clinics in Kotzebue and Selawik.

Finally, it goes without saying that none of these events and activities would not be possible without your support. We try hard to make sure your organization receives recognition through social media, on our website, during radio coverage of our events and on banners displayed at the races and awards banquets.

We greatly appreciate the donation your cash and in-kind resources to help make our non-profit organization successful.

We look forward working with your organization again for the 2025 racing season.

Best Regards,

Kobuk 440 Racing Association

Kobuk 440 2024



PROUD SPONSOR OF

Section IX, Item a)



TOUGHEST RACE ABOVE THE ARCTIC CIRCLE

Charlie Santos

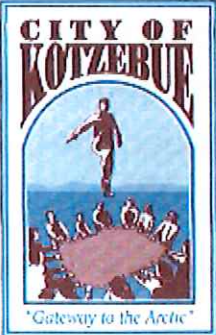
From: Tessa Baldwin
Sent: Thursday, September 12, 2024 11:21 AM
To: Paeton Schaeffer
Cc: Customer Service
Subject: FW: Safety Action Planning

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Paeton,

Can we please add this to correspondence as well? Thank you,

Tessa Baldwin
City Manager
City of Kotzebue
258A Third Avenue
PO Box 46, Kotzebue, AK 99752
Work: 907-442-5101
Cell: 907-412-3571
Fax: 907-442-3742



From: Nils Andreassen <nils@akml.org>
Sent: Thursday, September 12, 2024 11:17 AM
To: James Marks <james@akml.org>
Cc: Britta Hamre <britta@akml.org>
Subject: Safety Action Planning

I am excited to inform you that AML has secured funding through the [Safe Streets and Roads for All \(SS4A\)](#) Grant Program to develop a Transportation Safety Action plan for your community. Safe Streets for All planning grants provide Federal funds to develop an Action Plan, which is necessary to be able to apply for implementation funding. This project should result in greater likelihood that you'll be eligible to access additional federal funds to meet your transportation needs.

The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, Tribal area, or region. Beyond providing solutions to increase transportation safety in your community,

having a Safety Action Plan will bolster your competitiveness for other transportation and planning related applications.

Alaska Municipal League’s Planning Director James Marks will be leading this effort; do not hesitate to reach to him or Britta Hamre. Please keep an eye out for further updates and an invitation to our kick-off call where you’ll learn more.

Our goal here is to make this an easy process to participate in, with you as engaged as you have time for. We know how busy everyone is and look forward to working through this with you. We also understand that each participating community – there are 20 of you! – may have some planning already in place, and that everyone is coming to this at different levels. We’ll have an accelerated process that moves everyone forward, no matter where you’re at.

Feel free to give me a call if you have any questions (I know this is coming out of the blue...), but also know that we’ll have more information soon.

Nils Andreassen
Executive Director, Alaska Municipal League
Direct (907) 790-5305 or Cell (907) 351-4982
“Strengthening Alaska Municipalities”



Charlie Santos

From: Tessa Baldwin
Sent: Thursday, September 12, 2024 11:23 AM
To: Paeton Schaeffer
Cc: Customer Service
Subject: FW: (FY) 2022 State and Local Cybersecurity Grant Program (SLCGP) - Round 2 Allocations and Grant Update
Attachments: 2022 SLCGP Round 2 - Award List.pdf
Follow Up Flag: Follow up
Flag Status: Completed

Hi Paeton,

Can we please add this email to correspondence for the city council meeting next week?

Thank you,

Tessa Baldwin
City Manager
City of Kotzebue
258A Third Avenue
PO Box 46, Kotzebue, AK 99752
Work: 907-442-5101
Cell: 907-412-3571
Fax: 907-442-3742



From: MVA DHSEM Grants (MVA sponsored) <mva.grants@alaska.gov>
Sent: Thursday, September 12, 2024 9:52 AM
Subject: (FY) 2022 State and Local Cybersecurity Grant Program (SLCGP) - Round 2 Allocations and Grant Update

Hello Everyone,

The Alaska Division of Homeland Security and Emergency Management (DHS&EM) is pleased to announce the final award allocations for round 2 of the Fiscal Year (FY) 2022 State and Local Cybersecurity Grant Program (SLCGP). The total award amount for each successful jurisdiction is attached to this electronic notification. Grant award letters with Project Budget Details (PBDs) will be emailed no later than September 30.

The local signatory official from each jurisdiction will receive an emailed packet containing the SLCGP grant approved projects, and any applicable attachments. Other identified points of contact will be cc'd on the email correspondence. **Please verify that your Signatory Authority Form as submitted with your 2022 SLCGP application is up to date before awards go out.** You can update your Signatory Authority Form by finding the form on our website at ready.alaska.gov/Grants and emailing the updated form to us at mva.grants@alaska.gov.

Please note that attendance by programmatic and financial representatives at the Grant Kick-off Meeting is mandatory for jurisdictions receiving awards. The kick-off meeting will be held virtually, and a separate email with further information will be sent. The award performance period start date for subrecipients will be October 1.

Please be patient with us as we get these grant awards out. As a reminder, **DO NOT START** any work on these projects until you receive the obligating award and have signed the award and the terms and conditions.

Due to the complexities of the new grant and trying to coordinate project reviews, for this second round of funding, only assessment and multi-factor authentication projects were submitted to FEMA for approval. The award documentation will include project specifics of what was funded. After obligation of round 2 awards, one additional round of awards will be distributed from the FY2022 SLCGP. Those projects that were rolled over from FY2022 and FY2023 that have not yet been approved are now with FEMA for review.

Thank you all for your patience as we work through this process. Please don't hesitate to call or email with any questions.

Grants Administrator
State of Alaska
Division of Homeland Security
and Emergency Management
Tel: (907) 428-7000
Fax: (907) 428-7009



2022 SLCGP Round 2 Funded	
Jurisdiction	Total Funding Allocation
City of Adak	\$ 20,000.00
City of Bethel	\$ 75,000.00
Denali Borough	\$ 10,000.00
Dillingham City School District	\$ 20,000.00
City of Houston	\$ 10,000.00
City and Borough of Juneau	\$ 32,000.00
Kenai Peninsula Borough School District	\$ 85,000.00
City of Kotzebue	\$ 30,000.00
City of Palmer	\$ 129,840.00
Valdez City School District	\$ 9,200.00
City of Valdez	\$ 45,000.00
City of Whittier	\$ 8,875.00
2022 SLCGP Project Total	\$ 474,915.00



P.O. Box 46
Kotzebue, AK 99752

City Hall (907) 442-3401

Police Dept. (907) 442-3351

Fire Dept. (907) 442-3404

Public Works (907) 442-3401

Memorandum

TO: Mayor Saima Chase and Members of the City Council

FROM: The Office of the City Manager, Tessa Baldwin

DATE: July 25, 2024

Key Accomplishments and Project Updates

- Chief Rouse’s last day with the City of Kotzebue will be on October 3, 2024!
- Alaska Housing Finance Corporation Housing Initiative was awarded to KIC! Thank you to the council members who sat on that review committee!
- A lot of grant funding and management currently being done! Thank you to our awesome team for coming up with a strategy to move forward.
- New additions to city hall!

Report Narrative

The City of Kotzebue has seen a lot of changes as we prepare for the winter. The City of Kotzebue administration has planning underway for the budget retreat on October 16-17th, 2024. In addition, several key meetings happened this past month. I met with the tribe, NWAB and ourselves on the Cape Blossom strategy to prepare for the rescheduled Cape Blossom meeting. Alaska Communications also came up to Kotzebue to start the phone system project. Lastly, we have been focusing on the water treatment plant and the new filtration system.

Our administration for various reasons has gone through significant changes. The Police Chief will be leaving the City of Kotzebue on October 3rd. In addition, Acting Fire Chief Tristan Ferguson has resigned for another opportunity. We will continue to advertise for these positions and have had several internal meetings to discuss a transition.

Current Open Grants and Funding Opportunities

Newly Awarded Grants:

- Denali Commission, Local Match Funding for Cape Blossom Road Phase II, **\$2,000,000.00**
- Village Improvement Fund, Bulldozer Purchase, **\$375,600.00**
- Cyber Security Grant Award, **\$30,000.00**
- State Revolving Fund, Water Treatment Plant Filtration System
- State Revolving Fund, Vortac Lake Dam, **\$1,000,000.00**
- State Revolving Fund, Swan Lake Loop/ Lagoon Loop, **\$2,500,000.00**
 - RFP currently out for this project.

Continuing Projects:

- U.S. Department of Transportation, Port Infrastructure Development Program (PIDP) at **\$2,455,000.00.**
 - A finalized grant agreement was formulated between the City of Kotzebue and the U.S. DOT. This will be signed in September. In addition an RFP for port consulting services has closed. This will be reviewed by the Cape Blossom Regional Strategy Committee in early October.
- Alaska Housing Finance Corporation Grant, **\$5,000,000.00.**
 - KIC was awarded the grant after review. Next steps will be working through an agreement between the three of us for them to start the work!
- Healthy and Equitable Communities- State of Alaska Department of Health and Division of Public Health, **\$94,471.00.**
 - ACS has reorganized and our project lead with them is no longer there. We are stagnant on this project.
- Village Improvement Fund- Northwest Arctic Borough Flood Mitigation and Emergency Management Project. **\$280,000.00** and Alaska Community Foundation- Typhoon Merbok Funding, **\$50,000.00**
 - DOWL has worked through the assessment. More on this project soon!
- Village Economic Investment Funding, NANA Regional Corporation, Cape Blossom Road Project, **\$139,480.00**
 - PIDP accepted this as match funding.
- Village Economic Investment Funding, NANA Regional Corporation, Cudd Hall Renovations, **\$56,289.00.**

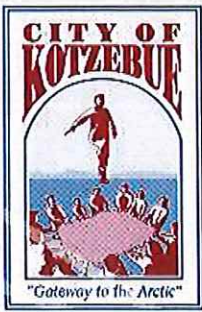
- Met with Brad Reeves who has submitted quotes for needed equipment. Public Works ordered the needed items and reimbursement for this amount of money has been requested to NANA at about \$15,000.00.
- Designated Legislative Spending, State of Alaska Legislature, **\$500,000.00**
 - To be used for supporting Cape Blossom Local Committee is scheduled for early October 2024. Some funds will be used to hold this meeting.
- Denali Commission, Washeteria and Local Shower Facility, **\$1,250,000.00**
 - This project has several moving parts. The first being that the design came back over budget by nearly \$1M. Denali Commission stated that we are welcome to reapply but had suggested that we need to search for additional funding to finish this project. Rasmussen and other funding organizations had been suggested.
- Village Improvement Fund, NWAB, Car Crusher, **\$275,000.00**
 - The car crusher is here and will go online September 13th, 2024. This project will be closed out.
- Village Economic Investment, NANA Regional Corporation, Landfill Upgrades, and Infrastructure Project, **\$782,500.00**
 - The project is moving forward. Russ Ferguson, public works director, is the lead for this project.

Public Notices Posted and Upcoming City Events/ Meetings

- Toddler Time cancelled at Youth Center. Posted August 1, 2024.
- Public Information, slides from July 24, 2024 Community Hall on Dangerous Structures and Premises. Posted August 1, 2024.
- August 1 RCCM Reminder w Notice + Agenda. Posted August 1, 2024.
- Public Service Announcement Special Weather Statement for Bering Strait and Chukchi Sea Coast. Posted August 2, 2024.
- Recording of CM KOTZ Radio appearance regarding August 1 RCCM updates. Posted August 2, 2024.
- Public Service Announcement Utility Billing Reminder. Posted August 2, 2024.
- Public Notice, Municipal Government Intern position description. Posted August 5, 2024.
- Curfew Policy Reminder. Posted August 5, 2024.
- KPD Press Release regarding August 3 incident between inmate and officer. Posted August 5, 2024.

- Public Notice, Finance Director position description. Posted August 6, 2024.
- Announcement of Back-to-School Grill event on August 17. Posted August 6, 2024.
- Public Notice, Declaration of Candidacy for Oct 1 Municipal Election. Posted August 6, 2024.
- Public Notice, Sewer Main Inspection and Flushing reminder. Posted August 7, 2024.
- Public Notice, EMS/Fire First Responder position description. Posted August 7, 2024.
- Public Service Announcement, Permits required for Building Activities. Posted August 7, 2024.
- Public Notice, City Hall Closure 12-3pm August 9. Posted August 9, 2024.
- Declaration of Candidacy Period reminder. Posted August 9, 2024.
- 4 New RFPs Release Info. Posted August 9, 2024.
- Public Service Announcement, Traffic Reduction, Drake doing Construction/Sewer Installation on 5th Ave between Bison and Ptarmigan. Posted August 12, 2024.
- Public Notice, Final Declaration of Candidacy list. Posted August 12, 2024.
- Public Service Announcement, Deep Water Crossing on Base Rd + photos. Posted August 13, 2024.
- Public Service Announcement, High Surf Advisory from National Weather Service. Posted August 19, 2024.
- Public Notice, Arctic Spirits Closed August 20. Posted August 20, 2024.
- Boost, Maniilaq Mosquito Haven Half Marathon August 24. Posted August 20, 2024.
- Public Service Announcement, KEA Service Maintenance August 21-22. Posted August 21, 2024.
- Back-to-School Grill Event photos/thank you. Posted August 21, 2024.
- Public Service Announcement, Airforce Road Closed + Barricaded Due to Sinkhole/public danger it poses. Posted August 22, 2024.
- Public Notice, Refuse Landfill Supervisor position description. Posted August 22, 2024.
- Community Feedback Request, New DRAFT Hazard Mitigation Plan. Posted August 22, 2024.
- New GIS Map Announcement. Posted August 23, 2024.
- Public Notice, Temporary Register Issue at Arctic Spirits. Posted August 23, 2024.
- Public Notice, Holiday Closure Sept 2, 2024 for Labor Day. Posted August 26, 2024.
- Public Notice, Arctic Spirits Service Restoration. Posted August 26, 2024.

- Public Notice, RCCM Scheduled for September 5. Posted August 29, 2024.
- Public Notice, Declaration of Candidacy Write-In Deadline Sept 25. Posted August 29, 2024.
- Public Notice, Temp Election Worker position description. Posted August 30, 2024.
- Public Notice of Election, Oct 1. Posted August 30, 2024.
- Boost, Maniilaq + Rural CAP Community Childcare Online Survey. Posted September 5, 2024.
- Boost, AK Commission on Aging Elder Listening Session Sept 10. Posted September 5, 2024.
- Public Notice + Agenda, Regular Planning Commission Meeting scheduled for September 12, 2024. Posted September 6, 2024.
- Press Release, AHFC Last Frontier Housing Initiative NOFO awarded to KIC. Posted September 6, 2024.
- Public Notice, Police Chief position description. Posted September 9, 2024.
- Public Service Announcement, Dock and Float Removal at COK Boat Harbor. Posted September 9, 2024.
- Public Notice, Parks & Rec Advisory Committee Meeting scheduled for September 12. Posted September 10, 2024.
- Public Notice, Local Beverage Control Board Meeting rescheduled for September 17, 2024. Posted September 10, 2024.
- Public Notice, Fire Chief position description. Posted September 11, 2024.



*P.O. Box 46
Kotzebue, AK 99752*

*City Hall
(907) 442-3401*

*Police Dept.
(907) 442-3351*

*Public Works
(907) 442-3401*

MEMORANDUM

To: Honorable Members of the City Council
From: Tessa Baldwin, City Manager
Date: September 11, 2024
Subject: Proposal for City Council Budget Retreat – October 16-17, 2024

Purpose:

This memorandum outlines a proposal for the City Council to hold a budget retreat on October 16-17, 2024, to review and approve significant budget cuts and adjustments for the upcoming fiscal year. The proposed retreat will provide a focused and collaborative environment for discussing necessary financial adjustments and new initiatives. The City of Kotzebue budget must be reviewed and passed before December 15, 2024. The City Council is always able to amend or revise the budget after the setting of the budget.

Date outline

Budget Retreat: October 16-17, 2024
First Reading of the Budget: November 7, 2024
Second Reading and Passing of the Budget: November 21, 2024
Budget Implementation: January 1, 2025

Background:

We are proposing a revised budget for the City of Kotzebue, with a focus on realigning spending to actual expenses and reducing areas of overspending. After careful analysis, it was determined that several department budgets were underspent by approximately 30% at year-end for both 2023 and 2024. As such, we recommend adjusting these budgets accordingly to reflect realistic expenditures. This recommendation is just to match what is currently spent in each department. This will not change practices but ensure we are following the budget as needed.

Proposed Budget Adjustments:

- **Budget Reductions:**
Reductions are proposed for the following departments but are not limited to these departments:
 - Jail
 - Small Boat Harbor

- Parks and Recreation
- **Human Resources Budget:**

A new dedicated Human Resources budget will be created, separating it from the current Administration budget to better allocate and track HR expenses.
- **Arctic Spirits Community Fund:**

One of the key items to discuss at the retreat is the recommendation to establish the **Arctic Spirits Community Fund**, funded by a portion of revenues from Arctic Spirits. This fund will support:

 - Scholarships
 - Donations to local schools
 - City Council donations
 - Various community support items currently found under Parks and Recreation
- **Grant Line Items:**

All existing and potential grants will need clear line items in the budget for transparency and tracking. This will allow us to better manage grant funds and report on their usage.

Recommendation:

I recommend that the City Council approve the proposed budget retreat for October 16-17, 2024. This retreat will allow ample time to thoroughly review the proposed changes and ensure that the city is operating with a balanced, sustainable budget for the upcoming fiscal year.

Please review the attached preliminary budget summary for further details. If you have any questions, feel free to contact me prior to the retreat.

Respectfully,



Tessa Baldwin

City Manager, City of Kotzebue

TO: Mayor Chase and Kotzebue City Council
City Manager Baldwin

FR: Drue Pearce, H&H



RE: DC Update

September 17, 2024

I want to share a quick update on the federal budget. Speaker Johnson had to pull his Continuing Resolution (CR) legislation from the floor last Wednesday when it became clear he didn't have the votes for passage. Johnson has struggled to manage the GOP caucus as he attempts to pass a government budget, finding himself amid the same divisions and tensions that led to his predecessor, Kevin McCarthy, being voted out of leadership. Johnson has one failed attempt to unite Republicans behind a plan so far this go-round and reportedly worked this past weekend to win votes for his plan, which would fund the government into March and includes provisions requiring prospective voters to prove their citizenship before they can register.

Many House Republicans consider the effort futile, since a solid block of GOP opponents remain unpersuaded to vote for any temporary funding extension and the Democratic-led Senate and White House have already rejected the plan. If all lawmakers are present and voting, Republicans can only lose four votes from their conference to pass a bill,

McCarthy wound up having to enlist House Democrats to pass a funding extension after hard-line conservatives refused to go along with any plans he put together. Johnson has, thus far, avoided changing his plan to win support, instead relying on winning over holdouts. But one of them, Rep. Marjorie Taylor Greene (R-Ga.), says Johnson would find his time better spent negotiating with Democrats instead of trying to persuade her.

Some House Republicans who support Johnson's plan agree with Greene that it's better to give up on the Republicans who oppose it.

"Yes, there's going to be people that don't vote for the final product, and if they're unwilling to pass an initial offering toward a negotiation, then you move on without them," said Rep. Michael Lawler (R-N.Y.) told Politico.

Senate Republicans say if the Speaker can't get a short-term government funding bill passed by Wednesday or Thursday, they may take matters into their own hands, working with Democrats to pass a "clean" stopgap measure and jam the House. Patience is running thin with Johnson and members of the House Freedom Caucus.

