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# *Seward City Council Agenda Packet*

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*Photo by Kris Peck*

*Monday, June 10, 2024*

City Council Chambers

Beginning at 7:00 p.m.

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The City of Seward, Alaska

CITY COUNCIL MEETING AGENDA

City Council Chambers, 410 Adams Street



Please silence all cell phones and devices during the meeting

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Mayor Sue McClure	Council Member Kevin Finch	City Manager Kat Sorensen
Vice Mayor John Osenga	Council Member Robert Barnwell	Deputy City Manager Jason Bickling
Council Member Mike Calhoun	Council Member Julie Crites	City Clerk Kris Peck
Council Member Randy Wells		City Attorney Sam Severin

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**Monday, June 10, 2024 at 7:00 p.m.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZEN COMMENTS ON ANY SUBJECT EXCEPT THOSE ITEMS SCHEDULED FOR PUBLIC HEARING *(Those who have signed in will be given the first opportunity to speak. Time is limited to 3 minutes per speaker and 36 minutes total time for this agenda item.)*
5. APPROVAL OF AGENDA AND CONSENT AGENDA *(Approval of Consent Agenda passes all routine items listed under Item 7. Consent Agenda items are not considered separately unless a council member requests an item be returned to the Regular Agenda.)*
6. SPECIAL ORDERS, PRESENTATIONS, AND REPORTS
  - A. Proclamations and Awards
    - 1) Proclamation for Flag Day.....Pg. 5
    - 2) Proclamation for Lee Poleske Day.....Pg. 6
  - B. City Manager Report.....Pg. 8
  - C. City Clerk Report - None
  - D. City Attorney Report.....Pg. 15
  - E. Other Reports and Announcements
  - F. Presentations *(Presentations are limited to ten minutes each, excluding Q&A, and are limited to two per meeting unless increased by council.)*
    - 1) Presentation of Historic American Buildings Survey Plaque by Iris Darling for Brown & Hawkins
    - 2) Presentation Water and Sewer Rate Study by Bryan Mantz

7. CONSENT AGENDA *(also marked with an asterisk \*)*
  - A. Minutes of Preceding Meeting
    - 1)\* Approval of the May 28, 2024 City Council Meeting Minutes.....Pg. 17
  - B. Introduction of Ordinances – None
  - C. Resolutions
    - 1)\* **Resolution 2024-031:** Authorizing the City Manager to Purchase from Anixter, Electric Materials in the Amount of \$233,692.38 Plus a 10% Contingency and Appropriating Funds.....Pg. 21
    - 2)\* **Resolution 2024-032:** Authorizing the City Manager to Purchase Transformers from General Pacific in the Amount of \$128,409.00 Plus a 10% Contingency and Appropriating Funds.....Pg. 38
    - 3)\* **Resolution 2024-033:** Authorizing the City Manager to Enter into a Two-Year Facility Use Agreement Between the City of Seward and the Alaska Vocational Technical Center for the Use of the Student Services Building for Public Recreation.....Pg. 49
    - 4)\* **Resolution 2024-034:** Approving a Horizontal Layout for the Printed Version of the Official Seward Zoning Map, Which Will Display All Zoned Lands Within the Seward City Limits.....Pg. 64
  - D. Other Items
    - 1)\* Re-appoint Mary Ann Benoit to the Historic Preservation Commission with a term set to expire in May 2027.....Pg. 70
    - 2)\* Re-appoint Dona Walker to the Historic Preservation Commission with a term set to expire in May 2027.....Pg. 71
8. PUBLIC HEARINGS *(Public hearing comments are limited to five (5) minutes per person. After all speakers have spoken, a person may speak for a second time for no more than one (1) minute.)*
  - A. Ordinances for Enactment
    - 1) **Ordinance 2024-009:** Amending Seward City Code 15.10.226 – Land Uses Allowed Table, Prohibiting Cluster Subdivisions in all Zoning Districts.....Pg. 72
9. UNFINISHED BUSINESS – None
10. NEW BUSINESS
  - A. Resolutions – None
  - B. Other New Business
    - 1) Discuss a letter of support for officially naming Mount Kenny Baker.....Pg. 85
11. INFORMATIONAL ITEMS AND REPORTS *(No action required)*
  - A. Boards and Commissions Minutes

- 1) May 7, 2024 Planning & Zoning Commission Meeting Minutes.....Pg. 87
- B. Other Items
  - 1) Upcoming City Council Meetings
    - a. ~~Monday, June 24, 2024 City Council Regular Meeting~~ Cancelled
    - b. Monday, July 8, 2024 City Council Regular Meeting
- 12. CITIZEN COMMENTS *(There is no sign in for this comment period. Time is limited to five (5) minutes per speaker.)*
- 13. COUNCIL AND ADMINISTRATION COMMENTS AND RESPONSES TO CITIZEN COMMENTS
- 14. EXECUTIVE SESSION – None
- 15. ADJOURNMENT

## PROCLAMATION

*WHEREAS, Flag Day is celebrated on June 14 in the United States; and*

*WHEREAS, this commemorates the adoption of the flag of the United States which happened that day by resolution of the second Continental Congress in 1777; and*

*WHEREAS, in 1916, President Woodrow Wilson issued a proclamation that officially established June 14 as Flag Day; and*

*WHEREAS, in August 1949, National Flag Day was established by an Act of Congress; and*

*WHEREAS, the week starting June 9<sup>th</sup> is designated as "National Flag Week"; and*

*WHEREAS, many citizens have died protecting it; and*

*WHEREAS, our flag is representative of our independence, our unity as a nation and has a proud and glorious history.*

*NOW THEREFORE, I, Sue McClure, Mayor of the City of Seward, Alaska, do hereby encourage all citizens of Seward to fly the American Flag with pride in observance of Flag Day, Friday, June 14, and show our respect to the flag, our culture, our nation, and its designers and makers.*

*Dated this 10<sup>th</sup> day of June 2024.*

**THE CITY OF SEWARD, ALASKA**

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*Sue McClure, Mayor*

# PROCLAMATION

**WHEREAS**, Lee Poleske was born in Manilla, Iowa on July 17, 1937; and

**WHEREAS**, Lee enlisted in the Army at age 23 and served overseas in Germany as a Specialist with Technical Skills in the Intelligence Division and was honorably discharged in 1963; and

**WHEREAS**, in July 1964 he accepted a job teaching high school in faraway Seward, Alaska only four months after the devastation of the Great Alaskan Earthquake; and

**WHEREAS**, he taught social studies, photography, Spanish, and history for the next 26 years and retired in 1990; and

**WHEREAS**, Lee joined the fledgling Resurrection Bay Historical Society in 1966 and within a few years was elected president; and

**WHEREAS**, Lee became an integral part of the community, also serving on the Seward Hospital Board, the Seward Community Library Board, and the Alaska Gold Rush Centennial Commission; and

**WHEREAS**, by 1971 Lee had a volunteer job as director of the Seward Museum, then located in a former post office on Third and Jefferson below the present Senior Citizen Center; and

**WHEREAS**, for the next 41 years, “Mr. Seward Museum” curated the collections, created interesting displays, manned the front desk, developed programs for school groups, answered endless questions from visitors and researchers from all over the world; and

**WHEREAS**, Lee received the Seward Historic Preservation Award twice and the Alaska Historical Society and Museums Volunteer of the Year award for the State of Alaska; and

**WHEREAS**, in the late 1970s, he became a founding member of the Seward Iditarod Trail Blazers and continued to serve on the Board as historian, newsletter editor and producer until his passing; and

**WHEREAS**, Lee was a legend for walking everywhere and created the popular “Walk the First Mile” brochure along the bike path to encourage others to walk and learn about the Iditarod National Historic Trail; and

**WHEREAS**, he and Dan Seavey gave countless public educational programs about the historic Iditarod Trail to teachers, schools, and organizations, inspiring generations of youngsters and their adults; and

**WHEREAS**, Lee researched archives, microfiche files, and old Seward newspapers for nuggets of interesting information and then created fascinating “Bits of History” videos, and organized and compiled over 3000 obituaries for the Seward Obituary Index; and

**WHEREAS**, his interest in Seward obituaries led to the tradition of his famous Summer Solstice Cemetery Tours starting in 2006; and

**WHEREAS**, Lee’s last cemetery tour theme on June 21, 2023 was “People Who Should Be Remembered”; and

**WHEREAS**, Lee Poleske died at home in August of 2023 at the age of 86.

**NOW, THEREFORE, I**, Sue McClure, Mayor of Seward and former high school student of Lee Poleske, hereby declare **June 22, 2024** as

## **Lee Poleske Day**

in honor of a beloved Seward treasure who diligently served our community for 59 years. Lee is a person who *will* be remembered.

**Dated this 10<sup>th</sup> day of June 2024**

**THE CITY OF SEWARD, ALASKA**

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**Sue McClure, Mayor**



## City Manager Report

Hi all,

I will be absent from the June 10 Council meeting while attending the Government Finance Officer Association annual meeting in Orlando with Finance Director Sully – with temperatures of 100 degrees and a UV Index of 11 (I did not know it went that high!). I'm looking forward to many of the sessions, including *Rethinking Financial Reporting* and *Designing the Blueprint for a Better Budget*. I'll also be participating as a panelist with other City Managers. I'm excited to report back, and hopefully don't have too much of a sunburn.

Over the past few weeks, we've been working on a few big projects outside of the day-to-day. As mentioned at the last meeting, we submitted the EPA Clean Ports grant for shore power at the Cruise Ship Dock. I'm hopeful we'll receive the funding and should find out by September if we do.

