



# CITY OF KOTZEBUE NOTICE

## Regular City Council Meeting Agenda

June 20, 2024 at 5:15 PM

City Hall Chambers – 258 A Third Avenue

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### 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. **Introduction of Guests & Staff**
- VI. **Adoption of The Agenda**
- VII. **Adoption of Minutes**
- VIII. **Citizen Comments**
- IX. **Correspondence**
  - a) PRAC-Recommendation for Grain/Cain Capital Building
- X. **Unfinished Business**
  - a) Washeteria Update-DOWL Washeteria 35% Design
- XI. **New Business**
  - a) The Arctic Mayor's Forum
  - 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."
  - 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.”

- d) **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.”
- 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.”
- 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 MANILAQ FOR AMBULANCE SERVICES.”
- 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”).”
- 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.”
- i) Manager's Reports

1. City Manager
2. Holland and Hart
3. The Mulder Company
4. Joe Evans City Attorney
5. Finance Director
6. Public Works
  - i. Public Works Water
7. Police Department
8. Fire Department
9. Parks & Recreation
10. Package Store
11. Public Relations/Human Resources
12. Planning Department

**XII. 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

**XIII. Executive Session**

**XIV. Adjournment**



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 NOTICE

**MAYOR SAIMA CHASE HAS  
 SCHEDULED THE NEXT REGULAR CITY  
 COUNCIL MEETING**

**For  
 Thursday, June 20, 2024 AT 5:15 pm.**

***IN THE COUNCIL CHAMBERS LOCATED AT  
 258 A Third Avenue***

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**THE PUBLIC IS ENCOURAGED TO ATTEND**  
 FOR RESIDENTS WHO WANT TO PARTICIPATE TELEPHONICALLY CALL  
 1-800-315-6338 ACCESS CODE 49401#

Posted: 06/10/2024  
 City Hall/ City FB Page  
 KOTZ Radio  
 Department Heads  
 P.O.  
 Bank  
 A.C



**From:** Matthew Bergan <[matthewbergan@gmail.com](mailto:matthewbergan@gmail.com)>  
**Date:** May 29, 2024 at 1:05:23 PM AKDT  
**To:** [saimajohnson@gmail.com](mailto:saimajohnson@gmail.com)  
**Cc:** Tessa Baldwin <[TBaldwin@kotzebue.org](mailto:TBaldwin@kotzebue.org)>, Ron Johnson <[RJohnson@kotzebue.org](mailto:RJohnson@kotzebue.org)>, Tracy Schaeffer <[arcticot@gmail.com](mailto:arcticot@gmail.com)>  
**Subject:** PRAC (City of Kotz Parks & Rec Advisory Committee) recommendation for Grain/Cain Capital Building

Madame Mayor,

At its most recent meeting (April 2024), the City PRAC discussed the potential availability of the Grain/Cain Capital Building for the City Parks & Rec Department program space.

As a committee, we feel it would be better to invest money on revitalizing the Rec Center than to invest money (and time) into the Grain/Cain Building.

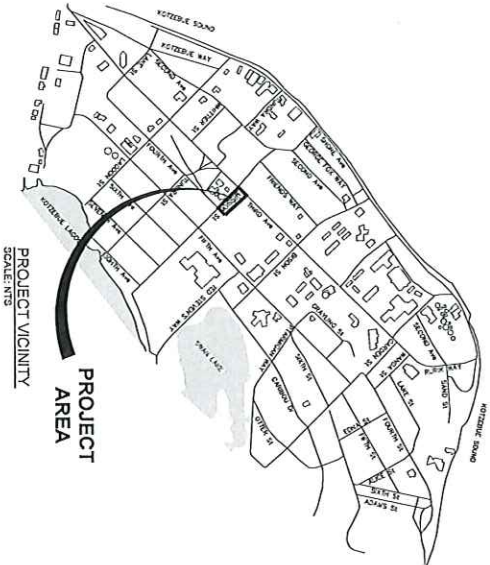
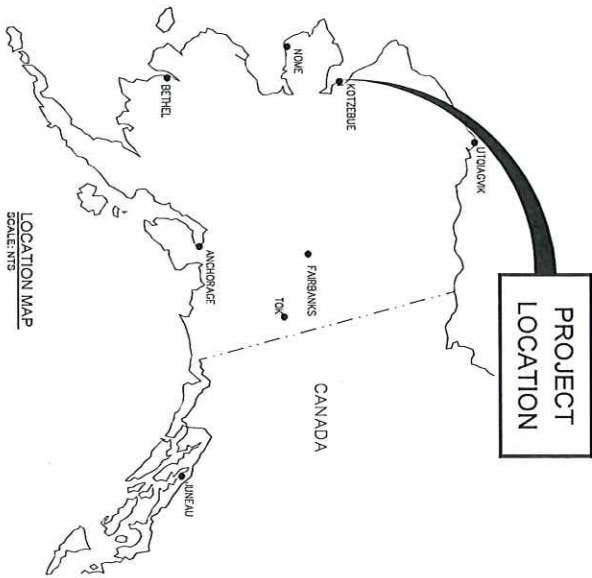
The Grain/Cain Building is a shell with no plumbing and a limited space. After the equipment is put in the building, it will have little space to complete anything else in there such as having exercise classes. We also wouldn't have the opportunity to have any racquetball/pickleball/basketball courts. It would cost several hundred thousand dollars (up to \$1M) to make the space ready and then it would still not be adequate.

The Rec center has its issues, but it has much more of what is wanted by the Community. The half court, the racquetball courts, the weight rooms, room for exercise classes, shower rooms, changing spaces and saunas. While we are aware it may cost a million dollars to fix, it would cost \$15-20 million to build a new building and that is after the cost of demolition and site clean-up of the old building.

The Parks & Rec Department with the PRAC seeks to provide opportunities to residents to increase health, well being and connection. Our community has experienced significant challenges in recent years including losing access to a Recreation Center, then the isolation of COVID19 and the stress of increasing costs to meet basic needs. In order to help increase the physical and social emotional health of our residents, we need to have year round access to healthy activities.

Sincerely,

Matthew I. Bergan, PE  
Chair  
City of Kotzebue Parks & Rec Advisory Committee  
907-412-1591



# KOTZEBUE WASHETERIA

## KOTZEBUE, ALASKA

PREPARED FOR:  
 CITY OF KOTZEBUE  
 PO BOX 46  
 KOTZEBUE, AK 99752



PREPARED BY:

5015 Business Park Blvd, Suite 4000  
 Anchorage, Alaska 99503  
 907/566-5500

OTHER SUBS  
 ADDRESS  
 CITY, STATE  
 CONTACT INFO  
 LOGO

**SHEET INDEX**

SHEET NO.	TITLE
C-01	COVER SHEET
C--02	LEGEND, ABBREVIATIONS, NOTES
C-01	SURVEY CONTROL
C--02	SITE LAYOUT PLAN
C--03	SITE SECTIONS AND DETAILS
C--04	UTILITY DETAILS
A100	GENERAL NOTES, ABBREVIATIONS
A101	FLOOR PLAN
A102	REFLECTED CEILING PLAN
A103	ROOF PLAN
A201	BARRIER ELEVATIONS
A301	BARRIER SECTIONS
	LIGHTING PLAN, LEGEND, FIXTURE SCHEDULES
	LIGHTING DETAILS



**35% SUBMITTAL**

PROJECT	1568-50231-10
DATE	7/29/2024
SHEET	

Section X, Item a)

ABBREVIATIONS	LEGEND
CF CUBIC FEET	EXISTING
DIA DIAMETER	PROPOSED
F&I FINISH AND INSTALL	
F&T FEMALE IRON PIPE THREADED	
GA GAUGE	
GFCI GROUND FAULT CIRCUIT INTERRUPTOR	
HDPE HIGH DENSITY POLYETHYLENE	
IN INCH	
MAX MAXIMUM	
MIL ONE THOUSANDTH OF AN INCH	
MIN MINIMUM	
MPT MALE PIPE THREADED	
NOM NOMINAL	
NTS NOT TO SCALE	
OC ON CENTER	
OD OUTSIDE DIAMETER	
ODD POUNDS PER SQUARE INCH	
PVC POLYVINYL CHLORIDE	
ROW RIGHT-OF-WAY	
SCH SCHEDULE	
SDR STANDARD DIMENSION RATIO	
SS STAINLESS STEEL	
SS/MI SANITARY SEWER/MANHOLE	
SO SQUARE	
TYP TYPICAL	
W/ WITH	

LEGEND	EXISTING	PROPOSED
SURVEY MONUMENT	⊙	
SURVEY POINT NUMBER	⊙	
LIGHT POLE / STREET LIGHT	⊙	
UTILITY POLE	⊙	
ELECTRIC METER	⊙	
GUY ANCHOR	⊙	
FIRE HYDRANT	⊙	
VALVE	⊙	
WATER SERVICE CONNECTION	⊙	
SEWER MANHOLE	⊙	
SEWER CLEAN OUT	⊙	
SEWER	—	—
BOLLARD / GUARD POST	⊙	
THERMAL PILE	⊙	
OVERHEAD ELECTRIC LINE	—	—
FENCE LINE	—	—
EDGE OF PAVEMENT / DIRT	—	—
MAJOR CONTROL (S)	—	—
RIGHT-OF-WAY CENTER	—	—
PROPERTY LINE	—	—
EASEMENT LINE	—	—
BUILDING OUTLINE	—	—
WATER MAIN	—	—
WATER SERVICE	—	—
SEWER MAIN	—	—
SEWER SERVICE	—	—

**SHEET NUMBERING**

**X-###**

DISCIPLINE	LETTER
GENERAL	G
CIVIL	C
ARCHITECTURAL	A
MECHANICAL	M
STRUCTURAL	S
ELECTRICAL	E

**REFERENCE**



- GENERAL NOTES**
- THESE PLANS DO NOT SHOW ALL EXISTING SERVICES AND UTILITIES.
  - LOCATIONS OF EXISTING SERVICES AND UTILITIES ARE APPROXIMATE. PRIOR TO STARTING ANY WATER OR SEWER PIPE CONSTRUCTION, CONTRACTOR SHALL PERFORM TEST PITS AND VERIFY THE VERTICAL AND HORIZONTAL LOCATIONS OF ALL EXISTING UTILITIES AND SERVICES. CONTRACTOR SHALL IMMEDIATELY NOTIFY ENGINEER OF ANY DISCREPANCIES FROM ASSUMED ELEVATIONS.
  - AS-BUILT LOCATION OF THE EXISTING WATER MAIN IS APPROXIMATE. ACTUAL LOCATION MUST BE FIELD DETERMINED DURING CONSTRUCTION.
  - ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.
  - CONTRACTOR AND CONTRACTOR'S SUPERVISOR SHALL SCHEDULE A MEETING WITH ENGINEER FOR DISCUSSIONS TO REVIEW AND APPROVE SURVEY MONUMENTS AND SURVEY POINTS. THIS MEETING MUST BE HELD PRIOR TO ANY CONTRACTOR SURVEYING ACTIVITIES TAKING PLACE ON THE PROJECT.
  - CONTRACTOR SHALL AS-BUILD ALL UTILITIES ENCOUNTERED IN THE FIELD BY ACTUAL SURVEY METHODS AND PROVIDE FIELD NOTES TO THE ENGINEER WHICH INCLUDE HORIZONTAL AND VERTICAL LOCATIONS OF EACH SUBJECT.
  - ELEVATIONS SHOWN ARE TO PIPE INVERT, FLOW LINE, OR FINISH PAVEMENT SURFACE UNLESS NOTED OTHERWISE.
  - THE CONTRACTOR SHALL FOLLOW ALL CITY DIRECTIONS AND REGULATIONS FOR NOISE HOURS OF OPERATIONS, AND DUST CONTROL.
  - PIPE BEDDING SHALL BE INSTALLED PER SPECIFICATIONS. TRENCH BACKFILL SHALL BE COMPACTED TO AT LEAST 95% OF MAXIMUM DRY DENSITY.
  - CONTRACTOR SHALL MAINTAIN "AS-BUILT" RECORD DRAWINGS ON A CLEAN SET OF CONSTRUCTION DRAWINGS. THE RECORD SET SHALL BE KEPT CURRENT ON A DAILY BASIS AND SHALL BE AVAILABLE TO THE ENGINEER FOR INSPECTION ON THE JOB SITE. CONTRACTOR SHALL RECORD SURVEY NOTES AND SUBMIT THEM DAILY TO THE ENGINEER.
  - ALL CONSTRUCTION OPERATIONS REQUIRED FOR THIS PROJECT SHALL REMAIN WITHIN EXISTING ROW AND ACQUIRED EASEMENTS, UNLESS OTHERWISE APPROVED IN WRITING BY THE ENGINEER AND THE AFFECTED PROPERTY OWNER. SHALL BE MADE.
  - SHORING OF UTILITY POLES SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT AND NO SEPARATE PAYMENT SHALL BE MADE.
  - UNDERGROUND AND OVERHEAD ELECTRICAL AND TELECOMMUNICATION LINES EXIST WITHIN THE PROJECT AREA. CONTRACTOR SHALL COORDINATE WORK ACCORDINGLY. ALL WORK IN CLOSE PROXIMITY TO EXISTING LINES AND PIPES SHALL BE APPROVED BY THE ENGINEER. CONTRACTOR SHALL MAINTAIN ADEQUATE CLEARANCE TO ALL EXISTING ELECTRICAL FACILITY CLEARANCE REQUIREMENTS OF THE GOVERNING UTILITY. HAND DIGGING IS REQUIRED WITHIN TWO FEET OF BURIED ELECTRICAL CABLE.
  - WATER RESULTING FROM CONTRACTOR'S DEWATERING EFFORTS MAY NOT BE CHARGED OR OTHERWISE DIVERTED INTO EXISTING STORM DRAINS UNLESS REQUIRED PERMITS, INCLUDING BUT NOT LIMITED TO ADEC PERMIT, ARE OBTAINED BY CONTRACTOR. UNDER NO CIRCUMSTANCES WILL THE CONTRACTOR BE ALLOWED TO DIVERT WATER FROM THE EXCAVATION ONTO THE ROADWAYS. CONTRACTOR SHALL PROVIDE A DISPOSAL SITE FOR EXCESS WATER AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. CONTRACTOR SHALL PROVIDE COPIES OF PERMITS AND APPROVALS TO THE CITY OF KOTZEBUE.
  - VERTICAL SEPARATION BETWEEN SEWER PIPES AND WATER PIPES SHALL NOT BE LESS THAN 18" TO EXTENT POSSIBLE, MAINTAIN 10' SEPARATION DISTANCE BETWEEN WATER SERVICE AND SEWER SERVICE PIPES.
  - CONTRACTOR SHALL RESTORE DISTURBED PROPERTY TO PRECONSTRUCTION CONDITION(S), UNLESS OTHERWISE DIRECTED BY THE ENGINEER. PAYMENT FOR RESTORING DISTURBED PROPERTY SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT AND NO SEPARATE PAYMENT SHALL BE MADE.
  - TOPSOIL AND SEED ALL AREAS DISTURBED AND NOT OTHERWISE IMPROVED.
  - SURVEY CONTROL IS SHOWN ON SHEET CO1.
  - CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ACCESS ALONG THIRD AVENUE AND MISSION STREET FOR THE DURATION OF CONSTRUCTION. CONTRACTOR SHALL PREPARE A TRAFFIC CONTROL PLAN FOR ENGINEER REVIEW AND APPROVAL.

**35% SUBMITTAL**

<p>KOTZEBUE WASHETERIA KOTZEBUE, ALASKA</p> <p>LEGAL DESCRIPTION LOCATION</p>		<p><b>DOWL</b></p> <p>5015 Business Park Blvd, Suite 4000 Anchorage, Alaska 99503 607-562-2000</p>	<p>PROJECT 1508-5022-10 SHEET 57/57/2024</p>	<p>DATE 5/29/2024</p>	<p>7</p>	<p>REVISIONS</p> <table border="1"> <thead> <tr> <th>REV</th> <th>DATE</th> <th>DESCRIPTION</th> <th>BY</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	REV	DATE	DESCRIPTION	BY				
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Section X, Item a)

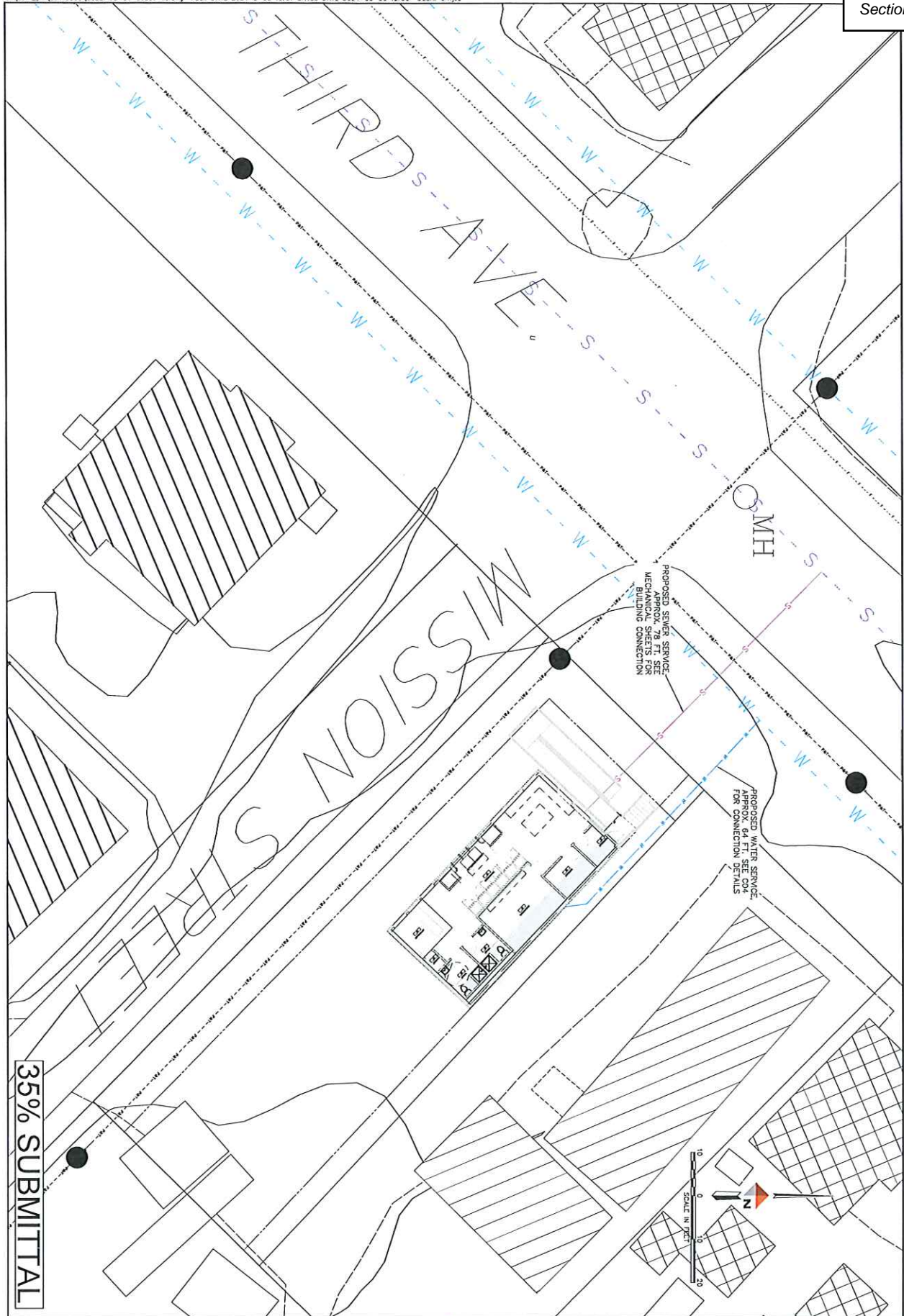
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VISUAL	AW	AWNING	AW	AWNING	AW	AWNING	AW	AWNING	AW	AWNING	AX	AXIS	AX	AXIS	AX	AXIS	AX	AXIS	AX	AXIS	AY	AYERS	AY	AYERS	AY	AYERS	AY	AYERS	AY	AYERS	AZ	AZULEJO	AZ	AZULEJO	AZ	AZULEJO	AZ	AZULEJO	AZ	AZULEJO	BA	BALANCE	BA	BALANCE	BA	BALANCE	BA	BALANCE	BA	BALANCE	BB	BALCONY	BB	BALCONY	BB	BALCONY	BB	BALCONY	BB	BALCONY	BC	BALCONY CANTILEVER	BC	BALCONY CANTILEVER	BC	BALCONY CANTILEVER	BC	BALCONY CANTILEVER	BC	BALCONY CANTILEVER	BD	BALCONY DECK	BD	BALCONY DECK	BD	BALCONY DECK	BD	BALCONY DECK	BD	BALCONY DECK	BE	BALCONY ENCLOSURE	BE	BALCONY ENCLOSURE	BE	BALCONY ENCLOSURE	BE	BALCONY ENCLOSURE	BE	BALCONY ENCLOSURE	BF	BALCONY FINISH	BF	BALCONY FINISH	BF	BALCONY FINISH	BF	BALCONY FINISH	BF	BALCONY FINISH	BG	BALCONY GLASS	BG	BALCONY GLASS	BG	BALCONY GLASS	BG	BALCONY GLASS	BG	BALCONY GLASS	BH	BALCONY HANDRAIL	BH	BALCONY HANDRAIL	BH	BALCONY HANDRAIL	BH	BALCONY HANDRAIL	BH	BALCONY HANDRAIL	BI	BALCONY ISLAND	BI	BALCONY ISLAND	BI	BALCONY ISLAND	BI	BALCONY ISLAND	BI	BALCONY ISLAND	BJ	BALCONY JAMB	BJ	BALCONY JAMB	BJ	BALCONY JAMB	BJ	BALCONY JAMB	BJ	BALCONY JAMB	BK	BALCONY KICKER	BK	BALCONY KICKER	BK	BALCONY KICKER	BK	BALCONY KICKER	BK	BALCONY KICKER	BL	BALCONY LANDING	BL	BALCONY LANDING	BL	BALCONY LANDING	BL	BALCONY LANDING	BL	BALCONY LANDING	BM	BALCONY MANTLE	BM	BALCONY MANTLE	BM	BALCONY MANTLE	BM	BALCONY MANTLE	BM	BALCONY MANTLE	BN	BALCONY NAIL	BN	BALCONY NAIL	BN	BALCONY NAIL	BN	BALCONY NAIL	BN	BALCONY NAIL	BO	BALCONY OILING	BO	BALCONY OILING	BO	BALCONY OILING	BO	BALCONY OILING	BO	BALCONY OILING	BP	BALCONY PANEL	BP	BALCONY PANEL	BP	BALCONY PANEL	BP	BALCONY PANEL	BP	BALCONY PANEL	BQ	BALCONY QUARTZ	BQ	BALCONY QUARTZ	BQ	BALCONY QUARTZ	BQ	BALCONY QUARTZ	BQ	BALCONY QUARTZ	BR	BALCONY RAMP	BR	BALCONY RAMP	BR	BALCONY RAMP	BR	BALCONY RAMP	BR	BALCONY RAMP	BS	BALCONY SILL	BS	BALCONY SILL	BS	BALCONY SILL	BS	BALCONY SILL	BS	BALCONY SILL	BT	BALCONY TIE	BT	BALCONY TIE	BT	BALCONY TIE	BT	BALCONY TIE	BT	BALCONY TIE	BU	BALCONY UNIT	BU	BALCONY UNIT	BU	BALCONY UNIT	BU	BALCONY UNIT	BU	BALCONY UNIT	BV	BALCONY VALVE	BV	BALCONY VALVE	BV	BALCONY VALVE	BV	BALCONY VALVE	BV	BALCONY VALVE	BW	BALCONY WALL	BW	BALCONY WALL	BW	BALCONY WALL	BW	BALCONY WALL	BW	BALCONY WALL	BX	BALCONY WINDOW	BX	BALCONY WINDOW	BX	BALCONY WINDOW	BX	BALCONY WINDOW	BX	BALCONY WINDOW	BY	BALCONY YARD	BY	BALCONY YARD	BY	BALCONY YARD	BY	BALCONY YARD	BY	BALCONY YARD	BZ	BALCONY ZONE	BZ	BALCONY ZONE	BZ	BALCONY ZONE	BZ	BALCONY ZONE	BZ	BALCONY ZONE	CA	CABINET	CA	CABINET	CA	CABINET	CA	CABINET	CA	CABINET	CB	CABINET BENCH	CB	CABINET BENCH	CB	CABINET BENCH	CB	CABINET BENCH	CB	CABINET BENCH	CC	CABINET CASE	CC	CABINET CASE	CC	CABINET CASE	CC	CABINET CASE	CC	CABINET CASE	CD	CABINET DRAWER	CD	CABINET DRAWER	CD	CABINET DRAWER	CD	CABINET DRAWER	CD	CABINET DRAWER	CE	CABINET END	CE	CABINET END	CE	CABINET END	CE	CABINET END	CE	CABINET END	CF	CABINET FACE	CF	CABINET FACE	CF	CABINET FACE	CF	CABINET FACE	CF	CABINET FACE	CG	CABINET GRIP	CG	CABINET GRIP	CG	CABINET GRIP	CG	CABINET GRIP	CG	CABINET GRIP	CH	CABINET HINGE	CH	CABINET HINGE	CH	CABINET HINGE	CH	CABINET HINGE	CH	CABINET HINGE	CI	CABINET ISLAND	CI	CABINET ISLAND	CI	CABINET ISLAND	CI	CABINET ISLAND	CI	CABINET ISLAND	CJ	CABINET JAMB	CJ	CABINET JAMB	CJ	CABINET JAMB	CJ	CABINET JAMB	CJ	CABINET JAMB	CK	CABINET KICKER	CK	CABINET KICKER	CK	CABINET KICKER	CK	CABINET KICKER	CK	CABINET KICKER	CL	CABINET LANDING	CL	CABINET LANDING	CL	CABINET LANDING	CL	CABINET LANDING	CL	CABINET LANDING	CM	CABINET MANTLE	CM	CABINET MANTLE	CM	CABINET MANTLE	CM	CABINET MANTLE	CM	CABINET MANTLE	CN	CABINET NAIL	CN	CABINET NAIL	CN	CABINET NAIL	CN	CABINET NAIL	CN	CABINET NAIL	CO	CABINET OILING	CO	CABINET OILING	CO	CABINET OILING	CO	CABINET OILING	CO	CABINET OILING	CP	CABINET PANEL	CP	CABINET PANEL	CP	CABINET PANEL	CP	CABINET PANEL	CP	CABINET PANEL	CQ	CABINET QUARTZ	CQ	CABINET QUARTZ	CQ	CABINET QUARTZ	CQ	CABINET QUARTZ	CQ	CABINET QUARTZ	CR	CABINET RAMP	CR	CABINET RAMP	CR	CABINET RAMP	CR	CABINET RAMP	CR	CABINET RAMP	CS	CABINET SILL	CS	CABINET SILL	CS	CABINET SILL	CS	CABINET SILL	CS	CABINET SILL	CT	CABINET TIE	CT	CABINET TIE	CT	CABINET TIE	CT	CABINET TIE	CT	CABINET TIE	CU	CABINET UNIT	CU	CABINET UNIT	CU	CABINET UNIT	CU	CABINET UNIT	CU	CABINET UNIT	CV	CABINET VALVE	CV	CABINET VALVE	CV	CABINET VALVE	CV	CABINET VALVE	CV	CABINET VALVE	CW	CABINET WALL	CW	CABINET WALL	CW	CABINET WALL	CW	CABINET WALL	CW	CABINET WALL	CX	CABINET WINDOW	CX	CABINET WINDOW	CX	CABINET WINDOW	CX	CABINET WINDOW	CX	CABINET WINDOW	CY	CABINET YARD	CY	CABINET YARD	CY	CABINET YARD	CY	CABINET YARD	CY	CABINET YARD	CZ	CABINET ZONE	CZ	CABINET ZONE	CZ	CABINET ZONE	CZ	CABINET ZONE	CZ	CABINET ZONE	DA	DAINTY	DA	DAINTY	DA	DAINTY	DA	DAINTY	DA	DAINTY	DB	DAINTY BENCH	DB	DAINTY BENCH	DB	DAINTY BENCH	DB	DAINTY BENCH	DB	DAINTY BENCH	DC	DAINTY CASE	DC	DAINTY CASE	DC	DAINTY CASE	DC	DAINTY CASE	DC	DAINTY CASE	DD	DAINTY DRAWER	DD	DAINTY DRAWER	DD	DAINTY DRAWER	DD	DAINTY DRAWER	DD	DAINTY DRAWER	DE	DAINTY END	DE	DAINTY END	DE	DAINTY END	DE	DAINTY END	DE	DAINTY END	DF	DAINTY FACE	DF	DAINTY FACE	DF	DAINTY FACE	DF	DAINTY FACE	DF	DAINTY FACE	DG	DAINTY GRIP	DG	DAINTY GRIP	DG	DAINTY GRIP	DG	DAINTY GRIP	DG	DAINTY GRIP	DH	DAINTY HINGE	DH	DAINTY HINGE	DH	DAINTY HINGE	DH	DAINTY HINGE	DH	DAINTY HINGE	DI	DAINTY ISLAND	DI	DAINTY ISLAND	DI	DAINTY ISLAND	DI	DAINTY ISLAND	DI	DAINTY ISLAND	DJ	DAINTY JAMB	DJ	DAINTY JAMB	DJ	DAINTY JAMB	DJ	DAINTY JAMB	DJ	DAINTY JAMB	DK	DAINTY KICKER	DK	DAINTY KICKER	DK	DAINTY KICKER	DK	DAINTY KICKER	DK	DAINTY KICKER	DL	DAINTY LANDING	DL	DAINTY LANDING	DL	DAINTY LANDING	DL	DAINTY LANDING	DL	DAINTY LANDING	DM	DAINTY MANTLE	DM	DAINTY MANTLE	DM	DAINTY MANTLE	DM	DAINTY MANTLE	DM	DAINTY MANTLE	DN	DAINTY NAIL	DN	DAINTY NAIL	DN	DAINTY NAIL	DN	DAINTY NAIL	DN	DAINTY NAIL	DO	DAINTY OILING	DO	DAINTY OILING	DO	DAINTY OILING	DO	DAINTY OILING	DO	DAINTY OILING	DP	DAINTY PANEL	DP	DAINTY PANEL	DP	DAINTY PANEL	DP	DAINTY PANEL	DP	DAINTY PANEL	DQ	DAINTY QUARTZ	DQ	DAINTY QUARTZ	DQ	DAINTY QUARTZ	DQ	DAINTY QUARTZ	DQ	DAINTY QUARTZ	DR	DAINTY RAMP	DR	DAINTY RAMP	DR	DAINTY RAMP	DR	DAINTY RAMP	DR	DAINTY RAMP	DS	DAINTY 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FACE	EG	EARTH GRIP	EG	EARTH GRIP	EG	EARTH GRIP	EG	EARTH GRIP	EG	EARTH GRIP	EH	EARTH HINGE	EH	EARTH HINGE	EH	EARTH HINGE	EH	EARTH HINGE	EH	EARTH HINGE	EI	EARTH ISLAND	EI	EARTH ISLAND	EI	EARTH ISLAND	EI	EARTH ISLAND	EI	EARTH ISLAND	EJ	EARTH JAMB	EJ	EARTH JAMB	EJ	EARTH JAMB	EJ	EARTH JAMB	EJ	EARTH JAMB	EK	EARTH KICKER	EK	EARTH KICKER	EK	EARTH KICKER	EK	EARTH KICKER	EK	EARTH KICKER	EL	EARTH LANDING	EL	EARTH LANDING	EL	EARTH LANDING	EL	EARTH LANDING	EL	EARTH LANDING	EM	EARTH MANTLE	EM	EARTH MANTLE	EM	EARTH MANTLE	EM	EARTH MANTLE	EM	EARTH MANTLE	EN	EARTH NAIL	EN	EARTH NAIL	EN	EARTH NAIL	EN	EARTH NAIL	EN	EARTH NAIL	EO	EARTH OILING	EO	EARTH OILING	EO	EARTH OILING	EO	EARTH OILING	EO	EARTH OILING	EP	EARTH PANEL	EP	EARTH PANEL	EP	EARTH PANEL	EP	EARTH PANEL	EP	EARTH PANEL	EQ	EARTH QUARTZ	EQ	EARTH QUARTZ	EQ	EARTH QUARTZ	EQ	EARTH QUARTZ	EQ	EARTH QUARTZ	ER	EARTH RAMP	ER	EARTH RAMP	ER	EARTH RAMP	ER	EARTH RAMP	ER	EARTH RAMP	ES	EARTH SILL	ES	EARTH SILL	ES	EARTH SILL	ES	EARTH SILL	ES	EARTH SILL	ET	EARTH 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 **PROJECT DESCRIPTION**  PROJECT DESCRIPTION: (Faint text describing project details) | **DRAWING INDEX**  GENERAL: (List of drawing sheets)  MECHANICAL: (List of drawing sheets)  ELECTRICAL: (List of drawing sheets)  STRUCTURAL: (List of drawing sheets) | **GENERAL PROJECT NOTES**  1. ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE PROVISIONS OF THE BUILDING CODES, SPECIFICATIONS, AND OTHER CONTRACT DOCUMENTS.  2. ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE PROVISIONS OF THE BUILDING CODES, SPECIFICATIONS, AND OTHER CONTRACT DOCUMENTS.  3. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AGENCIES.  4. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AGENCIES. || **ARCHITECTURAL DRAWING CONVENTIONS**  REVISIONS: (Diagram showing revision symbols)  DOOR NUMBER: (Diagram showing door numbering)  DEMOLITION: (Diagram showing demolition symbols)  VERT. CONTROL POINT: (Diagram showing vertical control points)  WINDOW TYPE: (Diagram showing window types)  ROOM TAG: (Diagram showing room tagging)  INTERIOR ELEVATION: (Diagram showing interior elevations)  MATCHLINE: (Diagram showing matchlines) | **STATE MAP**  VICINITY MAP | **CLIENT**  **DOWL KOTZEBUE WASHETERIA**  STREET ADDRESS  35% SCHEMATIC DESIGN  ARCHITECTS ALASKA  191 E. Douglas Avenue, Suite 400 Wasilla, AK 99584 907.273.7500 www.architecturalak.com |





Section X, Item a)



35% SUBMITTAL

PROJECT	1548-50231-10
DATE	5/29/2024
SHEET	C02
OF	2

KOTZEBUE WASHETERIA  
KOTZEBUE, ALASKA  
SITE LAYOUT  
LEGAL DESCRIPTION  
LOCATION

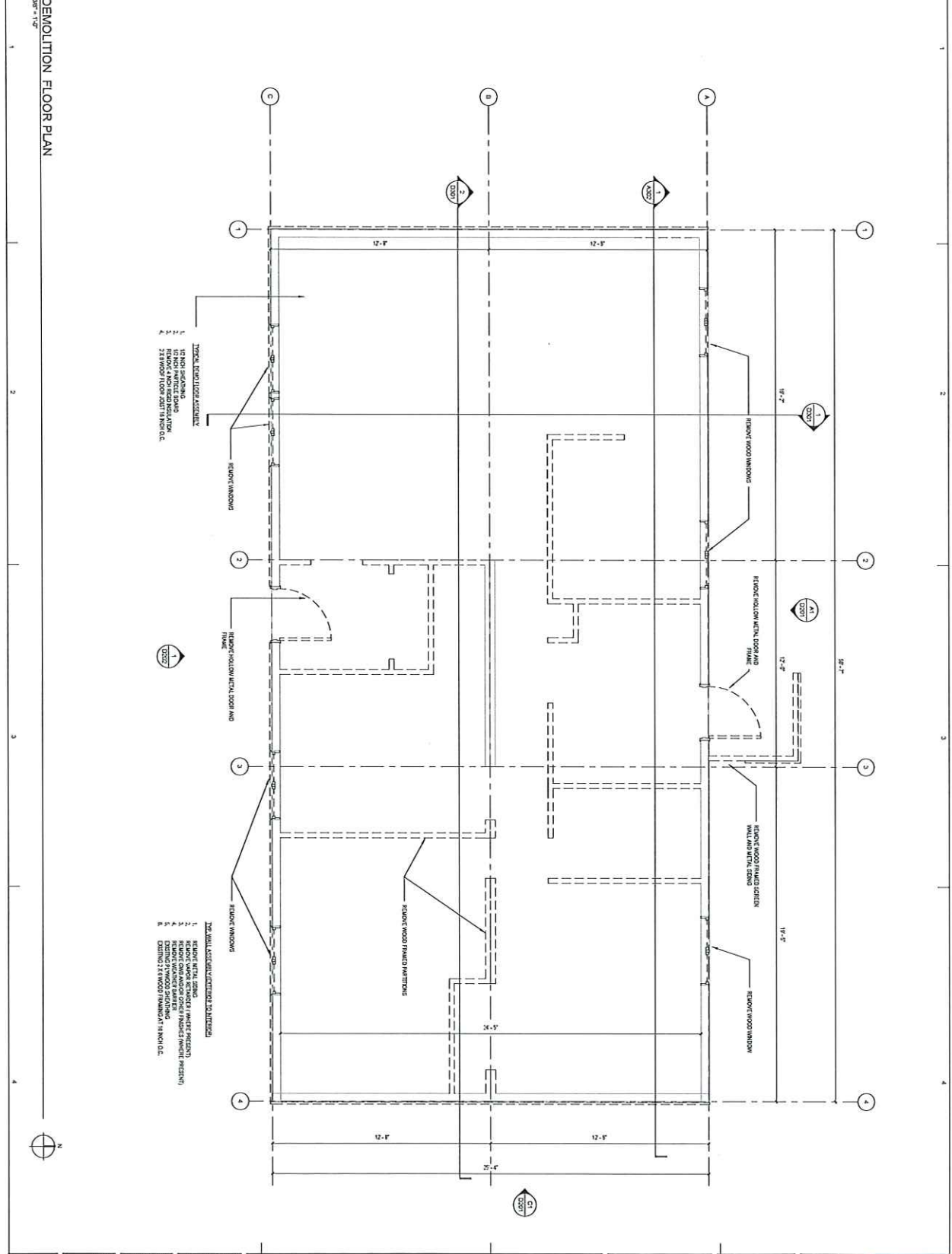
**DOWL**  
www.dowl.com  
9015 Business Park Blvd, Suite 4000  
Anchorage, Alaska 99503  
607-562-2000

REV		DATE		DESCRIPTION		BY



Section X, Item a)

A1 DEMOLITION FLOOR PLAN  
Scale: 1/8" = 1'-0"



