

SELDOVIA
CITY COUNCIL

WEDNESDAY
JANUARY 25, 2017
7:30 PM



REGULAR MEETING
MULTI-PURPOSE ROOM

SELDONIA
CITY COUNCIL

WEDNESDAY
MAY 22, 2013
4 PM



MULTI-PURPOSE ROOM
REGULAR MEETINGS

This page is intentionally left blank

**AGENDA FOR A REGULAR MEETING
OF SELDOVIA CITY COUNCIL
COUNCIL CHAMBERS**

**Wednesday
January, 25, 2017
7:30pm**

ROJAS LETHIN SWEATT COLBERG PATRICK MORRISON

- A. Call to Order & Roll Call:
- B. Pledge of Allegiance:
- C. Excused Absences:
- D. Agenda Approval:
- E. Approval of Minutes: Minutes of the Regular Meeting, January 11, 2017
- F. Treasurer's Report:
- G. Utility Report:
- H. Ordinance Introduction
- I. Proclamations:
- J. Public Presentation Prior Notice: (each presenter has up to 10 min)
 - 1. Amelia Pollach on Kacheyak Trading Post
- K. Public Presentation for Items not on Agenda: (public has 3 min each)
- L. Committee and Advisory Board Reports: (each member has 5 min)
- M. Unfinished Business:
- N. New Business:
 - 1. City Manager, Tod Larson, Six Month Review; Executive Session Due to Subjects That Tend to Prejudice The Reputation And Character of Any Person, Provided The Person May Request A Public Discussion;
 - a. Presentation by Staff or Council
 - b. Public Presentation (public has 3 min each)
 - c. Council Discussion
 - d. Action/Disposition
- O. Informational Items Not Requiring Action:
 - 1. FY18 Budget Cycle Timeline
- P. City Manager's Report:
- Q. Council and Mayor Comments Concerning Items Not on the Agenda:
- R. Next Meeting: Regular Meeting will be held on February 8, 2017 at 7:30 pm
- S. Adjournment

* IF YOU REQUIRE SPECIAL ASSISTANCE TO ATTEND THE MEETING, PLEASE NOTIFY THE CITY OFFICE 24 HOURS
IN ADVANCE AND ARRANGEMENTS WILL BE MADE *

Seldovia City Council Regular Meeting January 25, 2017

Contents Page

Pages 1-4	Minutes of the Regular Meeting of January 11, 2017
Page 5	Letter to Council from Amelia Pollack
Page 7-11	FY2018 Budget Cycle Timeline



NOTES:

This page is intentionally left blank

MINUTES FROM THE REGULAR MEETING
OF SELDOVIA CITY COUNCIL
COUNCIL CHAMBERS

Wednesday
January 11, 2017
7:30pm

LETHIN
SWEATT
COLBERG
PATRICK
MORRISON
ROJAS

- A. Call to Order & Roll Call: MEETING CALLED TO ORDER BY CHAIR ROJAS AT 7:35 PM
- B. Pledge of Allegiance: Held
- C. Excused Absences: Mayor Lent
- D. Agenda Approval: PATRICK/COLBERG MOVED TO APPROVE THE AGENDA

SWEATT/COLBERG MOVED TO AMEND THE AGENDA TO ADD N6. REQUEST FOR COMMENT ON LIQUOR LICENSE RENEWAL FOR THE LINWOOD BAR AND PACKAGE STORE LICENSE NUMBERS 656 AND 657

VOICE VOTE/ UNANIMOUS/ MOTION PASSED

SWEATT/COLBERG MOVED TO APPROVE THE AGENDA AS AMENDED

VOICE VOTE/ UNANIMOUS/ MOTION PASSED

- E. Approval of Minutes: Minutes of the Regular Meeting, December 14, 2016

PATRICK/SWEATT MOVED TO APPROVE THE MINUTES OF THE REGULAR MEETING, DEC. 14, 2016
VOICE VOTE/ UNANIMOUS/ MOTION PASSED

- F. Treasurer's Report:
FINANCE OFFICER/CASSIDI LITTLE - Presented the report in the laydown packet. Overall, the City is on target as we are 50% through the fiscal year. Discussion on the increase in personnel stemming from a break in the water main causing additional time to accrue under the allocation for water personnel.
- G. Utility Report:
FO/LITTLE - Water and sewer in the budget report ties into the utility report. We are at a 74% collection rate. Typically the rate is better than that. Due to the change in our accounting, some customers are behind. The new software brings good reporting and keeps us on top of delinquent accounts.
- H. Ordinance Introduction: None
- 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- Spoke to Council on the Chamber of Commerce tree lighting results, Arts Council's Summer Solstice Fest is set for June 22-25, and the Coming Home Reunion will be held June 30-July 4.
- L. Committee and Advisory Board Reports: (each member has 5 min) None
- M. Unfinished Business:
- N. New Business:

1. Council Action on Payment Approval Report of January 2017

- a. Presentation by Staff or Council

FO/LITTLE- Presented the Dec. checks which have been issued, but await Council approval.