HB 307: I've also started participating in a Transmission Subcommittee in response to the passing of [HB 307](#) in the Alaska House which seeks to unify the transmission system that runs along the corridor from Fairbanks to the Kenai Peninsula (aka the Railbelt). This is in the early stages, and an exciting process to be involved in.

Public Safety Feasibility Study: Chief Crites, Deputy City Manager Bickling, and R&M discussed the Fire Department portion of the Public Safety Feasibility Study at the Planning and Zoning Work session on June 4<sup>th</sup>. We are waiting for some information on several potential locations before we do the same with the Police Department portion of the study.

Legal: We are continuing to work with our attorneys on a number of different legal fronts including the CEA Rate Case and compliance lawsuits. We are getting close to a favorable resolution on one of the compliance cases.

We cancelled the June 24 meeting (I'll be in ICS training in Fairbanks), so I hope everyone has a safe and happy 4<sup>th</sup> of July holiday! And feel free to email me at [ksorensen@cityofseward.net](mailto:ksorensen@cityofseward.net) in the interim.

Cheers,

Kat

### **Library and Museum – Sue Drover, Director**

#### **Library Operations**

- Summer operating hours for the Library & Museum (May 1 – Sep 29)
  - Tuesday – Friday 9am – 6pm; Saturday 9am – 5pm
- Staffing: We are fully staffed
- Patron Statistics (May 1 – 25, 2024): 19 working days, we served 9,245 patrons, averaging 486 visitors daily. Additionally, we facilitated 64 events, 39 Shushbooth reservations, and proctored 4 exams during this period
- 10 passports this month to date

## Library Programs

- **Summer Reading Program** The first program was Wednesday, May 29<sup>th</sup> at the Bear Creek Weir. There were 25 students in attendance with 5 to 6 parents present. The feedback we received was very positive, the kids really enjoyed the hands-on educational experience. We have 60 students and 16 adults registered for this program.
- We have received requests from Seniors for the **Library on Wheels program** and will be filling our requests next week. This program provides library materials to patrons who cannot physically come to the library. Their requests are delivered by the Senior Center Meals on Wheels drivers on Fridays.
- Plans for the traveling exhibition **Americans and the Holocaust** continue. I am working with the curator to have an exhibit in the museum simultaneously showing what was happening in Seward and Alaska. I am working to put together the mandatory 4 programs and we have booked several school field trips for September. Additionally, I have tentatively scheduled Rebecca Erbelding, PhD, Historian, USHMM to speak at our Opening Reception scheduled Friday, August 30<sup>th</sup>. I will be reaching out to her to finalize these plans.
- **Inter-Library Loan (ILL):** This program is flowing nicely. Our staff have been able to process the requests in a timely manner and are very comfortable with the process. This month we received 111 books from other libraries for our patrons and sent out 65 from our library.



## Museum Operations

- Museum Summer Admission Hours (May 1 to September 29)
  - Hours: Tuesday – Friday: 9am to 6pm; Saturday: 9am to 5pm; Sunday: 1pm to 4:30pm
  - Admission price is \$5.00
- May Attendance: 526 Visitors
- Alaska: Anchorage, Fairbanks, Kasilof, Kenai, Kodiak, Nikiski, Wasilla
- United States: Alabama, California, Florida, Georgia, Hawaii, Indiana, Kentucky, Maryland, New Hampshire, New Jersey, New York, Oregon, South Dakota, Texas, Utah, Wisconsin, Wyoming
- International: Australia, Canada, England, New Zealand

## Exhibitions

- **Seward Tsunami Swim Club Window Display:** Discover the Seward Tsunami Swim Club and how it has been a cornerstone of the Seward community for decades. Whether you were a once a member, you know someone on the current swim team, or simply curious about the world of swimming, come check it out! (On Display June 4 – August 31)
- **May is for Historic Preservation Month!** In honor of Historic Preservation Month, the Seward Museum is proud to present a small display in the Library Hallway celebrating the rich heritage of our historical buildings & sites.

## Fire Department – Chief Clinton Crites

- There are 28 new building permits issued and we have responded to 168 calls for service year-to-date

- We provided a safety team for the annual Bear Bell Race on June 7<sup>th</sup>! Way to go Kiddos!

With the recent tragic boating accident, please take a moment to review a few steps before heading out onto the water:

- Assess the risk before you go. Consult charts, local boaters and tide tables, and check the weather forecast.
- Based on your risk assessment, make a GO/NO GO decision. Remember, it is better to be on shore wishing you were on the water than to be on the water wishing you were on the shore
- If you decide to go, file a float plan. The plan should include a description of the boat, boat registration, the names of everyone on the boat, planned destination and route, expected return date, and when and who to call for help
- Make sure you have the required and recommended equipment for your boat, including life jackets, emergency communication and signaling tools, and a reboarding device
- You can find more information on carriage requirements, float plans, and pre-departure checklists at [AlaskaBoatingSafety.org](http://AlaskaBoatingSafety.org)

### **Seward Parks and Recreation Department – Melanie Hauze, Director**

#### **Sports & Recreation:**

- Sports and Rec held our annual Exit Glacier Marathon on Saturday May 18<sup>th</sup> with around 70 participants with an even bigger cheering crowd
- We hosted our last Jam Session with 6 people coming together to create some great music!
- Our weekly Zumba class has picked up speed with over 8 participants coming
- Open Basketball EXPLODED with over 50 participants
- We opened the summer with an outdoor tie-dye and ice cream social event
- We hosted our only skate night of the month and kids were excited to have the event back
- June is here with many new and fun summer events - check it out in our attachments!

#### **Campgrounds**

- Campground operations are running smoothly
- Every weekend is booked solid throughout the Summer

#### **Park Maintenance and Parking**

- Park improvements
- Ballfield maintenance
- Cemetery upkeep
- 24 volunteers have planted flowers in gardens around the Seward area
- Working on Parking Shack improvements for staff operation

### **Seward Harbor and SMIC – Tony Sieminski, Harbormaster**

#### **Seward Harbor**

- Finance Director, Jusino and Harbormaster Sieminski met with Financial Advisors for Z float Expansion project on 5/28/24 to discuss funding; we are expecting a response within a few weeks
- Harbor Office Administration position is still available
- No major issues were reported during Harbor opening weekend May 17-19
- The department is conducting the online portion of CPR and First Aid certification training
- 50-ton lift schedule is increasing, and we continue to train newer employees in its operation

- On May 21, the Harbormaster, Deputy City Manager and Mayor welcomed the USS Ted Stevens Commissioning Committee to Seward. The purpose of the visit was to review Alaska’s premier ports as possible locations for the commissioning of the USS Ted Stevens, the Navy’s newest guided-missile destroyer, in 2026. The committee will make their recommendation within a week, and the Secretary of the Navy will make that final decision within four to six weeks
- On May 22, Seward hosted the 18th Annual Combat Fishing Tournament, the largest military appreciation tournament in the U.S.! It provides 165+ service members the opportunity to experience deep-sea fishing in Alaska

**SMIC**

- North Dock interest for the second half of May and extended into all of June has been above average with phone calls daily for available space for that facility
- 300-ton lift schedule increasing and continuing to train newer employees in its operation



**Public Works – Doug Schoessler, Director**

- The City of Seward Public Works Water Department received the Alaska Rural Water Association’s “2023 Water System of the Year” award for upgrades including: *“projects for onsite disinfection generation with a new pumphouse, and a new water storage tank. They are proactive in maintenance work and response to customer issues, and they have operators who are dedicated, trained and certified for the water system including backflow prevention on the systems.”* Congratulations to the Water Operators for a job well done!
- We were also able to update the City’s Source Water Protection Plan with the help of ARWA. This plan is to protect the City’s water supply from contamination. This provided us a full binder with a management plan for all municipal wells and water systems in town and across the bay at SMIC

**Police Department – Chief Alan Nickell**

- We celebrated another annual running of the Torch Run for Special Olympics on May 18th. Officer Ballard ran the race, and we thank him for his support. Officer Adams, being an overachiever, decided to run both the Torch Run and the longer 5k Exit Glacier Run at the same time and he came in second place. That’s a pretty impressive display of fitness, don’t run from him unless you’re in a car. It was also nice to see former public safety dispatcher, and Seward’s own, Jovahnta Usugan-Weddington stopping by to run the race. We miss you, Joe!



- Summer is here and school is out. Please keep an eye out for people, especially kids, as they are around during all hours of the day and evening moving from place to place. In this same vein, please ensure you come to complete stops at stop signs. Too many people roll through them. Maybe you can see the cars coming on the roadway, but are you paying attention to the bicycle on the bike path about to cross in front of you? Probably not.

#### **Community Development – Danny Meuninck, Director**

- Community Development attended the kickoff meeting of the Seward-Moose Pass trails working group which organized to identify, prioritize, and implement improvements and developments on the Iditarod National Historic Trail and Alaska Long Trail System
- A Steering Committee was organized to help put together the KPB Comprehensive Safety Action Plan as part of the Safe Streets and Roads For All Grant. The committee held their first meeting and will meet monthly moving forward. Community Development Director Daniel Meuninck and Planning and Zoning Commissioner Brenan Hornseth are representing the City of Seward on this Steering Committee
- Community Development Director Daniel Meuninck attended and completed his ICS 300 training
- The Planning and Zoning Commission held a work session with the city regarding the proposed location of the new fire station
- The Planning and Zoning Commission is still looking to fill their final seat on the Commission. A recorded informational session about the Commission is posted on the Community Development website for any interested Seward citizens. Commissioners receive \$100 per month for their participation on the Commission

#### **Finance Department – Sully Jusino, Director**

##### **Utility Billing**

- Following the FY24 Electric Tariff, summer rates are included in May's billing, reflecting usage from 4/15/24 to 5/15/24.
- Our Finance and Utility Assist team is taking a proactive stance in preparing for the first round of utility disconnections. This action is in response to accounts in delinquency status and will be

implemented as soon as weather conditions permit. We also provide deferred payment plans and information on assistance organizations. Please feel free to reach out to our Utility Department with any queries or concerns.