Sheet No.  
**D101**

Sheet Contents  
DEMOLITION FLOOR PLAN

Revisions	No.	Description	Date

CLIENT  
**DOWL KOTZEBUE  
WASHETERIA**  
STREET ADDRESS

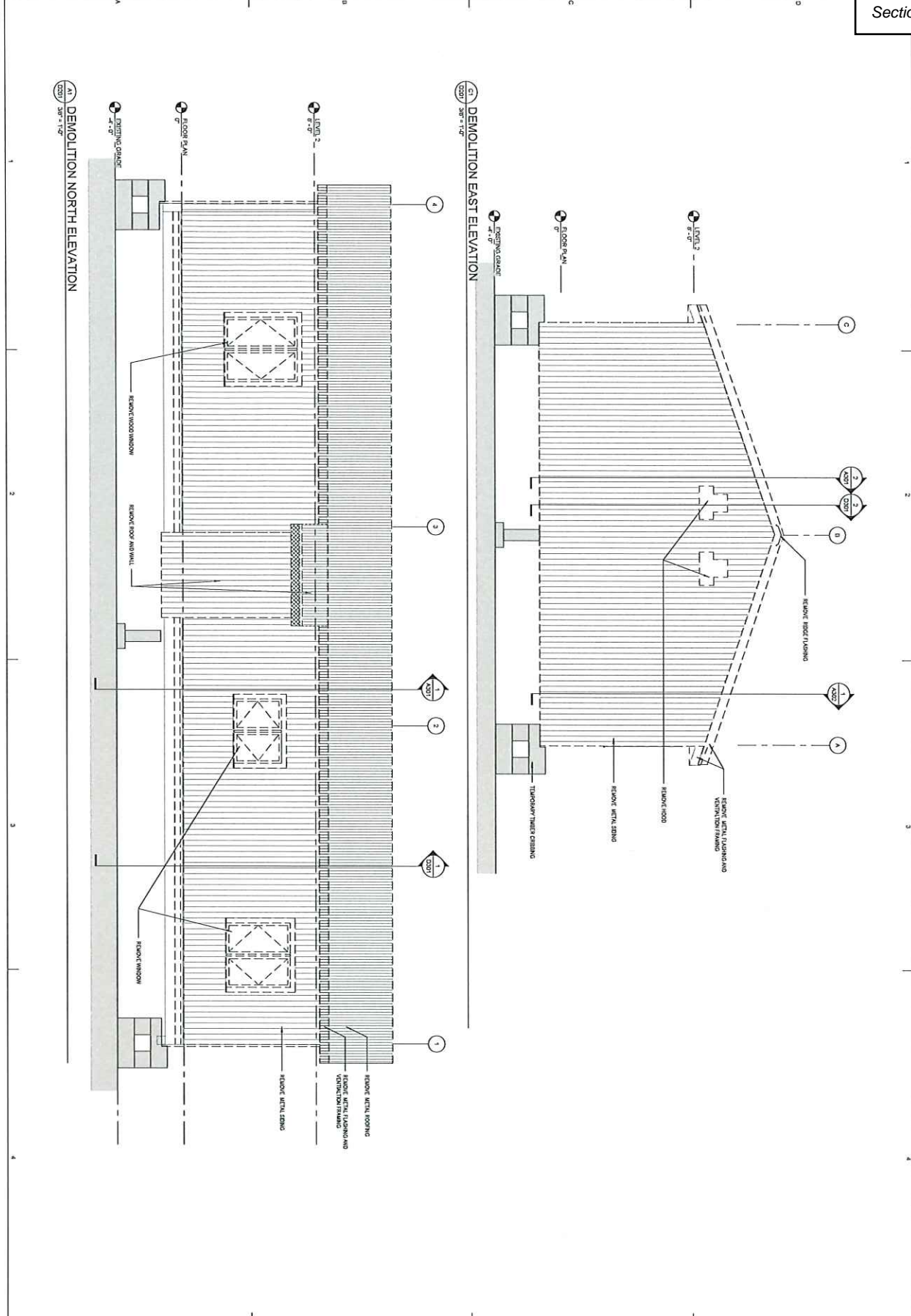
12

35%  
SCHEMATIC  
DESIGN

ARCHITECTS  
ALASKA

300 W. 30th Avenue, Suite 403  
Anchorage, AK 99501  
191 E. Dimmock Avenue, Suite 403  
Wasilla, AK 99584  
907.723.7500  
www.architecturalak.com

Section X, Item a)



Revision	No.	Description	Date

Drawn by	SP, SAC	Date	03/15/24
Checked	DAK, DAK	Job No.	230201
Scale	1/8" = 1'-0"	Proj. No.	230201

Sheet Contents  
 EDUCATION OFFICE  
 ELEVATIONS

CLIENT  
**DOWL KOTZEBUE  
 WASHETERIA**  
 STREET ADDRESS

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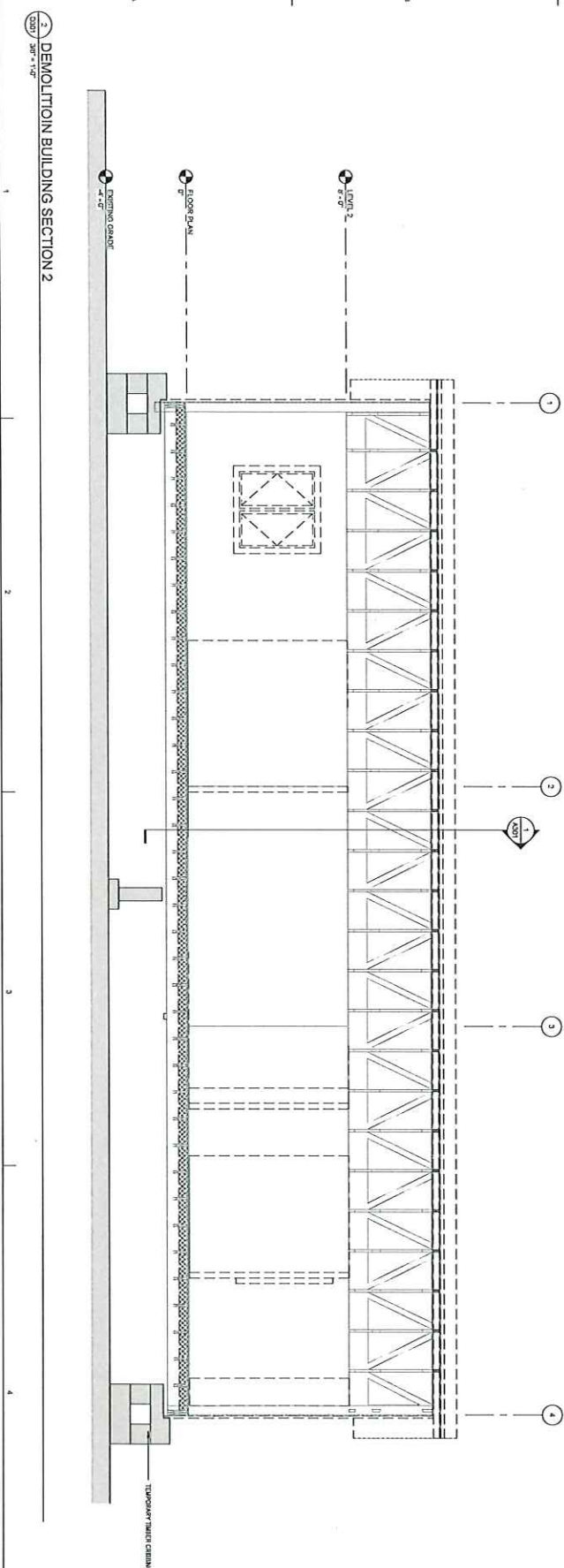
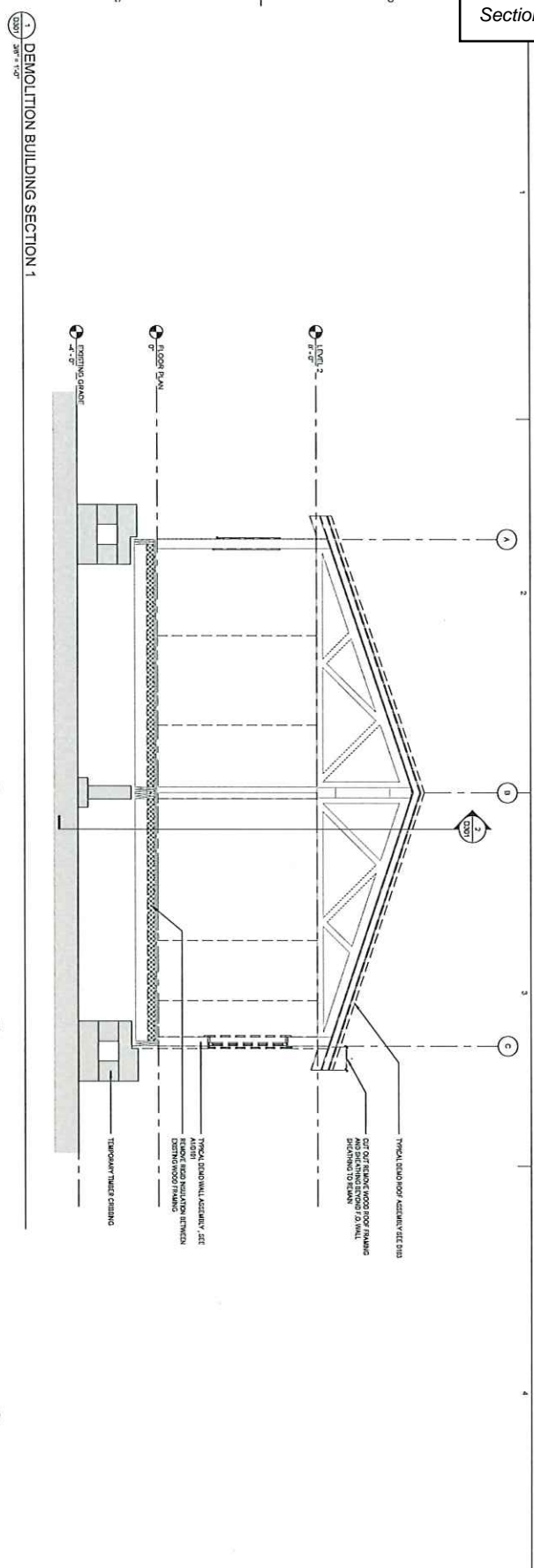
ARCHITECTS  
 ALASKA

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Sheet No.  
**D201**



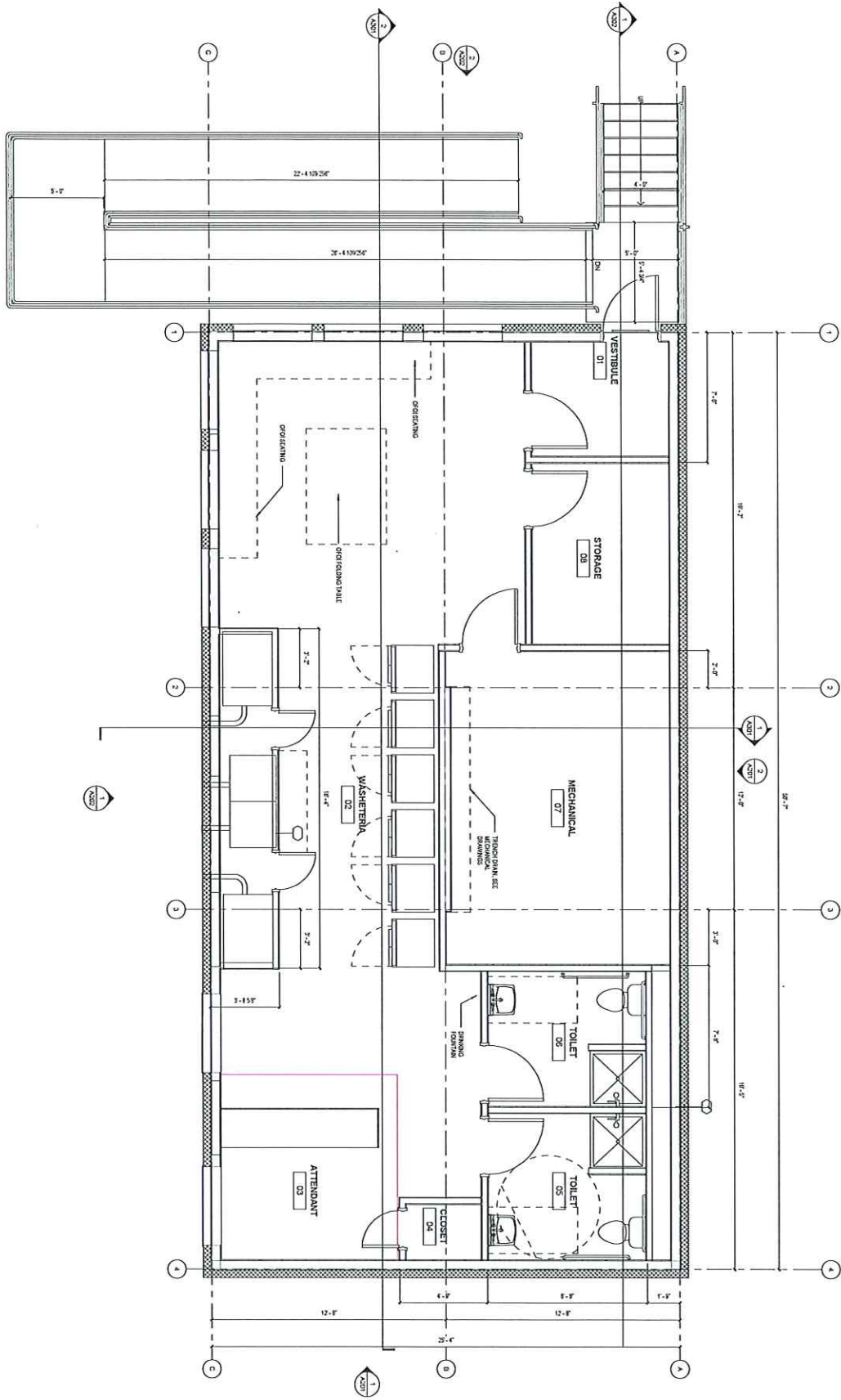
Section X, Item a)



<p>Sheet No. <b>D301</b></p>	<p>CLIENT <b>DOWL KOTZEBUE WASHETERIA</b> STREET ADDR</p>	<p>35% SCHEMATIC DESIGN</p>	<p>ARCHITECTS ALASKA</p> <p>1500 W. 38th Avenue, Suite 403 Anchorage, AK, 99501 191 E. Dimond Avenue, Suite 403 Wasilla, AK, 99584 907.273.2900 www.architecturalak.com</p>												
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Drawn By	Date	Checked	Date												
SP, SAE	01/15/24	DCL, DML	02/06/24												

Section X, Item a)

FLOOR PLAN b



Sheet No.  
**A101**

Client  
**DOWL KOTZEBUE  
WASHETERIA  
STREET ADDR**

Revisions	
No.	Description

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DESIGN

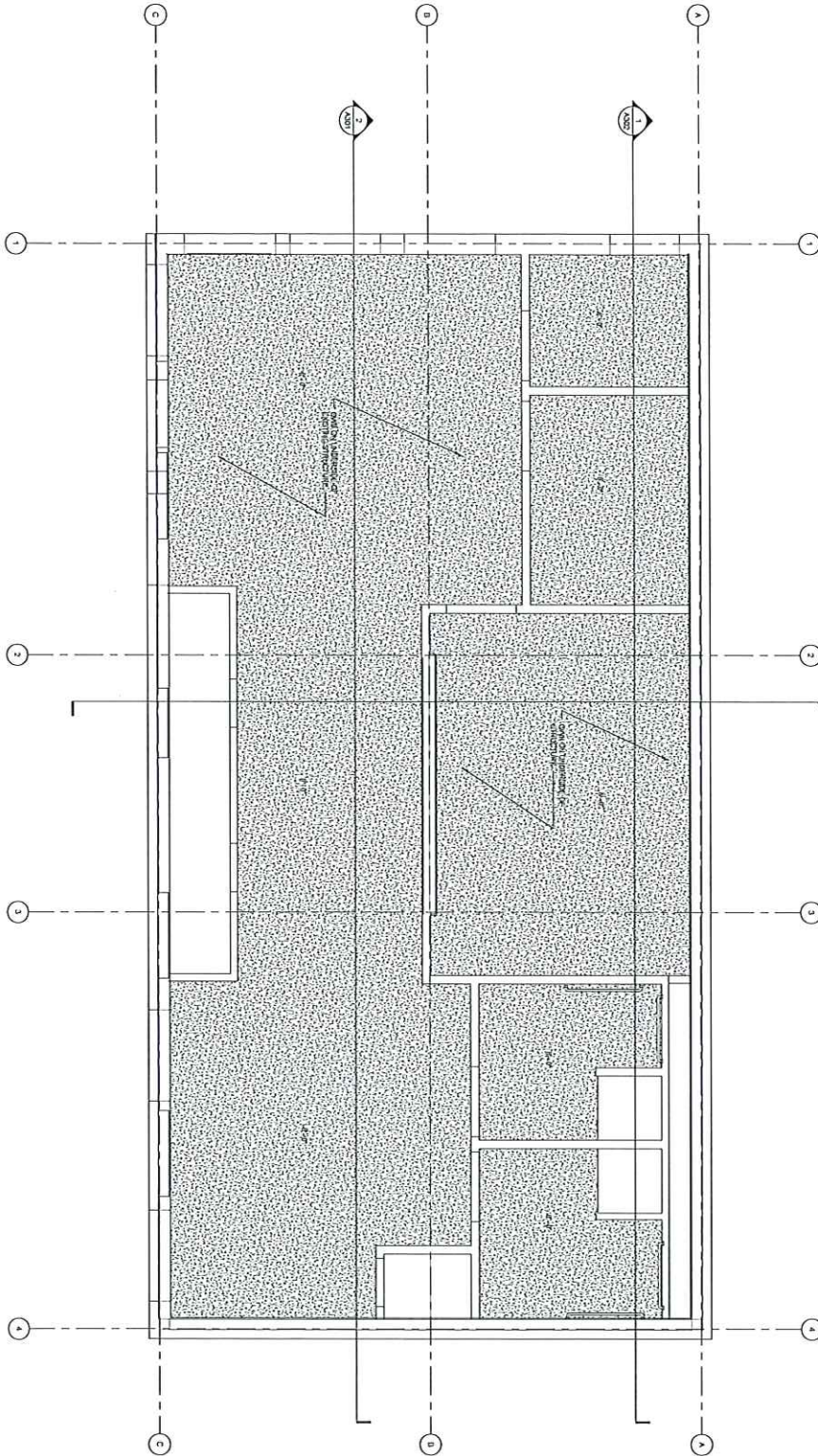
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Section X, Item a)

FLOOR PLAN



**REFLECTED CEILING PLAN LEGEND**

OPTIMAL BOARD CEILING

Sheet No.  
**A102**

Sheet Comments  
KOTZEBUE WASHETERIA

Drawn by	SP, SLD	Date	05/15/24
Checked	JAN, M.	Job No.	23025
Proj. DWN			

REVISIONS	
No.	Description

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**DOWL KOTZEBUE WASHETERIA**  
STREET ADDR

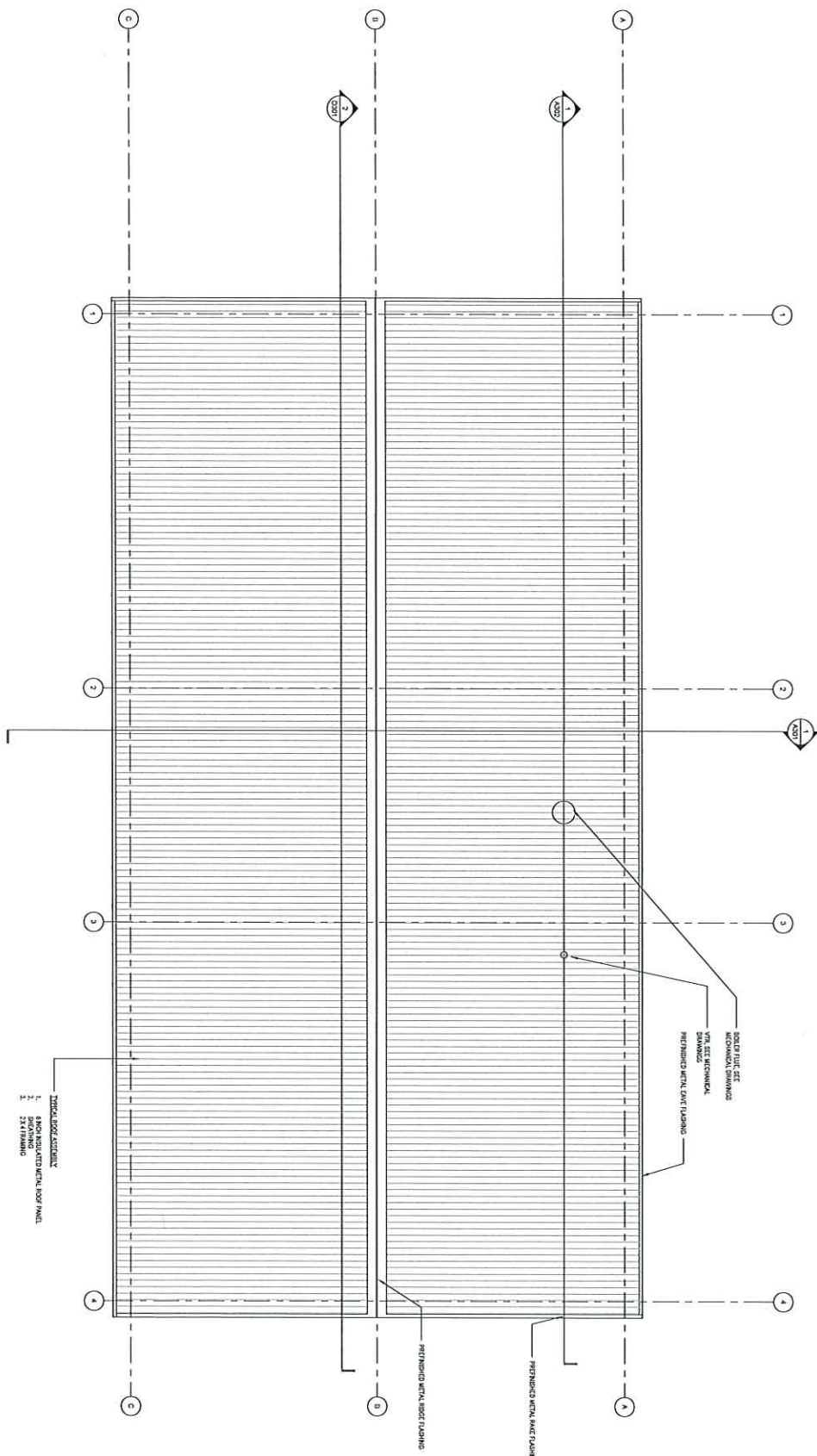
35%  
SCHEMATIC  
DESIGN



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Phone: 907.273.2527  
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Section X, Item a)

1 ROOF PLAN  
A103 SHEET "1" OF "1"



Sheet No.  
**A103**

Sheet Contents  
ROOF PLAN

Revisions	No.	Description	Date

Project No.	91-2-041	Date	03-15-24
Drawn By	PAK, OJM	Scale	AS SHOWN
Checked By			

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**DOWL KOTZEBUE  
 WASHETERIA**  
 STREET ADDR

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DESIGN

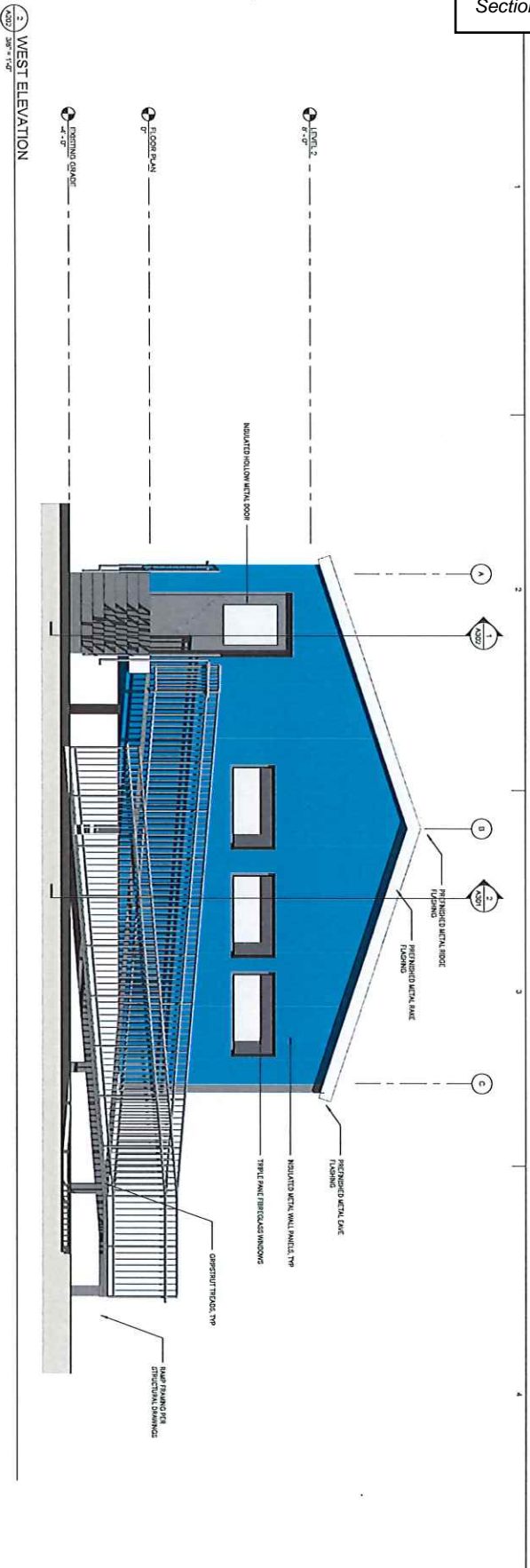
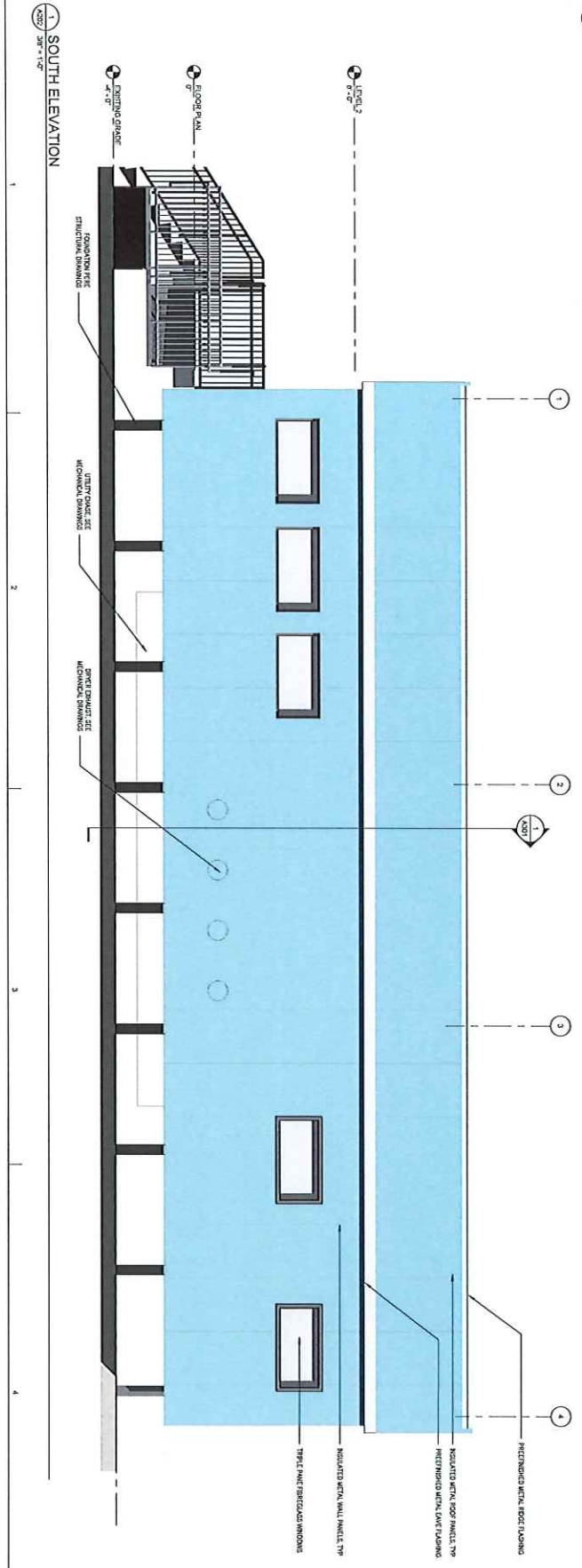
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Section X, Item a)



Sheet No.  
**A202**

Revisions	
No.	Description

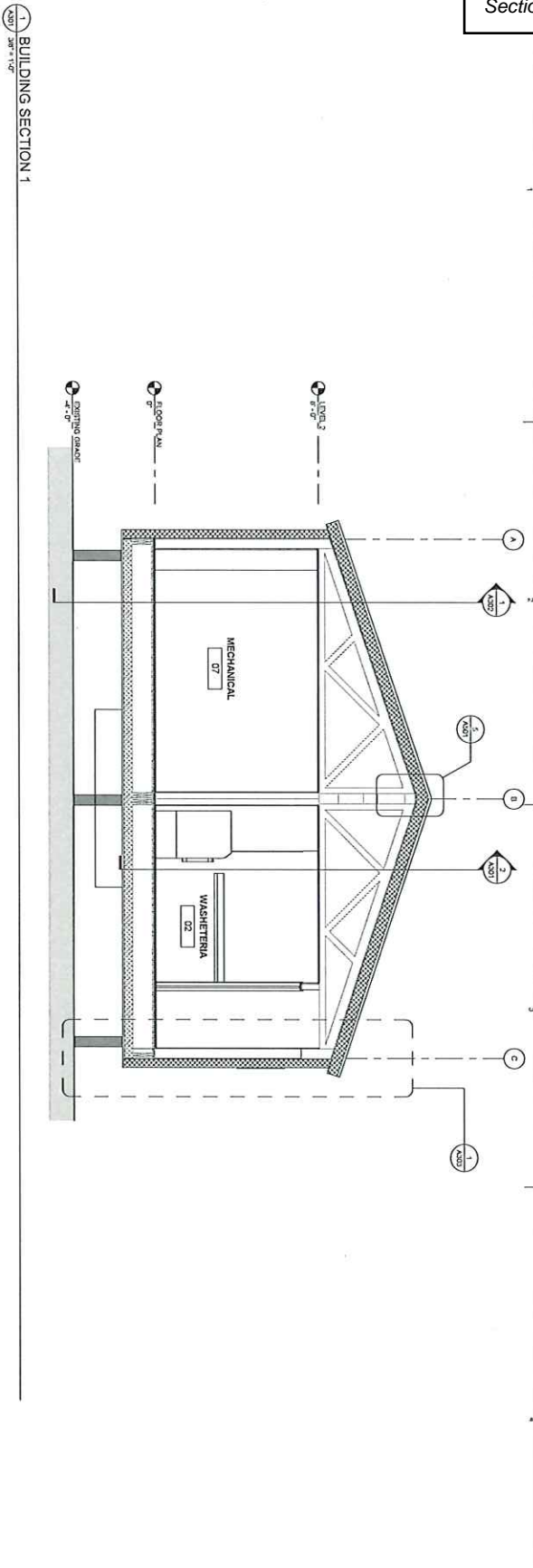
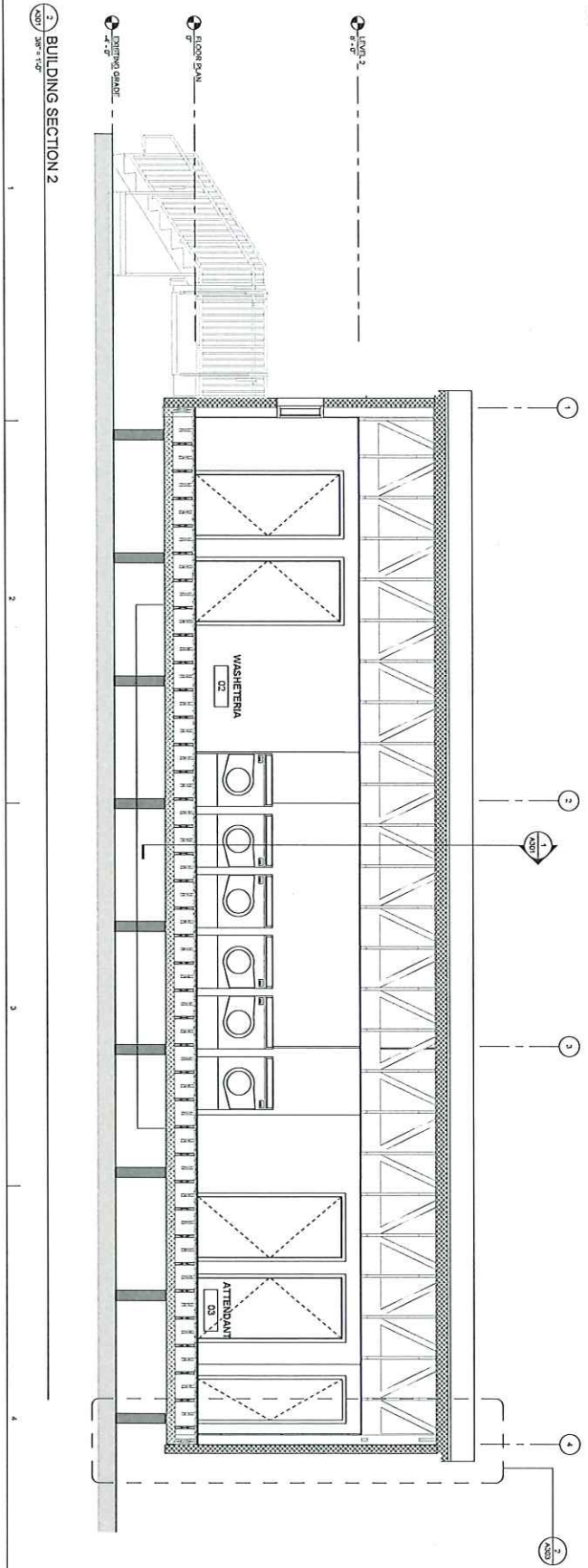
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**DOWL KOTZEBUE  
WASHETERIA**  
STREET ADDR

35%  
SCHEMATIC  
DESIGN

ARCHITECTS  
ALASKA

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Section X, Item a)



Revisions	
No.	Description

Drawn by	SP:SAJ	Date	02/15/24
Checked	DAK:DAK	Job No.	230241
Scale	1/8" = 1'-0"	Client	DOWL

Sheet Contents  
BUILDING SECTIONS

CLIENT  
**DOWL KOTZEBUE  
WASHERTERIA**  
STREET ADDRESS

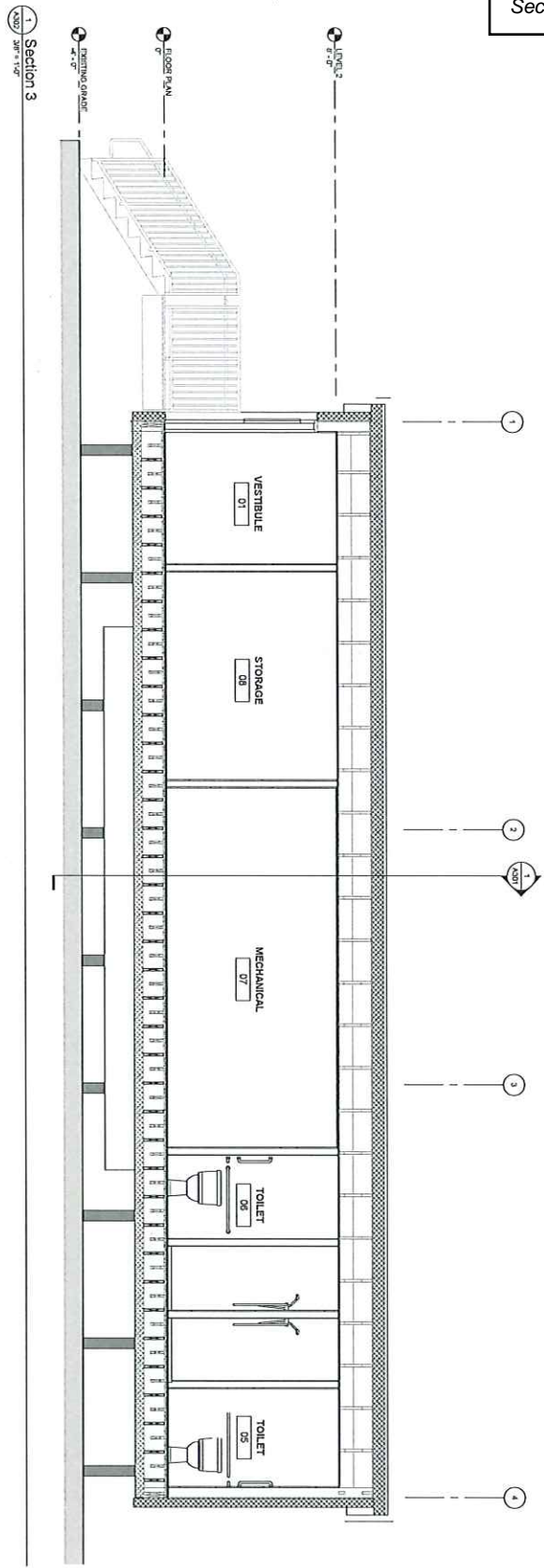
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**SCHEMATIC  
DESIGN**

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907.572.4422  
191 E. Shipman Avenue, Suite 403  
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Sheet No.  
**A301**

Section X, Item a)



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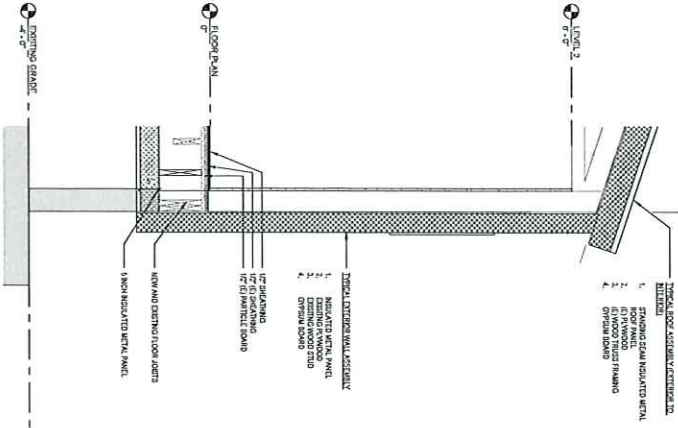
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No.	Description

Drawn by gfr, SLD	Date 03-15-24
Checked by DAC, DAW	Job No. 23026.01

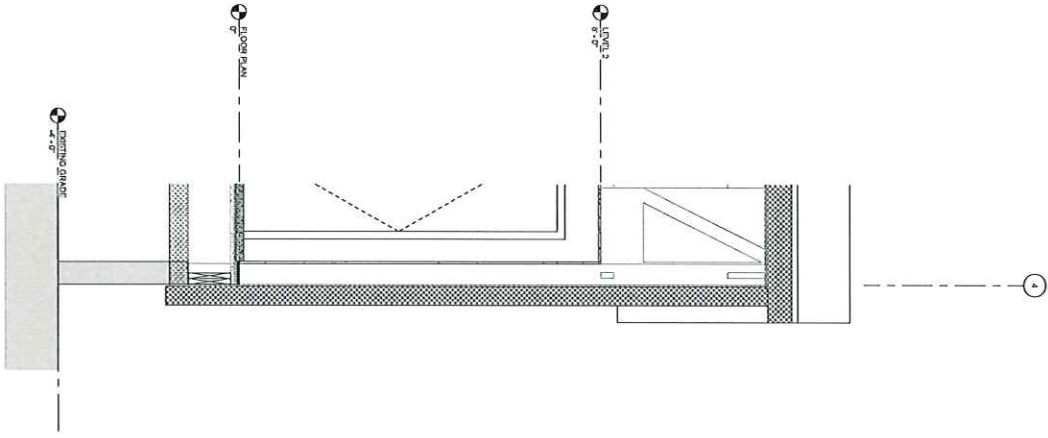
Sheet Contents  
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Section X, Item a)

