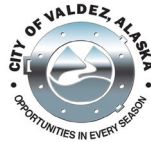


# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686



## Meeting Minutes - Final

Tuesday, October 1, 2019

7:00 PM

Regular Meeting

Council Chambers

**City Council**

**REGULAR AGENDA - 7:00 PM****I. CALL TO ORDER**

Council Member Scheidt called the meeting to order at 7:07 p.m. in Valdez City Council Chambers.

**II. PLEDGE OF ALLEGIANCE**

City Council led in the Pledge of Allegiance to the American flag.

**III. ROLL CALL**

Present: 6 - Council Member Ron Ruff  
Council Member Christopher Moulton  
Council Member Sharon Scheidt  
Council Member Darren Reese  
Council Member Dennis Fleming  
Council Member Alan Sorum

Excused: 1 - Mayor Jeremy O'Neil

Also Present: 5 - City Manager Mark Detter  
Assistant City Manager Roxanne Murphy  
City Clerk Sheri Pierce  
Records Manager Shelley McMillen  
City Attorney Jake Staser

**IV. APPROVAL OF MINUTES****1. City Council Regular Meeting Minutes of September 17, 2019**

The City Council regular meeting minutes of September 17, 2019 were approved as presented.

**V. PUBLIC BUSINESS FROM THE FLOOR**

Mr. Jim Gifford, representative from Pioneers of Alaska, provided an overview on the recent Pioneers of Alaska - Grand Igloo convention in Valdez. Pioneers from all over the state visited Valdez for the four day convention. He expressed the organization's appreciation for the use of city facilities, support from local businesses, and the beautiful weather.

Mr. Gifford explained several years ago, the Ports & Harbors Commission and City Council gave the Pioneers and the Valdez Museum authorization to place interpretive signs near Old Town. The signs were used as an experiment to see if visitors would be interested in learning more about the area. The Pioneers and Museum staff plan to meet over the next winter to further refine and improve those interpretive signs. He expressed hope for partnership with the City to place new signs in the future.

Mr. Gifford also stated the Pioneers encourage the City to designate the area of Old Town from the old post office down to edge of the water as an area of historic significance to protect it from development.

**VI. CONSENT AGENDA**

- 1. Renewal of Standard Marijuana Cultivation License #11234 - DKW Farms**
- 2. Proclamation: Domestic Violence Awareness Month 2019**
- 3. Appointment to the Prince William Sound Aquaculture Corporation Board of Directors (Three-Year Term)**
- 4. Approval To Go Into Executive Session Re: (1) C-Plan Litigation (2) Personnel Matter**

MOTION: Council Member Moulton moved, seconded by Council Member Reese to approve the Consent Agenda. The motion carried by the following vote.

**VOTE ON THE MOTION:**

Yays: 6 - Council Member Ruff, Council Member Moulton, Council Member Scheidt, Council Member Reese, Council Member Fleming and Council Member Sorum

Excused: 1 - Mayor O'Neil

**VII. NEW BUSINESS**

- 1. Approval of Professional Services Contract with GreenPlay, Inc. for Parks and Recreation Master Plan in the Amount of \$97,000**

MOTION: Council Member Sorum moved, seconded by Council Member Ruff, to approve contract award to GreenPlay, Inc. for the development of the Parks and Recreation Master Plan in the amount of \$97,000. The motion carried by the following vote after the following discussion occurred.

Council Member Moulton asked how this master plan integrates with the other departmental master plans and the overall city comprehensive plan. Mr. Nick Farline, city parks, recreation and cultural services department director, provided a brief overview of the master planning process and explain it was needed to better inform the department's 2020 budget planning. He explained the parks and recreation master plan would mesh seamlessly with the waterfront master plan, as well as help inform the city comprehensive plan once that process begins again.

Mr. Detter explained, in his experience, the overall comprehensive plan and departmental master plans are often developed in tandem and adopted at the same time. The plans complement each other, but are not necessarily the same document. Council Member Sorum stated this was the recent case with the waterfront master plan. Ms. Murphy added the RFP for the new comprehensive plan consultant would include verbiage to integrate with the departmental master plans.

Council Member Fleming asked for the anticipated end date for the project. Mr. Farline stated the goal is to complete the process in spring 2020 and bring the plan to Council for approval prior to the summer season.

Council Member Scheidt expressed her appreciation for the implementation

component of the master planning process. This would prevent the plan from sitting on a shelf.

