

Mayor
John K. Handeland

City Clerk/Treasurer
Dan Grimmer



Nome Common Council
Scot Henderson
Mark Johnson
Maggie Miller
Adam Martinson
Cameron Piscoya
M. Sigvanna Tapqaq

**NOME COMMON COUNCIL
REGULAR MEETING AGENDA
MONDAY, SEPTEMBER 23, 2024 at 7:00 PM
RICHARD FOSTER ROOM**

102 Division St. ▪ P.O. Box 281 ▪ Nome, Alaska 99762 ▪ Phone (907) 443-6663 ▪ Fax (907) 443-5345

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

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- [A.](#) Appeal Item A re: A Letter of Appeal by Rexodus Pomrenke and Voter Registration,

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- [B.](#) Appeal Item B re: A Memo from the City Clerk to the Nome Common Council; A Determination of Rexodus Pomrenke's Eligibility for Office, PUBLIC HEARING

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- [D.](#) R-24-09-02 A Resolution Awarding the Contract for the Furnishing of Crushed Aggregate for Road Surface Course to Tumet Industries, LLC

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- [E.](#) R-24-09-03 A Resolution Awarding the Contract for the Furnishing of Crushed Aggregate for Port Pad Surface Course to Tumet Industries, LLC

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CITIZEN'S COMMENTS

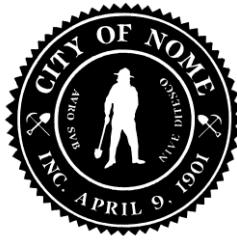
COUNCIL MEMBER'S COMMENTS

MAYOR'S COMMENTS AND REPORT

ADJOURNMENT

Mayor
John K. Handeland

City Clerk/Treasurer
Dan Grimmer



Nome Common Council Item A.
Scot Henderson
Mark Johnson
Maggie Miller
Adam Martinson
Cameron Piscoya
M. Sigvanna Tapqaq

**NOME COMMON COUNCIL
REGULAR MEETING AGENDA
MONDAY, SEPTEMBER 09, 2024 at 7:00 PM
RICHARD FOSTER ROOM**

102 Division St. ▪ P.O. Box 281 ▪ Nome, Alaska 99762 ▪ Phone (907) 443-6663 ▪ Fax (907) 443-5345

ROLL CALL AT 07:04PM

Members Present: C. Johnson, C. Martinson, C. Piscoya, C. Henderson, C. Miller, C. Tapqaq (Zoom);

Also Present: John K. Handeland, Mayor; Dan Grimmer, City Clerk/Acting City Manager;

In the Audience: Diana Haecker, Miranda Musich, Ben Townsend, Brad Soske (Zoom), Cynthia Gray (Zoom);

APPROVAL OF AGENDA

There was a request for an amendment to the agenda by Mayor Handeland. A request was made to add a memo to the end of New Business to item C.

At the roll call:

Aye: C. Johnson, C. Martinson, C. Henderson, C. Piscoya, C. Tapqaq, C. Miller

Nay:

The motion **CARRIED**.

APPROVAL OF MINUTES

A. 24-08-26 Nome Common Council Meeting Minutes,

A Motion to Approve the Meeting Minutes was made by C. Martinson and seconded by C. Piscoya.

At the roll call:

Aye: C. Johnson, C. Martinson, C. Henderson, C. Piscoya, C. Tapqaq, C. Miller

Nay:

The motion **CARRIED**.

COMMUNICATIONS

- A. EPA Environmental and Climate Justice Community Change Grant Opportunity,
- B. September 16-20 2024 Fall Haul Advertisement,
- C. Historic Preservation Workshop Thank You,

CITIZEN'S COMMENTS

UNFINISHED BUSINESS

- A. O-24-08-01 An Ordinance Amending Chapter 17.20.030 Application for Exemption SECOND READING/PUBLIC HEARING/FINAL PASSAGE,

At 07:09PM the Council Recessed for Public Hearing
With no comments from the public the Council came out of recess at 07:10PM

Discussion: C.Martinson asked if there was a conflict with him receiving this exemption. Mayor Handeland said that this was not a conflict as this does not speak to eligibility and only to the application process.

A Motion to Approve Ordinance O-24-08-01 was made by C.Johnson and seconded by C. Henderson.

At the roll call:

Aye: C. Johnson, C. Martinson, C. Henderson, C.Piscoya, C.Tapqaq, C.Miller

Nay:

The motion **CARRIED**.

NEW BUSINESS

- A. Memo from City Clerk's Office to the Nome Common Council re: Property Tax Penalties and Interest on Parcel Airport.04,

A Motion waive the penalties and interest charges on Parcel id: Airport.04 owned by Olson Ventures was made by C.Martinson and Seconded by C.Johnson.

At the roll call:

Aye: C.Johnson, C.Martinson, C.Miller

Nay: C.Henderson, C.Piscoya

The Motion **FAILED due to insufficient votes**.

- B. Memo From City Clerk's Office to the Nome Common Council re: Penalties and Interest From Late Payments Made by The Northwest Company,

There were no motions made to waive the penalties and interest of the Northwest Company.

- C. Memo From City Clerk's Office to the Nome Common Council re: A Change in Resolution 24-08-03

A Motion to change the dates of the City Surplus Auction for R-24-08-03 from Sept 16-20 to Sept 23-27 was made by C.Piscoya and Seconded by C.Henderson.

At the roll call:

Aye: C.Johnson, C.Martinson, C.Miller, C.Henderson, C.Piscoya

Nay:

The Motion **CARRIED**

UTILITY MANAGER'S REPORT

Wind turbines are not working after being repaired. They are looking into what additional work needs to be done to get them running.

CITY MANAGER'S REPORT

A. September 1, 2024- City Manager Report,

The current report was sent in from former City Manager Glenn Steckman. The City Hall A/V project has been revised to be completed around Mid November.

CITIZEN'S COMMENTS

A Comment was made by Mr. Soske about cab drivers operating without active cab licenses and safety. Mayor Handeland said that the comment was noted and would be passed along to the Acting City Manager to discuss with the Police Department.

COUNCIL MEMBER'S COMMENTS

- C.Johnson- no comment
- C.Martinson- no comment
- C.Miller- no comment
- C.Henderson- no comment
- C.Piscoya- Congratulations to the cross country team and all the hunters.

MAYOR'S COMMENTS AND REPORT

There is the commissioner of education and commissioner of labor in town. There was a round table discussion with them and some of the native corporations. There is an opportunity to meet with them for the community on Tuesday. There is also a contract moving through the negotiation process for the Port.

There was also a handout provided from the Nome Chamber of Commerce. The handout outlined a coffee reception at the visitors center with Municipal Candidates for the election.