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

Hearing None

- c. Council Discussion

Council had a few questions which were clarified.

MORRISON/LETHIN MOVED TO APPROVE THE COUNCIL ACTION ON PAYMENT APPROVAL REPORT OF JANUARY 2017

d. Action/Disposition

VOICE VOTE/ UNANIMOUS/ MOTION PASSED

2. ORDINANCE 17-13 AN ORDINANCE OF THE CITY OF SELDOVIA AMENDING TITLE 18 CHAPTER 18.52.100 CONDITIONAL USES TO ADD SEAFOOD PROCESSING BY CONDITIONAL USE IN THE COMMERCIAL MARINE DISTRICT

a. Presentation by Staff or Council

CLERK/STANISH- This Ordinance is a recommendation from Planning and Zoning as a solution to Seldovia Wild Seafood's need to either change the zone or make an allowance for seafood processing in the Commercial Marine District. To support Seldovia Wild Seafood, the Commission decided this is the best way to solve the problem.

b. Public Presentation (public has 3 min each)

Hearing None

c. Council Discussion

SWEATT/MORRISON MOVED TO ADOPT ORDINANCE 17-13 AN ORDINANCE OF THE CITY OF SELDOVIA AMENDING TITLE 18 CHAPTER 18.52.100 CONDITIONAL USES TO ADD SEAFOOD PROCESSING BY CONDITIONAL USE IN THE COMMERCIAL MARINE DISTRICT

d. Action/Disposition

VOICE VOTE/ UNANIMOUS/ MOTION PASSED

3. ORDINANCE 17-06 AN ORDINANCE OF THE CITY OF SELDOVIA AMENDING TITLE 18 TO PROVIDE REGULATIONS FOR THE BUILDING OF DECKS OR DOCKS WITHIN THE SELDOVIA SMALL BOAT HARBOR AND THE SELDOVIA SLOUGH

a. Presentation by Staff or Council

CLERK/STANISH- This is another recommendation from P&Z where this was discussed for several months. Currently, there are no City regulations on building decks or docks in the Seldovia Slough or Small Boat Harbor aside from the permits needed from the Corps of Engineers, the Construction Corps, Kenai River Center and Fish and Game. These particular guidelines are being established to help guide and maintain the esthetics of the Slough and Small Boat Harbor.

b. Public Presentation (public has 3 min each)

Hearing None

c. Council Discussion

SWEATT/COLBERG MOVED TO ADOPT ORDINANCE 17-06 AN ORDINANCE OF THE CITY OF SELDOVIA AMENDING TITLE 18 TO PROVIDE REGULATIONS FOR THE BUILDING OF DECKS OR DOCKS WITHIN THE SELDOVIA SMALL BOAT HARBOR AND THE SELDOVIA SLOUGH

d. Action/Disposition

VOICE VOTE/ UNANIMOUS/ MOTION PASSED

4. RESOLUTION 17-07 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELDOVIA, ALASKA SUPPORTING FULL FUNDING FROM THE STATE OF ALASKA HARBOR FACILITY GRANT PROGRAM IN THE FY 2018 STATE CAPITOL BUDGET

a. Presentation by Staff or Council

CLERK/STANISH- This is a yearly Resolution to support funding for the harbor.

b. Public Presentation (public has 3 min each)

Hearing none

c. Council Discussion

SWEATT/COLBERG MOVED TO ACCEPT RESOLUTION 17-07 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SELDOVIA, ALASKA SUPPORTING FULL FUNDING FROM THE STATE OF ALASKA HARBOR FACILITY GRANT PROGRAM IN THE FY 2018 STATE CAPITOL BUDGET

d. Action/Disposition

VOICE VOTE/ UNANIMOUS/ MOTION PASSED

5. Direction From Council on Project Proposals for the Remaining Value Added Plant Grant Funds

a. Presentation by Staff or Council

CLERK/STANISH- Discussed the possible projects that could be completed with the remaining \$20,000 in grant funds before the end of the grant on June 30, 2017. Staff would like guidance from the Council on what you feel would best benefit the value added building.

b. Public Presentation (public has 3 min each)

Hearing none

c. Council Discussion

Council discussed what is existing, possible projects being concrete floor, run electrical, and/or thresholds at the entrances.