1 BUILDING SECTION 1 - Callout 3  
3/8" = 1'-0"



2 BUILDING SECTION 2 - Callout 2  
3/8" = 1'-0"



Sheet No.  
**A303**

Sheet Contents  
WALL SECTIONS

Drawn by	Date
SP	05/15/24

Revisions	No.	Description	Date

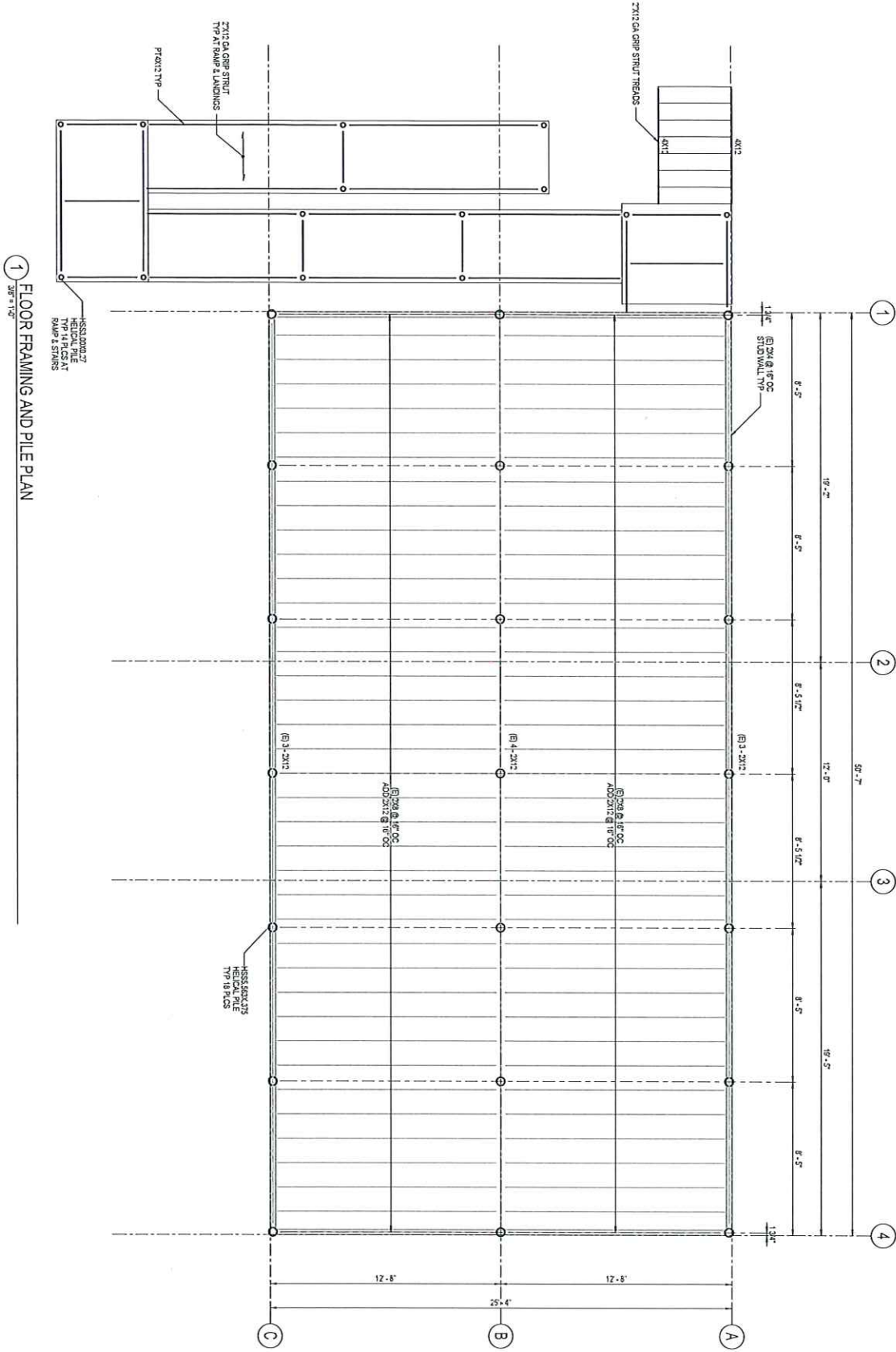
CLIENT  
**DOWL KOTZEBUE  
WASHETERIA**  
STREET ADDRESS

35%  
SCHEMATIC  
DESIGN

ARCHITECTS  
ALASKA

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Section X, Item a)



1 FLOOR FRAMING AND PILE PLAN  
1/8" = 1'-0"

DOWEL KOTZEBUE WASHETERIA

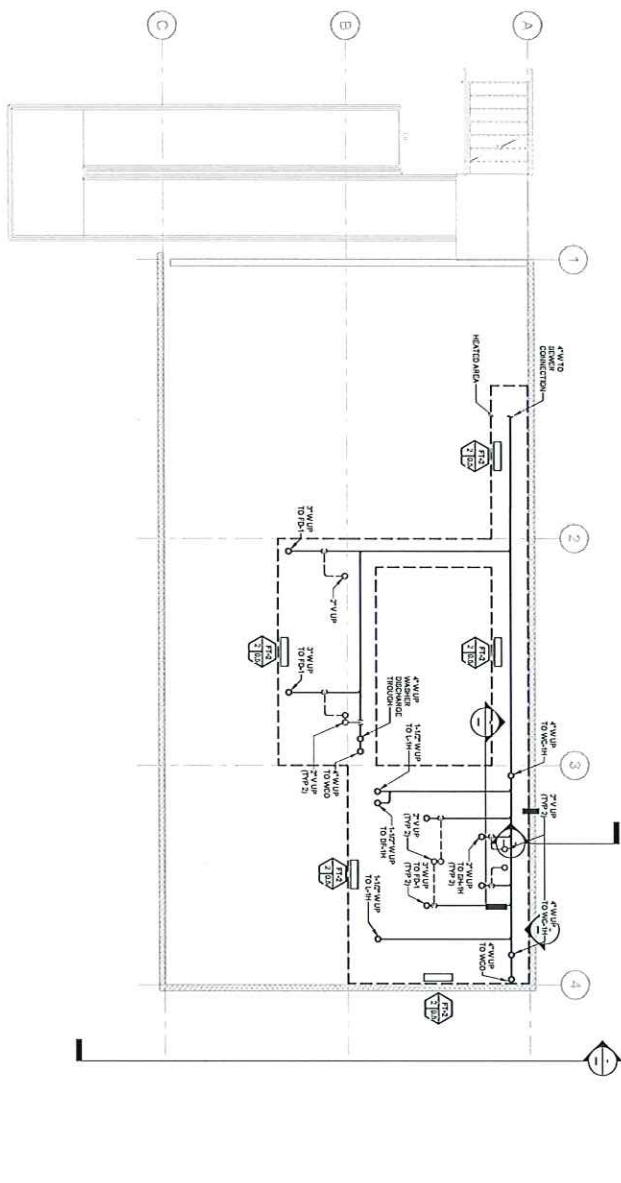
<p>ARCHITECTS ALASKA</p> <p>900 W. 2nd Avenue, Suite 403 Anchorage, AK, 99501 507.272.2500 191 E. Warden Ave. 99504 507.272.1500 www.architectsalaska.com</p>	<p><b>BBFM</b> Builders Inc.</p> <p>10000 Old Steese Ave., Ste. 200 Anchorage, AK 99504 507.272.1500 www.bbfmbuilders.com</p>	<p>Sheet No. <b>S101</b></p>	<table border="1"> <thead> <tr> <th colspan="3">Revisions</th> </tr> <tr> <th>No.</th> <th>Description</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Revisions			No.	Description	Date										<table border="1"> <tr> <td>Drawn by RJD</td> <td>Date 1/22/2024</td> </tr> <tr> <td>Checked TJF</td> <td>Job No. 222066</td> </tr> </table> <p>Sheet Contents FLOOR FRAMING AND PILE PLAN</p>	Drawn by RJD	Date 1/22/2024	Checked TJF	Job No. 222066
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No.	Description	Date																					
Drawn by RJD	Date 1/22/2024																						
Checked TJF	Job No. 222066																						







1 UNDERFLOOR PLAN  
 1/2023  
 SCALE: 1/4" = 1'-0"



**GENERAL NOTES**  
 1. ORIGINAL NOTE  
 2. ORIGINAL NOTE  
 3. ORIGINAL NOTE

**SHEET NOTES**  
 1. SHEET NOTE  
 2. SHEET NOTE  
 3. SHEET NOTE

Sheet No.  
**M200**

Client Name  
 UNDERFLOOR PLAN

Revisions	No.	Description	Date

CLIENT  
**DOWL KOTZEBUE  
 WASHETERIA**  
 STREET ADDRESS

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**SCHEMATIC  
 DESIGN**

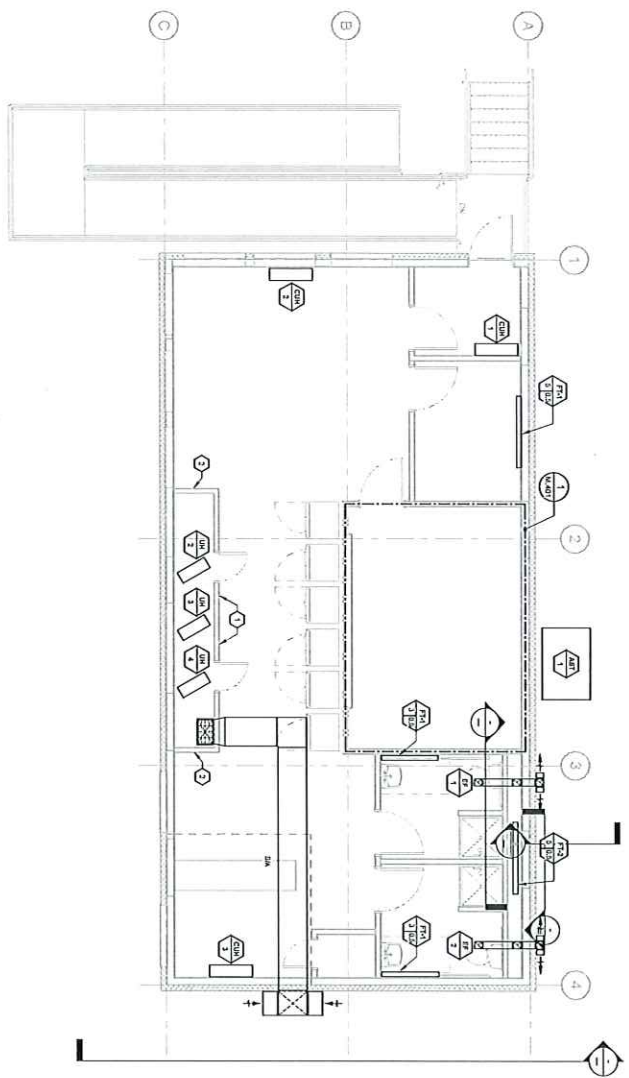


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 York, PA 17403  
 717.765.1234  
 www.ane-engineers.com





1 FLOOR PLAN - HVAC  
 DWG Code: 114 - 1140



**GENERAL NOTES**  
 1. GENERAL NOTE  
 2. GENERAL NOTE

**SHEET NOTES**  
 1. ALL WORK IS TO BE COMPLETED IN ACCORDANCE WITH THE CITY OF WASHINGTON, DISTRICT OF COLUMBIA, DEPARTMENT OF GENERAL SERVICES, STANDARD SPECIFICATIONS FOR CONSTRUCTION, LATEST EDITION.  
 2. ALL WORK IS TO BE COMPLETED IN ACCORDANCE WITH THE CITY OF WASHINGTON, DISTRICT OF COLUMBIA, DEPARTMENT OF GENERAL SERVICES, STANDARD SPECIFICATIONS FOR CONSTRUCTION, LATEST EDITION.  
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Sheet No.  
**M301**

Client Name  
 DOWL KOTZEBUE  
 WASHETERIA

Revisions	No.	Description	Date

CLIENT  
**DOWL KOTZEBUE  
 WASHETERIA**  
 STREET ADDRESS

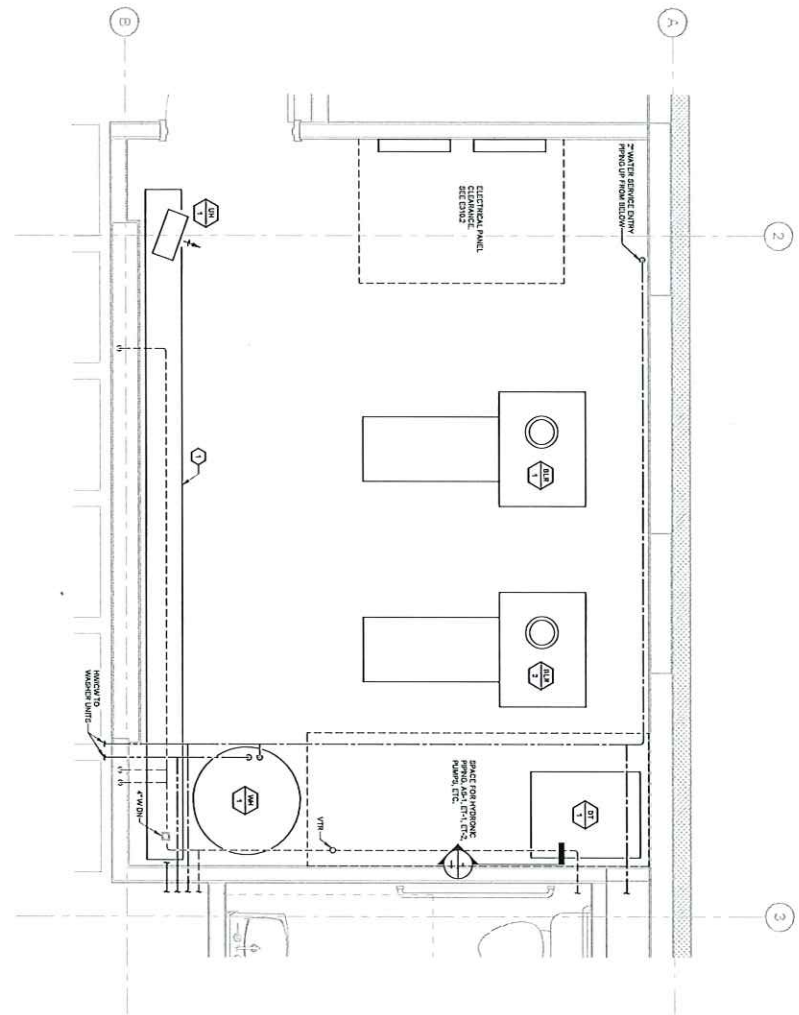
35%  
 SCHEMATIC  
 DESIGN



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 Washington, DC 20047  
 Phone: (202) 778-1140  
 Fax: (202) 778-1141  
 www.ane-engineers.com



1 ENLARGED PLANS AND SECTIONS - MECHANICAL ROOM  
 Scale: 3/8" = 1'-0"

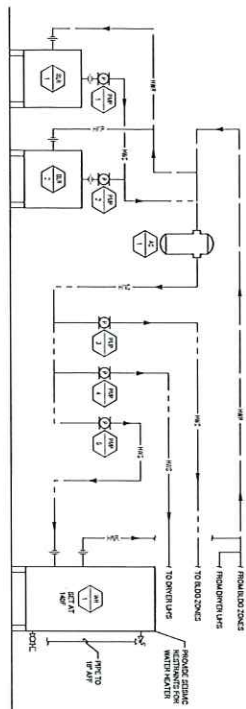


**GENERAL NOTES**  
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 2. REVISION NOTE

**SHEET NOTES**  
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 2. FROM 1st FLOOR

Sheet No.		M401												
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Design		35% SCHEMATIC DESIGN												
Engineers		<b>AME</b> <b>ENGINEERS</b> ARCHITECTURAL MECHANICAL ELECTRICAL PLUMBING 11500 MacArthur Blvd., Suite 1000 Dallas, TX 75243 Phone: 972.737.8888 www.ame-engineers.com												
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Checked by		JSH/ML												
Date		2/20/20												

Client Contact:  
 DWIGHT PARRISH AND ASSOCIATES  
 MECHANICAL, ROOM



1 DIAGRAM - HEATING  
SCALE: 0:K

2 DETAIL  
SCALE: NONE

3 DETAIL  
SCALE: NONE

4 DETAIL  
SCALE: NONE

5 DETAIL  
SCALE: NONE

	<b>ANE ENGINEERS</b> <small>REGISTERED ENGINEERS</small> <small>REGISTERED ARCHITECTS</small> <small>REGISTERED ELECTRICAL ENGINEERS</small> <small>REGISTERED MECHANICAL ENGINEERS</small> <small>REGISTERED CIVIL ENGINEERS</small> <small>REGISTERED CHEMICAL ENGINEERS</small> <small>REGISTERED AGRICULTURAL ENGINEERS</small> <small>REGISTERED METALLURGICAL ENGINEERS</small> <small>REGISTERED INDUSTRIAL ENGINEERS</small> <small>REGISTERED ENVIRONMENTAL ENGINEERS</small> <small>REGISTERED MARINE ENGINEERS</small> <small>REGISTERED AERONAUTICAL ENGINEERS</small> <small>REGISTERED AEROSPACE ENGINEERS</small> <small>REGISTERED BIOMEDICAL ENGINEERS</small> <small>REGISTERED BIOMATERIALS ENGINEERS</small> <small>REGISTERED BIOMEDICAL DEVICES ENGINEERS</small> <small>REGISTERED BIOMEDICAL INSTRUMENTATION ENGINEERS</small> <small>REGISTERED BIOMEDICAL MANUFACTURING ENGINEERS</small> <small>REGISTERED BIOMEDICAL RESEARCH ENGINEERS</small> <small>REGISTERED BIOMEDICAL SYSTEMS ENGINEERS</small> <small>REGISTERED BIOMEDICAL TECHNOLOGY ENGINEERS</small> <small>REGISTERED BIOMEDICAL TRAINING ENGINEERS</small> <small>REGISTERED BIOMEDICAL EVALUATION ENGINEERS</small> <small>REGISTERED BIOMEDICAL COMPLIANCE ENGINEERS</small> <small>REGISTERED BIOMEDICAL REGULATION ENGINEERS</small> <small>REGISTERED BIOMEDICAL STANDARDS ENGINEERS</small> <small>REGISTERED BIOMEDICAL QUALITY ENGINEERS</small> <small>REGISTERED BIOMEDICAL SAFETY ENGINEERS</small> <small>REGISTERED BIOMEDICAL SECURITY ENGINEERS</small> <small>REGISTERED BIOMEDICAL ETHICS ENGINEERS</small> <small>REGISTERED BIOMEDICAL LAW ENGINEERS</small> <small>REGISTERED BIOMEDICAL POLICY ENGINEERS</small> <small>REGISTERED BIOMEDICAL ECONOMICS ENGINEERS</small> <small>REGISTERED BIOMEDICAL HISTORY ENGINEERS</small> <small>REGISTERED BIOMEDICAL CULTURE ENGINEERS</small> <small>REGISTERED BIOMEDICAL SOCIETY ENGINEERS</small> <small>REGISTERED BIOMEDICAL COMMUNITY ENGINEERS</small> <small>REGISTERED BIOMEDICAL ENVIRONMENT ENGINEERS</small> <small>REGISTERED BIOMEDICAL CLIMATE ENGINEERS</small> <small>REGISTERED BIOMEDICAL ENERGY ENGINEERS</small> <small>REGISTERED BIOMEDICAL WATER ENGINEERS</small> <small>REGISTERED BIOMEDICAL AIR ENGINEERS</small> <small>REGISTERED BIOMEDICAL SOIL ENGINEERS</small> <small>REGISTERED BIOMEDICAL OCEAN ENGINEERS</small> <small>REGISTERED BIOMEDICAL SPACE ENGINEERS</small> <small>REGISTERED BIOMEDICAL TIME ENGINEERS</small> <small>REGISTERED BIOMEDICAL INFORMATION ENGINEERS</small> <small>REGISTERED BIOMEDICAL COMMUNICATIONS ENGINEERS</small> <small>REGISTERED BIOMEDICAL TRANSPORT ENGINEERS </small>	<b>35% SCHEMATIC DESIGN</b>	<b>CLIENT</b> <b>DOWL KOTZEBUE</b> <b>WASHETERIA</b> <b>STREET ADDRESS</b>	Sheet No. <b>M601</b>														
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Checked by	Job No.																	
Approved by	Scale																	
Sheet Contents DRAWING AND DETAILS - HVAC																		







**1 SITE PLAN - ELECTRICAL**  
 E101 Scale: 1"=50'-0"



**SHEET NOTES**

1. COMPANETS WITH LICENSED ELECTRICAL ASSOCIATION FOR INSTALLATION OF
2. PROVIDE ALL NECESSARY INFORMATION FOR THE ELECTRICAL CONTRACTOR TO
3. PROVIDE ALL NECESSARY INFORMATION FOR THE ELECTRICAL CONTRACTOR TO
4. PROVIDE ALL NECESSARY INFORMATION FOR THE ELECTRICAL CONTRACTOR TO

Sheet No.  
**E101**

Sheet Contents  
SITE PLAN - ELECTRICAL

Revisions		
No.	Description	Date

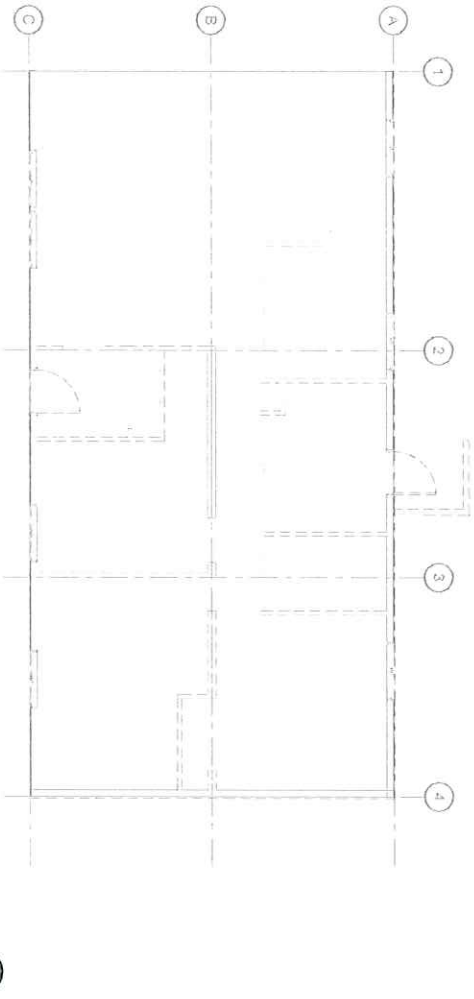
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**DOWL KOTZEBUE**  
**WASHETERIA**  
 STREET ADDRESS

**35% SCHEMATIC DESIGN**

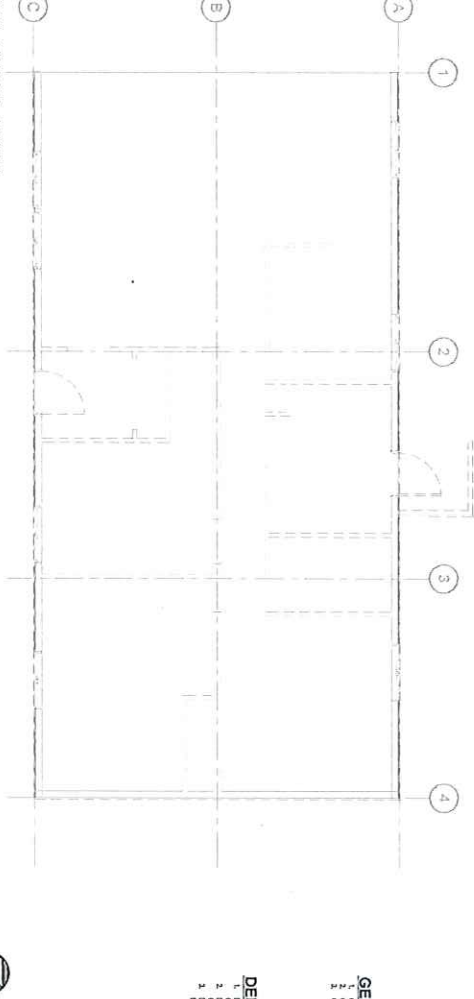


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 907.273.2877  
 151 E. Fairbanks Avenue, Suite 400  
 Anchorage, AK 99501  
 907.273.7850  
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2 DEMOLITION PLAN - POWER & SPECIAL SYSTEMS - LEVEL 1  
 Scale: 1/4" = 1'-0"



1 DEMOLITION PLAN - LIGHTING - LEVEL 1  
 Scale: 1/4" = 1'-0"



**GENERAL NOTES**

1. GENERAL NOTE
2. GENERAL NOTE
3. GENERAL NOTE

**DEMOLITION NOTES** ◆

1. DEMOLISH EXISTING INTERIOR CEILING CONDUIT AND CONDUITS AND CONDUIT TRAYS FROM FLOOR TO CEILING EXCEPT WHERE NOTED.
2. DEMOLISH EXISTING INTERIOR CEILING LIGHT FIXTURES EXCEPT WHERE NOTED.
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9. DEMOLISH EXISTING INTERIOR CEILING LIGHT FIXTURES EXCEPT WHERE NOTED.
10. DEMOLISH EXISTING INTERIOR CEILING LIGHT FIXTURES EXCEPT WHERE NOTED.

Revisions	
No.	Description

Drawn by	DAK
Checked	JAY
Ad	JAY

Client Contact:  
 Floor Plan - Lighting, Power &  
 2024-10-08

Sheet No.  
**E210**

CLIENT  
**DOWL KOTZEBUE  
 WASHETERIA**  
 STREET ADDRESS

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 DESIGN

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 Chicago, IL 60601  
 312.467.1100  
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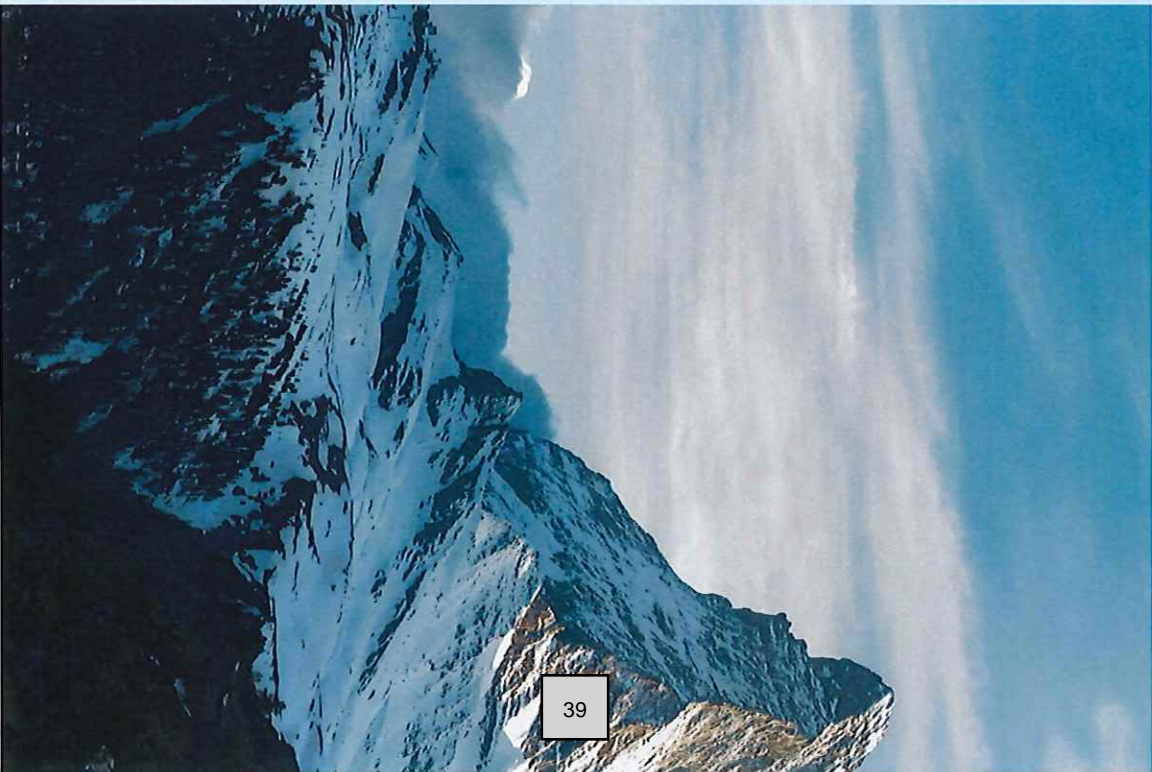


# The Arctic Mayors' Forum

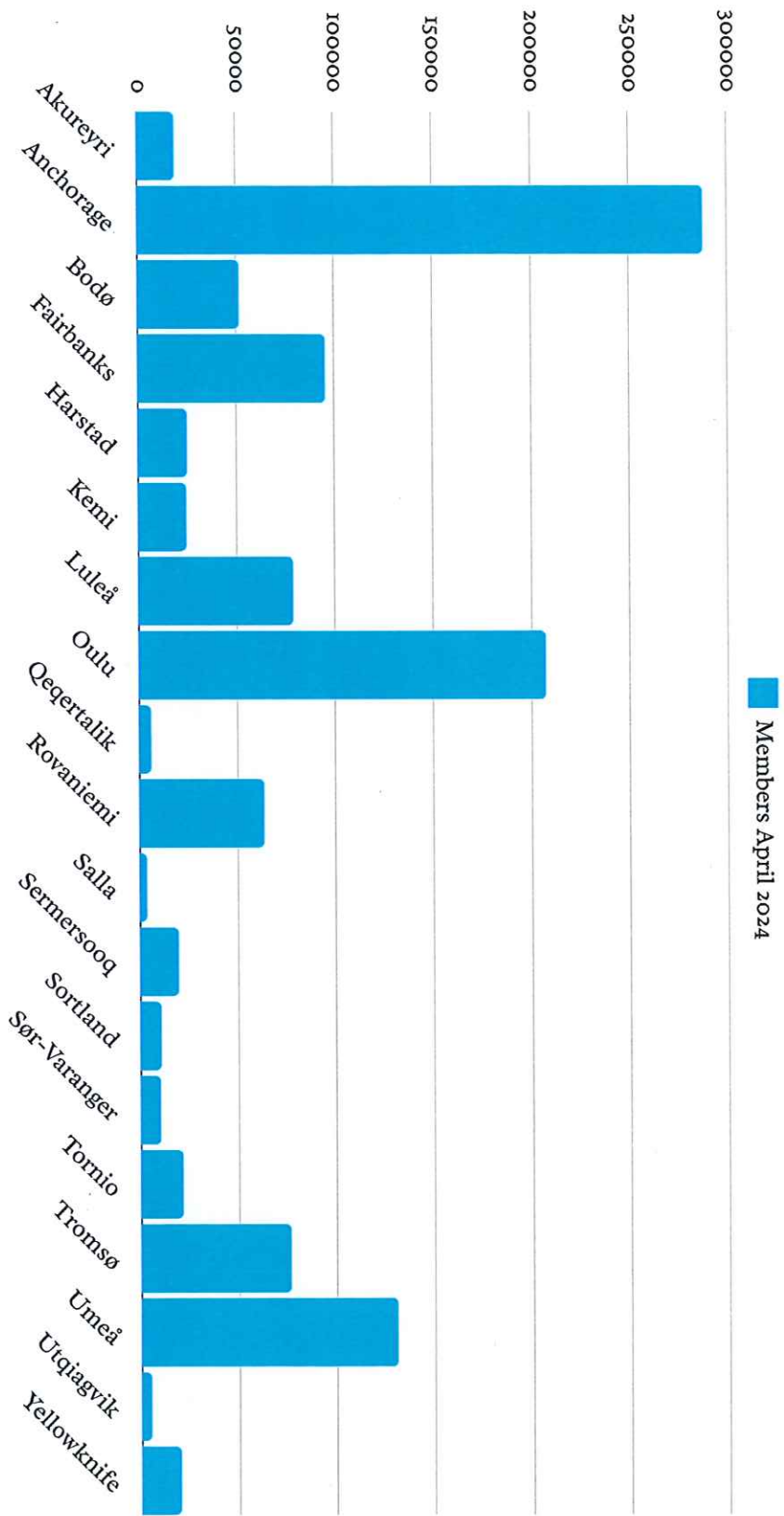


# Introduction

The Arctic Mayors' Forum has proven itself to be a permanent and constructive partner for cross-border cooperation with an obligation to maintain and promote the interests of all inhabitants in the Arctic. AMF is growing and currently has 18 members from seven Arctic states, representing over 1.1 million inhabitants. AMF has experienced great demand and interest from various Arctic stakeholders to contribute experiences and views on issues related to challenges for Arctic cities and communities.



# AMF Members





# what we work on



### Health and Mental Wellbeing

In October of 2023 AMF members met and agreed that the health and wellbeing of our citizens will be our strategic priority for the 2024-2027 period.



### Attractiveness & Retention

As access to the Arctic's natural resources becomes easier, there is an increasing need for skills and talent to meet new demands. We must develop infrastructure and access to services that either don't exist or need improvement.



### Sustainable Development

Arctic communities must be at the table during discussions on sustainable development. Arctic Mayors are dedicated to listening to what Arctic inhabitants say, without pre-judging the outcome.



### Youth

Arctic Mayors feel a special responsibility to the young people who will one day lead us through challenging times defined by climate change and geo-political instability.



### Working With Partners

The Arctic is as diverse as the people that call it home and the Arctic Mayors' Forum works with a variety of stakeholders to cooperate on activities that directly benefit the Peoples and communities of the Arctic.

AMF is a key stakeholder in the Arctic Urban and Regional Cooperation (AURC). AMF members make up the majority of the 15 member cohort. The program was launched in January 2024 and has ongoing activities through 2026.

Arctic Urban and Regional Cooperation

AMF is responsible for implementing a mentorship program with two cohorts, running for 18 months each. The aim is to provide youth with the experiences and tools they need to effectively advocate for policy changes on issues important to the livelihoods of youth in the Arctic and in Europe.

Youth Together for Arctic Futures

# EU Projects

01

Within AMF

AMF provides a unique platform for local leaders to speak across Arctic borders. Together we can collaborate on issues that impact our citizens. Our Secretariat in Tromsø is our hub for facilitating our work.

02

With Arctic Partners

We have a growing network of Arctic partners keen to work with us on topics of common concern. This includes other Arctic organisations, think tanks, foundations, academia, youth organisations, businesses and the EU.

03

Globally

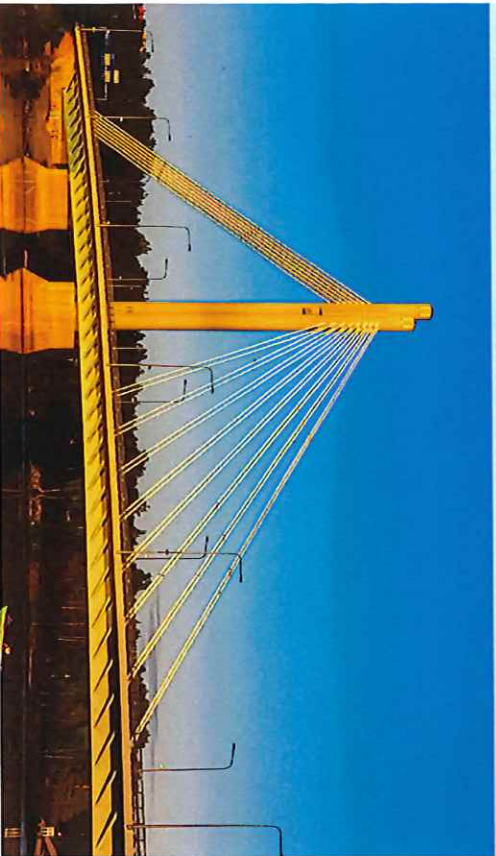
As the Arctic becomes more present in the global conversation, AMF seeks to ensure that local concerns are part of the narrative presented to global partners.

AMF is a success story for Arctic mayors and community leaders. In the short time since AMF has been operational, we have proven to be a valuable political innovation that has formalized international cooperation among local leaders.

cooperation leads to  
community resilience

# Working Together

AMF members share many of the same priority areas and agreed that our cooperation should be rooted in strengthening cross-border cooperation. AMF members remain committed to ensuring that the voices of Arctic citizens, as well as those who choose the Arctic to be their home, are heard.



## Leverage common agendas

Together, members of the AMF can work together to achieve common goals in a period of time defined by the challenges of climate change and geo-political instability.



## Help Identify Issues and Trends

Mayors and community leaders are a “first stop” for identifying emerging trends in the Arctic. Top down: regional, national and international policies impact residents. Bottom up: local leaders see and hear what is impacting residents first.



## Undertake practical actions with big impact

AMF is committed to moving beyond talk and take actions that engage our communities and encourage “made in the Arctic” solutions that build resilience.



## Continued Commitment

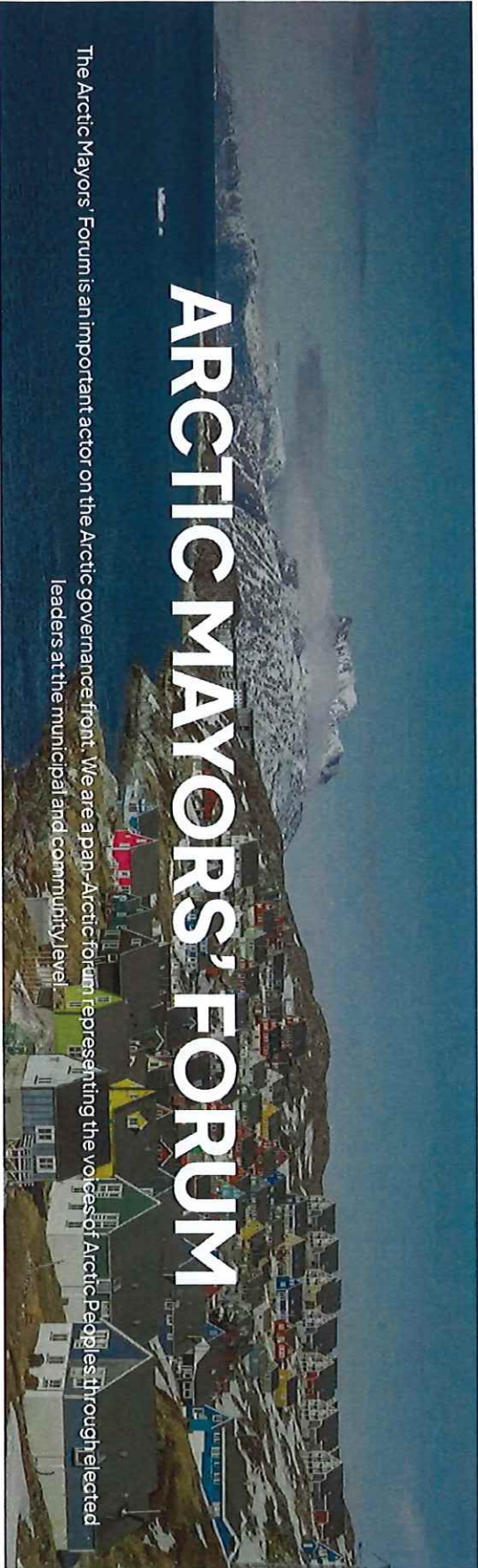
Working across borders at the local and regional level requires leadership and coordination. By working together we can reduce overlap and duplication of work, making the most of limited funding.

# Thank You



ARCTIC MAYORS' FORUM

[About](#) [Members](#) [Our work](#) [News](#) [Contact](#)



ADD LOGO or USE CITY OF KOTZEBUE LETTERHEAD

Arctic Mayors' Forum  
c/o Patti Bruns, Secretary General  
patti@arcticmayors.com

DATE, 2024

Dear Secretary General Bruns and the Arctic Mayors' Forum Executive Committee,

This letter is to serve as a request for the Municipality of Kotzebue to be considered for membership to the Arctic Mayors' Forum.

The Municipality of Kotzebue is ADD KEY DEMOGRAPHICS with NUMBER OF inhabitants. ADD A SENTENCE ABOUT WHAT IS UNIQUE ABOUT KOTZEBUE. INCLUDE HERE ANYTHING PRESSING OR URGENT YOU ARE DEALING WITH and/or what you would like to address in the AMF.

ADD two to three sentences about Kotzebue's social and economic opportunities and perspectives. This might include services offered to residents and what drives the economy.

ADD two to three sentences about arts and culture, inclusion of young people, and Indigenous Peoples in local affairs, sports etc.

Add CLOSING PARA for example (below is a suggestion):

While Kotzebue has much to offer its residents, we share the challenges of many other Arctic communities, increased climate impacts, disjointed or inadequate infrastructure, land use conflicts, housing, and workforce shortages, and more. These are issues that face all municipalities but require different solutions fit for extreme Arctic conditions. Our interest in the Arctic Mayors' Forum is to share our knowledge, to learn from each other and to build our cooperation to safeguard our thriving Arctic communities.

Yours Sincerely,

NAME and SIGNATURE OF MAYOR/ELECTED LEADER



**CITY OF KOTZEBUE  
RESOLUTION NO. 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**

**WHEREAS,** the City of Kotzebue does not have a formal donation policy and has in the past handled each donation request on an *ad hoc* basis; and,

**WHEREAS,** an established, formal donation policy will provide much needed guidance for parties/entities seeking donations from the City.

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Kotzebue hereby adopts the donation policy attached hereto (with any amendments made at the June 20, 2024 RCCM) and directs the Administration to put this Donation Policy in final format and distribute it to any parties/entities seeking donations from the City of Kotzebue.

**PASSED AND APPROVED** by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 20<sup>th</sup> of June, 2024.

**CITY OF KOTZEBUE**

\_\_\_\_\_  
Saima Chase, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
Rosie Hensley, City Clerk

Attachment: Exhibit "A" – Donation Policy [2 pages]

## City of Kotzebue

### City Council Donation Policy

#### Purpose

The City of Kotzebue City Council is committed to supporting local organizations and events that enhance the quality of life for our residents. This policy outlines the procedures and requirements for organizations requesting financial donations from the City of Kotzebue.

#### Annual Budget Allocation

Each year, the City of Kotzebue City Council allocates a specific amount of funds in its budget to donate to local organizations and events. The availability of these funds is subject to the City's annual budget approval process.