- 2024 Water Quality Reports for Seward and Seward Marine Industrial Center (SMIC) are now listed at <https://www.cityofseward.us/departments/public-works> at the bottom of the page

### **Finance**

- The Finance Director continues to work with the Harbormaster to provide financial advice on the Float Expansion Project on projected revenues and analysis of the Harbor Fund debt.
- The Finance Director is working with the Parks & Rec director to review the AVTEC contract and analyze expenses for a local vendor regarding use of the port-a-potty for this summer season.
- Finance continues to work with the auditors performing our annual audit. Currently, we are working with Providence for the asset portion of the financials.
- We are pleased to announce that the Finance Payroll position has been filled. Sarka Calocci has accepted the position, and we are grateful for her contribution to our team.
- We are actively implementing a cross-training program, a strategic move that will enhance our team's versatility and efficiency in handling internal areas of our department.

### **IT Department – Dustin Phillips, Director**

Tech Tip: Change Default Passwords of All Devices

When you get a new WiFi router, or piece of connected technology, the first thing you should do is change any default admin passwords on the device. Not doing so could leave an open door to your data. These default logins are readily available on manufacturer's websites and user manuals for anyone to find and use.

**City of Seward - Human Resources Manager Report  
Staffing Information**

Department	Job Title	# of Positions	Filled
<b>Administration</b>	City Manager	1	1
	Deputy City Manager	1	1
	Human Resources Manager	1	1
	Executive Assistant	1	1
	<b>TOTAL:</b>	<b>4</b>	<b>4</b>
<b>Finance</b>	Director	1	1
	Deputy Finance Director	1	1
	Senior Accountant	1	1
	Accounting Technician III	1	1
	Accounting Technician II	1	0
	Accounting Technician - Utilities	2	2
	Accounting Tech Payroll	1	1
	Accounting Tech Accounts Payable	1	1
	<b>TOTAL:</b>	<b>9</b>	<b>8</b>
<b>Public Works</b>	Director	1	1
	Street Foreman	1	1
	Maintenance Mechanic	3	2
	Public Works Technician	1	1
	Shop Foreman	1	1
	Water and Wastewater Foreman	1	1
	Water and Wastewater Operator	3	3
	Building Maintenance Technician	2	2
	<b>TOTAL:</b>	<b>13</b>	<b>12</b>
<b>Community Development</b>	Director	1	1
	Planner	1	1
	Executive Assistant	1	1
	<b>TOTAL:</b>	<b>3</b>	<b>3</b>
<b>Electric</b>	Director	1	0
	Operations Supervisor	1	0
	Field Engineer	1	1
	Executive Assistant	1	1
	Lineman	4	3
	Plant Operator	2	2
<b>TOTAL:</b>	<b>10</b>	<b>7</b>	
<b>Fire Department</b>	Chief	1	1
	Deputy Chief	1	1
	Executive Assistant	1	1
	Building Official	1	1
	Fire Marshal	1	1
	Firefighter/EMT	1	1
	Seasonal - Summer Laborer	1	1
	<b>TOTAL:</b>	<b>7</b>	<b>7</b>
<b>Harbor</b>	Harbor Master	1	1
	Deputy Harbor Master	1	1
	Office Manager	1	1
	Executive Assistant	2	1
	Harbor Worker II	6	6
	Harbor Worker III	1	1
	Seasonal - Summer Laborer Part-Time	1	0
	Seasonal - Summer Laborer Full-Time	1	1
	<b>TOTAL:</b>	<b>14</b>	<b>12</b>
<b>IT</b>	Director	1	1
	Senior IT Tech	1	1
	IT Technician	1	1
	<b>TOTAL:</b>	<b>3</b>	<b>3</b>
<b>Library</b>	Director	1	1
	Deputy Library Director	1	1
	Library Technician	1	1
	Curator	1	1
	Library Aide	1	1
	Seasonal - Aides	2	2
<b>TOTAL:</b>	<b>7</b>	<b>7</b>	
<b>Police</b>	Chief	1	1
	Deputy Chief	1	1
	Sergeant	1	1
	Patrol Officer	7	5
	Patrol Officer not funded	1	0
	Executive Assistant	1	1
	Corrections Sergeant	1	0
	Corrections Officer	4	0
	Corrections Officer not funded	1	0
	Dispatch Supervisor	1	1
	Dispatcher	5	5
	Animal Control Officer	1	1
	Animal Control Officer Assistant	1	1
	DMV Clerk	1	1
	<b>TOTAL:</b>	<b>27</b>	<b>18</b>
<b>Parks &amp; Recreation</b>	Director	1	1
	Deputy Director	1	1
	Executive Assistant	1	1
	Campground Coordinator	1	1
	Program Coordinator	1	1
	Recreational Assistant	1	1
	Maintenance Technician	1	1
	Seasonal - Summer	14	12
	Seasonal - Winter	3	0
	<b>TOTAL:</b>	<b>24</b>	<b>19</b>
<b>City Clerk's Office</b>	City Clerk	1	1
	Deputy City Clerk	1	1
	Executive Assistant	1	1
	<b>TOTAL:</b>	<b>3</b>	<b>3</b>

**Total number of authorized positions: 124**

**Total number of filled positions: 103**

**MUNSON, CACCIOLA & SEVERIN LLP**

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June 5, 2024

Seward City Council  
City of Seward  
PO Box 167  
Seward, AK 99664

Re: May Status Report

Dear City Council:

This is our status report covering activity on legal matters worked on during May 2024.

**General Matters:**

We continued work on a proposed ordinance regarding marijuana establishment licensing. We advised on several new public records requests. We reviewed a contract for elevator maintenance. We reviewed and advised on the AVTEC Facility Use Agreement. We continued to advise on the fire suppression maintenance contract.

**Electric Utility:**

We continued work on the CEA rate case. We have begun preparing for trial which is scheduled to go from June 17<sup>th</sup> to July 19<sup>th</sup>. CEA has responded to Seward's discovery request on reply testimony. We continue to participate and monitor motions made by other parties. We advised on collecting on a long-overdue bill from an estate.

**Personnel:**

We advised on several ongoing personnel issues. We responded to the complaint made to the Alaska Occupational Safety and Health agency alleging retaliation for reporting a safety concern, and we responded to a new complaint with the Alaska State Commission for Human Rights alleging retaliation. We settled an older discrimination complaint after the Alaska State Commission for Human Rights approved a small no-fault settlement at a settlement conference.

**Planning:**

We continue to litigate the McDonald matter, including filing seven pleadings or notices. A bench trial in Seward is currently scheduled for June 19<sup>th</sup>, which we will continue preparing for. The court has granted one substantive motion in the City's favor already. We reviewed and advised on

several planning projects. We sent out correspondence to advance multiple matters, including the Mt. Alice planned use development. We provided brief advice on the comprehensive plan.

### **Port and Harbor**

We continued negotiations with the owner of an abandoned vessel. We advised on assignment of a lease and assisted in negotiating it. We advised on enforcement of the tariff as it pertains to passenger fees. We advised regarding an encroachment on City property.

### **Litigation**

We advised the City regarding lawsuits by a former inmate against a former corrections officer and the Chief of Police. We have worked with insurance defense counsel to defend against the claims.

You can expect to receive our next status report by July 3.

Very truly yours,

MUNSON, CACCIOLA & SEVERIN LLP



Samuel C. Severin

## CALL TO ORDER

The May 28, 2024, regular meeting of the Seward City Council was called to order at 7:00 p.m. by Mayor Sue McClure.

## OPENING CEREMONY

Police Chief Alan Nickell led the Pledge of Allegiance to the flag.

## ROLL CALL

There were present:  
Sue McClure, presiding, and  
John Osenga  
Mike Calhoon  
Kevin Finch  
Randy Wells  
Robert Barnwell  
Julie Crites

comprising a quorum of the Council; and

Kat Sorensen, City Manager  
Jason Bickling, Deputy City Manager  
Kris Peck, City Clerk  
Jodi Kurtz, Deputy City Clerk

Excused – None  
Absent – None

## CITIZEN COMMENTS ON ANY SUBJECT EXCEPT THOSE ITEMS SCHEDULED FOR PUBLIC HEARING – None

## APPROVAL OF AGENDA AND CONSENT AGENDA

**Motion (Osenga/Wells)**

**Approval of Agenda and Consent Agenda**

Wells requested the Introduction of Ordinance 2024-009 be removed from the consent agenda.

**Motion Passed**

**Unanimous**

The clerk read the following approved consent agenda items:

Approval of the May 13, 2024, City Council Meeting Minutes

**Resolution 2024-029:** Approving The Work For Yukon Fire Systems On The Utility Generation Facilities and Appropriating Funds

**Resolution 2024-030:** Accept Grant Funds to Attend the Alaska Animal Control Association 2024 Training Conference with the National Animal Control Association (NACA) in Anchorage, Alaska, in the Amount of \$500.00 and Appropriating Funds

## **SPECIAL ORDERS, PRESENTATIONS, AND REPORTS**

### **Proclamations and Awards**

Memorial Day Proclamation was read by Council Member Calhoon and accepted by Clare Sullivan.

