



CITY OF KOTZEBUE NOTICE

Regular City Council Meeting Agenda

April 04, 2024 at 5:15 PM

City Hall Chambers – 258 A Third Avenue

THE PUBLIC IS ENCOURAGED TO ATTEND.

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

- I. **Call to Order**
- II. **Roll Call**
- III. **Invocation/Moment of Silence**
- IV. **Pledge of Allegiance**
- V. **Adoption of The Agenda**
- VI. **Citizen Comments**
- VII. **Correspondence**
 - a) Council Resignation
- VIII. **Unfinished Business**
 - a) Cape Blossom Road Update
 - b) Swan Lake Update
- IX. **New Business**
 - a) **AMENDED RESOLUTION 24-22**, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AMENDING SECTION 3.05 - TYPES OF POSITIONS AND CLASSIFICATIONS OF THE CITY OF KOTZEBUE PERSONNEL POLICY MANUAL ("PPM"), AMENDING SECTION 3.25 - SPECIAL SALARAY PROVISION OF THE CITY OF KOTZEBUE PERSONNEL POLICY MANUAL ("PPM") AND ADDING A PROVISION TO THE CITY OF KOTZEBUE PERSONNEL POLICY MANUAL ("PPM") REGARDING BREAKS AND LUNCH PERIODS DURING THE REGULAR WORK DAY"
 - b) **RESOLUTION 24-23**, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO PAY

DRAKE CONSTRUCTION, INC. ("DCI") SEVEN HUNDRED, TWENTY-EIGHT THOUSAND, SIX HUNDRED THIRTY-THREE HUNDRED DOLLARS AND EIGHTY-SEVEN CENTS (\$728, 633.87) FOR DCI'S WORK ON THE SWAN LAKE LOOP EMERGENCY DISASTER"

c) RESOLUTION 24-24, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO NEGOTIATE AND FINALIZE A MEMORANDUM OF UNDERSTANDING ("MOU") WITH THE NORTHWEST ARCTIC BOROUGH ("NWAB") REGARDING THE ALASKA HOUSING FINANCE CORPORATION ("AHFC") LAST FRONTIER HOUSING INITIATIVE PROGRAM"

d) NVOK Land Request - Planning Commission Resolution 2024-02 and Recommendation

e) Planning Commission Letter to Remain - Clay Nordlum

f) Parks and Recreation Advisory Committee - Conrad Kerber

G. 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

X. Council Members Comments

Seat B: Derek Haviland-Lie

Seat D: Saima Chase

Seat C: Joshua Hadley

Seat F: Ariana Erlich

Seat E: Kathy Sherman

Seat A: Ernest Norton

Seat G: Johnson Greene

Youth Representative: Finnian Sweeney

XI. Executive Session

XII. Adjournment



**CITY OF KOTZEBUE
NOTICE**

**MAYOR SAIMA CHASE HAS
SCHEDULED THE NEXT REGULAR CITY
COUNCIL MEETING FOR
THURSDAY, APRIL 4, 2024 AT 5:15**

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

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

Posted: 03-27-2024
City Hall/ City FB Page
KOTZ Radio
Department Heads
P.O.
Bank
A.C

4/4/20

Section VII, Item A.

To: City Council of the City of Kotzebue

Through: Mayor Saima Chase

Please accept this as my formal resignation from the City Council.

Ariana Erlich

Ariana Erlich





**CITY OF KOTZEBUE
AMENDED RESOLUTION NO. 24-22**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AMENDING SECTION 3.05 - TYPES OF POSITIONS AND CLASSIFICATIONS AND SECTION 3.25 - SPECIAL SALARY PROVISION OF THE CITY OF KOTZEBUE PERSONNEL POLICY MANUAL ("PPM") AND ADDING A PROVISION TO THE CITY OF KOTZEBUE PERSONNEL POLICY MANUAL ("PPM") REGARDING BREAKS AND LUNCH PERIODS DURING THE REGULAR WORK DAY

WHEREAS, Resolution 23-25, Exhibit B, adopted July 27, 2023, repealed the former Personnel Policy Manual ("PPM"), in its entirety, and enacted a new PPM and the PPM can be amended by a duly enacted Resolution of the City Council of the City of Kotzebue;

WHEREAS, Section 3.05 Types of Positions and Classifications is amended to add a new employee position and classification **Flexible Hour** as set in 6. below **bolded and underlined**:

1. Regular Full-Time. A full-time position is considered to be a part of the regular complement continuously needed for performing city services.
2. Regular Part-Time. A part-time employee is one who is occupying a position that regularly requires working at least 15 hours but less than 30 hour in a week. Those working less than 15 hours per week are not eligible for PERS (Alaska Public Employees Retirement Fund).
3. Temporary. A temporary employee is one who is occupying a position where the need for that position is for a specific duration and where the work to be performed may not normally exceed six months. A temporary employee may fill the vacancy created by an approved leave of absence or extended illness. An employee hired to fill a temporary position serves at the pleasure of the department head and/or City Manager and is subject to summary discharge by either the department head or the City Manager, with or without cause, without right of hearing or appeal and is an "at-will" employee.
4. At-Will. Employees in positions determined to be "at-will" serve at the pleasure of the City Manager and can be dismissed at any time, with or without cause. At-Will positions

**AMENDED Resolution 24-22 April 4, 2024 RCCM
[postponed from March 21, 2024]**

include the Police Chief, the Fire Chief, all Department Heads, and other positions determined as "at-will" as set forth in KMC 2.48.010(A)

5. Partially At-Will. Employees in positions determined to be "partially at-will" serve at the pleasure of the City Manager and can be dismissed at any time, with or without cause. Partially at-Will positions include City Clerk.