"I don't like a shutdown, period," said Sen. James Lankford (R-Okla.) to *The Hill*. "Whether close to an election or not, it wastes money. It costs taxpayers more money. They don't save, they lose. If we're protecting taxpayer resources, which is supposedly part of our job, we must find a way to not have a shutdown."

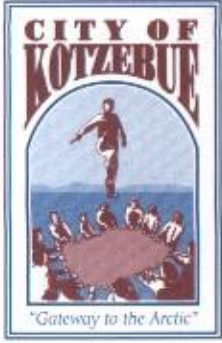
There's growing pressure on the House from GOP senators to abandon Johnson's plans and only extend funding until December to avoid hurting military programs and to clear the decks ahead of a potential second Trump administration. Johnson is now confronting few options to prevent a government shutdown, and all of them with risks.

Either he pushes forward with his six-month stopgap bill — which includes funding for a Trump-backed bill requiring proof of citizenship to vote and is a nonstarter for Democrats — or he switches gears to work across the aisle on the clean funding bill. The latter is sure to draw ire from Trump and congressional conservatives.

Either way, Johnson is left with an unenviable hand, and how he plays it could have wide-ranging implications for November's elections and the future of his own political career.

On a more positive note, the House began considering legislation to help alleviate a \$15 billion shortfall at the Department of Veterans Affairs today. It needs to be fixed by this Friday or veterans' benefits will be affected. They are filling a \$3 billion gap for fiscal 2024.

And an interesting factoid: according to a study published in the journal *BMC Genomics*, polar bears adapted to the Arctic just 70,000 years ago. Some Arctic animals like reindeer have several genetic adaptations to help them thrive there, and one of the region's top predators is no exception. Scientists are piecing together when polar bears (*Ursus maritimus*) may have evolved some of the genes that separate them from brown bears (*Ursus arctos*). New genomic analysis reveals that they may have changed as recently as 70,000 years ago.



Finance Director’s Monthly Report

To: Teresa Baldwin, City Manager
CC: Paeton Schaeffer, City Clerk
From: Donna McConnell, Finance Lead
Date: August 28, 2024
Re: July 2024 Financial Statements

Good afternoon City Council Members,

The annual audit is almost complete.

On 8/19/24 the City of Kotzebue received a total of \$136,456.56 for the Electric & Coop Revenue Share from the State of Alaska.

8/20/24 the City of Kotzebue received \$450,084.00 for the NWAB CUAP Funding.

August 30, 2024 will be my last day of employment with the City of Kotzebue.

The City of Kotzebue needs the following positions filled in the Finance Department, Finance Director, Finance Lead, Payroll Clerk & Accounts Receivable Clerk.

Sales Tax has been outsourced to AML for collection. Payroll will be done with the help of Caselle. I am unsure who will be doing the Utility Billing.

If you have any questions feel free to contact me.

Thank you,
 Donna McConnell
 907-442-3401 ex 1232

Kotzebue City
Revenues with Comparison to Budget
For the 7 Months Ending July 31, 2024

Section X, Item a)

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>GENERAL REVENUE</u>					
100-00-43100 Sales Tax	372,210.27	2,478,537.81	3,837,500.00	1,358,962.19	64.6
100-00-43105 Sale Tax-Bingo/Pull Tabs	20,305.53	158,233.72	280,000.00	121,766.28	56.5
100-00-43110 Sales Tax - MUS	5,379.83	54,833.97	96,000.00	41,166.03	57.1
100-00-43111 Bed Tax	23,457.73	87,160.60	110,000.00	22,839.40	79.2
100-00-43115 Alcohol Use Tax	.00	.00	500.00	500.00	.0
100-00-43116 Liquor Store Use Tax	16,465.72	102,774.16	180,000.00	77,225.84	57.1
100-00-43117 Tobacco - Excise Tax	23,723.43	158,418.74	330,000.00	171,581.26	48.0
100-00-43120 Penalties/Interest	2,339.52	22,753.18	10,000.00	(12,753.18)	227.5
100-00-43125 Municipal Court Fines	300.00	5,640.00	3,000.00	(2,640.00)	188.0
100-00-43126 Court Fees for Summons	.00	505.00	750.00	245.00	67.3
100-00-43130 Interest	3,073.45	20,187.82	10,000.00	(10,187.82)	201.9
100-00-43200 State Revenue Sharing	.00	.00	140,180.00	140,180.00	.0
100-00-43207 State of AK PERS Relief	.00	.00	317,342.00	317,342.00	.0
100-00-43305 Equipment Rental	.00	.00	500.00	500.00	.0
100-00-43315 DOC Jail Contract	294,477.06	588,954.14	1,182,050.00	593,095.86	49.8
100-00-43320 Emerg. Mgmt. Assistance	.00	97,961.23	.00	(97,961.23)	.0
100-00-43330 Rentals/Lease	1,890.00	21,633.22	25,000.00	3,366.78	86.5
100-00-43331 Land Lease	.00	.00	500.00	500.00	.0
100-00-43335 Xerox Copy	.81	10.38	75.00	64.62	13.8
100-00-43345 Maps	.00	324.70	180.00	(144.70)	180.4
100-00-43400 Alarms Monitoring	.00	.00	200.00	200.00	.0
100-00-43415 Animal Control Fees	50.00	385.00	2,000.00	1,615.00	19.3
100-00-43425 Building Permits	230.00	8,680.00	3,000.00	(5,680.00)	289.3
100-00-43426 Community Activities	275.00	5,575.00	4,000.00	(1,575.00)	139.4
100-00-43427 Notary Services	5.35	88.60	200.00	111.40	44.3
100-00-43435 Miscellaneous Permits	50.00	7,548.75	15,000.00	7,451.25	50.3
100-00-43505 Cash Over/Short-G.F.	.00	1.26	50.00	48.74	2.5
100-00-43520 Miscellaneous Income	80.00	103,295.09	15,000.00	(88,295.09)	688.6
100-00-43522 Gen Fund Admin Overhead	.00	137,500.00	550,000.00	412,500.00	25.0
100-00-43523 Electric & Telephone Coop	.00	.00	90,621.00	90,621.00	.0
100-00-43524 OTZ Native Village-Roads	.00	.00	50,000.00	50,000.00	.0
100-00-43525 NSF Check Fee	.00	.00	1,000.00	1,000.00	.0
100-00-43526 Snow Removal	.00	350.00	.00	(350.00)	.0
100-00-43530 Donations	250.00	1,600.00	2,500.00	900.00	64.0
100-00-43534 911 Billing Surcharge	8,750.66	64,723.08	105,000.00	40,276.92	61.6
100-00-43535 Ambulance 3rd Party	43,987.23	206,566.37	275,000.00	68,433.63	75.1
100-00-43536 Maniilaq Ambulance	(82,500.00)	265,000.00	580,000.00	315,000.00	45.7
100-00-43606 Memberships	.00	127.00	.00	(127.00)	.0
100-00-43610 Food	.00	.00	2,000.00	2,000.00	.0
100-00-43615 Building Rental	2,153.22	13,549.32	4,000.00	(9,549.32)	338.7
100-00-43616 Special Events / Misc.	.00	85.00	5,200.00	5,115.00	1.6
100-00-43800 Operating Tranfers In	.00	.00	1,778,344.00	1,778,344.00	.0
Total GENERAL REVENUE	736,954.81	4,613,003.14	10,006,692.00	5,393,688.86	46.1
Total Fund Revenue	736,954.81	4,613,003.14	10,006,692.00	5,393,688.86	46.1

Kotzebue City
Expenditures with Comparison to Budget
For the 7 Months Ending July 31, 2024

Section X, Item a)

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>ADMINISTRATION DEPT.</u>					
100-10-54125	Salaries & Wages	50,665.51	354,049.07	797,674.00	443,624.93 44.4
100-10-54130	Overtime Salaries	.00	.00	1,500.00	1,500.00 .0
100-10-54140	Employee Benefits	13,825.40	115,287.60	303,117.00	187,829.40 38.0
100-10-54210	Electricity	574.93	4,787.23	8,500.00	3,712.77 56.3
100-10-54215	Heating Fuel	2,583.51	10,333.82	12,675.00	2,341.18 81.5
100-10-54220	Building Maintenance	.00	350.78	3,500.00	3,149.22 10.0
100-10-54306	Meals & Entertainment	170.00	696.37	500.00	(196.37) 139.3
100-10-54312	Books & Publications	.00	.00	200.00	200.00 .0
100-10-54315	Office Supplies & Equip.	3,518.11	10,216.01	16,478.50	6,262.49 62.0
100-10-54325	Office Leased Equipment	1,902.16	14,812.46	30,000.00	15,187.54 49.4
100-10-54400	Service Charges	648.41	4,453.30	24,500.00	20,046.70 18.2
100-10-54407	Employee Morale & Health	881.66	1,029.18	500.00	(529.18) 205.8
100-10-54410	Telephone/Fax	2,255.43	15,623.89	30,000.00	14,376.11 52.1
100-10-54415	Travel/Lodging	306.95	17,234.40	25,000.00	7,765.60 68.9
100-10-54425	Training	641.02	1,061.02	10,000.00	8,938.98 10.6
100-10-54430	Dues & Membership	.00	1,081.49	.00	(1,081.49) .0
100-10-54434	Ambulance 3rd Party Fees	2,313.16	11,392.18	25,000.00	13,607.82 45.6
100-10-54435	Postage	1,578.35	5,588.08	4,521.50	(1,066.58) 123.6
100-10-54436	Professional Services	5,853.21	48,394.61	100,000.00	51,605.39 48.4
100-10-54437	Audit Consulting	59,041.22	123,493.89	270,000.00	146,506.11 45.7
100-10-54438	Legal	20,771.49	128,054.05	157,000.00	28,945.95 81.6
100-10-54439	Insurance	1,049.90	12,299.62	14,000.00	1,700.38 87.9
100-10-54440	Advertising	.00	545.80	1,500.00	954.20 36.4
100-10-54441	Lobbying	4,000.00	30,538.82	60,000.00	29,461.18 50.9
100-10-54505	Unleaded Gas	635.68	2,052.54	2,700.00	647.46 76.0
100-10-54526	Light Vehicle R & M	.00	39.99	2,000.00	1,960.01 2.0
100-10-54620	Maintenance/Support Agrmt	15,454.00	31,326.50	75,000.00	43,673.50 41.8
100-10-54625	Computer & DP Equipment	.00	1,520.93	3,000.00	1,479.07 50.7
100-10-54901	Miscellaneous	100.00	100.00	900.00	800.00 11.1
<u>Total ADMINISTRATION DEPT.</u>		<u>188,770.10</u>	<u>946,363.63</u>	<u>1,979,766.00</u>	<u>1,033,402.37 47.8</u>
 <u>CITY CLERK</u>					
100-20-54110	Council Honorarium	1,050.00	13,800.00	31,000.00	17,200.00 44.5
100-20-54125	Salaries & Wages	2,535.89	41,534.52	80,100.00	38,565.48 51.9
100-20-54130	Overtime	.00	.00	1,000.00	1,000.00 .0
100-20-54140	Employee Benefits	1,407.11	17,985.02	30,400.00	12,414.98 59.2
100-20-54170	Election Expense	.00	.00	2,000.00	2,000.00 .0
100-20-54312	Books & Publications	.00	.00	436.86	436.86 .0
100-20-54315	Office Supplies	1,457.30	3,666.11	2,207.30	(1,458.81) 166.1
100-20-54325	Office Leased Equipment	.00	.00	3,000.00	3,000.00 .0
100-20-54410	Telephone	387.89	1,633.73	2,500.00	866.27 65.4
100-20-54415	Travel/Lodging	.00	24,873.64	42,000.00	17,126.36 59.2
100-20-54425	Training	.00	350.00	350.00	.00 100.0
100-20-54430	Dues & Memberships	3,990.51	6,463.14	6,463.14	.00 100.0
100-20-54435	Postage	.00	18.40	75.00	56.60 24.5
100-20-54439	Insurance	224.98	1,537.44	3,000.00	1,462.56 51.3
100-20-54440	Advertising (RFB & RFP)	.00	.00	42.70	42.70 .0
100-20-54500	Council Amenities	.00	99.81	500.00	400.19 20.0
100-20-54620	Maintenance/Support Agrmt	.00	.00	1,000.00	1,000.00 .0
<u>Total CITY CLERK</u>		<u>11,053.68</u>	<u>111,961.81</u>	<u>206,075.00</u>	<u>94,113.19 54.3</u>

Kotzebue City
Expenditures with Comparison to Budget
For the 7 Months Ending July 31, 2024

Section X, Item a)

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt	
<u>CAPITAL PROJ/PLANNING</u>						
100-50-54110	Planning Comm Stipend	300.00	1,725.00	6,300.00	4,575.00	27.4
100-50-54125	Salaries & Wages	19,258.39	108,654.77	180,000.00	71,345.23	60.4
100-50-54130	Overtime	.00	.00	500.00	500.00	.0
100-50-54140	Employee Benefits	7,370.48	37,682.00	68,200.00	30,518.00	55.3
100-50-54315	Office Supplies	.00	1,480.35	1,500.00	19.65	98.7
100-50-54325	Office Leased Equipment	.00	.00	2,000.00	2,000.00	.0
100-50-54410	Telephone	16.13	112.76	500.00	387.24	22.6
100-50-54415	Travel/Lodging	.00	978.46	2,000.00	1,021.54	48.9
100-50-54425	Training	.00	.00	2,500.00	2,500.00	.0
100-50-54436	Professional Services	13,092.20	72,975.48	301,000.00	228,024.52	24.2
100-50-54439	Insurance	209.98	1,459.90	2,800.00	1,340.10	52.1
100-50-54500	Commission Amenities	.00	.00	250.00	250.00	.0
100-50-54505	Unleaded Gas/Diesel	423.78	1,368.35	1,688.00	319.65	81.1
100-50-54526	Light Vehicle R & M	.00	.00	1,500.00	1,500.00	.0
100-50-54620	Maintenance/Support Agrmt	.00	.00	360.00	360.00	.0
Total CAPITAL PROJ/PLANNING		40,670.96	226,437.07	571,098.00	344,660.93	39.7
<u>POLICE DEPT</u>						
100-70-54125	Salaries & Wages	63,594.24	473,246.75	1,127,509.00	654,262.25	42.0
100-70-54130	Overtime	14,147.62	57,641.98	50,000.00	(7,641.98)	115.3
100-70-54140	Employee Benefits	26,992.51	196,722.43	404,301.00	207,578.57	48.7
100-70-54210	Electricity	562.62	5,655.42	8,500.00	2,844.58	66.5
100-70-54215	Heating Fuel	.00	7,005.02	9,100.00	2,094.98	77.0
100-70-54220	Building Maintenance	.00	76.98	2,500.00	2,423.02	3.1
100-70-54301	Clothing	.00	1,656.95	4,200.00	2,543.05	39.5
100-70-54315	Office Supplies	813.62	3,386.15	6,000.00	2,613.85	56.4
100-70-54316	Operations Supply	1,774.53	11,201.12	19,633.00	8,431.88	57.1
100-70-54317	Community Policing	.00	.00	500.00	500.00	.0
100-70-54325	Office Leased Equipment	320.00	2,560.00	2,250.00	(310.00)	113.8
100-70-54410	Telephone/Fax	852.19	6,233.33	9,500.00	3,266.67	65.6
100-70-54415	Travel/Lodging/Per Diem	786.70	8,871.18	20,000.00	11,128.82	44.4
100-70-54420	Employee Rent	(5,025.00)	(1,200.00)	15,000.00	16,200.00	(8.0)
100-70-54425	Training	.00	7,650.00	35,000.00	27,350.00	21.9
100-70-54430	Dues & Membership	6,290.79	6,355.79	500.00	(5,855.79)	1271.2
100-70-54435	Postage	70.85	672.41	800.00	127.59	84.1
100-70-54436	Professional Services	1,430.08	10,332.09	20,000.00	9,667.91	51.7
100-70-54439	Insurance	17,135.79	119,671.73	229,000.00	109,328.27	52.3
100-70-54440	Advertising	.00	.00	500.00	500.00	.0
100-70-54505	Unleaded Gas/Diesel	6,686.72	21,698.15	25,000.00	3,301.85	86.8
100-70-54526	Light Vehicle R & M	248.15	7,097.61	10,000.00	2,902.39	71.0
100-70-54530	Equipment Maintenance	.00	.00	500.00	500.00	.0
100-70-54620	Maintenance/Support Agrmt	.00	.00	1,500.00	1,500.00	.0
100-70-54630	Animal Control	.00	2,302.61	2,367.00	64.39	97.3
Total POLICE DEPT		136,681.41	948,837.70	2,004,160.00	1,055,322.30	47.3
<u>JAIL DEPT</u>						
100-75-54125	Salaries & Wages	67,844.83	339,121.58	831,945.00	492,823.42	40.8
100-75-54130	Overtime	12,295.62	68,253.84	70,000.00	1,746.16	97.5
100-75-54140	Employee Benefits	21,497.60	134,007.36	316,139.00	182,131.64	42.4

Kotzebue City
Expenditures with Comparison to Budget
For the 7 Months Ending July 31, 2024

Section X, Item a)

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
100-75-54210 Electricity	1,013.70	8,372.84	10,000.00	1,627.16	83.7
100-75-54215 Heating Fuel	804.06	38,577.79	78,000.00	39,422.21	49.5
100-75-54220 Building Maintenance	3,243.74	3,338.40	30,000.00	26,661.60	11.1
100-75-54301 Clothing	541.93	744.11	3,000.00	2,255.89	24.8
100-75-54306 Food & Prisoner Supplies	7,386.01	25,851.48	30,000.00	4,148.52	86.2
100-75-54315 Office Supplies	.00	2,584.78	3,500.00	915.22	73.9
100-75-54316 Operation Supplies	157.56	6,553.84	20,000.00	13,446.16	32.8
100-75-54410 Telephone	1,106.63	7,343.29	9,000.00	1,656.71	81.6
100-75-54415 Travel/Lodging/Per Diem	.00	5,712.45	15,000.00	9,287.55	38.1
100-75-54420 Employee Rent	(3,350.00)	3,700.00	15,000.00	11,300.00	24.7
100-75-54425 Training	.00	477.98	10,000.00	9,522.02	4.8
100-75-54430 Dues & Membership	.00	1,063.08	1,150.00	86.92	92.4
100-75-54434 Television	169.98	1,114.88	1,350.00	235.12	82.6
100-75-54435 Postage	85.28	809.01	500.00	(309.01)	161.8
100-75-54436 Professional Services	688.38	7,831.87	9,500.00	1,668.13	82.4
100-75-54439 Insurance	9,936.49	69,309.12	133,000.00	63,690.88	52.1
100-75-54505 Unleaded Gas/Diesel	635.68	2,052.54	2,700.00	647.46	76.0
100-75-54526 Vehicle & Equip R & M	.00	3.99	1,000.00	996.01	.4
100-75-54620 Maintenance/Support	.00	.00	16,723.00	16,723.00	.0
100-75-54901 Miscellaneous Expense	53.82	53.82	.00	(53.82)	.0
Total JAIL DEPT	124,111.31	726,878.05	1,607,507.00	880,628.95	45.2