### **City Manager Report**

**City Manager Kat Sorensen** said she was in Anchorage last week for Incident Command System (ICS) training and learned more about the emergency response aspects of the city manager position. Sorensen noted that several city employees were able to attend Verbal Judo training today which focused on de-escalation strategies to resolve tense situations. Sorensen provided an update on the grant for providing shore power to the cruise ship terminal. Sorensen also reported that the Seward Fire Department successfully used pet oxygen masks last week during an emergency. She thanked Parks and Recreation for putting on the Exit Glacier Run and thanked the law enforcement officers for doing the Torch Run. Sorensen announced she would miss next council meeting due to attending government financial training in Orlando, Florida.

### **City Clerk Report**

**City Clerk Kris Peck** referred to his written report in the packet. Peck provided some tips and tricks for navigating the City of Seward YouTube page with all the live streamed meetings.

### **Other Reports and Announcements**

Chamber of Commerce Report by Executive Director Sam Allen  
*[Clerk's note -Allen's written report was provided as a laydown]*

Presentation on AK Fentanyl Response Project by Sandy Snodgrass

## **NEW BUSINESS**

**Introduction of Ordinance 2024-009:** Amending Seward City Code 15.10.226 – Land Uses Allowed Table, Prohibiting Cluster Subdivisions in all Zoning Districts

**Motion (Osenga/Wells)**

**Approve the introduction of Ordinance  
2024-009**

Sorensen said this ordinance was coming through from Planning & Zoning Commission. The ordinance would prohibit cluster subdivisions, which were density-determined rather than lot-determined. There were currently no cluster subdivisions in Seward community.

Wells said he attended the Planning & Zoning meeting regarding cluster subdivisions and felt there was confusion about what cluster subdivisions actually were. Wells said there were a lot of single professionals without families who wanted to live in this community. The cluster houses would be smaller, and the lot sizes were also smaller and more affordable. He felt the ordinance would be detrimental to solutions to the housing crisis. Wells encouraged everyone to research the topic before the public hearing on June 10, 2024.

**Motion Passed**

**Unanimous**

**Other New Business**

**Discuss cancelling the June 24, 2024, City Council Meeting**

Peck referred to the written memo in the packet. The City Manager and City Clerk would be attending training in June which would leave their respective offices short staffed for the meeting. Plus, several other city departments would be busy prepping for the massive 4<sup>th</sup> of July festivities.

**Motion (Calhoon/Wells)**

**Cancel the June 24, 2024 City Council Meeting**

McClure confirmed there would be no adverse effect to city business by cancelling this meeting.

**Motion Passed**

**Unanimous**

**Discuss PACAB's request to form an Alternative Energy Committee**

Peck referred to the written memo in the packet and summarized PACAB's request to form an Alternative Energy Committee over the summer hiatus.

Council discussed the request to form a committee. Council concluded the best option was to direct the City Manager to call for monthly work sessions during PACAB's summer hiatus.

**INFORMATIONAL ITEMS AND REPORTS**

**Other Items**

**Upcoming City Council Meetings**

Monday, June 10, 2024, Work Session at 5:30 p.m. Topic: Seward Electric Utility Infrastructure Update

Monday, June 10, 2024, Regular Meeting at 7:00 p.m.

Report from AK Small Business Development Center Quarterly Update

**CITIZEN COMMENTS** - None

**COUNCIL AND ADMINISTRATION COMMENTS & RESPONSE TO CITIZEN COMMENTS**

**Sorensen** said she appreciated everyone.

**Barnwell** said he was a huge supporter of alternative energy. He wanted to acknowledge the fatal boat accident in the bay last week and expressed his condolences to the family.

**Crites** thanked Samantha Allen and Sandy Snodgrass for their presentations.

**Wells** thanked both the presenters. He announced his new phone number and said it would be updated on the city website. He expressed his condolences to those in the tragic boat accident.

**Finch** offered his condolences to the family of the boating accident. He thanked Allen and Snodgrass for their presentations.

**Calhoon** thanked both presenters for the good information. He offered condolences to the families involved in the boating tragedy. Calhoon said the Combat Fishing Tournament was a success. The Memorial Day event at the American Legion Cemetery was well attended. Seward had always been a very patriotic town and he hoped to keep it that way. He said Flag Day Events were coming up in June. Lastly, Calhoon said summer was here and cautioned all the drivers to be mindful for kids on bikes.

**Osenga** thanked the American Legion. He thanked Allen and Snodgrass for their reports. Osenga encouraged everyone to be safe out there and take care of each other.

**McClure** thanked the American Legion for providing food for so many people. She expressed condolences to the family of the boating accident. McClure thanked Allen and Snodgrass for their presentations. McClure explained that Seward was in consideration as the site for the commissioning of the USS Ted Stevens in 2026. Lastly, McClure cautioned drivers to keep an eye out for bikes and motorcycles.

**Calhoon** also wanted to acknowledge that June 4, 2024 would be Father Tero's 50<sup>th</sup> anniversary of being a priest.

**ADJOURNMENT**

The meeting was adjourned at 8:06 p.m.

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Kris Peck  
City Clerk

(city seal)

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Sue McClure  
Mayor



## Resolution 2024-031

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA, AUTHORIZING THE CITY MANAGER TO PURCHASE FROM ANIXTER, ELECTRIC MATERIALS IN THE AMOUNT OF \$223,692.38 PLUS A 10 % CONTINGENCY AND APPROPRIATING FUNDS

### Documents:

- Agenda Statement
- Resolution 2024-031
- Attachments:
  - Quote from Anixter
  - Quote from Potelcom
  - Incomplete Quote from Wesco



## City Council Agenda Statement

**Meeting Date:** June 10, 2024

**To:** City Council

**Through:** Kat Sorensen, City Manager

**From:** Brian Hickey, Utility Director

**Subject:** Resolution 2024-031: Authorizing the City Manager to Purchase from Anixter, Electric Materials in the Amount of \$233,692.38 Plus a 10% Contingency and Appropriating Funds

**Background and justification:**

The Electric Department requires electrical materials in inventory to meet the needs of utility consumers, both for new services and maintenance of existing services. We have evaluated the expected 2024 needs and have determined what is needed. The Electric Department requested quotes from three (3) electric vendors for the estimated material requirements for 2024 construction and maintenance.

Anixter was the lowest bid and best option with most materials in stock. Funding in an amount not to exceed \$246,061.62. The funds are available in account #15000-3000-7221 and is included in the FY24 budget.

**Comprehensive and Strategic Plan Consistency Information**

This legislation is consistent with (citation listed):  
 Comprehensive Plan: 2.2.8 City Government, create a funding mechanism for the repair and replacement of city infrastructure  
 Strategic Plan: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Certification of Funds**

Total amount of funds listed in this legislation: \$ 0

This legislation (✓):

- Creates revenue in the amount of: \$ \_\_\_\_\_
- Creates expenditure in amount of: \$ \_\_\_\_\_
- Creates a savings in the amount of: \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (✓):

- Budgeted Line item(s): \_\_\_\_\_
- Not budgeted \_\_\_\_\_

Not applicable

**Fund Balance Information**

Affected Fund (✓):

<input type="checkbox"/> General	<input type="checkbox"/> SMIC	<input checked="" type="checkbox"/> Electric	<input type="checkbox"/> Wastewater
<input type="checkbox"/> Boat Harbor	<input type="checkbox"/> Parking	<input type="checkbox"/> Water	<input type="checkbox"/> Healthcare
<input type="checkbox"/> Motor Pool	<input type="checkbox"/> Other		

*Note: amounts are unaudited*

Available Net Position \$ 8,543,583

Finance Director Signature: Sully Jusino

**Attorney Review**

Yes      Attorney Signature: \_\_\_\_\_  
 Not applicable      Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Administration Recommendation**

Adopt Resolution  
 Other: \_\_\_\_\_

Sponsored by: Sorensen

**CITY OF SEWARD, ALASKA  
RESOLUTION 2024-031**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEWARD,  
ALASKA, AUTHORIZING THE CITY MANAGER TO PURCHASE FROM  
ANIXTER, ELECTRIC MATERIALS IN THE AMOUNT OF \$223,692.38  
PLUS A 10 % CONTINGENCY AND APPROPRIATING FUNDS**

**WHEREAS**, the Electric Department requires electrical materials in inventory to meet the needs of the utility's consumers, both for new services and maintenance of existing services; and

**WHEREAS**, the Electric Department has evaluated the expected 2024 new service activities, typical operations and maintenance needs, and current stock of materials to determine what materials are needed; and

**WHEREAS**, the Electric Department requested quotes from three electrical vendors for estimated material requirements for 2024 construction and maintenance, Anixter was lowest bid and best option with most materials in stock; and

**WHEREAS**, these funds are in the approved FY 2023-2024 budget under account 15000-3000-7221.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA**, that:

**Section 1.** The City Manager is authorized to enter into a purchase agreement with: Anixter in the amount of \$223,692.38 plus 10% contingency;

**Section 2.** Funding in the amount not to exceed of \$246,061.62 is hereby transferred from the Account 15000-3000-7221 and included in the FY 24 budget.

