

CITY OF KOTZEBUE  
REGULAR CITY COUNCIL MEETING  
CITY HALL CHAMBERS  
FEBRUARY 22, 2024  
AGENDA  
**AMENDED**  
Minutes

**I. Call to Order**

Mayor Chase called to order at 5:15pm.

**II. Roll Call**

- a) Excusal Request- Kathy Sherman  
Ernie Norton moved, and Ariana Erlich seconded to excuse Kathy Sherman  
**Motion Passed by Voice Vote.**
- b) Excusal Request- Derek Haviland-Lie  
Ernest Norton moved, and Ariana Erlich seconded to excuse Kathy Sherman  
**Motion Passed by Voice Vote.**

**III. Invocation/Moment of Silence**

Moment of Silence.

**IV. Pledge of Allegiance**

Pledge of Allegiance.

**V. Introduction of Guest & Staff**

Guest appeared telephonically Tracy Schaeffer, along with Russ Ferguson, Jamie Lambert, Joe Evans, Drue Pearce, Eldon Mulder, and Ben Morh.  
Staff in person Tessa Baldwin, Sam Atkinson, Ron Johnson, Roger Rouse, Tristen Ferguson, Rachel Belamour, Rosie Hensley, and Samuel Hiratsuka for Mary Peltola Office.

**VI. Adoption of the Agenda**

Mayor Chase amended the agenda. Add **VIII** Public Works Report/Swan Lake Update, Under **Correspondence** add Emergency Disaster Funding Request and Cherokee Nation Letter, Under **New Business** Amend Resolution 24-10, Amend Resolution 24-11, Amend Resolution 24-11, Amend Resolution 24-14, Amend Resolution 24-15 add Resolution 24-16, add item (j) City of Kotzebue Strategic Plan-Discussion

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

**Motion Passed by Voice Vote.**

**VII Adoption of the Minutes**

- a) **January 18, 2024**
- b) **February 1, 2024**
- c) **February 12, 2024**

Ernest Norton motioned to amend the minutes for January 18, 2024, on page 6 correct Ernest Hadley to Ernest Norton.

Ernest Norton also motioned to amend February 12, 2024 minutes, correct under New Business item (b), change the amount of (one hundred thousand) to (two hundred thousand).

Johnson Greene moved, and Ernest Norton seconded to approve the January 18, 2024, February 1, 2024 and February 12, 2024 as a bundle with noted amended changes.

The Roll Call Vote

Ariana Erlich	Yes	Saima Chase	Yes
Johnson Greene	Yes	Ernest Norton	Yes
Joshua Hadley	Yes		

**Motion Passed.**

**VIII. Public Works Report/Swan Lake Update.**

The following legal proceeding regarding Public Works Report/Swan Lake Update, all comments can be found on recording at the City Hall.

Ernest Norton moved, and Johnson Greene seconded to approve the Public Works Report/Swan Lake Update.

The Roll Call Vote

Samia Chase	Yes	Ariana Erlich	Yes
Johnson Greene	Yes	Joshua Hadley	Yes
Ernest Norton	Yes		

**Motion Passed.**

**IX. Citizens Comments**

No Citizens Comments.

**X. Correspondence**

- a) **Emergency Disaster Funding Request**
- b) **Cherokee Nation Letter**

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

**XI. Unfinished Business**

- a) Cape Blossom Road Update
- b) Grain Capital Corporation (Cain Building) Discussion

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

**XII. New Business**

- a) **ORDINANCE 24-02 ENTITLED: “A CODE ORDINANCE AMENDING KOTZEBUE MUNICIPAL CODE 2.48.010 NON-EXEMPT SERVICE – EXEMPT SERVICE”**

Mayor Chase opened the First Public Hearing for Ordinance 24-02.

No Public Comments.

Mayor Chase closed the First Public Hearing for Ordinance 24-02.

Ariana Erlich moved, and Joshua Hadley seconded to approve Ordinance 24-02.

The Roll Call Vote

Ariana Erlich	Yes	Ernest Norton	Yes
Joshua Hadley	Yes	Johnson Greene	Yes
Saima Chase	Yes		

**Motion Passed.**

- b) **RESOLUTION 24-09, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE ACCEPTING THE CY2022 CITY OF KOTZEBUE AUDIT PREPARED BY BDO, ANCHORAGE, ALASKA”**

Johnson Greene moved, and Ernie Norton seconded to approve Resolution 24-09.