FIRE/EMT DEPT

100-80-54125 Salaries & Wages	39,859.97	328,133.12	1,029,422.00	701,288.88	31.9
100-80-54130 Overtime	9,108.07	66,314.54	85,500.00	19,185.46	77.6
100-80-54140 Employee Benefits	19,542.87	155,657.97	391,180.00	235,522.03	39.8
100-80-54210 Electricity	809.28	6,893.18	14,000.00	7,106.82	49.2
100-80-54215 Heating Fuel	4,649.93	47,853.70	71,500.00	23,646.30	66.9
100-80-54220 Building Maintenance	.00	3,619.03	5,000.00	1,380.97	72.4
100-80-54301 Clothing	1,453.20	3,994.58	25,000.00	21,005.42	16.0
100-80-54315 Office Supplies	84.23	2,971.15	4,891.38	1,920.23	60.7
100-80-54323 Fire prevention/hydant maint.	.00	.00	7,500.00	7,500.00	.0
100-80-54324 Ambulance Supplies&Equip.	248.43	595.94	1,500.00	904.06	39.7
100-80-54325 Office Leased Equipment	320.00	2,560.00	3,840.00	1,280.00	66.7
100-80-54327 Small Tools	142.98	142.98	1,500.00	1,357.02	9.5
100-80-54407 Fire/EMT Rehabilitation	108.98	612.37	1,000.00	387.63	61.2
100-80-54410 Telephone/Fax	196.94	1,528.17	3,000.00	1,471.83	50.9
100-80-54415 Travel/Lodging	.00	.00	9,768.62	9,768.62	.0
100-80-54425 Training	.00	157.00	15,000.00	14,843.00	1.1
100-80-54430 Dues & Membership	100.00	166.50	500.00	333.50	33.3
100-80-54435 Postage	.00	36.66	500.00	463.34	7.3
100-80-54436 Professional Services	188.59	2,864.43	6,000.00	3,135.57	47.7
100-80-54439 Insurance	1,237.38	8,737.08	16,500.00	7,762.92	53.0
100-80-54505 Unleaded Gas/Diesel	3,343.37	10,282.92	12,000.00	1,717.08	85.7
100-80-54526 Vehicle R & M	278.25	699.24	22,000.00	21,300.76	3.2
100-80-54530 Equipment R & M	198.88	4,571.70	10,000.00	5,428.30	45.7
Total FIRE/EMT DEPT	81,871.35	648,392.26	1,737,102.00	1,088,709.74	37.3

PUBLIC WORKS DEPT

100-90-54125 Salaries & Wages	67,460.80	479,839.96	1,122,991.00	643,151.04	42.7
100-90-54130 Overtime	2,302.04	27,169.98	30,000.00	2,830.02	90.6
100-90-54140 Employee Benefits	27,520.00	215,434.71	426,737.00	211,302.29	50.5

Kotzebue City
Expenditures with Comparison to Budget
For the 7 Months Ending July 31, 2024

Section X, Item a)

GENERAL FUND

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
100-90-54201	Street Lighting	1,369.78	37,640.25	80,000.00	42,359.75	47.1
100-90-54202	Sign Replacement	302.65	302.65	2,500.00	2,197.35	12.1
100-90-54210	Electricity	1,078.89	11,866.04	13,000.00	1,133.96	91.3
100-90-54215	Heating Fuel	585.96	98,510.41	131,200.00	32,689.59	75.1
100-90-54220	Building Maintenance	.00	6,506.88	13,000.00	6,493.12	50.1
100-90-54300	Cleaning Supplies	57.16	1,364.26	500.00	(864.26)	272.9
100-90-54301	Clothing	.00	1,252.52	4,000.00	2,747.48	31.3
100-90-54315	Office Supplies	633.34	4,056.28	3,500.00	(556.28)	115.9
100-90-54325	Office Leased Equipment	320.00	2,560.00	2,000.00	(560.00)	128.0
100-90-54327	Small Tools	.00	1,235.98	4,500.00	3,264.02	27.5
100-90-54410	Telephone/Fax	1,801.55	4,484.85	6,000.00	1,515.15	74.8
100-90-54415	Travel/Lodging	.00	.00	5,000.00	5,000.00	.0
100-90-54425	Training	.00	644.00	8,500.00	7,856.00	7.6
100-90-54430	Dues & Memberships	.00	.00	2,000.00	2,000.00	.0
100-90-54435	Postage	.00	.00	500.00	500.00	.0
100-90-54436	Professional Services	2,573.25	3,782.35	30,000.00	26,217.65	12.6
100-90-54439	Insurance	2,099.79	14,599.29	28,000.00	13,400.71	52.1
100-90-54505	Unleaded Gas/Diesel	(7,991.16)	75,709.70	130,000.00	54,290.30	58.2
100-90-54525	Emergency Disaster Relief	.00	1,332,787.97	.00	(1,332,787.97)	.0
100-90-54526	Light Vehicle R & M	130.42	4,178.17	22,500.00	18,321.83	18.6
100-90-54527	Snow Removal	.00	46,590.00	40,000.00	(6,590.00)	116.5
100-90-54528	Gravel Purchases	.00	.00	50,000.00	50,000.00	.0
100-90-54529	Paved Road Maintenance	157.03	1,465.87	50,000.00	48,534.13	2.9
100-90-54530	Heavy Equipment R & M	1,358.83	49,835.56	85,000.00	35,164.44	58.6
Total PUBLIC WORKS DEPT		101,760.33	2,421,817.68	2,291,428.00	(130,389.68)	105.7
SMALL BOAT HARBOR						
100-94-54125	Salaries & Wages	5,400.00	6,104.00	100,000.00	93,896.00	6.1
100-94-54130	Overtime	.00	.00	500.00	500.00	.0
100-94-54140	Benefits	366.61	429.14	40,000.00	39,570.86	1.1
100-94-54210	Electricity	102.78	4,003.83	13,500.00	9,496.17	29.7
100-94-54225	R&R Docks Annually	7,671.21	10,247.92	6,500.00	(3,747.92)	157.7
100-94-54315	Office Supplies & Equipment	.00	110.38	1,000.00	889.62	11.0
100-94-54439	Insurance	2,099.79	14,599.29	28,000.00	13,400.71	52.1
Total SMALL BOAT HARBOR		15,640.39	35,494.56	189,500.00	154,005.44	18.7
PARKS & REC.						
100-95-54125	Salaries & Wages	18,093.18	113,104.54	296,515.00	183,410.46	38.1
100-95-54130	Overtime	25.88	25.88	1,000.00	974.12	2.6
100-95-54140	Employee Benefits	6,444.89	40,625.67	112,676.00	72,050.33	36.1
100-95-54210	Electricity	970.46	8,834.97	20,000.00	11,165.03	44.2
100-95-54215	Heating Fuel	.00	7,157.28	15,000.00	7,842.72	47.7
100-95-54220	Building & Equipment Maint.	.00	4,323.10	20,000.00	15,676.90	21.6
100-95-54300	Cleaning Supplies	.00	352.28	2,500.00	2,147.72	14.1
100-95-54306	Food	10.69	996.40	2,000.00	1,003.60	49.8
100-95-54308	Playground & Park Maintenance	1,695.98	1,782.96	5,000.00	3,217.04	35.7
100-95-54315	Office Supplies & Equipment	.00	2,729.38	3,000.00	270.62	91.0
100-95-54410	Telephone/Fax	286.40	2,199.73	3,000.00	800.27	73.3
100-95-54415	Travel/Per Diem	.00	.00	1,000.00	1,000.00	.0
100-95-54425	Training	.00	.00	1,000.00	1,000.00	.0
100-95-54436	Professional Services	55.00	330.00	2,500.00	2,170.00	13.2
100-95-54439	Insurance	750.00	4,640.18	9,000.00	4,359.82	51.6

Kotzebue City
Expenditures with Comparison to Budget
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Section X, Item a)

GENERAL FUND

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
100-95-54505	Gas/Deisel	635.68	2,301.59	2,700.00	398.41	85.2
100-95-54526	Light Vehicle Maintenance	.00	192.65	3,000.00	2,807.35	6.4
100-95-54530	Program Equip. & Equip. Repair	89.71	236.58	1,000.00	763.42	23.7
100-95-54907	Community Events	169.00	3,009.52	4,000.00	990.48	75.2
	Total PARKS & REC.	29,226.87	192,842.71	504,891.00	312,048.29	38.2
	<u>Other Agency Contributions</u>					
100-96-54905	Kotzebue Broadcasting, Inc	.00	.00	2,500.00	2,500.00	.0
100-96-54907	July 4th Celebration Comm.	300.00	6,136.14	4,500.00	(1,636.14)	136.4
100-96-54908	Miscellaneous Comm. Support	.00	619.12	2,500.00	1,880.88	24.8
100-96-54909	Kotzebue/Middle High School	.00	.00	40,000.00	40,000.00	.0
100-96-54911	City of Kotz Scholarship Fund	(333.00)	7,167.00	20,000.00	12,833.00	35.8
	Total Other Agency Contributions	(33.00)	13,922.26	69,500.00	55,577.74	20.0
	<u>NON-DEPT. EXPENSE</u>					
100-98-54407	Employee Morale & Health	161.00	1,127.00	10,000.00	8,873.00	11.3
	Total NON-DEPT. EXPENSE	161.00	1,127.00	10,000.00	8,873.00	11.3
	Total Fund Expenditures	729,914.40	6,274,074.73	11,171,027.00	4,896,952.27	56.2
	Net Revenue Over Expenditures	7,040.41	(1,661,071.59)	(1,164,335.00)	496,736.59	(142.7)

Kotzebue City
 Revenues with Comparison to Budget
 For the 7 Months Ending July 31, 2024

<i>Section X, Item a)</i>

Capital Projects

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Water Treatment Plant Const.</u>					
467-85-43225 Water Treatment Plant-Const	.00	10,424.50	.00	(10,424.50)	.0
Total Water Treatment Plant Const.	.00	10,424.50	.00	(10,424.50)	.0
Total Fund Revenue	.00	10,424.50	.00	(10,424.50)	.0
Net Revenue Over Expenditures	.00	10,424.50	.00	(10,424.50)	.0

Kotzebue City
Expenditures with Comparison to Budget
For the 7 Months Ending July 31, 2024

Section X, Item a)

Major R&R CPF

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expense - Admin CP</u>					
469-10-54600 Capital Purchase - Veh & Equip	.00	24,425.00	.00	(24,425.00)	.0
469-10-54601 Capital Purchase - Constr.	.00	74,549.00	.00	(74,549.00)	.0
Total Expense - Admin CP	.00	98,974.00	.00	(98,974.00)	.0
<u>Expense - Police CP</u>					
469-70-54600 Capital Purchase - Veh & Equip	.00	11,460.28	.00	(11,460.28)	.0
Total Expense - Police CP	.00	11,460.28	.00	(11,460.28)	.0
<u>Expense - Package Store CP</u>					
469-93-54601 Capital Purchase - Constr.	13,774.35	270,371.75	.00	(270,371.75)	.0
Total Expense - Package Store CP	13,774.35	270,371.75	.00	(270,371.75)	.0
Total Fund Expenditures	13,774.35	380,806.03	.00	(380,806.03)	.0
Net Revenue Over Expenditures	(13,774.35)	(380,806.03)	.00	380,806.03	.0

Kotzebue City
Expenditures with Comparison to Budget
For the 7 Months Ending July 31, 2024

<i>Section X, Item a)</i>

Washateria Denali Comm Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Washateria Denali Comm Fund</u>					
472-10-54163 Design Engineering	72,763.40	220,700.36	.00	(220,700.36)	.0
Total Washateria Denali Comm Fund	72,763.40	220,700.36	.00	(220,700.36)	.0
Total Fund Expenditures	72,763.40	220,700.36	.00	(220,700.36)	.0
Net Revenue Over Expenditures	(72,763.40)	(220,700.36)	.00	220,700.36	.0

Kotzebue City
 Revenues with Comparison to Budget
 For the 7 Months Ending July 31, 2024

<i>Section X, Item a)</i>

Designated Legislative Grants

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Grant Revenue</u>					
483-00-43215 Grant Revenue - State	36,609.18	36,609.18	.00	(36,609.18)	.0
Total Grant Revenue	36,609.18	36,609.18	.00	(36,609.18)	.0
Total Fund Revenue	36,609.18	36,609.18	.00	(36,609.18)	.0

Kotzebue City
Expenditures with Comparison to Budget
For the 7 Months Ending July 31, 2024

<i>Section X, Item a)</i>

Designated Legislative Grants

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expense-Swan Lake</u>					
483-50-54303 Construction	.00	36,128.00	.00	(36,128.00)	.0
Total Expense-Swan Lake	.00	36,128.00	.00	(36,128.00)	.0
Total Fund Expenditures	.00	36,128.00	.00	(36,128.00)	.0
Net Revenue Over Expenditures	36,609.18	481.18	.00	(481.18)	.0

Kotzebue City
 Revenues with Comparison to Budget
 For the 7 Months Ending July 31, 2024

<i>Section X, Item a)</i>

AEA Grant Special Revenue Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Source 00</u>					
487-00-43215 Grant Revenue - State	.00	2,875.33	.00	(2,875.33)	.0
Total Source 00	.00	2,875.33	.00	(2,875.33)	.0
Total Fund Revenue	.00	2,875.33	.00	(2,875.33)	.0

Kotzebue City
Expenditures with Comparison to Budget
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<i>Section X, Item a)</i>

AEA Grant Special Revenue Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
487-00-54436 Professional Services	.00	2,875.33	.00	(2,875.33)	.0
Total Department 00	.00	2,875.33	.00	(2,875.33)	.0
Total Fund Expenditures	.00	2,875.33	.00	(2,875.33)	.0
Net Revenue Over Expenditures	.00	.00	.00	.00	.0

Kotzebue City
 Revenues with Comparison to Budget
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Section X, Item a)

VIF

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Source 00</u>					
490-00-43220 Grant Revenue - Local	.00	402,500.00	.00	(402,500.00)	.0
Total Source 00	.00	402,500.00	.00	(402,500.00)	.0
Total Fund Revenue	.00	402,500.00	.00	(402,500.00)	.0

Kotzebue City
Expenditures with Comparison to Budget
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Section X, Item a)

VIF

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
490-00-54615 Equipment	.00	39,066.01	.00	(39,066.01)	.0
Total Department 00	.00	39,066.01	.00	(39,066.01)	.0
Total Fund Expenditures	.00	39,066.01	.00	(39,066.01)	.0
Net Revenue Over Expenditures	.00	363,433.99	.00	(363,433.99)	.0

Kotzebue City
 Revenues with Comparison to Budget
 For the 7 Months Ending July 31, 2024

<i>Section X, Item a)</i>

NANA VEI GRANT

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
491-00-43220 Grant Revenue - Local	.00	3,298.29	.00	(3,298.29)	.0
Total Source 00	.00	3,298.29	.00	(3,298.29)	.0
Total Fund Revenue	.00	3,298.29	.00	(3,298.29)	.0

Kotzebue City
Expenditures with Comparison to Budget
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<i>Section X, Item a)</i>

NANA VEI GRANT

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
491-00-54303 CONSTRUCTION	4,002.30	9,576.23	.00	(9,576.23)	.0
Total Department 00	4,002.30	9,576.23	.00	(9,576.23)	.0
Total Fund Expenditures	4,002.30	9,576.23	.00	(9,576.23)	.0
Net Revenue Over Expenditures	(4,002.30)	(6,277.94)	.00	6,277.94	.0

Kotzebue City
Expenditures with Comparison to Budget
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<i>Section X, Item a)</i>

Cape Blossom Road

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
492-00-54163 Design Engineering	9,795.71	9,795.71	.00	(9,795.71)	.0
Total Department 00	9,795.71	9,795.71	.00	(9,795.71)	.0
Total Fund Expenditures	9,795.71	9,795.71	.00	(9,795.71)	.0
Net Revenue Over Expenditures	(9,795.71)	(9,795.71)	.00	9,795.71	.0

Kotzebue City
 Revenues with Comparison to Budget
 For the 7 Months Ending July 31, 2024

Section X, Item a)

ENTERPRISE ACCOUNTS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>MUS REVENUE</u>					
601-40-43524 OTZ Native Village-Roads	.00	50,000.00	.00	(50,000.00)	.0
601-40-43915 MUS Penalties & Interest	2,446.91	17,573.96	20,000.00	2,426.04	87.9
601-40-43927 Service Equipment Sales	.00	1,609.08	500.00	(1,109.08)	321.8
601-40-43928 Hydro Flush Service	1,427.00	15,315.00	10,000.00	(5,315.00)	153.2
601-40-43930 Water Sales-Residential	292.88	228,811.80	700,000.00	471,188.20	32.7
601-40-43931 Water Sales-Commercial	333.04	645,258.63	1,150,000.00	504,741.37	56.1
601-40-43932 Water Delivery	765.65	6,234.15	10,000.00	3,765.85	62.3
601-40-43940 Sewer Sales-Commercial	61,339.69	415,672.99	500,000.00	84,327.01	83.1
601-40-43941 Sewer Sales-Residential	18,364.74	102,380.34	290,000.00	187,619.66	35.3
601-40-43950 Water Connection Fees	.00	.00	2,000.00	2,000.00	.0
601-40-43951 Sewer Connection Fees	.00	.00	500.00	500.00	.0
601-40-43952 Water Re/Dis/ connect	321.00	4,639.00	4,000.00	(639.00)	116.0
601-40-43953 Sewer Re/Dis Connect	.00	.00	500.00	500.00	.0
601-40-43985 Miscellaneous	.00	14,263.50	2,500.00	(11,763.50)	570.5
601-40-44107 State of AK PERS Relief	.00	.00	27,035.00	27,035.00	.0
Total MUS REVENUE	85,290.91	1,501,758.45	2,717,035.00	1,215,276.55	55.3
Total Fund Revenue	85,290.91	1,501,758.45	2,717,035.00	1,215,276.55	55.3

Kotzebue City
Expenditures with Comparison to Budget
For the 7 Months Ending July 31, 2024

