



# CITY OF KOTZEBUE NOTICE

## Regular City Council Meeting Agenda

December 05, 2024 at 5:15 PM

City Hall Chambers – 258 A Third Avenue

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### THE PUBLIC IS ENCOURAGED TO ATTEND.

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

#### **I. Call to Order**

Mayor Haviland-Lie called the meeting to order at 5:18 PM.

#### **II. Roll Call/Introduction of Staff and Guests**

Council members present: Ernest Norton, Mayor Derek Haviland-Lie, Joshua Hadley, Vice-Mayor Kathleen Sherman, Ruth Moto, Cory Jackson, Johnson Greene. Youth Representative Bristol Huffman was absent.

#### **A quorum was present to conduct business.**

Staff present: Tessa Baldwin, Paeton Schaeffer, Sam Camp, Officer Odom, Ron Johnson, Mike Laughlin, Russ Ferguson, Jamie Lambert.

Guests: Roy Mohr, Matt Bergan.

#### **III. Invocation/Moment of Silence**

Vice-Mayor Kathleen Sherman provided an invocation.

#### **IV. Pledge of Allegiance**

Pledge of Allegiance.

#### **V. Adoption of The Agenda**

The agenda was amended to add "Prospective Fire Chief Introduction" before "Citizen's Comments."

Vice-Mayor Sherman made a motion, seconded by Council Member Hadley, to approve the agenda as amended.

Amended agenda approved.

#### **VI. Adoption of Minutes**

##### **a) November 21, 2024**

Council Member Hadley made a motion, seconded by Council Member Norton, to approve the minutes from November 21<sup>st</sup>, 2024.

Meeting minutes approved.

## **VII. Citizen Comments**

No citizen's comments were made.

## **VIII. Correspondence**

### **a) Draft Agenda for Budget Retreat in January**

City Manager, Tessa Baldwin, summarized the agenda.

### **b) Capital Projects List – Draft**

City Manager, Tessa Baldwin, gave a brief verbal update for capital projects.

### **c) Parks and Recreation Advisory Committee Letter**

Parks and Rec Advisory Committee Chair, Matt Bergan, spoke to the council about replacing the old Boys and Girls Club and building a new family entertainment center or recreation center, stating that this would be a more reasonable capital project.

### **d) Discussion and Decision Regarding Whether to Have a Second RCCM in December and Dates for RCCM's in January**

With discussion from the council, the first RCCM will be held on January 7<sup>th</sup>, 2025, during the budget retreat, there will be no second December 2024 RCCM.

### **e) Letter of Interest for City of Kotzebue's Planning Commission and LRA Board**

Council Member Norton made a motion, seconded by Council Member Moto, to appoint Cynthia Slater to the Planning Commission and Local Beverage Control Board.

### **f) KEA Donation Request**

With approval from the Council, KEA was awarded \$500.00 for the New Year firework donation.

## **IX. Unfinished Business**

### **a) ORDINANCE 24-07, ENTITLED: "A CODE ORDINANCE AMENDING KOTZEBUE MUNICIPAL CODE ("KMC"), CHAPTER 3.20, SALES TAX, SECTIONS 3.20.210, 3.20.270, 3.20.280, 3.20.350 AND 3.20.450 TO PROVIDE FOR QUARTERLY REPORTING AND REMITTANCE OF CITY SALES TAXES COLLECTED DURING THE QUARTER, EFFECTIVE JANUARY 1, 2025 WITH THE \_FIRST QUARTERLY REPORTING PERIOD BEING JANUARY 1, 2025 THROUGH MARCH 31, 2025." **SECOND READING****

**Ordinance 24-07 was tabled during the meeting.**

b) **ORDINANCE 24-08**, ENTITLED: "A NON-CODE ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF KOTZEBUE, ALASKA FOR THE CALENDAR YEAR ("CY") JANUARY 1, 2025 TO ENDING DECEMBER 31, 2025." **SECOND READING** Council Member Hadley made a motion to approve the second reading of Ordinance 24-08, seconded by Council Member Jackson.

Roll Call Vote

|                  |     |                    |     |
|------------------|-----|--------------------|-----|
| Ernest Norton    | Yes | Derek Haviland-Lie | Yes |
| Joshua Hadley    | Yes | Ruth Moto          | Yes |
| Kathleen Sherman | Yes | Cory Jackson       | Yes |
| Johnson Greene   | Yes |                    |     |

**Ordinance 24-08 was approved by unanimous vote.**

c) **ORDINANCE 24-09**, ENTITLED: "A NON-CODE ORDINANCE ADOPTING A FEE SCHEDULE FOR THE CITY OF KOTZEBUE, ALASKA FOR THE CALENDAR YEAR ("CY") JANUARY 1, 2025 TO ENDING DECEMBER 31, 2025." **SECOND READING** Vice-Mayor Sherman made a motion to approve the second reading of Ordinance 24-09, seconded by Council Member Hadley.