The Roll Call Vote

Saima Chase	Yes	Joshua Hadley	Yes
Ernest Norton	Yes	Ariana Erlich	Yes
Johnson Greene	Yes		

**Motion Passed.**

- c) **AMENDED RESOLUTION 24-10, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING *NUNC PRO TUNC* THE CITY MANAGER TO NEGOTIATE A CONTRACT WITH DRUE PEARCE OF HOLLAND & HART FOR FEDERAL LOBBYING SERVICES FOR CY2024 IN THE AMOUNT OF FIFTY-FOUR THOUSAND DOLLARS (\$54,000.00) EFFECTIVE JANUARY 1, 2024”**

Ernest Norton moved, and Joshua Hadley seconded to approve Amended Resolution 24-10.

The Roll Call Vote

Johnson Greene	Yes	Ariana Erlich	Yes
Ernest Norton	Yes	Saima Chase	Yes
Joshua Hadley	Yes		

**Motion Passed.**

- d) **AMENDED RESOLUTION 24-11, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING *NUNC PRO TUNC* THE CITY MANAGER TO NEGOTIATE A CONTRACT WITH THE MULDER COMPANY FOR STATE LOBBYING SERVICES FOR CY2024 IN THE AMOUNT OF FIFTY THOUSAND DOLLARS (\$50,000.00) EFFECTIVE JANUARY 1, 2024”**

Ernest Norton moved, and Joshua Hadley seconded to approve Resolution 24-11.

The Roll Call Vote

Joshua Hadley	Yes	Ariana Erlich	Yes
Ernest Norton	Yes	Johnson Greene	Yes

Saima Chase Yes

**Motion Passed.**

- e) **RESOLUTION 24-12**, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO COMPLETE THE STATE OF ALASKA FY25 CAP APPLICATION”

Joshua Hadley moved, and Ernest Norton seconded to approve Resolution 24-12.

The Roll Call Vote

Ariana Erlich	Yes	Ernest Norton	Yes
Johnson Greene	Yes	Saima Chase	Yes
Joshua Hadley	Yes		

**Motion Passed.**

- f) **RESOLUTION 24-13**, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE ESTABLISHING AN UPDATED CHECK SIGNATURE LIST FOR KEY BANK”

Johnson Greene moved, and Joshua Hadley seconded to approve Resolution 24-13.

The Roll Call Vote

Ariana Erlich	Yes	Johnson Greene	Yes
Saima Chase	Yes	Ernest Norton	Yes
Joshua Hadley	Yes		

**Motion Passed.**

- g) **AMENDED RESOLUTION 24-14**, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER AND/OR HER DESIGNEE(S) TO APPLY TO THE STATE OF ALASKA, STATE REVOLVING FUND (“SRF”) IN THE AMOUNT OF TWO MILLION, FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) FOR THE BEGINNING PHASES OF THE REPLACEMENT OF SWAN LAKE LOOP AND LAGOON LOOP”

Saima Chase moved, and Ariana Erlich seconded to amend Resolution 24-14, amend the (2<sup>nd</sup>) WHEREAS change (planning and design) to (preliminary phase).

The Roll Call Vote

Joshua Hadley	Yes	Saima Chase	Yes
Ariana Erlich	Yes	Johnson Greene	Yes
Ernest Norton	Yes		

**Motion Passed.**

Ernest Norton moved, and Joshua Hadley seconded to approve Amended Resolution 24-14.

The Roll Call Vote

Johnson Greene	Yes	Ariana Erlich	Yes
Saima Chase	Yes	Ernest Norton	Yes
Joshua Hadley	Yes		

**Motion Passed.**

- h) **RESOLUTION 24-15**, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER AND/OR HER DESIGNEE(S) TO SUBMIT TO THE STATE OF ALASKA, A STATE REVOLVING FUND (“SRF”)

PROJECT QUESTIONNAIRE FOR PLANNING, DESIGN AND CONSTRUCTION OF THE VORTAC LAKE DAM REPAIR OR REPLACEMENT”

Johnson Greene moved, and Joshua Hadley seconded to approve Resolution 24-15.

The Roll Call Vote

Johnson Greene	Yes	Ariana Erlich	Yes
Ernest Norton	Yes	Saima Chase	Yes
Joshua Hadley	Yes		

**Motion Passed.**

- i) RESOLUTION 24-16**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE DIRECTING THE CITY MANAGER WORKING WITH THE PUBLIC WORKS DIRECTOR, FINANCE DIRECTOR AND CITY ATTORNEY TO DEVELOP AND IMPLEMENT A TEMPORARY WATER AND SEWER FEE ABATEMENT PLAN FOR RESIDENTS OF THE CITY OF KOTZEBUE DIRECTLY IMPACTED BY THE SEVERE, CATASTROPHIC FREEZING AND FAILURE OF THE SWAN LAKE WATER LOOP **AND SEWER.**

Ernest Norton amended Resolution 24-16, add AND SEWER at the end of the Resolution 24-16.