EXECUTIVE SESSION at 07:35PM

A. Executive Session on Recruitment of an Interim City Manager and Transition of Old City Manager,

A motion to go into an executive session was made by C.Johnson and Seconded by C.Martinson.

At the roll call:

Aye: C.Johnson, C.Martinson, C.Miller, C.Henderson, C.Piscoya

Nay:

The Motion **CARRIED**

Council came out of Executive session at 07:50pm

CONTINUED BUSINESS

A.

A motion to bring R-24-08-04 back to the table was made by C.Johnson and Seconded by C.Martinson.

At the roll call:

Aye: C.Johnson, C.Martinson, C.Miller, C.Henderson, C.Piscoya

Nay:

The Motion **CARRIED**

A motion to amend R-24-08-04 was made by C.Martinson and Seconded by C.Johnson.

At the roll call:

Aye: C.Johnson, C.Martinson, C.Miller, C.Henderson, C.Piscoya
Nay:
The Motion **CARRIED**

A roll call on a tabled motion to approve Resolution 24-08-04

At the roll call:
Aye: C.Johnson, C.Martinson, C.Miller, C.Henderson, C.Piscoya
Nay:
The Motion **CARRIED**

- B. The Council was also reviewing the outgoing City Manager’s employment agreement. It was recognized by the council that annual reviews were not conducted as required within the City Manager contract. A review by the Council showed that the calculated amount owed to Mr. Steckman would be \$14,713.37 to bring closure to Mr. Steckman’s contract.

No Further Discussion

A motion approve the \$14,713.37 payment to Mr.Steckman was made by C.Henderson and Seconded by C.Martinson.

At the roll call:
Aye: C.Johnson, C.Martinson, C.Miller, C.Henderson, C.Piscoya
Nay:
The Motion **CARRIED**

- C. There was a discussion draft for a requested proposal of search firms that we could use to recruit a permanent City Manager.

ADJOURNMENT AT 08:06PM

A motion to adjourn was made by C.Piscoya and Seconded by C.Martinson.

At the roll call:
Aye: C.Johnson, C.Martinson, C.Miller, C.Henderson, C.Piscoya
Nay:
The Motion **CARRIED**

APPROVED and SIGNED this 23rd Day of September, 2024.

JOHN K. HANDELAND
Mayor

DAN GRIMMER
City Clerk



Auction & Surplus Sale

Monday, Septmeber 23 - Friday, September 27
9:00am - 5:00pm
Located at the Snow Dump off Greg Kruschek Ave.



For more information, contact 907.304.1308

NOTICE OF PROPOSED CHANGES TO BUSINESS LICENSE REQUIREMENT IN THE
APPLICATION PROCESS IN THE REGULATIONS OF THE ALCOHOLIC BEVERAGE
CONTROL BOARD

BRIEF DESCRIPTION: The Alcoholic Beverage Control Board proposes to change regulations in Title 3, Chapter 305 of the Alaska Administrative Code dealing with requiring a business license during the application process.

The Alcoholic Beverage Control Board proposes to adopt regulation changes in Title 3, Chapter 305 of the Alaska Administrative Code, to make it a requirement to provide a doing business as name and a business license during the application process, including the following:

1. 3 AAC 305.045(c) is proposed to be amended by adding a new paragraph to require a doing business as name and business license during the new license and endorsement application process.
2. 3 AAC 305.050(c) is proposed to be amended by adding a new paragraph to require a doing business as name and business license during the renewal of a license and endorsement application process.
3. 3 AAC 305.070(c) is proposed to be amended by adding a new paragraph to require a doing business as name and business license during the transfer of location of a license application process.
4. 3 AAC 305.075(a)(2)(B) is proposed to be amended to clarify posting requirement language to require an applicant to post the doing business as name of the proposed premises during the application process

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to Alcohol and Marijuana Control Office at 550 W. 7th Avenue, Suite 1600, Anchorage, Alaska, 99501. Additionally, the Alcoholic Beverage Control Board will accept comments by electronic mail at amco.regs@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System, by accessing this notice on the system and using the comment link. **The comments must be received not later than 4:30 p.m. on October 11, 2024.**

You may submit written questions relevant to the proposed action to Alcohol and Marijuana Control Office by email to amco.regs@alaska.gov or by mail to 550 W. 7th Avenue, Suite 1600, Anchorage, Alaska, 99501. The questions must be received at least 10 days before the end of the public comment period. The Alcohol and Marijuana Control Office will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and <https://www.commerce.alaska.gov/web/amco/>

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact Kristina Serezhenkov at amco.regs@alaska.gov or at 907-269-0359 not later than September 30, 2024, to ensure that any necessary accommodations can be provided.

A copy of the proposed regulations is available on the Alaska Online Public Notice System and by contacting the Alcohol and Marijuana Control Office at amco.regs@alaska.gov.

After the public comment period ends, the Alcoholic Beverage Control Board will either adopt the proposed regulations or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. You should comment during the time allowed if your interests could be affected.

Statutory authority: AS 04.06.005; AS 04.06.090; AS 04.06.100; AS 04.11.045; AS 04.11.050; AS 04.11.260; AS 04.11.450; AS 04.11.670

Statutes being implemented, interpreted, or made specific: AS 04.11.260; AS 04.11.270; AS 04.11.280; AS 04.11.290; AS 04.11.310

Fiscal information: The proposed regulation changes are not expected to require an increased appropriation.

The Alcohol and Marijuana Control Office keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the Alcoholic Beverage Control Board notices of proposed regulation changes. To be added to or removed from the list, send a request to the Alcohol and Marijuana Control Office at amco.regs@alaska.gov giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

Individuals can also signup to receive automated notifications of all State of Alaska notices, including public notice for regulation changes, by subscribing to the Alaska Online Public Notices System: <https://aws.state.ak.us/OnlinePublicNotices/Default.aspx>.

Date: 9/4/2024



Kristina Serezhenkov, Regulations Specialist 2



THE STATE of ALASKA GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE 550 West 7th Avenue, Suite 1600 Anchorage, AK 99501 Main: 907.269.0350

September 18, 2024

From: Alcohol.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: JPS Enterprises Inc DBA: Nome Nugget Inn VIA email: mhsong@email.com CC: None Local Government 1: Nome Local Government 2: Unorganized Borough Via Email: bhammond@nomealaska.org; dgrimmer@nomealaska.org; clerksoffice@nomealaska.org

Community Council: n/a Via Email:

Re: Beverage Dispensary - Tourism #5334 Combined Renewal Notice

Table with 2 columns: Field Name and Value. Fields include License Number, License Type, Licensee, Doing Business As, Physical Address, Designated Licensee, Phone Number, and Email Address.