#### Eligibility Criteria

To be eligible for a donation, organizations and events must meet the following criteria:

1. **501(c)(3) Status:** The organization must be a registered 501(c)(3) non-profit entity.
2. **Event Accessibility:** The event or program must be open to all residents of Kotzebue.
3. **Donation Request Form:** A completed Donation Request Form must be submitted. This form includes:
  - o The organization's name, address, and contact information
  - o Proof of 501(c)(3) status
  - o A detailed budget for the event or program
  - o A description of the event or program, including how it benefits the community
  - o Any additional supporting documents as requested by the City Council

#### Application Process

1. **Submission:** Organizations must submit the Donation Request Form to the City Clerk's office by the specified deadline. Late or incomplete applications may not be considered.
2. **Review:** The City Council will review all submitted applications. This review will consider the event's alignment with community values, the number of residents likely to benefit, and the organization's demonstrated need for financial support.
3. **Approval:** Donations will be awarded based on available budget and the merit of the application. The City Council reserves the right to approve, partially approve, or deny any request.

#### Budget Limit

**Exhibit A to Resolution 24-36 for June 20, 2024 RCCM**



1. The maximum donation amount per request is \$500 per year. This limit is subject to change based on the direction or allocation determined by the City Council.

**Conditions of Donation**

1. **Use of Funds:** Donated funds must be used specifically for the event or program as described in the application. Any deviation requires prior written approval from the City Council.
2. **Reporting:** Recipients of donations must provide a post-event report detailing the use of funds and the outcomes of the event. This report should include attendance figures, financial expenditures, and any other relevant information.
3. **Recognition:** The City of Kotzebue should be acknowledged as a sponsor in event materials and publicity, where appropriate.

**Non-Compliance**

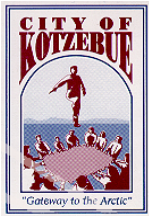
Failure to adhere to the conditions of the donation may result in the organization being required to return the funds and may disqualify the organization from future donations.

**Contact Information**

For questions or more information about the donation policy or application process, please contact the City of Kotzebue by emailing [customerservice@kotzebue.org](mailto:customerservice@kotzebue.org).

---

DRAFT for review by City Council June 20, 2024 RCCM



**CITY OF KOTZEBUE  
RESOLUTION NO. 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.**

**WHEREAS,** ACWS will be purchasing salmon from local fisherman during the 2024 July and August summer commercial fishing season as it has done for the last several years and needs to use City-owned property for its land-based operations and ancillary use of City-owned Tidelands by its local fishermen as has been its practice in past years as set forth in its submittal attached hereto as Exhibit “A” and incorporated by reference herein;

**WHEREAS,** a Temporary Use Permit shall be issued to ACWS and a Tidelands Permit will be issued to ACWS using the basic format for such form with 2023 permits issued to ACWS including, however, the amendment made on July 27, 2023 to the Temporary Use Permit as set forth in Exhibit “A” at Page 11 of 12 attached hereto; and,

**WHEREAS,** the Planning Commission reviewed these requests from ACWS at its June 13, 2024 meeting and recommended that a Temporary Use Permit and Tidelands Permit be issued to ACWS as set forth in Exhibit “B” attached hereto on such terms and conditions as deemed appropriate by the City Council.

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Kotzebue, authorizes the City Manager, or her designee, working with the Planning Director and City Attorney to issue a Temporary Use Permit to ACWS and authorizes the City Manager, or her Designee, working with the Planning Director and City Attorney to issue a Tidelands Use Permit to ACWS for its fish-buying activities for the 2024 commercial fishing season on such appropriate terms and conditions as those permits issued for the 2023 commercial fishing season.

**PASSED AND APPROVED** by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 20<sup>th</sup> day of June, 2024.

**CITY OF KOTZEBUE**

\_\_\_\_\_  
Saima Chase, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
Rosie Hensley, City Clerk

Attachments:           Exhibit "A" – ACWS submittal [12 pages]  
                                  Exhibit "B" – Planning Commission materials [39 pages]



**Arctic Circle  
Wild Seafood**  
KOTZEBUE, ALASKA • PRODUCT OF U.S.A WILD

May 28, 2024

Ms. Tessa Baldwin  
Kotzebue City Manager

Dear Ms. Baldwin:

Please consider Arctic Circle Wild Seafood proposal to utilize tidelands within the city limits of Kotzebue and land use permits on City property. We will be doing business as Arctic Circle Wild Seafood (ACWS) and intend to again purchase salmon from fishermen during the upcoming commercial fishing season in July and August 2024.

ACWS would like to set up our operation using the City of Kotzebue right of way located on the intersection of fourth and sixth street just passed the Tech Center next to KIC's barge landing site as we did last season. In addition, we would like to have access to the City water service next to North tent city and will obtain a water meter so that we pay the appropriate fees for use. We also attached a diagram map showing property description and access area.

All operations will be under the direction of Arctic Circle Wild Seafood personnel with local hire for manpower. We are the only local seafood buying company in Kotzebue, locally owned and operated. Our ADF&G communication is attached from the State of Alaska. Fish and Game in Nome has also been notified of our intent to operate. Your consideration is greatly appreciated.

Cordially,

Michael J. Scott  
Managing Partner  
Arctic Circle Wild Seafood  
P.O. Box 226  
Kotzebue, AK 99752  
(907) 412-1526  
(206) 715-7804

Alaska Business License # 1057080

**Alaska Department of Commerce, Community, and Economic Development**  
Division of Corporations, Business, and Professional Licensing  
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

**ARCTIC CIRCLE WILD SEAFOOD**

P.O. BOX 226, KOTZEBUE, AK 99752

owned by

ARCTIC CIRCLE WILD SEAFOOD LLC

is licensed by the department to conduct business for the period

April 19, 2023 to December 31, 2024  
for the following line(s) of business:

11 - Agriculture, Forestry, Fishing and Hunting



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

Julie Sande  
Commissioner

Alaska Entity #10063444

**State of Alaska**  
**Department of Commerce, Community, and Economic Development**  
**Corporations, Business, and Professional Licensing**

**Certificate of Organization**

The undersigned, as Commissioner of Commerce, Community, and Economic Development of the State of Alaska, hereby certifies that a duly signed and verified filing pursuant to the provisions of Alaska Statutes has been received in this office and has been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Commerce, Community, and Economic Development, and by virtue of the authority vested in me by law, hereby issues this certificate to

**Arctic Circle Wild Seafood LLC**



IN TESTIMONY WHEREOF, I execute the certificate and affix the Great Seal of the State of Alaska effective July 11, 2017.

Chris Hladick  
Commissioner

ARCTIC CIRCLE WILD SEAFOOD  
P.O. BOX 226  
KOTZEBUE, AK 99752



**RE: 2024 Independent Buyer Application Arctic Circle Wild Seafood**

1 message

**Deehan, Rachel C (DFG)** <rachel.deehan@alaska.gov>

Fri, May 10, 2024 at 2:34 PM

To: Michael Scott <kotzebue57@gmail.com>

This is received.

Rachel Deehan  
Seafood Industry Technician  
907-465-6131

**From:** Michael Scott < >  
**Sent:** Friday, May 10, 2024 11:22 AM  
**To:** Deehan, Rachel C (DFG) < >  
**Subject:** 2024 Independent Buyer Application Arctic Circle Wild Seafood

Hi Rachel:

Attached is Arctic Circle Wild Seafood's 2024 Independent Buyer's application to renew our Code Y12088 for Kotzebue salmon fishery.

If you have any questions, please let me know.

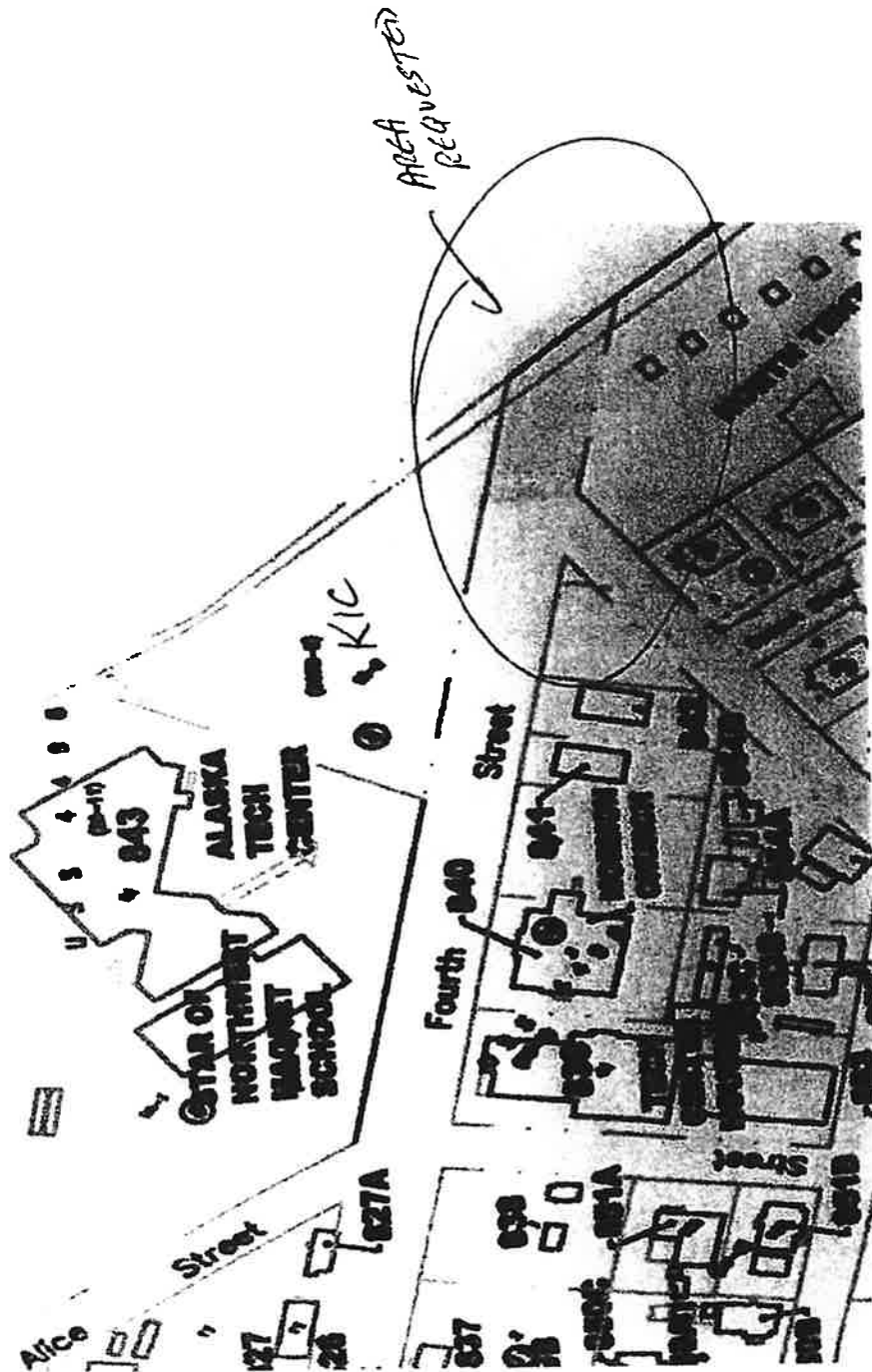
Cordially,

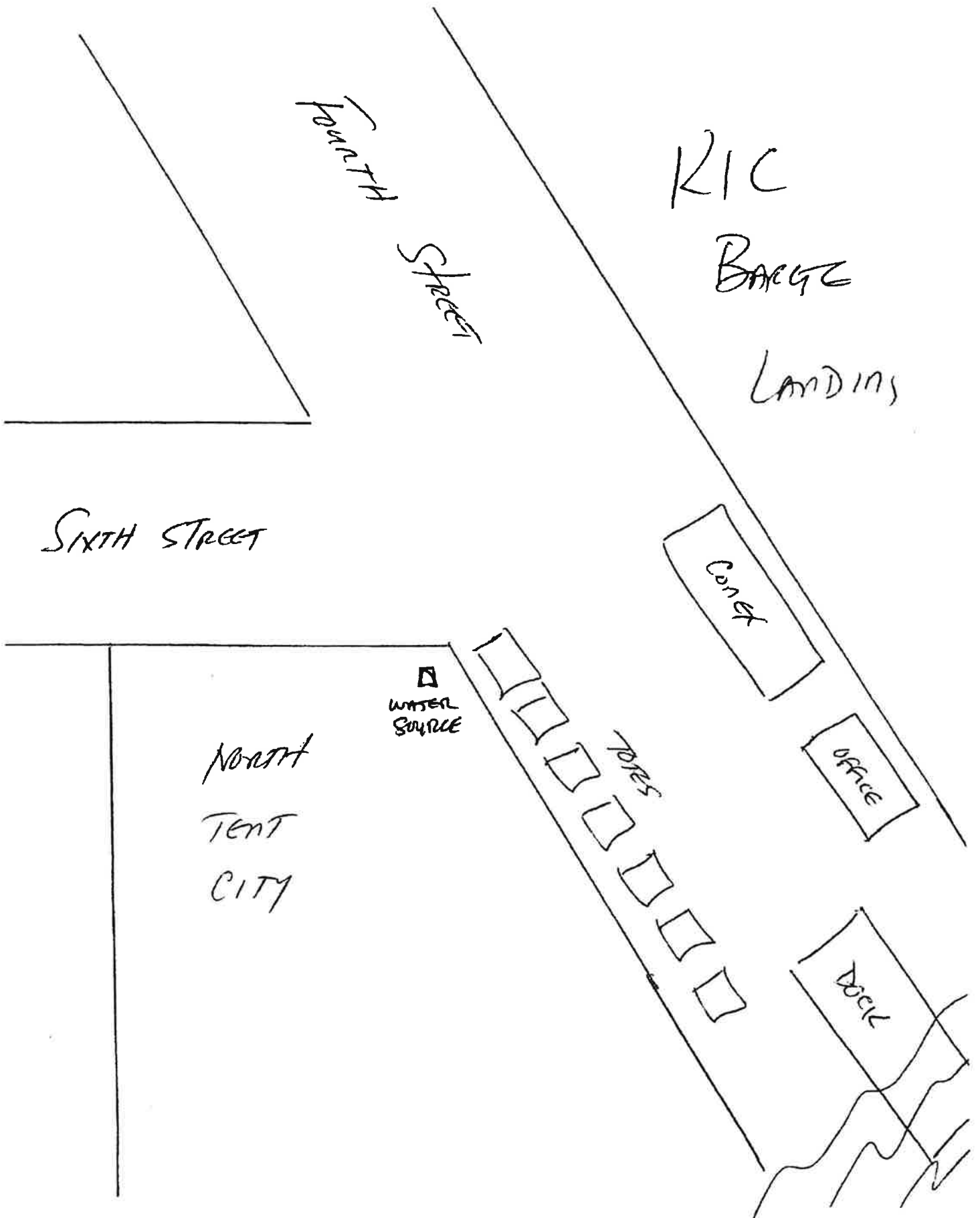
Mike

Michael J. Scott  
Arctic Circle Wild Seafood, LLC  
P.O. Box 226  
Kotzebue, AK 99752  
(907) 412-1526  
(206) 715-7804



ACWS Fish Buying Station





**CITY OF KOTZEBUE  
TEMPORARY USE PERMIT  
FOR ARCTIC CIRCLE WILD SEAFOOD, LLC (“ACWS”)  
PURSUANT TO KMC 3.12.120  
AND  
RESOLUTION NO.**

1. Kotzebue Municipal Code (“KMC”) 3.12.120, Use permits and licenses, provides that *“The city may, by city council resolution, issue use permits or licenses for the use of city land, not to exceed one hundred eighty days. Such use permits or license may or may not be for consideration, but such use permits or permits may be terminated at will by the city. Use permits and licenses may be issued without conforming to the requirements of [KMC Chapter 3.12] for disposal of land, unless otherwise directed by the council.”*

2. Arctic Circle Wild Seafood, LLC has committed and agreed that the use of the City properties identified in this Temporary Use Permit will be operated in such a manner so as to not interfere with any City and public, non-commercial uses in, on or around the properties requested for use, said properties identified in ACWS’s submittal attached hereto as Exhibit “A.”

3. Arctic Circle Wild Seafood, LLC shall indemnify, defend and hold harmless the City, its employees, officials and/or agents from any and all claims, actions, fees, expenses, costs and demands of whatever nature or type caused by, related to or in any way associated with the granting of this Temporary Use Permit, Arctic Circle Wild Seafood, LLC’s use of and/or Arctic Circle Wild Seafood, LLC’s activities on or about the City properties identified herein.

4. Arctic Circle Wild Seafood, LLC at the end of its use of the City’s properties for the ~~2024~~ fishing season shall leave the City’s properties in a safe and properly cleaned condition, restoring them to the condition in which the properties were found at the start of the use permit granted herein.

5. Arctic Circle Wild Seafood, LLC acknowledges and understands that this use permit may be terminated at will by the City pursuant to KMC 3.12.120 and may under no circumstances exceed one hundred and eighty (180) days.

6. Arctic Circle Wild Seafood, LLC shall pay the City \$500.00 as compensation for this Temporary Use Permit. This compensation shall be due within ten (10) days of the execution of this Temporary Use Permit.

7. Arctic Circle Wild Seafood, LLC shall be granted: (1) a non-exclusive, temporary use permit for its fish buying operations during the ~~2024~~ fishing season at/on the following City-owned properties at the northerly end of the City’s Right-of-Way of 4th Street where it intersects 6th Street, as set out in Exhibit “A” attached hereto; (2) the non-exclusive use of the City’s water source spigot located at North Tent City, adjacent to ACWS’s fish buying area, as described in Exhibit “A,” attached hereto, provided that ACWS shall have its water usage metered using a split-type fixture with its usage

**TEMPORARY USE PERMIT – ARCTIC CIRCLE WILD SEAFOOD, LLC**

separately metered and such water usage shall be paid in full by ACWS at the applicable commercial rate, including fees/charges for the installation, monitoring and removal of the City’s water meter, as applicable.

8. Arctic Circle Wild Seafood, LLC warrants that the individual signing below on behalf of Arctic Circle Wild Seafood, LLC has the authority and permission of Arctic Circle Wild Seafood, LLC to sign this Temporary Use Permit and in so doing to bind Arctic Circle Wild Seafood, LLC to the terms of this Temporary Use Permit.

9. This Temporary Use Permit shall be subject to all applicable provisions of Title 29 of the Alaska Statutes and the Kotzebue Municipal Code, and all amendments thereto, judicial determinations thereof and case law thereunder.

10. This written Temporary Use Permit embodies the whole agreement between the City and Arctic Circle Wild Seafood, LLC and there are no inducements, promises, terms, conditions or other obligations that are entered into herein other than those contained herein.

11. Any dispute concerning this Temporary Use Permit shall be resolved by good faith, non-binding mediation between the City and Arctic Circle Wild Seafood, LLC. If such non-binding mediation shall not resolve all disputed matters, the City and Arctic Circle Wild Seafood, LLC agree to submit any unresolved disputes to binding arbitration (with a single arbitrator). This arbitration shall be the sole remedy for any and all disputes arising under this Temporary Use Permit and the decision of the arbitrator shall be the complete, final adjudication of any and all such disputes under this Temporary Use Permit. The site of any such arbitration shall be in Kotzebue, Alaska, at a location agreed upon by the City and Arctic Circle Wild Seafood, LLC.

Any arbitration shall be governed by Alaska’s Revised Uniform Arbitration Act as set forth in A.S. 09.43.300 to A.S. 09.43.595. Damages, if any, awarded by an arbitrator shall be limited to non-tort, contract damages allowed by Alaska law, with full, reasonable fees and costs awarded to the prevailing party by the arbitrator, with the determination of prevailing party status governed by the Alaska Rule of Civil Procedure 82 and the Alaska case law developed under Alaska Rule of Civil Procedure 82.

**[Dated and Signed on Page 3 of 3]**

**TEMPORARY USE PERMIT – ARCTIC CIRCLE WILD SEAFOOD, LLC**

**CITY OF KOTZEBUE**

\_\_\_\_\_  
City Manager

DATED: \_\_\_\_\_

Attachment:

Exhibit "A" – ACWS Submittal

**ARCTIC CIRCLE WILD SEAFOOD, LLC**

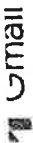
*Michael Smith*  
By: Michael Smith [Print Name]  
Its: Managing Director [Print Title]

DATED: May 28, 2024

**TEMPORARY USE PERMIT – ARCTIC CIRCLE WILD SEAFOOD, LLC**

Page 3 of 3

Thu, Jul 27, 2023 at 6:43 P



**ACWS amended Temporary Use Permit, Paragraph 4, Page 1 of 3**

message

Joe Evans <joe@jwevanslaw.com>  
"kotzebue57@gmail.com" <kotzebue57@gmail.com>, Nate Kotch <kotchservices@gmail.com>, Mike Scott <michael\_scott@comcast.net>

Nate and Mike,

As a 5-0 vote tonight, the City Council approved deleting the present Paragraph 4, Page 1 of 3, in the ACWS Temporary Use Permit and replace it with the following language, effective immediately:

***Due to the proximity of residential units, Arctic Circle Wild Seafood, LLC, shall use its best good faith efforts and best business practices to not conduct its fish buying operations from Midnight to 6:00am Sunday through Saturday from June 30th to August 21st and, shall use its best good faith efforts and best business practices to not conduct its fish buying operations from August 22nd to August 31st 10:00pm to 6:00am Sunday through Saturday once school starts. ACWS shall inform and work with its independent contractor commercial fishermen to effectuate this proviso to the maximum extent possible. In addition, to the maximum extent possible, ACWS shall use its best good faith efforts and best business practices to minimize the disruption caused by FBX pickup and loading of fish containers to transport to the airport outside of the hours noted above. How ACWS handles these requirements in the next six (6) weeks shall determine whether another TUP is issued next year for the 2024 commercial fishing season in Kotzebue and on what terms such a TUP shall be issued next year."***

Joe will prepare a formal, written amendment next week, but this is effective immediately.

Please email, text or call with any questions.

Joe Evans  
360) 908-5508 (cell)

[www.jwevanslaw.com](http://www.jwevanslaw.com)

62

From: Jessica Baldwin <JBaldwin@Kotzebue.org>  
Sent: Thursday, July 27, 2023 9:25 AM  
To: kotchservices@gmail.com michael\_scott@comcast.net; kotzebue57@gmail.com michael\_scott@comcast.net  
Cc: Joe Evans <joe@jwevanslaw.com>  
Subject: Memo for City Council

Good Morning Nate and Mike,

I have attached a document that Joe drafted several conversations we have had in regard to the conversations we had following the special city council meeting.

Please note, that we recommended to the city council to amend the agenda to discuss this document today. The City Council meeting will start at 5:15PM at the city hall chambers. The call in number is 1-800-315-6338, passcode 49401#.

Thank you,

Jessica Baldwin  
City Manager  
City of Kotzebue  
58A Third Avenue  
PO Box 46, Kotzebue, AK 99752  
Work: 907-442-5101  
Cell: 907-412-3571  
Fax: 907-442-3742

Section XI, Item c)



ACWS memo to City Council re noise July 27 2023.pdf

26/1



**KOTZEBUE PLANNING COMMISSION  
RESOLUTION 24-05**

**A RESOLUTION OF THE CITY OF KOTZEBUE PLANNING COMMISSION  
RECOMMENDING TO THE CITY OF KOTZEBUE CITY COUNCIL THE APPROVAL  
OF ARCTIC CIRCLE WILD SEAFOOD LLC ("ACWS") TIDELANDS USE PERMIT FOR  
PURCHASING FISH CAUGHT WITHIN CITY-OWNED TIDELANDS**

**WHEREAS,** the City of Kotzebue ("City") owns surface and submerged Tidelands as delineated in Alaska Department of Natural Resources documents and State Patents "Exhibit B";

**WHEREAS,** Chapter 11.04, "Tideland Regulations," of the Kotzebue Municipal Code governs the use of City Tidelands;

**WHEREAS,** ACWS's operations are not directly located within the bounds of the City Tidelands "Exhibit B", ACWS will still be conducting business with commercial fisherman operating within City Tidelands;

**WHEREAS,** ACWS has submitted a request for a temporary non-exclusive use of City Tidelands to facilitate the purchase of salmon from local fishermen during the 2024 commercial season;

**WHEREAS,** ACWS has fulfilled the conditions precedent outlined in the Tidelands Permit application, including obtaining necessary permits from federal, state, and local governments "Exhibit A";

**WHEREAS,** the requirement for a formal appraisal of the value of non-exclusive use has been waived due to time sensitivity, with ACWS agreeing to negotiate an amount subject to City Council approval;



**Planning Commission  
Resolution 24-05  
June 13, 2024  
Page 2 of 2**

**NOW THEREFORE BE IT RESOLVED:**

- 1. The Tidelands Permit is hereby approved for Arctic Circle Wild Seafood LLC, subject to compliance with all terms and conditions set forth in the permit application and attached agreements (Exhibits A and C).
- 2. ACWS and its agents shall adhere to all federal, state, and local laws, regulations, and permit conditions applicable to activities conducted under this permit.
- 3. ACWS shall maintain the permitted area in a clean, safe condition and comply with spill reporting requirements as specified in the permit conditions.
- 4. This permit shall expire on August 31, 2024, unless extended by mutual, written agreement of the Parties.
- 5. The City Manager or their designee is authorized to execute the Tidelands Permit on behalf of the City of Kotzebue.

**PASSED AND APPROVED** by the Kotzebue Planning Commission on this 13<sup>th</sup> day of June, 2024.

**CITY OF KOTZEBUE  
Planning Commission**  
  
\_\_\_\_\_  
**Ernest Norton, Chairman**

**ATTEST:**  
  
\_\_\_\_\_  
**Sam Camp, Planning Director**



Arctic Circle  
Wild Seafood  
KOTZEBUE, ALASKA • PRODUCT OF U.S.A WILD

May 28, 2024

Ms. Tessa Baldwin  
Kotzebue City Manager

Dear Ms. Baldwin:

Please consider Arctic Circle Wild Seafood proposal to utilize tidelands within the city limits of Kotzebue and land use permits on City property. We will be doing business as Arctic Circle Wild Seafood (ACWS) and intend to again purchase salmon from fishermen during the upcoming commercial fishing season in July and August 2024.

ACWS would like to set up our operation using the City of Kotzebue right of way located on the intersection of fourth and sixth street just passed the Tech Center next to KIC's barge landing site as we did last season. In addition, we would like to have access to the City water service next to North tent city and will obtain a water meter so that we pay the appropriate fees for use. We also attached a diagram map showing property description and access area.

All operations will be under the direction of Arctic Circle Wild Seafood personnel with local hire for manpower. We are the only local seafood buying company in Kotzebue, locally owned and operated. Our ADF&G communication is attached from the State of Alaska. Fish and Game in Nome has also been notified of our intent to operate. Your consideration is greatly appreciated.

Cordially,

Michael J. Scott  
Managing Partner  
Arctic Circle Wild Seafood  
P.O. Box 226  
Kotzebue, AK 99752  
(907) 412-1526  
(206) 715-7804

Alaska Business License # 1057080

**Alaska Department of Commerce, Community, and Economic Development**  
Division of Corporations, Business, and Professional Licensing  
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

**ARCTIC CIRCLE WILD SEAFOOD**

P.O. BOX 226, KOTZEBUE, AK 99752

owned by

ARCTIC CIRCLE WLD SEAFOOD LLC

is licensed by the department to conduct business for the period

April 19, 2023 to December 31, 2024  
for the following line(s) of business:

11 - Agriculture, Forestry, Fishing and Hunting



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Julie Sande  
Commissioner

Alaska Entity #10063444

**State of Alaska**  
**Department of Commerce, Community, and Economic Development**  
**Corporations, Business, and Professional Licensing**

**Certificate of Organization**

The undersigned, as Commissioner of Commerce, Community, and Economic Development of the State of Alaska, hereby certifies that a duly signed and verified filing pursuant to the provisions of Alaska Statutes has been received in this office and has been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Commerce, Community, and Economic Development, and by virtue of the authority vested in me by law, hereby issues this certificate to

**Arctic Circle Wild Seafood LLC**



IN TESTIMONY WHEREOF, I execute the certificate and affix the Great Seal of the State of Alaska effective July 11, 2017.

Chris Hladick  
Commissioner

ARCTIC CIRCLE WILD SEAFOOD  
P.O. BOX 226  
KOTzebue, AK 99752



**RE: 2024 Independent Buyer Application Arctic Circle Wild Seafood**

1 message

**Deehan, Rachel C (DFG)** <rachel.deehan@alaska.gov>

Fri, May 10, 2024 at 2:34 PM

To: Michael Scott <kotzebue57@gmail.com>

This is received.

Rachel Deehan  
Seafood Industry Technician  
907-465-6131

**From:** Michael Scott <kotzebue57@gmail.com>  
**Sent:** Friday, May 10, 2024 11:22 AM  
**To:** Deehan, Rachel C (DFG) <rachel.deehan@alaska.gov>  
**Subject:** 2024 Independent Buyer Application Arctic Circle Wild Seafood

Hi Rachel:

Attached is Arctic Circle Wild Seafood's 2024 Independent Buyer's application to renew our Code Y12088 for Kotzebue salmon fishery.

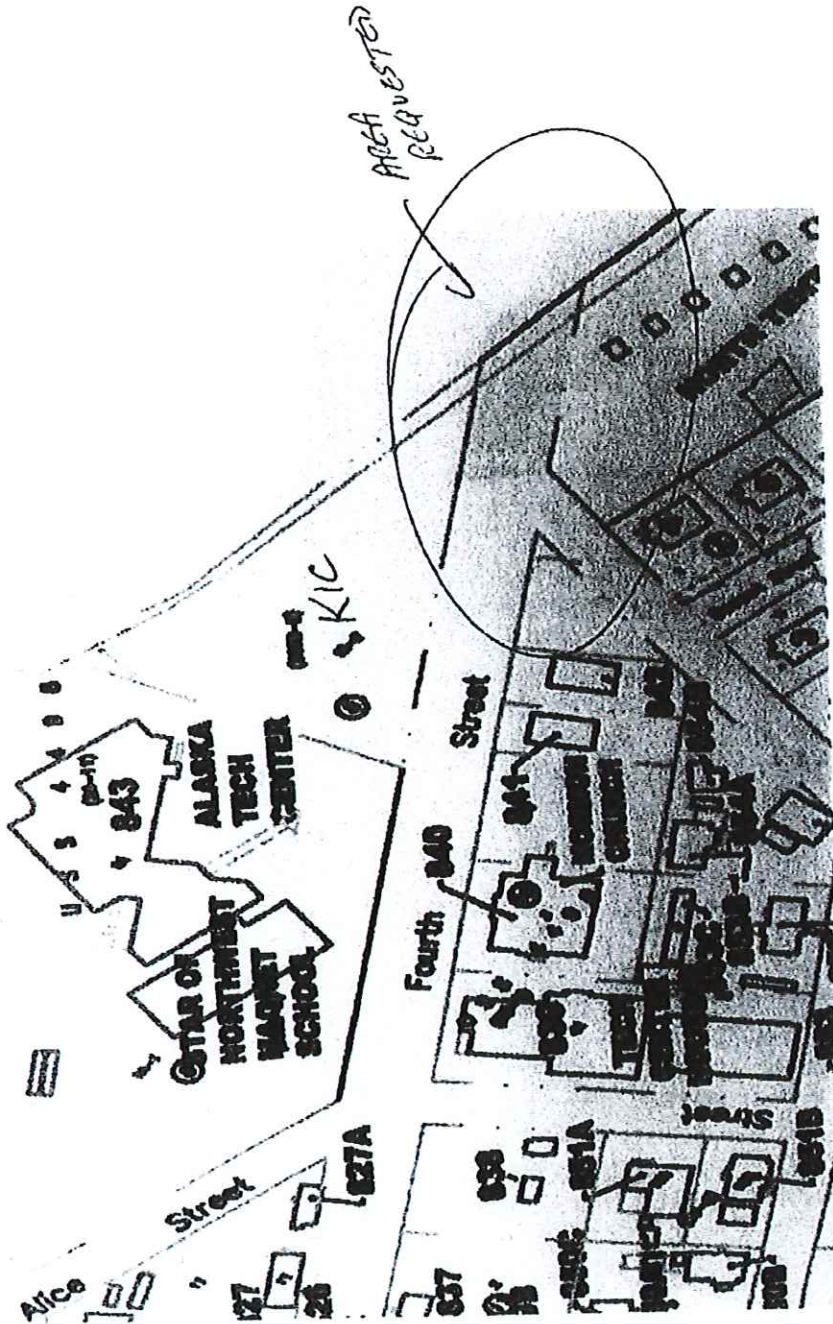
If you have any questions, please let me know.

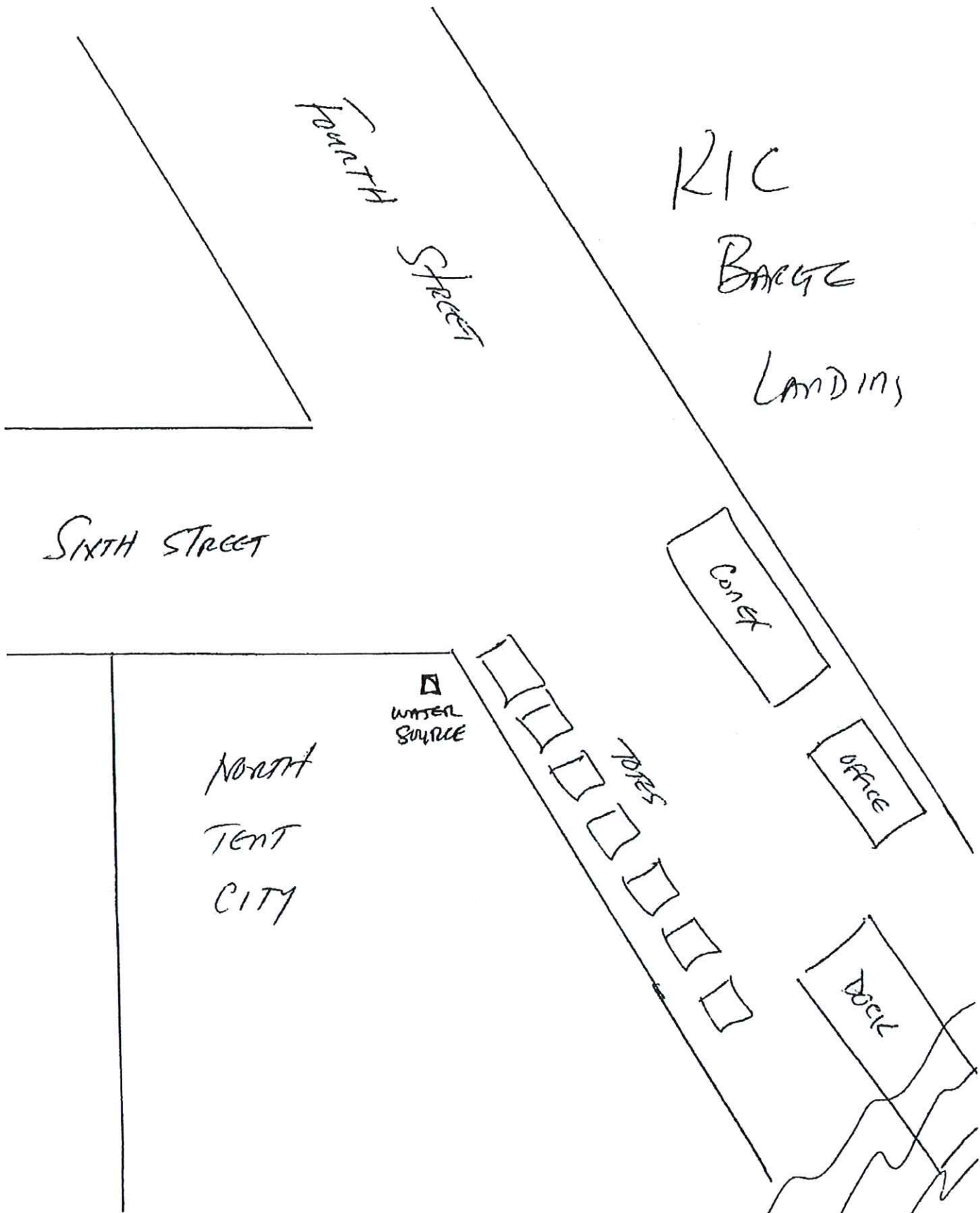
Cordially,

Mike

Michael J. Scott  
Arctic Circle Wild Seafood, LLC  
P.O. Box 226  
Kotzebue, AK 99752  
(907) 412-1526  
(206) 715-7804

ACWS Fish Buying Station







**CITY OF KOTZEBUE  
TEMPORARY USE PERMIT  
FOR ARCTIC CIRCLE WILD SEAFOOD, LLC ("ACWS")  
PURSUANT TO KMC 3.12.120  
AND  
RESOLUTION NO.**

1. Kotzebue Municipal Code ("KMC") 3.12.120, Use permits and licenses, provides that *"The city may, by city council resolution, issue use permits or licenses for the use of city land, not to exceed one hundred eighty days. Such use permits or license may or may not be for consideration, but such use permits or permits may be terminated at will by the city. Use permits and licenses may be issued without conforming to the requirements of [KMC Chapter 3.12] for disposal of land, unless otherwise directed by the council."*

2. Arctic Circle Wild Seafood, LLC has committed and agreed that the use of the City properties identified in this Temporary Use Permit will be operated in such a manner so as to not interfere with any City and public, non-commercial uses in, on or around the properties requested for use, said properties identified in ACWS's submittal attached hereto as Exhibit "A."

3. Arctic Circle Wild Seafood, LLC shall indemnify, defend and hold harmless the City, its employees, officials and/or agents from any and all claims, actions, fees, expenses, costs and demands of whatever nature or type caused by, related to or in any way associated with the granting of this Temporary Use Permit, Arctic Circle Wild Seafood, LLC's use of and/or Arctic Circle Wild Seafood, LLC's activities on or about the City properties identified herein.

4. Arctic Circle Wild Seafood, LLC at the end of its use of the City's properties for the 2024 fishing season shall leave the City's properties in a safe and properly cleaned condition, restoring them to the condition in which the properties were found at the start of the use permit granted herein.

5. Arctic Circle Wild Seafood, LLC acknowledges and understands that this use permit may be terminated at will by the City pursuant to KMC 3.12.120 and may under no circumstances exceed one hundred and eighty (180) days.

6. Arctic Circle Wild Seafood, LLC shall pay the City \$500.00 as compensation for this Temporary Use Permit. This compensation shall be due within ten (10) days of the execution of this Temporary Use Permit.

7. Arctic Circle Wild Seafood, LLC shall be granted: (1) a non-exclusive, temporary use permit for its fish buying operations during the 2024 fishing season at/on the following City-owned properties at the northerly end of the City's Right-of-Way of 4th Street where it intersects 6th Street, as set out in Exhibit "A" attached hereto; (2) the non-exclusive use of the City's water source spigot located at North Tent City, adjacent to ACWS's fish buying area, as described in Exhibit "A," attached hereto, provided that ACWS shall have its water usage metered using a split-type fixture with its usage

**TEMPORARY USE PERMIT – ARCTIC CIRCLE WILD SEAFOOD, LLC**

separately metered and such water usage shall be paid in full by ACWS at the applicable commercial rate, including fees/charges for the installation, monitoring and removal of the City's water meter, as applicable.

8. Arctic Circle Wild Seafood, LLC warrants that the individual signing below on behalf of Arctic Circle Wild Seafood, LLC has the authority and permission of Arctic Circle Wild Seafood, LLC to sign this Temporary Use Permit and in so doing to bind Arctic Circle Wild Seafood, LLC to the terms of this Temporary Use Permit.

9. This Temporary Use Permit shall be subject to all applicable provisions of Title 29 of the Alaska Statutes and the Kotzebue Municipal Code, and all amendments thereto, judicial determinations thereof and case law thereunder.

10. This written Temporary Use Permit embodies the whole agreement between the City and Arctic Circle Wild Seafood, LLC and there are no inducements, promises, terms, conditions or other obligations that are entered into herein other than those contained herein.

11. Any dispute concerning this Temporary Use Permit shall be resolved by good faith, non-binding mediation between the City and Arctic Circle Wild Seafood, LLC. If such non-binding mediation shall not resolve all disputed matters, the City and Arctic Circle Wild Seafood, LLC agree to submit any unresolved disputes to binding arbitration (with a single arbitrator). This arbitration shall be the sole remedy for any and all disputes arising under this Temporary Use Permit and the decision of the arbitrator shall be the complete, final adjudication of any and all such disputes under this Temporary Use Permit. The site of any such arbitration shall be in Kotzebue, Alaska, at a location agreed upon by the City and Arctic Circle Wild Seafood, LLC.