6. Flexible Hour. Employees in positions as determined by their respective Department Heads and with approval of the City Manager who work pre-determined, pre-scheduled flexible hours for extended periods of time.

WHEREAS, Section 3.25 Special Salary Provisions is amended by deleting the present 4. in *[italics and brackets]* and replacing it with a new 4. **bolded and underlined**:

1. Part-Time Employees. Any employee regularly employed on a work schedule of less than full-time (as described in Section 3.05) shall be compensated at the hourly rate established by the City Manager, but not higher than that of full-time employees similarly situated (exclusive of benefits). Such employees may be advanced in pay based upon satisfactory service in the same manner as full-time employees. Regular part-time employees accrue leave on pro-rated basis.

2. Temporary Employees. A temporary employee (as described in Section 3.05) shall be employed initially at the hourly rate established by the City Manager, but not higher than that of full-time employees similarly situated (exclusive of benefits). Temporary employees shall be paid only for hours actually worked and shall not accrue leave, receive holiday pay, leave allowance, or other benefits.

3. Temporary Assignments. Employees may be assigned temporarily to perform duties of a higher classification for purposes of training and/or demonstration of skill leading to possible promotion, or to fill vacancies.

4. *[Deleted – Acting City Manager or Acting Department Heads will have a merit increase or pay adjustment at the rate of their immediate supervisor while acting or covering the position.]*

4. Acting City Manager or Acting Department Heads will be paid at a rate set by the City Manager during the period or periods serving as Acting City Manager or Acting Department Head commensurate with the duties assumed and work experience with the City of Kotzebue of the person serving as Acting City Manager or Acting Department Head.

WHEREAS, Section 5.00 Hours of Work is amended to add a provision regarding breaks and lunch period as set out below **bolded and underlined**:


The City of Kotzebue is comprised of various departments of which require different work schedules.

It is the responsibility of each department head to define the required schedule to align with their workforce and department needs to support the City and ensure those schedules are approved by the City Manager and comply with State and Federal Wage and Hour Laws and Regulations **and include a morning break, afternoon break and lunch period under normal conditions and circumstances.**

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue amends the City of Kotzebue PPM as set out herein, effective immediately with the passage of this Resolution.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 4th of April, 2024.

CITY OF KOTZEBUE


Saima Chase, Mayor



ATTEST:


Rosie Hensley, City Clerk

Attachment: Exhibit "A" Memorandum [To: City of Kotzebue Administration Date: May 2, 2023]



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

Memorandum

TO: City of Kotzebue Administration
FROM: The Office of the City Manager, Tessa Baldwin
DATE: May 3, 2023

Dear Members of the Administration,

I would first like to express my gratitude to the work and commitment that each of you contribute to the City of Kotzebue. This work does not go unnoticed. After much discussion and internal investigation of practices we will no longer be doing our acting director wage pay out to employees temporarily covering departments. For example, if a director goes on leave and is required to have an acting director fill their job duties while out, the acting director will not get paid the current director's salary.

It is my understanding that this is not a practice for all departments. As the city manager, I aim to ensure that each employee is treated equally. It is also my goal to ensure transparency throughout our organization. The act of paying a few individuals acting salary pay while covering for a director is not common practice. Therefore, as of May 5, 2023, we will no longer be accepting acting director pay during their coverage of a department. However, when a director does go on leave, we will be requesting a person cover their duties. The individual who is in the position to cover job duties will be receiving their regular pay. This will create unity and fairness across the board.

I appreciate your understanding on this matter. Any questions or concerns with this ad-hoc practice can be directed to myself.

Thank you,

Tessa Baldwin, City Manager



**CITY OF KOTZEBUE
AMENDED RESOLUTION NO. 24-23**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO PAY DRAKE CONSTRUCTION, INC. ("DCI") SEVEN HUNDRED, TWENTY-EIGHT THOUSAND, SIX HUNDRED THIRTY-THREE HUNDRED DOLLARS AND EIGHTY-SEVEN CENTS (\$728,633.87) FOR DCI'S WORK ON THE SWANW LAKE LOOP EMERGENCY DISASTER

WHEREAS, in the first week of February 2024, the sudden, catastrophic, unexpected failure of the Swan Lake Water Loop following several weeks of bitter cold winter weather caused an immediate, serious public health disaster impacting over 20 percent of the residents of Kotzebue many of whom experienced the loss of water and sewer services and far exceeding the resources of the City of Kotzebue's Public Works Department to respond to this public health emergency;

WHEREAS, during the winter months in Kotzebue all the summer-months contractors have removed their equipment and personnel from the City of Kotzebue except for Drake Construction, Inc. ("DCI") which winterizes its Kotzebue-located equipment and maintains a much-reduced staff in Kotzebue. However, DCI immediately mobilized its equipment and recalled staff to Kotzebue to respond to this public health emergency;

WHEREAS, as a contractor with over four decades of experience in water and sewer projects in the Arctic and Kotzebue in particular, DCI for next eight weeks worked diligently and unhesitatingly with the City's small Public Works staff to restore water and sewer services to the residents adversely impacted by the Swan Lake Loop failure and to mitigate further damage to the City's water distribution system; and,


//
//
//

WHEREAS, DCI has presented its invoice for these much needed emergency services as set forth in Exhibit "A" attached hereto in the amount of \$728,633.87 and said invoice has been reviewed by the City Manager and Finance Department who do recommend payment of same.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue authorizes the City Manager or her designee to pay DCI \$728,633.87 for the services rendered per the invoice attached hereto as Exhibit "A" in one payment or a series of payments totaling \$728,633.87 and to seek/apply for reimbursement for these emergency expenses from local and regional partners, appropriate State and Federal emergency funds and/or applicable liability/property insurance.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 4th of April, 2024.