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ENTERPRISE ACCOUNTS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Water & Sewer Expenses</u>					
601-10-54400	Service Charges	2,528.16	16,200.03	17,500.00	1,299.97 92.6
601-10-54434	3rd Party Collection Fees	.00	.00	500.00	500.00 .0
601-10-54435	Postage	314.21	2,105.51	3,000.00	894.49 70.2
601-10-54460	Gen. Fund Admin. Overhead	.00	71,500.00	285,000.00	213,500.00 25.1
601-10-54700	Transfer Out	.00	.00	1,907,640.00	1,907,640.00 .0
	Total Water & Sewer Expenses	2,842.37	89,805.54	2,213,640.00	2,123,834.46 4.1
<u>Water Expenses</u>					
601-20-54125	Salaries & Wages	22,232.95	128,824.91	300,000.00	171,175.09 42.9
601-20-54130	Overtime	5,191.04	38,010.94	27,000.00	(11,010.94) 140.8
601-20-54140	Employee Benefits	9,276.00	56,710.54	114,000.00	57,289.46 49.8
601-20-54210	Electricity	9,473.66	102,549.70	160,000.00	57,450.30 64.1
601-20-54215	Heating Fuel	3,034.41	97,625.87	100,000.00	2,374.13 97.6
601-20-54216	KEA Waste Heat	.00	12,735.79	100,000.00	87,264.21 12.7
601-20-54220	Building Maintenance	.00	281.69	5,000.00	4,718.31 5.6
601-20-54301	Clothing/Safety Equipment	27.04	1,088.68	2,000.00	911.32 54.4
601-20-54315	Office Supplies	161.09	2,298.97	1,000.00	(1,298.97) 229.9
601-20-54327	Small Tools	.00	569.91	1,000.00	430.09 57.0
601-20-54331	Chemicals	15,180.00	16,826.38	170,000.00	153,173.62 9.9
601-20-54332	Pipe & Materials	502.38	37,835.24	25,000.00	(12,835.24) 151.3
601-20-54410	Telephone	2,069.41	7,221.76	5,700.00	(1,521.76) 126.7
601-20-54415	Travel/Loding	.00	261.00	4,000.00	3,739.00 6.5
601-20-54425	Training	.00	428.50	8,000.00	7,571.50 5.4
601-20-54430	Dues & Membership	.00	75.00	4,000.00	3,925.00 1.9
601-20-54436	Professional Services	214.45	4,977.74	64,000.00	59,022.26 7.8
601-20-54439	Insurance	1,049.90	7,299.62	14,000.00	6,700.38 52.1
601-20-54505	Unleaded Gas/Diesel/Oil	635.68	2,356.47	3,750.00	1,393.53 62.8
601-20-54525	Light Vehicle R & M	.00	.00	1,500.00	1,500.00 .0
601-20-54526	Vehicle & Equipment R & M	332.63	528.77	3,000.00	2,471.23 17.6
601-20-54541	Lab Equipment/Testing	4,753.08	15,043.97	20,000.00	4,956.03 75.2
	Total Water Expenses	74,133.72	533,551.45	1,132,950.00	599,398.55 47.1
<u>Sewer Expenses</u>					
601-30-54125	Salaries & Wages	37,884.00	190,616.61	357,914.00	167,297.39 53.3
601-30-54130	Overtime	7,342.34	44,835.24	61,000.00	16,164.76 73.5
601-30-54140	Employee Benefits	12,818.95	77,635.01	154,998.00	77,362.99 50.1
601-30-54210	Electricity	6,019.58	55,593.79	75,000.00	19,406.21 74.1
601-30-54211	Electricity-Sewage Lagoon	491.39	3,186.29	10,000.00	6,813.71 31.9
601-30-54220	Building Maintenance	.00	112.32	30,000.00	29,887.68 .4
601-30-54301	Clothing/Safety Equipment	331.37	4,576.44	5,000.00	423.56 91.5
601-30-54315	Ofc Sup/Equip/Maintenance	.00	1,637.95	500.00	(1,137.95) 327.6
601-30-54316	Operational Supplies	.00	116.20	3,000.00	2,883.80 3.9
601-30-54327	Small Tools	294.22	5,692.30	4,000.00	(1,692.30) 142.3
601-30-54331	Chemicals	.00	2,740.98	80,000.00	77,259.02 3.4
601-30-54332	Pipe & Materials	341.04	29,304.76	60,000.00	30,695.24 48.8
601-30-54415	Travel/Loding	.00	.00	3,500.00	3,500.00 .0
601-30-54425	Training	.00	.00	8,500.00	8,500.00 .0
601-30-54436	Professional Services	21,893.00	22,426.58	35,000.00	12,573.42 64.1
601-30-54439	Insurance	449.96	2,949.86	6,000.00	3,050.14 49.2

Kotzebue City
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ENTERPRISE ACCOUNTS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
601-30-54505 Unleaded Gas/Diesel/Oil	8,454.70	25,886.93	35,100.00	9,213.07	73.8
601-30-54525 Light Vehicle R & M	70.18	1,092.50	2,000.00	907.50	54.6
601-30-54526 Vehicle & Equipment R & M	2,167.34	5,008.58	22,500.00	17,491.42	22.3
601-30-54600 Capital Purchases - Pumps	.00	24,788.69	.00	(24,788.69)	.0
601-30-54901 Miscellaneous	43.99	43.99	.00	(43.99)	.0
Total Sewer Expenses	98,602.06	498,245.02	954,012.00	455,766.98	52.2
Total Fund Expenditures	175,578.15	1,121,602.01	4,300,602.00	3,178,999.99	26.1
Net Revenue Over Expenditures	(90,287.24)	380,156.44	(1,583,567.00)	(1,963,723.44)	24.0

Kotzebue City
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REFUSE DEPARTMENT

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>REFUSE ENTERPRISE FUND</u>					
602-40-43915 Penalties & Interest	.00	.00	5,000.00	5,000.00	.0
602-40-43923 Baler Drop Off Charges	5,797.04	20,105.15	23,000.00	2,894.85	87.4
602-40-43924 Residential Refuse Collec	31,397.01	222,526.70	335,000.00	112,473.30	66.4
602-40-43925 Commercial Refuse Collect	52,521.61	364,129.01	640,000.00	275,870.99	56.9
602-40-43926 Refuse Equipment Sales	.00	.00	2,000.00	2,000.00	.0
602-40-43927 Residential Refuse Cart	50.00	1,189.48	1,750.00	560.52	68.0
602-40-43928 Commercial Dumpster Rental	3,445.11	21,968.04	40,000.00	18,031.96	54.9
602-40-44107 State of AK PERS Relief	.00	.00	28,496.00	28,496.00	.0
602-40-49987 Miscellaneous Income	379.50	6,562.50	5,000.00	(1,562.50)	131.3
Total REFUSE ENTERPRISE FUND	93,590.27	636,480.88	1,080,246.00	443,765.12	58.9
Total Fund Revenue	93,590.27	636,480.88	1,080,246.00	443,765.12	58.9

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REFUSE DEPARTMENT

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>REFUSE ENTERPRISE FUND</u>					
602-40-54125	Salaries & Wages	32,788.41	232,533.64	579,620.00	347,086.36 40.1
602-40-54130	Overtime	1,004.49	12,209.78	10,000.00	(2,209.78) 122.1
602-40-54140	Employee Benefits	15,244.83	105,675.23	220,256.00	114,580.77 48.0
602-40-54210	Electricity	1,810.80	14,323.18	25,000.00	10,676.82 57.3
602-40-54215	Heating Fuel	928.26	52,085.42	60,000.00	7,914.58 86.8
602-40-54220	Building Maintenance	.00	417.11	5,500.00	5,082.89 7.6
602-40-54300	Operational Supplies	22,448.00	40,587.75	90,000.00	49,412.25 45.1
602-40-54301	Clothing/Safety Equipment	428.05	2,238.74	3,000.00	761.26 74.6
602-40-54307	Spring Cleanup	.00	9,450.44	7,000.00	(2,450.44) 135.0
602-40-54315	Office Supplies	186.50	1,730.70	600.00	(1,130.70) 288.5
602-40-54327	Small Tools	.00	.00	1,000.00	1,000.00 .0
602-40-54410	Telephone	571.17	1,649.49	2,500.00	850.51 66.0
602-40-54415	Travel/Lodging	.00	.00	3,000.00	3,000.00 .0
602-40-54425	Training	.00	.00	7,000.00	7,000.00 .0
602-40-54436	Professional Services	845.74	10,207.61	30,000.00	19,792.39 34.0
602-40-54439	Insurance	6,749.34	46,747.75	90,000.00	43,252.25 51.9
602-40-54448	Bad Debt Expense	.00	.00	5,000.00	5,000.00 .0
602-40-54449	Closure & Post Closure	.00	.00	1,800.00	1,800.00 .0
602-40-54450	Refuse Operating Permit	.00	4,000.00	4,000.00	.00 100.0
602-40-54505	Unleaded Gas/Diesel/Oil	9,821.52	28,905.89	47,250.00	18,344.11 61.2
602-40-54525	Light Vehicle R & M	78.85	2,201.48	1,500.00	(701.48) 146.8
602-40-54526	Vehicle & Equipment R & M	479.74	8,229.37	25,000.00	16,770.63 32.9
602-40-54527	Gen. Fund Admin. Overhead	.00	27,500.00	110,000.00	82,500.00 25.0
	Total REFUSE ENTERPRISE FUND	93,385.70	600,693.58	1,329,026.00	728,332.42 45.2
	Total Fund Expenditures	93,385.70	600,693.58	1,329,026.00	728,332.42 45.2
	Net Revenue Over Expenditures	204.57	35,787.30	(248,780.00)	(284,567.30) 14.4

Kotzebue City
 Revenues with Comparison to Budget
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Section X, Item a)

ARCTIC SPIRITS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>ARCTIC SPIRITS REVENUE</u>					
603-00-43405 Retail Sales	274,428.73	1,712,900.80	2,972,500.00	1,259,599.20	57.6
603-00-43407 Retail Sales - Tobacco	6,548.08	38,943.08	61,200.00	22,256.92	63.6
603-00-43408 Retail Sales - Miscellaneous	1,348.17	7,477.71	10,200.00	2,722.29	73.3
603-00-43410 Distribution Point Fees	160.00	1,080.00	1,500.00	420.00	72.0
603-00-43425 Permitting Fees	7,345.00	43,520.00	55,000.00	11,480.00	79.1
603-00-44107 State of AK PERS Relief	.00	.00	15,697.00	15,697.00	.0
Total ARCTIC SPIRITS REVENUE	289,829.98	1,803,921.59	3,116,097.00	1,312,175.41	57.9
Total Fund Revenue	289,829.98	1,803,921.59	3,116,097.00	1,312,175.41	57.9

Kotzebue City
Expenditures with Comparison to Budget
For the 7 Months Ending July 31, 2024

Section X, Item a)

ARCTIC SPIRITS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>ARCTIC SPIRITS EXPENSES</u>					
603-10-54110 LBCB Stipend	300.00	900.00	5,500.00	4,600.00	16.4
603-10-54125 Salaries & Wages	17,758.56	118,780.08	276,585.00	157,804.92	43.0
603-10-54130 Overtime	180.00	818.20	3,000.00	2,181.80	27.3
603-10-54140 Employee Benefits	3,570.14	27,821.08	108,502.00	80,680.92	25.6
603-10-54210 Electricity	450.27	3,286.25	6,000.00	2,713.75	54.8
603-10-54215 Heating Fuel	536.03	22,710.97	30,000.00	7,289.03	75.7
603-10-54220 Building Maintenance	.00	3,159.33	2,000.00	(1,159.33)	158.0
603-10-54300 Cleaning Supplies	.00	189.42	500.00	310.58	37.9
603-10-54315 Office Supplies & Equip	701.99	8,258.35	5,000.00	(3,258.35)	165.2
603-10-54320 Product Acquisition	787.41	3,527.74	1,279,000.00	1,275,472.26	.3
603-10-54321 Cash Overs/Shorts - Pkg Store	(48.64)	128.23	500.00	371.77	25.7
603-10-54400 Service Charges	4,863.93	32,360.72	37,500.00	5,139.28	86.3
603-10-54410 Telephone/Fax	130.69	897.98	2,000.00	1,102.02	44.9
603-10-54415 Travel/Lodging/Per Diem	.00	.00	2,000.00	2,000.00	.0
603-10-54425 Training	100.00	150.00	1,000.00	850.00	15.0
603-10-54433 Postage	.00	.00	50.00	50.00	.0
603-10-54434 Freight Charges	34,724.43	239,628.17	475,000.00	235,371.83	50.5
603-10-54436 Professional Services	.00	.00	400.00	400.00	.0
603-10-54438 Legal Fees	497.70	2,931.80	10,000.00	7,068.20	29.3
603-10-54439 Insurance	4,724.54	32,848.44	63,000.00	30,151.56	52.1
603-10-54450 Permits	.00	46.50	500.00	453.50	9.3
603-10-54505 Gas/Diesel	635.68	2,052.54	2,700.00	647.46	76.0
603-10-54526 Light Vehicle R & M	.00	.00	2,000.00	2,000.00	.0
603-10-54527 Gen. Fund Admin. Overhead	.00	38,500.00	155,000.00	116,500.00	24.8
603-10-54530 Equipment Maint.	.00	1,181.00	1,500.00	319.00	78.7
603-10-54620 Maintenance/Support Agrmt	.00	.00	500.00	500.00	.0
603-10-54625 Computer Equipment	.00	2,126.35	1,500.00	(626.35)	141.8
603-10-54702 Transfer to G.F.-Comm Support	.00	.00	1,137,672.00	1,137,672.00	.0
Total ARCTIC SPIRITS EXPENSES	69,912.73	542,303.15	3,608,909.00	3,066,605.85	15.0
Total Fund Expenditures	69,912.73	542,303.15	3,608,909.00	3,066,605.85	15.0
Net Revenue Over Expenditures	219,917.25	1,261,618.44	(492,812.00)	(1,754,430.44)	256.0

Public Works Department Report
August/September 2024
Russell Ferguson/Lorraine Hunnicutt

Water Treatment Plant – we would like to welcome Kelly Thomas as a new operator. The plant is running much smoother now as evidenced by Matts overtime now being about 5 hours/week as opposed to 20 hours or more with multiple callouts throughout the night. He is happy to be getting plenty of sleep again. The long term and short-term fixes with the design engineers and construction firm are in negotiations.

Building Maintenance – we would like to welcome back Robert Schaeffer, Maintenance Worker. For a complete record of the work orders – on Public Works Assistant Directors computer. Reports are from July 26, 2024, through September 11, 2024. There were 18 work orders generated four (4) – Arctic Spirits; two (2) – Jail; five (5) – City Hall; two (2) – Water Plant; one (1) – KPD; two (2) - Fire Hall; two (2) – miscellaneous diesel pump & McClintock Connex.

Streets Department – Dock removal will be October 1, 2024. Removed a culvert by Josie Howarth's and will remove a culvert by Clay Beck's. Installed a culvert by Iglut Apartments and the NWAB provided a couple loads of gravel for this. Installed a culvert by Paul Hansen's and will install a culvert by Crowley shop out to the sound. There were sixteen work orders generated for the streets department.

Shop Department – there were twenty-eight (28) work orders five (6) KPD; five (5) KFD; ten (10) heavy equipment; four (4) light vehicles; two (2) equipment and one to weld a pipe for the water wagon.

Line Maintenance – there were thirty-one (31) work orders generated of which sixteen were billable \$4,830.

Refuse Department – we would like to welcome Keith Foster, Refuse Helper. Refuse Department has been busy hauling bales to the landfill. We are having trouble with the Baler Machine and had people from Blankenship here to evaluate its condition and recommend the needed repairs, they determined it to have severe structural issues hindering the proper baling operation. Jim Beasleys team is doing a great job limping it along until the repairs are made. We are anticipating this quote by the end of this week or early next week. We had some people come up to help with the flooring that needs to be repaired in front of the baler this will include slab jacking, concrete resurfacing, and baler chute repair that has been needed for over 10 years and we take a hit on every year during our annual inspection. We are also waiting on a firm quote for this.



City of Kotzebue, Alaska
Police Department

258B Third Avenue Box 550 Kotzebue, AK 99752-0550
Office: 907-442-3539 Fax: 907-442-3357
Roger Rouse, Chief of Police

Section X, Item a)



To: City Manager Tessa Baldwin
Re: Kotzebue Police and Jail Activity Report

Date: 08/15/2024

Since the Kotzebue Police Department's last activity report, the police department has responded to 767 calls for service (July 2024), an 18% increase from the month of June. Calls of note for the month of July were 31 Assaults, 13 Domestic Violence Reports, 40 Intoxicated Person Reports, 1 Sexual Assault (Child), 3 Sexual Assaults (Adult). For a complete list of calls for service see the attached report. Calls for service occurred most frequently in June on Wednesdays between the hours of 15:00 to 16:00.

The Kotzebue Regional Jail processed 76 prisoners during the month of July, a 68% increase from June.

Community Policing:

- KPD officers had 261 public relations, safety, and assistance contacts with the citizens and business owners of Kotzebue.
- KPD officers conducted 66 security checks of businesses, or other locations within the city.

Staff Development and Training:

- Officer Stamper has begun her field training program and is progressing well.
- 911 Dispatcher Shawata Blackman has completed her FTO and is on her own now.
- 911 Dispatcher Hykeyla Dunn has completed her FTO and is on her own.

Community Service Officers:

- The Community Service Officers responded to 39 calls for service regarding animal complaints, a 7% decrease from June.
- The CSOs impounded 6 dogs.
- 4 animals were adopted or rescued. (13 since beginning of the year)
- 3 animals were euthanized in June. (14 since the beginning of the year)

Roger Rouse / Chief of Police



KOTZEBUE POLICE DEPARTMENT

258B THIRD AVENUE

PO BOX 550
KOTZEBUE, AK 99752

Date : 08/21/2024
Page : Section X, Item a)
Agency : KPD

Calls For Service Totals By Call Type

07/01/2024 to 08/15/2024

Call Type	Totals
AGAS	21
ALAR-U	3
AMBU	2
AOFF	4
ASLT	31
BURG	4
CHAB	2
CIVIL	16
CRIM	3
CURF	3
DISC	14
DIST	22
DOGY	40
DOMS	13
DRUG	2
DUI	10
DVORDER	16
FALSE	1
FIGH	6
FOCH	2
HARA	5
HUMR	1
INTP	40
JAOFF	6
JDPS	2
JPTRN	1
JSEAR	1
LIQU	1
LITTER	1
MCA	3
MCHD	15
MPER	2
MPRP	1
MVC-D	1
PASS	219
PHN	1
POLYCOM	4
PROV	5



KOTZEBUE POLICE DEPARTMENT 258B THIRD AVENUE

PO BOX 550
KOTZEBUE, AK 99752

Date : 08/21/2024
Page : Section X, Item a)
Agency : KPD

Calls For Service Totals By Call Type

07/01/2024 to 08/15/2024

Call Type	Totals	
PSAF	PUBLIC SAFETY	8
PUBR	PUBLIC RELATIONS	40
ROBY	ROBBERY	1
RUNA	RUNAWAY	7
SALT	SEXUAL ASSAULT	3
SAMI	SEXUAL ABUSE OF A MINOR	1
SECU	SECURITY	66
SPRP	STOLEN PROPERTY	3
SUCD	SUICIDE/SUICIDAL/ATTEMPTED/POSSIBLE	4
SUM/SUB	SERVING SUMMONS/SUBPOENA/ORDER TO...	24
SUSP	SUSPICIOUS PERSON/VEHICLE/ACTIVITIES	2
THEF	THEFT	6
THRE	THREATS	1
TRAF	TRAFFIC	16
TRES	CRIMINAL TRESPASS	6
TRNG	Training Run	1
VAND	VANDALISM	2
VOCR	VIOLATION OF CONDITIONS OF RELEASE	4
VODV/ST	VIOLATION OF A DOMESTIC VIOLENCE...	1
WARRANT	WARRANT (ARREST, BENCH, DAY, AND...	19
WEAP	WEAPONS	4
WELF	WELFARE CHECK	24
Grand Total for all calls		767



City of Kotzebue, Alaska
Police Department

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Office: 907-442-3539 Fax: 907-442-3357
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Roger Rouse / Chief of Police



KOTZEBUE POLICE DEPARTMENT

258B THIRD AVENUE

PO BOX 550
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AOFF	4
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BURG	4
CHAB	2
CIVIL	16
CRIM	3
CURF	3
DISC	14
DIST	22
DOGY	40
DOMS	13
DRUG	2
DUI	10
DVORDER	16
FALSE	1
FIGH	6
FOCH	2
HARA	5
HUMR	1
INTP	40
JAOFF	6
JDPS	2
JPTRN	1
JSEAR	1
LIQU	1
LITTER	1
MCA	3
MCHD	15
MPER	2
MPRP	1
MVC-D	1
PASS	219
PHN	1
POLYCOM	4
PROV	5



KOTZEBUE POLICE DEPARTMENT 258B THIRD AVENUE

PO BOX 550
KOTZEBUE, AK 99752

Date : 08/21/2024
Page : Section X, Item a)
Agency : KPD

Calls For Service Totals By Call Type

07/01/2024 to 08/15/2024

Call Type	Totals	
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PUBR	PUBLIC RELATIONS	40
ROBY	ROBBERY	1
RUNA	RUNAWAY	7
SALT	SEXUAL ASSAULT	3
SAMI	SEXUAL ABUSE OF A MINOR	1
SECU	SECURITY	66
SPRP	STOLEN PROPERTY	3
SUCD	SUICIDE/SUICIDAL/ATTEMPTED/POSSIBLE	4
SUM/SUB	SERVING SUMMONS/SUBPOENA/ORDER TO...	24
SUSP	SUSPICIOUS PERSON/VEHICLE/ACTIVITIES	2
THEF	THEFT	6
THRE	THREATS	1
TRAF	TRAFFIC	16
TRES	CRIMINAL TRESPASS	6
TRNG	Training Run	1
VAND	VANDALISM	2
VOCR	VIOLATION OF CONDITIONS OF RELEASE	4
VODV/ST	VIOLATION OF A DOMESTIC VIOLENCE...	1
WARRANT	WARRANT (ARREST, BENCH, DAY, AND...	19
WEAP	WEAPONS	4
WELF	WELFARE CHECK	24
Grand Total for all calls		767