[X] License Renewal Application [] Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(ies), your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(ies) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **November 19th, 2024** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsement, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,



Joan M. Wilson, Director
907-269-0350



Document reference ID : 787

Licensing Application Summary

Application ID: 787

Applicant Name: Jps Enterprises Inc

License Type applied for: Beverage Dispensary Tourism License (BDTL) (AS 04.09.350)

Application Status: In Review

Application Submitted On: 11/28/2023

Entity Information

Business Structure: Corporation

Alaska Entity Number (CBPL): 10104019

Entity Contact Information

Entity Address: P.O. Box 1305, Nome, AK, 99762, USA

Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Jps Enterprises Inc	Peter S. Lee	Vice President	30

Premises Address

Nearest municipality, city, and/or borough: Nome

Basic Business information

Business/Trade Name:

Nome Nugget Inn

Local Government and Community Council Details

City/Municipality

Nome

Borough

Unorganized Borough

Public Notice Posting Attestation and Publishers Affidavit

Attestations

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

I certify that all proposed licensees have been listed with Division of Corporation, Business, and Professional Licensing.

I certify that I and any individual identified in the business entity ownership section of this application, has or will read AS 04 and its implementing regulations. Item C.

The proposed changes conform to all applicable public health, fire, and safety laws.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Signature

Electronic Signature not collected; application submitted based on paper form.

Payment Info

Payment Type : CC

Payment Id: 87b479af-e7e5-4b0b-bdda-4ffcecfad688

Receipt Number: 100713722

Payment Date: 11/27/2023 8:00:18 PM

License Renewal

Subordinates

Drag a column header and drop it here to group by that column

Select	L... ▼	License Type ▼	Trade Name ▼	License Status ▼	City ▼
<input type="checkbox"/>	5995	Multiple Fixed Counter Endorsement (MFCE)	Nome Nugget Inn	Active	Nome

◀ 1 ▶ 10 items per page 1 1 - 1 of 1 items

Is this application being made by you for the benefit of someone else? If "YES," indicate below or attach explanation.

No

Has the applicant, applicant's spouse, partner, officer, director or stockholders, of the licensed entity become disqualified by law or by facts and conditions from holding a license or permit under the Alcohol and Cannabis Control Information System Alcoholic Beverage Code ? If "YES," indicate below or attach explanation.

No

Have there been changes since your original application that have not been reported on this or previous applications ? If "YES," indicate below or attach explanation.

No

How many hours did you operate in 2022 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

How many hours did you operate in 2023 as set forth in AS 04.11.330?

Less than 240 hours or not operated at all

Are you a seasonal license and has your operation times/dates/seasons changed?

No

Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2022 or 2023.?

No

Have any Notices of Violation been issued for this license in 2022 or 2023?

No


License Number:
5334

License Expiration Date:
12/31/2023

License Trade Name:
Nome Nugget Inn

Item C.

Mailing Address:

 PO Box 1305
Nome, AK
99762



Alaska Alcoholic Beverage Control Board

Form AB-37: Tourism Statement

A new, transfer, or renewal application for a Beverage Dispensary – Tourism or Restaurant/Eating Place – Tourism license must be accompanied by a written statement that explains how the establishment encourages tourism and meets the requirements listed under AS 04.11.400(d) and 3 AAC 304.325.

This document must be completed and submitted to AMCO’s Anchorage office before any tourism license application will be reviewed.

Section 1 – Establishment Information

Enter information for the licensed establishment or the business seeking to be licensed.

Doing Business As:	Nome Nugget Inn	License #:	5334
License Type:	Beverage Dispensary-Tourism		

Section 2 – Tourism Statement

2.1. Explain how issuance of a liquor license at your establishment has/will encourage tourism.

We see many different tourists all year round at the Nome Nugget Inn. We host miners, cruise ship tours and bird watching tours in the summer and we are proud to be the building at the Iditarod finish line. We also host the Iditarod Trail Committee every year. We are also the Nome home for the Iron Dog Snowmobile Race. We work hard to be a positive part of our community with hosting weekly meetings of the Rotary Club, many special events highlighting local artists and we have weekly team trivia and other events that the locals enjoy as much as the tourists.

2.2. Explain how the facility was/will be constructed or improved as required by AS 04.11.400(d)(1):

The saloon is located in the Nome Nugget Inn built in 1967, an historic building here in Nome, Alaska where population is 2,401 by U.S. Census Bureau, 2017. The Nome Nugget Inn has 43 rooms and one suite available for rental to public. There are no kitchen facilities in the rooms and we do not offer stocked bars in any of the rooms. There are microwave and refrigerator in all the rooms. There is a kitchenette in the one suite. We offer free wi-fi in all rooms and all public areas.

2.3 Does the licensee or applicant for this liquor license also operate the tourism facility in which this license is located?

YES

NO

2.4 If “no” who operates the tourism facility?



Alaska Alcoholic Beverage Control Board

Form AB-37: Tourism Statement

2.5 Do you offer room rentals to the traveling public? YES NO

If "yes" answer the following questions:

How many rooms are available?

Total 44 Rooms

How many of the available rooms (if any) have kitchen facilities (defined as: a separate sink for food preparation along with refrigeration and cooking appliance devices, including a microwave)?

1 Suites

Do you stock or plan to stock alcoholic beverages in guest rooms? YES NO

If "no" is your facility located within an airport terminal? YES NO

2.6 If your establishment includes a dining facility, please describe that facility. If it does not please write "none".

None

2.7 If additional amenities are available to your guests through your establishment (eg: guided tours or trips, rental equipment for guests, other activities that attract tourists), please describe them. If they are not offered, please write "none".

None



Alaska Alcoholic Beverage Control Board

Form AB-37: Tourism Statement

Section 3 – Certification

Read the statement below, and then sign your initials in the box to the right of the statement:

Initials

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

JS

Jason Song

Printed name of licensee/affiliate

Signature of licensee/affiliate

Appraisal Company of Alaska LLC

405 W 27th AVE
ANCHORAGE, ALASKA 99503
office@appraisalalaska.com
EIN#26-2071908

September 20, 2024

This last year the Alaska Legislature passed Senate Bill 178, which was signed into law by the Governor. Under this bill in Section 14 is a requirement for Assessor certification.

Sec 29.45.155. Assessor certification. A municipality may not employ an assessor, including a private contractor, unless the assessor has a level 3 certification from the Alaska Association of Assessing Officers or works under the supervision of an individual with a level 3 certification from the Alaska Association of Assessing Officers.

This bill puts the certification for your local or contract assessor under the control of the Alaska Association of Assessing Officers. This is not a State Agency, but an Alaska professional organization.

The Appraisal Company of Alaska is a member of this organization and the staff of the Appraisal Company participates in the certification program.