CITY OF KOTZEBUE



Saima Chase, Mayor



ATTEST:



Rosie Hensley, City Clerk

Attachment: Exhibit "A" – DCI Invoice and supporting documentation [11 pages]



Service Invoice

Invoice#: 3852
Date: 03/25/2024

PO Box 338
Kotzebue AK 99752
(907)442-3512
License: 28553

Project:
PH 3-Swan Lake Loop Main Emergency
Repairs - 02/06-03/09/2024

Billed To: City of Kotzebue
PO Box 46
Kotzebue AK 99752

Scheduled: 02/06/2024 Time:	Employee:	Order#:
--	------------------	----------------

Description	Quantity	Price	Ext Price	Sales Tax
Description: All labor, materials, freight, consumables, and equipment to thaw 7,000' of SWAN LAKE watermain in Kotzebue. All rates are as quoted and agreed in the cost proposal for this emergency work. Attached spreadsheets show and describe each record of the charges in their respective category.				
Operated Equipment, February 6, 2024 through March 9, 2024:				
Regular Hours:	1.0000	61,685.500000	61,685.50	N
OT Hours:	1.0000	20,414.000000	20,414.00	N
Materials, Bulk Fuel, Consumables, Crew Travel and Freight (including freight on rented equipment), February 6, 2024 through March 9, 2024:				
	1.0000	187,179.950000	187,179.95	N
Dry Equipment (including outside entity rented equipment), February 6, 2024 through March 9, 2024:				
	1.0000	145,326.670000	145,326.67	N

A service charge of 18.00 % per annum will be charged on all amounts overdue on regular statement dates.
Thank you for your prompt payment!

Non-Taxable Amount:	728,633.87
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	728,633.87



Service Invoice

Invoice#: 3852

Date: 03/25/2024

PO Box 338
Kotzebue AK 99752
(907)442-3512
License: 28553

Project: PH 3-Swan Lake Loop Main Emergency Repairs - 02/06-03/09/2024

Billed To: City of Kotzebue
PO Box 46
Kotzebue AK 99752

Scheduled: 02/06/2024 Time:	Employee:	Order#:
--------------------------------	-----------	---------

Description	Quantity	Price	Ext Price	Sales Tax
All Labor (non-equipment operator) Hours for the period of February 6, 2024 through March 9, 2024.				
Regular Hours:	1.0000	178,230.000000	178,230.00	N
OT Hours:	1.0000	135,797.750000	135,797.75	N

Notes:
PAYMENT DUE 04/09/2024
TO PAY BY CREDIT CARD, PLEASE CALL MISTY @ 907-382-5062
CREDIT CARD PAYMENTS WILL BE CHARGED A 3.5% CREDIT CARD PROCESSING FEE.

Approved for Payment
By: *[Signature]* Date: 3/25/24
Vendor: Inv: 3852
Account: 605-40-59525
PO#: *[Signature]*

A service charge of 18.00 % per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your prompt payment!

Non-Taxable Amount:	728,633.87
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	728,633.87

Swan Lake Freeze Thaw Calculations - 2/5/24 through 3/9/24

Equipment Type	Ground Thaw Wacker Ground Heater w/Trailer E3000 3.4 GPH, 81 hr./tank.222 Gal/tank. Fired up 1300hrs on 02/06/2024 & been running 24 hrs. day since.	Ground Thaw Wacker Ground Heater w/Trailer E3000 (Rental) Received 02/21/2024 Started running it at 11:00 hrs. 3.4 GPH	Heat King HK300 Ground Thaw (Rental) Heater: 2.24 GPH, Genset 0.55GPH Total: 2.79GPH	Multiquip Generator 45- 49 @ 1/2 load 1.6 GPH Fired up on 02/06/2024 & been running 24 hrs. day since.	Multiquip Generator 45-49 @ 1/4 load 1.04 GPH Used to run dewatering pump	G-25 Generator 1.04 GPM
Rate & Billing Method (hour/day/month)	350/12 hour day	6500/month	6900/month	350/12 hour day	350/12 hour day	350/12 hour day
Day Count	32	25	19	33	20	1
Billable Units (12 hour blocks)	61	25	19	65	30	1
Amount	\$21,350.00	\$5,416.67	\$4,370.00	\$22,750.00	\$10,500.00	\$350.00

Equipment Type	Service Truck Equipment	Fuel Hotsy 2.07GMH	DCI Made Jetter Heater: 2.07 GPH Generator 1.04 GPH Total: 3.11 GPH	Water Buffalo Flat	Cities Jetter	120 Loader Used to Clear Snow
Rate & Billing Method (hour/day/month)	40/hour	350/12 hour day	700/day (includes genset, pumps and tanks, thaw unit, trailer)	100/day	N/A	Operated Equipment billed Separately
Day Count	21	1	14	14		
Billable Units (12 hour blocks)	21	1	14	14		
Amount	\$840.00	\$350.00	\$9,800.00	\$1,400.00	\$0.00	\$0.00