ROJAS- Agrees electricity is needed.

MORRISON- Discussed the electrical plan that was developed for Seldovia Wild Seafoods. The three phase power is not necessary at this time. Just focus on main power and some lights.

LETHIN- Put in 220 power service for basics of what is needed. Votes for electric being the priority.

SWEATT- What is the intention of that building? Do we need to think of who is moving in and what they will need?

FO/LITTLE- I don't think we've gotten that far into the discussion.

ROJAS- Let's direct the City manager to look into what is needed for the power with the funds available. It seems the consensus of the Council to go with electricity.

d. Action/Disposition

CONSENSUS OF THE COUNCIL TO DIRECT THE CITY MANAGER TO DRAFT AN RFP FOR INSTALLATION OF BASIC ELECTRICITY TO THE VALUE ADDED BUILDING UP TO \$20,000.

6. Request For Comment On Liquor License Renewal For The Linwood Bar And Package Store License Numbers 656 And 657

a. Presentation by Staff or Council

CLERK/STANISH- The ABC Board is seeking comment on the Liquor License renewal for the Linwood Bar and Package Store. I would ask the Council to direct the clerk to draft a letter of 'what you feel' on these license renewals.

b. Public Presentation

Hearing none

c. Council Discussion

LETHIN/MORRISON MOVED TO SUBMIT A LETTER OF NON-OBJECTION TO THE ABC BOARD ON LICENSE NUMBERS 656 AND 657

d. Action/Disposition

VOICE VOTE/ UNANIMOUS/ MOTION PASSED

O. Informational Items Not Requiring Action: None

P. City Manager's Report: None

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

LETHIN- Thanked everyone for coming.

SWEATT- Thanked the audience for coming, and thanked the staff for their hard work-especially the budget.

COLBERG- Commented on how much he likes the new finance reports, and thanked Cassidi for her work.

PATRICK- Thanked the City staff for their hard work.

MORRISON- Mentioned it is a pleasure to work with the City staff. Nice to see the kinds interested in what's happening in the City.

ROJAS- Asked the student present why he attended and if he'd learned anything.

STUDENT/SWEARINGEN- It was a requirement for our government class. He learned some orders of things.

ROJAS- It does give you a view of how small town government works. She encouraged him to ask questions next time he comes.

R. Next Meeting: Regular Meeting will be held on January 25, 2017 at 7:30 pm

S. Adjournment

COLBERG/LETHIN MOVED TO ADJOURN AT 8:30 PM

I certify the above represents accurate minutes of City of Seldovia Council meeting of July 13, 2016.

Lisa Stanish, City Clerk

Approved by Council _____

Date Received
JAN 19 2017

January 18, 2017

Dear members of the Seldovia Council,

I am writing this letter concerning an outstanding water/sewer bill for Kacheyak Trading Post, which operated during the summer of 2014. During this time I was being charged for commercial water and sewer that was not connected to the City system. I would like to have this outstanding bill forgiven as I am being charged for services that were not used.

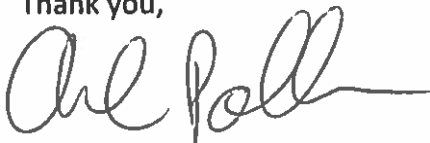
Kacheyak Trading Post was operated out of the old Kachemak Kafe building. The portion of the building used for the store front had all plumbing removed during a remodel attempt that has yet to be completed. Kacheyak Trading Post did not provide public bathrooms, nor was any water plumbed to the area in which I was conducting business. However, at the time, a portion of the building was plumbed with water and sewer and being used as a residence. This area was billed for water and sewer separately, and has always been paid in a timely manner.

Kacheyak Trading Post was billed at the 'Retail Store Water & Sewer' rate of roughly \$75/month for 5 months (June-October) totaling \$370.87. I operated Kacheyak Trading Post for 3 months (June-August) and barely broke even. Had I anticipated this additional cost of doing business in Seldovia, I would not have attempted the venture.

I had an ongoing conversation with previous City Administration regarding the issue. More recently, the City staff suggested that I contact the Council with my concerns.

Please consider forgiving this debt; feel free to contact me with any questions.

