

**MINUTES FROM A REGULAR MEETING  
OF SELDOVIA CITY COUNCIL  
COUNCIL CHAMBERS  
Wednesday  
November 8, 2017  
7:30pm**

CAMPBELL MORRISON ROJAS LETHIN SWEATT COLBERG
--

- A. Call to Order & Roll Call: MEETING CALLED TO ORDER BY MAYOR LENT AT 7:30 PM  
IN ATTENDANCE; CAMPBELL-telephonic, MORRISON, LETHIN, SWEATT, COLBERG-telephonic, MAYOR  
LENT
- B. Pledge of Allegiance: Held
- C. Excused Absences: ROJAS
- D. Agenda Approval: SWEATT/MORRISON MOVED TO APPROVE THE AGENDA

SWEATT/MORRISON MOVED TO AMEND THE AGENDA TO ADD ITEM N5. CITY MANAGER POSITION  
DISCUSSION AND CONSIDERATIONS: CANDIDATES, SALARY REQUIREMENTS- POSSIBLE  
EXECUTIVE SESSION AND MOVE ITEM N5. CITY MANAGER POSITION CONTRACT NEGOTIATIONS-  
POSSIBLE EXECUTIVE SESSION TO ITEM N6.  
VOICE VOTE/UNANIMOUS/MOTION PASSED

COLBERG/SWEATT MOVED TO APPROVE THE AGENDA AS AMENDED  
VOICE VOTE/UNANIMOUS/MOTION PASSED

- E. Approval of Minutes: Minutes of the Regular Meeting, October 25, 2017

SWEATT/COLBERG MOVED TO APPROVE THE MINUTES OF THE REGULAR MEETING OCTOBER 25,  
2017  
VOICE VOTE/UNANIMOUS/MOTION PASSED

- F. Treasurer's Report/ Utility Report: None
- G. Voucher/Payroll Report : See laydown  
CM CAMERON- One error Caselle should be \$1226.00 not \$12.26, we will make that correction in house. It is our  
monthly fee for the software contract.  
SWEATT/LETHIN MOVED TO ACCEPT THE VOUCHER REPORT FOR 11/1/2017- 11/30/2017  
VOICE VOTE/UNANIMOUS/MOTION PASSED

- H. Ordinance Introduction:

1. ORDINANCE 18-05 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SELDOVIA, ALASKA,  
AMENDING TITLE 12 SELDOVIA PERMANENT FUND BY REFORMATTING THE CHAPTERS AND  
ADDING SECTIONS
- a. Presentation by Staff or Council  
CLERK/GEAGEL- Ordinance 18-05 is on pages 7-10 of your packet. It will reformat Title 12 Seldovia  
Permanent Fund in order to follow the same format as the rest of the Municipal Code. It is ready for introduction
- b. Public Presentation (public has 3 min each)
- c. Council Discussion  
LETHIN- Inquired into why it needed to be an ordinance if it was just a reformat.  
CLERK/GEAGEL- Explained that it was in order to have an accurate paper trail documenting the change in  
format to the sections and chapters.
- d. Action/Disposition

SWEATT/COLBERG MOVED TO INTRODUCE ORDINANCE 18-05 AN ORDINANCE OF THE CITY  
COUNCIL OF THE CITY OF SELDOVIA, ALASKA, AMENDING TITLE 12 SELDOVIA PERMANENT  
FUND BY REFORMATTING THE CHAPTERS AND ADDING SECTIONS  
VOICE VOTE/UNANIMOUS/MOTION PASSED

2. ORDINANCE 18-04 A NON-CODE ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SELDOVIA, ALASKA, FOR CITY PROPERTY T 8S R 14W SEC 31 SEWARD MERIDIAN SL 0670030 WATERFRONT RESUB NO 1 LOT 4 BLOCK 4 TO BE CONSIDERED FOR LEASE NEGOTIATIONS FOR A BENEFICIAL NEW INDUSTRY OR ECONOMIC DEVELOPMENT BUSINESS OPPORTUNITY

a. Presentation by Staff or Council

CLERK/GEAGEL- Ordinance 18-04 is on pages 11-12 of your packet. It will open Lot 4 Block 4 of the Waterfront Subdivision, next to the Sea Otter Recovery Center to be considered for lease. There is a copy of the plat from the Kenai Peninsula Borough on page 13 which shows the measurements, a 20 foot utility easement along one side with an 8 foot utility easement along the front. The property is still usable, but there cannot be anything permanent where the easements are located.

b. Public Presentation

c. Council Discussion

LETHIN- Asked about what type of easement was on the property. It is important to know whether or not Perley wants to do this.