Swan Lake Freeze Thaw Calculations - 2/5/24 through 3/9/24

Equipment Type	DCI Made Jetter Heater: 2.07 GPH Generator: 1.04 GPH Total: 3.11 GPH	Water Buffalo Flat	City Jetter	Service Jetter & Honda 2000 Generator	Pinchers	Concrete Saw
Rate & Billing Method (hour/day/month)	700/day (Includes genset, pumps and tanks, thaw unit, trailer)	100/day	N/A	350/12 hour day	350/12 hour day	350/12 hour day
Day Count	14	14	N/A	8	20	0.5
Billable Units (12 hour blocks)	14	14	N/A	8	20	0.5
Amount	\$9,800.00	\$1,400.00	\$0.00	\$2,800.00	\$7,000.00	\$175.00

Equipment Type	GPS	Vehicles being driven:	Atlas Copco QAS 28 Generator 1.2 GPH	Light Plant .95 GPG	Honda Genset 2200/gas	200 Excavator
Rate & Billing Method (hour/day/month)	150/hour	75/day, dry	350/12 hour day	350/12 hour day	350/12 hour day	Operated Equipment billed Separately
Day Count	7	193	14	1	10	
Billable Units (12 hour blocks)	7	193	14	1	10	
Amount	\$2,450.00	\$14,475.00	\$4,900.00	\$350.00	\$3,500.00	\$0.00

Equipment Type	270 End Dump	50 Excavator
Rate & Billing Method (hour/day/month)	Operated Equipment billed Separately	Operated Equipment billed Separately
Day Count		
Billable Units		
Amount	\$0.00	\$0.00
Dry Equipment Total:		\$145,326.67

Swan Lake Freeze Thaw Calculations - 2/5/24 through 3/9/24

Labor Hour Totals						
Employee	Classification	Regular Rate	Regular Hours	OT Rate	OT Hours	Total
Zachary Nelius	Operator/Laborer	\$125.00	130.50	\$185.00	132.75	\$40,871.25
Michael Smith	Operator/Laborer	\$125.00	63.00	\$185.00	33.50	\$14,072.50
Robert Baker	Laborer	\$125.00	137.50	\$185.00	84.00	\$32,727.50
Michael Peters	On Site Supervisor	\$160.00	186.00	\$237.00	179.00	\$72,183.00
Steven Williamson	Oper/Mechanic (on/off site)	\$185.00	94.00	\$274.00	54.00	\$32,186.00
Lucas Sosa	Operator/Laborer	\$125.00	101.00	\$185.00	96.00	\$30,365.00
Cecil Taylor	Laborer/Safety Manager	\$125.00	149.00	\$185.00	78.50	\$33,147.50
Jeff Nagel	Licensed Plumber	\$185.00	63.00	\$274.00	0	\$11,655.00
Mike Cain	Project Manager/VP	\$200.00	160.00	\$296.00	0	\$32,000.00
Toby Drake	Project Manager/Pres	\$200.00	74.00	\$296.00	0	\$14,800.00
All manhours for operated equipment have been deducted from labor hour records						
Indication of deductions =						Labor Hours Total: \$314,027.75

Operated Equipment Hour Totals					
Equipment	Regular Hours	Rate	OT Hours	Regular Total	OT Total
140-HITACHI EX200	12	\$352.00	0	\$4,224.00	\$0.00
141-HITACHI EX120	19	\$235.00	0	\$4,465.00	\$0.00
147-HITACHI ZX50	28.5	\$235.00	4	\$6,697.50	\$1,064.00
148-HITACHI ZX200	17	\$352.00	0	\$5,984.00	\$0.00
176-VOLVO 120 LDR	4	\$405.00	1.5	\$1,620.00	\$660.00
175-CAT 908 LDR	33	\$285.00	18	\$9,405.00	\$5,850.00
178-VOLVO 220F LDR	58	\$505.00	24	\$29,290.00	\$12,840.00
Sub Totals				\$61,685.50	\$20,414.00
Operated Equipment Total:				\$82,099.50	

Swan Lake Freeze Thaw Calculations - 2/5/24 through 3/9/24

MATERIALS, FREIGHT, and CONSUMABLE ITEMS FOR THAW RELATED OPERATIONS							
VENDOR	DESCRIPTION	INVOICE DATE	COST	FREIGHT	MATERIAL SUB-TOTAL	OVERHEAD & PROFIT	TOTAL
	Markup, as agreed					30.00%	
Alaska Airlines	Crew Travel - Zach Neljus	2/4/2020	\$ 293.60		\$ 293.60	30.00%	\$ 381.68
KIC	Crew Supplies	2/6/2020	\$ 50.84		\$ 50.84	30.00%	\$ 66.09
Core and Main	Alpha REPAIR Couplings for Main Core	2/7/2020	\$ 3,024.20		\$ 3,024.20	30.00%	\$ 3,931.46
Crosstown Deliveries	Freight will call and ship out-ANC	2/7/2020		\$ 57.26	\$ 57.26	30.00%	\$ 74.44
AIH	Consumable Safety Supplies	2/12/2020	\$ 173.32		\$ 173.32	30.00%	\$ 225.32
AIH	Main Thaw Supplies or parts	2/12/2020	\$ 483.87		\$ 483.87	30.00%	\$ 629.03
Alaska Rubber Group	Main Thaw Supplies or parts(valves, etc.)	2/12/2020	\$ 2,087.64		\$ 2,087.64	30.00%	\$ 2,713.93
Sportsmans Warehouse	Waders for Crew	2/12/2020	\$ 619.96		\$ 619.96	30.00%	\$ 805.95
Home Depot	Main Thaw supplies and pumps	2/12/2020	\$ 518.00		\$ 518.00	30.00%	\$ 673.40
Alaska Airlines	Crew Travel- L. Sosa & Robert Baker	2/12/2020	\$ 767.16		\$ 767.16	30.00%	\$ 997.31
Alaska Rubber Group	Replacement Thaw Nozzles for thaw equip.	2/12/2020	\$ 187.48		\$ 187.48	30.00%	\$ 243.72
Alaska Airlines	Crew Travel - Michael Smith	2/13/2020	\$ 293.60		\$ 293.60	30.00%	\$ 381.68
Crosstown Deliveries	Freight will call & ship out-ANC (Multiple)	2/13/2020		\$ 542.99	\$ 542.99	30.00%	\$ 705.89
FYER TECH-ANC	NSF Drums/Potable Water Supplies	2/14/2020	\$ 592.56		\$ 592.56	30.00%	\$ 770.33