Roll Call Vote

|                  |     |                    |     |
|------------------|-----|--------------------|-----|
| Ernest Norton    | Yes | Derek Haviland-Lie | Yes |
| Joshua Hadley    | Yes | Ruth Moto          | Yes |
| Kathleen Sherman | Yes | Cory Jackson       | Yes |
| Johnson Greene   | Yes |                    |     |

**Ordinance 24-09 was approved by unanimous vote.**

d) **RESOLUTION 24-75**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO EXECUTE AN AGREEMENT FOR THE AHFC FRONTIER HOUSING DEVELOPMENT PROJECT IN KOTZEBUE.

Council Member Norton made a motion to approve Resolution 24-75, seconded by Council Member Hadley.

Roll Call Vote

|                  |     |                    |     |
|------------------|-----|--------------------|-----|
| Ernest Norton    | Yes | Derek Haviland-Lie | Yes |
| Joshua Hadley    | Yes | Ruth Moto          | Yes |
| Kathleen Sherman | Yes | Cory Jackson       | Yes |
| Johnson Greene   | Yes |                    |     |

**Resolution 24-75 was approved by unanimous vote.**

**X. New Business**

**a) RESOLUTION 24-77**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO SUBMIT A BACKUP GENERATOR GRANT APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION, DIVISION OF WATER, STATE REVOLVING FUND PROGRAM (“SRFP”).

Council Member Hadley made a motion to approve Resolution 24-77, seconded by Council Member Jackson.

Roll Call Vote

|                  |     |                    |     |
|------------------|-----|--------------------|-----|
| Ernest Norton    | Yes | Derek Haviland-Lie | Yes |
| Joshua Hadley    | Yes | Ruth Moto          | Yes |
| Kathleen Sherman | Yes | Cory Jackson       | Yes |
| Johnson Greene   | Yes |                    |     |

**Resolution 24-77 was approved by unanimous vote.**

**b) RESOLUTION 24-78**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO EXECUTE AN AGREEMENT WITH ALTMAN ROGERS & COMPANY, CPAs, FOR CY2025 ACCOUNTING AND ADVISORY SERVICES.

Council Member Hadley made a motion to approve Resolution 24-78, seconded by Council Member Norton.

Roll Call Vote

|                  |     |                    |     |
|------------------|-----|--------------------|-----|
| Ernest Norton    | Yes | Derek Haviland-Lie | Yes |
| Joshua Hadley    | Yes | Ruth Moto          | Yes |
| Kathleen Sherman | Yes | Cory Jackson       | Yes |
| Johnson Greene   | Yes |                    |     |

**Resolution 24-78 was approved by unanimous vote.**

**c) RESOLUTION 24-79**, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER OR HER DESIGNEE POST HOC, ERGO PROPTER HOC, TO FINALIZE AND EXECUTE THE APPROPRIATE CONTRACT DOCUMENTS /AGREEMENT WITH THE SUCCESSFUL, RESPONSIBLE BIDDER(S) TO THE CITY’S RFP FOR A DESIGN/BUILD

PROPOSAL FOR THE WATER TREATMENT PLANT FILTRATION SYSTEM  
UPGRADE DESIGN/BUILD PROPOSAL AS SET FORTH HEREIN.

Council Member Norton made a motion to approve Resolution 24-79, seconded by  
Vice-Mayor Sherman.

| Roll Call Vote   |     |                    |     |
|------------------|-----|--------------------|-----|
| Ernest Norton    | Yes | Derek Haviland-Lie | Yes |
| Joshua Hadley    | Yes | Ruth Moto          | Yes |
| Kathleen Sherman | Yes | Cory Jackson       | Yes |
| Johnson Greene   | Yes |                    |     |

**Resolution 24-79 was approved by unanimous vote.**

**XI. Council Members Comments**

Seat F: Cory Jackson

Seat G: Johnson Greene

Seat B: Derek Haviland-lie

Seat D: Kathleen Sherman

Seat C: Joshua Hadley

Seat E: Ruth Moto

Seat A: Ernest Norton

Youth Representative: Bristol Huffman

**All Council Member comments can be found on recording at the City Hall.**

**XII. Executive Session**

Council Member Hadley made a motion, seconded by Council Member Jackson to enter  
Executive Session to discuss matters which by law, or municipal ordinance are required  
to be confidential.

Entered Executive Session at 6:39 PM.

Reentered Open Session at 8:30 PM.

Direction was given, no votes were taken during this time.

**XIII. Adjournment**

Council Member Norton made a motion, seconded by Council Member Moto to adjourn.

**Meeting adjourned at 8:30 PM.**

Accepted By:

\_\_\_\_\_  
Derek Haviland-Lie                      Mayor

\_\_\_\_\_  
Date

Respectfully Submitted By:

\_\_\_\_\_  
Paeton Schaeffer                      City Clerk

[SEAL]