MAYOR LENT- Clarified that the eight feet was street side and that the easements could be used as long as it was not permanent.

SWEATT- Asked how much of the property was usable with the utility easements on the property, and if Perley still wanted to lease the property.

CAMPBELL- Stated that this was the appropriate time to have that discussion.

MORRISON- Stated he would still like to use the property, that's why he started this, provided its' not going to cost a fortune, and what kind of regulations and limits there will be on it.

MORRISON NOTIFIED THE CITY CLERK THAT HE WOULD ABSTAIN FROM THE VOTE

d. Action/Disposition

SWEATT/LETHIN MOVED TO INTRODUCE ORDINANCE 18-04 A NON-CODE ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SELDOVIA, ALASKA, FOR CITY PROPERTY T 8S R 14W SEC 31 SEWARD MERIDIAN SL 0670030 WATERFRONT RESUB NO 1 LOT 4 BLOCK 4 TO BE CONSIDERED FOR LEASE NEGOTIATIONS FOR A BENEFICIAL NEW INDUSTRY OR ECONOMIC DEVELOPMENT BUSINESS OPPORTUNITY

VOICE VOTE/UNANIMOUS/MORRISON ABSTAINED/MOTION PASSED

I. Proclamations: None

J. Public Presentation Prior Notice: (each presenter has up to 10 min) None

K. Public Presentation for Items not on Agenda: (public has 3 min each)

LAUREL HILTS- Noted things coming up were the School Christmas program on a Wednesday night December 13<sup>th</sup>, which is also the evening of a Council meeting. Carnival for the community was a great success; she saw Jackie Taylor was there for the city. It was a great time for the Tribe, the school and other businesses and they appreciated everybody who put time and energy in to make that happen. There will be a luncheon tomorrow to recognize the local veterans, including Mayor Lent, so we want to thank you for your service. She is putting together a flyer of all the great things coming up for the Holidays, like the SOCC is putting on a Black Friday Bazaar and then there is a clothing exchange the next day, also there will be a Billy Goat Concert, Christmas Tree Lighting and more all the way through New Year's.

L. Committee and Advisory Board Reports: (each member has 5 min)

HARBORMASTER PEDERSEN- Gave a quick update for the Cemetery Advisory Commission. \$1200.00 in donations have come in so far as of today. Onsight work was updated and available for everyone to look at and is in the process of being digitalized, and she thanked everybody who gave donations.

LAUREL HILTS- Asked from the committee if there was a designation of what those funds are for?

MAYOR LENT- Stated he thought there were more donations, and the yellow dots signify vacant plots. There is an explanation of how the donation funds will be used in the letter that was sent out.

M. Unfinished Business: None

N. New Business:

1. Fire and EMS "Chiefs" for Council Approval

a. Presentation by Staff or Council

CM CAMERON- Discussed the Fire and EMS's Annual meeting took place October 19<sup>th</sup> and elections were held. There were no big changes, Alix stepped down from Assistant Dispatch Chief and Madalyn Grahn has stepped into the role.

- b. Public Presentation (public has 3 min each)
- c. Council Discussion
- d. Action/Disposition

LETHIN/MORRISON MOVED TO APPROVE THE NEW FIRE AND EMS CHIEFS  
VOICE VOTE/UNANIMOUS/MOTION PASSED

## 2. Further Consideration of 8.12.070 Containers-- Specifications

- a. Presentation by Staff or Council

CLERK/GEAGEL- This is a two parter. The first is to evaluate City Code 8.12.070 and see if it meets your specifications, or if it needs updated and changed. The second is to decide if a fine for offense needs to be assigned to this code for not keeping garbage contained. Page 15-16 of your packet is the current code, the Alaska statute for littering is included for your reference on page 17, and is addressed in Seldovia Code on page 16 of the packet and highlighted. Pages 19-24 are the current Uniform Minor Offense Table; the fine associated with littering on public property is \$100.

- b. Public Presentation (public has 3 min each)
- c. Council Discussion

SWEATT- Inquired about whether the current code needed to be made clearer and suggested implementing a \$100.00 fine since it is for dumping.