Swan Lake Freeze Thaw Calculations - 2/5/24 through 3/9/24

Alaska Airlines	Crew Travel- Jeff Nagel- RT	2/14/2020	\$	561.19	\$	561.19	30.00%	\$	729.55
AIH	Fuel Removal gear for rental equip	2/14/2020	\$	529.41	\$	529.41	30.00%	\$	688.23
PPG Architectural	Liquid Foam for all Main/SERVICE Repairs	2/14/2020	\$	6,000.00	\$	6,000.00	30.00%	\$	7,800.00
KIC	Gasoline	2/14/2020	\$	162.52	\$	162.52	30.00%	\$	211.28
Alaska Airlines	Crew Travel- M. Cain- RT	2/15/2020	\$	624.22	\$	624.22	30.00%	\$	811.49
Alaska Rubber Group	Main Thaw supplies, parts and/or fittings	2/15/2020	\$	287.50	\$	287.50	30.00%	\$	373.75
Pacific Plumbing Supply	Service Thaw plumbing connection parts	2/15/2020	\$	106.05	\$	106.05	30.00%	\$	137.87
Pacific Plumbing Supply	Service Thaw plumbing connection parts	2/15/2020	\$	5,626.75	\$	5,626.75	30.00%	\$	7,314.78
CROWLEY FUELS	Bulk Diesel Fuel - 703.10 GAL	2/15/2020	\$	5,634.74	\$	5,634.74	30.00%	\$	7,325.16
Lynden Air Cargo	Freight for LG Rental Equipment ANC-OTZ	2/15/2020	\$	18,674.77	\$	18,674.77	30.00%	\$	24,277.20
United Rentals	Ground Thaw Unit Rental- Monthly	2/15/2020	\$	6,358.45	\$	6,358.45	30.00%	\$	8,265.99
Home Depot	Thaw Gear Filter supplies	2/16/2020	\$	660.07	\$	660.07	30.00%	\$	858.09
Alaska Airlines	Crew Travel- M. Cain	2/16/2020	\$	122.00	\$	122.00	30.00%	\$	158.60
Northern Air Cargo	Main Thaw - Parts Freight	2/18/2020	\$	3,300.94	\$	3,300.94	30.00%	\$	4,291.22
Northern Air Cargo	Main Thaw - Hoses freight	2/18/2020	\$	757.91	\$	757.91	30.00%	\$	985.28
Lynden Air Cargo	Freight of rental thaw equipment	2/18/2020	\$	960.65	\$	960.65	30.00%	\$	1,248.85
Alaska Airlines	Crew Travel- Cecil Taylor- GEG-OTZ	2/18/2020	\$	1,449.50	\$	1,449.50	30.00%	\$	1,884.35
Alaska Rubber Group	Replacement HP Jetter Hose	2/19/2020	\$	2,530.00	\$	2,530.00	30.00%	\$	3,288.00
Crosstown Deliveries	Freight will call and ship out- ANC	2/19/2020	\$	268.76	\$	268.76	30.00%	\$	349.39
KIC	Filter Housing Parts	2/19/2020	\$	15.89	\$	15.89	30.00%	\$	20.66
KIC	Power Cord Replacement	2/19/2020	\$	21.18	\$	21.18	30.00%	\$	27.53
KIC	Crew Supplies	2/20/2020	\$	63.58	\$	63.58	30.00%	\$	82.65