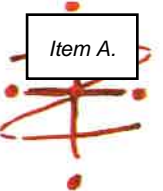
If you require verification, please contact Arron Landvik (907-419-0693) of the certification committee.

Michael C. Renfro, owner of Appraisal Company of Alaska is a Level III Assessor.

Sincerely,



Michael C. Renfro
Appraisal Company of Alaska



September 18, 2024

Dan Grimmer
City Clerk
PO BOX 281, Nome AK 99762

Re: Candidacy Qualification Challenge 2024 Nome Municipal Election

On September 18, 2024 Rexodus Pomrenke was notified via a Facebook post that my Nome Common Council candidacy was challenged pursuant NCO 2.15.020 and NCO 7.10.010. The defect can easily be explained by a DMV application error dated March 06, 2024 and holds zero significance to the fact that Rexodus Pomrenke has held domicile in Nome for over three years now. The deficiency has been cured, please see attached voter registration summary confirmation. I am formally requesting a hearing to appeal the decision of ineligibility and I am ready to defend eligibility in accordance with NCO 7.15.090 and NCO 7.15.060 immediately upon notification at 907.434.6066.

REXODUS
P.O. BOX 2005
Nome, Alaska 99762

Rexodus Pomrenke

RECEIVED

SEP 18 2024

CITY OF NOME
CLERKS DEPARTMENT

[Back](#)**Online Voter Registration Summary Confirmation****Personal Information**

Reference Number:	212265	Registration Submitted On:	09/18/2024
Name:	POMRENKE REXODUS	Residence Address:	116 WEST 4TH AVENUE NOME
Date Of Birth:	06/07/1982	Mailing Address:	PO BOX 2005 NOME AK 99762-
AK DL #/State ID #:	8084099	Election Worker:	NO
Party:	UNDECLARED	E-mail Address:	REXODUS.YANASE@GMAIL.CO M
Gender:	FEMALE	Daytime Phone Number:	907-434-6066
SSN:	XXX-XX-1826	Evening Phone Number:	

Version: 5.0.0.59



Memo

Date: September 23, 2024
From: Dan Grimmer, City Clerk
To: Nome Common Council
Subject: History of the Determination of Ineligibility for Rexodus Pomrenke

On August 26th Rexodus Pomrenke turned in a Declaration of Candidacy. The Declaration of Candidacy is attached in redacted form as **Attachment A**. All qualifications were reviewed by the City Clerk. All qualifications were able to be confirmed except for her voter registration status. When the City Clerk asked about her voter registration status, she was unable to produce a Voter ID Card or other evidence of being registered to vote. She signed the Declaration for Candidacy that she was registered. Thus, the City Clerk accepted the application as there was no current evidence that she was not in fact registered to vote.

On August 26th following the Declaration of Candidacy by Ms. Pomrenke, the City Clerk submitted a request to the division of elections requesting verification of Ms. Pomrenke being registered to vote with the State of Alaska and City of Nome.

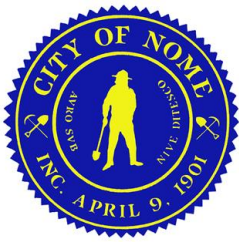
On September 3rd the City Clerk received confirmation back from the division of elections. **Attachment B** is the verification form sent back to the City Clerk which is marked as NR for Not Registered. If she was registered the returned form would have had her Voter Number, registration date and precinct listed.

On September 4th there was a Candidacy Challenge made to her declaration of candidacy.

On September 5th A certified letter was sent to her asking her to come in within the following week to schedule a time to defend her candidacy. The letter is included as **Attachment C**.

On September 17th a letter was sent to Ms. Pomrenke notifying her of the City Clerk's determination that she was found ineligible to run for office. It is included as **Attachment D**. The reasons given were her not coming into the office to defend her eligibility and her not meeting the registered voter requirement before the candidacy declaration period closed. A notice was posted on the front door of the Public Safety Building which is being used for City Hall operations.

On September 18th Ms. Pomrenke came to the City Hall offices to file an appeal in response to the City Clerk's determination that she was ineligible to run for City Council Seat C and to show that on 09/18/24 she had registered to vote. Ms. Pomrenke agreed to have the appeal heard at the 09/23/24 Nome Common Council Meeting. The appeal is pursuant to NCO § 7.15.090.



Therefore, the City Clerk requests that the Nome Common Council determine whether or not to grant the appeal made by Ms. Pomrenke.

Dan Grimmer
City Clerk

CITY OF NOME, ALASKA

DECLARATION OF CANDIDACY

Full Name of Candidate: Rexodus Pomrenke
 Name on Ballot: Rexodus Pomrenke
 Resident Address: [REDACTED] 4th Ave
 Mailing Address: [REDACTED]
 Telephone Number: Home [REDACTED] Work: _____
 EMAIL Address [REDACTED] Social Security [REDACTED]
 Office and Seat Declaring: Office City Council Seat: C
 Date of Election: October 1st 2024

I hereby certify that:

1. I meet the specific residency and citizenship requirements of the office for which I am a candidate.
2. I am a qualified voter as required by law in the State of Alaska and the City of Nome.
- ✓ 3. I meet the age requirement for the office for which I am a candidate.
- ✓ 4. I am not a candidate for more than one office and seat.
- ✓ 5. I have paid the \$20.00 non-refundable fee for declaration.
- ✓ 6. I request my name be placed on the municipal election ballot.
- ✓ 7. I have filed the required Public Official Financial Disclosure Statement

[Signature]
 Signature of Candidate

Date: 26 Aug 2024

ATTEST: [Signature]
 City Clerk

RECEIVED
 AUG 26 2024 [Signature]
 CITY OF NOME
 CLERKS DEPARTMENT

VOTER VERIFICATION FORM

Item B.

TO: REGION IV ELECTIONS OFFICE

FAX: (907) 443-2973

FROM: _____ Dan Grimmer / City Clerk _____

FAX: _____

PHONE: _____ 907-443-6611 _____

PAGE: _____ OF _____

TO BE COMPLETED BY CITY/BOROUGH		TO BE COMPLETED BY THE ELECTIONS OFFICE		
VOTER'S NAME	*IDENTIFIER (VOTER #, SSN, LAST 4 SSN, ADL, BIRTHDATE)	VOTER NUMBER & STATUS CODE	REGISTRATION DATE	DISTRICT & PRECINCT (LOCATION)
Rexodus Pomrenke/ Ramie Chavez	[REDACTED]	NR		

* = AN IDENTIFIER IS REQUIRED FOR VOTER VERIFICATION PURPOSES

ACTIVE VOTER STATUS CODES: A/ID = IDENTIFICATION REQUIREMENTS ; A/LM= ACTIVE LIST MAINTENANCE;
A/PS = ACTIVE PETITION SIGNER; A/PU = ACTIVE PURGED; A/RG = ACTIVE REGISTERED; A/UN = ACTIVE
UNDELIVERABLE MAIL RETURNED TO ELECTIONS;
INACTIVE VOTER STATUS CODES: I/PU = INACTIVE PURGED; I/FC = INACTIVE FELON CONVICT;
I/FD = INACTIVE FELON DISCHARGED;
I/RE = INACTIVE REGISTERED ELSEWHERE; I/VR = INACTIVE VOTER REQUESTED CANCELLATION
NR=NOT REGISTERED



Sept 5, 2024

Rexodus Pomrenke
116 West 4th Ave
Nome, AK 99762

**Re: Notice of Candidacy Challenge
2024 Nome Municipal Election**

Dear Ms. Pomrenke:

You filed a declaration of candidacy for Council Seat C for the October 1st 2024 City of Nome municipal election. Pursuant to NCO 7.15.050, your eligibility to hold office has been challenged.