Any arbitration shall be governed by Alaska's Revised Uniform Arbitration Act as set forth in A.S. 09.43.300 to A.S. 09.43.595. Damages, if any, awarded by an arbitrator shall be limited to non-tort, contract damages allowed by Alaska law, with full, reasonable fees and costs awarded to the prevailing party by the arbitrator, with the determination of prevailing party status governed by the Alaska Rule of Civil Procedure 82 and the Alaska case law developed under Alaska Rule of Civil Procedure 82.

**[Dated and Signed on Page 3 of 3]**

**TEMPORARY USE PERMIT – ARCTIC CIRCLE WILD SEAFOOD, LLC**

**CITY OF KOTZEBUE**

\_\_\_\_\_  
City Manager

DATED: \_\_\_\_\_

Attachment:

Exhibit "A" – ACWS Submittal

**ARCTIC CIRCLE WILD SEAFOOD, LLC**

*[Signature]*  
By: Michael J. Smith [Print Name]  
Its: Managing Partner [Print Title]

DATED: May 28, 2024

**TEMPORARY USE PERMIT – ARCTIC CIRCLE WILD SEAFOOD, LLC**

Page 3 of 3



ACWS memo to City Council re noise July 27 2023.pdf  
267K

Exhibit B to Resolution 24-37 for June 20, 2024 RCCM Page 13 of 39

Thu, Jul 27, 2023 at 6:43 P



ACWS amended Temporary Use Permit, Paragraph 4, Page 1 of 3

Message

Joe Evans <joe@jwevanslaw.com> "kotzebue57@gmail.com" <kotzebue57@gmail.com>, Mike Scott <michael\_scott@comcast.net>

late and Miss,

ya 5-0 vote tonight, the City Council approved deleting the present Paragraph 4, Page 1 of 3, in the ACWS Temporary Use Permit and replace it with the following language, effective immediately:

Due to the proximity of residential units, Arctic Circle Wild Seafood, LLC, shall use its best good faith efforts and best business practices to not conduct its fish buying operations from Midnight to 6:00am Sunday through Saturday from June 30th to August 21st and, shall use its best good faith efforts and best business practices to not conduct its fish buying operations from August 22nd to August 31st 10:00pm to 6:00am Sunday through Saturday once school starts. ACWS shall inform and work with its independent contractor commercial fishermen to effectuate this proviso to the maximum extent possible. In addition, to the maximum extent possible, ACWS shall use its best good faith efforts and best business practices to minimize the disruption caused by FBX pickup and loading of fish containers to transport to the airport outside of the hours noted above. How ACWS handles these requirements in the next six (6) weeks shall determine whether another TUP is issued next year for the 2024 commercial fishing season in Kotzebue and on what terms such a TUP shall be issued next year."

will prepare a formal, written amendment next week, but this is effective immediately.

Please email, text or call with any questions.

Joe Evans  
360 | 981-8508 (cell)

[www.jwevanslaw.com](http://www.jwevanslaw.com)

77

Joe Evans <joe@jwevanslaw.com>  
Nate Kotch <kotchservices@gmail.com>, Michael Scott <michael\_scott@comcast.net>, kotzebue57@gmail.com <kotzebue57@gmail.com>  
Subject: Memo for City Council

Good Morning Nate and Mike,

Please find attached a document that Joe drafted several conversations we have had in regard to the conversations we had following the special city council meeting.

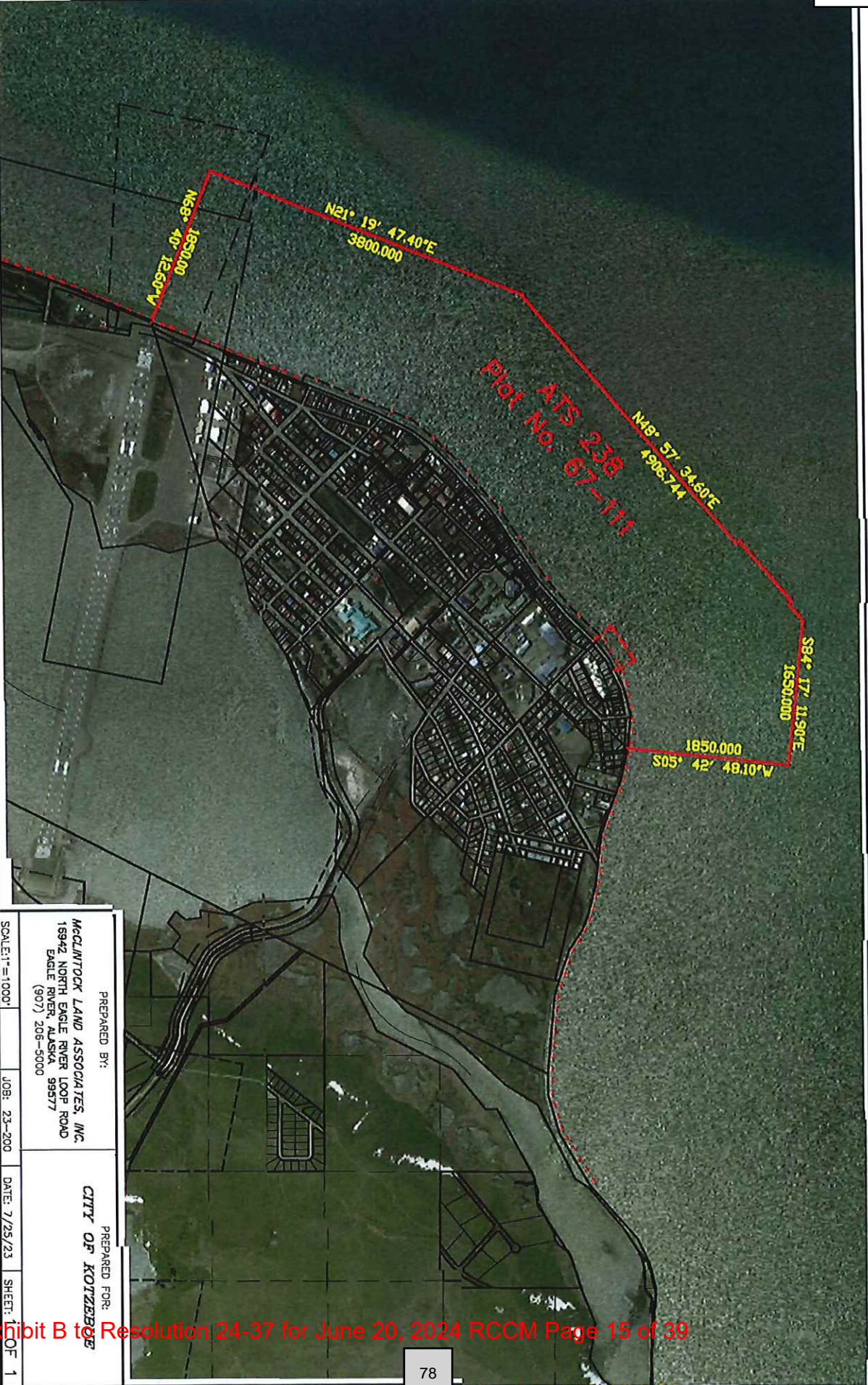
Please note that we recommended to the city council to amend the agenda to discuss this document today. The City Council meeting will start at 5:15PM at the city hall chambers. The call in number is 1-800-315-6338, passcode 49401#.

Thank you!

Debra Baldwin  
City Manager  
City of Kotzebue  
53A Third Avenue  
PO Box 46, Kotzebue, AK 99752  
Work: 907-442-5101  
Cell: 907-412-3571  
Fax: 907-442-3742

Exhibit 24-31 for July 20, 2024 RDCM Page 14 of 39

Exhibit A



PREPARED BY:  
**MCCLINTOCK LAND ASSOCIATES, INC.**  
 15942 NORTH EAGLE RIVER LOOP ROAD  
 EAGLE RIVER, ALASKA 99577  
 (907) 206-5000

PREPARED FOR:  
**CITY OF KOIZEBE**

SCALE: 1" = 1000'  
 JOB: 23-200  
 DATE: 7/25/23  
 SHEET: 1 OF 1

Exhibit B to Resolution 24-37 for June 20, 2024 RCCM Page 15 of 39



**KOTZEBUE PLANNING COMMISSION  
RESOLUTION 24-06**

**A RESOLUTION OF THE CITY OF KOTZEBUE PLANNING COMMISSION  
RECOMMENDING TO THE CITY OF KOTZEBUE CITY COUNCIL THE APPROVAL  
OF ARCTIC CIRCLE WILD SEAFOOD (ACWS) TEMPORARY LAND USE PERMIT  
FOR PURCHASING FISH CAUGHT WITHIN CITY-OWNED TIDELANDS**

**WHEREAS,** the Kotzebue Municipal Code ("KMC") 3.12.120 sets forth regulations to issue temporary use permits for City-Owned lands;

**WHEREAS,** Arctic Circle Wild Seafood, LLC ("ACWS") has applied for a temporary use permit to conduct fish buying operations during the 2024 fishing season on specified City-owned properties as detailed in Exhibit "A";

**WHEREAS,** ACWS has committed to indemnify, defend, and hold harmless the City from any claims or liabilities arising from activities conducted under this Temporary Use Permit;

**WHEREAS,** ACWS has agreed to restore the City's properties to their original condition at the conclusion of the permit term and acknowledges that the permit may be terminated at will by the City;

**WHEREAS,** ACWS has agreed to compensate the City as specified within ten (10) days of permit execution;

**WHEREAS,** ACWS shall be granted a non-exclusive, temporary use permit for its fish buying operations at the specified location, including use of a City water source under metered conditions;

**WHEREAS,** ACWS warrants the authority of its representative to enter into this agreement on behalf of the company;

**WHEREAS,** this Temporary Use Permit is subject to all applicable provisions of Title 29 of the Alaska Statutes and the Kotzebue Municipal Code;

**Resolution 24-06**  
**June 13, 2024**  
**Page 2 of 2**

**NOW THEREFORE BE IT RESOLVED:**

- 1. The Temporary Use Permit for Arctic Circle Wild Seafood, LLC to conduct fish buying operations during the 2024 fishing season on specified City-owned properties, as described in Exhibit "A," is hereby approved.
- 2. ACWS shall adhere to all terms and conditions set forth in the Temporary Use Permit and accompanying documents.
- 3. This permit shall be effective from 06/20/2024 and shall expire no later than one hundred eighty (180) days thereafter, unless terminated earlier or extended by mutual agreement.
- 4. The City Manager or their designee is authorized to execute the Temporary Use Permit on behalf of the City of Kotzebue.

**PASSED AND APPROVED** by the Kotzebue Planning Commission on this 13<sup>th</sup> day of June, 2024.

**CITY OF KOTZEBUE**  
**Planning Commission**



Ernest Norton, Chairman

**ATTEST:**

  
Sam Camp, Planning Director



**3.12.120 Use permits and licenses.**

The city may, by city council resolution, issue use permits or licenses for use of city land, not to exceed one hundred eighty days. Such use permits or licenses may or may not be for consideration, but such use permits or licenses may be terminated at will by the city. Use permits and licenses may be issued without conforming to the requirements of this chapter for disposal of land, unless otherwise directed by the council.

(Ord. 86-5 § 1 (part), 1986).

**City of Kotzebue  
TIDELANDS PERMIT  
Arctic Circle Wild Seafood - Permittee**

The City of Kotzebue owns surface Tidelands and submerged Tidelands pursuant to, *inter alia*, Alaska Department of Natural Resources, Division of Lands, Interagency Land Management Transfer, ADL#19285, dated September 10, 1962, State of Alaska Patent, Tidelands No. 185, dated April 11, 1966, recorded at Book 40, Page 107, Noatak - Kobuk Recording District, Noatak - Kobuk Serial No. 66-219, A.T.S. 238 showing 395.208 acres and Alaska Statutes, Title 38, Public Lands. Copies of A.T.S. 238 and related documents are attached hereto as Exhibit "A" and incorporated herein by reference.

Chapter 11.04, "Tideland Regulations," of the Kotzebue Municipal Code ("KMC"), governs, *inter alia*, the use of, improvement of, rights-of-way, easements and resources reservation over, under and through the City of Kotzebue's Tidelands and KMC Chapter 11.04 is incorporated, in its entirety, herein by reference. This Tidelands Permit is issued pursuant to City of Kotzebue Resolution No. 18-08, dated August 17, 2017, a copy of which is attached hereto as Exhibit "B" and incorporated herein by reference.

**Nature of Request for Temporary Non-Exclusive Use of Tidelands**

Arctic Circle Wild Seafood ("ACWS") will be buying salmon from local fishermen during the oncoming 2024 commercial season, as set forth in Exhibit "C" attached hereto and incorporated herein by reference.

**Conditions Precedent and Promissory Conditions**

As conditions to obtaining this TIDELANDS PERMIT, ACWS warrants and commits as follows:

1. ACWS shall obtain all necessary permits, if any, from the federal government, State of Alaska and local governments required for work in the waters in and around Kotzebue and present copies of said permits to Samuel Camp, Planning Director, City of Kotzebue, before any work is commenced in the Tidelands;
2. KMC 11.04.510, 11.04.630 and 11.04.640, normally would require ACWS to pay for an appraisal by MacSwain & Associates, LLC, Anchorage, Alaska for the value of the non-exclusive use of the City's surface Tidelands and the value so determined would be paid to the City. However, due to the time sensitive nature of this work, the requirement for a formal appraisal is hereby waived and it is agreed that ACWS will negotiate an amount to be paid to the City, subject *vel non* to City Council approval, for the temporary, non-exclusive use of the City of Kotzebue's Tidelands.

**PERMIT TERMS AND CONDITIONS**

1. ACWS and/or its agent(s) warrants and commits that it and/or its agent(s) shall comply with all terms of the contracts/agreements/permits entered into/granted by the federal government, State of Alaska and local governments.
2. ACWS and/or its agent(s) shall comply with any and all applicable local, borough, state and federal laws. Failure to abide by any part of this Permit or violation of any pertinent provisions of the Kotzebue Municipal Code, Northwest Arctic Borough Code, Alaska Statutes, Alaska Administrative Code or federal laws or regulations, will be considered grounds for revocation of this Permit or denial of future permit requests and may result in fines or other penalties. This provision shall apply to all persons working under authority of this Permit.
3. All trash and human waste shall be properly disposed of in accordance with State, Northwest Arctic Borough and City of Kotzebue standards for disposal of refuse, human waste and chemicals.
4. All Permit activities shall utilize measures to minimize noise and nuisance affecting surrounding residential properties, including excessive noise, fumes, odors, glare, smoke, vibration, dust, litter, interference in any telephone, radio or television receivers, and/or significant line voltage fluctuation.
5. Equipment/watercraft used in the performance of the activities covered by this Permit shall not be serviced and fueled within the boundaries of the City's Tidelands. Equipment and vehicles must be monitored, daily, for hydraulic leaks. Equipment and vehicles are to be maintained so as not to cause any fuel spills and/or fluid leaks. Equipment shall not be abandoned.
6. ACWS and/or its agent(s) shall immediately notify the City of any damage to the waters and/or bottom of the City's Tidelands, including, but not limited to, environmental spills of oil or other chemicals.
7. ACWS and/or its agent(s) shall immediately notify the City (at least within 24 hours) of any change in the Permit plans and seek modification of the Permit. ACWS and/or its agent(s) shall suspend uses until approval is given by the Public Works Director. If the proposed action constitutes an emergency, ACWS and/or its agent(s) shall comply with directions from the Planning Director, or his Designee, for such emergency actions and shall make reasonable efforts to conduct modified uses in a manner that avoids or minimizes significant harm to the environment, consistent with the need to protect property and human life.

8. ACWS and/or its agent(s) are subject to all penalties and civil actions for violation of the Permit conditions and stipulations prescribed herein.
9. The Permittee shall allow the City and its representatives access to the permitted areas during the term of this Permit to conduct scheduled or unscheduled inspections or tests to determine compliance with this Permit or respond to emergency situations.
10. This Permit is for City Tidelands only and does not apply to other lands within the Kotzebue Sound not held in City ownership.
11. This Permit is not a property right. It is a temporary non-exclusive, authorization, revocable by the City for cause.
12. ACWS is responsible for obtaining authorizations required by other agencies for the permitted activity.
13. The City's primary contact person for this Permit is the Planning Director, or his Designee. The Planning Director may be contacted at the Public Works Building, at his direct-dial numbers of (907) 442-5203, via fax at (907) 442-2155 and/or via e-mail to [satkinson@kotzebue.org](mailto:satkinson@kotzebue.org).
14. ACWS assumes all responsibility, risk and liability for all activities of Permittee, its employees, agents, invitees, contractor, subcontractors or licensees directly or indirectly conducted in connection with this Permit, including environmental and hazardous substance risks and liabilities, whether accruing during or after the term of this Permit. Permittee shall defend, indemnify and hold harmless the City of Kotzebue, its employees and agents from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatever kind or nature, including all attorney's fees and litigation costs, arising out of , in connection with, or incident to any act or omission by Permittee, its employees, agents, invitees, contractors, subcontractors or licensees, unless the sole proximate cause of the injury or damage is the negligence or willful misconduct of the City or anyone acting on the City's behalf. Within fifteen (15) days, Permittee shall accept any such cause or action or proceeding upon tender by the City. This indemnification shall survive the termination of the Permit.
15. This authorization is subject to all valid existing rights in and to the land under this authorization. The City makes no representations or warranties, whatsoever, either expressed or implied, as to the existence, number or nature of such valid existing rights.
16. Since this is a temporary, non-exclusive use permit for ACWS, the City reserves the right to grant additional authorizations to other third-parties for compatible uses on or adjacent

to the land under this authorization. However, any other users on or adjacent to the area of Tidelands being used by ACWS, shall not interfere with ACWS's salmon-buying activities with local fishermen during the **2024** commercial fishing season.

17. The area used for this Permit shall be left in a clean, safe condition acceptable to the Planning Director. The area shall be restored to a condition acceptable to the Planning Director.
18. This authorization is revocable immediately upon violation of any of its terms, conditions, stipulations, nonpayment of fees or upon failure to comply with any other applicable laws, statutes and regulations (federal, state and local).
19. To proceed in areas other than in the City Tideland Area, ACWS must have prior authorization from the Planning Director and may request this authorization as an amendment to this Permit.
20. All operations must be conducted in a manner that will ensure minimum conflict with other users of the area. There shall be no interference with free public use of City lands and waters. Public access may not be restricted without prior approval of the Planning Director.
21. The area subject to this Permit shall be maintained in a neat, clean and safe condition, free of any solid waste, debris or litter.
22. The use authorized by this Permit shall be limited to the City-owned tidelands. ACWS is responsible for accurately siting operations within this area. Any proposed activity outside the City-owned tidelands may require approval of other local, state and/or federal entities which shall be the sole responsibility of ACWS.
23. Secondary containment shall be provided for fuel or hazardous substances, as follows:
  - a. Container marking. All independent fuel and hazardous substance containers shall be marked with the contents and ACWS's name using paint or a permanent label.
  - b. Fuel or hazardous substance transfers. Secondary containment or a surface liner must be placed under all container or vehicle fuel tank inlet and outlet points, hose connections, and hose ends during fuel or hazardous substance transfers. Appropriate spill response equipment must be on hand during any transfer or handling of fuel or hazardous substances to respond to a spill of up to five (5) gallons. Trained personnel shall attend transfer operations at all times. Equipment refueling shall not occur within 100 feet of open bodies of water.

- c. Storing containers within 100 feet of bodies of water. Containers with a total capacity larger than 55 gallons that contain fuel or hazardous substances shall not be stored within 100 feet of a body of water.
- d. Exceptions. The Planning Director may, under unique or special circumstances, grant exceptions to this stipulation on a case-by-case basis. Requests for exceptions should be made to the Planning Director.
- e. Definitions.

"Containers" means any item that is used to hold fuel or hazardous substances. This includes tanks, drums, double-walled tanks, portable testing facilities, fuel tanks on small equipment such as light plants and generators, flow test holding tanks, slop oil tanks, bladders and bags. Manifolder tanks or any tanks in a series must be considered as single, independent containers. Vehicles, including mobile seismic tanks, are not intended to be included under this definition.

"Hazardous substances" are defined under A.S. 46.03.826(5) as: (a) an element or compound which, when it enters the atmosphere, water, or land, presents an imminent and substantial danger to the public health or welfare, including fish, animals, or vegetation; (b) oil; or (c) a substance defined as a hazardous substance under 42 U.S.C. 9601(14)

"Secondary containment" means an impermeable, diked area or portable, impermeable, containment structure capable of containing 110 percent of the volume of the largest independent container. Double-walled tanks do not qualify as secondary containment unless an exception is granted for a particular tank.

"Surface liner" means any safe, non-permeable container (e.g., drip pans, fold-a-tanks, etc.) designed to catch and hold fluids for the purpose of preventing spills. Surface liners should be of adequate size and volume based on worst-case spill risk.

- 24. The Permittee shall immediately notify the City, by phone, of any unauthorized discharge of oil or fuel to water, any discharge of hazardous substances (other than oil or fuel), and any discharge of oil or fuel greater than fifty-five (55) gallons on land. All fires and explosions must also be reported.

The DEC Spill Report Number is 1-800-478-9300. The City 24-hour number is 442-3351/3352. The ADF&G number in Kotzebue is 442-3420 and the ADF&G fax number in Kotzebue is 442-3420. DEC and ADF&G shall be supplied with all follow-up incident reports. See, ADEC/SPAR "Report Oil and Hazardous Substance Spills," attached hereto as Exhibit "D."

Copies of all such written spill reports shall be provided to the Planning Director at the e-mail addresses and fax number listed above in paragraph 13.

- 25. This Permit contains the entire agreement between the Parties relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning this Permit shall have no force or effect except in a subsequent written modification, signed by the Party to be charged.
- 26. This Permit shall bind and inure to the benefit of the respective successors and assigns of the Parties hereto.
- 27. This Permit shall be interpreted according to the laws of the State of Alaska. Any litigation involving this Permit shall be exclusively in Superior Court, Second Judicial District, at Kotzebue.
- 28. All Parties to this Permit have participated in the drafting of this Permit. Hence this Permit shall not be construed in favor of one Party against another Party.
- 29. This Permit shall expire **August 31, 2024**, unless extended by mutual, written agreement of the Parties.

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at Kotzebue, Alaska.

**CITY OF KOTZEBUE**

**ARCTIC CIRCLE WILD SEAFOOD**

\_\_\_\_\_  
Tessa Baldwin  
City Manager

\_\_\_\_\_  
By: \_\_\_\_\_  
Position: \_\_\_\_\_

Title 11 - TIDELANDS AND HARBORS  
Chapter 11.04 TIDELAND REGULATIONS

**Chapter 11.04 TIDELAND REGULATIONS**

Sections:

**Article I. Definitions**

**11.04.010 Accretion.**

"Accretion" means the gradual and imperceptible addition of new land to old by the natural deposition of sediments, i.e., sedimentation.  
(Prior code Ch. 14 § 13-4(b)(30)).

**11.04.020 Act.**

"Act" means the Alaska Land Act as now constituted or as hereafter amended.  
(Prior code Ch. 14 § 13-4(b)(l)).

**11.04.030 Apportionment survey cost.**

"Apportionment survey cost" means that cost prorated to each subdivided tide and submerged land tract.  
(Prior code Ch. 14 § 13-4(b)(37)).

**11.04.040 Coastline.**

"Coastline" means the line of ordinary low water along any portion of Kotzebue Sound and is the line marking the seaward limit of inland waters.  
(Prior code Ch. 14 § 13-4(b)(23)).

**11.04.050 Commissioner.**

"Commissioner" means the Commissioner of the Department of Natural Resources of Alaska.  
(Prior code Ch. 14 § 13-4(b)(3)).

**11.04.060 Director.**

"Director" means the Director of the Divisions of Lands of the Department of Natural Resources.  
(Prior code Ch. 14 § 13-4(b)(4)).



**11.04.070 Division.**

"Division" means the Division of Land within the Department of Natural Resources.  
(Prior code Ch. 14 § 13-4(b)(5)).

**11.04.080 Fair market value.**

"Fair market value" means the highest price, described in terms of money, which the property would bring if exposed for sale for a reasonable time in the open market, with a seller willing but not forced to sell and a buyer willing but not forced to buy, both being fully informed of all the purposes for which the property is best adapted or could be used.  
(Prior code Ch. 14 § 13-4(b)(31)).

**11.04.090 Fill.**

"Fill" means earth, gravel, rock, sand or other similar materials placed upon tide or contiguous submerged lands for the purpose of elevating the lands above the high-water line for a specific useful purpose. The placement of earth, gravel, rock, sand or other similar materials on tide or contiguous submerged land solely for the purpose of spoils disposal and thereafter abandoned and not used for any beneficial purpose shall not be considered fill.  
(Prior code Ch. 14 § 13-4(b)(II)).

**11.04.100 Final tideland plat.**

"Final tideland plat" means that survey plat compiled of the tide and submerged lands under the direction and authority of the Division of Lands and the city that shows the subdivision of the tide and submerged lands and upon which each subdivided tract is identified by a letter and a number.  
(Prior code Ch. 14 § 13-4(b)(34)).

**11.04.110 Harbor line.**

"Harbor line" means that line fixed by the Secretary of the Army which is the limit to which piers, wharves, bulkheads or other work may be extended in navigable waters without further authorization.  
(Prior code Ch. 14 § 13-4(b)(27)).

**11.04.120 Improvements.**

"Improvements" means buildings, wharfs, piers, drydocks, and other similar types of structures permanently fixed to the tide or contiguous submerged lands that were constructed and/or maintained by the applicant for business, commercial, recreation, residential or other beneficial uses or purposes. In no event shall fill be considered a permanent improvement when placed on the tidelands solely for the purposes of disposing of waste or spoils. However, fill material actually utilized for beneficial purposes by the applicant shall be considered a permanent improvement.  
(Prior code Ch. 14 § 13-4(b)(10)).

**11.04.130 Land.**

"Land" means all tide and submerged lands under jurisdiction of the city.  
(Prior code Ch. 14 § 13-4(b)(6)).

**11.04.140 Mean high tide.**

"Mean high tide" means the tidal datum plane of the average of all the high tides as may be or has been established by the United States Coast and Geodetic Survey.  
(Prior code Ch. 14 § 13-4(b)(24)(part)).

**11.04.150 Mean high water line.**

"Mean high water line" means the intersection of the datum plane of mean high water with the shore.  
(Prior code Ch. 14 § 13-4(b)(24)(part)).

**11.04.160 Mean lower low water.**

"Mean lower low water" shall be interpreted as the tidal datum plane of the average of the lower of the two low waters of each day as has or may be established by the United States Coast and Geodetic Survey.  
(Prior code Ch. 14 § 13-4(b)(26)).

**11.04.170 Mean low water.**

"Mean low water" shall be interpreted as the tide datum plane of the average of the low tides as has or may be established by the United States Coast and Geodetic Survey.  
(Prior code Ch. 14 § 13-4(b)(25)).

**11.04.180 Natural resources.**

"Natural resources" includes, without limiting the generality thereof, oil, gas and all other minerals, but does not include fish, shrimp, oysters, clams, crabs, lobsters, sponges, kelp and other marine, animal, and plant life, or water power, or the use of water for the production of power.  
(Prior code Ch. 14 § 13-4(b)(29)).

**11.04.190 Occupant.**

"Occupant" means any person as defined herein, or his successor in interest, who actually occupied for any business, residential or other beneficial purpose tidelands or tidelands and submerged lands contiguous thereto, within the corporate boundaries of the city on or prior to January 3, 1959, with substantial, permanent improvements. The holder of a permit of clearance in respect to interference with navigation, or of special use permit from a government agency will not qualify as an occupant unless such entry on the land had, through

(Supp. No. 14)

exercise of reasonable diligence, resulted in actual occupancy and substantial permanent improvements, as hereinafter mentioned. No person shall be considered an occupant by reason of having:

- A. Placed a fish trap in position for operation or storage upon the tide, shore or submerged land;
- B. Placed a setnet or piling therefor, or any other device or facility for the taking of fish;
- C. Placed piling or dolphins for log storage or other moorage;
- D. Placed floats or vessels upon the tide, shore or submerged land;
- E. Placed telephone, power or other transmission facilities, roads, trails or other improvements not requiring exclusive use or possession of tide or contiguous or submerged land; or
- F. Claimed the land by virtue of some form of constructive occupancy. Where land is occupied by a person other than the owner of the improvements thereon, the owner of the improvements shall, for the purpose of these regulations, be considered the occupant of such lands.

(Prior code Ch. 14 § 13-4(b)(8)).

**11.04.200 Occupied or developed.**

"Occupied or developed" means the actual use, control and occupancy, but not necessarily residence, of the tide and contiguous submerged land by the establishment thereon of substantial permanent improvements.

(Prior code Ch. 14 § 13-4(b)(9)).

**11.04.210 Permit preference.**

"Permit preference" means that privilege of the upland owner to acquire first choice over other nonpreference-right claimants to a permit for like use and enjoyment of the city-owned tide or contiguous submerged lands abutting his property.

(Prior code Ch. 14 § 13-4(b)(18)).

**11.04.220 Person.**

"Person" means any person, firm, corporation, cooperative, association, partnership, or other entity legally capable of owning land or an interest therein.

(Prior code Ch. 14 § 13-4(b)(7)).

**11.04.230 Pierhead line.**

"Pierhead line" is defined as a line fixed by the Corps of Engineers of the Department of the Army that is parallel to existing line of mean low tide at such distance offshore from the line of mean low tide that the pierhead line shall encompass, to the landward, all stationary, manmade structures (but shall not encompass any part of breakwaters, bridges or piers used for vessel dockage which part extends beyond such a parallel line marking the seaward extremity of other manmade structures) which were in existence as of February 1, 1957, to seaward of the city.

(Prior code Ch. 14 § 13-4(b)(28)).

**11.04.240 Preference right.**

"Preference right," subject to the classifications thereof established hereafter, means the right of an occupant to acquire by grant, purchase, or otherwise, at the election of the occupant, except as otherwise limited or prescribed in these regulations, any tract or tracts of tide-land, or tideland and submerged land contiguous thereto, occupied or developed by such occupancy on and prior to January 3, 1959.

(Prior code Ch. 14 § 13-4(b)(14)).

**11.04.250 Preference right, class I.**

"Class I preference right" means the right that shall be extended to persons who occupied and developed tide and contiguous submerged lands seaward of the city on and prior to September 7, 1957, after executing a waiver to the state and the city of all rights such occupancy may have had pursuant to Public Law 85-303. Upon execution of the waivers, such persons or their successors in interest have the right to acquire such occupied and developed tide and contiguous submerged land from the city for a consideration not in excess of the cost of survey and transferring and conveying title.

(Prior code Ch. 14 § 13-4(b)( 15)).

**11.04.260 Preference right, class II.**

"Class II preference right" means the right that shall be accorded to class I preference right claimants who refuse to execute a waiver to the state and city of any rights such occupants may have acquired pursuant to Public Law 85-303. It is mandatory for the city to honor the application from the occupant after the Secretary of the Army has submitted to the Secretary of the Interior, the Governor and the city clerk maps showing the pierhead line established by the Corps of Engineers with respect to the tract granted.

(Prior code Ch. 14 § 13-4(b)(16)).

**11.04.270 Preference right, class III.**

"Class III preference right" means the preference right extended to persons who occupied and developed tidelands after September 7, 1957, and who continued to occupy the same on January 3, 1959. Such persons, or their successors in interest, have the right to acquire such occupied and developed tidelands for a consideration not in excess of the cost of appraisal, administering, and transferring title, plus the appraised fair market value thereof, exclusive of any value occurring from improvements or development, such as fill material, buildings or structures thereon.

(Prior code Ch. 14 § 13-4(b)(17)).

**11.04.280 Reclaimed or constructed tide or contiguous submerged lands.**

"Reclaimed or constructed tide or contiguous submerged lands" means those lands resulting by purposeful filling of tide or contiguous submerged lands.

(Prior code Ch. 14 § 13-4(b)(13)).

**11.04.290 Shorelands.**

"Shorelands" means all lands which are covered by nontidal waters that are navigable under the laws of the United States up to ordinary high water mark as heretofore or hereafter modified by natural accretion, erosion, or reliction.

(Prior code Ch. 14 § 13-4(b)(20)).

**11.04.300 Submerged lands.**

"Submerged lands" means those lands covered by tidal waters between the line of mean low water and seaward to a distance of three geographical miles, or as may hereafter be properly claimed by the city.

(Prior code Ch. 14 § 13-4(b)(22)).

**11.04.310 Substantial permanent improvement.**

"Substantial permanent improvement" has the same meaning as improvements as defined in Section 11.04.120.

(Prior code Ch. 14 § 13-4(b)(12)).

**11.04.320 Tideland review committee.**

"Tideland review committee" means that committee appointed by the city council to decide on matters pertaining to the administration, adjudication, and disposal of tideland preference right applications.

(Prior code Ch. 14 § 13-4(b)(36)).

**11.04.330 Tidelands.**

"Tidelands" means those lands which are periodically covered by tidal waters between the elevation of mean high and mean low tides.

(Prior code Ch. 14 § 13-4(b)(21)).

**11.04.340 Upland owner.**

"Upland owner" means that owner whose upland property abuts the line of mean high tide.

(Prior code Ch. 14 § 13-4(b)(19)).

**Article II. General Provisions**

**11.04.350 Scope of provisions.**

The city, pursuant to AS 38.05.320, adopts the following regulations governing the filing and processing of applications, publications of notices, determination of preference rights, and the adjudication of disputes between

claimants concerning tidelands, the title to which has been conveyed or hereafter may be conveyed to the city by the state.

(Prior code Ch. 14 § 13-1).

**11.04.360 Applicability-Short title.**

All tide and contiguous submerged lands within or seaward of the boundaries of the city (except those provided for hereafter) from the meander line as established on ATS 238 and seaward to a line agreed upon by the city and the state and shown on ATS 238. These regulations pertain to the use and disposal of city-owned tide and contiguous submerged land. The regulations may be referred to as the "Kotzebue Tidelands Regulations."

(Prior code Ch. 14 § 13-2).

**11.04.370 Statutory authority.**

These regulations are adopted by the city council pursuant to authority vested in that body by AS 29.48.010 et seq.

(Prior code Ch. 14 § 13-3).

**11.04.380 Federal laws implemented.**

These regulations implement, interpret, and apply the provisions of the Alaska Land Act concerning use and disposal of tidelands and related matters and extend to and include the applicable provisions of section 6 of Public Law 85-508 (71 Stat. 330), admitting the state to statehood in the United States of America and applicable provisions of the act of March 3, 1899, pertaining especially to establishment of harbor lines, as well as applicable provisions of Public Law 85-303 (31-Stat. 623).

(Prior code Ch. 14 § 13-4(a)).

**11.04.390 City ownership.**

Except as otherwise provided herein, the city, by virtue of AS 38.05.320 (b), and Tideland Patent No. \_\_\_\_\_ issued \_\_\_\_\_ recorded in Vol. \_\_\_\_\_, and any other patents hereafter issued to it, reserves and has succeeded to all right, title, and interest of the state in tide and submerged lands lying seaward of the city, including lands, improvements, reclaimed lands or natural resources in all lands up to the original GLO meander line of town-site survey U.S. Survey No. 2863A and seaward to the Director's Line as defined in said Tideland Patent No. \_\_\_\_\_ or any succeeding patents; provided, however, that those lands and rights therein lawfully vested in others by Acts of Congress prior to January 3, 1959 shall not be infringed upon; and provided further, that title to natural resources therein shall be reserved to the state until such time as the state may convey such title to the city.

(Prior code Ch. 14 § 13-5).

**11.04.400 Protection of fish and game.**

Prior to any construction or development by any persons or governmental agency that will use, divert, obstruct, pollute, or utilize any of the waters of the state or materials from such water areas, the Commissioner of the Alaska Department of Fish and Game shall be notified and a letter of approval obtained by the applicant pursuant to AS 16.05.870.

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(Prior code Ch. 14 § 13-6).

**11.04.410 Herring spawn covenant.**

The lease or sale of any city tide and submerged lands shall contain a restrictive covenant pursuant to AS 16.10.160 as now or as hereafter amended.

(Prior code Ch. 14 § 13-7).

**11.04.420 Resources reservation—Form.**

Each and every contract for the sale, lease, or grant of, and each deed to city tide and contiguous, submerged land, properties, or interest therein, made under the provisions of this chapter, shall be subject to a reservation to the city or to the state, whichever shall be entitled thereto, which shall be substantially in the following form:

The party of the first part, City, hereby expressly saves, excepts, and reserves out of the grant hereby made unto itself (or to the State of Alaska) its lessees, successors, and assigns forever, all oils, gases, coal, ores, minerals, fissionable materials, and fossils of every name, kind, or description, and which may be in or upon said lands above described, or any part thereof, and the right to explore the same for such oils, gases, coal, ores, minerals, fissionable materials, and fossils; and it also hereby expressly saves and reserves out of the grant hereby made, unto itself (or to the State of Alaska), its lessees, successors, and assigns forever the right to enter by itself, its or their agents, attorneys, and servants upon said lands, or any part or parts thereof, at any and all times, for the purpose of opening, developing, drilling, and working mines or wells on these or other lands and taking out and removing therefrom all such oils, gases, coal, ores, minerals, fissionable materials, and fossils; and to that end it further expressly reserves out of the grant hereby made, unto itself, its lessees, successors, and assigns forever, the right by its or their agents, servants, and attorneys at any and all times to erect, construct, maintain, and use all such buildings, machinery, roads, pipelines, power-lines, and railroads, sink such shafts, drill such wells, remove such soil, and to remain on said lands or any part thereof for the foregoing purposes and to occupy as much of said lands as may be necessary or convenient for such purposes hereby expressly reserving to itself, its lessees, successors, and assigns, as foresaid, generally all rights and power in, to, and over said land, whether herein expressed or not, reasonably necessary or convenient to render beneficial and efficient the complete enjoyment of the property and rights hereby expressly reserved.

(Prior code Ch. 14 § 13-8).

**11.04.430 Resources reservation—Exercise—Damages.**

No rights shall be exercised under the reservation set out in Section 11.04.420, by the city or the state of their lessees, successors, or assigns, until provision has been made by the city or the state or their lessees, successors, or assigns, to pay to the owner of the land upon which the rights herein reserved to the city or the state or their lessees, successors, or assigns are sought to be exercised, full payment for all damages sustained by the owner by reason of entering upon the land; provided that, if the owner for any cause whatsoever refuses or neglects to settle the damages, the city or the state or their lessees, successors, assigns, or any applicant for a lease or contract from the city or the state for the purpose of prospecting for valuable minerals or option contract or lease for mining coal, or a lease for extracting petroleum or natural gas, shall have the right, after posting a surety bond with the city council or the Director, as the case may be, in a company qualified to do business in Alaska and in a form as determined by the city council or the Director, as the case may be, after due notice and opportunity to be heard, to be sufficient in amount and security to secure the owner full payment for all such

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damages, to enter upon the land in the exercise of said reserved rights, and shall have the right to institute such legal proceedings in a court of competent jurisdiction wherein the land is situated, as may be necessary to determine the damages which the surface lessee of such lands may suffer.

(Prior code Ch. 14 § 13-9).

**11.04.440 Federal reservation.**

The following tidelands and contiguous submerged lands are reserved pursuant to section 3, Public Law 85-303 (71 Stat. 623) 1957: All tracts or parcels of land, together with all accretions thereto, resources therein, or improvements thereon, title to which has been lawfully and expressly acquired by the United States from the Territory or State of Alaska or from any party in whom title has vested under the laws applicable to the territory or state, or the law of the United States, all lands expressly retained by or ceded to the United States, all land acquired by the United States by gift or by proceedings under eminent domain, all lands filled in, built up, or otherwise reclaimed by the United States for its own use as long as so used, and any rights that the United States has in lands presently and actually occupied by the United States under claim or rights.

(Prior code Ch. 14 § 13-10).

**11.04.450 Regulation of structures to harbor line.**

The city shall have authority pertaining to the construction and placement by itself or by others of solid fill and/or open pile structures that will extend to the harbor line as established by the U.S. Army, Corps of Engineers, except as provided in sections 10 and 11 of the River and Harbor Act of 1899 (30 Stat. 1151; 33 U.S.C. 403 and 404).

(Prior code Ch. 14 § 13-11).

**Article III. Regulations**

**11.04.460 Final tideland plat designated.**

The final tideland survey plat showing completed subdivision and monumentation and signed by the city clerk and the Director shall be known as Final Tideland Plat ATS 283. The final plat shall serve as the basis upon which all tideland preference right disposals shall be made.

(Prior code Ch. 14 § 13-12).

**11.04.470 Survey proportionment cost defined.**

The survey cost as agreed upon by the claimants, council, and Director of Natural Resources.

(Prior code Ch. 14 § 13-13).