Swan Lake Freeze Thaw Calculations - 2/5/24 through 3/9/24

AIH	Safety Supplies	2/20/2020	\$ 200.18	\$ 200.18	30.00%	\$ 260.23
Lynden Logistics	Freight of rental thaw equipment	2/20/2020		\$ 2,489.00	30.00%	\$ 3,235.70
Lynden Air Cargo	Freight for LG Rental Equipment ANC-OTZ	2/21/2020		\$ 15,858.92	30.00%	\$ 20,616.60
KIC	Repair Parts	2/21/2020	\$ 220.46	\$ 220.46	30.00%	\$ 286.60
KIC	Thaw Unit repair coupling	2/21/2020	\$ 79.45	\$ 79.45	30.00%	\$ 103.29
Chevron	Gasoline- ANC	2/21/2020	\$ 167.95	\$ 167.95	30.00%	\$ 218.34
HOTSY EQUIPMENT CO-Omaha	Repair parts for Main Thaw equipment-inc. freight	2/21/2020	\$ 1,353.52	\$ 1,353.52	30.00%	\$ 1,759.58
Alaska Airlines	Crew Travel- Michael Smith-OTZ-ANC (Bereavement)	2/21/2020	\$ 371.61	\$ 371.61	30.00%	\$ 483.09
Alaska Airlines	Main Thaw - Parts Freight	2/22/2020		\$ 226.45	30.00%	\$ 294.39
KIC	Main Thaw- Water filters & parts	2/22/2020	\$ 262.83	\$ 262.83	30.00%	\$ 341.68
Anchorage Sand & Gravel	Insulating/warming blankets- replace damaged units	2/22/2020	\$ 2,100.00	\$ 2,100.00	30.00%	\$ 2,730.00
AIH	Safety Supplies	2/22/2020	\$ 33.44	\$ 33.44	30.00%	\$ 43.47
AIH	Main Thaw Supplies or parts(adapters)	2/23/2020	\$ 285.96	\$ 285.96	30.00%	\$ 371.75
Alaska Airlines	Crew Travel- M. Peters	2/23/2020	\$ 431.69	\$ 431.69	30.00%	\$ 561.20
Design North Supplies	Polyurea-A component-repairs/final coating	2/25/2020	\$ 2,200.00	\$ 2,200.00	30.00%	\$ 2,860.00
Northern Air Cargo	Main Thaw - Parts Freight	2/25/2020		\$ 2,327.01	30.00%	\$ 3,025.11
CROWLEY FUELS	Bulk Diesel Fuel - 1978.50 GAL	2/25/2020	\$ 15,722.08	\$ 15,722.08	30.00%	\$ 20,438.70
Warning Lites of Alaska	Safety Barricades/Supplies	2/25/2020	\$ 3,045.00	\$ 3,045.00	30.00%	\$ 3,958.50
Home Depot	Water Pumps for Thaw Gear Setup	2/25/2020	\$ 416.00	\$ 416.00	30.00%	\$ 540.80
Little Louies -OTZ	Crew Lunch	2/25/2020	\$ 216.52	\$ 216.52	30.00%	\$ 281.48
AIH	Consumable Safety Gear for Crew	2/26/2020	\$ 637.06	\$ 637.06	30.00%	\$ 828.18

Swan Lake Freeze Thaw Calculations - 2/5/24 through 3/9/24

Alaska Rubber Group	Main Thaw Supplies- Discharge Hoses	2/26/2020	\$ 2,371.44		\$ 2,371.44	30.00%	\$ 3,082.87
Northern Air Cargo	Main Thaw - Parts Freight- various	2/28/2020	\$ 1,104.85		\$ 1,104.85	30.00%	\$ 1,436.31
Home Depot	Exposed Main Heat Blankets	2/28/2020	\$ 1,445.68		\$ 1,445.68	30.00%	\$ 1,879.38
Alaska Airlines	Crew Travel- M. Cain	2/28/2020	\$ 373.59		\$ 373.59	30.00%	\$ 485.67
CMI	Frost Teeth for frozen excavations	2/28/2020	\$ 1,046.66		\$ 1,046.66	30.00%	\$ 1,360.66
Pacific Plumbing Supply	Main Thaw Supplies or parts (tap plugs)	2/29/2020	\$ 271.35		\$ 271.35	30.00%	\$ 352.76
Ferguson Enterprises	Main Thaw Supplies or parts (NL Brass)	2/29/2020	\$ 1,443.39		\$ 1,443.39	30.00%	\$ 1,876.41
KIC	Main Thaw gear repair parts	2/29/2020	\$ 46.98		\$ 46.98	30.00%	\$ 61.07
Alaska Airlines	Main Thaw - Parts Freight	3/1/2020	\$ 450.89	\$ 450.89	\$ 450.89	30.00%	\$ 586.16
Little Louies -OTZ	Crew Lunch	3/1/2020	\$ 153.02		\$ 153.02	30.00%	\$ 198.93
Alaska Bearing	Repair Parts	3/3/2020	\$ 154.12		\$ 154.12	30.00%	\$ 200.36
Northern Air Cargo	Main Thaw Supplies or parts	3/3/2020	\$ 104.55	\$ 104.55	\$ 104.55	30.00%	\$ 135.92
Ferguson Enterprises	Main Thaw Supplies or parts (NL Brass)	3/3/2020	\$ 313.14		\$ 313.14	30.00%	\$ 407.08
CROWLEY FUELS	Bulk Diesel Fuel - 1790.60 GAL	3/4/2020	\$ 14,274.17		\$ 14,274.17	30.00%	\$ 18,556.42
KIC	Main Thaw prep tool- saddle install	3/4/2020	\$ 15.88		\$ 15.88	30.00%	\$ 20.64
HOTSY EQUIPMENT CO-Omaha	Repair parts for Main Thaw equipment-inc. freight	3/4/2020	\$ 774.58		\$ 774.58	30.00%	\$ 1,006.95
COSTCO	Crew Supplies	3/5/2020	\$ 99.94		\$ 99.94	30.00%	\$ 129.92
Pacific Plumbing Supply	Service Thaw plumbing connection parts	3/6/2020	\$ 4,226.90		\$ 4,226.90	30.00%	\$ 5,494.97
EMPRESS - OTZ	Crew Lunch	3/6/2020	\$ 255.88		\$ 255.88	30.00%	\$ 332.64
Pacific Plumbing Supply	Service Thaw plumbing connection parts	3/7/2020	\$ 627.61		\$ 627.61	30.00%	\$ 815.89