Nome Code of Ordinances 7.15.060(a) states:

If a person who has declared his or her candidacy for a municipal office is challenged, the city clerk shall recite to the challenged candidate the qualifications required for the declared office, and tender to the challenged candidate the opportunity to defend his or her eligibility under sworn oath.

The qualifications for the office of councilmember are set forth in NCO 2.15.020:

A qualified city voter who has been a resident of the city for at least one year immediately prior to taking office and who is not delinquent in payment of any undisputed city property tax, sales tax, utility bill or other financial obligation is eligible to be a member of the city council.

The qualifications to be a city voter are set forth in NCO 7.10.010:

A person may vote in a municipal election only if he is a United States citizen qualified to vote in state elections, has been a resident of the city for thirty days immediately preceding the election, is registered to vote in state elections, and is not disqualified under Article V of the Alaska Constitution. The term of residence is computed by including the day on which the person's residence begins and excluding the day of election.



You are entitled to defend your eligibility under sworn oath. As further set forth in NCO 7.15.060:

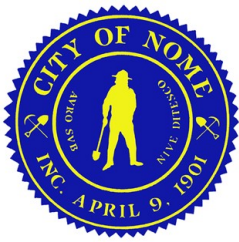
(b) If the challenged candidate chooses to defend his or her eligibility under sworn oath, the city clerk may question the challenged person on any subject matter tending to test his or her qualifications to hold office. The responses to all such questions shall be transcribed and reduced to a sworn affidavit, and the challenged candidate shall subscribe and swear to said responses in the presence of a qualified Alaska notary public.

(c) Any person who refuses to submit to questioning, or refuses to subscribe, swear or affirm to responses to such questioning, as provided in subsection (b) of this section, shall be rejected by the city clerk as a person ineligible to be a candidate for the declared office.

If you wish to defend your qualifications for candidacy, please contact the City Clerk to schedule a time for defense of your eligibility during the week of Sept 9-13 during the Clerks office hours of 8am-5pm. Please be prepared to provide evidence that you meet the qualifications for the office of councilmember set forth in NCO 2.15.020. If you have not scheduled a time for defense of your eligibility by September 13, your shall be deemed ineligible to run for candidacy for Council Seat C for the October 1st 2024 City of Nome municipal election.

You also have the option to withdraw your candidacy declaration as indicated in NCO 7.15.070.

Dan Grimmer
City Clerk
City of Nome
DGrimmer@nomealaska.org
(907) 443-6611
PO Box 281, Nome, AK 99762
Website: www.nomealaska.org



Sept 17, 2024

Rexodus Pomrenke
Po Box 2005
116 West 4th Ave
Nome, AK 99762

Re: **City Clerk Determination of Eligibility**

Dear Ms. Pomrenke:

On 09/04/24 Your Eligibility to be a candidate for office was contested by a registered voter of the municipality. The notice of challenge to your eligibility was sent through certified mail on 09/05/24 and eligibility was not defended as required. As per NCO 7.10.010 and NCO 7.15.010(7) you are required to be registered as a voter in the State of Alaska and City of Nome as a resident in order to run for office. Upon contestation to your declaration; the City Clerk checked the Voter Registration Rolls for the municipality and also checked to see if you are registered to vote with the division of elections. You were not found registered with the division of elections as a registered voter. Pursuant to NCO 7.15.060 you have been found to be ineligible to be a candidate for the declared office by the City Clerk. As a result your name will be removed from the ballots.

Dan Grimmer
City Clerk
City of Nome
DGrimmer@nomealaska.org
(907) 443-6611
PO Box 281, Nome, AK 99762
Website: www.nomealaska.org

City Clerk / Finance Director

Action Taken:

Yes ____

No ____

Abstain ____

CITY OF NOME, ALASKA

RESOLUTION NO. 24-09-01

A RESOLUTION TO NAME THE PARTIES QUALIFIED TO SIGN DEPOSITORY PLEDGE AGREEMENTS, ORDERS FOR PAYMENT, WARRANTS, AND/OR CHECKS AGAINST THE CITY OF NOME ACCOUNTS

WHEREAS, the Nome Common Council hereby authorizes the following officials to sign depository pledge agreements, orders for payment, warrants, or checks against the City of Nome accounts:

John K. Handeland, Mayor
Maggie Miller, Council Member
Adam Martinson, Council Member
Dan Grimmer, City Clerk/Treasurer

Cameron Piscoya, Council Member
Mark Johnson, Council Member
Scot Henderson, Council Member
Brooks Chandler, Interim City Manager

NOW, THEREFORE, BE IT RESOLVED that two (2) signatures be on all depository pledge agreements, orders for payment, warrants, and/or checks; and

BE IT FURTHER RESOLVED that all signers other than the City Manager or City Treasurer be declared as Deputy Treasurer to remain in compliance with section 2.05.030 (b) of the Nome Code of Ordinances.

APPROVED and **SIGNED** this 23rd day of September, 2024.

JOHN K. HANDELAND
Mayor

ATTEST:

DAN GRIMMER
City Clerk/Treasurer

Presented By.
City Manager

Action Taken:
Yes ___
No ___
Abstain ___

CITY OF NOME, ALASKA

RESOLUTION NO. R-24-09-02

**A RESOLUTION AWARDED THE CONTRACT FOR THE FURNISHING OF
CRUSHED AGGREGATE FOR ROAD SURFACE COURSE TO
TUMET INDUSTRIES, LLC**

WHEREAS, the City of Nome advertised for bids on preparation and delivery of up to 4,000 tons of crushed Aggregate Road Surface Course delivered to City of Nome designated locations; and,

WHEREAS, four bids were received at a bid opening held on September 12, 2024; and,

WHEREAS, the low bid price was \$18.13 per ton for the desired quantity of road surfacing materials meeting the technical specifications required; and,

NOW, THEREFORE BE IT RESOLVED that the Nome City Council awards the contract for the Furnishing of Crushed Aggregate for Road Surface Course at 4,000 tons to Tumet Industries, LLC for road surfacing materials at a unit cost of \$18.13 per ton and a total base bid cost of \$72,520.