**Section 3.** This resolution shall take effect immediately upon adoption.

**PASSED AND APPROVED** by the City Council of the City of Seward, Alaska this 10<sup>th</sup> day of June, 2024.

**THE CITY OF SEWARD, ALASKA**

---

**Sue McClure, Mayor**

**CITY OF SEWARD, ALASKA  
RESOLUTION 2024-031**

Page 2 of 2

AYES:

NOES:

ABSENT:

ABSTAIN:

**ATTEST:**

---

Kris Peck  
City Clerk

(City Seal)



2200 E 63RD AVENUE  
ANCHORAGE, AK 99507

Resolution 2024-031  
2024 INVENTORY

Phone: 907.868.3490  
Fax:

www.anixterpowersolutions.com

**Quotation: U00751327.00**

To: **CITY OF SEWARD**  
**P.O. BOX 167**  
**SEWARD, AK 99664**

Issued Date: **Apr 16, 2024**  
Expiration Date: **May 16, 2024**

Attn: **TATIANA CALENICI**  
Phone:  
Fax:

Sales Contact: **Chris Sutton**  
**(P)**  
**(F)**  
**chris.sutton@anixter.com**

FOB: SEWARD, FREIGHT PREPAID AND ALLOWED

Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
1		<b>279100R1</b> FUZE LINK T UNIV 100 AMP <b>STD PKG: 25</b> DEL: 12-14 WEEKS	30	22.250	EA	667.50
2		<b>279065R1</b> FUZE LINK T UNIV 65 AMP <b>STD PKG: 25</b> DEL: 12-14 WEEKS	20	18.300	EA	366.00
3		<b>279040R1</b> FUZE LINK T UNIV 40 AMP <b>STD PKG: 25</b> DEL: STOCK	30	11.450	EA	343.50
4		<b>32006</b> FUZE T-O-L K 6 AMP <b>STD PKG: 25</b> DEL: 12-14 WEEKS	20	9.250	EA	185.00
5		<b>QSLV-M #2-500</b> CONN COLD SHRINK INSU #2-500 <b>STD PKG: 10</b> DEL: FACTORY STOCK	20	45.760	EA	915.20
6		<b>LE215AB00T</b> CONN ELBOW 15KV 200A LB W/ TP .61 - .97 1/0-2/0 <b>STD PKG: 20</b> DEL: STOCK DUE IN OCTOBER	20	42.950	EA	859.00
7		<b>CW326-18TH-R</b> 1PH SECT. ENCLOSURE 30X26X18 <b>STD PKG: 6</b> DEL: 12-14 WEEKS	8	929.150	EA	7,433.20



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Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
8		<b>PSP-91330-MG-PC</b> PED SEC 25.5X30X13" W/SS HW & PENTA BLT MUN GRN <b>STD PKG: 40</b> DEL: STOCK DUE IN MAY	36	130.000	EA	4,680.00
9		<b>PSP-91336-MG</b> PED SEC BASE 28X13X36" FG MUNS W/SS & PENTA BL <b>STD PKG: 20</b> DEL: STOCK DUE IN MAY	10	160.000	EA	1,600.00
10		<b>22-130</b> TAPE WARNING REDUNDERGROUND 6"X1000' <b>STD PKG: 4</b> DEL: 4-6 WEEKS	10	28.350	EA	283.50
11		<b>UM1-7CT</b> CONCRETE TRAN PAD, 4' X 4', 12" X 28" OPENING PCC SUM1 DEL: 4-6 WEEKS	25	825.000	EA	20,625.00
12		<b>UM1-8CT</b> CONCRETE TRAN PAD, 4'-8" X 5', 12" X 30" OPENING PCC SUM1-A DEL: 4-6 WEEKS	3	915.000	EA	2,745.00
13		<b>UM1-9CS</b> CONCRETE CAB PAD, 68W X 50L X 36H, 11"X54" OPEN DEL: 4-6 WEEKS	4	1,622.000	EA	6,488.00
14		<b>UM1-10CS</b>  **HAVE NOT BEEN ABLE TO SOURCE**	8		EA	<b>No Quote</b>
15		<b>WR289</b> CONNECTORS H TAP ALUM 2/0-1/0 ACSR 3/0-2/0STR <b>STD PKG: 250</b> DEL: STOCK	100	1.990	EA	199.00
16		<b>WR399</b> CONNECTOR COMP TAP 3/0-4/0 A 1/0-2/0 B <b>STD PKG: 250</b> DEL: STOCK	100	1.670	EA	167.00



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Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
17		<b>AL 1/0 NTN</b> CONN COMP LUG 1/0 AL 2 HOLE TIN PLATED <b>STD PKG: 50</b> DEL: STOCK	40	5.760	EA	230.40
18		<b>BVC-207</b> CONN TRAN TANK GRD 8-1/0 <b>STD PKG: 100</b> DEL: STOCK	100	6.860	EA	686.00
19		<b>CVB 6 C</b> CONN PED 6POS 12-350 ***STD PACK 45 EA*** <b>STD PKG: 45</b> DEL: 10-12 WEEKS	90	164.300	EA	14,787.00
20		<b>CC2C04T</b> CONN CU TOP 2STR - 1SOL 200A DEL: STOCK	18	8.150	EA	146.70
21		<b>CC2C09T</b> CONN CU TOP 4/0STR- 250MCM 200A DEL: STOCK	40	8.150	EA	326.00
22		<b>CP58</b> CLAMP GRD WIRE TO ROD 8AWG - 1/0AWG W/ HX NUT <b>STD PKG: 50</b> DEL: STOCK	18	2.500	EA	45.00
23		<b>PTT4-35012</b> CONN TRANSFORMER 1/2STUD 4 POS AL/CU 350-10 <b>STD PKG: 24</b> DEL: STOCK	40	17.050	EA	682.00
24		<b>J8753P</b> SCREW LAG 1/2"X3" FETTER DRIVE DRIVE POINT <b>STD PKG: 250</b> DEL: STOCK	250	1.120	EA	280.00
25		<b>J1076</b> WASHER SQ 2-1/4 X 2-1/4 WITH 13/16" ID FOR 3/4 B <b>STD PKG: 200</b> DEL: STOCK	200	0.780	EA	156.00



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Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
26		<b>J1075</b> WASHER SQ 2-1/4"X3/16" FOR 5/8" BOLT <b>STD PKG: 200</b> DEL: STOCK	400	0.780	EA	312.00
27		<b>J8812</b> BOLT MACH 5/8"X12" <b>STD PKG: 50</b> DEL: STOCK	50	2.420	EA	121.00
28		<b>J8814</b> BOLT MACH 5/8"X14" <b>STD PKG: 25</b> DEL: STOCK	25	2.680	EA	67.00
29		<b>J8820</b> BOLT MACH 5/8"X20" <b>STD PKG: 25</b> DEL: STOCK	50	6.930	EA	346.50
30		<b>J8872</b> BOLT DA 5/8"X22" <b>STD PKG: 25</b> DEL: STOCK	50	7.450	EA	372.50
31		<b>ZNP010-0C-00000</b> ARR 9/10 KV DIST CLASS **MOQ 32EA** <b>STD PKG: 32</b> DEL: 10-12 WEEKS	32	76.150	EA	2,436.80
32		<b>C-1520</b> CLAMP HL BRZ 8-2/0 MAIN AND TAP <b>STD PKG: 25</b> DEL: 4-6 WEEKS	50	19.100	EA	955.00
33		<b>GSOB-15</b> STANDOFF BRACKET 15" <b>STD PKG: 100</b> DEL: STOCK	50	19.950	EA	997.50
34		<b>GSOB-8.5</b> STANDOFF BRACKET 8.5" DEL: 4-6 WEEKS	40	17.350	EA	694.00



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Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
35		<b>YS4B1P1A</b> 15KV LB POLY CUTOOUT W/NEMA B BRKT  DEL: 26 WEEKS FACTORY	60	187.460	EA	11,247.60
36		<b>J3516</b> ANCH CROSS PLATE 16" HL 150"SQ 3/4" - 5/8" ROD <b>STD PKG: 6</b>  DEL: 6 STOCK - REMAINDER 6-8 WEEKS	10	63.050	EA	630.50
37		<b>J3524-3/4</b> 24IN PLATE ANCHOR 5/8 OR 3/4  DEL: STOCK	5	181.740	EA	908.70
38		<b>PG-5718</b> GUARD GUY YELLOW 8 FT LYETHYLENE <b>STD PKG: 25</b>  DEL: STOCK	50	6.400	EA	320.00
39		<b>DS-15M</b> INSU DE SUSP 15KV SIL IRON END FITTINGS <b>STD PKG: 18</b>  DEL: STOCK	40	17.750	EA	710.00
40		<b>DS-28M</b> INSU DE SUSP 28KV SIL IRON END FITTINGS <b>STD PKG: 18</b>  DEL: 4-6 WEEKS	20	24.790	EA	495.80
41		<b>6220000-1</b> SEAL PADLOCK RED PLASTIC **MOQ 1000EA**  DEL: 4-6 WEEKS	1000	0.670	EA	670.00
42		<b>4ENDBELL</b> END BELL PVC 4" <b>STD PKG: 50</b>  DEL: STOCK	72	5.380	EA	387.36
43		<b>2ENDBELL</b> BELL END PVC 2" <b>STD PKG: 40</b>  DEL: 4-6 WEEKS	148	3.750	EA	555.00