**11.04.480 Notice of sale, grant or lease.**

Tideland and contiguous submerged lands, as well as any material therefrom owned by the city, shall be sold, granted, leased, or otherwise disposed of only through action of the city council. Before such lands or any interest therein is disposed of, the city clerk shall post a notice for three consecutive weeks preceding the time of disposal,

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as stated in the notice, in at least two common posting places. The sale, lease, or disposal of lands shall be held not less than one week nor more than three weeks following the last date of the posted notice. The notice shall set forth the following:

- A. The name and address of person, persons, corporation, or agencies requesting the sale, grant, lease, or interest therein;
- B. The location and description of the lands or interest therein and the improvements thereon;
- C. The preference or preference right claimed, if any, and the length of time including dates the claimant occupied the land;
- D. The date, time and place, and the general terms, including the minimum bid, if any, of the sale, lease, or other disposal;
- E. The dates of the advertisement or posting.

(Prior code Ch. 14 § 13-14).

**11.04.490 Protest of sale, grant or lease.**

Anyone may file a protest with respect to the grant, sale, lease, or other disposal of tidelands or materials thereon or therein. Such protest shall be in writing and contain a statement as to the nature and reason for the protest. Each protest so made shall be filed with the city clerk during but not later than the last date provided in the past notice. The party protesting shall be required to notify by registered or certified mail the party whose action he is protesting. The postmark date of the addressee's post office will govern. Failure to protest shall constitute a waiver.

(Prior code Ch. 14 § 13-15).

**11.04.500 Review of protest.**

The city clerk shall, upon receiving a protest, indicate upon it the time and date received, and then submit it to the city council, which shall review the protest. The city council shall notify the protestant of its findings within thirty days of the date the protest was received by the city clerk.

(Prior code Ch. 14 § 13-16).

**11.04.510 Deposit for appraisal, advertising.**

The city council may require applicants to deposit with the city clerk a sum sufficient to cover all, or any portion of, anticipated costs of appraisal and/or advertisement. Such deposit shall be made within thirty calendar days after request for deposit. Failure to comply shall result in cancellation of the application. Any sum above the actual cost shall be returned to the applicant. In the event the land applied for is disposed of to another than the applicant within thirty days after offering, the successful applicant shall be required to pay any survey, appraisal or advertising cost, and the original deposit will be returned to the depositor. If the depositor cancels his application, or fails to accept the contract or title when offered by the city, the deposited money shall be forfeited; but, if the city does not grant the application, all sums in excess of costs incurred shall be refunded. It shall be the responsibility of the city, following the receipt of any deposit required, to perform or have performed any appraisal and/or advertisement required or deemed necessary.

(Prior code Ch. 14 § 13-17).

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**11.04.520 City's right of entry.**

The city, through its authorized representatives, shall have the right to enter upon any city-held tidelands that are leased, or upon which a permit was granted, to make any and all examinations or investigations that are deemed necessary.

(Prior code Ch. 14 § 13-18).

**11.04.530 Preference right filing deadline.**

An occupant claiming a class I, class II or class III preference right may make, and the city will accept, applications for preference rights at any time during normal working hours within two years from the effective date of the 1963 ordinance adopting these regulations. Any preference right for which an application is not filed within this period will be lost.

(Prior code Ch. 14 § 13-19).

**11.04.540 Waste or injury to land.**

It is unlawful for any person to commit waste or other injury upon city-owned tide and contiguous submerged land, and the person offending shall, in addition to being civilly liable for any damage caused, upon conviction be punished in accordance with this code.

(Prior code Ch. 14 § 13-20).

**11.04.550 Additions to land occupied or developed.**

In approving any application for a preference right, the city shall include as part of the tract conveyed, and in addition to the occupied or developed lands, such additional tide and contiguous submerged lands as shall be reasonably necessary, in the opinion of the tideland review committee, for the occupant's use and enjoyment of the occupied or developed land; provided, however, that any such conveyance shall not include an area which would unjustly deprive any other applicant from reasonable use and enjoyment of the lands for which he applies or any area which would interfere with navigation.

(Prior code Ch. 14 § 13-21).

**11.04.560 Preference right application— Submittal.**

All persons claiming a preference right to any tideland tract shown on the final tideland plat ATS 238 shall submit an application to the city clerk in a form approved by the tideland review committee.

(Prior code Ch. 14 § 13-22).

**11.04.570 Preference right application—Approval or disapproval.**

Each complete preference right application submitted to the city clerk shall be forwarded to the tideland review committee. The tideland review committee through its chairman may request the applicant to submit additional information or proof of ownership as deemed necessary. The tideland review committee shall, within sixty days from the date of the application is received by the city clerk, notify the city council of its approval or

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disapproval of the application. If the application is approved, the tideland review committee shall notify the city council of all moneys owed the city by the applicant which pertains to the tideland application, and he shall then recommend that a resolution be passed conveying the tract to the applicant. If the application is not approved, or if it is determined that the applicant possesses a different preference right than that claimed, the tideland review committee shall so notify the applicant by registered or certified mail and state its reasons for disapproval. The tideland review committee shall then advise the city council.

(Prior code Ch. 14 § 13-23).

**11.04.580 Payment—Class I preference right.**

Upon approval of each class I preference right application, the tideland review committee shall notify the applicant of all moneys owed the city pertaining to the tideland application, including, but not limited to, the applicant's proportionate share of the survey cost. The proportionment of the survey cost shall be computed as stipulated in Section 11.04.470. Upon receipt of notice from the tideland review committee, the applicant shall have thirty days to make payment or enter into a purchase agreement as set forth in Section 1 1.04.660. If payment is not made, or a purchase agreement is not entered into within the thirty-day period, the application shall be voidable as the city's option.

(Prior code Ch. 14 § 13-24).

**11.04.590 Payment—Class III preference right.**

Upon approval of each class III preference right application, the tideland review committee shall notify the applicant of all moneys owed the city pertaining to the tideland application including, but not limited to, the fair market value of the tideland tract and the applicant's proportionate share of the survey cost. The pro-portionment of the survey cost shall be computed as stipulated in Section 11.04.470. If payment is not made, or purchase agreement is not entered into within thirty days, the application shall be voidable at the city's option.

(Prior code Ch. 14 § 13-25).

**11.04.600 Appeal—Right before city council.**

Any action taken by the tideland review committee may be appealed to the city council. The city council shall render its decision within sixty days from the date the appeal is submitted. Any person shall have the right to appeal in person before the city council or present his views in writing or be represented.

(Prior code Ch. 14 § 13-26).

**11.04.610 Appeal—Requirements.**

Any appeal submitted to the city council must:

- A. Be filed within thirty days after receipt of notice of the action by the tideland review committee;
- B. Be filed at the office of the city clerk;
- C. Specify the action or actions to be reviewed by the city council; and
- D. Specify the grounds urged for the reversal or modification of the action.

(Prior code Ch. 14 § 13-27).

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**11.04.620 Appeal—Decision.**

The city council shall, within sixty calendar days after receipt of the notice of appeal, render its decision, which shall be final so far as the city is concerned, but without prejudice to any other remedy or remedies the applicant may have.

(Prior code Ch. 14 § 13-28).

**11.04.630 Appraisal—Appraiser—Basis.**

Appraisal of the tract shall be made by a qualified appraiser to be appointed by the tide-land review committee. Such appraisal to be made on the basis of fair market value of the tidelands exclusive of any value resulting from improvements or developments, such as fill material, buildings, or structures thereon.

(Prior code Ch. 14 § 13-29).

**11.04.640 Appraisal—Cost.**

The cost of appraisal shall be borne by the applicant with the fee to be determined by tideland review committee.

(Prior code Ch. 14 § 13-30).

**11.04.650 Appraisal—Deposit.**

Each class III preference right claimant shall deposit with the city clerk the sum of fifty dollars to cover the cost of appraisal. Any amount exceeding this shall be charged to the applicant, and any surplus shall be returned to him.

(Prior code Ch. 14 § 13-31).

**11.04.660 Purchase agreement—Terms.**

Persons eligible to receive tideland conveyance from the city may enter into a purchase agreement. Purchase agreements shall require the applicant to pay to the city according to a payment schedule that shall be agreed upon between the purchaser and the city. However, in no event shall the final payment under the agreement be made beyond a date that is within five years of the date the city received patent.

(Prior code Ch. 14 § 13-32).

**11.04.670 Purchase agreement—Scope.**

Purchase agreements shall be allowed for only the payment of the fair market value of the tide-land tract and for the proportionment cost of survey.

(Prior code Ch. 14 § 13-33).

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**11.04.680 Boundary relocation agreements.**

If two or more qualified preference right claimants agree to a boundary relocation. Approval of the tideland review committee and concurrence of the Director of the Division of Lands must be obtained by letter. All independent surveys shall be performed by a registered engineer or surveyor, and the total cost shall be borne by the claimants. The final plat shall conform to the requirements of the State of Alaska Tideland Review Committee and concurred in by the Director of the Division of Lands.

(Prior code Ch. 14 § 13-34).

**11.04.690 Conveyance of title.**

When all requirements have been satisfied by the applicant, the city council shall direct the city clerk to convey title.

(Prior code Ch. 14 § 13-35).

**11.04.700 Disposition of nonpreference right tidelands.**

When in the best interest of the city, the city council may grant leases or permits for the use of city-owned tidelands. At no time will tidelands be sold without the consent of the citizens of the community in a general municipal election.

(Prior code Ch. 14 § 13-36).

**11.04.710 Leases.**

City-owned tide and submerged land shall be leased in accordance with the rules established by the city council. In addition to any requirements there set forth, the applicant shall submit a development plan that shall state:

- A. The purpose of the proposed construction or improvement;
- B. The type of construction;
- C. The date construction will begin and the estimated date of completion; and
- D. Any other data, survey plats, or information deemed necessary by the city council.

(Prior code Ch. 14 § 13-37).

**11.04.720 Permits—Use or improvement—Eligibility.**

The city council may issue permits for the use and/or improvements of city-owned tide-lands. The council shall give such preference to the use of the land as will be of greatest economic benefit to the city, provided that first preference shall be granted to the upland owner over other nonpreference applicants for the use of tideland and contiguous submerged land seaward of the upland property and which is needed by such owner for the purpose or purposes for which it may be granted.

(Prior code Ch. 14 § 13-38).

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**11.04.730 Permits—Application—Decision.**

Application for a tideland permit shall be submitted to the city clerk. The city clerk shall submit the application to the city council for its approval or disapproval, whereupon the council may, with or without a public hearing or posted notice, grant or reject the requested permit.

(Prior code Ch. 14 § 13-39).

**11.04.740 Permits—Duration—Renewal, revocation—Disposition of improvements.**

- A. Permits issued shall not exceed ten years in duration, but are renewable at the option of the city.
- B. All permits shall be revocable when used contrary to the conditions under which they are granted, or when council in its judgment determines that the best interest of the city would serve by revocation.
- C. If any permit expires or is revoked, all improvements placed on the tide or contiguous lands shall be removed by the permittee within sixty days; provided, however, that the city council may extend the time for removing such improvements in cases where hardship is shown. A permittee may, with the consent of the city council, sell his improvements to any succeeding permittee. Any improvements or chattels having an appraised value of ten thousand dollars which are not removed within the time allowed, shall be sold at public auction and the net proceeds thereof, if any, paid to the permittee after paying all expenses of the sale and charges due to the city. If there are no other bidders, the city may bid on the property for the total amount of the permittee's indebtedness to the city. Any improvements having a value of less than ten thousand dollars which are not removed within the time allowed shall revert to and become the absolute property of the city.

(Ord. 79-104 § 1, 1979: prior code Ch. 14 § 13-40).

**11.04.750 Permits—Rights-of-way and easements.**

Permits may be issued by the city council for utility lines and services of all types and for necessary rights-of-way. Such permits shall be revocable at the option of the city if permittee fails to comply with requirements of the permit.

(Prior code Ch. 14 § 13-41).

**11.04.760 Free use or purchase of materials.**

Applications for the free use or the purchase of material on city-owned tidelands or contiguous submerged lands shall be submitted to the city council, and the city council shall determine the conditions of disposal; provided, that, when such disposals are deemed not in the best interest of the city, the city council shall reject the application.

(Prior code Ch. 14 § 13-42).



**CITY OF KOTZEBUE  
RESOLUTION NO. 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**

**WHEREAS,** the City Council of the City of Kotzebue wishes to take the necessary steps to allow the City of Kotzebue to sell pull-tabs within the corporate limits of the City of Kotzebue;

**WHEREAS,** such a pull-tabs endeavor by the City of Kotzebue is a closely regulated activity by the State of Alaska as set out in Exhibit “A” attached hereto and incorporated by reference herein;

**WHEREAS,** among other requirements as a pull-tab permittee, the City of Kotzebue must designate a “Member In Charge” to oversee the operation and sign all reports for the Department of Revenue, keep all proceeds of the pull-tabs operation in a separate bank account which records are subject to inspection, use the net proceeds only for authorized purposes, file reports and keep detailed records as set out on Page 3 of Exhibit “A” attached hereto;

**WHEREAS,** a Code Ordinance should be enacted as set forth in Exhibit “B” attached hereto and incorporated by reference herein; and,

**WHEREAS,** the Code Ordinance as set forth above shall be introduced at one of the RCCMs in August 2024.

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Kotzebue directs the City Administration as set out herein to take the necessary steps for the City of Kotzebue to become a licensed permittee for the selling of pull-tabs within the City limits of Kotzebue.

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**Resolution 24-38 re: Pull-Tabs**  
**June 20, 2024 RCCM**  
**Page 2 of 2**

**PASSED AND APPROVED** by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 20<sup>th</sup> day of June, 2024.

**CITY OF KOTZEBUE**

\_\_\_\_\_  
Saima Chase, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
Rosie Hensley, City Clerk

Attachment: Exhibit "A" – SOA DCRA re: Gaming [10 pages]  
Exhibit "B" – SOA Pull-tab Ordinance template [2 pages]



Department of Commerce, Community, and Economic  
Development **DIVISION OF COMMUNITY  
AND REGIONAL AFFAIRS**

TAKEN FROM:

[HTTPS://WWW.COMMERCE.ALASKA.GOV/WEB/DCRA/LOCALGOVERNMENTRESOURCEESK/FINANCIALMANAGEMENT/GAMING.ASPX](https://www.commerce.alaska.gov/web/dcra/localgovernmentresourceesk/financialmanagement/gaming.aspx)

@ 2:30PM AKDT ON MONDAY, JUNE 17, 2024

# LOCAL GOVERNMENT RESOURCE DESK

## Budgeting & Financial Management

### Gaming

[Introduction](#)

The Department of Revenue's Tax Division has oversight of gaming in the State of Alaska and maintains a website with applicable forms and other information, as well as a comprehensive list of frequently asked questions that complement the questions addressed in this chapter.

### CONTACT

Alaska Department of Revenue  
Tax Division, Gaming Group  
550 W 7th Ave Suite 500  
Anchorage, AK 99501-3555  
**Email:** [dor.tax.gaming@alaska.gov](mailto:dor.tax.gaming@alaska.gov)  
**Phone:** 907-465-2581

The State of Alaska provides that municipalities and other qualified organizations may obtain a permit and conduct games of chance to raise money to support certain activities (educational, political, civic, public, charitable, patriotic, or religious purposes). The ability of a qualified organization to conduct games of chance and use the net proceeds is considered a privilege and requires that the organization receive a permit issued by Department of Revenue and conduct the "gaming" activities according to Alaska Statutes and Regulations. Gaming is closely regulated and has many restrictions on it.

In the State of Alaska gaming is regulated under Alaska Statutes Title 5 (AS 05.15.010-.690) and the Alaska Administrative Code 15 AAC .160. These laws

establish the process required to receive a permit to conduct gaming and identify the procedures for and restrictions on how the games are conducted.

### Narrative

Many municipalities, tribal governments, and non-profit community "improvement corporations" are active in the gaming business and have chosen gaming as a way to finance activities beneficial to the local residents without imposing additional taxes or increasing the charges for services. There are also communities that choose to avoid gaming because of the social costs of gambling. Regardless of what the community decides on this issue, it remains a local choice. If the residents of a municipality or established village hold an election and the vote favors a prohibition on gaming, no gaming operations may be conducted within five miles of the boundaries of the municipality or in unincorporated areas within five miles of the boundaries of a municipality or within the perimeter of the established village (AS 05.15.620).

There are limits on the charitable gaming activities authorized by the State of Alaska. Some of the available options are bingo, pull-tabs, raffles, and various race and fish classics and contests (AS 05.15.180).

It is allowable to use money received from gaming activities for local government operations to further the activities of local government, with certain restrictions which are spelled out in statute, AS 05.15.150. Proceeds from gaming activities used to further services provided by the local government must be tracked and reported in the annual report.

The following are some of the major requirements for a qualified organization to conduct gaming activities for the benefit of the community. A complete review of the statute and regulations is recommended for any organization or municipality interested in gaming activities.

Gaming permittees must designate a "Member In Charge" to oversee the operation and sign official reports to the Department of Revenue (AS 05.15.112). The must also:

- keep all proceeds of the operation in a separate bank account whose records are subject to reporting and inspection (15 AAC 160.820);
- donate proceeds for authorized charitable purposes as described in law (AS 05.15.150). In addition to paying prize awards, authorized uses described in AS 05.15.150 are: political, educational, civic, public, charitable, patriotic, or religious uses as defined in AS 05.15.150. If there is a question about whether your situation is an authorized use, contact Department of Revenue, Tax Division, Gaming Section; and
- file reports and keep detailed records (AS 05.15.080).

Applications for a permit must be sent to Department of Revenue and the office of the nearest municipal government to the game's location. The municipal government is then

given the opportunity to comment on the application to the Department of Revenue. In practical terms these comment(s) would not block issuance of the permits unless they identify serious legal problems (AS 05.15.030).

Organizations qualified to receive a permit include: municipalities and qualified political, charitable, educational, civic, or service organizations, police or fire departments, and a number of other non-profit organizations, such as a dog musher's association (AS 05.15.690(36)). To qualify for a permit, an organization must be operated "not for profit," must have been in existence for at least three years, and must have at least 25 members (AS 05.15.690(36) and 15 AAC 160.020).

Use of proceeds is subject to the limitations spelled out in AS 05.15.150 and includes only ordinary, necessary and reasonable expenses and donations (AS 05.15.150-.160)

- All expenses must be paid by check. All prizes may be paid in cash, but each winner must sign a receipt in order to receive the award. These receipts are available from Department of Revenue. All checks written from the gaming account require two signatures. Winners of pull-tabs that exceed \$50 per ticket must be recorded using the receipts. All bingo winners are recorded on a Bingo Winners List (forms are available from Department of Revenue). See 15 AAC 160. 820-.830 in the Alaska Administrative Code for more information.
- Reports to Department of Revenue include quarterly reports if proceeds exceed \$50,000 for that quarter. Otherwise, every permittee must file an annual report (AS 05.15.080).
- All workers are employees and are paid by check with deduction of taxes for hours worked. Employees cannot be paid in bingo cards or Pull-tabs. Permittees that employ workers to conduct gaming activities must have an employee identification number (EIN) and prepare W-2s. Permittees are required to keep all gaming related records and supporting documents for three years from the due date or date of filing, whichever is later (AS 05.15.060 and 15 AAC 160.870).
- The "Member In Charge" (MIC) and any alternates must pass a test provided by Department of Revenue (AS 05.15.112). This test is an open book test primarily of the rules and legal requirements. The MIC is in charge of preparation, maintenance, and transmittal of all records and reports.
- It is not necessary to prepare W-2s since the State limits on bingo and pull-tab prizes is less than the \$600 for pull-tab and \$1,200 for bingo single prize threshold for reporting winnings to the IRS (15 AAC 160.620).
- Concession proceeds (pop sales, bingo markers, etc.) should not be deposited in the Gaming account since Department of Revenue wants only Gaming proceeds reflected in the bank balances. Record keeping for concessions should be separate.
- Eligible expense categories are specifically listed in the laws governing gaming (AS 05.15.150-.160 and 15 AAC 160.780-.810). These should be incorporated into the Chart of Accounts for the Gaming account. Permits are renewed each calendar year. If a timely renewal application is filed, the Department of Revenue will issue a temporary permit effective through February 15 (15 AAC 160.110(f)).

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**[Frequently Asked Questions](#)**

**Who is allowed to offer gaming activities, such as bingo and pull-tabs?**

Gaming activities may be conducted by a "qualified organization" as defined in AS 05.15.690 if the organization has a current permit issued by Department of Revenue and has a "member in charge" and alternate who have passed Department of Revenue's examination (AS 05.15.020). Frequently, municipalities, tribal governments, and non-profit community "improvement corporations" are the qualified organizations that conduct gaming in a community; however, there are other entities that can also qualify.

In order to continue to qualify for a permit, the municipality or qualified organization must maintain certain activity records, file reports, and keep the financial records of gaming activities separate. Local Government Specialists with DCRA can provide assistance to municipal governments on setting up gaming records. The permittee must also use the proceeds from gaming activities for only those eligible uses identified in statutes and regulations and authorized by Department of Revenue. There must be a separate bank account set up for gaming activities.

**Can someone other than the qualified organization that is issued the permit conduct the games?**

Gaming permits are not transferable to another entity. The organization or municipality that received a permit can, however, allow a "vendor" or "operator" to conduct the gaming activity on their behalf for a set fee (AS 05.15.165; AS 05.15.188). The vendor or operator must be registered with or licensed by the State of Alaska.

**Once a municipality obtains a permit what geographic area is it good for?**

AS 05.15.040 limits municipal gaming operations to within the boundaries of the municipal government that holds the permit. The municipality should have a map showing its municipal boundaries. Local Boundary Commission staff within DCRA also maintains an inventory of municipal boundary maps and descriptions.

**Is there a limit to the number of bingo games that may be held within a specific time frame?**

Yes. AS 05.15.060 (a)(7) limits any permittee to 14 Bingo sessions a month and 35 Bingo games a session. State regulations further limit the number of sessions that an operator may hold to 11 and no more than 4 sessions within a 24 hour period with a one hour break between sessions (15 AAC 160.580).

Local ordinances may also place certain restrictions on when and how often gaming activities may occur (AS 05.15.124).

**Can a community prohibit gaming within its boundaries?**

Yes. AS 05.15.620 authorizes a community to hold an election to vote on whether to prohibit gaming. If the residents of a municipality or established village hold an election and the vote favors a prohibition on gaming, no gaming operations may be conducted

within five miles of the boundaries of the municipality or within the perimeter of the established village (AS 05.15.620). Municipalities use the election procedure in the municipality's local election ordinance to conduct this type of election. For unincorporated communities the Division of Elections conducts the election.

**May a municipality limit who gets permits to conduct gaming within its municipal boundaries?**

AS 05.15.030 requires that a municipality be notified by an applicant for a gaming permit if the activity will take place within its boundaries. A municipality may submit a resolution protesting the issuance of a permit and stating the reasons for the protest. This protest does not guarantee that a permit will not be issued; however, the Department of Revenue gives careful consideration to such a protest when deciding to issue a permit.

A municipality may regulate operators or vendors who conduct games for permittees. AS 05.15.124 authorizes a municipality to prohibit by ordinance an operator or a vendor from conducting gaming activities within the municipality.

**Are there reports that a permittee must file?**

Yes. AS 05.15.080 describes quarterly and annual reports and fees required of municipalities and qualified organizations to maintain their permits to conduct gaming. AS 05.15.020 may require payment of certain fees based on the information contained in these reports. Even if an organization with a gaming permit does not conduct any gaming activity during the year, the organization must still file the annual report showing "zero" financial activity.

Under this statute, **quarterly reports** must be filed by the 45th day following each calendar quarter in which the permittee had gross receipts of \$50,000 or more from gaming activities. The quarterly report must include the type of activity conducted, the date and location of the activity, the amount of gross receipts, the amount of authorized expenses, the value of prizes awarded, the amount of net proceeds, and other information the department may require. If, however, the only activity conducted during a calendar quarter is a raffle or lottery, then the report can be filed after the raffle or lottery is completed.

An **annual report** must be filed with Department of Revenue by March 15 following the year in which activities were conducted, accompanied by the payment of any fee required under AS 05.15.020(b). The report must list the types of activities conducted, and, for each activity, the total amount of gross receipts, the total amount of authorized expenses, the total value of prizes awarded, and the total amount of net proceeds.

Forms and instructions are available on the Department of Revenue's Tax Division, Gaming Section website.

**Are there restrictions on who may be the "member in charge"?**

Yes. AS 05.15.112 requires, among other things, that each permittee has a "member in charge." This person is responsible for ensuring that the games are conducted according to the state's regulations and statutes. The member in charge must be a member of the qualified organization, or the board of directors, or an employee of the municipality if the

permittee is a municipality. The member in charge must be familiar with the gaming regulations and laws and successfully pass a test established by the Gaming Unit of the Department of Revenue.

Individuals with certain types of criminal convictions may be prohibited from gaming involvement and serving as a member in charge. Under certain circumstances this prohibition may be removed. (AS 05.15.105)

**Are there restrictions on the use of the proceeds?**

Yes. AS 05.15.150 limits the use of net proceeds to political, educational, civic, public, charitable, patriotic, or religious uses. There are specific activities that cannot be supported through charitable gaming revenues including: the direct or indirect payment to a lobbyist; the erection, acquisition, improvement, maintenance, or repair of real, personal, or mixed property unless it is used exclusively for one or more of the permitted uses; or the direct or indirect payment of any portion of the net proceeds of a charitable gaming activity, except the proceeds of a raffle and lottery; to aid candidates for public office or groups that support or oppose candidates for public office, or to a political party or to an organization affiliated with a political party; or to a group, as that term is defined in AS 15.13.400, or a political group, as that term is defined in AS 15.60.010, that seeks to influence the outcome of an election.

The proceeds must also be spent within a year, with a few exceptions. The ability to carry money over past a year must be granted by the Department of Revenue.

**Additional Resources**

**Publications:**

- [Model Financial Record Keeping System, Chapter 11](#)

**Sample documents:**

- [Sample Bingo Ordinance](#)
- [Sample Gaming Ordinance](#)
- Bingo Winners List
- Bingo Cash Reconciliation Sheet
- Pull-tab Daily Cash Reconciliation Form
- Pull-tab Sales and Deposit Form
- Department of Revenue's [Gaming Section](#) website has a drop-down list of and links to gaming forms.

**Recommended web site search topics:**

- Alaska Department of Revenue, Tax Division, Gaming Section
- Alaska Statutes
- Alaska Regulations
- Alaska Department of Law

**Applicable Laws and Regulations**

**Alaska Statutes**

- AS 05.15.010-.030 DOR authority, annual permit and fees, required notice.
- AS 05.15.040-.050 Issuance, effect, and term of permit, permit suspension/revocation.
- AS 05.15.060 Requires drafting of regulations, limits number of games authorized.
- AS 05.15.070 Authority for DOR to examine records.
- AS 05.15.080-.095 Reports and fees required of: municipalities and qualified organizations, vendors and operators, agency reports.
- AS 05.15.097 Notice to ABC board.
- AS 05.15.100 Issuance of permits and licenses.
- AS 05.15.105 Persons prohibited from involvement, exceptions.
- AS 05.15.110 Authorized activities a privilege.
- AS 05.15.112 Member in charge.
- AS 05.15.115 Contracts between permittees and operators.
- AS 05.15.120 Eligibility for permit.
- AS 05.15.122 Operator's license.
- AS 05.15.124 Municipal regulation of operators or vendors.
- AS 05.15.128 Revocation of operators or vendors.
- AS 05.15.130 Department may impose additional requirements.
- AS 05.15.140 Proof necessary to qualify for permit.
- AS 05.15.145 Multiple-beneficiary permits.
- AS 05.15.150 Limitation on use of proceeds.
- AS 05.15.160 Authorized expenses.
- AS 05.15.165 Operators.
- AS 05.15.167 Operator's bond.
- AS 05.15.170 Suspension or revocation of permit, license, or vendor registration.
- AS 05.15.180 Limitations on authorized activity.
- AS 05.15.181 Pull-tab manufacturer's license.
- AS 05.15.183 Pull-tab distributor's license.
- AS 05.15.184 Pull-tab tax.
- AS 05.15.185 Distribution of pull-tab games.
- AS 05.15.187 Operation of pull-tab games.
- AS 05.15.188 Pull-tab sales by vendors on behalf of permittees; vendor registration.
- AS 05.15.600 Cancellation of permits AS 05.15.610 order prohibiting violation.
- AS 05.15.620 Through .625 local prohibition on gaming, local option election.

- AS 05.15.640 Restriction on broadcasting.
- AS 05.15.680 Penalties.
- AS 05.15.690 Definitions.
- AS 15.13.400(b)(5) Definition of group.
- AS 15.60.010(20) Definition of political group.

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### **Alaska Administrative Code**

- 15 AAC 160.010-.030 Permit required, sub-organization permit requirement, permit application form, application fee, required documentation and certifications, notice, operator's license, operator's bond/security.
- 15 AAC 160.040-.050 Pull-tab manufacturer's license application, distributor's license application.
- 15 AAC 160.070-.080 Application amendments, supplemental information.
- 15 AAC 160.090 Departmental consideration of local government unit protest.
- 15 AAC 160.100 Fingerprints.
- 15 AAC 160.110-.140 Issuance, re-issuance or denial of permit or license, permit posting, permit year, temporary authorization, transfer of license prohibited, surrender of license upon suspension or revocation.
- 15 AAC 160.150 Notification of change in name or legal status.
- 15 AAC 160.160-.170 No prorating of fees, refund of fees.
- 15 AAC 160.190 Operator's license required, operator definition, employee definition.
- 15 AAC 160.200-.210 Change of operator bond or security, minimum insurance coverage for operators.
- 15 AAC 160.220-.260 Contracts with permittees, contract requirements, departmental review, deficiencies, operator rental and wage costs, accounting, daily summary of activity, monthly report to permittee, operator expenses.
- 15 AAC 160.270 Operator payment to permittee, payment determination, operator loss.
- 15 AAC 160.290 Operator reports to the department, quarterly report form, reportable items.
- 15 AAC 160.300 Ownership of gaming items.
- 15 AAC 160.310 Review of operator's financial records, CPA licensure, financial statements, demand upon bond or security, release of bond or security.
- 15 AAC 160.340-.360 Vendor contracts, department review, contract requirements, permit posting, vendor compensation, vendor sales areas.
- 15 AAC 160.370-.380 Pull-tab manufacture, design requirements, game protection, pull-tab series assembly, packaging, and flare cards.
- 15 AAC 160.390-.410 Failure to comply, state identification stamps, stamp display, packing slip, manufacturer distribution.



- 15 AAC 160.420 Distributor distribution, invoice, required information.
- 15 AAC 160.430 Manufacturer's monthly report, form, required information.
- 15 AAC 160.440 Distributor's monthly report, form, required information.
- 15 AAC 160.450 Payment for pull-tabs, time limit, payment method.
- 15 AAC 160.460 Pull-tab tax.
- 15 AAC 160.470 Pull-tab games, price, prize payment, accounting.
- 15 AAC 160.480 Limitation on pull-tab sales.
- 15 AAC 160.490 Withdrawal and destruction of pull-tab series, conditions warranting withdrawal and/or destruction, resumption of play.
- 15 AAC 160.500 Alcohol access and permittee employee play prohibited.
- 15 AAC 160.510 - .530 Bingo card sales, pricing, time and location of sale, limitation card type, bingo receipting requirements, cash register receipts.
- 15 AAC 160.560 Disclosure of prizes and procedures, game schedule, rule posting.
- 15 AAC 160.570 Bingo equipment, player inspection, card numbering, equipment prohibitions.
- 15 AAC 160.580 Allowable number of bingo sessions and games.
- 15 AAC 160.590 Conduct of bingo games, braille cards, prize and pattern notification, duplicate cards, calling, ball display, winner, winner verification, prize award.
- 15 AAC 160.600 Bingo prize limitations.
- 15 AAC 160.610 Bingo prize receipting requirements.
- 15 AAC 160.620 Bingo prize limits per game.
- 15 AAC 160.625 Bingo session records, documentation.
- 15 AAC 160.630 Bingo employee identification tags.
- 15 AAC 160.640-.670 Raffle tickets, numbering, required information, raffle drawings, permit posting, drawing schedule/location, receipt, ownership of raffle prizes, raffle record.
- 15 AAC 160.700 Dog musher's contests, fish derbies, ice classics, salmon classics and king salmon classics, prize award, participant prohibition.
- 15 AAC 160.800 Advertising expenses, depreciation of premises, promotional items.
- 15 AAC 160.810 Net proceeds, payout prohibition, record retention, scholarships.
- 15 AAC 160.820-.830 Bank account, deposit time limit, separate account, method of accounting, payment method, operator payment of net proceeds.
- 15 AAC 160.840-.860 Permittee quarterly report, annual report, form, multi-beneficiary reporting.
- 15 AAC 160.860-.870 Grace periods for reports, request, department discretion, retention of records.

- 15 AAC 160.880-.890 Suspension or revocation of a permit, license or registration, notice, disposition of money upon suspension or revocation.
- 15 AAC 160.900 Notice of criminal conviction.
- 15 AAC 160.910-.920 Request for hearing, time to request, hearing.
- 15 AAC 160.930-.938 Permit, license, registration required, primary gaming location, premises restrictions, permittee activity restriction.
- 15 AAC 160.940 Procedures, statutes, regulations on premises.
- 15 AAC 160.950 Gaming on the airwaves.
- 15 AAC 160.950 Advertisements.
- 15 AAC 160.954-.959 Prohibited financial interests.
- 15 AAC 160.960 Interest on delinquent fees.
- 15 AAC 160.965 Request for waiver of penalty.
- 15 AAC 160.970 Member in charge restriction.
- 15 AAC 160.975 Permittee and operator tests.
- 15 AAC 160.980 Inspection of premises, books and records.
- 15 AAC 160.985 Advisory and violation notices.
- 15 AAC 160.990 Proof of activity.
- 15 AAC 160.992 Reinstatement of persons prohibited from involvement.
- 15 AAC 160.995 Definitions.

Chapter \_\_

Pull-tab/Bingo Department

Sections:

1. Creation of the Pull-tab/Bingo Department.
2. Function of the Department.
3. Pull-tab/Bingo Manager.
4. Business Hours
5. Compliance with State Rules and Regulations.
6. Separate Account/Monthly Financial Statements.
7. Use of Funds/Donations.

Section 1. Creation of the Pull-tab/Bingo Department. There shall be a Pull-tab/Bingo Department for the City of \_\_\_\_\_.

Section 2. Function of the Department. The City of \_\_\_\_\_ Pull-tab/Bingo Department shall handle all of the City's permitted games of chance and skill, including, but not limited to, Pull-tab and Bingo games.

Section 3. Pull-tab/Bingo Manager, Member in Charge. The City Council shall hire an individual to coordinate activities of the Pull-tab/Bingo Department. The Council shall set his/her pay and the hours he/she will work per week.

The Pull-tab/Bingo Manager will coordinate Bingo games and ensure that enough Bingo/Pull-tab helpers are hired to run the games efficiently; order supplies and equipment as needed; thoroughly familiarize him/herself with: Games of Chance and Contests of Skill Statutes and Regulations and take whatever tests that may be required by the state to qualify for this position; and ensure that accurate complete records of gaming activity are kept and reports are filed timely with the appropriate state agency. This position will either serve as member in charge, or be under the supervision of the member in charge.

Section 4. Business Hours. The City Council shall set the hours the Pull-tabs are sold and when the Bingo games are held. The hours shall be posted conspicuously by the entryway of the Bingo hall. Pull-tabs and refreshments may be sold during Bingo games.

Section 5. Compliance with State Rules and Regulations. The City shall comply fully with the State of Alaska rules and regulations concerning Pull-tabs, Bingo and other games of chance and skill.

A business license must be obtained and posted in a conspicuous place in the Bingo hall or where ever games of chance and skill are to be held.

Door prizes, awards, and prizes shall be limited according to Title 5 of the Alaska Statutes and other related statutes and regulations.

Quarterly and annual reports shall be made to the Department of Revenue as required by state statute or regulation. The reports shall be on forms provided by the State of Alaska.

Section 6. Separate Account/Monthly Financial Statements. As required by state law, a separate checking account shall be kept. All earnings from Pull-tab sales, Bingo games, etc., shall be deposited into this account.

Pull-tab/Bingo monthly financial statements reflecting monthly Pull-tab and Bingo earnings and expenses shall be prepared and reported to the Council during the Council's regular monthly meetings.

Section 7. Use of Funds/Donations. Authorized expenses are found in the state statutes and regulations governing gaming. The Bingo/Pull-tab Department shall comply with these laws and regulations.

Donations shall be made to the individuals and organizations listed on the city's gaming permit and approved by the State of Alaska.



**CITY OF KOTZEBUE  
RESOLUTION NO. 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.**

**WHEREAS,** In May 2024, the new water treatment plant in the city produced water with manganese levels exceeding the recommended limits set by the State of Alaska DEC.;

**WHEREAS,** the manganese level has recently declined to acceptable levels and the color of the City’s water is improving and the City’s designer, Tetra Tech, for the new water treatment plant is working on a permanent, long-term solution to the unanticipated manganese issue;

**WHEREAS,** The City of Kotzebue City Council directed the administration to waive one (1) month of water fee for residential customers for the exceeding manganese levels in the month of May 2024. A commensurate waiver for commercial accounts for a one-month period shall also be determined;

**WHEREAS,** further water fee waivers may be appropriate if manganese levels exceed the recommended manganese levels again in any given month; and,

**WHEREAS,** the City Administration shall explore the feasibility of providing residential pitcher-based tap water filtration systems such as PUR PLUS in the future and report back to the City Council on the cost and efficacy of such in-home drinking water filtration systems.

**Resolution 24-39 re: water fee waiver**  
**June 20, 2024 RCCM**  
**Page 2 of 2**

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Kotzebue directs the City Administration to proceed as set out herein to provide water fee waivers and explore the efficacy of pitcher-based tap water filtration systems for residential use.

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**PASSED AND APPROVED** by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 20<sup>th</sup> day of June, 2024.

**CITY OF KOTZEBUE**

\_\_\_\_\_  
Saima Chase, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
Rosie Hensley, City Clerk



**CITY OF KOTZEBUE  
RESOLUTION NO. 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.**

- WHEREAS,** the City of Kotzebue and Maniilaq Association have an Agreement for the provision of ambulance services in the City of Kotzebue;
- WHEREAS,** this 2018 Agreement has been amended five (5) times since its inception;
- WHEREAS,** Maniilaq has proposed another Amendment to the 2018 Agreement as set forth in Exhibit “A” attached hereto;
- WHEREAS,** the City Administration has reviewed this Amendment and recommends its approval; and,
- WHEREAS,** the City Administration continues to work with Maniilaq Association on a long-term solution for the provision of ambulance services in Kotzebue.

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Kotzebue authorizes the City Manager or her designee to Execute Amendment Number 6 as attached hereto as Exhibit “A.”

**PASSED AND APPROVED** by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 20<sup>th</sup> day of June, 2024.

**CITY OF KOTZEBUE**

\_\_\_\_\_  
Saima Chase, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
Rosie Hensley, City Clerk

Attachment: Exhibit "A" – Amendment Number 6 to Ambulance Agreement [2 pages]

**Amendment Number 5  
To  
Contractual Agreement  
Between Maniilaq Association and City of Kotzebue  
For Emergency Medical Services**

THIS AMENDMENT NUMBER 5 to the Contractual Agreement Between Maniilaq Association and City of Kotzebue (the "Agreement"), is by and between City of Kotzebue ("Contractor") and Maniilaq Association, a tribally authorized regional nonprofit health and social services corporation ("Maniilaq"), as of dated January 1, 2018 (the "Effective Date"). In consideration of the mutual covenants and premises set forth herein, the parties agree as follows:

- 1. Changes to Section XII: Right to Terminates this Agreement:

Both Parties reserve the right to terminate this Agreement with or without cause upon ninety (90) day written notice delivered to the other party.

- 2. Any reference to "GSA Ambulance" to state "An Ambulance".

IN WITNESS WHEREOF, the parties hereto have executed this Amendment Number 5.