APPROVED and **SIGNED** this 23RD day of September, 2024.

JOHN K. HANDELAND, Mayor

ATTEST:

DAN GRIMMER, City Clerk

CONTRACT AGREEMENT

NAME OF PROJECT: FURNISH CRUSHED AGGREGATE MATERIAL FOR ROAD AND PAD SURFACE REPAIRS

PROJECT DESCRIPTION: FURNISH 4,000 TONS OF CRUSHED AGGREGATE MATERIAL FOR ROAD AND PAD SURFACE REPAIRS, DELIVERED TO DESIGNATED STOCKPILE AREA(S) IN THE CITY OF NOME, ALASKA

THIS AGREEMENT is made this ____ day of September, 2024 by and between **THE CITY OF NOME (“Owner”)** and **TUMET INDUSTRIES, LLC (“Contractor”)**.

ARTICLE 1

THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Owner’s solicitation dated August 29, 2024, Contractor’s response thereto, and City Council resolution R-24-09-02 dated September 23, 2024. These form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. Nothing contained in the Contract Documents shall create a contractual relationship between the Owner and any third-party; however, it is understood and agreed that the Owner is an intended third-party beneficiary of all subcontracts, purchase orders, and other agreements between Contractor and third parties. Contractor shall incorporate the obligations of this contract into its respective subcontracts, supply agreements and purchase orders.

ARTICLE 2

THE CONTRACT TERMS

I. Price and Quantity

The agreed upon price is Seventy-Two Thousand Five Hundred Twenty Dollars and Zero Cents (\$72,520.00), with Four Thousand (4,000) tons to be delivered at Eighteen Dollars and Thirteen Cents (\$18.13) each.

II. Scope of Work

All work shall be as indicated in the bid documents.

All work shall be accomplished in accordance with applicable City, State and Federal Codes.

III. Indemnification

The Contractor shall indemnify, save harmless, and defend the City of Nome, and its agents and its employees from any and all claims or actions for injuries or damages sustained by any person or property arising directly or indirectly from the Contractor's performance of this Contract; however, this provision has no effect if, but only if, the sole proximate cause of injury or damage is the City of Nome's negligence.

IV. Supervision of Work

The Contractor shall supervise and direct the work competently and efficiently. All work shall be performed in a skillful and workmanlike manner. The Contractor shall be responsible for the means, methods, techniques and procedures in the execution of the Contract.

V. Laws to be Observed

The Contractor shall keep fully informed of all Federal and State regulatory requirements and all orders and decrees of bodies or tribunals having any jurisdiction or authority, which in any manner affect those engaged or employed on the work, or which in any way affect the conduct of the work. The Contractor shall at all times observe and comply with all such regulatory requirements, orders and decrees; and shall protect and indemnify the City of Nome and its representatives against claim or liability arising from or based on the violation of any such regulatory requirement, order, or decree whether by the Contractor, Subcontractor, or any employee of either. Except where otherwise expressly required by applicable regulatory requirements, the City of Nome shall not be responsible for monitoring Contractor's compliance with any regulatory requirements.

VI. Permits, Licenses and Taxes

The Contractor shall procure all permits and licenses, pay all charges, fees and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work. As a condition of performance of this Contract, the Contractor shall pay all Federal, State and local taxes incurred by the Contractor, in the performance of this Contract. Contractor is obligated to pay City of Nome sales tax on those portions of Subcontractor invoices that are charges for labor or materials rendered for the benefit of Contractor by any Subcontractor Proof of payment of these taxes is a condition precedent to final payment by the City of Nome under this Contract.

VII. Payment

Payment will be made within 30 days of presentation of a suitably documented application for payment.

The Contractor warrants and guarantees that title to all material covered by any application for payment will pass to the City of Nome no later than the time for payment free and clear of any liens, security interests and further obligations.

Payment or partial payment may be withheld by the City of Nome if subsequent evidence or the result of subsequent inspections or test, nullify previous payments and/or if the Contractor has failed to fulfill or is in violation of any of his obligations under any provisions under this Contract.

VIII. Venue and Applicable Law

The venue of any legal action between the parties arising as a result of this contract shall be laid in the Second Judicial District of the Superior Court of the State of Alaska, and this contract shall be interpreted in accordance with the laws of the State of Alaska.

IX. Option to Renew

Subject to budget appropriation, the City of Nome may elect to extend this agreement for one additional year per the terms of the Owner’s solicitation.

AGREED TO and SIGNED this ____ day of September, 2024.

**OWNER
CITY OF NOME**

**CONTRACTOR
TUMET INDUSTRIES, LLC**

Name:

Name:

Presented By.
City Manager

Action Taken:
Yes ___
No ___
Abstain ___

CITY OF NOME, ALASKA

RESOLUTION NO. R-24-09-03

**A RESOLUTION AWARDED THE CONTRACT FOR THE FURNISHING OF
CRUSHED AGGREGATE FOR PORT PAD SURFACE COURSE TO
TUMET INDUSTRIES, LLC**

WHEREAS, the City of Nome advertised for bids on preparation and delivery of 4,000 tons of crushed Aggregate Port Pad Surface Course delivered to City of Nome designated locations; and,

WHEREAS, four bids were received at a bid opening held on September 12, 2024; and,

WHEREAS, the low bid price was \$19.79 per ton for the desired quantity of Port Pad surfacing materials meeting the technical specifications required; and,

NOW, THEREFORE BE IT RESOLVED that the Nome City Council awards the contract for the Furnishing of Crushed Aggregate for Port Pad Surface Course at 4,000 tons to Tumet Industries, LLC for Port Pad surfacing materials at a unit cost of \$19.79 per ton and a total base bid cost of \$79,160.

APPROVED and **SIGNED** this 23RD day of September, 2024.

JOHN K. HANDELAND, Mayor

ATTEST:

DAN GRIMMER, City Clerk

CONTRACT AGREEMENT

NAME OF PROJECT: FURNISH CRUSHED AGGREGATE FOR PORT PAD SURFACE COURSE

PROJECT DESCRIPTION: FURNISH 4,000 TONS OF CRUSHED AGGREGATE FOR PORT PAD SURFACE COURSE, DELIVERED TO DESIGNATED STOCKPILE AREA(S) IN THE CITY OF NOME, ALASKA

THIS AGREEMENT is made this ____ day of September, 2024 by and between **THE CITY OF NOME (“Owner”)** and **TUMET INDUSTRIES, LLC (“Contractor”)**.