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Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
44		<b>08047400</b> DUCT PLUG 2.00 UNIV POLY EXTENDED LIP DEL: 4-6 WEEKS	50	3.400	EA	170.00
45		<b>4PVCCPLG</b> 4" PVC COUPLING <b>STD PKG: 20</b> DEL: 4-6 WEEKS	20	3.320	EA	66.40
46		<b>31015-CEMENT</b> CEMENT PVC REGULAR DUTY CLEAR 1 QT CAN <b>STD PKG: 12</b> DEL: STOCK	48	11.360	QT	545.28
47		<b>15-std-1gal</b> LUBRICANT LUBADUK 1-GAL WIREPULLING <b>STD PKG: 6</b> DEL: STOCK	24	37.330	EA	895.92
48		<b>NN-128</b> LUBRICANT CABLE PULLINGF.O. (1 GAL PAIL <b>STD PKG: 4</b> DEL: 2 STOCK - REMAINDER 4-6 WEEKS	6	38.800	EA	232.80
49		<b>615880</b> ROD GROUND 5/8IN X 8FT CU BOND STL <b>STD PKG: 5</b> DEL: STOCK	128	27.200	EA	3,481.60
50		<b>18850</b> WIRE PULL LINE 500#2750' WHT W/GRN WRP <b>STD PKG: 32</b> DEL: STOCK	8	34.310	EA	274.48
51		<b>64P2500-03000-0</b> TAPE CABLE PULLING 3/4"X3000' 2500LB <b>STD PKG: 3000</b> DEL: STOCK	12000	0.050	EA	600.00
52		<b>LU400</b> LAMP HPSV 50000 LUMENS 400WATTS <b>STD PKG: 12</b> DEL: 3-4 WEEKS	36	19.750	EA	711.00



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Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
53		<b>LU250</b> LAMP HPSV 27500 LUMENS 250WATTS <b>STD PKG: 12</b> DEL: 3-4 WEEKS	48	15.000	EA	720.00
54		<b>SVS-54W16LED4K</b> LED STREETLIGHT FIXTURE, TYPE A SVS-54W16LED4K-G2-R3M-UNV-DMG-GY3 DEL: 4-6 WEEKS	30	215.750	EA	6,472.50
55		<b>RMF-108W32LED4K</b> LED STREETLIGHT FIXTURE, TYPE B RMF-108W32LED4K-G2-R3M-UNV-DMG-FAWS-RCDY-GY3 DEL: 4-6 WEEKS	20	332.000	EA	6,640.00
56		<b>VISCO</b> 16" WH ACRYLIC GLOBE 8" NECK DEL: 4-6 WEEKS	10	397.500	EA	3,975.00
57		<b>2PVC45EL24RB</b> ELBOW PVC 2" X 45DEG 24"RAD SCH40 BELL DEL: STOCK KENT, WA	25	14.880	EA	372.00
58		<b>2PVC90EL24RB</b> ELBOW PVC 2" X 90DEG 24"RAD SCH40 BELL DEL: STOCK KENT, WA	100	14.340	EA	1,434.00
59		<b>2PVC90EL36RB</b> ELBOW PVC 2" X 90DEG 36"RAD SCH40 BELL DEL: STOCK KENT, WA	20	20.050	EA	401.00
60		<b>4PVC90EL24RB</b> ELBOW PVC 4" X 90DEG 24"RAD SCH40 BELL DEL: STOCK KENT, WA	32	37.750	EA	1,208.00
61		<b>4PVC90EL36RB</b> ELBOW PVC 4" X 90DEG 36"RAD SCH40 BELL DEL: STOCK KENT, WA	40	46.450	EA	1,858.00
62		<b>2PVC</b> CONDUIT PVC 2"X10'L SCH40 <b>STD PKG: 1400</b> DEL: STOCK KENT, WA	14500	2.840	FT	41,180.00



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Resolution 2024-031  
2024 INVENTORY

**Quotation: U00751327.00**

Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
63		<b>4PVC</b> CONDUIT PVC 4"X10'L SCH40 <b>STD PKG: 570</b> DEL: STOCK ANCHORAGE	2280	6.450	FT	14,706.00
64		<b>2AL7STR220EPRFNPE2500R</b> WIRE 2 AL 7STR 15KV 220 EPR FN PE 2500' R <b>STD PKG: 2500</b> DEL: STOCK ANCHORAGE	3374	3.150	FT	10,628.10
65		<b>102F15-C1200-0001</b> WIRE 2 AL 15KV 220M EPR FN 2500FT R <b>STD PKG: 2500</b> DEL: STOCK ANCHORAGE	1000	3.150	FT	3,150.00
66		<b>10MAWGS500C</b> GUY STRAND 10M7 X .102" AWG 500' C <b>STD PKG: 500</b> DEL: STOCK DUE IN MID MAYQ	1500	0.480	FT	720.00
67		<b>12.5MAWGS500C</b> ALUMOWELD 12.5M 7X.114" 500' C GUY STRAND <b>STD PKG: 500</b> DEL: 10-14 WEEKS	1500	0.610	FT	915.00
68		<b>4CU19STRXHHW1000RBLK</b> WIRE 4 CU 19STR XHHW 1000' R BLK <b>STD PKG: 1000</b> DEL: STOCK L48 - 4-6 WEEKS TRANSIT	2000	1.850	FT	3,700.00
69		<b>716EHSGSA500C</b> GUY STRAND 7/16 EHS A-COAT 500' C <b>STD PKG: 500</b> DEL: STOCK L48 - 4-6 WEEKS TRANSIT	1500	0.980	FT	1,470.00
70		<b>SWEETBRIARXLP1000R</b> WIRE 4/0 AL 19STR TRI XLP URD 1000' REEL <b>STD PKG: 1000</b> DEL: STOCK ANCHORAGE	4000	2.450	FT	9,800.00
71		<b>WESLEYANXLP1000R</b> WIRE 350 AL 37STR XLP 600V URD 1000' REEL <b>STD PKG: 1000</b> DEL: STOCK ANCHORAGE	3000	4.420	FT	13,260.00



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Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
72		<b>RIDERXLP1000R</b> WIRE 500 AL 37STR TRI XLP 600V URD 1000' R <b>STD PKG: 1000</b> DEL: STOCK ANCHORAGE	926	7.540	FT	6,982.04

**SECTION TOTAL: \$223,692.38**

**QUOTE TOTAL: \$223,692.38**

### Special Notes

- 1) All items are In Stock unless otherwise noted.
- 2) All item pricing on this quote is valid for thirty days unless otherwise specified.
- 3) All applicable taxes apply.

BY ACCEPTING THIS QUOTE, YOU AGREE THAT THE ANIXTER TERMS AND CONDITIONS OF SALE PUBLISHED AT THE LINK BELOW ARE EXPRESSLY INCORPORATED INTO AND SHALL GOVERN THIS TRANSACTION.

<http://www.anixter.com/TERMSANDCONDITIONS>

**Anixter Power Solutions offers the industry's most extensive and dynamic portfolio of products, services and solutions for the Public Power, Investor-owned Utilities, Construction and Industrial markets.**

**The impacts of COVID-19 cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts COVID-19 may have on Anixter's performance or obligations herein. In the event of any delays or adverse impacts, Anixter reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.**

To	<p><b>CITY OF SEWARD</b></p> <p>Attn:</p>	<p>Date:</p> <p>Job:</p> <p>Req#:</p> <p>Quote#:</p> <p>Fax#:</p>
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## QUOTATION