Swan Lake Freeze Thaw Calculations - 2/5/24 through 3/9/24

AIH	Crew Supplies	3/7/2020	\$ 235.00	\$	235.00	30.00%	\$ 305.50	
DULTMEIER SALES	Thaw Unit Repair Parts	3/7/2020	\$ 416.51	\$	416.51	30.00%	\$ 541.46	
Alaska Airlines	Frighht Misc. Supplies	3/8/2020	\$	\$ 459.50	459.50	30.00%	\$ 597.35	
Ferguson Enterprises	Burner Parts for Thaw Gear	3/7/2020	\$ 265.26	\$	265.26	30.00%	\$ 344.84	
Materials, Consumables and Freight Total							\$	187,179.95

Grand Total: \$ 728,633.87



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

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO NEGOTIATE AND FINALIZE A MEMORANDUM OF UNDERSTANDING (“MOU”) WITH THE NORTHWEST ARCTIC BOROUGH (“NWAB”) REGARDING THE ALASKA HOUSING FINANCE CORPORATION (“AHFC”) LAST FRONTIER HOUSING INITIATIVE PROGRAM

WHEREAS, late last year AHFC announced its Last Frontier Housing Initiative Program Last Frontier Housing Initiative Program, see Exhibit “A” attached hereto and incorporated by reference herein;

WHEREAS, the City Council in Resolution 23-56, dated December 14, 2023, directed the City Manager to participate in this AHFC Last Frontier Housing Initiative Program and therefore the City Manager and Administrative Staff took a leadership role in bringing local and regional partners together over the next several months in an effort to bring this Program to Kotzebue;

WHEREAS, AHFC requires a MOU between the local government entities, in this instance, the City of Kotzebue and NWAB, regarding how the funds will flow into the community and which entity will manage the funds, to wit: a draft MOU attached hereto as Exhibit “B” and incorporated by reference herein which has been developed as a result of the meetings with local and regional partners over the past several months;


WHEREAS, this proposed MOU must be finalized with the review and concurrence of the NWAB as soon as possible.

//
//
//

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue authorizes the City Manager (working with the City Attorney, Planning Director and other senior Administrative Staff) to finalize and execute this MOU on the terms and/or terms substantially similar to those set out in the draft MOU attached hereto as Exhibit “B” and forward the final, fully executed MOU to AHFC for review and acceptance.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 4th of April, 2024.

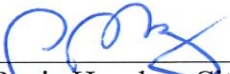
CITY OF KOTZEBUE



Saima Chase, Mayor



ATTEST:



Rosie Hensley, City Clerk

Attachment: Exhibit “A” – AHFC Last Frontier Housing Initiative Program [6 pages]
Exhibit “B” – Draft MOU [2 pages]



**INVESTING IN IN WESTERN ALASKA
FILLING CRITICAL STATE POSITIONS, BUILDING STRONGER COMMUNITIES**

New housing development funds to local governments in Bethel, Kotzebue and Nome

Commissioners from the State of Alaska identified hard-to-fill, critical positions in communities across the state. Western Alaska was identified as a region most in need and likely to benefit from state workers in hub communities.

With a minimum 15% match, AHFC is prepared to respond to this need with a capital investment up to **\$5 million** to be spent over an aggressive timeline to spur new housing construction in targeted communities. The housing project will be designed, developed and owned by the local government (or its designee).



15% community match

Funding comes from a combination of state and federal sources and targets two objectives: **\$3 million in state General Funds** made available through the Rural Professional Housing program to support construction of no fewer than six housing units for state professionals. **\$2 million in expiring federal funds** is targeted to support the affordable housing needs of each community by constructing three new units for families meeting the federal definition of low income.

\$5 million in AHFC grants



At least 9 new housing units

Communities are encouraged to leverage AHFC's contribution with local, philanthropic or other funds to the greatest maximum extent.

New construction must meet AHFC's minimum criteria for financing, including energy efficiency standards of 5-star-plus or greater.

TIMELINE:

- Week of Dec. 4, 2023: Stakeholder meetings
- 30-days from today: AHFC receives signed, non-binding letter of intent from local government to participate in this housing initiative with key contacts identified

Funds rejected by communities not interested/unable to participate will be re-allocated to communities able to advance these development resources.

- Jan. 1, 2024: AHFC publicly announces local government participation in this Last Frontiers Housing Initiative
- March 1, 2024: Local Government Team Identified; Materials Ordered
- September 1, 2025: Deadline for expenditure of use-it or lose-it federal funds

RESOURCES:

AHFC's Planning & Program Development Department is leading this effort and positioned to offer technical assistance to support an enhanced development project.

CONTACT: Daniel Delfino, Planning Director, ddelfino@ahfc.us





Rural Professional Housing
Last Frontier Initiative
Allocation Plan

Overview: Last Frontier Housing Initiative

The allocation plan summarizes and includes the following:

- Needs assessment: Public Safety and Commissioner survey
- Past allocations and gaps in housing coverage
- Allocation plan assumptions and implied investment limits



New Housing Developments in Focus Areas*

Community	Rural Professional Program	Affordable Housing Programs
Bethel	2015	2022
Kotzebue	2023, 2004	2001
Nome	2020, 2008	2022, 2008
Sitka**	N/A	2007
Ketchikan**	N/A	2022, 2009

Historically, these five communities have experienced challenges in utilizing development resources that serve “small communities” or urban hubs.

*Notes the two most recent award cycles where AHFC funded new housing builds in the respective communities.

**Sitka and Ketchikan are the only two communities not connected by road to Anchorage with populations above the 6,500 threshold for “small communities.”