KOTZEBUE POLICE DEPARTMENT
258B THIRD AVENUE

PO BOX 550
 KOTZEBUE, AK 99752

Date : 09/10/2024
 Page : Section X, Item a)
 Agency : KPD

Calls For Service Totals By Call Type

08/01/2024 to 08/31/2024

Call Type	Totals	
AGAS	AGENCY ASSIST (NON LAW ENFORCEMENT)...	5
ALAR-U	ALARM UNFOUNDED	3
AOFF	ASSIST OFFICIAL	3
ASLT	ASSAULT	9
CIVIL	CIVIL	11
CURF	CURFEW	1
DISC	DISORDERLY CONDUCT	7
DIST	DISTURBANCE	22
DOGY	ANIMAL CONTROL	22
DOMS	DOMESTIC	10
DRUG	DRUGS	1
DUI	DRIVING UNDER THE INFLUENCE	12
DVORDER	DV ORDER SERVICE	5
FIGH	FIGHT	1
FOPR	FOUND PROPERTY	1
FRAD	FRAUD	1
HARA	HARASSMENT	3
INTP	INTOXICATED PERSON	23
JAOFF	JAIL ASSIST OFFICAL(BOOKINGS=AST,...	2
JDPS	DPS TRANSFERS TO AND FROM ANY STATE...	2
JSEAR	JAIL SEARCH AND SECURITY	1
KIDN	KIDNAPPING	1
MCA	MINOR CONSUMING ALCOHOL	1
MVC-D	MOTOR VEHICLE CRASH-DAMAGE ONLY	1
PASS	PUBLIC ASSIST	121
PHN	Phone Call	1
POLYCOM	INMATE COURT	3
PROV	PROBATION VIOLATION	2
PSAF	PUBLIC SAFETY	7
PUBR	PUBLIC RELATIONS	36
PW	Public works	1
ROBY	ROBBERY	1
RUNA	RUNAWAY	1
SALT	SEXUAL ASSAULT	4
SAMI	SEXUAL ABUSE OF A MINOR	5
SCHOOL	SCHOOL PATROL	3
SECU	SECURITY	96
SPRP	STOLEN PROPERTY	3



KOTZEBUE POLICE DEPARTMENT 258B THIRD AVENUE

PO BOX 550
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Date : 09/10/2024
Page : Section X, Item a)
Agency : KPD

Calls For Service Totals By Call Type

08/01/2024 to 08/31/2024

Call Type	Totals
SUCD SUICIDE/SUICIDAL/ATTEMPTED/POSSIBLE	3
SUM/SUB SERVING SUMMONS/SUBPOENA/ORDER TO...	12
THEF THEFT	3
TRAF TRAFFIC	13
TRES CRIMINAL TRESPASS	5
VAND VANDALISM	1
VETH VEHICLE THEFT	2
VOCR VIOLATION OF CONDITIONS OF RELEASE	2
VODV/ST VIOLATION OF A DOMESTIC VIOLENCE...	1
WARRANT WARRANT (ARREST, BENCH, DAY, AND...	11
WEAP WEAPONS	3
WELF WELFARE CHECK	18
Grand Total for all calls	506



KOTZEBUE FIRE DEPARTMENT SUMMARY

“Treat it. Fight it. Make it Better.”



August 2024

The Fire Department responded to

88

calls for service this month; and

864

for the yearly total.

- **Shift training and staff wide trainings** – Each week the three shifts focus on EMS and fire training.
- **Job Opening** - We are advertising a full-time permanent first responder position.
- **EMS negotiations** – Kotzebue Fire Department is currently in negotiations for Emergency medical services.
- **Recognition of life saving efforts** – LT. Madison, EMT Rosales, EMT Smith, EMT Carlson, ETT Foster, and Acting Fire chief responded for a cardiac arrest. With joint effort from the Fire department personnel and the Emergency Department staff, we achieved ROSC, return of spontaneous circulation.

KOTZEBUE FIRE DEPARTMENT SUMMARY

“Treat it. Fight it. Make it Better.”

Section X, Item a)

August 2024

EMS Calls				
	Aug 2024	2024 Total	2023 Total	2022 Total
Total EMS Calls	76	781	1302	1343
Medevac Patient Transport	43	351	551	608
911 Response/Transport	28	318	548	575
Police Matter/Assist	0	3	0	5
Agency Mutual Aid	0	0	3	0
Non-Emergency Transport	0	31	43	49
Call Cancelled/No Patient Contact	4	20	35	52
Refusals	1	16	34	22
Human Remains Transport	0	40	58	29
False Call	0	0	0	1
EMS Rescue/Other Standby	0	2	4	2
Fire Calls				
	Aug 2024	2024 Total	2023 Total	2022 Total
Total Fire Calls	12	83	164	141
False Fire Alarm	6	39	56	56
Lockout/Public Assist	3	29	81	48
HazMat Incident	2	3	1	3
Rescue Operation	0	0	0	1
Building Fire	0	1	5	3
Vehicle Fire	0	1	1	5
Brush/Wildland Fire	0	0	1	2
Trash/Dumpster Fire	0	2	1	1
Investigation for Signs of Fire	1	2	11	7
Investigate for Hazardous Materials/HazMat	0	6	7	13
Unapproved Open Burn/Fire Extinguishment	0	0	0	2
Mutual Aid/Standby	0	0	0	0

MEDEVAC by Community 2024													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Ambler	1	3	1	0	0	3	2	1					11
Buckland	5	4	2	5	7	8	1	4					36
Deering	0	0	0	2	1	0	0	0					3
Kiana	0	0	4	1	4	8	4	0					21
Kivalina	0	2	5	5	3	2	2	0					19
Kobuk	0	0	1	0	0	1	1	4					7
Kotzebue	15	1	7	8	6	7	8	7					59
Noatak	4	5	7	8	3	3	6	5					41
Noorvik	3	3	6	5	3	2	8	1					31
Point Hope	3	10	7	0	3	4	11	7					45
Selawik	3	4	4	4	9	3	8	6					41
Shungnak	1	3	4	3	4	1	3	5					24
Outside	1	3	3	0	1	0	2	3					13
Unavailable													
Total	36	38	51	41	44	42	56	43	0	0	0	0	351

September 2024 Report

Staff: Parks and Recreation consists of a Director, Assistant Director, Program Coordinator, and an attendant. The Assistant Director is currently out on maternity leave. At any given time, we are at 25-75% staffing level.

Boat Harbor: Docks will be removed from Swan Lake Boat Harbor on 1 Oct 2024 by the Public Works Department. Materials have already been received and a contractor selected to complete the work.

Youth Center Usage: The Youth Center has been booked many weekends and occasionally with multiple renters on the same day.

Armory Gym: The Armory gym is operating under normal operations.

Toddler Time: Toddler Time continues Tuesdays and Thursdays from 10:00-11:30 am. Both Nikaitchuat School and individual parents / toddlers participate with about an average of about 20 children each session for Aug/Sep.

Open Gym {School}: Open Gym time re-opened and continues with high participation.

Open Gym is currently closed due to school activities conflicting with the Open Gym schedule. We are currently working with the NWABSD to create a “workaround” for the conflict.

Playgrounds: Repairs of facilities are underway.

July 2024

Arctic Spirits Manager’s Report

To: Tessa Baldwin – City Manager
CC: Donna McConnell, Charlie Santos
From: Jamie Lambert, Arctic Spirits Manager
Date: July 8, 2024
Re: Arctic Spirits Manager’s report and monthly recap comparison

The following is a calendar recap for July 2023 as compared to July 2024.

Total revenue collected in July of 2023 was \$328,011.29 compared to \$306,766.93 in July of 2024. This is a decrease of \$21,244.36 or almost 6% less revenue than this time last year. There were 26 sales days in July of 2023 and 27 sales days in July of 2024.

In July of 2023 we had 6,142 customers compared to 6,081 in July of 2024. This is a decrease of 61 customers. The average sale in July of 2023 was \$53.40 compared to \$50.45 in July of 2024 or an average of \$2.95 less spent per customer this year compared to last year.

Early July we started having some personnel issues, Charlene Sours, who was hired on as FT Retail Sales, did not complete her TAP certification on time. We are currently advertising for that position and should have it filled by August 16th before the Temporary Retail Sales position is done for the season. I also had some family matters to attend to towards the end of July, which also made the store short-handed and there was 1 day we closed early at 7PM, and 1 day we closed during a lunch hour.

Cigarette sales in July of 2023 were \$6,459.15 as compared to \$6,548.08 in July of 2024. This is an increase of \$88.93 in tobacco sales compared to this time LY.

- The Delivery Site 4 logged transactions.
- The number of 10-day permits issued was 177.
- The number of 30-day permits issued was 12.
- The number of 90-day permits issued was 4.
- The number of 180-day permits issued was 5.
- The number of one-year permits issued was 81.

At least 4 permits were newly suspended or revoked due to background checks, public intoxication reports, and COR/judgement paperwork sent from the jail. We received about 57 COR/judgements to update in our system.

Inventory for July 2024 will be completed and filed on August 10th due to getting the rest of the barge inventory brought in and pushed through our system to ensure accuracy.

Please feel free to contact me if you have any questions,
 Jamie Lambert - Arctic Spirits Store Manager
 (907)442-4000 or (907)412-0747

August 2024

Arctic Spirits Manager's Report

To: Tessa Baldwin – City Manager
CC: Charlie Santos
From: Jamie Lambert, Arctic Spirits Manager
Date: September 3, 2024
Re: Arctic Spirits Manager's report and monthly recap comparison

The following is a calendar recap for August 2023 as compared to August 2024.

Total revenue collected in August of 2023 was \$311,435.73 compared to \$285,458.90 in August of 2024. This is a decrease of \$25,976.83 or almost 8% less revenue than this time last year. There were 27 sales days in August of 2023 and 26 sales days in August of 2024. Our summer hours ended August 20th.

In August of 2023 we had 5,977 customers compared to 5,805 in August of 2024. This is a decrease of 172 customers. The average sale in August of 2023 was \$52.11 compared to \$49.17 in August of 2024 or an average of \$2.94 less spent per customer this year compared to last year.

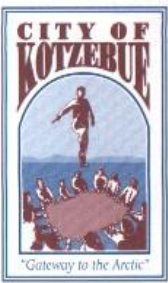
Cigarette sales in August of 2023 were \$4842.06 as compared to \$7168.14 in August of 2024. This is an increase of \$2326.08 in tobacco sales compared to this time LY.

The Delivery Site 2 logged transactions.
The number of 10-day permits issued was 222.
The number of 30-day permits issued was 19.
The number of 90-day permits issued was 7.
The number of 180-day permits issued was 9.
The number of one-year permits issued was 58.

At least 14 permits were newly suspended or revoked due to background checks, public intoxication reports, and COR/judgement paperwork sent from the jail. We received about 41 COR/judgements to update within our system.

Inventory for August 2024 has been completed and filed.

Please feel free to contact me if you have any questions,
Jamie Lambert - Arctic Spirits Store Manager
(907)442-4000 or (907)412-0747



P.O. Box 46

Kotzebue, Alaska 99752

City Hall (907) 442-3401

Police Dept. (907) 442-3351

Fire Dept. (907) 442-3404

Public Works (907) 442-3401

Human Resources/Public Relations City Council Report

Welcomed seven new employees across different departments.

Conducted around eleven interviews across multiple departments.

Actively Advertising as of September 12, 2024

JOB TITLE	DEPARTMENT	FULL-TIME/PART-TIME
911 Dispatcher	Police Department	Regular/Full-time
Police Officer	Police Department	Regular/Full-time
EMS/FIRE: First Responder	Fire Department	Regular/Full-time
Fire Chief	Fire Department	Regular/Full-time
Police Chief	Police Department	Regular/Full-time
Refuse Landfill Supervisor	Public Works	Regular/Full-time

Key Accomplishments/Ongoing items:

1. Personnel Management: Processed several resignations and terminations, updated job positions, and prepared necessary paperwork for new hires.
2. Interviews & Hiring: Set up interviews and manage paperwork for new positions and transfers.
3. Compliance & Documentation: Completed required HR documents and followed up on pending items with relevant departments.
4. Community Engagement: Continued to enhance social media presence and maintain professional communication.
5. Training & Development: Assessed onboarding training needs and prepared job descriptions for new roles.



**P.O. Box 46
Kotzebue, AK 99752**

**Phone: (907) 442-3401
Fax: (907) 442-2155**

09/19/24

Planning Director: September RCCM Report

I. Permits for month of August

- a. Building permits
 - i. 2 pending
 - ii. 4 issued
- b. Moving permits
 - i. 0 pending
 - ii. 0 issued
- c. Excavation permits
 - i. 0 pending
 - ii. 1 issued
- d. Variance Requests
 - i. 2 pending
 - ii. 0 issued
- e. Tidelands permits
 - i. 0 pending
 - ii. 0 issued

II. Hazards Mitigation Plan (HMP) Update

- a. Working on update with DOWL and project team.
- b. Draft HMP completed
- c. Currently gathering feedback DRAFT for final HMP.
- d. Final draft still on track to be completed for adoption by City Council and submission Deadline for State of Alaska, and FEMA in October 2024.

Goal: Update the current City of Kotzebue HMP to aid in the mitigation of new and current hazards faced by the City of Kotzebue.

III. Recreation Center

- a. \$1 million has been allocated by Senator Peltola for a new Multipurpose Emergency Shelter and Command Center.
- b. EPA Community Wide Assessment Grant for States and Tribes (CWAGST)
 - i. State is moving forward with application for program and we will know if it is approved in Fall 2024.
- c. CAIN Building update

- i. Project experiencing delays due to architectural engineering firm shortages.
- ii. Received proposal from DOWL engineering in partnership with EMI for conceptual design and cost estimate.

Goal: Construct new facility that can act as a recreation center while also fulfilling other needs within the community.

IV. Dangerous Structures and Premises Project

- a. Pursuant to KMC 15.04 Dangerous Structures and Premises, the City of Kotzebue has a responsibility to identify and assess potential hazardous structures and premises.
- b. Hosted community hall at Youth Center July 24th to introduce the project to residents.
- c. **Goal:** Identify dangerous structures and premises within the community that may cause harm and develop mitigation plan.

V. Land Disposal: Sale of City-Owned Property to NVOK

- a. Sales agreement has been finalized between City and Tribe.
- b. Following items remaining:
 - i. Survey and subdivision of the property by Tribe.
 - ii. Playground repairs to be done by City.

Goal: Dispose of City-owned land in a way that will benefit the community and its residents.



**CITY OF KOTZEBUE, ALASKA
ORDINANCE NO. 24-04**

ENTITLED: “A CODE ORDINANCE DELETING THE PRESENT SECTION 2.12.010, APPOINTMENT-TERM [FOR CITY CLERK], OF THE KOTZEBUE MUNICIPAL CODE (“KMC”) IN ITS ENTIRETY AND REPLACING IT WITH A NEW SECTION 2.12.010, APPOINTMENT-TERM FOR CITY CLERK, OF THE KMC AS SET FOR HEREIN.”

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF KOTZEBUE, ALASKA:

Section 1. This is a Code Ordinance pursuant to KMC 1.12.010 and KMC 1.12.040.

Section 2. The City Council has determined that the present KMC 2.12.010, *Appointment-Term [for City Clerk]*, needs to be replaced with a entirely new KMC 2.12.010 with the same section title.

Section 3. The City Council believes this new KMC 2.12.010, *Appointment-Term for City Clerk*, will better serve the interests of the City Council and the City Clerk.

Section 4. The present section KMC 2.12.010, *Appointment-Term [for City Clerk]*, which is repealed and replaced by this Ordinance currently reads as follows:

The city clerk shall be appointed by the city manager with the approval of the city council and shall serve at the pleasure of the city manager and the city council. The city clerk shall report directly to the city council and city manager. The city clerk may be removed from office by the city manager, with consent of the city council, upon due process of an established grievance procedure. The city council shall act as the grievance committee for the purposes of permitting the city clerk an opportunity to present any potential adverse actions brought before the city council. Any grievance procedure shall occur with the city council taking action within thirty days to permit at least two regularly scheduled meetings to present the issues brought about because of a grievance procedure.

(Ord. 03-8 § 3 (part), 2003; Ord. 83-8 (part), 1983; Ord. 82-13 (part), 1982).

Section 5. The new KMC 2.12.010 enacted by this Ordinance 24-04 shall be entitled and reads as follows:

2.12.010 Appointment – Term.

The city manager shall submit recommendations to the mayor and the city council on candidates for the position of city clerk. The mayor, with the approval of the city council, shall appoint a city clerk who shall serve at the pleasure of the city council. However, the city clerk shall report to and be under the direct supervision and control of the city manager who shall direct and supervise the day-to-day activities of the city clerk. The city manager will provide the city clerk with an annual evaluation after consultation with the city council. The city clerk may be removed by the city council at any time, to wit: the city clerk serves at-will and at the pleasure of the city council. The city clerk may also be removed by the city manager but such a removal shall not become effective without the approval of the city council.

(Ord. 24-04, § 5 (part), 2024: Ord. 03-8 § 3 (part), 2003: Ord. 83-8 (part), 1983: Ord. 82-13 (part), 1982).

Section 6. This new section KMC 2.12.010 shall become effective immediately upon passage of this Ordinance 24-04 pursuant to 1.12.030(B).

ENACTED this 19th day of September, 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Paeton Schaeffer, City Clerk

ATTESTATION: I, Paeton Schaeffer, City Clerk of Kotzebue, hereby attest that the above Code Ordinance, No. 24-04 was duly presented to the Kotzebue City Council, duly published and that a valid public hearing was held and that it was duly enacted on September 19, 2024.

Introduction: September 5, 2024
Published/Posted: August 30, 2024
Republished/Reposted: September 13, 2024
Public Hearing: September 19, 2024
Passage: September 19, 2024



**CITY OF KOTZEBUE, ALASKA
ORDINANCE NO. 24-05**

ENTITLED: “A NON-CODE ORDINANCE PURSUANT TO KOTZEBUE MUNICIPAL CODE (“KMC”) 15.04.100 REQUIRING THE OWNER OF HOUSE NO. 671 LOCATED AT LOT 16, BLOCK 6, USS 2645, KOTZEBUE TOWNSITE AT HIS OWN EXPENSE TO DEMOLISH OR REMOVE THE STRUCTURE HE OWNS.”

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF KOTZEBUE, ALASKA:

Section 1. This is a Non-Code Ordinance pursuant to KMC 15.04.100 which provides:

15.04.100 Board of adjustment findings—Ordinance—Compliance.

The board, after the public hearing, shall adopt an ordinance containing its findings. If removal or demolition of the structure is provided for and ordered, the owner, tenant or person in possession or control of the property shall have at least thirty days from the date of such public hearing so to do; if repairs, alterations or reconstruction is permitted by the board, the work may be done within such time and under such terms and conditions as the board may specify.

(Prior code § 10.05.060).

Section 2. The City Council held a public hearing on this matter on August 1, 2024 after NOTICE (with attachments) was duly given to Dickie Curtis by USPS First Class Mail, posting NOTICE (with attachments) on his House No. 671 and hand-delivering the NOTICE (with attachments) to him personally at his home. However, Mr. Curtis did not appear at this public hearing. Nevertheless, the City Council heard from City Staff regarding this matter.