Thank you,



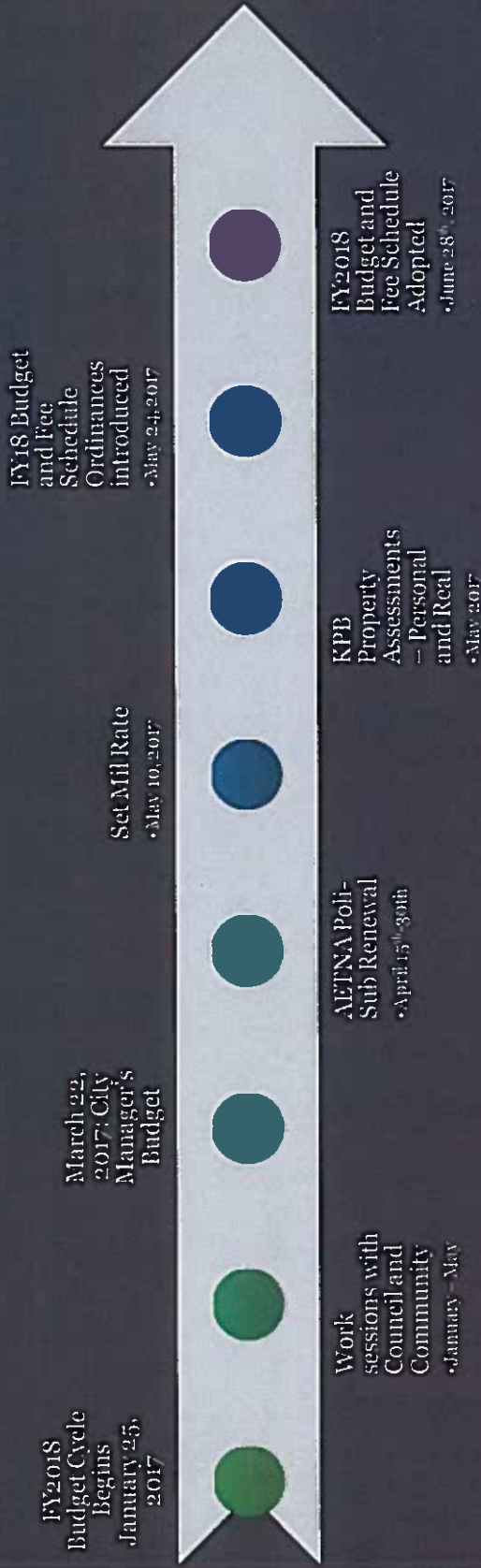
Amelia Pollack

amelia.robin@gmail.com

907-205-7963

This page is intentionally left blank

FY2018 Budget Cycle Timeline



FY2018 Budget Cycle Timeline Details

Budget Meetings

- City manager and finance officer will meet to discuss in detail current budget items, comparisons from previous years, analysis of upcoming year, outcomes from council meetings and work sessions. Developments and analysis of project.

Meeting Dates

- February 2, 2017
- February 13, 2017
- March 2, 2017
- April 4, 2017
- May 2, 2017

Department Heads – Budget meeting

- This meeting will require the department heads to meet with City Manager and Finance Officer to analyze current budget as well as the upcoming FY18 budget.
- Topics of discussion will include lists of necessary operating supplies, materials, tools, possible projects that will be included in the FY18 expenditures for that department. It is vital for the success of an accurate and realistic budget.
- Meeting Date: January 31, 2017.

FY2018 Work Sessions

- These work sessions are scheduled to be held before regularly scheduled council meetings.
- The sessions are geared at involving council conversations and concepts of the Fee Schedule and Budget items, but also to include community members.

FY2018 BUDGET CYCLE WORKSESSIONS SCHEDULE:

- February 8, 2017 6:00pm
- February 22, 2017 6:00pm
- March 8, 2017 6:00pm
- March 22, 2017 6:00pm
- April 12, 2017 6:00pm
- May 10, 2017 6:00pm

Important Dates during FY2018 Budget Cycle

- January 25, 2017: Marks the beginning of FY2018 Budget Cycle, will discuss components of budget cycle and introduce schedule
- Work Sessions: February – May
- March 22, 2017: City Manager's Budget
- AETNA Poli-Sub Renewal Meetings mid-late April 2017
- May 10, 2017: Set Mil Rate
- May 24, 2017: FY2018 Fee Schedule Ordinance and FY2018 Budget Ordinance
- June 28, 2017: FY2018 Fee Schedule Ordinance and FY2018 Budget Ordinance Adoption

SECRET
NO FOREIGN DISSEM
1977 JAN 11 10 00 AM '77

SECRET

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

This page is intentionally left blank