**City of Kotzebue**

**Maniilaq Association**



\_\_\_\_\_  
Tessa Baldwin, City Manager

\_\_\_\_\_  
Tim Gilbert, President/CEO

Date: \_\_\_\_\_

Date: 06 / 05 / 2024





[Note: this is actually Amendment Number 6. Amendment Number 5 was executed in September 2022]



**Title** City of Kotzebue - EMS Services Amendment 5  
**File name** file  
**Document ID** 6bb54957bb9afd5f7ab738e16435ed1a30d2047c  
**Audit trail date format** MM / DD / YYYY  
**Status** ● Signed

This document was requested from [app.contractsafe.com](http://app.contractsafe.com)

### Document History

-  **06 / 05 / 2024**  
**SENT** 18:21:28 UTC Sent for signature to Tim Gilbert (tim.gilbert@maniilaq.org) from paula.octuck@maniilaq.org  
IP: 209.165.161.134
  
-  **06 / 05 / 2024**  
**VIEWED** 18:48:08 UTC Viewed by Tim Gilbert (tim.gilbert@maniilaq.org)  
IP: 209.165.161.134
  
-  **06 / 05 / 2024**  
**SIGNED** 18:48:25 UTC Signed by Tim Gilbert (tim.gilbert@maniilaq.org)  
IP: 209.165.161.134
  
-  **06 / 05 / 2024**  
**COMPLETED** 18:48:25 UTC The document has been completed.



**CITY OF KOTZEBUE  
RESOLUTION NO. 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”).**

- WHEREAS,** the City Council in Resolution 23-18, dated April 20, 2023, authorized the submittal of a PIDP Grant application;
- WHEREAS,** as a result of that application, the City was awarded \$2,455,485 for the Cape Blossom Port Planning Project in MARAD FY2023 PIDP Grant No. 693JF72444063;
- WHEREAS,** since the notice of award, the City Administration has worked diligently with MARAD on the pre-Grant Agreement protocols and procedures;
- WHEREAS,** MARAD has presented a draft Grant Agreement for review by the City of Kotzebue; and,
- WHEREAS,** the City Manager with the assistance of the City Attorney and other senior City Administration officials wishes to complete and execute the Grant Agreement.

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Kotzebue authorizes the City Manager or her designee to complete and execute the MARAD FY2023 PIDP Grant No. 693JF72444063 as referenced herein.

**PASSED AND APPROVED** by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 20<sup>th</sup> day of June, 2024.

**CITY OF KOTZEBUE**

\_\_\_\_\_  
Saima Chase, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
Rosie Hensley, City Clerk



**CITY OF KOTZEBUE  
RESOLUTION NO. 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.**

**WHEREAS,** in Joint Resolution No. 23-45, dated October 11, 2023, the City of Kotzebue supported the NVOK request to use a portion of the NVOK’s \$971,855.50 in NANA VEI grant funds for, *inter alia*, the purchase of the Church of God building in Kotzebue;

**WHEREAS,** the NVOK no longer wishes to purchase the Church of God building in Kotzebue for \$896,855.50 but instead wishes to purchase some City-owned land and construct a Nikaitchuat Ilisagviat on that land using NANA VEI grant funds;

**WHEREAS,** \$75,000 of the original NVOK NANA VEI grant funding of \$971,855 has been properly allocated by NVOK for technology upgrades which leaves remaining NANA VEI grant funding in the amount of \$896,855.50 which NVOK wishes to return to the NANA VEI for reallocation via another VEI application for purchase of some City-owned land and to construct a Nikaitchuat Ilisagviat on that land;

**WHEREAS,** the City of Kotzebue strongly supports the construction of a Nikaitchuat Ilisagviat using NANA VEI grant funds on the land to be purchased from the City of Kotzebue; and,

**WHEREAS,** this reallocation of NVOK’s NANA VEI grand funds does not change the City of Kotzebue’s NANA VEI grant funds previously allocated to the City of Kotzebue to update the City’s landfill by opening a new cell to accommodate the needs of the community, closing an existing cell at the landfill, and purchasing gravel to meet federal and state requirements for proper cover of the bales placed in the landfill cells.

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**Resolution 24-42 for June 20, 2024 RCCM**  
**Support for NVOK Reallocation of NANA VEI Grant Funds for Nikaitchuat Ilisagviat**  
**Page 2 of 2**

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Kotzebue fully supports the reallocation of NVOK NANA VEI grant funds as set forth herein for the Nikaitchuat Ilisagviat.

**PASSED AND APPROVED** by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 20<sup>th</sup> day of June, 2024.

**CITY OF KOTZEBUE**

\_\_\_\_\_  
Saima Chase, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
Rosie Hensley, City Clerk

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

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**TO: Mayor Saima Chase and Members of the City Council**

**FROM: The Office of the City Manager, Tessa Baldwin**

**DATE: May 20, 2024**

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### *Key Accomplishments and Project Updates*

- Grant Agreement for Alaska Housing Finance Corporation Signed! Next stop putting the Notice for Funding Opportunity (NOFO) out to the public.
- Loan Agreement executed for the State Revolving Fund for the replacement of Swan Lake Loop and Lagoon Loop! On June 17, 2024, we had our kick off call!
- Cape Blossom PIDP Grant is being worked through with US DOT.

### *Report Narrative*

The City of Kotzebue has been diligently working through many projects this past month including the NOFO, RFP and our website. We anticipate the website to go up this week! In addition, the Small Business Association visited Kotzebue in which we talked with them about emergency disasters like Swan Lake Loop. They met with the NWAB and ourselves. We also met with the State of Alaska Department of Transportation discussing their plans for Phase II. Other visitors included Credit Union 1 who will be placing a branch location in the new AC Store. There was a film crew that came up the last week of May in which they filmed myself and planning director, Sam Camp discussing the erosion shore project.

### *Current Open Grants and Funding Opportunities*

- U.S. Department of Transportation, Port Infrastructure Development Program (PIDP) at **\$2,455,000.00.**

- Currently working through the grant agreement terms and conditions. A first draft has been circulated with feedback from US DOT on what needs to be edited. We anticipate this fully executed before July 1, 2024.
- Alaska Housing Finance Corporation Grant, **\$5,000,000.00**
  - Grant agreement and notice of opportunity has been drafted and reviewed by both parties. As of June 17, 2024, we were still working out minor details in hopes of putting it out before the Juneteenth Holiday.
- Healthy and Equitable Communities- State of Alaska Department of Health and Division of Public Health, **\$94,471.00**
  - Quote selected and purchase moving forward. They were scheduled to come up and replace part of the phone system, however, I directed ACS to please get all systems at play before coming to Kotzebue to ensure we do not make this more than one trip due to budget reasons. Schedule is unknown right now until we have a better idea of the point to point system.
- 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**
  - COK Hazard Mitigation project has been moving forward and is going into draft format this summer.
- Village Economic Investment Funding, NANA Regional Corporation, Cape Blossom Road Project, **\$139,480.00**
  - Will be used for Cape Blossom local match for PIDP.
- 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 they are currently in storage awaiting the help of Mr, Reeves on this matter.
- Designated Legislative Spending, State of Alaska Legislature, **\$500,000.00**
  - To be used for supporting Cape Blossom Local Committee in the development of a plan for the port. The economic study of \$75,000.00 will be charged to this account. The 2<sup>nd</sup> Cape Blossom Regional Committee will be scheduled for August of 2024.
- Denali Commission, Washeteria and Local Shower Facility, **\$1,250,000.00**

- A task order was signed for DOWL Engineering to complete the design of the washeteria. The washeteria building was placed on its new location recently and we have completed 35% design. We did reach out to the tribe for the partnership on the washeteria materials.
- Village Improvement Fund, NWAB, Car Crusher, **\$275,000.00**
  - The car crusher was ordered!! Thank you Russ, Chelsea and team for moving forward with this project. This will be here on the second barge.
- Village Economic Investment, NANA Regional Corporation, Landfill Upgrades, and Infrastructure Project, **\$782,500.00**
  - The project is moving forward. Russ is working to get quotes for the much needed upgrades at the landfill.
- United States Department of Agriculture, Rural Development, Emergency Community Water Assistance Grant, **\$139,000.00**
  - This has been submitted but not yet awarded. We are working on a second grant through ECWAG for the current Swan Lake Loop Failure at \$150,000.00

***Public Notices Posted and Upcoming City Events/ Meetings***

- Press Release from Kotzebue Police Department, Sergeant resigning following internal investigation. Posted May 23, 2024.
- Public Notice, Reminder of Rescheduled City Council Meeting on May 24, 2024. Posted May 24, 2024.
- Statement from KPD Chief made at City Council Meeting for public record. Posted May 24, 2024.
- Public Announcement, June Nelson Spring Clean-up Week/Yellow Bag Day/Large Item Pick-up. Posted May 28, 2024.
- Job Opening Announcement, Arctic Spirits Retail Sales Associate. Posted May 29, 2024.
- Public Announcement, Dog in KPD possession. Posted May 29, 2024.
- Public Notice, Regular City Council Meeting scheduled for June 6, 2024 at 5:15PM. Posted May 30, 2024.
- Public Service Announcement, Cell tower down, alternative 911. Posted May 30, 2024.
- Job Opening Announcement, Public Works-Roving CDL Operator. Posted May 31, 2024.
- Public Announcement, Open Gym closed until further notice. Posted May 31, 2024.
- Molly of Denali Parade Event Announcement. Posted June 2, 2024.

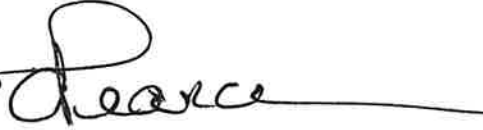
- Public Notice, KFD Airboat Training on Tuesday, June 4, 2024. Posted June 3, 2024.
- Public Service Announcement, Drake repaving Ptarmigan and Wolverine on June 4, 2024, closed 7AM-7PM. Posted June 3, 2024.
- Public Notice, Agenda for City Council Meeting on June 6, 2024. Posted June 4, 2024.
- Public Service Announcement, No cell service along Cape Blossom Road. Posted June 4, 2024.
- Public Service Announcement, Large Item Pick-up. Posted June 5, 2024.
- Job Opening Announcement, Administrative Assistant. Posted June 5, 2024.
- Public Notice, Virtual Community Hall with Tetra Tech on Water Treatment Plant on June 12, 2024. Posted June 5, 2024.
- Public Notice, CY25 Budget Retreat scheduled for June 11, 2024. Posted June 6, 2024.
- Drinking Water Health Advisory, Elevated Manganese Levels Precaution. Posted June 6, 2024.
- Public Notice, Regular Planning Commission Meeting scheduled for June 13, 2024 at 5:15PM. Posted June 6, 2024.
- Public Notice (text), City Council Meeting postponed for June 7, 2024 at 5:15PM due to technical issues. Posted June 6, 2024.
- Public Notice, Seeking volunteers for 4<sup>th</sup> of July Celebration Announcement. Posted June 7, 2024.
- Public Notice, Amended Agenda for Rescheduled City Council Meeting on June 7, 2024. Posted June 7, 2024.
- Public Notice, 4<sup>th</sup> of July Second Planning Meeting scheduled for June 13, 2024 from 12PM-1PM at Youth Center. Posted June 8, 2024.
- Public Service Announcement, Small Boat Harbor Installation from June 11 to 14, 2024. Posted June 10, 2024.
- Public Service Announcement, Ptarmigan closed between Houses 691-699 due to waterline leak. Posted June 11, 2024.
- Public Service Announcement, Maniilaq contractor fire suppression tests. Posted June 11, 2024.
- Public Notice, City Council Meeting scheduled for June 20, 2024 at 5:15PM. Posted June 12, 2024.



- Documents from Virtual Community Hall from Tetra Tech for public record. Posted June 13, 2024.
- Public Notice from DOT, Emergency Disaster Drill scheduled for June 15, 2024 at the airport. Posted June 13, 2024.
- Public Notice, City Closure for Juneteenth, June 19, 2024. Posted June 14, 2024.
- Public Notice, Refuse Department not closed June 19, 2024. Posted June 14, 2024.
- Public Notice, 4<sup>th</sup> of July 5K with Maniilaq. Posted June 14, 2024.

TO: Mayor Chase and Kotzebue City Council  
City Manager Tessa Baldwin

FR: Drue Pearce, Holland & Hart LLP



RE: June 2024 Report to Council

June 13, 2024

**Happy Solstice!** I would not blame any of you who choose to celebrate the sun and season rather than attend the Thursday evening Council meeting! My favorite solstice ever was spent in Kotzebue in 1982; I hope each of you have an equally memorable solstice this year.

I am sure that you were disappointed, as was I, that Senator Murkowski did not put forward to the full Senate Appropriations Committee a request for the CDS grant for which you made application. However, I know you are as delighted as I that Representative Peltola chose to put the entire \$12 million request forward to the House Appropriations Committee.

You can access the list of projects put forward by both the Senator by going to <https://www.murkowski.senate.gov/appropriations-and-cds-request-page> and scrolling down to FY25 Congressionally Directed Spending Requests. The projects she forwarded are listed by the Appropriations Subcommittee which has jurisdiction. It is obvious that her seniority on the Appropriations Committee allows her to put forward many requests.

Representative Peltola, in the minority and without much seniority, had more restrictions placed on what and how much she could ask for. Her list can be found at <https://peltola.house.gov/appropriations/fy25-projects.htm>. Of the just over \$60 million in 15 projects she requested, **she put a full 20% toward the City of Kotzebue**. That is actually amazing. It is her largest request by far.

Meanwhile, the **Region fared well** under Senator Murkowski's requests. The Borough's request for \$2,690 million to construct public safety/heavy equipment storage facilities went forward. The Borough's request for \$1 million for an electrical intertie between Ambler and Shungnak also went forward. The Native Village of Buckland has a \$392,000 request for a new above ground storage tank. Maniilaq's request for \$1 million for facilities and equipment was put forward. Buckland also asked for \$973,000 to complete construction of affordable housing

which was put forward. (Buckland must have a grant writer!) The Robert Aqqaluk Newlin Sr Memorial Trust requested \$200,000 to support a fellowship model to provide immersion teaching to Inupiaq learners which went forward. There are also a number of statewide requests for state agencies, the University, and specific NGOs that went forward. Many of those will provide pass through money to communities across Alaska.

Of the 15 projects forwarded by Representative Peltola, only 5 were also on Senator Murkowski's list.

The House is on the floor this week (I am writing this on 6/13) deliberating over 350 amendments the Rules Committee agreed to accept out of more than 1500 submitted to the **National Defense Authorization Act (NDAA)**, one of the few "must pass" pieces of legislation that is dealt with every year. On the Senate side, the Senate Armed Services Committee is considering the NDAA this week, doing daily markups of different portions of the bill. They hope to move the bill out of Committee by COB Friday, 6/15. The Senate could take the NDAA to the floor next week, but Juneteenth is a holiday, and is midweek so they may wait until after the 4th of July break. Obviously, the NDAA is particularly important to Alaska; expect press releases from our Delegation members talking about specific items they were able to get into the bills.

Senator Sullivan announced that the **Social Security Administration** has committed to a series of service improvements for Alaskans as a result of his urging. See his news release at <https://www.sullivan.senate.gov/newsroom/press-releases/sullivan-secures-improved-social-security-administration-service-for-alaskans>.

Sullivan also is very concerned (some who have seen him emote on this matter would say apoplectic!) about the **Navy's inability to build ships**. This is of particular importance to Arctic coastal communities like Kotzebue because the Russians and Chinese are quickly overmatching our capabilities. Read his opinion piece here: <https://www.washingtonexaminer.com/restoring-america/courage-strength-optimism/3036942/congress-must-step-in-to-fix-americas-shipbuilding-crisis/>.

Rep. Peltola is pleased that the House passed the **Wastewater Infrastructure Pollution Prevention and Environmental Safety Act**, of which she is co-lead sponsor. See her release at

<https://peltola.house.gov/news/documentsingle.aspx?DocumentID=262> I think they are pronouncing WIPPES like WIPES.....

Senator Murkowski spoke to three Alaska specific bills at a hearing today, one of which makes additional federal lands available for **land allotment selection by Alaska Native Vietnam veterans**. Read her release here:

<https://www.murkowski.senate.gov/press/release/murkowski-speaks-on-chugach-land-exchange-cape-fox-entitlement-and-alaska-native-vietnam-vet-allotments-during-senate-energy-hearing>.

And the Senators together wrote to OMB expressing their concern that implementation of the **Build America, Buy America (BABA)** Act will have a detrimental impact on infrastructure development in Alaska Native communities.

Find the press release at:

<https://www.murkowski.senate.gov/press/release/murkowski-sullivan-call-for-five-year-tribal-baba-waiver>.

That is it from DC for now. Enjoy solstice and have a great Fourth of July!

Joseph W. Evans

City Attorney

Section XI, Item i)

Joe Evans

## City Attorney's Report for June 20, 2024 RCCM

### Lawsuits Against the City

There is one active lawsuit pending against the City of Kotzebue at this time - (1) Luke Outwater vs. City of Kotzebue et al. There is currently pending a Petition for Review before the Alaska Supreme Court regarding the trial court's handling of the qualified immunity issue. The trial of this civil case has been postponed until after the completion of a separate criminal case against Luke Outwater. (The AMLJIA is providing defense and indemnity for the City in this civil matter.) Mr. Outwater has also been criminally charged with a violation AS11.41.220(a)(1)(A): Assault 3 - Cause Fear of Injury with Weapon (Class C Felony) for his conduct on September 8, 2022. This separate criminal case is set to go to trial in Kotzebue the week of August 12, 2024. Finally, Former KPD Sgt. David Cox has been assigned separate counsel by the AMLJIA in the civil lawsuit.

On Tuesday, June 18, 2024, the City was served with a Summons and Complaint in a case by Clement Barr Richards, Jr., captioned Clement Barr Richards, Jr. v. Maniilaq Association, Teck, and Kotzebue Police Department, 2KB-24-00006CI. I am currently reviewing the matter and will tender the case to the AMLJIA for defense and indemnity. (Note: this case was filed in Superior Court on January 18, 2024, but the Summons and Complaint were only given to the City on June 18, 2024.)

### Projects

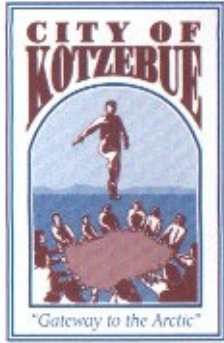
As the Council knows, I work with the City Manager, HR Director, Department Heads and Supervisors on numerous personnel matters. (Note: personnel matters are by the KMC and State law confidential; therefore, I cannot identify the specific matters.)

I worked on the following matters/attended the following meetings since my last report:

- continued working throughout the month on the Swan Lake Loop Failure and related issues with the City Manager, Public Works Director, DOWL, SOA, NVOK NWAB, etc., including numerous phone calls, teleconferences
- reviewed packet for and attended RCCM on June 7<sup>th</sup> via teleconference
- reviewed packet for and will attend the RCCM on June 20<sup>th</sup> via teleconference

- prepared numerous Resolutions (and extensive attachments/exhibits) for Section XI, Item i and June 20<sup>th</sup> RCCMs
- worked with City Manager and City Clerk on Agendas for the June RCCMs
- continued work with NVOK and the City manager to finalize NVOK request for land purchase near Ashley Johnson-Barr Park for NVOK Offices and Nikaitchuat Iḷisaḡviat
- continued work with DOWL, City Manager and Public Works Director on Water Treatment Plant issues
- attended weekly DOWL Services teleconferences
- reviewed various ABC and AMCO regulatory changes received throughout the month
- continued work on PIDP materials including Grant Agreement with City Manger and Planning Department
- prepared for and attended Planning Commission on June 13<sup>th</sup> via teleconference
- worked with Planning Director on tidelands issues
- worked with City Manager et al. on AHFC Housing Grant matters throughout the month including finalizing Grant Agreement and NOFA for posting and publication
- worked on individual water/sewer claims with AMLJIA and claimants
- continued work with City Manager and KFD on Maniilaq Ambulance Contract matters
- worked on PIDP/MARAD matters with City Manager
- worked with Package Store/Delivery Site Manager on issues involving permittees
- attended virtual Community Hall on June 12<sup>th</sup> regarding Water Treatment Plant

I am also available 24/7/365 to City Manager and Directors via teleconference, texts and emails for whatever issues/matters may develop and/or need attention.



# Finance Director's Monthly Report

**To:** Teresa Baldwin, City Manager  
**CC:** Rosie Hensley, City Clerk  
**From:** Donna McConnell, Finance Lead  
**Date:** June 17, 2024  
**Re:** May 2024 Financial Statements

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Good afternoon City Council Members,

The annual audit will be held in July.

We are STILL looking to hire 2 positions. 1-Administrative Assistant for the front desk & 1-Accounts Receivable Clerk. We in finance are extremely short handed.

As a temporary fix to being short handed we have hired Dilyn Martin as a Temporary Administrative Assistant for the front desk. But will loose her when she returns to college this fall.

Melissa Ivanoff, Payroll Clerk has been helping with the vacant position for Accounts Receivable Clerk so that I can do the billing each month.

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 5 Months Ending May 31, 2024

Section XI, Item j)

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>GENERAL REVENUE</u>					
100-00-43100 Sales Tax	318,756.25	1,764,901.45	3,837,500.00	2,072,598.55	46.0
100-00-43105 Sale Tax-Bingo/Pull Tabs	16,741.31	109,881.12	280,000.00	170,118.88	39.2
100-00-43110 Sales Tax - MUS	8,544.80	40,890.50	96,000.00	55,109.50	42.6
100-00-43111 Bed Tax	15,545.94	52,937.71	110,000.00	57,062.29	48.1
100-00-43115 Alcohol Use Tax	.00	.00	500.00	500.00	.0
100-00-43116 Liquor Store Use Tax	16,033.31	70,951.48	180,000.00	109,048.52	39.4
100-00-43117 Tobacco - Excise Tax	19,799.21	105,626.89	330,000.00	224,373.11	32.0
100-00-43120 Penalties/Interest	6,301.31	20,201.60	10,000.00	( 10,201.60)	202.0
100-00-43125 Municipal Court Fines	1,250.00	4,090.00	3,000.00	( 1,090.00)	136.3
100-00-43126 Court Fees for Summons	.00	505.00	750.00	245.00	67.3
100-00-43130 Interest	657.27	12,734.60	10,000.00	( 2,734.60)	127.4
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	.00	294,477.08	1,182,050.00	887,572.92	24.9
100-00-43320 Emerg. Mgmt. Assistance	.00	97,961.23	.00	( 97,961.23)	.0
100-00-43330 Rentals/Lease	1,950.00	17,743.22	25,000.00	7,256.78	71.0
100-00-43331 Land Lease	.00	.00	500.00	500.00	.0
100-00-43335 Xerox Copy	.81	8.22	75.00	66.78	11.0
100-00-43345 Maps	96.30	196.30	180.00	( 16.30)	109.1
100-00-43400 Alarms Monitoring	.00	.00	200.00	200.00	.0
100-00-43415 Animal Control Fees	.00	185.00	2,000.00	1,815.00	9.3
100-00-43425 Building Permits	230.00	460.00	3,000.00	2,540.00	15.3
100-00-43426 Community Activities	.00	.00	4,000.00	4,000.00	.0
100-00-43427 Notary Services	21.40	83.25	200.00	116.75	41.6
100-00-43435 Miscellaneous Permits	862.00	6,342.00	15,000.00	8,658.00	42.3
100-00-43505 Cash Over/Short-G.F.	.01	.01	50.00	49.99	.0
100-00-43520 Miscellaneous Income	318.95	103,268.46	15,000.00	( 88,268.46)	688.5
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	350.00	350.00	.00	( 350.00)	.0
100-00-43530 Donations	.00	850.00	2,500.00	1,650.00	34.0
100-00-43534 911 Billing Surcharge	9,674.06	46,531.64	105,000.00	58,468.36	44.3
100-00-43535 Ambulance 3rd Party	15,226.91	130,256.56	275,000.00	144,743.44	47.4
100-00-43536 Maniilaq Ambulance	.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	2,053.22	9,457.88	4,000.00	( 5,457.88)	236.5
100-00-43616 Special Events / Misc.	.00	.00	5,200.00	5,200.00	.0
100-00-43800 Operating Tranfers In	.00	.00	1,778,344.00	1,778,344.00	.0
Total GENERAL REVENUE	434,413.06	3,293,518.20	10,006,692.00	6,713,173.80	32.9
Total Fund Revenue	434,413.06	3,293,518.20	10,006,692.00	6,713,173.80	32.9



Kotzebue City  
Expenditures with Comparison to Budget  
For the 5 Months Ending May 31, 2024

Section XI, Item j)

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>ADMINISTRATION DEPT.</u>					
100-10-54125	Salaries & Wages	39,574.64	261,613.17	797,674.00	536,060.83 32.8
100-10-54130	Overtime Salaries	.00	.00	1,500.00	1,500.00 .0
100-10-54140	Employee Benefits	8,613.59	88,982.38	303,117.00	214,134.62 29.4
100-10-54210	Electricity	679.42	3,620.65	8,500.00	4,879.35 42.6
100-10-54215	Heating Fuel	2,682.83	7,525.31	12,675.00	5,149.69 59.4
100-10-54220	Building Maintenance	58.94	203.91	3,500.00	3,296.09 5.8
100-10-54306	Meals & Entertainment	208.07	269.47	500.00	230.53 53.9
100-10-54312	Books & Publications	.00	.00	200.00	200.00 .0
100-10-54315	Office Supplies & Equip.	652.72	6,628.90	16,478.50	9,849.60 40.2
100-10-54325	Office Leased Equipment	1,744.00	11,239.67	30,000.00	18,760.33 37.5
100-10-54400	Service Charges	638.11	2,971.04	24,500.00	21,528.96 12.1
100-10-54407	Employee Morale & Health	.00	147.52	500.00	352.48 29.5
100-10-54410	Telephone/Fax	2,024.40	11,240.83	30,000.00	18,759.17 37.5
100-10-54415	Travel/Lodging	1,096.43	16,927.45	25,000.00	8,072.55 67.7
100-10-54425	Training	.00	.00	10,000.00	10,000.00 .0
100-10-54430	Dues & Membership	169.49	1,081.49	.00	( 1,081.49) .0
100-10-54434	Ambulance 3rd Party Fees	2,558.04	6,837.06	25,000.00	18,162.94 27.4
100-10-54435	Postage	206.29	3,728.38	4,521.50	793.12 82.5
100-10-54436	Professional Services	4,483.00	38,058.40	100,000.00	61,941.60 38.1
100-10-54437	Audit Consulting	645.00	60,900.17	270,000.00	209,099.83 22.6
100-10-54438	Legal	18,226.45	91,669.21	157,000.00	65,330.79 58.4
100-10-54439	Insurance	.00	9,166.48	14,000.00	4,833.52 65.5
100-10-54440	Advertising	545.80	545.80	1,500.00	954.20 36.4
100-10-54441	Lobbying	4,000.00	22,538.82	60,000.00	37,461.18 37.6
100-10-54505	Unleaded Gas	.00	1,416.86	2,700.00	1,283.14 52.5
100-10-54526	Light Vehicle R & M	.00	.00	2,000.00	2,000.00 .0
100-10-54620	Maintenance/Support Agrmt	1,793.00	13,929.60	75,000.00	61,070.40 18.6
100-10-54625	Computer & DP Equipment	.00	1,520.93	3,000.00	1,479.07 50.7
100-10-54901	Miscellaneous	.00	.00	900.00	900.00 .0
<u>Total ADMINISTRATION DEPT.</u>		<u>90,600.22</u>	<u>662,763.50</u>	<u>1,979,766.00</u>	<u>1,317,002.50 33.5</u>
 <u>CITY CLERK</u>					
100-20-54110	Council Honorarium	1,650.00	9,750.00	31,000.00	21,250.00 31.5
100-20-54125	Salaries & Wages	6,081.34	32,817.29	80,100.00	47,282.71 41.0
100-20-54130	Overtime	.00	.00	1,000.00	1,000.00 .0
100-20-54140	Employee Benefits	1,608.98	13,945.65	30,400.00	16,454.35 45.9
100-20-54170	Election Expense	.00	.00	2,000.00	2,000.00 .0
100-20-54312	Books & Publications	.00	.00	500.00	500.00 .0
100-20-54315	Office Supplies	188.52	2,173.86	750.00	( 1,423.86) 289.9
100-20-54325	Office Leased Equipment	.00	.00	3,000.00	3,000.00 .0
100-20-54410	Telephone	264.83	979.58	2,500.00	1,520.42 39.2
100-20-54415	Travel/Lodging	8,535.14	24,873.64	42,000.00	17,126.36 59.2
100-20-54425	Training	.00	350.00	2,000.00	1,650.00 17.5
100-20-54430	Dues & Memberships	.00	2,472.63	4,750.00	2,277.37 52.1
100-20-54435	Postage	18.40	18.40	75.00	56.60 24.5
100-20-54439	Insurance	.00	874.96	3,000.00	2,125.04 29.2
100-20-54440	Advertising (RFB & RFP)	.00	.00	1,500.00	1,500.00 .0
100-20-54500	Council Amenities	.00	.00	500.00	500.00 .0
100-20-54620	Maintenance/Support Agrmt	.00	.00	1,000.00	1,000.00 .0
<u>Total CITY CLERK</u>		<u>18,347.21</u>	<u>88,256.01</u>	<u>206,075.00</u>	<u>117,818.99 42.8</u>

Kotzebue City  
Expenditures with Comparison to Budget  
For the 5 Months Ending May 31, 2024

Section XI, Item j)

GENERAL FUND

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>CAPITAL PROJ/PLANNING</u>						
100-50-54110	Planning Comm Stipend	.00	1,125.00	6,300.00	5,175.00	17.9
100-50-54125	Salaries & Wages	18,204.50	70,334.01	180,000.00	109,665.99	39.1
100-50-54130	Overtime	.00	.00	500.00	500.00	.0
100-50-54140	Employee Benefits	5,051.64	23,538.99	34,200.00	10,661.01	68.8
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	16.08	80.55	500.00	419.45	16.1
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	5,003.38	57,879.63	335,000.00	277,120.37	17.3
100-50-54439	Insurance	.00	833.28	2,800.00	1,966.72	29.8
100-50-54500	Commission Amenities	.00	.00	250.00	250.00	.0
100-50-54505	Unleaded Gas/Diesel	.00	944.57	1,688.00	743.43	56.0
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
<b>Total CAPITAL PROJ/PLANNING</b>		<b>28,275.60</b>	<b>157,194.84</b>	<b>571,098.00</b>	<b>413,903.16</b>	<b>27.5</b>
<u>POLICE DEPT</u>						
100-70-54125	Salaries & Wages	66,215.10	350,951.65	1,127,509.00	776,557.35	31.1
100-70-54130	Overtime	10,784.64	32,695.26	50,000.00	17,304.74	65.4
100-70-54140	Employee Benefits	20,694.34	143,584.60	404,301.00	260,716.40	35.5
100-70-54210	Electricity	865.71	4,409.31	8,500.00	4,090.69	51.9
100-70-54215	Heating Fuel	1,928.03	7,005.02	9,100.00	2,094.98	77.0
100-70-54220	Building Maintenance	76.98	76.98	2,500.00	2,423.02	3.1
100-70-54301	Clothing	300.71	992.10	4,200.00	3,207.90	23.6
100-70-54315	Office Supplies	.00	2,528.77	6,000.00	3,471.23	42.2
100-70-54316	Operations Supply	309.25	8,246.47	19,633.00	11,386.53	42.0
100-70-54317	Community Policing	.00	.00	500.00	500.00	.0
100-70-54325	Office Leased Equipment	320.00	1,920.00	2,250.00	330.00	85.3
100-70-54410	Telephone/Fax	1,252.17	4,368.97	9,500.00	5,131.03	46.0
100-70-54415	Travel/Lodging/Per Diem	944.37	8,084.48	20,000.00	11,915.52	40.4
100-70-54420	Employee Rent	.00	825.00	15,000.00	14,175.00	5.5
100-70-54425	Training	150.00	7,300.00	35,000.00	27,700.00	20.9
100-70-54430	Dues & Membership	.00	65.00	500.00	435.00	13.0
100-70-54435	Postage	.00	294.26	800.00	505.74	36.8
100-70-54436	Professional Services	917.00	8,402.01	20,000.00	11,597.99	42.0
100-70-54439	Insurance	.00	68,370.62	229,000.00	160,629.38	29.9
100-70-54440	Advertising	.00	.00	500.00	500.00	.0
100-70-54505	Unleaded Gas/Diesel	.00	15,011.43	25,000.00	9,988.57	60.1
100-70-54526	Light Vehicle R & M	1,706.88	5,384.18	10,000.00	4,615.82	53.8
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	2,302.61	2,302.61	2,367.00	64.39	97.3
<b>Total POLICE DEPT</b>		<b>108,767.79</b>	<b>672,818.72</b>	<b>2,004,160.00</b>	<b>1,331,341.28</b>	<b>33.6</b>
<u>JAIL DEPT</u>						
100-75-54125	Salaries & Wages	42,970.81	220,276.27	831,945.00	611,668.73	26.5
100-75-54130	Overtime	4,157.31	48,328.13	70,000.00	21,671.87	69.0
100-75-54140	Employee Benefits	12,346.18	94,630.47	316,139.00	221,508.53	29.9

Kotzebue City  
Expenditures with Comparison to Budget  
For the 5 Months Ending May 31, 2024

Section XI, Item i)

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
100-75-54210 Electricity	1,197.62	6,309.68	10,000.00	3,690.32	63.1
100-75-54215 Heating Fuel	4,375.42	37,773.73	78,000.00	40,226.27	48.4
100-75-54220 Building Maintenance	.00	51.05	30,000.00	29,948.95	.2
100-75-54301 Clothing	.00	.00	3,000.00	3,000.00	.0
100-75-54306 Food & Prisoner Supplies	3,007.55	15,413.40	30,000.00	14,586.60	51.4
100-75-54315 Office Supplies	.00	2,584.78	3,500.00	915.22	73.9
100-75-54316 Operation Supplies	.00	6,396.28	20,000.00	13,603.72	32.0
100-75-54410 Telephone	662.30	5,303.52	9,000.00	3,696.48	58.9
100-75-54415 Travel/Lodging/Per Diem	.00	5,712.45	15,000.00	9,287.55	38.1
100-75-54420 Employee Rent	.00	5,050.00	15,000.00	9,950.00	33.7
100-75-54425 Training	.00	477.98	10,000.00	9,522.02	4.8
100-75-54430 Dues & Membership	1,063.08	1,063.08	1,150.00	86.92	92.4
100-75-54434 Television	154.98	774.90	1,350.00	575.10	57.4
100-75-54435 Postage	161.07	667.28	500.00	( 167.28)	133.5
100-75-54436 Professional Services	.00	7,143.49	9,500.00	2,356.51	75.2
100-75-54439 Insurance	.00	39,581.76	133,000.00	93,418.24	29.8
100-75-54505 Unleaded Gas/Diesel	.00	1,416.86	2,700.00	1,283.14	52.5
100-75-54526 Vehicle & Equip R & M	.00	.00	1,000.00	1,000.00	.0
100-75-54620 Maintenance/Support	.00	.00	16,723.00	16,723.00	.0
<b>Total JAIL DEPT</b>	<b>70,096.32</b>	<b>498,955.11</b>	<b>1,607,507.00</b>	<b>1,108,551.89</b>	<b>31.0</b>

FIRE/EMT DEPT

100-80-54125 Salaries & Wages	35,112.90	252,711.91	1,029,422.00	776,710.09	24.6
100-80-54130 Overtime	12,955.98	44,254.75	85,500.00	41,245.25	51.8
100-80-54140 Employee Benefits	14,392.30	117,931.97	391,180.00	273,248.03	30.2
100-80-54210 Electricity	935.68	5,214.04	14,000.00	8,785.96	37.2
100-80-54215 Heating Fuel	3,905.07	43,203.77	71,500.00	28,296.23	60.4
100-80-54220 Building Maintenance	3,503.84	3,619.03	5,000.00	1,380.97	72.4
100-80-54301 Clothing	254.40	2,286.98	25,000.00	22,713.02	9.2
100-80-54315 Office Supplies	.00	2,664.31	4,891.38	2,227.07	54.5
100-80-54323 Fire prevention/hydant maint.	.00	.00	7,500.00	7,500.00	.0
100-80-54324 Ambulance Supplies&Equip.	.00	191.93	1,500.00	1,308.07	12.8
100-80-54325 Office Leased Equipment	320.00	1,920.00	2,000.00	80.00	96.0
100-80-54327 Small Tools	.00	.00	1,500.00	1,500.00	.0
100-80-54407 Fire/EMT Rehabilitation	44.66	478.40	1,000.00	521.60	47.8
100-80-54410 Telephone/Fax	360.31	1,138.96	3,000.00	1,861.04	38.0
100-80-54415 Travel/Lodging	.00	.00	11,608.62	11,608.62	.0
100-80-54425 Training	.00	157.00	15,000.00	14,843.00	1.1
100-80-54430 Dues & Membership	.00	66.50	500.00	433.50	13.3
100-80-54435 Postage	.00	.00	500.00	500.00	.0
100-80-54436 Professional Services	.00	246.00	6,000.00	5,754.00	4.1
100-80-54439 Insurance	.00	4,999.80	16,500.00	11,500.20	30.3
100-80-54505 Unleaded Gas/Diesel	.00	6,939.55	12,000.00	5,060.45	57.8
100-80-54526 Vehicle R & M	.00	420.99	22,000.00	21,579.01	1.9
100-80-54530 Equipment R & M	3,595.13	3,712.44	10,000.00	6,287.56	37.1
<b>Total FIRE/EMT DEPT</b>	<b>75,380.27</b>	<b>492,158.33</b>	<b>1,737,102.00</b>	<b>1,244,943.67</b>	<b>28.3</b>

PUBLIC WORKS DEPT

100-90-54125 Salaries & Wages	65,137.62	348,203.28	1,122,991.00	774,787.72	31.0
100-90-54130 Overtime	7,185.36	22,334.49	30,000.00	7,665.51	74.5
100-90-54140 Employee Benefits	20,274.58	163,113.89	426,737.00	263,623.11	38.2
100-90-54201 Street Lighting	10,082.00	37,640.25	80,000.00	42,359.75	47.1

Kotzebue City  
Expenditures with Comparison to Budget  
For the 5 Months Ending May 31, 2024

Section XI, Item i)

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
100-90-54202 Sign Replacement	.00	.00	2,500.00	2,500.00	.0
100-90-54210 Electricity	1,405.28	9,478.71	13,000.00	3,521.29	72.9
100-90-54215 Heating Fuel	15,582.51	97,924.45	131,200.00	33,275.55	74.6
100-90-54220 Building Maintenance	380.78	5,956.82	13,000.00	7,043.18	45.8
100-90-54300 Cleaning Supplies	112.87	810.20	500.00	( 310.20)	162.0
100-90-54301 Clothing	769.83	1,179.55	4,000.00	2,820.45	29.5
100-90-54315 Office Supplies	174.00	3,025.69	3,500.00	474.31	86.5
100-90-54325 Office Leased Equipment	320.00	1,920.00	2,000.00	80.00	96.0
100-90-54327 Small Tools	1,032.94	1,157.90	4,500.00	3,342.10	25.7
100-90-54410 Telephone/Fax	487.37	2,451.93	6,000.00	3,548.07	40.9
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	1,119.10	1,209.10	30,000.00	28,790.90	4.0
100-90-54439 Insurance	.00	8,333.00	28,000.00	19,667.00	29.8
100-90-54505 Unleaded Gas/Diesel	24,601.50	70,895.39	130,000.00	59,104.61	54.5
100-90-54525 Emergency Disaster Relief	84,067.17	926,446.73	.00	( 926,446.73)	.0
100-90-54526 Light Vehicle R & M	107.93	4,047.75	22,500.00	18,452.25	18.0
100-90-54527 Snow Removal	18,525.00	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	.00	1,308.84	50,000.00	48,691.16	2.6
100-90-54530 Heavy Equipment R & M	2,071.67	45,720.00	85,000.00	39,280.00	53.8
<b>Total PUBLIC WORKS DEPT</b>	<b>253,437.51</b>	<b>1,800,391.97</b>	<b>2,291,428.00</b>	<b>491,036.03</b>	<b>78.6</b>

SMALL BOAT HARBOR

100-94-54125 Salaries & Wages	.00	.00	100,000.00	100,000.00	.0
100-94-54130 Overtime	.00	.00	500.00	500.00	.0
100-94-54140 Benefits	.00	.00	40,000.00	40,000.00	.0
100-94-54210 Electricity	422.89	3,673.05	13,500.00	9,826.95	27.2
100-94-54225 R&R Docks Annually	1,324.28	1,324.28	6,500.00	5,175.72	20.4
100-94-54315 Office Supplies & Equipment	.00	110.38	1,000.00	889.62	11.0
100-94-54439 Insurance	.00	8,333.00	28,000.00	19,667.00	29.8
<b>Total SMALL BOAT HARBOR</b>	<b>1,747.17</b>	<b>13,440.71</b>	<b>189,500.00</b>	<b>176,059.29</b>	<b>7.1</b>

PARKS & REC.