ARTICLE 1

THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Owner’s solicitation dated August 29, 2024, Contractor’s response thereto, and City Council resolution R-24-09-03 dated September 23, 2024. These form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. Nothing contained in the Contract Documents shall create a contractual relationship between the Owner and any third-party; however, it is understood and agreed that the Owner is an intended third-party beneficiary of all subcontracts, purchase orders, and other agreements between Contractor and third parties. Contractor shall incorporate the obligations of this contract into its respective subcontracts, supply agreements and purchase orders.

ARTICLE 2

THE CONTRACT TERMS

I. Price and Quantity

The agreed upon price is Seventy-Nine Thousand One Hundred Sixty Dollars and Zero Cents (\$79,160.00), with Four Thousand (4,000) tons to be delivered at Nineteen Dollars and Seventy Nine Cents (\$19.79) each.

II. Scope of Work

All work shall be as indicated in the bid documents.

All work shall be accomplished in accordance with applicable City, State and Federal Codes.

III. Indemnification

The Contractor shall indemnify, save harmless, and defend the City of Nome, and its agents and its employees from any and all claims or actions for injuries or damages sustained by any person or property arising directly or indirectly from the Contractor's performance of this Contract; however, this provision has no effect if, but only if, the sole proximate cause of injury or damage is the City of Nome's negligence.

IV. Supervision of Work

The Contractor shall supervise and direct the work competently and efficiently. All work shall be performed in a skillful and workmanlike manner. The Contractor shall be responsible for the means, methods, techniques and procedures in the execution of the Contract.

V. Laws to be Observed

The Contractor shall keep fully informed of all Federal and State regulatory requirements and all orders and decrees of bodies or tribunals having any jurisdiction or authority, which in any manner affect those engaged or employed on the work, or which in any way affect the conduct of the work. The Contractor shall at all times observe and comply with all such regulatory requirements, orders and decrees; and shall protect and indemnify the City of Nome and its representatives against claim or liability arising from or based on the violation of any such regulatory requirement, order, or decree whether by the Contractor, Subcontractor, or any employee of either. Except where otherwise expressly required by applicable regulatory requirements, the City of Nome shall not be responsible for monitoring Contractor's compliance with any regulatory requirements.

VI. Permits, Licenses and Taxes

The Contractor shall procure all permits and licenses, pay all charges, fees and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work. As a condition of performance of this Contract, the Contractor shall pay all Federal, State and local taxes incurred by the Contractor, in the performance of this Contract. Contractor is obligated to pay City of Nome sales tax on those portions of Subcontractor invoices that are charges for labor or materials rendered for the benefit of Contractor by any Subcontractor Proof of payment of these taxes is a condition precedent to final payment by the City of Nome under this Contract.

VII. Payment

Payment will be made within 30 days of presentation of a suitably documented application for payment.

The Contractor warrants and guarantees that title to all material covered by any application for payment will pass to the City of Nome no later than the time for payment free and clear of any liens, security interests and further obligations.

Payment or partial payment may be withheld by the City of Nome if subsequent evidence or the result of subsequent inspections or test, nullify previous payments and/or if the Contractor has failed to fulfill or is in violation of any of his obligations under any provisions under this Contract.

VIII. Venue and Applicable Law

The venue of any legal action between the parties arising as a result of this contract shall be laid in the Second Judicial District of the Superior Court of the State of Alaska, and this contract shall be interpreted in accordance with the laws of the State of Alaska.

IX. Option to Renew

Subject to budget appropriation, the City of Nome may elect to extend this agreement for one additional year per the terms of the Owner’s solicitation.

AGREED TO and SIGNED this ____ day of September, 2024.

**OWNER
CITY OF NOME**

**CONTRACTOR
TUMET INDUSTRIES, LLC**

Name:

Name:

Presented By:
City Manager

1st Reading: September 23, 2024
2nd Reading: October 7, 2024

Action Taken:
Yes ____
No ____
Abstain ____

**CITY OF NOME
ORDINANCE NO. O-24-10-01**

AN ORDINANCE AMENDING CHAPTER 17.10.010 SALES TAX

WHEREAS, during the elections of 2022 proposition No.1 was introduced amending chapter 17.10 repealing the seasonal sales tax in The City of Nome; and

WHEREAS, the voters of the City of Nome voted in favor of repealing the seasonal sales tax; and

WHEREAS, the Common Council wishes to have this change reflected and clear within the Nome Code of Ordinances;

IT IS HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF NOME:

Section 1. Classification. This is a Code ordinance.

Section 2. Amendment of Section 17.10.010. Section 17.10.010 of the Code of Ordinances of Nome, Alaska is hereby amended to read as follows [deletions are ~~overstruck~~ and new language is underlined]:

(a) There shall be levied and collected a sales tax of five percent of the selling price on all retail sales and rentals of goods and services in the city, ~~except as provided in NCO Section 17.10.020, during the months of September, October, November, December, January, February, March and April.~~ (b) ~~During the months of May, June, July, and August there shall be levied and collected a sales tax of seven percent of the selling price on all retail sales and rentals of goods and services in the city,~~ except as provided in NCO Section 17.10.020. (Ord. O-16-10-09 § 1, 2016; Ord. O-03-07-2 § 1, 2003; Ord. O-93-6-6 § 1 (part), 1994)

Section 3. Effective Date. This ordinance is effective upon passage.

APPROVED and SIGNED the 7th day of October, 2024

JOHN K. HANDELAND
Mayor

ATTEST:

DAN GRIMMER
City Clerk



MEMORANDUM

DATE: September 19, 2024
TO: City Council
FROM: Brooks Chandler, Interim City Manager
SUBJECT: *Manager's Report For 9/23/2024 Council Meeting*

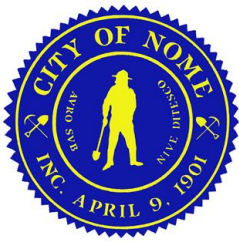
This is being written on Thursday afternoon. There will probably be an oral update at the meeting.

First- thank you for this opportunity to return to service on behalf of residents of Nome. This will be a rewarding experience for me and hopefully a productive one for the community.

Priorities- When I got off the plane Monday my first priority was finding a permanent city manager. Three and a half days in there is a second “first” priority. Negotiation of a collective bargaining agreement between the City and the City of Nome Employees Association (APEA Local# 6141). This is an initial “top 2” list subject to Council input.

CBA- I hope to report orally on a proposed schedule but as of this writing have yet to coordinate with bargaining unit representatives. Step one on management side is formation of the management bargaining team. Union negotiations are not conducted in public. Council can expect executive session and special meeting requests as needed. Council and ASEA approval of a new CBA by the last council meeting in December should be a mutual goal.