COLBERG- Spoke in favor of implementing a fine for unsecured trash. He discussed that it would be impossible to enforce, people should keep their garbage covered until taken to the dump. The City would have to get bear proof containers for outside beach and the R.V. Park.

CAMPBELL-Spoke in favor of adding a fine for unsecured trash. The language of Title 8 is pretty straightforward and it is not uncommon for trash to be unsecure. In Anchorage for example, even if your garbage is at the end of your driveway waiting for pickup it needs to be secured or you can be fined.

LETHIN- Spoke in favor.

MORRISON- Inquired as to where the City stores the garbage collected on ferry days. The top of the garbage truck that it is stored in will not keep a bear out. He agreed with Colberg about getting bear proof containers, the beach and R.V. Park seem to be ongoing issues. The ones out at Jakolof seem to work pretty well. He suggested building a plywood box to house ferry garbage until dump days.

CM CAMERON- Suggested that Title 8 should include a fine for unsecured garbage and suggested that the City could discuss with the manager of the dump options for dumping ferry trash on non-dump days or look into finding a better method to cover the garbage from the ferry. She would hate to see the City lose revenue by no longer be able to offer that service.

- d. Action/Disposition

CAMPBELL/COLBERG DIRECTED THE CITY CLERK AND CITY MANAGER TO SUBMIT LANGUAGE FOR CHAPTER 8.12 TO REFLECT THE DISCUSSION WE JUST HAD ABOUT DUMPING ON PRIVATE PROPERTY PROHIBITED AND ADDING A PROVISION FOR \$100 FINE

## 3. Trafficability Workshop Recommendations to Council Items 5 and 8

- a. Presentation by Staff or Council

CM CAMERON- Discussed items 5 and 8 from the Trafficability Workshop recommendations as written on pages 25-32 in the regular packet. The original recommendations are in the laydown. Important things to consider are the Alaska Statutes, and there isn't a parking code for right of ways. Codes for parking on our books are harbor parking lot and the long term parking lot and specified areas of city property.

- b. Public Presentation

LAUREL HILTS- Inquired if the Council felt obligated to follow the guidelines from the workshop and give them a thumbs up or thumbs down or does Council feel they have the freedom to say this is an issue that we need to find a different way to address, how do we remove vehicles that are permanently on the street, and so maybe the answer isn't number five but let's make note this is an issue we need to investigate a little further and move on.

ROD HILTS- Discussed that through town quite a few roads are not actually where they are really platted. Thinking of the whole town and the way some of the roads were put in you are looking at a big can of worms if you want to go after this one.

c. Council Discussion

MAYOR LENT- Discussed item #8 would really interfere with a lot of people's property, and gave as an example Perley's and where the Police Officer parks. 2 inches of snow is a good example of when to move your vehicle.

MORRISON- Discussed that it would not affect him, he parks on his property, and discussed that it was already a state law that you cannot park 30 feet from the approach of a stop sign, 30 feet from all intersections would be tough to enforce and inconvenient. He was not inclined to agree with either and could not think of many times that he had seen the City crew plowing in the am. He inquired if there were any places in town that don't have parking. People park on the street out of choice. He asked what kind of fine and how many warnings for parking on the streets with snow. In the past it was the city's job to inform people, now we would be putting it all on Robin.

COLBERG- Discussed that some people park on the streets all winter long and end up with a permanent berm. He agreed with Jeremiah, they need to start somewhere; they do not need to park on the streets 24/7. When people leave town they do not act like this.

CAMPBELL- Discussed that he would agree to #5 if there was a caveat of 1 or 2 inches of accumulation of precipitation for when you need to move. There is nothing now that prohibits on-street parking anywhere, on any streets in town. Right now there is nothing on the books to help the City crew; this would be a tool in the toolbox to help the City do business. There could be a sign at the post office, if it looks like it is going to snow park in your driveway. There is nowhere that he knows of that you can park on the roadways during a snow event. 1 inch makes it really simple. He spoke in agreement that #8 would be really tough to enforce and is not interested in gutting the entire way people live and park in town.

SWEATT- Spoke in agreement, every time she reads the recommendations she finds something she doesn't agree with. A few places can say they don't have parking but it is because they do not utilize it. She asked Cassidi if there have been issues with parking on the roadways in winters past. It is not the City's job to call people. She spoke in favor of item 5 (five).

