



CITY OF KOTZEBUE NOTICE

Regular City Council Meeting Minutes

September 05, 2024 at 5:15 PM

City Hall Chambers – 258 A Third Avenue

THE PUBLIC IS ENCOURAGED TO ATTEND.

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

I. Call to Order

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

II. Roll Call

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

Present telephonically Head of HR Rachel Belamour.

III. Invocation/Moment of Silence

Moment of Silence.

IV. Pledge of Allegiance

Pledge of Allegiance.

V. Introduction of Guest & Staff

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

V. Adoption of The Agenda

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

VI. Adoption of Minutes

a) July 1, 2024

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

b) August 1, 2024

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

VII. Citizen Comments

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

VIII. Correspondence

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

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

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

IX. Termination Appeal per PPM 9.10(12)

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

Entered Executive Session at 8:01pm.

Reentered Open Session at 9:22pm.

Direction was given to City staff.

X. Unfinished Business

- a) Fire Dept Update

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

XI. New Business

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

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

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

No vote taken.

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

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

No vote taken.

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

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

No vote taken.

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

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

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

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

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

The Roll Call Vote

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

Motion Passed.

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

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

The Roll Call Vote

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

Motion Passed.

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

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

The Roll Call Vote

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

Motion Passed.

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

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

The Roll Call Vote

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

Motion Passed.

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

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

The Roll Call Vote

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

Motion Passed.

XII. Council Members Comments

Seat E: Cory Jackson

Seat G: Johnson Greene

Seat B: Derek Haviland-lie

Seat D: Saima Chase

Seat C: Joshua Hadley

Seat F: Kathy Sherman

Seat A: Ernest Norton

Youth Representative: Finnian Sweeney

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

XIII. Executive Session

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

Entered Executive Session at 8:01pm.

Reentered Open Session at 9:22pm.

Votes were taken: **Y/N**

Direction was given to staff: **Y/N**

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

XIV. Adjournment

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

Adjourned at 9:24pm.

Accepted By:

Saima Chase Mayor

Date

Respectfully Submitted By:



Charlie Santos Office Assistant

[SEAL]