#	Qty	um	Description		Price	Extension
1	30		Fuse link - TypeT 100A	Chance M100TA23	12 Weeks	\$450.00
2	20		Fuse link - TypeT 65A	Chance M65TA23	12 Weeks	\$300.00
3	30		Fuse link - TypeT 40A	Chance - M40TA23	12 Weeks	\$270.00
4	20		Open Fuse link - Type K 6A	Kearney - 32006	12 Weeks	\$2,500.00
5	20		Secondary Cold Shrink 2-500	3M - QSLV-M2-500	6 Weeks	\$1,080.00
6	20		15KV LB Elbow #2	Cooper-LE215AB00T <b>HPS 215LE40T</b>	22 Weeks	\$1,270.00
7	8		Primary Pedestal - Single Phase 30x26x1	Continental-CW326-18TH-CHU	Pending	\$8,800.00
8	36		Secondary Pedestal - Heavy Duty	Pencell #AGNS-14HP <b>AN14HDXB0005P3</b>	6 Weeks	\$13,500.00
9	10		Secondary Pedestal - High Back 10"x15"	Hubbell SF101536MDH	4 Weeks	\$13,000.00
10	10		Warning Ditch Tape	MIL 22-130	9 Stock	\$400.00
11	25		UM1-7CT		-	No Bid
12	3		UM1-8CT		-	No Bid
13	4		UM1-9CS		-	No Bid
14	8		UM1-10CS		-	No Bid
15	100		H-TAP 289 1/0 - #2	Burndy - WR289	30 Stock	\$300.00
16	100		H-TAP 399 4/0 - 2/0	Burndy - WR399	Stock	\$300.00
17	40		2 Hole Paddle 1/0 AL/CU	3M - 40132	6 Weeks	\$680.00
18	100		Ground Bushing	MacLean BVC-207	Stock	\$1,000.00
19	56		PED 350MCM 6 Hole	Homac - RAB6C	6 Weeks	\$3,360.00
20	18		Loadbreak Elbow Connectors - #2 STR	Cooper - CC2C04T	Stock	\$180.00
21	40		Loadbreak Elbow Connectors - 4/0 STR	Cooper - CC2C09T	Stock	\$400.00
22	18		Ground Rod Clamp	Blackburn JAB58H	Stock	\$63.00
23	40		4 Hole Transformer Connector - #6-250	Homac - ABP440	6 WEeeks	\$1,920.00
24	200		Lag Bolt 1/2 x 3	Joslyn - J8753P HUBBELL 508753	5 Weeks	\$500.00
25	150		3/4 X 2 1/4 Sq. Washer	Joslyn - J1076 HUBBELL 6814	5 Weeks	\$195.00
26	300		5/8 X 2 1/4 Sq. Washer	Joslyn - J1075 HUBBELL 6813	10 Weeks	\$390.00
27	50		Machine Bolt 5/8 X 12	Joslyn - J8812 HUBBELL 8812	5 Weeks	\$262.50
28	25		Machine Bolt 5/8 X 14	Joslyn - J8814 HUBBELL 8814	4 Weeks	\$137.50
29	50		Machine Bolt 5/8 X 20	Joslyn - J8820 HUBBELL 8820	5 Weeks	\$550.00
30	50		DA Bolt 5/8 X 22	Joslyn - J8872 HUBBELL 8872	5 Weeks	\$600.00
31	15		9KV Arrester	MacLean - ZNP010-0C00000	5 Weeks	\$1,350.00
32	50		Hot Line Clamp - Small	Hubbell - S1520AGP	Stock	\$1,200.00
33	50		Stand-Off Bracket - 15"	Wilcor Grounding WA15DB	Stock	\$2,250.00
34	40		Stand-Off Bracket - 8.5"	Wilcor Grounding WA85DB	6 Weeks	\$1,400.00
35	60		Cutout - 100A LB 15KV	ABB Y1ZCBNAM11 HPS <b>C730114PB</b>	8 Weeks	\$21,000.00
36	10		Anchor Plate - 16" x 5/8"	Joslyn J3516 X16	6 Weeks	\$700.00
37	5		Anchor Plate - 24" x 3/4"	Joslyn J3524-3/4 X2434	6 Weeks	\$1,000.00
38	50		Guy Marker	Preformed - PG5718	4 - 6 Weeks	\$550.00
39	40		15KV Polymer Deadend	Ohio Brass #4010150215	4 Weeks	\$1,120.00
40	20		25KV Polymer Deadend	Ohio Brass #4010250215	4 Weeks	\$760.00
41	1000		Meter Seal - Red	Brooks - 6220000-1 ( <b>1000 minimum</b> )	8 - 10 Weeks	\$1,000.00
42	72		Bell End - 4"	Cantex #5144012 Part# meb40	3 Weeks	\$540.00
43	148		Bell End - 2"	Cantex #5144008 Part# meb20	3 Weeks	\$888.00
44	50		Duct Plug - 2"	Condux - 8047400 Part# utp20	3 Weeks	\$150.00
45	25		PVC Coupling - 4"	Carlton - E941N Part# c40	3 Weeks	\$150.00
46	40		PVC Glue	Cantex 7210603 Part# ccmc20	3 Weeks	\$960.00

47	24	Pulling Soap	Pulling Soap <b>NN-128</b>	24 Stock	\$55.00	\$1,320.00
48	6	Jet Line Rope	Polywater NN-128 (SEE ABOVE)	-		
49	128	Ground Rod - 5/8" X 8'	Hubbell - C615880	Stock	\$54.00	\$6,528.00
50	8	Jet Line Rope	#PL235B, 500# Red, 2200' bucket	6 Weeks	\$100.00	\$800.00
51	4	Mule Tape	ARNCO BLWp25-3000 2500# Tested Poly	6 Weeks	\$275.00	\$1,100.00
52	30	400W HPS Bulb	Philips - C400S51	-	No Bid	
53	40	250W HPS Bulb	PHIL C250S50/ALTO Clr 250W HPS Lamp	-	No Bid	
54	30	Street Light Fixture - LED - Small	Philips - SVS-54W16LED4K-T-LE3-UNIV-DMG-RC-GY-	-	No Bid	
55	20	Street Light Fixture - LED - Large	Philips - RFM108W32LED4K-T-R3M-UNV-DMG-FAW-	-	No Bid	
56	10	16" White Globe - 8" Neck	Visco	-	No Bid	
		<b>PVC</b>				
1	25	2" - 24R 45D PVC	Part# f402004524	3 Weeks	\$20.00	\$500.00
2	100	2" - 24R 90D PVC	Part# f402009024	1 - 2 Weeks	\$20.00	\$2,000.00
3	20	2" - 36R 90D PVC	Part# f402009036	3 Weeks	\$25.00	\$500.00
4	32	4" - 24R 90D PVC	Part# f404009024	3 Weeks	\$40.00	\$1,280.00
5	40	4" - 36R 90D PVC	Part# f404009036	3 Weeks	\$50.00	\$2,000.00
6	14500	2" PVC	Part# 4020010	3 Weeks	\$3.80	\$55,100.00
7	2100	4" PVC	Part# 4040010	3 Weeks	\$9.75	\$20,475.00
		<b>WIRE</b>				
1	4250	#2 220 Mil Concentric Neutral Jacketed	163-23-3060	50 Weeks	\$5.50	\$23,375.00
2	1500	Guy Wire-10M	Part #M2.59L7	12 - 14 Wks	\$0.95	\$1,425.00
3	1500	Guy Wire-12.5	Part# M2.90L7	12 - 14 Wks	\$1.20	\$1,800.00
4	2000	#4 Covered Stranded Copper Wire	XHHW-4	6 - 8 Weeks	\$5.50	\$11,000.00
5	1500	Guy Wire-7/16"	EHS-7/16	Stock	\$2.00	\$3,000.00
6	4000	4/0 USE Triplex - "Sweetbriar"	4/0-03ALUM-UD-1000	3 Weeks	\$3.50	\$14,000.00
7	3200	350 MCM USE Triplex - "Wesleyan"	350-03ALUM-UD-	3 Weeks	\$5.25	\$16,800.00
8	1000	500 MCM USE Triplex - "Rider"	500-03ALUM-UD-1000	4 Weeks	\$7.75	\$7,750.00
9						
10						

Resolution 2024-031

Orders are subject to terms & conditions set forth at [WESCO Terms and Conditions of Sale](#) Total: \$258,179.00

Signature: \_\_\_\_\_ Terms: Net 30 Days  
 Validated: \_\_\_\_\_ F.O.B.: Shipping Point  
 Must be validated by a corp officer over \$50,000.00 Shipment **Anchorage**  
 Firm thru Quote Valid for 30 Days

Prices for wire & cable will be adjusted at time of shipment for changes in cost of metals.  
 This quotation is valid for 30 days unless otherwise specifically stated. Shipments quoted are subject to change. Potelcom assumes no liability for shipping schedules.

Qty	Source	UOP	MFG part #	Description	Callc Alt Part	Lead time	Price	Extension
100	MPS	100	BVC207	CLAMP; VISE; BRZ		6 WKS	\$6.92	\$692.00
50	MPS	50	J8492	CLAMP-GROUND ROD		6 WKS	\$2.65	\$132.50
250	MPS	250	J8753P	SCREW-LAG-1/2 X 3		14 WKS	\$1.20	\$300.00
200	MPS	200	J1076	WASHER-SQ-2 1/4 X 3/16		6 WKS	\$0.81	\$162.00
400	MPS	200	J1075	WASHER-SQ-2 1/4 X 3/16		6 WKS	\$0.85	\$340.00
50	MPS	50	J8812	BOLT-MACHINE-5/8 X12		6 WKS	\$2.87	\$143.50
25	MPS	25	J8814	BOLT-MACHINE-5/8 X14		6 WKS	\$3.25	\$81.25
50	MPS	25	J8820	BOLT-MACHINE-5/8 X20		6 WKS	\$7.65	\$382.50
50	MPS	25	J8872	BOLT-DBL ARM-5/8 X22		6 WKS	\$7.90	\$395.00
32	MPS	32	ZNP0100C00000	ARR; ZFRC; 10KV NDARRESTER 10K		6 WKS	\$57.00	\$1,824.00
50	MPS	25	C1520AP	CLAMP; HOT LINE		17 WKS	\$16.50	\$825.00
12	MPS	6	J3516	ANCHOR CROSSPLATE		7 WKS	\$73.00	\$876.00
5	MPS	1	J352434	ANCHOR CROSSPLATE		6 WKS	\$175.00	\$875.00
45	MPS	9	DS15M	DDE; IMP; 15KV TONGUE/CLEVIS		6 WKS	\$18.00	\$810.00
36	MPS	18	DS25M	DDE; IMP; 25KV TONGUE/CLEVIS		7 WKS	\$28.00	\$1,008.00
130	MPS	5	J8338	GROUND ROD-5/8 X 96		7 WKS	\$35.00	\$4,550.00
								\$0.00
								\$0.00
50	3M	50	QSLV-M2-500	Cold Shrink Quick Splice Low Voltage QSLV-M 2-500, Non-shielded, 1 kV, Bulk, 50/Case		3-4 weeks	\$39.75	\$1,987.50
				scoth buried barricade tape 368, underground warning tape RED, CAUTION BURIED				
				ELECTRIC LINE BELOW		2 weeks	\$36.00	\$0.00
								\$0.00
100	ABB		WR289			2 weeks	\$2.25	\$225.00
100	ABB		WR399			2 weeks	\$2.26	\$226.00
45	ABB	45	CVB 6 C			6-8 weeks	\$164.00	\$7,380.00
50	ABB	50	JAB58H			2 weeks	\$3.52	\$176.00
50	ABB	25	ABP 440			2 weeks	\$39.10	\$1,955.00
60	ABB		Y1ZCBNAM11	cutout		8 weeks	\$185.00	\$11,100.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
50	Wilcor		WA15DB	Stand-Off Bracket - 15"		2 weeks	\$36.65	\$1,832.50
40	Wilcor		WA85DB	Stand-Off Bracket - 8.5"		2 weeks	\$28.40	\$1,136.00
								\$0.00
								\$0.00
								\$0.00
1500				10MPCL- 10MP ALUMOCLAD 500' COIL		stock in Arkans	\$0.64	\$960.00
1500				12.5MP ALUMOCLAD 500' COIL		stock in TX	\$0.76	\$1,140.00
1500				7/16-7STR-EHS-250		stock in Arkans	\$1.44	\$2,160.00
4000				sweet briar - 4/0-03ALUM-UD-1000'		stock in WA	\$2.52	\$10,080.00
4000				WESLEYAN - 350-03ALUM-UD-1000'		stock in WA	\$3.87	\$15,480.00
1000				RIDER - 500-03ALUM-UD-1000'		stock in NV	\$5.94	\$5,940.00
				<b>wire pricing - 10,000lbs or more to make freight allowed, above BOM adds up to 10,439 non cancellable, non returnable</b>				\$0.00
								\$0.00
								\$0.00
25			78006006766	2" - 24R 45D PVC		stock in AZ	\$9.00	\$225.00
100			78006006716	2" - 24R 90D PVC		stock in AZ	\$11.00	\$1,100.00
20			78006006718	2" - 36R 90D PVC		stock in AZ	\$16.00	\$320.00
40			78006006736	4" - 24R 90D PVC		stock in AZ	\$32.00	\$1,280.00
40			78006006738	4" - 36R 90D PVC		stock in AZ	\$37.00	\$1,480.00
1400			78006006006	2" PVC		stock in AZ	\$2.75	\$3,850.00
570			78006006010	4" PVC		stock in AZ	\$7.50	\$4,275.00
				<b>All PVC is SCH 40</b>				\$0.00