Section 3. The City Council after hearing from City Staff and after reviewing the extensive packet of materials present to the City Council found the following:

1. House No. 671 has refused to pay for water, sewer and garbage service;
2. as a result of no water, no sewer service and no garbage service, Mr. Curtis chooses to

- dispose of his garbage and human waste by simply throwing plastic bags full of such out his backdoor, where the bags rupture and garbage and human waste flowing into adjoining properties aggravated by rainfall and flooding in the area;
3. these conditions have gone on for years completely and totally unabated by Mr. Curtis;
 4. over the past two years, the City has issued numerous abatement letters and issued numerous citations to Mr. Curtis to no avail, he simply ignores all such notices and citations and has paid none of the citations;
 5. in the past several years three people have died in this home from drug overdoses and/or alcohol abuse;
 6. in the past several years the City of Kotzebue Fire Department/EMS and Police Department have responded over two dozen times for calls for service at House No. 671;
 7. as a result of these extensive calls for service, the City Departments have found the interior of the home to be covered in human waste and other unknown substances and full of garbage;
 8. the home is heated by burning wood in a wood stove that is completely unsafe and unsuitable for that use and presents a very real and present damage of a fire in the home which would totally destroy that structure and endanger adjoining properties;
 9. the City of Kotzebue's Public Works Department in the past year has cleaned up the exterior of the property and hauled many cubic yards of garbage and human waste off the property, but to no avail because Mr. Curtis simply resumes his disposal habits noted above;
 10. the City of Kotzebue has even spread lime on his property in an effort to mitigate the human waste contamination but to no avail because of his continuing disposal habits;
 11. Mr. Curtis has been personally billed for these services, but has refused to pay any of the bills for such services;

- 12. the City of Kotzebue with the resources and staff available can no longer afford to try to mitigate this serious health and safety at House No. 671; and,
- 13. this situation must be abated by the demolition or removal of House No. 671 from the property owned by Mr. Curtis as soon as possible.

Section 4. This Non-Code Ordinance will be introduced on Thursday, September 5, 2024, at the RCCM on that date. A Public hearing on this Non-Code Ordinance will be held on Thursday, September 19, 2024 at the RCCM on that date.

Section 5. If this Ordinance passes on September 19, 2024, Mr. Curtis, owner of House No. 671, will be given thirty (30) days from that date to demolish or remove the structure from his property. If he fails to do so, the City of Kotzebue will be forced to take steps to evict Mr. Curtis, condemn the property and handle the demolition at the owner’s expense.

Section 6. All fees and costs for dealing with this property to date and in the future will be billed to Mr. Curtis and collection efforts pursued if he does not pay these duly incurred expenses pursuant to KMC 15.04.110.

ENACTED this 19th day of September, 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Paeton Schaeffer, City Clerk

ATTESTATION: I, Paeton Schaeffer, City Clerk of Kotzebue, hereby attest that the above Code Ordinance, No. 24-05 was duly presented to the Kotzebue City Council, duly published and that a valid public hearing was held and that it was duly enacted on September 19, 2024.

Introduction: September 5, 2024
Published/Posted: August 30, 2024
Republished/Reposted: September 13, 2024
Public Hearing: September 19, 2024
Passage: September 19, 2024



**CITY OF KOTZEBUE, ALASKA
ORDINANCE NO. 24-06**

ENTITLED: “A CODE ORDINANCE ADDING A NEW SECTION TO THE KOTZEBUE MUNICIPAL CODE (“KMC”) CONFIRMING AND AUTHORIZING THE USE OF ALASKA MUNICIPAL LEAGUE’S (“AML”) SERVICES TO COLLECT, REMIT, ENFORCE AND ADMINISTER KMC CHAPTER 3.20, SALES TAX, FOR THE CITY OF KOTZEBUE (“CITY”).”

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF KOTZEBUE, ALASKA:

Section 1. This is a Code Ordinance pursuant to KMC 1.12.010 and KMC 1.12.040.

Section 2. The City of Kotzebue has been a member of AML for several decades and in recent years has successfully used the Alaska Remote Sellers Sales Tax Commission (“ARSSTC”) to collect, remit, enforce and administer the City’s 6% sales tax, KMC Chapter 3.20 on remote sales.

Section 3. The City now wishes also to use AML Shared Services Sales Tax Collection Service (“STCS”) to collect, remit, enforce and administer the City’s 6% sales tax on all local sales transactions as set forth in Exhibit “A” attached hereto.

Section 4. To effectuate and codify the City’s ability to use these AML services, the following new section 3.20.025, Use of Third-Party Services, which shall read as follows:

3.20.025 Use of Third-Party Services

The city may use the services of the Alaska Municipal League (“AML”) Alaska Remote Sellers Sales Tax Commission (“ARSSTC”) to collect, remit, enforce and administer the City’s 6% sales tax, KMC Chapter 3.20 on remote sales and use the AML Shared Services Sales Tax Collection Service (“STCS”) to collect, remit, enforce and administer the City’s 6% sales tax on all local sales transactions. (Ord. 24-06, § 4 (part), 2024)

Section 5. This use of these AML services is anticipated to increase the collection and remittance of sales taxes that are currently due and owing, but remain uncollected.

Section 6. This new section KMC 2.12.010 shall become effective immediately upon passage of this Ordinance 24-04 pursuant to 1.12.030(B).

ENACTED this 19th day of September, 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Paeton Schaeffer, City Clerk

ATTESTATION: I, Paeton Schaeffer, City Clerk of Kotzebue, hereby attest that the above Code Ordinance, No. 24-06 was duly presented to the Kotzebue City Council, duly published and that a valid public hearing was held and that it was duly enacted on September 19, 2024.

Introduction: September 5, 2024
Published/Posted: August 30, 2024
Republished/Reposted: September 13, 2024
Public Hearing: September 19, 2024
Passage: September 19, 2024



CITY OF KOTZEBUE, ALASKA

ORDINANCE NO. 24-07

ENTITLED: "A CODE ORDINANCE AMENDING KOTZEBUE MUNICIPAL CODE ("KMC"), CHAPTER 3.20, SALES TAX, SECTIONS 3.20.210, 3.20.270, 3.20.280, 3.20.350 AND 3.20.450 TO PROVIDE FOR QUARTERLY REPORTING AND REMITTANCE OF CITY SALES TAXES COLLECTED DURING THE QUARTER, EFFECTIVE JANUARY 1, 2025 WITH THE FIRST QUARTERLY REPORTING PERIOD BEING JANUARY 1, 2025 THROUGH MARCH 31, 2025."

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF KOTZEBUE, ALASKA:

- Section 1.** This is a Code Ordinance pursuant to KMC 1.12.010 and KMC 1.12.040.

- Section 2.** The City of Kotzebue ("City") has had a City-wide sales tax for several decades with a major rewrite of the Sales Tax Code in 2004. See, Ordinance 04-10, passed and approved April 22, 2004, effective July 1, 2004.

- Section 3.** The City will be using AML Shared Services Sales Tax Collection Service ("STCS") to collect, remit, enforce and administer the City's 6% sales tax on all local sales transactions and has been using for several years the AML Alaska Remote Sellers Sales Tax Commission ("ARSSTC") to collect, remit, enforce and administer the City's 6% sales tax on all remote sales transactions.

Section 4.

The City wishes to change the reporting and remittance of sales taxes collected from a monthly regimen to a quarterly scheme and to effectuate and codify this change the following changes need to be made to the KMC using the legislative format with deletions in brackets and strikethrough text [~~deleted text~~] and added/new text in bold and underlined – **added/new text** – which shall read as follows:

**3.20.210 Public statement of tax required—
Exception for coin-operated machines.**

A seller shall not advertise or hold out or state to the public or to any buyer, directly or indirectly, that the tax payment or any part thereof imposed by this chapter will be assumed or absorbed by the seller or that it will not be added to the sales price or that it will be refunded or absorbed in whole or in part. The seller shall, whenever feasible, separately state the tax to the buyer on each taxable transaction. When not feasible to state separately, the seller shall prominently display a sign indicting the imposition of the tax. The revenue from coin-operated machines shall be treated in gross on a [~~monthly~~] **quarterly** basis, without reference to the amount paid or played on a particular transaction.

(Ord. 04-10 § 2 (part), 2004).

**3.20.270 Seller to collect and remit
[~~monthly~~] quarterly.**

Every seller making sales taxable under this chapter shall collect the taxes imposed by this chapter from the buyer at the time of sale, or with respect to credit transactions at the time of collection of sales price, and shall transmit the same [~~monthly~~] **quarterly** to the City. Upon collection by the seller of the taxes imposed in this chapter, title to the collected taxes shall vest in the City. All taxes collected are City monies. The seller holds the

monies in trust for the City and is at all times accountable to the City for such monies.

(Ord. 04-10 § 2 (part), 2004).

3.20.280 Tax returns—Contents—Penalty for delinquency.

A. A seller shall prepare a sales tax return for each calendar ~~[month]~~ **quarter**. The sales tax return shall state the total amount of the seller's sales, rentals and services; the amounts of the seller's exempt and taxable sales, rentals and services; and the amount of sales tax that is due from the seller. The seller shall submit on or with the return such additional information as the City may require to determine the amount of sales tax due for the ~~[month]~~ **quarter**. The seller shall prepare the return and remit sales tax to the City on the same basis, cash or accrual that the seller uses in preparing its federal income tax return. The seller shall sign the return and transmit the return, with the amount of sales tax that it shows to be due, to the City.

B. A seller that filed or should have filed a sales tax return for the prior ~~[month]~~ **quarter** shall file a return for the current ~~[month]~~ **quarter** even though no tax may be due. The return shall show why no tax is due.

C. A sales tax return, and the related remittance of sales tax, is due and must be received by the City not later than five o'clock p.m. on the last business day of the month immediately following the ~~[month]~~ **quarter** for which the return was prepared. The failure of the U.S. Postal Service or any private delivery service to make timely delivery of a sales tax return or the related remittance of sales tax shall not excuse an untimely filing or remittance.

D. Sales tax that is not received on or before the time when due is delinquent. Delinquent sales taxes bear interest at the maximum rate per annum

allowed by law, until paid. In addition, delinquent sales taxes shall be subject to a late payment penalty equal to ten percent of the amount of the delinquent sales tax, multiplied by the number of calendar months (or portions thereof) that elapse until the delinquent sales taxes, interest and penalties are paid in full; provided that the amount of penalties shall not exceed twenty-five percent of the amount of the delinquent sales taxes. The penalty does not bear interest. All payments of sales taxes received from a seller owing delinquent sales tax shall be applied as set forth in Section 3.20.200E.

E. A seller who timely files a correctly completed sales tax return, and the related remittance of sales tax before the fifteenth day of the month succeeding the end of the ~~[month]~~ **quarter** of collection, may retain five percent of the amount of the sales tax to be remitted, up to a maximum retainage of one hundred dollars per ~~[month]~~ **quarter**.

F. The finance director may require a seller that fails to submit a sales tax return or remit taxes when due, to submit tax returns and remit taxes more frequently than ~~[monthly]~~ **quarterly**.

(Ord. 04-10 § 2 (part), 2004).

3.20.350 Refund of excess payment.

A. A seller who, through a clerical or similar error, pays a tax under this chapter that exceeds the amount actually due may receive a refund of the excess payment upon meeting the conditions set out in this section.

B. A seller who has made an excess tax payment as set out in subsection A. of this section, shall be given a refund of the excess if the City receives written notice from the seller of the amount claimed as an excess payment accompanied by satisfactory proof of the excess payment in the form required by

the finance director. The claim and proof must be received not later than the last day of the third month following the [month] quarter for which the excess payment was made, without regard to the [month] quarter during which the payment to the City was actually made.

C. Upon approval of a refund to a seller, the City may pay the refund to the seller or authorize the seller to take the refund as a credit against future [monthly] quarterly tax payments; provided, the amount taken as a credit in any one [month] quarter may not exceed twenty-percent (20%) of the amount otherwise due for the [month] quarter. No interest may be paid on the excess payment.

D. In the event the protest is denied, the seller may, within twenty days of the date of mailing of the notice of denial, file an appeal to the city manager. An appeal to the city manager shall be filed with the finance director who shall immediately forward the appeal to the city manager.

E. A claim for a refund of an excess payment is forever barred if notice and proof of the excess payment are not given within the time required, as set out in subsection B. of this section.

(Ord. 04-10 § 2 (part), 2004).

3.20.450 Other penalties.

A. A seller who fails to file a return as required under this chapter or who fails to remit all the taxes due to the City by that seller shall pay a penalty of ten percent of the taxes due if no return is filed and ten percent of the delinquent amount if a complete return is filed. The penalty shall be imposed for each [month] quarter or part of a [month] quarter during which the delinquency or failure to file exists, up to a maximum of twenty-five percent of the initial delinquency; provided, the total penalty for a single [month] quarter shall not exceed [~~one thousand five~~

~~hundred dollars]~~ **four thousand five hundred dollars.**
The filing of an incomplete return shall be treated as the filing of no return.

B. A person required to collect a tax under this chapter, who fails to provide a written receipt or invoice setting out the amount of the tax due on the transaction when the amount of the tax is required to be shown on the receipt or invoice, shall pay a penalty to the City equal to twice the amount of the tax due on the sale.

C. A person required to collect a tax under this chapter, who fails or refuses to produce records demanded or allow inspection at such reasonable time as requested or demanded by the finance director shall pay to the City, in addition to any other monies owed under this chapter, a penalty equal to three times any deficiency found or estimated by the finance director to have occurred; provided, the minimum penalty in this regard is five hundred dollars.

D. A person required to maintain records under the provisions of this chapter shall immediately notify the City of any fire, theft or other casualty that might prevent the person from complying with the provisions of this chapter. Such casualty may be a defense to a civil penalty levied under this section, but does not excuse the person from the liability for payment to the City of taxes required to be collected. The unexplained or accidental loss of records, except by fire, theft or casualty, does not excuse a person from the performance of any of the requirements under this chapter. However, careless loss of records does not excuse the person from the liability for payment to the City of taxes required to be collected and careless loss of records is not a defense to the civil penalties levied under this chapter.

(Ord. 04-10 § 2 (part), 2004).

Section 5. This quarterly process rather than a monthly process will be more effective and make it easier on those individuals and entities to report and remit properly and in a timely matter.

Section 6. These revisions shall become effective January 1, 2025 and apply to the first quarter reporting period in 2025 – January 1, 2025 to March 31, 2025.

ENACTED this 7th day of October, 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Paeton Schaeffer, City Clerk

ATTESTATION: I, Paeton Schaeffer, City Clerk of Kotzebue, hereby attest that the above Code Ordinance, No. 23-07 was duly presented to the Kotzebue City Council, duly published and that a valid public hearing was held and that it was duly enacted on October 7, 2024.

Introduction: September 19, 2024

Published/Posted: September 13, 2024

Republished/Reposted: October 2, 2024

Public Hearing: October 7, 2024

Passage: October 7, 2024



**CITY OF KOTZEBUE
RESOLUTION NO. 24-55**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
KOTZEBUE AUTHORIZING THE APPOINTMENT OF TEMPORARY,
PART-TIME PERSONNEL FOR THE OCTOBER 1, 2024 MUNICIPAL
ELECTION**

WHEREAS, the City Council of the City of Kotzebue is the governing body for the City;

WHEREAS, the City of Kotzebue holds an annual Municipal Election;

WHEREAS, the City Clerk requests temporary, part-time personnel to assist in the election process as judges, clerks and counters;

WHEREAS, the City Council waives the requirement to schedule or designate the duties of the part-time personnel and authorizes the City Clerk to schedule and designate the duties as needed; and,

WHEREAS, the City Council authorizes payment of twenty dollars (\$20.00) per hour, and a provision for lunch and dinner, for the election officials.

NOW, THEREFORE, BE IT RESOLVED, that the City Clerk, pursuant to Kotzebue Municipal Code § 2.52.040, recommends the appointment of the following individuals to serve as Election Officials and Counters for the October 1, 2024 Municipal Election for the City of Kotzebue: Judith Stein, Esther Davidovics, and Susan Georgette.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 19th day of September 2024.

//
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CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Paeton Schaeffer, City Clerk



**CITY OF KOTZEBUE
RESOLUTION NO. 24-56**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE (“CITY”) AUTHORIZING THE CITY MANAGER TO EXTEND THE CITY’S CONTRACT WITH DOWL FOR ENGINEERING AND CAPITAL PROJECTS MANAGEMENT SERVICES THROUGH CALENDAR YEAR 2024 AND DIRECTING THE CITY MANAGER TO ISSUE AN RFP IN LATE OCTOBER 2024 FOR ENGINEERING AND CAPITAL MANAGEMENT SERVICES FOR CALENDAR YEAR 2025.

WHEREAS,	DOWL has provided engineering and capital project management services to the City for the past several years;
WHEREAS,	the City has been pleased with the services provided by DOWL and wishes to continue with those services for the remainder of calendar year 2024 as set forth in the City Manager’s memorandum attached hereto as Exhibit A and incorporated by reference herein;
WHEREAS,	the City has previously allocated funds for calendar year 2024 to cover the extension of the DOWL contract through December 31, 2024 as stated in the City Manager’s memorandum attached hereto as Exhibit A;
WHEREAS,	the best practice for soliciting continuing professional services of the type provided by DOWL encourage the use of an RFP process; and,
WHEREAS,	the City will be prepared to issue an appropriate RFP for continuing professional services of the type provided by DOWL in late October 2024 for such services starting in January 2025.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue, authorizes the extension of the current DOWL contract for engineering and capital projects management through December 31, 2024 and directs the City Manager to prepare an appropriate RFP in late October 2024 for continuing professional services of the type provided by DOWL starting January 1, 2025.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 19th day of September 2024.

CITY OF KOTZEBUE

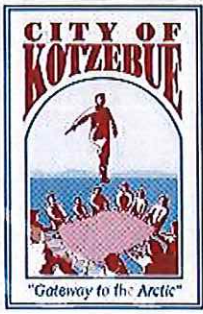
Saima Chase, Mayor

[SEAL]

ATTEST:

Paeton Schaeffer, City Clerk

Attachment: Exhibit “A” – City Manager’s Memorandum of September 12, 2024 [1 page]



*P.O. Box 46
Kotzebue, AK 99752*

*City Hall
(907) 442-3401*

*Police Dept.
(907) 442-3351*

*Public Works
(907) 442-3401*

Section XI, Item f)

September 12, 2024

MEMEORANDUM: Recommendation to Extend Contract for DOWL Engineering

To: Kotzebue City Council
From: Tessa Baldwin, City Manager
Subject: Contract Extension for DOWL Engineering

Overview:

I am recommending an extension of the contract with DOWL Engineering through the calendar year 2024. This extension will ensure continuity in several ongoing city projects that require their expertise.

Budget Consideration:

We have allocated funds in our budget to continue working with DOWL, and approximately 75% of the associated costs are covered by various grants. This allows us to proceed with essential infrastructure work without putting undue strain on city finances.

Future RFP Process:

The city intends to issue a Request for Proposal (RFP) for engineering services in late October. This timeline provides a 30-day solicitation period, ensuring that we can review and award a new contract in time for services to begin in January 2025.

Please feel free to contact me if you have any questions or require further details.

Sincerely,
Tessa Baldwin
City Manager, City of Kotzebue



**CITY OF KOTZEBUE
RESOLUTION NO. 24-57**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE ACCEPTING AND AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO COMPLETE AND EXECUTE A GRANT AGREEMENT WITH THE DENALI COMMISSION FOR THE CAPE BLOSSOM ROAD AND CAPE BLOSSOM PORT PROJECTS PHASE II.