LETHIN- Spoke in agreement with Bobbi, stating he keeps thinking they keep trying to restrict themselves. He would like to hear from Randy and Tyler before he votes.

CM CAMERON- Discussed that Title 18 addresses parking in different zones. In the past maintenance would call the city and the office would make calls to get people to move. Parking on the City streets over 72 hours can be declared a public nuisance.

d. Action/Disposition

CAMPBELL/COLBERG MOVED TO AMEND SELDOVIA MUNICIPAL CODE 10.16 PARKING TO INSTITUTE A NO PARKING ON MUNICIPAL ROADWAY FROM 4AM TO 4PM NOVEMBER 1<sup>ST</sup> THROUGH APRIL 1<sup>ST</sup> IF MORE THAN AN INCH OF SNOW IS PRESENT

ROLL CALL VOTE/ CAMPELL- Y, MORRISON- N, LETHIN-N, SWEATT- Y, COLBERG- Y/ MOTION FAILS

CAMPBELL/COLBERG MOVED TO AMEND THE MOTION TO ADD A \$50 FINE

ROLL CALL VOTE/ CAMPELL- Y, MORRISON- N, LETHIN-N, SWEATT- Y, COLBERG- Y/ MOTION FAILS

\*\*\* MAYOR LENT CALLED FOR A FIVE MINUTE RECESS AT 8:50PM\*\*\*

\*\*\* MAYOR LENT CALLED THE MEETING BACK TO ORDER AT 8:55PM\*\*\*

SWEATT/LETHIN MOVED TO POSTPONE TRAFFICABILITY ITEMS 5 AND 8 UNTIL THE NEXT MEETING

VOICE VOTE/UNANIMOUS/MOTION PASSED

4. Software Implementation Schedule Consideration

a. Presentation by Staff or Council

CM CAMERON- Discussed that at the last City Council meeting she had presented a software implementation schedule in the City Managers report and asked Council to reconsider the motion made at the October 11<sup>th</sup> Council Meeting to "stop using the existing Caselle Finance Software and to revert back to QuickBooks Software and furthermore they request the City Manager develop a new software implementation schedule along with any

additional resources they may need to accomplish this.” After the meeting she met with Steve Wadleigh and Jackie and discussed the audit status and the deficiencies in the beginning balances in Caselle at the time of conversion. Some of the beginning unexplained balances they had no control entering, or erroneous journal entries that Caselle had made at the initial time of conversion and they went through some of the other things that were holding up finishing the FY17 audit. She felt that with Steve’s help, he has summarized and has spreadsheets galore, that they are going through all the audit items and Caselle items and will be presenting these things to Caselle to try and remedy them so that they can finish the FY17 audit and be in compliance with the state which is very important, but it would also really give us a feeling that we are going to be able to use the Caselle Software.

b. Public Presentation

c. Council Discussion

COLBERG- Discussed that he thought they could get it done, and believed the City Manager could fix this and get them squared away and back on track.

SWEATT- Spoke in favor. Things changed with Cassidi coming on board. Definitely makes sense to stick with it through the audit and see how it goes. In the future if it acts up they may need to address it again.

LETHIN- Spoke in favor, Cassidi did an incredible job with the comparison.

MAYOR LENT- Discussed that Cassidi coming on drastically changed Steve’s opinion and he doesn’t think his previous opinion was valid anymore.

d. Action/Disposition

LETHIN/COLBERG MOVED TO NO LONGER CONSIDER QUICKBOOKS AND THAT THEY STICK WITH CASELLE AT THE RECOMMENDATION OF THEIR CITY MANAGER  
VOICE VOTE/ UNANIMOUS/ MOTION PASSED

5. City Manager Position Discussion and Considerations:

Candidates, Salary Requirements- Possible Executive Session

a. Presentation by Staff or Council

CLERK/GEAGEL- Discussed that this was a house cleaning item. In reviewing the minutes from the previous meeting it was found that the reason given to enter into executive session was incorrect. They need to cure it and fix it by readdressing the item and starting over. This is a complete redo of item N6 from the October 25 meeting. This is the first review of the applicants to decide what direction they would like to take and who they are interested in as a candidate for the position. All the applicants being discussed in executive session have signed a waiver allowing for discussion without them being present.