100-95-54125 Salaries & Wages	12,602.36	77,522.08	296,515.00	218,992.92	26.1
100-95-54130 Overtime	.00	.00	1,000.00	1,000.00	.0
100-95-54140 Employee Benefits	1,936.75	27,938.01	112,676.00	84,737.99	24.8
100-95-54210 Electricity	1,298.62	6,565.89	20,000.00	13,434.11	32.8
100-95-54215 Heating Fuel	.00	7,157.28	15,000.00	7,842.72	47.7
100-95-54220 Building & Equipment Maint.	180.24	4,077.88	20,000.00	15,922.12	20.4
100-95-54300 Cleaning Supplies	.00	73.63	2,500.00	2,426.37	3.0
100-95-54306 Food	179.61	833.96	2,000.00	1,166.04	41.7
100-95-54308 Playground & Park Maintenance	.00	40.00	5,000.00	4,960.00	.8
100-95-54315 Office Supplies & Equipment	179.98	2,729.38	3,000.00	270.62	91.0
100-95-54410 Telephone/Fax	419.39	1,618.42	3,000.00	1,381.58	54.0
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	220.00	2,500.00	2,280.00	8.8
100-95-54439 Insurance	.00	2,593.46	9,000.00	6,406.54	28.8
100-95-54505 Gas/Deisel	.00	1,665.91	2,700.00	1,034.09	61.7

Kotzebue City  
Expenditures with Comparison to Budget  
For the 5 Months Ending May 31, 2024

Section XI, Item j)

GENERAL FUND

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
100-95-54526 Light Vehicle Maintenance	.00	.00	3,000.00	3,000.00	.0
100-95-54530 Program Equip. & Equip. Repair	.00	146.87	1,000.00	853.13	14.7
100-95-54907 Community Events	.00	2,840.52	4,000.00	1,159.48	71.0
Total PARKS & REC.	16,851.95	136,023.29	504,891.00	368,867.71	26.9
<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.	.00	.00	4,500.00	4,500.00	.0
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	2,000.00	7,500.00	20,000.00	12,500.00	37.5
Total Other Agency Contributions	2,000.00	8,119.12	69,500.00	61,380.88	11.7
<u>NON-DEPT. EXPENSE</u>					
100-98-54407 Employee Morale & Health	322.00	805.00	10,000.00	9,195.00	8.1
Total NON-DEPT. EXPENSE	322.00	805.00	10,000.00	9,195.00	8.1
Total Fund Expenditures	665,826.04	4,530,926.60	11,171,027.00	6,640,100.40	40.6
Net Revenue Over Expenditures	( 231,412.98)	( 1,237,408.40)	( 1,164,335.00)	73,073.40	(106.3)

Kotzebue City  
 Revenues with Comparison to Budget  
 For the 5 Months Ending May 31, 2024

<i>Section XI, Item j)</i>
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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 5 Months Ending May 31, 2024

<i>Section XI, Item j)</i>
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Major R&R CPF

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Expense - Admin CP</u>					
469-10-54600	Capital Purchase - Veh & Equip	24,425.00	24,425.00	.00 ( 24,425.00)	.0
469-10-54601	Capital Purchase - Constr.	.00	74,549.00	.00 ( 74,549.00)	.0
	<b>Total Expense - Admin CP</b>	<b>24,425.00</b>	<b>98,974.00</b>	<b>.00 ( 98,974.00)</b>	<b>.0</b>
<u>Expense - Police CP</u>					
469-70-54600	Capital Purchase - Veh & Equip	.00	11,460.28	.00 ( 11,460.28)	.0
	<b>Total Expense - Police CP</b>	<b>.00</b>	<b>11,460.28</b>	<b>.00 ( 11,460.28)</b>	<b>.0</b>
<u>Expense - Package Store CP</u>					
469-93-54601	Capital Purchase - Constr.	42,823.05	242,823.05	.00 ( 242,823.05)	.0
	<b>Total Expense - Package Store CP</b>	<b>42,823.05</b>	<b>242,823.05</b>	<b>.00 ( 242,823.05)</b>	<b>.0</b>
	<b>Total Fund Expenditures</b>	<b>67,248.05</b>	<b>353,257.33</b>	<b>.00 ( 353,257.33)</b>	<b>.0</b>
	<b>Net Revenue Over Expenditures</b>	<b>( 67,248.05)</b>	<b>( 353,257.33)</b>	<b>.00 353,257.33</b>	<b>.0</b>

Kotzebue City  
Expenditures with Comparison to Budget  
For the 5 Months Ending May 31, 2024

<i>Section XI, Item i)</i>
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Washateria Denali Comm Fund

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Washateria Denali Comm Fund</u>					
472-10-54163 Design Engineering	10,513.50	147,936.96	.00	( 147,936.96)	.0
Total Washateria Denali Comm Fund	10,513.50	147,936.96	.00	( 147,936.96)	.0
Total Fund Expenditures	10,513.50	147,936.96	.00	( 147,936.96)	.0
Net Revenue Over Expenditures	( 10,513.50)	( 147,936.96)	.00	147,936.96	.0



Kotzebue City  
Expenditures with Comparison to Budget  
For the 5 Months Ending May 31, 2024

<i>Section XI, Item j)</i>
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Designated Legislative Grants

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

Kotzebue City  
 Revenues with Comparison to Budget  
 For the 5 Months Ending May 31, 2024

<i>Section XI, Item j</i>
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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  
For the 5 Months Ending May 31, 2024

<i>Section XI, Item j)</i>
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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  
 For the 5 Months Ending May 31, 2024

<i>Section XI, Item j</i>
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VIF

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Source 00</u>					
490-00-43220 Grant Revenue - Local	127,500.00	402,500.00	.00	( 402,500.00)	.0
Total Source 00	127,500.00	402,500.00	.00	( 402,500.00)	.0
Total Fund Revenue	127,500.00	402,500.00	.00	( 402,500.00)	.0

Kotzebue City  
Expenditures with Comparison to Budget  
For the 5 Months Ending May 31, 2024

<i>Section XI, Item j</i>
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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	127,500.00	363,433.99	.00	( 363,433.99)	.0

Kotzebue City  
 Revenues with Comparison to Budget  
 For the 5 Months Ending May 31, 2024

<i>Section XI, Item i)</i>
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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  
For the 5 Months Ending May 31, 2024

<i>Section XI, Item i)</i>
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NANA VEI GRANT

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
491-00-54303 CONSTRUCTION	.00	4,974.45	.00	( 4,974.45)	.0
Total Department 00	.00	4,974.45	.00	( 4,974.45)	.0
Total Fund Expenditures	.00	4,974.45	.00	( 4,974.45)	.0
Net Revenue Over Expenditures	.00	( 1,676.16)	.00	1,676.16	.0

Kotzebue City  
 Revenues with Comparison to Budget  
 For the 5 Months Ending May 31, 2024

Section XI, Item j)

ENTERPRISE ACCOUNTS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>MUS REVENUE</u>					
601-40-43915	MUS Penalties & Interest	2,453.07	12,522.93	20,000.00	7,477.07 62.6
601-40-43927	Service Equipment Sales	.00	741.33	500.00 ( 241.33)	148.3
601-40-43928	Hydro Flush Service	517.50	12,229.50	10,000.00 ( 2,229.50)	122.3
601-40-43930	Water Sales-Residential	41,942.37	186,774.72	700,000.00	513,225.28 26.7
601-40-43931	Water Sales-Commercial	124,246.76	522,775.33	1,150,000.00	627,224.67 45.5
601-40-43932	Water Delivery	1,043.25	3,938.40	10,000.00	6,061.60 39.4
601-40-43940	Sewer Sales-Commercial	67,746.50	287,564.62	500,000.00	212,435.38 57.5
601-40-43941	Sewer Sales-Residential	18,284.89	66,957.63	290,000.00	223,042.37 23.1
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	1,100.00	1,300.00	4,000.00	2,700.00 32.5
601-40-43953	Sewer Re/Dis Connect	.00	.00	500.00	500.00 .0
601-40-43985	Miscellaneous	8,904.00	14,035.50	2,500.00 ( 11,535.50)	561.4
601-40-44107	State of AK PERS Relief	.00	.00	27,035.00	27,035.00 .0
	<b>Total MUS REVENUE</b>	<b>266,238.34</b>	<b>1,108,839.96</b>	<b>2,717,035.00</b>	<b>1,608,195.04 40.8</b>
	<b>Total Fund Revenue</b>	<b>266,238.34</b>	<b>1,108,839.96</b>	<b>2,717,035.00</b>	<b>1,608,195.04 40.8</b>



Kotzebue City  
Expenditures with Comparison to Budget  
For the 5 Months Ending May 31, 2024

Section XI, Item j)

ENTERPRISE ACCOUNTS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>Water &amp; Sewer Expenses</u>					
601-10-54400	Service Charges	2,421.06	11,109.55	17,500.00	6,390.45 63.5
601-10-54434	3rd Party Collection Fees	.00	.00	500.00	500.00 .0
601-10-54435	Postage	93.71	1,492.50	3,000.00	1,507.50 49.8
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
<b>Total Water &amp; Sewer Expenses</b>		<b>2,514.77</b>	<b>84,102.05</b>	<b>2,213,640.00</b>	<b>2,129,537.95 3.8</b>
<u>Water Expenses</u>					
601-20-54125	Salaries & Wages	19,065.80	86,437.82	300,000.00	213,562.18 28.8
601-20-54130	Overtime	5,510.10	27,962.91	27,000.00	( 962.91) 103.6
601-20-54140	Employee Benefits	5,390.73	38,487.66	114,000.00	75,512.34 33.8
601-20-54210	Electricity	16,634.54	78,380.32	160,000.00	81,619.68 49.0
601-20-54215	Heating Fuel	34,592.74	86,093.52	100,000.00	13,906.48 86.1
601-20-54216	KEA Waste Heat	.00	12,735.79	100,000.00	87,264.21 12.7
601-20-54220	Building Maintenance	.00	.00	5,000.00	5,000.00 .0
601-20-54301	Clothing/Safety Equipment	518.93	1,005.40	2,000.00	994.60 50.3
601-20-54315	Office Supplies	125.85	1,807.89	1,000.00	( 807.89) 180.8
601-20-54327	Small Tools	59.99	529.92	1,000.00	470.08 53.0
601-20-54331	Chemicals	1,646.38	1,646.38	170,000.00	168,353.62 1.0
601-20-54332	Pipe & Materials	2,851.15	24,633.39	25,000.00	366.61 98.5
601-20-54410	Telephone	1,051.51	5,152.35	5,700.00	547.65 90.4
601-20-54415	Travel/Loding	.00	261.00	4,000.00	3,739.00 6.5
601-20-54425	Training	240.00	340.00	8,000.00	7,660.00 4.3
601-20-54430	Dues & Membership	75.00	75.00	4,000.00	3,925.00 1.9
601-20-54436	Professional Services	568.70	4,092.29	64,000.00	59,907.71 6.4
601-20-54439	Insurance	.00	4,166.48	14,000.00	9,833.52 29.8
601-20-54505	Unleaded Gas/Diesel/Oil	255.43	1,720.79	3,750.00	2,029.21 45.9
601-20-54525	Light Vehicle R & M	.00	.00	1,500.00	1,500.00 .0
601-20-54526	Vehicle & Equipment R & M	89.98	196.14	3,000.00	2,803.86 6.5
601-20-54541	Lab Equipment/Testing	1,203.92	9,554.31	20,000.00	10,445.69 47.8
<b>Total Water Expenses</b>		<b>89,880.75</b>	<b>385,279.36</b>	<b>1,132,950.00</b>	<b>747,670.64 34.0</b>
<u>Sewer Expenses</u>					
601-30-54125	Salaries & Wages	35,884.33	117,193.98	357,914.00	240,720.02 32.7
601-30-54130	Overtime	13,624.54	30,865.79	61,000.00	30,134.21 50.6
601-30-54140	Employee Benefits	10,392.89	52,820.03	154,998.00	102,177.97 34.1
601-30-54210	Electricity	7,763.33	42,167.23	75,000.00	32,832.77 56.2
601-30-54211	Electricity-Sewage Lagoon	1,532.10	2,197.94	10,000.00	7,802.06 22.0
601-30-54220	Building Maintenance	2.38	31.35	30,000.00	29,968.65 .1
601-30-54301	Clothing/Safety Equipment	1,032.21	3,655.30	5,000.00	1,344.70 73.1
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	1,067.75	5,241.20	4,000.00	( 1,241.20) 131.0
601-30-54331	Chemicals	2,666.76	2,740.98	80,000.00	77,259.02 3.4
601-30-54332	Pipe & Materials	5,182.90	23,832.02	60,000.00	36,167.98 39.7
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	.00	113.70	35,000.00	34,886.30 .3
601-30-54439	Insurance	.00	1,666.60	6,000.00	4,333.40 27.8

Kotzebue City  
Expenditures with Comparison to Budget  
For the 5 Months Ending May 31, 2024

<i>Section XI, Item j)</i>
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ENTERPRISE ACCOUNTS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
601-30-54505 Unleaded Gas/Diesel/Oil	1,032.01	17,432.23	35,100.00	17,667.77	49.7
601-30-54525 Light Vehicle R & M	.00	248.94	2,000.00	1,751.06	12.5
601-30-54526 Vehicle & Equipment R & M	.00	2,838.06	22,500.00	19,661.94	12.6
601-30-54600 Capital Purchases - Pumps	.00	22,896.44	.00	( 22,896.44)	.0
	80,181.20	327,695.94	954,012.00	626,316.06	34.4
Total Sewer Expenses					
	172,576.72	797,077.35	4,300,602.00	3,503,524.65	18.5
Total Fund Expenditures					
	93,661.62	311,762.61	( 1,583,567.00)	( 1,895,329.61)	19.7
Net Revenue Over Expenditures					

Kotzebue City  
 Revenues with Comparison to Budget  
 For the 5 Months Ending May 31, 2024

Section XI, Item j)

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	3,223.10	7,134.60	23,000.00	15,865.40	31.0
602-40-43924 Residential Refuse Collec	31,410.35	159,887.21	335,000.00	175,112.79	47.7
602-40-43925 Commercial Refuse Collect	54,886.36	254,822.13	640,000.00	385,177.87	39.8
602-40-43926 Refuse Equipment Sales	.00	.00	2,000.00	2,000.00	.0
602-40-43927 Residential Refuse Cart	.00	789.49	1,750.00	960.51	45.1
602-40-43928 Commercial Dumpster Rental	3,206.34	15,316.59	40,000.00	24,683.41	38.3
602-40-44107 State of AK PERS Relief	.00	.00	28,496.00	28,496.00	.0
602-40-49987 Miscellaneous Income	300.00	300.00	5,000.00	4,700.00	6.0
Total REFUSE ENTERPRISE FUND	93,026.15	438,250.02	1,080,246.00	641,995.98	40.6
Total Fund Revenue	93,026.15	438,250.02	1,080,246.00	641,995.98	40.6

Kotzebue City  
Expenditures with Comparison to Budget  
For the 5 Months Ending May 31, 2024

Section XI, Item j)

REFUSE DEPARTMENT

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>REFUSE ENTERPRISE FUND</u>					
602-40-54125	Salaries & Wages	29,435.44	172,804.16	579,620.00	406,815.84 29.8
602-40-54130	Overtime	1,538.96	4,863.83	10,000.00	5,136.17 48.6
602-40-54140	Employee Benefits	8,764.70	76,222.40	220,256.00	144,033.60 34.6
602-40-54210	Electricity	2,249.28	10,560.86	25,000.00	14,439.14 42.2
602-40-54215	Heating Fuel	6,934.18	47,736.09	60,000.00	12,263.91 79.6
602-40-54220	Building Maintenance	.00	282.73	5,500.00	5,217.27 5.1
602-40-54300	Operational Supplies	1,373.16	18,139.75	90,000.00	71,860.25 20.2
602-40-54301	Clothing/Safety Equipment	.00	1,810.69	3,000.00	1,189.31 60.4
602-40-54307	Spring Cleanup	.00	300.00	7,000.00	6,700.00 4.3
602-40-54315	Office Supplies	.00	1,544.20	600.00	( 944.20) 257.4
602-40-54327	Small Tools	.00	.00	1,000.00	1,000.00 .0
602-40-54410	Telephone	255.26	1,078.32	2,500.00	1,421.68 43.1
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	3,190.13	7,719.88	30,000.00	22,280.12 25.7
602-40-54439	Insurance	.00	26,665.60	90,000.00	63,334.40 29.6
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	859.90	19,084.37	47,250.00	28,165.63 40.4
602-40-54525	Light Vehicle R & M	.00	2,000.66	1,500.00	( 500.66) 133.4
602-40-54526	Vehicle & Equipment R & M	.00	2,313.02	25,000.00	22,686.98 9.3
602-40-54527	Gen. Fund Admin. Overhead	.00	27,500.00	110,000.00	82,500.00 25.0
<b>Total REFUSE ENTERPRISE FUND</b>		<b>54,601.01</b>	<b>424,626.56</b>	<b>1,329,026.00</b>	<b>904,399.44 32.0</b>
<b>Total Fund Expenditures</b>		<b>54,601.01</b>	<b>424,626.56</b>	<b>1,329,026.00</b>	<b>904,399.44 32.0</b>
<b>Net Revenue Over Expenditures</b>		<b>38,425.14</b>	<b>13,623.46</b>	<b>( 248,780.00)</b>	<b>( 262,403.46) 5.5</b>

Kotzebue City  
 Revenues with Comparison to Budget  
 For the 5 Months Ending May 31, 2024

Section XI, Item j)

ARCTIC SPIRITS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>ARCTIC SPIRITS REVENUE</u>					
603-00-43405 Retail Sales	267,221.62	1,182,523.28	2,972,500.00	1,789,976.72	39.8
603-00-43407 Retail Sales - Tobacco	5,668.59	26,442.68	61,200.00	34,757.32	43.2
603-00-43408 Retail Sales - Miscellaneous	1,345.48	4,627.67	10,200.00	5,572.33	45.4
603-00-43410 Distribution Point Fees	240.00	840.00	1,500.00	660.00	56.0
603-00-43425 Permitting Fees	7,260.00	29,530.00	55,000.00	25,470.00	53.7
603-00-44107 State of AK PERS Relief	.00	.00	15,697.00	15,697.00	.0
Total ARCTIC SPIRITS REVENUE	281,735.69	1,243,963.63	3,116,097.00	1,872,133.37	39.9
Total Fund Revenue	281,735.69	1,243,963.63	3,116,097.00	1,872,133.37	39.9

Kotzebue City  
Expenditures with Comparison to Budget  
For the 5 Months Ending May 31, 2024

Section XI, Item j)

ARCTIC SPIRITS

	Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>ARCTIC SPIRITS EXPENSES</u>					
603-10-54110	LBCB Stipend	300.00	600.00	5,500.00	4,900.00 10.9
603-10-54125	Salaries & Wages	13,182.83	84,705.34	276,585.00	191,879.66 30.6
603-10-54130	Overtime	130.20	283.45	3,000.00	2,716.55 9.5
603-10-54140	Employee Benefits	2,684.50	20,821.12	108,502.00	87,680.88 19.2
603-10-54210	Electricity	490.02	2,342.87	6,000.00	3,657.13 39.1
603-10-54215	Heating Fuel	2,916.95	22,174.94	30,000.00	7,825.06 73.9
603-10-54220	Building Maintenance	349.05	3,112.15	2,000.00	( 1,112.15) 155.6
603-10-54300	Cleaning Supplies	83.50	129.22	500.00	370.78 25.8
603-10-54315	Office Supplies & Equip	122.80	7,524.52	5,000.00	( 2,524.52) 150.5
603-10-54320	Product Acquisition	.00	2,005.56	1,279,000.00	1,276,994.44 .2
603-10-54321	Cash Overs/Shorts - Pkg Store	46.64	143.78	500.00	356.22 28.8
603-10-54400	Service Charges	4,899.31	22,594.25	37,500.00	14,905.75 60.3
603-10-54410	Telephone/Fax	127.75	640.43	2,000.00	1,359.57 32.0
603-10-54415	Travel/Lodging/Per Diem	.00	.00	2,000.00	2,000.00 .0
603-10-54425	Training	.00	.00	1,000.00	1,000.00 .0
603-10-54433	Postage	.00	.00	50.00	50.00 .0
603-10-54434	Freight Charges	33,430.49	138,793.05	475,000.00	336,206.95 29.2
603-10-54436	Professional Services	.00	.00	400.00	400.00 .0
603-10-54438	Legal Fees	317.40	2,042.00	10,000.00	7,958.00 20.4
603-10-54439	Insurance	.00	18,749.26	63,000.00	44,250.74 29.8
603-10-54450	Permits	.00	( 300.00)	500.00	800.00 ( 60.0)
603-10-54505	Gas/Diesel	.00	1,416.86	2,700.00	1,283.14 52.5
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.	1,181.00	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
<b>Total ARCTIC SPIRITS EXPENSES</b>		<b>60,262.44</b>	<b>369,586.15</b>	<b>3,608,909.00</b>	<b>3,239,322.85 10.2</b>
<b>Total Fund Expenditures</b>		<b>60,262.44</b>	<b>369,586.15</b>	<b>3,608,909.00</b>	<b>3,239,322.85 10.2</b>
<b>Net Revenue Over Expenditures</b>		<b>221,473.25</b>	<b>874,377.48</b>	<b>( 492,812.00)</b>	<b>( 1,367,189.48) 177.4</b>

Public Works Department Report  
May 2024  
Russell Ferguson/Lorraine Hunnicutt

Water Treatment Plant – the new water treatment – there will be a virtual town hall meeting regarding the water treatment plant on 6/12/24 at 5:15 PM along with our Engineers, Tetra Tech and Swalling and administration to answer any questions that the public has. The water plant will switch over to Vortac Lake by June 22, 2024.

Building Maintenance: Ryan Ahmaogak resigned due to no sitter. We will advertise for this position. There were nine (9) work order for Building Maintenance. Four (4) City Hall – I want to move a desk & file cabinet. The desk is in Chelsea’s office, moving it towards the corner wall. The file cabinet is upstairs & want to move it to Chelsea’s office; Move the display cabinets across from the bathroom upstairs in the council chambers; Move cabinets from across the safe to across the bathroom; Moving LeAnn’s office (files, desk & computer) downstairs across from the safe. One (1) Arctic Spirits – The vent pipe they had put in for the toilet, had come apart on one of the corner angle parts. I had Gil put it back together when he came in on Saturday, it took him 2 minutes, but he said to put in a work order so they can come and secure it together better with tape or something of the sort. Three (3) Public Works – City Planner needs help moving into office; It’s too hot, 76 degrees; A swallow keeps going into the sewer vent into the Public Works building. If it’s building a nest, we will have trouble with the sewer. One (1) Jail- The sink in Cell 116 doesn’t work. One (1) Youth Center – I need help mounting a 75” tv and enclosing it with a protective cover. I have materials for the protective cover and TV wall mount ready.

Streets Department: Has been busy hauling snow, we have KIC Construction helping with the snow removal. There were three (3) work orders, One (1) House #671 – Add gravel behind house #671 and smooth it out. One (1) AC – Move AC Snow. One (1) Ted Stevens Road – Grade Ted Stevens Road. .

Shop Department: There were twenty three (23) work orders for the Shop Department. Eight (8) Heavy Equipment – PWH-7 – Really bad tire gash on passenger front and back tire; PWH-13 – The vehicle is broken down by the National Guard Armory; PWH-19 – Front end making a clunking sound; PWH-15 – My water truck is due for it’s first oil change at 3,000 miles. Please have the shop use the manufacturer’s recommended oil weight of 15W-40. This truck does not need winter grade oil, as it is never cold started and the thermostat keeps it warm once running and outside. Service vehicle, check fluids. The welds holding the cabinet door braces have broken – please repair. The grease fitting on the hose reel also leaks water. Engine and

transmission service manual are above the windshield. All other manuals are in a white binder in the milk crate on floor next to driver's seat. PWH-18 – Oil change; PWH-7 oil change; New rear load – oil change; PWH-4 – a pin broke. Public Works Equipment two (2) work orders PWE-21 – blown hose; PWE-18 – The bobcat – showing codes, needs work. Five (5) Light Vehicles – PWL-2 – The tie rod came off the vehicle on the FAA truck; PWL-6 – Needs new windshield wipers; PWL-20 – Needs a new windshield wiper and the shocks need to be checked; PWL-19 – Front end making a clunking sound; PWL-14 – The truck gave me some warnings today. Service advancedtrac, check brake system. KPD four (4) work orders – KPD-5 Heat in Jail Van not working re-submittal W/O put in 2 weeks ago by Sup. Cook; KPD-2 – needs an oil change and when brakes are applied they make a grinding noise. KPD-14 – Front driver side tire on KPD-14, keeps losing air; KPD-12 – Something appears to be wrong with the transmission on KPD-12 – Polaris 4x4 ATV Red. KFD two (2) work orders KFD-4 –Needs an oil change, service vehicle. KFD-1 – is making noise @ front CV joints or axel. One (1) Transfer pump – blue transfer pump – service pump and set it up by Chukchi College.

Line Maintenance: Ryan Berry resigned due to no sitter. There were nineteen (19) work orders for the line maintenance department. Five (5) – hydrovac septic tanks. Two (2) clean porta potties. Three (3) – open up culverts. Two (2) pumping water. One (1) Hydrovac the lift station waste water barrels at the following lift stations 5, 6, 8, 10, and 13. One (1) Frozen sewer – Sullanich. One (1) Lift Station #8 – set up the bypass pump at Lift Station #8, it's not able to keep up with all the snow melt. One (1) House #931 – We have a water leak at our Crew Camp. Need to have it shut off for repairs. One (1) North Tent City – turn the water on. One (1) House #861 – I have honey bucket boxes on pallets that were not picked up. One (1) House #1018 – check the arctic box, to see if there is water and sewer. They do not have a signed MUS agreement. If they refuse to sign up for services. Let them know they will be disconnected. One (1) house #912 – I'm concerned about Koonuk Mendenhall's – honey bucket. It needs to be picked up.

Refuse Department: Has been busy with hauling bales to the landfill. We would like to welcome Paul Brown as the new Landfill Supervisor. We are having trouble with the Baler Machine and may need to bring someone up to fix it. There was one work order – there are a bunch of card board boxes in one of the connexes at Arctic Spirits They need to be removed so we can return the connex.





**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 XI, Item j)



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

Date: 06/11/2024

Since the Kotzebue Police Department's last activity report, the police department has responded to 503 calls for service (May 2024), a 25% increase from the month of April. Calls of note for the month of May were 15 Assaults, 6 Driving Under the Influence Reports, 28 Intoxicated Person Reports, 7 Suicidal Persons, 2 Sexual Assaults (Adult). For a complete list of calls for service see the attached report. Calls for service occurred most frequently in May on Thursdays between the hours of 04:00 am to 05:00 am.

The Kotzebue Regional Jail processed 58 prisoners during the month of May, a 3% decrease from April.

Community Policing:

- KPD officers had 68 public relations, safety, and assistance contacts with the citizens and business owners of Kotzebue during the month of May.
- KPD officers conducted 130 security checks of businesses, or other locations within the city.
- Chief Rouse participated in the Memorial Day parade and recognition of deceased veterans.
- Officer Christopher Buege rescued a distressed citizen who was on the ice during break-up well off front street. He will be receiving a medal for bravery when he returns to work.

Staff Development and Training:

- Hykeyla Dunn, our new 911 dispatcher has been training on the new computer assisted dispatch (CAD) software.
- Recruit Officer Erica Stamper is set to graduate on June 27<sup>th</sup> from the Police Academy. We are very proud of her and her accomplishments.
- All staff and officers are conducting refresher social media training due to the incident with our former Sergeant who recently resigned.

Community Service Officers:

- The Community Service Officers responded to 36 calls for service regarding animal complaints, a 16% increase from April.
- The CSOs impounded 6 dogs.
- 4 animals were adopted or rescued. (6 since beginning of the year)
- 0 animals were euthanized in May. (9 since the beginning of the year)
- ARVD came to Kotzebue and helped with spaying and neutering over 100 animals.
- CSO's were tasked with two special projects regarding homes with excessive garbage.

**Roger Rouse / Chief of Police**



# KOTZEBUE POLICE DEPARTMENT

## 258B THIRD AVENUE

PO BOX 550  
KOTZEBUE, AK 99752

Date : 06/04/2024  
Page : Section XI, Item i)  
Agency : KPD

### Calls For Service Totals By Call Type

05/01/2024 to 05/31/2024

Call Type	Totals	
AGAS	AGENCY ASSIST (NON LAW ENFORCEMENT)...	3
ALAR-F	ALARM FOUNDED	1
AMBU	AMBULANCE	16
AOFF	ASSIST OFFICIAL	1
ASLT	ASSAULT	15
BURG	BURGLARY	2
CHAB	CHILD ABUSE/NEGLECT	1
CHPN	CHILD PORNOGRAPHY	1
CIVIL	CIVIL	16
CRIM	CRIMINAL MISCHIEF	2
DISC	DISORDERLY CONDUCT	2
DIST	DISTURBANCE	10
DOGY	ANIMAL CONTROL	34
DOMS	DOMESTIC	8
DRUG	DRUGS	1
DUI	DRIVING UNDER THE INFLUENCE	6
DVORDER	DV ORDER SERVICE	3
DWLR	DRIVING WHILE LICENSE REVOKED	1
FIGH	FIGHT	6
HARA	HARASSMENT	3
IDENT	IDENTITY THEFT	1
INDEC	INDECENT EXPOSURE	2
INTP	INTOXICATED PERSON	28
JAOFF	JAIL ASSIST OFFICAL (BOOKINGS=AST,...	3
JDPS	DPS TRANSFERS TO AND FROM ANY STATE...	1
JMISR	NUMBER COUNT OFF THIS IS A FILLER SR	1
JPTRN	JAIL PRISONER TRANSPORTS	2
MCA	MINOR CONSUMING ALCOHOL	1
MCHD	MISSING CHILD	1
MPRP	MISSING PROPERTY	1
MVC-D	MOTOR VEHICLE CRASH-DAMAGE ONLY	2
PASS	PUBLIC ASSIST	24
PHN	Phone Call	18
POLYCOM	INMATE COURT	3
PROV	PROBATION VIOLATION	1
PSAF	PUBLIC SAFETY	7
PTRN	PRISONER TRANSPORT (KPD OFFICERS...	1
PUBR	PUBLIC RELATIONS	37



**KOTZEBUE POLICE DEPARTMENT**  
**258B THIRD AVENUE**

PO BOX 550  
 KOTZEBUE, AK 99752

Date : 06/04/2024  
 Page : Section XI, Item i)  
 Agency : KPD

**Calls For Service Totals By Call Type**

05/01/2024 to 05/31/2024

Call Type	Totals
RUNA RUNAWAY	2
SALT SEXUAL ASSAULT	2
SCHOOL SCHOOL PATROL	3
SECU SECURITY	130
SPRP STOLEN PROPERTY	1
SUCD SUICIDE/SUICIDAL/ATTEMPTED/POSSIBLE	7
SUM/SUB SERVING SUMMONS/SUBPOENA/ORDER TO...	15
SUSP SUSPICIOUS PERSON/VEHICLE/ACTIVITIES	2
THEF THEFT	5
THRE THREATS	3
TITLE-47 TITLE-47 (ALCOHOL, MENTAL, OR...	1
TRAF TRAFFIC	16
TRAIN DEPARTMENT TRAINING	1
TRES CRIMINAL TRESPASS	7
TSA TSA ASSISTS/AIRPORT SECURITIES	1
VAND VANDALISM	3
VEHSTOP VEHSTOP	1
VETH VEHICLE THEFT	2
VOCR VIOLATION OF CONDITIONS OF RELEASE	3
WARRANT WARRANT (ARREST, BENCH, DAY, AND...	14
WEAP WEAPONS	6
WELF WELFARE CHECK	12
<b>Grand Total for all calls</b>	<b>503</b>



# KOTZEBUE FIRE DEPARTMENT SUMMARY

“Treat it. Fight it. Make it Better.”

Section XI, Item j)



## May 2024

The Fire Department responded to

**91**

calls for service this month; and

**544**

for the yearly total.

- **NWAB Search and Rescue assists KFD** – EMTs responded rapidly with members of Search and rescue to the lower Noatak River for a snowmachine accident. The driver sustained minor injuries and was transported by KFD rescue sled. This was approximately 20 miles round trip.
- **Recognition of Lt. Chris Madison** – Lieutenant Madison leads a great example of utilizing 48 hour shifts with high quality training. Lt. Madison teaches and trains in both fire and EMS shift trainings. His dedication to improve fire tactics, pump operations and patient care is paramount and greatly appreciated.
- **EMS negotiations** – Kotzebue Fire Department is currently in negotiations for Emergency medical services.
- **Staffing** – KFD is currently understaffed. The volunteer department will start becoming active this summer with fundraising events and assisting the full-time staff with training and shifts.

# KOTZEBUE FIRE DEPARTMENT SUMMARY

Section XI, Item j)

“Treat it. Fight it. Make it Better.”

May 2024

EMS Calls				
	May 2024	2024 Total	2023 Total	2022 Total
Total EMS Calls	86	496	1302	1343
Medevac Patient Transport	44	210	551	608
911 Response/Transport	34	197	548	575
Police Matter/Assist	0	3	0	5
Agency Mutual Aid	0	0	3	0
Non-Emergency Transport	1	27	43	49
Call Cancelled/No Patient Contact	0	10	35	52
Refusals	2	11	34	22
Human Remains Transport	4	36	58	29
False Call	0	0	0	1
EMS Rescue/Other Standby	1	2	4	2
Fire Calls				
	May 2024	2024 Total	2023 Total	2022 Total
Total Fire Calls	5	48	164	141
False Fire Alarm	2	22	56	56
Lockout/Public Assist	3	19	81	48
HazMat Incident	0	0	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	1	1	1
Investigation for Signs of Fire	0	0	11	7
Investigate for Hazardous Materials/HazMat	0	5	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								5
Buckland	5	4	2	5	7								23
Deering	0	0	0	2	1								3
Kiana	0	0	4	1	4								9
Kivalina	0	2	5	5	3								15
Kobuk	0	0	1	0	0								1
Kotzebue	15	1	7	8	6								37
Noatak	4	5	7	8	3								27
Noorvik	3	3	6	5	3								20
Point Hope	3	10	7	0	3								23
Selawik	3	4	4	4	9								24
Shungnak	1	3	4	3	4								15
Outside	1	3	3	0	1								8
Unavailable													
<b>Total</b>	<b>36</b>	<b>38</b>	<b>51</b>	<b>41</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>210</b>

1. **STAFF:** Parks and Recreation consists of a Director, Assistant Director, Program Coordinator, and an attendant. The Assistant Director has returned to work. We are currently at full staff.

**2. FACILITIES:**

- a. Youth Center Boiler Room Repair: Due to moisture issues brought on by temperature changes, the boilers are sinking into the boiler room floor. Boilers will need to be removed and the floor repaired this summer. Parks and Recreation Department and Public Works Department are collaborating on a plan to hire a contractor to conduct these repairs.
- b. Replacement Swings: New swing saddles and toddler seats and chains are being ordered for the playgrounds.
- c. Harbor/Dock Upgrades/Repairs: Docks are currently being installed. Boat rentals will begin next week. Parks and Recreation is currently coordinating harbor improvements. The city has already begun receiving supplies for the ramp modifications.
- d. The Youth Center has been booked many weekends and occasionally with multiple renters on the same day.
- e. Cain building design discussions are on-going with Dowell Engineering.

**3. Programs:**

- a. Armory: The Armory gym program continues operations.
- b. Toddler Time: Toddler Time continues Tuesdays and Thursdays from 10:00-11:30 am. Since schools are on summer break, participants comprise of parents / toddlers. There are 5-8 children participating at a given time.
- c. Open Gym {School}: Open Gym time was closed by the school for summer, but we have negotiated reopening the basketball time for up to five days / week and up to 4 hours / day, depending on staff availability. We are developing a schedule now.
- d. July 4<sup>th</sup> Celebration is currently being planned. The 2nd planning meeting occurred on 13 Jun 2024.

May 2024

# Arctic Spirits Manager's Report

**To:** Tessa Baldwin – City Manager  
**CC:** Chelsea Sieh, Rosie Hensley  
**From:** Jamie Lambert, Arctic Spirits Manager  
**Date:** June 4, 2024  
**Re:** Arctic Spirits Manager's report and monthly recap comparison

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

Total revenue collected in May of 2023 was \$287,531.01 compared to \$297,867.81 in May of 2024. This is an increase of \$10,336.80 or almost 4% more revenue than last year. There were 27 sales days in May of 2023 and 27 sales days in May of 2024. We had some staffing issues that caused us to have short hours for almost a week, but those are currently being resolved. We hired our summer temp retail sales, Zachary Stiney. We moved Louis Reich into the Assistant Manager position, and are currently advertising his FT Retail Sales position. We are also preparing for the first barge to arrive the first week of July.

In May of 2023 we had 5,707 customers compared to 5,655 in May of 2024. This is a decrease of 52 customers. The average sale in May of 2023 was \$50.38 compared to \$52.67 in May of 2024 or an average of \$2.29 more spent per customer this year compared to last year.

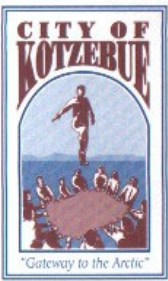
Cigarette sales in May of 2023 were \$5,824.73 as compared to \$5,668.59 in May of 2024. This is a decrease of \$156.14 in tobacco sales compared to this time LY.

- The Delivery Site 6 logged transactions.
- The number of 10-day permits issued was 176.
- The number of 30-day permits issued was 7.
- The number of 90-day permits issued was 3.
- The number of 180-day permits issued was 12.
- The number of one-year permits issued was 76.

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 40 COR/judgements to update in our system.

Inventory for May 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 eight new employees across different departments.*

*We had three employees promoted across various departments.*

*Conducted around ten interviews across multiple departments.*

#### **Actively Advertising as of April 13, 2024**

<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>FULL-TIME/PART-TIME</b>
Police Officer	Police Department	Regular/Full-time
EMS/FIRE: First Responder	Fire Department	Regular/Full-time
Flex EMS/Fire: First Responder	Fire Department	Permanent/On-Call
Accounts Receivable Clerk	Finance Department	Regular/Full-time
Perm. Admin Assistant	Finance Department	Regular/Full-time
Temp. Retail Sales Associate	Arctic Spirits	Temporary/Full-Time
Line Maintenance Operator	Public Works	Regular/Full-time
Roving CDL Operator	Public Works	Regular/Full-time
Refuse Equipment Operator	Public Works	Regular/Full-Time

#### **Key Accomplishments/Ongoing items:**

- Grievances:** Addressed approximately six personnel issues.
- Community Activities:** Created attractive posts to raise awareness and encourage community attendance.
- Separation of HR/Payroll:** Working with Payroll to separate duties between HR and payroll.
- Social Media:** Enhanced the City's Facebook page content to reflect our community better and present a more professional image.
- \*Personnel Files:** Organized files to ensure legal compliance and data security.





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

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

06/20/24

**Planning Director: June RCCM Report**

- I. Disposal of City-owned Property through sale to Native Village of Kotzebue (NVOK)
  - a. Ordinance 24-03 passed by City Council approving sale of city-owned land to NVOK.
- II. Permits
  - a. Building permits
    - i. 1 pending
    - ii. 3 issued
  - b. Moving permits
    - i. None
  - c. Excavation permits
    - i. 0 pending
    - ii. 2 issued
  - d. Variance Requests
    - i. 0 pending
    - ii. 1 approved
  - e. Tidelands permits
    - i. 1 pending
    - ii. Issuing permits to entities operating outside City of Kotzebue Tidelands.
      - 1. During June RPCM 06/13/24, Planning Commission decided to abide by the current interpretation of Tidelands Code for 2024.
      - 2. KMC Tidelands Regulation interpretation will be discussed during July RPCM 07/11/24.
- III. Hazards Mitigation Plan (HMP) Update
  - a. Working on update with DOWL and project team.
  - b. Four public meetings held during public comment period.
  - c. 04/01/24 entered draft phase of HMP update.
  - d. Stakeholder meeting scheduled for 05/20/24
  - e. Draft HMP scheduled to be finished by 06/30/24
  - f. **Goal:** Update the current City of Kotzebue HMP to aid in the mitigation of new and current hazards faced by the City of Kotzebue.

IV. CAIN Building update

- a. City Council has accepted recommendation from Planning Commission to utilize the building as a recreation center.
- b. Planning Department is working with DOWL Engineering Services and Parks and Recreation Department to procure funding and begin planning and development for renovations.
- c. **Goal:** Utilize the CAIN building in such a way that is beneficial to well-being and health of City of Kotzebue residents.