WHEREAS, the City of Kotzebue applied to the Denali Commission for funding for the Cape Blossom Road and Cape Blossom Port Projects;

WHEREAS, these Projects are a high priority for the City of Kotzebue;

WHEREAS, the Denali Commission on August 23, 2024 notified the City of Kotzebue of an award of \$2,000,000 for the Cape Blossom Road and Cape Blossom Port Projects as set forth in Exhibit A attached hereto and incorporated by reference herein;

WHEREAS, the City will need to complete the grant award process, *inter alia*, as set forth in Exhibits B, C and D attached hereto; and,

WHEREAS, these Denali Commission funds will be used to satisfy a portion of the local match required for Phase II of the Cape Blossom Road.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue accepts the Denali Commission grant as set forth herein and directs and authorizes the City Manager or her designee to complete and execute a Grant Agreement for these Denali Commission funds.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 19th day of September 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Paeton Schaeffer, City Clerk

- Attachments: Exhibit A – Denali Commission Award Letter [1 page]
Exhibit B – Denali Commission Scope and Budget Form [1 page]
Exhibit C – Denali Commission Financial Assistance Form [2 pages]
Exhibit D – Denali Commission Risk Assessment Form [2 pages]



August 23, 2024

Tessa Baldwin
City Manager
City of Kotzebue
258A Third Avenue
PO Box 46
Kotzebue, AK 99752

*****Delivered via email to tbaldwin@kotzebue.org *****

RE: 2024 Denali Commission Program Grants FOA DC-WP-24-001

Dear Ms. Baldwin.,

I am pleased to inform you that a selection committee recently evaluated your application for **2024 Denali Commission Program Grant** funds. Your application for the Cape Blossom Road and Port Project Phase II was approved for funding in the amount of **\$2,000,000**.

Please note: this letter does not authorize you to incur costs or otherwise obligate Denali Commission funds until your financial assistance award has been fully executed.

Transportation Program Manager Nikki Navio will be in touch soon to assist you in identifying any additional information that may be relative to your project and to negotiate your financial assistance award.

Congratulations on your successful application. We at the Denali Commission look forward to working closely with you on this important project and offer our best wishes for your success. If you have any questions regarding this award, please feel free to contact Nikki at 907-271-1414.

Sincerely,

A handwritten signature in blue ink, appearing to read "J Fenton".

Jocelyn Fenton
Interim Federal Co-Chair

cc: Nikki Navio, Denali Commission Transportation Program Manager
Janet Davis, Denali Commission Grants Officer

Budget and Funding Summary

Budget - By Category					
Item/Activity	Denali	Match	Leverage	Total	Basis/Notes
Personnel & Fringe	\$ -	\$ -	\$ -	\$ -	xx rate on xx hours
Travel	\$ -	\$ -	\$ -	\$ -	Trip details
Equipment	\$ -	\$ -	\$ -	\$ -	Equipment 1, Equipment 2,
Supplies	\$ -	\$ -	\$ -	\$ -	Computer, printing,...
Contractors	\$ -	\$ -	\$ -	\$ -	What are they doing?
Other	\$ -	\$ -	\$ -	\$ -	What is this for?
Indirect	\$ -	\$ -	\$ -	\$ -	xx rate on xx
TOTAL	\$ -	\$ -	\$ -	\$ -	

Budget - By Task							
Item/Activity (Must Match Tasks listed in Scope)	Denali	#1 (Lead)	#2 (Lead)	... continued	... continued	TOTAL	
1 - TITLE	\$ -		\$ -	\$ -	\$ -	\$ -	
2 - TITLE	\$ -		\$ -	\$ -	\$ -	\$ -	
3 - TITLE	\$ -		\$ -	\$ -	\$ -	\$ -	
4 - TITLE	\$ -		\$ -	\$ -	\$ -	\$ -	
Continued	\$ -		\$ -	\$ -	\$ -	\$ -	
....	\$ -		\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ -		\$ -	\$ -	\$ -	\$ -	

Funding Source				
Source	Reference	Amount		Notes
Denali Commission	This Action	\$ -		
Applicant	Match	\$ -		Notes on other award numbers, dated funding requests, promised funding, etc
#1	Match/Leverage	\$ -		
#2	Match/Leverage	\$ -		
#3	Match/Leverage	\$ -		
#4	Match/Leverage	\$ -		
TOTAL		\$ -		

Exhibit B to Resolution 24-57, September 19, 2024 RCCM
Page 1 of 1

**Financial Assistance Award _____
Between the Denali Commission
and
Applicant
Attachment A - Scope of Work
Month Day, Year**

Project Title: _____
Period of Performance: _____

Applicant: 3-7 Sentences (relevant facts, management, financing, history, etc.)

Background: 3-7 Sentences

Problem and Need: 3-7 Sentences

Purpose:

1 Sentences (The purpose of this work is to...)

Tasks (every sentence should include a verb):

- 1. Title **Dates xx/xx/xxxx– xx/xx/xxxx**
3-7 Sentences, or as much detail as necessary to accurately describe the effort related to this Task.
- 2. ... continued

Project Overview: (only for complicated projects)

- **Phase 1 (Dates):** Tasks, activities, etc,
- ... continued

Deliverables:

- 1. Deliverable 1 Date
- 2. ... continued

Budget:

The Denali Commission is making \$xxx,xxx available via this Award. Additional contributions provided by: OTHER (\$xxx,xxx), OTHER (\$xxx,xxx), etx..., for a Total Budget of \$xxx,xxx. Additional Budget detail is available on page X.

Delivery Method:

APPLICANT will oversee all tasks and subcontracts.

Denali Commission Pre-Award Risk Assessment Questionnaire

Recipient: _____

Formal Partner Other

Program: Energy/Bulk Fuel Village Infrastructure Protection
 Other _____

This questionnaire is part of a 2 CFR 200 process for evaluating the risks associated with Financial Assistance Awards (FAA) issued by the Denali Commission. The responses will be used in conjunction with other information collected by the Commission to make go/no-go decisions on individual Awards, and/or to establish risk management measures such as reporting frequency, insurance requirements, the need for site visits, etc. for individual Awards. Formal non-federal partners (AEA, ANTHC, AVEC) that receive one or more FAA's or major FAA Amendments each year must complete this questionnaire annually. Other non-federal Recipients must complete this questionnaire during the pre-award process for each specific new FAA, or major amendment to an existing FAA if deemed appropriate by the responsible Denali Commission Program Manager.

	Yes	No	n/a
1. Has your organization operated or managed Federal funds for any projects within the last three years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is this a new program, or project type, for your organization? (managed less than three years)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are key personnel experienced with the types of projects managed under the program referenced above, or the specific FAA being proposed? (worked with the program or on similar projects more than two years)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the program, or specific FAA, unusually complex? (funding match requirements, new technology, remote location, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Will your organization issue any sub-awards or contracts in excess of \$25,000 with funds provided by the Commission for the program referenced above, or the specific FAA being proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6a. Does your organization have effective internal controls, including written procurement policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6b. If your organization is not a state agency, are your procurement policies consistent with 2 CFR 200.318 – 326?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has your organization had a lawsuit(s) filed against it in the past five years? If yes, please attach detailed documentation regarding who filed, reason for filing, and final judgment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has your organization currently or previously been suspended or debarred, or have employees on an excluded parties list? If yes, please attach a detailed explanation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Section XI, Item g)
9. Does your organization have a current registration in Sam.gov? Please provide you UEI and the date your registration expires: UEI _____ Exp. Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Does your organization have any current tax liens or judgments against it? If yes, provide an explanation of how they were addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11a. Does your organization have a financial management system in place that can track different awards/accounts, and different types of expenditures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11b. If yes, will the system track expenditures by the cost categories typical in FAA budgets for the program referenced above, or the budget in the specific FAA being proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12a. Has your organization had a Single Audit completed for any past, or existing federally funded projects? Please provide your TIN: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12b. If yes, were there any findings? If so, attach a detailed explanation of the findings, and management's response.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13a. Does your organization have a federally approved indirect cost rate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13b. If yes, please list the rate, cognizant federal agency that approved the rate, and date the current rate was approved. Please provide a copy of the approved rate agreement. Rate: _____ Agency: _____ Date: _____			
<i>Recipient Remarks/Notes:</i>			

Certification

By signing this document, I certify to the best of my knowledge and belief that this information is true, complete, and accurate. I am aware that any false statements or misrepresentation may jeopardize my organization's ability to receive a Denali Commission Financial Assistance Award.

Name (print)

Title

Authorized Signature

Date

Denali Commission Use Only
<i>Program Manager Comments:</i>
PM Initial/Date _____



**CITY OF KOTZEBUE
RESOLUTION NO. 24-58**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE (“CITY”) ACCEPTING THE NORTHWEST ARCTIC BOROUGH (“NWAB”) VILLAGE IMPROVEMENT FUND (“VIF”) GRANT IN THE AMOUNT OF THREE HUNDRED AND SEVENTY-FIVE THOUSAND DOLLARS AND NO CENTS (\$375,000.00) FOR THE PURCHASE OF A BULLDOZER.

WHEREAS,	the City Public Works Director identified the need for a bulldozer, such as a 2018 Caterpillar D6T LGP VPAT Dozer, as set forth in Exhibit A attached hereto and incorporated by reference herein;
WHEREAS,	the City applied for a NWAB VIF grant to purchase a bulldozer such as a 2018 Caterpillar D6T LGP VPAT Dozer, as set forth in Exhibit A ;
WHEREAS,	the NWAB Village Improvement Commission (“VIC”) in its Resolution 24-11, dated August 22, 2024, recommended for final approval by the NWAB Assembly a VIF grant in the amount of \$375,000 and the NWAB Assembly in its Resolution 24-38, dated August 27, 2024, approved the VIC recommendation. Copies of these two Resolutions are attached hereto as Exhibit B ;
WHEREAS,	this equipment is sorely needed by the City to upgrade its depleted, aging equipment inventory; and,
WHEREAS,	the City will move forward expeditiously to purchase this much needed equipment and thanks the NWAB and VIC for these funds.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue, accepts the NWAB VIF grant as set out herein.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 19th day of September 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Paeton Schaeffer, City Clerk

Attached: Exhibit “A” – Public Works Director Quote for Bulldozer [2 pages]
Exhibit “B” – VIC Resolution 24-11 & NWAB Assembly Resolution 24-38 [4 pages]

Section XI, Item h)

2018 Caterpillar D6T LGP VPAT Dozer

1 of 4



\$326,600 USD

Located in Fairbanks, AK, US

Seller Information



[N C Machinery](#)

17900 West Valley Highway
 Tukwila, WA 98188
 United States
 +18559424405

Notes



Year	2018
Category	Dozers
Manufacturer	Caterpillar
Model	D6T LGP VPAT
Condition	Used
Stock Number	18G00293
MLS Number	12871840
Serial Number	K1R00159
Usage	4,377 Hours

Additional Details

Rating As-Is

- *ACCUGRADE READY, VPAT
- *AIR CONDITIONER, ROPS
- *ALARM, BACKUP
- *ALTERNATOR, 150 AMP
- *BASIC ARRANGEMENT, VPAT
- *CAB STANDARD PACKAGE
- *CERT EMISSIONS, EPA/EU
- *D6T-19A LGP VPAT TRACTOR
- *ENGINE
- *FAN, AUTO REVERSING
- *FENDER, BASIC, VPAT
- *FILM, AFTERTREATMENT, ENGLISH
- *FINAL DRIVE, XW/LGP
- *FLUIDS, STD (-37C)
- *FUEL TANK, BASIC
- *GUARD, BOTTOM, SEALED, HD

<https://www.mylittlesalesman.com/2018-caterpillar-d6t-lgp-vpat-dozer-12871840>

Exhibit A
Resolution 24-58
September 19, 2024 RCCM
Page 1 of 2

7/29/24, 9:00 AM

2018 Caterpillar D6T LGP VPAT Dozer For Sale, 4,377 Hours | Fairbanks, AK | 18G00293 | MyLittle

Section XI, Item h)

*HANDLES, HEAVY DUTY, VPAT
*HYDRAULICS, WINCH/RIPPER, VPAT
*LIGHTS, 10, PREMIUM
*NO REAR ATTACHMENT
*OIL CHANGE SYSTEM, HIGH SPEED
*PRECLEANER, BASIC
*PRODUCT LINK, CELLULAR PLE641
*REGIONAL PACKAGE, US
*TOWING DEVICE, PULL-HOOK
*TRACK,790MM / 31" MS OFFSET HD
*UNDERCARRIAGE, HD, PART GUIDE
*VPAT XWLGP DOZER PACKAGE
18G0285R1
6 RIPPER, MULTISHANK
CERT EMISSIONS, EPA/EU
COMPLETE STORAGE PROTECTION
ENG SN SYE28960 MSO 7SKKM
LANE 3 ORDER
Online Owner's Manual
PACK-DISMOUNTED OR N.I. BLADE

**NORTHWEST ARCTIC BOROUGH
RESOLUTION 24-38**

A RESOLUTION OF THE NORTHWEST ARCTIC BOROUGH ASSEMBLY APPROVING A VILLAGE IMPROVEMENT FUND APPLICATION FROM THE CITY OF KOTZEBUE FOR THE PURCHASE OF HEAVY EQUIPMENT, AND FOR RELATED PURPOSES.

WHEREAS: under Section 11.08.010 of the Borough Code, the Borough Village Improvement Commission was established to identify village service and capital improvement needs, plan and implement capital improvement and public service programs, and oversee investment of the Borough’s Village Improvement Fund (VIF); and

WHEREAS: under Section 11.08.020 of the Borough Code, the Commission is responsible for advising the Borough Administration with respect to working with village residents, Borough communities, and village utilities to identify projects and programs for recommended funding; and

WHEREAS: on August 22, 2024, the Village Improvement Commission passed Commission Resolution 24-11, approving and recommending the City of Kotzebue’s application in the amount of \$375,600 to fund the purchase of a bulldozer and shipping to Kotzebue for final approval by the Northwest Arctic Borough Assembly; and

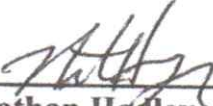
WHEREAS: the bulldozer will help the City manage snow removal and address flooding in the spring and summer; and

WHEREAS: the funding request meets the VIF eligibility requirements and will benefit the community of Kotzebue as a whole; and

WHEREAS: the Assembly wishes to approve the VIF application.


NOW THEREFORE BE IT RESOLVED BY THE NORTHWEST ARCTIC BOROUGH ASSEMBLY: the City of Kotzebue’s application for VIF funds in the amount of \$375,600 for the purchase of a bulldozer is approved.

PASSED AND ADOPTED THIS 27th DAY OF AUGUST 2024.



Nathan Hadley, Jr., Assembly President

PASSED AND APPROVED THIS 27th DAY OF AUGUST 2024.



Dickie Moto, Sr., Mayor

SIGNED AND ATTESTED TO THIS 27th DAY OF AUGUST 2024.



Stella Atoruk, Borough Clerk

ATTEST:



NORTHWEST ARCTIC BOROUGH
VILLAGE IMPROVEMENT COMMISSION

RESOLUTION 24-11

A RESOLUTION OF THE VILLAGE IMPROVEMENT COMMISSION APPROVING A VILLAGE IMPROVEMENT FUND APPLICATION FROM THE CITY OF KOTZEBUE FOR THE PURCHASE OF HEAVY EQUIPMENT, AND FOR RELATED PURPOSES.

WHEREAS: under Section 11.08.010 of the Borough Code, the Borough Village Improvement Commission was established to identify village service and capital improvement needs, plan and implement capital improvement and public service programs, and oversee investment of the Borough’s Village Improvement Fund (VIF); and

WHEREAS: under Section 11.08.020 of the Borough Code, the Commission is responsible for advising the Borough Administration with respect to working with village residents, Borough communities, and village utilities to identify projects and programs for recommended funding; and

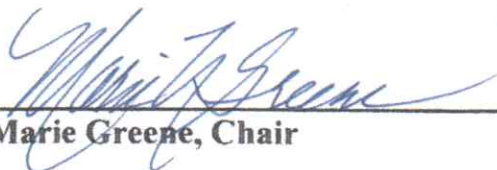
WHEREAS: the City of Kotzebue submitted a VIF application in the amount of \$375,600 to fund the purchase of a bulldozer and shipping to Kotzebue; and

WHEREAS: the bulldozer will help the City manage snow removal and addressing flooding in the spring and summer; and

WHEREAS: the proposed use of funds meets the VIF eligibility requirements and will benefit the community.

NOW THEREFORE BE IT RESOLVED BY THE NORTHWEST ARCTIC BOROUGH VILLAGE IMPROVEMENT COMMISSION: the City of Kotzebue’s application for VIF funds in the amount of \$375,600 for the purchase of a bulldozer is approved and is recommended for final approval by the Northwest Arctic Borough Assembly.

PASSED AND ADOPTED THIS 22nd 16th DAY OF AUGUST 2024.
SA


Marie Greene, Chair

SIGNED AND ATTESTED TO THIS ^{22nd} 16th DAY OF AUGUST 2024. _{SA}



Stella Atoruk, Borough Clerk

ATTEST:





**CITY OF KOTZEBUE
RESOLUTION NO. 24-59**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE (“CITY”) REQUESTING THE ADDITION OF CITY CLERK PAETON SCHAEFFER AS AN AUTHORIZED SIGNER ON ALL OF THE CITY’S ACCOUNTS WITH WELLS FARGO BANK.

WHEREAS,	the City has numerous accounts with Wells Fargo Bank;
WHEREAS,	the City Clerk has historically been an authorized signer on the City’s accounts at Wells Fargo;
WHEREAS,	Paeton Schaeffer was sworn in a City Clerk for the City of Kotzebue on August 1 st and started as City Clerk on August 12 th of this year; and,
WHEREAS,	this additional signer will allow the City to more efficiently process payments.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue, authorizes the addition of City Clerk Paeton Schaeffer as a signer on the City’s Wells Fargo accounts.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 19th day of September 2024.

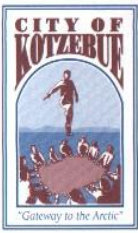
CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

ATTEST:

Paeton Schaeffer, City Clerk



P.O. Box 46
Kotzebue, Alaska 99752
City Hall (907) 442-3401
Police Dept. (907) 442-3351
Fire Dept. (907) 442-3404
Public Works (907) 442-3401

CITY OF KOTZEBUE RESOLUTION NO. 24-60

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE REPAIR OF THE MAIN WATER LINE NEAR ALASKA AIRLINES AT AN ESTIMATED COST OF \$58,434.00.”

WHEREAS, the City of Kotzebue is responsible for maintaining essential infrastructure, including water distribution systems, to ensure reliable access to clean water for residents and businesses; and

WHEREAS, it has been determined that the water main line near the Alaska Airlines facility is in need of urgent repair to prevent further deterioration and to ensure continued service to the area; and

WHEREAS, failure to address this issue promptly could result in disruptions to water service and pose a risk to public health and safety, as well as increase future repair costs; and

WHEREAS, the estimated cost to complete the necessary repairs to the water main line is \$58,434.00, based on assessments conducted by the City’s Public Works Department; and

WHEREAS, funds for this repair will be allocated from the City’s water utility maintenance budget, with any necessary adjustments to ensure the project is completed in a timely and cost-effective manner;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Kotzebue, Alaska, that the City approves the immediate repair of the water main line near Alaska Airlines at a total estimated cost of \$58,434.00, as set forth in Exhibit A attached here to.

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized and directed to take the necessary steps to ensure the timely completion of this repair project, including the engagement of contractors and procurement of materials as required.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 19th day of September 2024.