CM CAMERON- Stated that she would like to go on record that she has stayed away from this entire process and Heidi has been managing all aspects of the City Manager position, the candidates, and all the applicants’ information since she is an applicant.

b. Public Presentation

c. Council Discussion

\*\*\*SWEATT/LETHIN MOVED TO ENTER INTO EXECUTIVE SESSION FOR SUBJECTS THAT TEND TO PREJUDICE THE REPUTATION AND CHARACTER OF ANY PERSON, PROVIDED THE PERSON MAY REQUEST A PUBLIC DISCUSSION AND INVITED IN HEIDI THE CITY CLERK  
VOICE VOTE/ UNANIMOUS/ MOTION PASSED\*\*\*

\*\*\*LETHIN/SWEATT MOVED TO COME OUT OF EXECUTIVE SESSION AT 9:10PM\*\*\*  
NO ACTION WAS TAKEN  
VOICE VOTE/ UNANIMOUS/ MOTION PASSED

d. Action/Disposition

SWEATT/COLBERG MOVED TO OFFER CASSIDI CAMERON THE FULL TIME CITY MANAGER POSTION AND IF ACCEPTED THE TERMS OF THE CONTRACT ARE TO BE NEGOTIATED ON THE NEXT ITEM  
VOICE VOTE/UNANIMOUS/MOTION PASSED

6. City Manager Position Contract Negotiations- Possible Executive Session

- a. Presentation by Staff or Council
- b. Public Presentation
- c. Council Discussion

\*\*\*\*SWEATT/LETHIN MOVED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS, THE IMMEDIATE KNOWLEDGE OF WHICH WOULD CLEARLY HAVE AN ADVERSE EFFECT UPON THE FINANCES OF THE CITY AND FOR SUBJECTS THAT TEND TO PREJUDICE THE REPUTATION AND CHARACTER OF ANY PERSON, PROVIDED THE PERSON MAY REQUEST A PUBLIC DISCUSSION AND INVITED IN STAFF AND LATER CASSIDI CAMERON

\*\*\*LETHIN/MORRISON MOVED TO COME OUT OF EXECUTIVE SESSION \*\*\*  
NO ACTION WAS TAKEN  
VOICE VOTE/ UNANIMOUS/ MOTION PASSED

d. Action/Disposition

CAMPBELL/COLBERG MOVED TO OFFER A CONTRACT TO CASSIDI CAMERON, TERMS WOULD BE AT A COMPENSATION OF \$82,500 A YEAR, SHE WILL BE GIVEN A 40 HOUR LEAVE BANK TO START, CONTRACT PERIOD WOULD BE FOR TWO YEARS WITH A SIX MONTH PERFORMANCE REVIEW AND EFFECTIVE DATE WOULD BE THE 16<sup>TH</sup> OF NOVEMBER AND THAT WOULD BE DEEMED HER ANNIVERSARY DATE, SHE WILL ALSO ACCRUE LEAVE AT THE TEN YEAR RATE FOR THE CITY  
VOICE VOTE/UNANIMOUS/MOTION PASSED

O. Informational Items Not Requiring Action:

1. Staff will be absent from the office for the Annual AML Conference- November 13<sup>th</sup> -15<sup>th</sup>. The City Office will be closed November 13<sup>th</sup> and November 15<sup>th</sup> and open only during ferry hours for the ferry on November 14<sup>th</sup>.

2. Council meeting for November 22<sup>nd</sup> is cancelled. Happy Thanksgiving.

P. City Manager's Report: As written in the laydown.

Q. Council and Mayor Comments Concerning Items Not on the Agenda:

CAMPBELL- Thank you everyone for coming, welcome aboard Cassidi.

MORRISON- Thanks everyone for coming, Laurel. Layla thanks for looking out for the community.

LETHIN- Congrats Cassidi, thanks for all your hard work City staff, good meeting.

SWEATT-Thank you Laurel for coming. Layla good job, she is excited they will be more proactive.

COLBERG- Welcome aboard Cassidi.

MAYOR LENT- Thank you everyone.

R. Next Meeting: Regular Meeting will be held on December 13, 2017 at 7:30 pm

S. Adjournment:

SWEATT/LETHIN MOVED TO ADJOURN AT 10:10 PM  
VOICE VOTE/UNANIMOUS/MOTION PASSED

I certify the above represents accurate minutes of City of Seldovia Council meeting of November 8, 2017.

  
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Heidi Geagel, City Clerk

Approved by Council 12/13/2017