**VOTE ON THE MOTION:**

Yays: 6 - Council Member Ruff, Council Member Moulton, Council Member Scheidt, Council Member Reese, Council Member Fleming and Council Member Sorum

Excused: 1 - Mayor O'Neil

**2. Approval of Contract Award to Appraisal Company of Alaska LLC for Real Property Appraisal Services**

MOTION: Council Member Moulton moved, seconded by Council Member Fleming, to approve contract award to Appraisal Company of Alaska LLC for real property appraisal services. The motion carried by the following vote after the following discussion occurred.

Council Member Moulton requested there be direction to the city appraiser regarding whether or not connex would be taxed as real property. If connex would be taxed, he requested property owners be provided this information. He explained the connex issue was raised in an appeal during the 2019 Valdez Board of Equalization hearing.

**VOTE ON THE MOTION:**

Yays: 6 - Council Member Ruff, Council Member Moulton, Council Member Scheidt, Council Member Reese, Council Member Fleming and Council Member Sorum

Excused: 1 - Mayor O'Neil

**3. Discussion Item: 2020 Budget Personnel Request**

Council Member Moulton stated he does not feel comfortable adding additional new employees without an equitable offset. However, he stated he is comfortable increasing the fire department administrative assistant to a full 1.0 FTE due to job responsibilities and equity across departments.

Council Member Moulton stated he was unsure if the city emergency manager position would have enough ongoing work after establishing the city-wide program to justify a full time position. Ms. Rhea Cragun, city human resources director, explained this is why the recommendation is to start the city emergency manager as a contract position and use the first year to evaluate potential workload and ongoing needs.

Council Member Moulton asked about the calculation for the estimated contract cost for the emergency manager. Mr. Brian Carlson, city finance director, explained the proposed contract amount is simply a budgetary placeholder based upon the calculated cost for salary and benefits for a full-time equivalent position. The actual contracted cost may very well be less than the placeholder amount.

Council Member Sorum stated he supported the contract position for the city

emergency manager position to start. He explained he supported increasing the Fire Department administrative assistant position to a full FTE, but would prefer to see the Fire Department training officer/EMS coordinator be a part-time position for the short term. Council Members Ruff and Fleming stated they would prefer the Fire Department training officer/EMS coordinator also start as a contracted position.

Council Member Reese asked who would serve as the city emergency manager's direct supervisor. Ms. Cragun explained the position would report directly to the city manager.

Council Member Moulton asked if the duties of the emergency manager and Fire Department training officer/EMS coordinator could be handled by one person. Ms. Cragun explained due to anticipated workload and duties, it would be very difficult to have the same person filling both roles. Council Member Fleming recommended after the first year once the two programs were established, human resources should determine if the two roles could be combined.

Council Member Scheidt asked who had been completing the duties of the Fire Department training officer/EMS coordinator in the past. Ms. Cragun explained there were a series of brand new training requirements and other regulations beginning in 2020. Training in the past fell to the Fire Department captains to provide training to their respective shifts. Valdez Fire Department Chief Tracy Raynor added continuity and consistency is lost across shifts when different staff provide training.

Council Member Moulton asked if the Fire Department training officer/EMS coordinator would also serve as a responder. Chief Raynor stated they would augment the response team and eventually move into a command type position. Council Member Moulton asked if this position could fulfill the fire marshal position to assist the state of Alaska with backlogged inspections work. Chief Raynor stated the idea had not been discussed in great detail. He explained the delay at the state level for fire marshal inspections is due to plan review, not actual inspections. The proposed training officer position would not have the necessary specialized certifications or authority to serve in this role. However, if the fire marshal role moved back to the city, the concept could definitely be explored.

Mr. George Keeney, retired fire chief, expressed his support for a full-time emergency manager position reporting directly to the city manager. He also expressed his support for a full-time Fire Department training officer/EMS coordinator, as he believed 75% of calls were for EMS. He stated he recommended hiring someone with paramedic certifications and a bachelor's degree to meet the knowledge needs for this type of position.

Council provided consensus to embed the two proposed contracts (city emergency manager and training officer/EMS coordinator) as well as the Fire Department administrative assistant position increase into the respective departmental budgets. They requested Mr. Carlson review the proposed contract budget numbers to reflect anticipated contractual costs instead of basing the amounts on salary and benefits numbers.

**VIII. RESOLUTIONS**

1. **#19-47 - Amending the 2019 City Budget by Transferring \$97,000 from the Reserve Account to General Fund/Parks and Recreation Contractual Services to Fund the Parks and Recreation Master Plan Contract**

MOTION: Council Member Moulton moved, seconded by Council Member Fleming, to approve Resolution #19-47. The motion carried by the following vote.