City Manager Search- Council earlier directed using an executive search company. I prepared an RFP and have asked the HR Director to send it to 7 firms. Notice will also be advertised in the Nome Nugget on Thursday. The due date for responses is October 16. While we wait for responses I recommend the City also initiate its own recruitment through posting and advertising of the position locally, with AML and ICMA. Step 1 in that process is a review of the job description which dates from 2015 and is in your packet. Council should begin thinking about salary. The advertised minimum salary will be based on the initial contract for Mr. Steckman and will be DOE.



City Hall HVAC- The Contractor believes it will be possible to begin moving furniture and equipment into City Hall the week of October 14. The substantial completion inspection has been scheduled for November 4. Coordination of the move in will be a bit of a dance. Stay tuned for details.

Kawerak Lease of Monofill Building- Next step is development of the legal description to include in the lease agreement. Once the agreement is finalized it will be brought to Council for approval by ordinance. Current target date is for final approval of the ordinance by either the second October or first November council meeting.

Towing Contract- A request for bids for winter towing of vehicles in public rights of way has been advertised.

Fee Schedule Update- Targeting bringing an updated (i.e. increased) fee schedule to Council at the first council meeting in October.

CITY OF NOME, ALASKA

Job Description

City Manager

Range:	Negotiated, D.O.E	Salary:	D.O.E.
Department:	Administration	Status:	Exempt
Reports to:	City Council	Approved By:	<i>[Signature]</i>
		Date:	7/08/2015

Supervises: All Department Heads and all City Staff, Contract Staff and Consultants

Summary:

The City Manager serves as the Chief Administrative Officer of the City of Nome government. Plan, organize, direct and coordinate administration of city government in accordance with policies, operating principles, and ordinances determined by the City Council. Supervise the enforcement of municipal law and carry out the directives of the City Council. Prepare and submit an annual budget and capital improvement program for consideration by the City Council and execute the budget and capital improvement projects as adopted.

Monitor and make reports on municipal finances and operations as required by the City Council. Exercise custody over all real and personal property of the municipality. Serve as Personnel Officer of the City. Serve as Port Director, the Chief Administrative Officer, of the Port of Nome.

Perform other duties required by law or by the City Council.

Essential Duties:

Essential and other important responsibilities and duties may include, but are not limited to the following:

Prepare the annual budget and submit estimates to the City Council for approval. Monitor the budget and report to the City Council on the financial condition and the needs of the municipality. Prepare annual financial and administrative reports. Develop capital and short-range project plans, and prioritize and assign projects to optimize budget funds. Assure the financial soundness and integrity of the City to assure its capability to meet commitments and to maximize the delivery of services to citizens.

Provide direct support to the members of the City Council. Assist Council Members with a variety of activities, providing leadership and information as requested; assist Council Members in drafting policies, facilitating the development of City plans, regulations and ordinances. Facilitate strategic planning with the City Council to establish long-term goals. Develop a long-range plan

for capital improvements for facilities; study and evaluate transportation problems and alternatives.

Assure proper coordination of City activities with legal services.

Ensure the care and custody of all municipal property, funds and assets.

Plan for future development of municipal areas to provide for population growth and expansion of public services. Provide leadership and direction in such areas as annexation, major public works projects and long range capital projects.

Execute and enforce all ordinances, resolutions and motions and policies of the City Council and administer, negotiate and manage all City contracts, leases and grants. Provide direction and make decisions regarding the contracting of City services, assure open and competitive bidding process in accordance with Council policies and directives. Negotiate formal and informal agreements between City, State and Federal governments and private interests as issues arise.

Serve as the City of Nome Incident Commander.

Attend and participate in City Council meetings. Keep Council informed on matters that may impact future policy decisions. Required to attend evening meetings and may need to work on holidays and weekends as needed.

Serve as Personnel Officer, unless the City Council authorizes the City Manager to appoint a Personnel Officer. Direct supervision is exercised over the work of all Department Heads within the City and subsequent responsibility for all personnel within the municipality. Supervise and coordinate the personnel policies and practices of the City. Respond to grievances and oversee all personnel actions. Appoint, remove, supervise and coordinate the work of the Department Heads and administrative staff as provided by state laws or local ordinances. Including supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions. Plan, coordinate and arrange for appropriate training of staff. Supervise Municipal Clerk functions including elections, the making and safeguarding of records and publication of notices. Direct departmental operations; evaluate issues, and recommend solutions.

Provide for Risk Management through the development of guidelines to assist in loss prevention and control.

Maintain cooperative working relations with the City departments, and outside agencies, serve as liaison between various organizations, agencies, and commissions; serve on committees, task forces and other groups to coordinate municipal services programs. Including acting as a liaison to Nome Joint Utility Systems, Nome Public Schools, Nome Planning Commission, Nome Port Commission and Nome Museum and Library Commission and other ad hoc committees.

Maintain close contact with community groups to represent the City of Nome; develop community relations, programs and policies; represent the City in neighboring jurisdictions, governmental bodies and the news media. Meet with the public, business, service and social organizations to answer questions, advise members of the community of municipal plans and action; and, to listen to citizens' concerns. Provide information and assistance to individuals and firms which would contribute to the economic diversification of the City. Promote citywide governmental functions and activities to continually improve public knowledge, understanding, confidence and support on behalf of the City Council.

Represent the City of Nome at Federal and State events and actively work in the State legislative process with the City lobbyist and the Mayor. Communicate with State and Federal officials and legislators to present the City's viewpoint on pending administrative or legislative actions.

Perform other such duties as may be assigned by the City Council and other such duties as are set out in the code.

Accountability:

Major decisions affecting the operation of City functions is the responsibility of the City Manager. The City Manager is directly responsible to the City Council for the effective operation of all City functions. The City Manager is accountable for applying extensive knowledge of a wide variety of City government functions. Develop, implement and manage policies, procedures, programs and services.

Supervision Received and Exercised:

Receives policy direction from the City Council. Directly supervises all City employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

A Bachelor's Degree in Public Administration, Public Policy, Business Administration or related field preferred; and/or 5-7 years of increasingly responsible senior management experience for: budgeting and financial administration, engineering and/or public works administration; OR an equivalent combination of education and experience. A master's degree is preferable.

Language Skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and boards of directors.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Knowledge, Skills and Abilities:

Knowledge of principles and practices of public administration, leadership and professional rules of conduct, municipal budgeting and finance, municipal planning, public safety, public works administration, contract law and contract management, procurement procedures, bidding processes, project management, legislative processes involved in local government, employee relations, supervision, grievances, worker's compensation, Affirmative Action, personnel administration and training. Techniques and practices for efficient and cost effective management of resources.

Proficient user of Microsoft products especially Word and Excel as well as internet, e-mail, website management and network server, data storage and record retention.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.