Ernest Norton moved, and Joshua Hadley approved AMEND Resolution 24-16.

The Roll Call Vote

Joshua Hadley	Yes	Ariana Erlich	Yes
Ernest Norton	Yes	Johnson Greene	Yes
Saima Chase	Yes		

**Motion Passed.**

Joshua Hadley moved, and Airana Erlich seconded to approve AMENDED Resolution 24-16.

The Roll Call Vote

Ariana Erlich	Yes	Ernest Norton	Yes
Johnson Greene	Yes	Saima Chase	Yes
Joshua Hadley	Yes		

**Motion Passed.**

- j) CITY OF KOTZEBUE STRATEGIC PLAN - Discussion**

Mayor Chase tabled the City of Kotzebue Strategic Plan and requested to add to the Budget Retreat Agenda.

- k) S.O.A POPULATION DETERMINATION FOR FY2025 DCCED FINANCIAL ASSISTANCE PROGRAM – Discussion**

The following legal proceeding regarding S.O.A. Population Determination For FY2025, all comments can be found on recording at the City Hall.

- l) FY 2025 CAPSIS FUNDING SUBMISSION**

- a. Water Security Phase 1- Vortec Lake Dam
- b. Swan Late Watermain Loop
- c. Water and Sewer Improvement Lagoon Watermain Loop
- d. Cape Blossom Port

The following legal proceeding regarding FY 2025 CAPSIS Funding Submission, all comments can be found on recording at the City Hall.

**m) DONATION REQUEST- KOBUK 440**

The Council approved a \$500.00 donation, also added The City of Kotzebue will support in-kind request for the Kobuk 440.

**n) PARKS AND REC ADVISORY - Letter of Interest**

The City Council received two letters of interest from Lewis Pagel and Conrad Kerber with only one Seat remaining on the Parks and Rec Advisory Committee. The Council proceeded with a secret ballot to decide who will sit on the last remaining Seat.

Secret Ballot results: Lewis Pagel (3) votes and Conrad Kerber (2) votes.

City Attorney Joe Evans advised that the potential winner needs a total of 4 votes to confirm a seat on the Parks and Rec Advisory Committee.

Derek Haviland-Lie and Kathy Sherman joined the meeting at 7:59 and the Council was able to re-due the secret ballot vote.

The Council proceeded to re-vote.

Secret Ballot Results: Lewis Pagel (5) votes and Conrad Keber (2) votes.

Mayor Chase gave advice to Ron Johnson to congratulate Lewis Pagel and thank Conrad Keber for his letter of interest.

**o) PLANNING COMMISSION - Letter of Interest**

Mayor Chase re-appointed Ernest Norton to the Planning Commission Seat E term will end March 2027, with no objection from the Council.

**XIII. Manager's Report**

- a) City Manager
- b) Holland & Hart
- c) The Mulder Company
- d) Joe Evans City Attorney
- e) Finance Director (Need to vote to accept & approve Finance Report)
- f) Public Works (Need to vote to approve Public Works Report)
  - Public Works Water
- g) Police Department
- h) Fire Department
- i) Parks & Recreation
- j) Package Store
- k) Public Relations/Personnel Office
- l) City Planner

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

Joshua Hadley moved, and Ariana Erlich seconded to accept and approve the Finance Director Report and Financials.

The Roll Call Vote

Ariana Erlich	Yes	Johnson Greene	Yes
Saima Chase	Yes	Ernest Norton	Yes
Joshua Hadley	Yes		

**Motion Passed.**

**XIV. Council Members Comments**

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

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

**XV. Executive Session**

Councilor Joshua Hadley move that the council go into an executive session to discuss matters which by law, or municipal ordinance are required to be confidential, seconded by Councilor Ariana Erlich.

**Motion Passed by Voice Vote.**

The Council Members in Executive Session at 7:59pm.  
The meeting reconvened in open session at 8:54pm.

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

**XVI. Adjournment**

Ariana Erlich moved, and Johnson Greene seconded to Adjourn.  
Motion Passed by Voice Vote.

**Adjourn at 8:55pm.**

Accepted By:

\_\_\_\_\_  
Saima Chase

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Respectfully Submitted By:

\_\_\_\_\_  
Rosie Hensley

\_\_\_\_\_  
City Clerk