VOTE ON THE MOTION:

Yays: 6 - Council Member Ruff, Council Member Moulton, Council Member Scheidt, Council Member Reese, Council Member Fleming and Council Member Sorum

Excused: 1 - Mayor O'Neil

2. **#19-48 - Authorizing the Negotiated Sale of 2,946.51 Square Feet of Land Within Lot 25A, Fireweed Hill Subdivision, to Mary Helen Stephens**

MOTION: Council Member Sorum moved, seconded by Council Member Moulton, to approve Resolution #19-48. The motion carried by the following vote.

VOTE ON THE MOTION:

Yays: 6 - Council Member Ruff, Council Member Moulton, Council Member Scheidt, Council Member Reese, Council Member Fleming and Council Member Sorum

Excused: 1 - Mayor O'Neil

3. **#19-49 - Authorizing a Lease with Haltness Equipment, LLC for Parcel 2 Tract A ASLS 79-116 (plat 2007-7)**

MOTION: Council Member Moulton moved, seconded by Council Member Fleming, to approve Resolution #19-49. The motion carried by the following vote after the following discussion occurred.

Council Member Reese asked if the lease involved storage only. Ms. Kate Huber, acting planning department director, explained this is a land lease, not a gravel extraction lease.

Council Member Moulton asked if a land appraisal was required as part of the leasing process. Ms. Huber stated staff could not speak to the value of the land without a formal appraisal. Ms. Nicole LeRoy, city planning technician, added an appraisal is not required as long as six Council members vote in favor of the lease. After a brief review of municipal code, Mr. Staser confirmed an appraisal is

not required in this instance.

**VOTE ON THE MOTION:**

Yays: 6 - Council Member Ruff, Council Member Moulton, Council Member Scheidt, Council Member Reese, Council Member Fleming and Council Member Sorum

Excused: 1 - Mayor O'Neil

**IX. REPORTS**

1. **Procurement Report: Purchase Order with Harris Sand & Gravel, Inc. for Riprap Supply in the amount of \$79,100.**
2. **Procurement Report: Professional Services Agreement with RSA Engineering, Inc. VHS Generator Replacement – Design**

Council Member Fleming asked if the two generator replacement projects would be combined. Mr. Nate Duval, city capital facilities director, stated the intention is to repurpose the middle school generator to the elementary school and district office. Then the new generator would be a combined unit to power both the middle school and high school.

3. **Procurement Report: Professional Services Agreement with RSA Engineering, Inc. for HHES Generator Replacement – Design**

**X. CITY MANAGER / CITY CLERK / CITY ATTORNEY / MAYOR REPORTS**

1. **City Manager Report**

Mr. Detter stated he was glad to be in Valdez and would have a more comprehensive report at the next regular meeting.

2. **City Clerk Report**

Ms. Pierce reviewed upcoming meeting and work session dates. She asked Council to notify either the City Clerk or Deputy City Clerk if they would not be present at a meeting for purposes of establishing a quorum. She briefly discussed logistics for the upcoming Alaska Municipal League Conference.

3. **City Attorney Report**

Mr. Staser welcomed Mr. Detter to Valdez, thanked Ms. Murphy for serving as interim city manager, and congratulated Ms. Huber on her appointment as interim planning department director.

Mr. Staser provided updates on projects and cases his firm is working on behalf of the City, including escaped property, the Pacific Pile & Marine claim, finalizing comments on the draft environment impact statement for the Alaska LNG project,

municipal code revisions, Meals Hill purchase, TAPS ad valorem issues, Barton case, boundary change and borough formation concerns, and nuisance abatement support. He stated two additional items will be discussed in executive session.

Council Members Fleming and Moulton asked if a special meeting could be scheduled on an off-night for purposes of an executive session to discuss boundary change and borough formation concerns.

#### **4. City Mayor Report**

Council Member Scheidt reserved her comments for Council Business from the Floor.

### **XI. COUNCIL BUSINESS FROM THE FLOOR**

Multiple Council members welcomed Mr. Detter to Valdez and thanked Ms. Murphy for her service as interim city manager.

Several Council members provided the City Clerk with dates they would be out of town.

Council Member Sorum stated several families in Valdez recently lost loved ones and asked the community to remember and support them during this time of grief.

Council Member Scheidt asked when the Council would receive the draft of the Council 2020 budget priorities. Ms. Murphy explained staff would complete the final draft, which would then be provided to the Council-appointed small working group (Mayor O'Neil and Council Member Ruff) for review. Then the final draft would be presented to the full Council.

### **XII. EXECUTIVE SESSION**

The City Council transitioned into executive session at 8:27 p.m.

### **XIII. RETURN FROM EXECUTIVE SESSION**

The City Council transitioned out of executive session at 8:59 p.m.

### **XIV. ADJOURNMENT**

There being no further business, Council Member Scheidt adjourned the meeting at 9:00 p.m.