Allocation Plan: Summary

Allocate available funding through three channels:

- 1) Increase the funds available for the current Rural Professional Housing round to facilitate seven (7) statewide developments.

Awarded funding (11/21) to build / renovate 17 rural professional housing units in: Hoonah, Napakiak, Talkeetna, Thorne Bay, Togiak, Venetie, and Yakutat.

- 2) Announce targeted rural professional and affordable housing funds to governments in Bethel, Nome and Kotzebue.
- 3) Announce targeted affordable housing funds to governments in Ketchikan and Sitka.



Last Frontier Housing Initiative: West

Allocation Terms for \$5.0M (each) to Bethel, Kotzebue and Nome with local government* commitment for the following:

- Identifying / securing land
- Assembling / selecting development team (builder / architect)
- Identifying / recruiting property manager
- Securing at least 15% match to project cost
- Scope approval & vehicle to backstop cost overruns
- Delivering minimum of 6 new professional housing units and 3 new affordable housing units.

Regardless of the construction completion, all ERA funding must be paid out prior to 9/30/2025 to satisfy the Treasury program rules.

*Dedicated Alaska Housing staff will be available to provide technical assistance and support through the development process.

Memorandum of Understanding (MOU)

Between the Northwest Arctic Borough and the City of Kotzebue

Purpose: This Memorandum of Understanding (MOU) establishes a cooperative framework between the Northwest Arctic Borough (NAB) and the City of Kotzebue (CoK) for the implementation of the Alaska Frontier Housing Initiative, funded by the Alaska Housing Finance Corporation (AHFC) and the State of Alaska. The CoK will lead the allocation of funds into the community, with collaborative efforts aimed at addressing housing needs through a Request for Proposals (RFP) process.

Parties Involved:

- 1. Northwest Arctic Borough, represented by [Name and Title]
- 2. City of Kotzebue, represented by [Name and Title]

Background:

The Alaska Frontier Housing Initiative aims to address housing challenges within the Northwest Arctic Borough, particularly in Kotzebue, through strategic funding and collaborative partnerships. AHFC and the State of Alaska have allocated funds for this purpose, recognizing the critical need for accessible and sustainable housing solutions in the region.

Terms and Conditions:

- 1. **Lead Role of City of Kotzebue:** The CoK will take the lead in allocating funds received through the Alaska Frontier Housing Initiative into the community of Kotzebue.
- 2. **Release of Request for Proposals (RFP):** The CoK, in coordination with NAB and relevant stakeholders, will develop and release an RFP outlining the parameters, criteria, and objectives of the housing initiative. The RFP will be designed to solicit proposals from qualified entities capable of addressing housing needs effectively.
- 3. **Collaborative Decision-Making:** NAB and CoK will collaborate closely throughout the RFP process, including but not limited to: a. Reviewing and evaluating proposals received. b. Selecting projects for funding based on established criteria. c. Monitoring and assessing the progress and impact of funded projects.
- 4. **Budget Allocation and Reporting:** The CoK will manage the budget allocated for the Alaska Frontier Housing Initiative in adherence to AHFC and State of Alaska guidelines. Regular financial reporting and updates will be provided to NAB to ensure transparency and accountability.
- 5. **Partnership Engagement:** NAB and CoK will engage with relevant partners, including AHFC, State of Alaska agencies, housing developers, community organizations, and residents, to maximize the effectiveness and reach of the housing initiative.

Duration:

This MOU shall commence upon signing by both parties and remain in effect until the completion of the Alaska Frontier Housing Initiative projects or until terminated by mutual agreement in writing.

Amendments:

Any amendments or modifications to this MOU must be made in writing and agreed upon by both parties.

Signatures:

Northwest Arctic Borough:
[Signature] [Name] [Title] [Date]

City of Kotzebue:
[Signature] [Name] [Title] [Date]

This Memorandum of Understanding is hereby agreed to by the undersigned representatives of the Northwest Arctic Borough and the City of Kotzebue, acknowledging their commitment to the successful implementation of the Alaska Frontier Housing Initiative for the benefit of the community and its residents.

DRAFT for review at RCCM

3.8.2024

Clay Nordlum
PO Box 411
239A 5th Ave
Kotzebue, AK 99752
907-412-1996
clay@nordlum.com

City of Kotzebue
258 Third Ave
Kotzebue, AK 99752

Boards and Commissions nomination:

To whom it may concern,

I Clay Nordlum am requesting to remain on the City of Kotzebue Planning Commission for another term. I have been a part of the Planning Commission for 3+ years and realize the need for local involvement in all aspects of the Cities regulatory positions.

Please consider my extension.

Appreciated,

Clay Nordlum

Rosie Hensley

From: Conrad Kerber <ckerber@nwarctic.org>
nt: Tuesday, February 20, 2024 6:03 PM
To: Ron Johnson; Rosie Hensley
Cc: Finnian Sweeney
Subject: Advisory commission - possible position

Good evening,

My name Conrad Kerber. I've been teaching the high school sciences here at KMHS for a couple years now. I am inquiring as to the possibility of membership to the Parks and Rec Advisory Commission. One of my students, Finnian Sweeney, your youth representative, asked if I would be interested, should a position become available.

Not only as a teacher of Environmental Science / Systems for many years now, but I am also active with my memberships in various conservation / preservation societies, and I am interested in assisting the community in any manner that may be productive and impactful.

Please let me know if there is a place where I could be useful within the Parks and Recreation department.

Thank you.

Conrad Kerber M.Ed.
KMHS High School Sciences
ckerber@nwarctic.org