CITY OF KOTZEBUE

Saima Chase, Mayor

ATTEST:

[SEAL]

Paeton Schaeffer, City Clerk

Attachment; Exhibit A/Drake Quote [1 page]



**CONSTRUCTION | MARINE |
AGGREGATE**

Office: 907.442.3512 • Fax: 907.442.2604
P.O. Box 338, Kotzebue, AK 99752
www.drakeconstruction.net

City of Kotzebue
PO Box 46
Kotzebue, AK 99752
RE: Gravel to COK

September 16, 2024

Hello Mr. Ferguson-

Thank you for reaching out for a quote for our services. The following scope and quote are based on the information provided from various emails, site visits and multiple discussions involving this manhole and main.

Scope 1: All equipment, labor and materials to demo and pour in place (new) sewer manhole MH704, excavate & regrade approximately 50 linear feet of gravity sewer main, and replace all disturbed surfacing. New MH704 will be custom sized to include custom beaver slides and increased flow radius.

Scope 1: Lump Sum

\$58,434.00 USD

Exclusions: COK Sales Tax, if applicable; any bonding, any gravel not specified, any contaminated soils work, any testing or permits, any COK sewer and water agreements, any safety or traffic control plans, any outside inspections, any additional insurance requirements beyond current DCI standard policies.

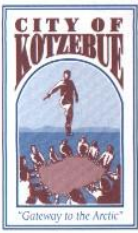
Work to be performed on a mutually agreed schedule. Payment for services is due net 30 unless other arrangements have been made prior to invoicing. This quote is valid for 7 days from the date above.

Thank you,

Mike Cain

VP Operations





P.O. Box 46
Kotzebue, Alaska 99752
City Hall (907) 442-3401

Police Dept. (907) 442-3351

Fire Dept. (907) 442-3404

Public Works (907) 442-3401

Section XI, Item k)

CITY OF KOTZEBUE RESOLUTION NO. 24-61

“A RESOLUTION OF THE CITY OF KOTZEBUE SUPPORTING THE DEVELOPMENT OF THE NATIVE VILLAGE OF KOTZEBUE’S NIKAITCHUAT ILISAGVAIT AND ADMINISTRATIONS NEW FACILITY PROJECT.”

WHEREAS, the Native Village of Kotzebue has proposed a groundbreaking facility project designed to address the unique challenges of the Arctic environment through innovative energy solutions and sustainable practices; and

WHEREAS, this project aims to achieve Net Zero energy usage, significantly reducing reliance on oil for both heating and electricity, while promoting energy independence and efficiency in the Northwest Alaskan coast, above the Arctic Circle; and

WHEREAS, the facility’s design includes a comprehensive solar panel array to harness renewable energy, advanced thermal insulation, and the strategic use of waste heat from a nearby power plant, addressing the high costs and logistical challenges of energy production in the region; and

WHEREAS, the facility will incorporate highly efficient heat pumps utilizing wind-generated electricity from local turbines, along with renewable building materials, LED lighting, low-flow water fixtures, and efficient mechanical equipment, all contributing to its Net Zero energy objective; and

WHEREAS, the project represents a pioneering effort in sustainable development and energy efficiency in extreme Arctic conditions, setting a new benchmark for innovative solutions to overcome environmental challenges while minimizing ecological impact and operational costs; and

WHEREAS, the successful completion of this project will serve as a model for similar initiatives in other remote and challenging environments, demonstrating how collaborative efforts and forward-thinking design can foster long-term resilience and self-sufficiency.

NOW, THEREFORE, BE IT RESOLVED, that the City of Kotzebue, hereby express their strong support for the Native Village of Kotzebue’s new facility project. We recognize and commend the project’s commitment to sustainability, energy efficiency, and environmental responsibility.

BE IT FURTHER RESOLVED, that we pledge our support in the form of advocacy, assistance, and collaboration to ensure the successful development and implementation of this innovative facility. We encourage all relevant stakeholders to join in supporting this significant endeavor and to contribute to its realization.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Native Village of Kotzebue, relevant local and state agencies, and other interested parties to demonstrate our collective commitment to this important project.

PASSED AND ADOPTED this 19th day of September 2024, by the City Council of the City of Kotzebue for the Native Village of Kotzebue.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

Christina Hensley, NVOK Executive Director

ATTEST:

Paeton Schaeffer, City Clerk

Attachments: Exhibit A – NVOK's Project Proposal [6 pages]

NATIVE VILLAGE OF KOTZEBUE
Nikaitchuat Iḷisaḡvait and Administrative facility
Project Proposal

The Native Village of Kotzebue's new facility represents a significant advancement in sustainable design, tailored to the harsh Arctic environment of Northwest Alaska. Here's a breakdown of the key aspects:

Geographic Location

- **Region:** Northwest Alaskan coast, above the Arctic Circle.
- **Access:** Limited to barge transport during the short summer season and air travel during the severe winter months.
- **Climate:** Extreme Arctic conditions with very cold winters, limited daylight in winter, and high energy needs due to low temperatures.

Project Purpose/Risk/Need

1. **Purpose:**
 - **Energy Independence:** Achieve Net Zero energy usage to significantly reduce reliance on oil for heating and electricity.
 - **Sustainability:** Minimize environmental impact through renewable energy sources and advanced energy-efficient technologies.
 - **Cost Efficiency:** Reduce high energy costs associated with diesel-powered utility systems in the region.
2. **Risk/Challenges:**
 - **Extreme Cold:** Designing for efficient heating with severe Arctic temperatures.
 - **Limited Resources:** Challenges related to transporting materials and maintaining the facility due to limited access during winter.
 - **Energy Supply:** Ensuring reliable energy sources in a region where sunlight and wind availability vary significantly.
 - **Operational Costs:** Mitigating the high costs of traditional energy sources and reducing reliance on diesel generators.
3. **Needs Addressed:**
 - **Energy Efficiency:** Incorporating technologies like a comprehensive solar panel array and waste heat recovery from local diesel generators.
 - **Heating:** Utilizing advanced thermal insulation and heat pumps to maintain comfort and efficiency.
 - **Environmental Impact:** Using renewable materials and environmentally friendly features to align with the community's sustainability goals.

Summary

The facility's design addresses the unique challenges of its Arctic location through a combination of innovative energy solutions, sustainable practices, and a focus on self-sufficiency. By

prioritizing energy independence and efficiency, the project aims to provide a model for adapting to extreme environmental conditions while minimizing ecological impact and operational costs.

The Native Village of Kotzebue's new facility represents a pioneering effort in sustainability and energy efficiency, specifically designed to meet the extreme Arctic conditions of the Northwest Alaskan coast, above the Arctic Circle. This state-of-the-art building aims to achieve Net Zero energy usage, dramatically reducing reliance on oil for both heating and electricity amidst the unique logistical challenges of the region.

In this remote location, where access is limited to barge transport during the brief summer months and air travel during the harsh, frigid winter, the facility has been engineered to maximize energy independence. To address the high costs of electricity, which is primarily generated by diesel-powered utility systems, the building is equipped with a comprehensive solar panel array. This renewable energy source is strategically placed to harness as much sunlight as possible despite the limited daylight hours in winter.

Heating is a critical consideration given the extreme cold. The facility will predominantly rely on waste heat from the nearby power plant's diesel generators, situated across the street. This waste heat will provide an efficient and cost-effective solution to maintaining warmth during the long Arctic winters. Additionally, the building features advanced thermal insulation with R-60 insulated walls, an R-100 insulated roof, and arctic-grade windows to ensure minimal heat loss.

To complement these systems, highly efficient heat pumps will serve as a backup heating source. These pumps will be utilized when the local utility's wind turbines are operational, taking advantage of wind-generated electricity and reducing dependence on generator waste heat. This approach not only optimizes energy use but also aligns with the community's goal of minimizing fossil fuel reliance.

The facility's commitment to self-sufficiency extends to its use of renewable building materials, LED lighting, low-flow water fixtures, and highly efficient electrical motors for mechanical equipment. These environmentally responsible features collectively support the building's Net Zero energy objective, contributing to substantial reductions in operating costs and environmental impact. By integrating these diverse strategies, the facility sets a new standard for sustainable development in Arctic regions, demonstrating how innovative design and technology can overcome extreme environmental challenges while fostering long-term resilience and independence.

I. Objectives

1. **Achieve Net Zero Energy Usage:** Design and construct a facility that produces as much energy as it consumes over the course of a year, reducing dependence on fossil fuels and minimizing operational costs.
2. **Enhance Heating Efficiency:** Utilize waste heat from the nearby diesel generators and efficient heating systems to maintain comfortable indoor temperatures during the extreme Arctic winter.

3. **Maximize Renewable Energy Integration:** Incorporate solar panels and wind turbine-generated electricity to offset the high cost of diesel-generated power.
4. **Ensure Sustainability in Design:** Implement best practice energy-saving measures and use renewable materials to minimize environmental impact.
5. **Adapt to Arctic Conditions:** Address the unique logistical and environmental challenges of building in a remote Arctic location.

II. Methods

1. **Energy Generation and Storage:**
 - Install a comprehensive array of solar panels to capture renewable energy.
 - Integrate a system to harness waste heat from the adjacent power plant's diesel generators.
 - Utilize heat pumps as a backup heating source, especially when wind turbine-generated electricity is available.
2. **Building Envelope and Insulation:**
 - Construct walls with R-60 insulation and a roof with R-100 insulation to maximize thermal efficiency.
 - Install arctic-grade windows to reduce heat loss.
3. **Sustainable Features:**
 - Use renewable building materials where possible.
 - Implement LED lighting, low-flow water fixtures, and highly efficient electrical motors for mechanical equipment.
4. **Logistical Considerations:**
 - Plan for barge delivery of materials during the summer months and air transport during winter to accommodate the remote location.
 - Design for durability and energy efficiency in extreme cold and limited daylight conditions.

III. Timeline

1. **Planning and Design Phase (Months 1-3):**
 - Conduct site analysis and finalize design plans.
 - Obtain necessary permits and approvals.
2. **Procurement and Preparation Phase (Months 4-6):**
 - Order materials and equipment, considering transportation logistics.
 - Prepare construction site and infrastructure.
3. **Construction Phase (Months 7-15):**
 - Begin building construction, focusing on the building envelope and energy systems.
 - Install solar panels, insulation, and other key components.
 - Integrate renewable energy systems and efficient heating solutions.
4. **Testing and Commissioning Phase (Months 16-18):**
 - Test all systems for functionality and efficiency.
 - Conduct performance evaluations to ensure Net Zero energy goals are met.
5. **Final Adjustments and Handover (Month 19):**

- Make any necessary adjustments based on testing results.
- Officially hand over the facility for use.

IV. Deliverables

- 1. Completed Facility:**
 - A fully constructed, energy-efficient building designed for Net Zero energy usage.
 - Installation of solar panels, heat pumps, and other energy systems.
- 2. Documentation:**
 - Detailed design plans and energy models.
 - Records of material procurement and construction processes.
 - Performance testing results and energy usage reports.
- 3. Operational Guidelines:**
 - Manuals and guidelines for maintaining and operating the building’s energy systems.
 - Training materials for facility staff on energy management and system use.

V. Expected Results/Resilience Benefits

- 1. Reduced Operating Costs:**
 - Significant decrease in energy expenses by minimizing reliance on expensive diesel fuel and maximizing renewable energy sources.
- 2. Enhanced Energy Independence:**
 - Lower dependence on external energy sources, contributing to energy security and stability in the remote Arctic location.
- 3. Improved Environmental Impact:**
 - Reduction in greenhouse gas emissions and environmental footprint through the use of renewable energy and sustainable materials.
- 4. Increased Resilience to Arctic Conditions:**
 - A building designed to withstand extreme cold and limited daylight, ensuring reliable performance and comfort year-round.
- 5. Community Leadership:**
 - Positioning the Native Village of Kotzebue as a leader in sustainable building practices and environmental stewardship in Arctic regions.

Feasibility

I. Preparedness Level

- 1. Site Assessment and Design Readiness:**
 - **Site Analysis:** Comprehensive analysis of the building site, including geological, environmental, and logistical factors. This ensures the design accommodates Arctic conditions and maximizes energy efficiency.
 - **Design Plans:** Finalized architectural and engineering designs that incorporate energy-saving measures, renewable energy systems, and climate-resilient materials.

2. **Resource Availability:**
 - **Material Procurement:** Identified and secured suppliers for renewable building materials and energy systems. Consideration of the remote location ensures that materials are either available locally or can be transported efficiently.
 - **Logistics Planning:** Detailed logistics plan for transporting materials by barge during the summer and by air during the winter, addressing potential delays and supply chain issues.
3. **Technical Readiness:**
 - **Technology Integration:** Selection of proven technologies for solar panels, heat pumps, and insulation materials that are suited to Arctic conditions.
 - **Training:** Preliminary training plans for facility staff on operating and maintaining energy systems, ensuring that the team is ready for the facility's commissioning.

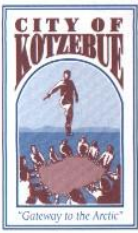
II. Project Management Capacity or Plan

1. **Project Team:**
 - **Leadership:** Experienced project manager with a track record in managing large-scale construction projects, particularly in remote or challenging environments.
 - **Specialized Expertise:** Inclusion of specialists in energy efficiency, Arctic construction, and renewable energy systems.
2. **Project Plan:**
 - **Detailed Schedule:** A comprehensive timeline that outlines each phase of the project, including planning, procurement, construction, testing, and handover.
 - **Budget Management:** Clear budget with contingencies for unexpected costs, ensuring financial control throughout the project.
 - **Risk Management:** Identification of potential risks related to the remote location, such as supply chain disruptions and extreme weather conditions, with mitigation strategies in place.
3. **Stakeholder Engagement:**
 - **Community Involvement:** Regular communication with local stakeholders, including the Native Village of Kotzebue and other relevant parties, to ensure alignment with community needs and expectations.
 - **Partnerships:** Collaboration with local contractors, suppliers, and experts to leverage regional knowledge and resources.

III. Permitting

1. **Regulatory Requirements:**
 - **Local Permits:** Securing necessary permits from local authorities for construction, environmental impact, and energy systems. This includes compliance with codes and regulations specific to Arctic conditions.
 - **Environmental Impact Assessment:** Completion of an assessment to evaluate and mitigate the environmental impact of the construction and operation of the facility.
2. **Utility Approvals:**

- **Energy Systems:** Obtaining approvals for the integration of renewable energy systems, including solar panels and heat pumps, from local utility providers and regulatory bodies.
 - **Waste Heat Utilization:** Ensuring that the use of waste heat from the adjacent power plant is approved and coordinated with the power plant operators.
3. **Logistical Approvals:**
- **Transport Permits:** Arranging for permits related to the transportation of materials by barge and air, considering the remote and seasonal access limitations.
 - **Construction Access:** Coordinating with relevant authorities to ensure access to the site for construction equipment and personnel, especially during challenging weather conditions.



P.O. Box 46
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Police Dept. (907) 442-3351

Fire Dept. (907) 442-3404

Public Works (907) 442-3401

CITY OF KOTZEBUE RESOLUTION 24-62

“A RESOLUTION IN SUPPORT OF THE NATIVE VILLAGE OF KOTZEBUE’S NANA VILLAGE ECONOMIC IMPROVEMENT (VEI) APPLICATION FOR \$900,000 INTENDED FOR GRAVEL PAD, PURCHASE OF PROPERTY AND THE DESIGN OF THE FIXTURES, FIXINGS AND EQUIPMENT.”

WHEREAS, The Native Village of Kotzebue (Tribe) is the Federally-recognized Tribe of Kotzebue, Alaska and the Native Village of Kotzebue Tribal Council is the governing body of the Tribe; and

WHEREAS, the Native Village of Kotzebue (NVOK) has faced significant challenges since the destruction of its administrative office building by fire in the 1980s, which has resulted in ongoing inefficiencies due to reliance on rented spaces; and

WHEREAS, the NVOK Strategic Plan and the Borough’s Village Improvement Fund (VIF) priorities for Kotzebue both identify the need for a new facility to house administrative offices and a school, contributing to improved operational efficiency and local economic development; and

WHEREAS, NVOK has secured a 19,000 sq ft property located at the corner of 4th Avenue & Lagoon Street, and has outlined a plan to construct a new facility on this property; and

WHEREAS, the NVOK’s request for the NANA VEI funds will be used for the following:

- Gravel Pad for Lot 10 Block 13 USS 2863
- Purchase Property of Lot 10 Block 13 USS 2863
- Furniture, Fixtures, & Equipment (FF&E) Design

WHEREAS, the City of Kotzebue (COK) has agreed to support this project by facilitating the property acquisition process and collaborating with NVOK on necessary permits and compliance with local ordinances; and

WHEREAS, both NVOK and COK recognize the mutual benefits of this project, including the creation of local jobs, stimulation of local business growth, and enhancement of community services.

BE IT RESOLVED BY THE NATIVE VILLAGE OF KOTZEBUE AND THE CITY OF KOTZEBUE, The Native Village of Kotzebue and the City of

Kotzebue jointly support the construction of a new facility that will serve as both NVOK's administrative offices and a school, to be located on the 19,000 sq ft property at the corner of 4th Avenue & Lagoon Street.

BE IT FURTHER RESOLVED, Both parties commit to working together to ensure the successful completion of this project, including assist NVOK in adhering to local ordinances and regulations, facilitating the property acquisition, and adhering to local ordinances and regulations.

BE IT FURTHER RESOLVED, To assist NVOK with the property acquisition process and any related administrative tasks. NVOK will manage the project, including construction and procurement, and will ensure compliance with all relevant contracts and financial agreements.

NOW THEREFOR BE IT RESOLVED, Both NVOK and COK acknowledge that the successful completion of this project will significantly enhance the capacity of NVOK to serve the community and will contribute positively to local economic development.

CERTIFICATION:

Resolution 24-122 is approved by vote of the Native Village of Kotzebue, Kotzebue IRA Council at the Regular Tribal Council meeting on the 17th day of September 2024 by a vote of for, ____ against, and ____ not voting.

PASSED AND ADOPTED this 23rd day of September 2024, by the City Council of the City of Kotzebue for the Native Village of Kotzebue.

CITY OF KOTZEBUE

Saima Chase, Mayor

[SEAL]

Christina Hensley, NVOK Executive Director

ATTEST:

Paeton Schaeffer, City Clerk

Attachments: Exhibit A – NVOK's Resolution [2 pages]
Exhibit B – NVOK's NANA VEI Application [Provided by Paulette Schuerch]

RESOLUTION 24-122

A RESOLUTION IN SUPPORT OF THE NATIVE VILLAGE OF KOTZEBUE’S NANA VILLAGE ECONOMIC IMPROVEMENT (VEI) APPLICATION FOR \$900,000 INTENDED FOR GRAVEL PAD, PURCHASE OF PROPERTY AND THE DESIGN OF THE FIXTURES, FIXINGS AND EQUIPMENT.

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WHEREAS, the NVOK Strategic Plan and the Borough’s Village Improvement Fund (VIF) priorities for Kotzebue both identify the need for a new facility to house administrative offices and a school, contributing to improved operational efficiency and local economic development; and

WHEREAS, NVOK has secured a 19,000 sq ft property located at the corner of 4th Avenue & Lagoon Street, and has outlined a plan to construct a new facility on this property; and

WHEREAS, the NVOK’s request for the NANA VEI funds will be used for the following:

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CERTIFICATION:

Resolution 24-122 is approved by vote of the Native Village of Kotzebue, Kotzebue IRA Council at the Regular Tribal Council meeting on the 17 day of September, 2024 by a vote of for, ____ against, and ____ not voting.

Toni Raye Bergan, Chair

Carol Schaeffer, Secretary