## Resolution 2024-032

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA, AUTHORIZING THE CITY MANAGER TO PURCHASE TRANSFORMERS FROM GENERAL PACIFIC IN THE AMOUNT OF \$128,409.00 PLUS A 10% CONTINGENCY AND APPROPRIATING FUNDS

### Documents:

- Agenda Statement
- Resolution 2024-032
- Attachments:
  - General Pacific Transformer Quote
  - Potelcom Transformer Quote



## City Council Agenda Statement

**Meeting Date:** June 10, 2024

**To:** City Council

**Through:** Kat Sorensen, City Manager

**From:** Brian Hickey, Electric General Manager

**Subject:** Resolution 2024-032; Authorizing the City Manager to Purchase Transformers from General Pacific in the Amount of \$128,409.00 Plus a 10% Contingency and Appropriating Funds

### Background and justification:

The Electric Department requires electrical transformers in inventory to meet the needs of the utility consumers, both new services and maintenance of existing services. The Electric Department has evaluated the expected need for 2024 and has determined the inventory needs. We requested four (4) electrical vendors quotes and received two (2).

General Pacific was the lowest bidder at \$128,409.00. The funds are in the approved 2023-2024 budget under account #15000-3000-7221.

### Comprehensive and Strategic Plan Consistency Information

This legislation is consistent with (citation listed):

Comprehensive Plan: 2.2.8 City Government, create a funding mechanism for the repair and replacement of city infrastructure

Strategic Plan: \_\_\_\_\_

Other: \_\_\_\_\_

### Certification of Funds

Total amount of funds listed in this legislation: \$ 141,249.00

This legislation (✓):

- Creates revenue in the amount of: \$ \_\_\_\_\_
- Creates expenditure in amount of: \$ 141,249.00
- Creates a savings in the amount of: \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (✓):

- Budgeted Line item(s): 15000-3000-7221
- Not budgeted
- Not applicable

**Fund Balance Information**

Affected Fund (✓):

<input type="checkbox"/> General	<input type="checkbox"/> SMIC	<input checked="" type="checkbox"/> Electric	<input type="checkbox"/> Wastewater
<input type="checkbox"/> Boat Harbor	<input type="checkbox"/> Parking	<input type="checkbox"/> Water	<input type="checkbox"/> Healthcare
<input type="checkbox"/> Motor Pool	<input type="checkbox"/> Other	_____	

*Note: amounts are unaudited*

Available Net Position \$ 8,543,583

Finance Director Signature: Sully Jusino

**Attorney Review**

<input type="checkbox"/> Yes	Attorney Signature: _____
<input checked="" type="checkbox"/> Not applicable	Comments: _____
	_____

**Administration Recommendation**

<input checked="" type="checkbox"/> Adopt Resolution	
<input type="checkbox"/> Other:	_____

Sponsored by: Sorensen

**CITY OF SEWARD, ALASKA  
RESOLUTION 2024-032**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEWARD,  
ALASKA, AUTHORIZING THE CITY MANAGER TO PURCHASE  
TRANSFORMERS FROM GENERAL PACIFIC IN THE AMOUNT OF  
\$128,409.00 PLUS A 10% CONTINGENCY AND APPROPRIATING FUNDS**

**WHEREAS**, the Electric Department requires electrical transformers in inventory to meet the needs of the utility's consumers, both for new services and maintenance of existing services; and

**WHEREAS**, the Electric Department has evaluated the expected 2024 new service activities, typical operations and maintenance needs, and current stock of transformers and has determined the required inventory levels and

**WHEREAS**, the Electric Department requested quotes from four (4) electrical vendors for estimated transformer requirements for 2024; only two (2) quotes were received; and

**WHEREAS**, General Pacific is the lowest responsive bidder at \$128,409.00; and,

**WHEREAS** these funds are in the approved 2023-2024 budget under account 15000-3000-7221. After the annual material supplies resolution 2024-031, the expense line account for operating materials needs an appropriation of \$87,310.62 from the unassigned fund account.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA, that:**

**Section 1.** The City Manager is authorized to enter into a purchase agreement with General Pacific in the amount of \$128,409.00 plus a 10% contingency.

**Section 2.** Funding not to exceed \$141,249.00 is hereby transferred from Account 15000-3000-7221 for the FY24 budget.

**Section 3.** Funding in the not-to-exceed amount of \$87,311.00 appropriated from the Electric unassigned fund account no. 15000-0000-3400 to account 1500-3000-7221.

**Section 4.** This resolution shall take effect immediately upon adoption.

**PASSED AND APPROVED** by the City Council of the City of Seward, Alaska this 10<sup>th</sup> day of June, 2024.

**CITY OF SEWARD, ALASKA**  
**RESOLUTION 2024-032**  
Page 2 of 2

**THE CITY OF SEWARD, ALASKA**

---

**Sue McClure, Mayor**

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

**ATTEST:**

---

Kris Peck  
City Clerk

(City Seal)

# QUOTATION

Resolution 2024-032

General Pacific, Inc.

P.O. Box. 70  
Fairview, OR 97024  
USA  
503-907-2900

Order Number	
1314184	
Order Date	Page
05/01/2024 13:31:45	1 of 2

Quote Expires On: 05/31/2024

**Bill To:**

Seward, City of  
PO Box 167  
Seward, AK 99664-0167  
US

**Ship To:**

Seward, City of  
410 Adams St  
Seward, AK 99664

1-907-224-4050

Requested By: Tatiana Calenici

Customer ID: 107850

<b>PO Number</b>	<b>Ship Route</b>	<b>Taker</b>
RFQ Padmount 723472.00	ANY	CCARTE

<b>Quantities</b>					<b>Item ID</b>	<b>Pricing UOM</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>Ordered</b>	<b>Allocated</b>	<b>Remaining</b>	<b>UOM Unit Size</b>	<b>Disp.</b>					

**Delivery Instructions:** ERMCO Care Of Shipping Instructions:  
Please ship in c/o Span Alaska for delivery to the City of Seward

17.0000	0.0000	17.0000	EA		ERM 25 KVA	EA	3,396.0000	57,732.00
---------	--------	---------	----	--	------------	----	------------	-----------

1.0 1PH PADMOUNT  
Per QT 723472.01

ANSI II, 12470GRDY87200 95BIL 1BU, NO TAPS, LV 240/120 LHL, Loop Feed w/ 200amp strap, Wells & Inserts, 14GA Mild Steel door

8/24 Production

10.0000	0.0000	10.0000	EA		ERM 37.5	EA	3,765.0000	37,650.00
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1.0 1PH PADMOUNT  
Per QT 723472.02

Low Profile, ANSI II, Loop Feed w/ 200amp strap, 1 PH, HV 12470GRDY/7200, NO TAPS, LV 240/120 LHL, wells & inserts, 14GA mild steel door

8/24 Production

6.0000	0.0000	6.0000	EA		ERM 50 KVA	EA	4,556.0000	27,336.00
--------	--------	--------	----	--	------------	----	------------	-----------

1.0 1PH PADMOUNT

General Pacific, Inc.

P.O. Box. 70  
Fairview, OR 97024  
USA  
503-907-2900

**QUOTATION**  
Resolution 2024-032

Order Number	
1314184	
Order Date	Page
05/01/2024 13:31:45	2 of 2

Quote Expires On: 05/31/2024

Quantities					Item ID Item Description	Pricing UOM Unit Size	Firm Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM Unit Size	Disp.				

Per QT 723472.03

Low Profile, ANSI II, Loop Feed w/ 200amp strap, 1 PH, HV 12470GRDY/7200, NO TAPS, LV 240/120 LHL, wells & inserts, 14GA mild steel door

8/24 Production

1.0000	0.0000	1.0000	EA		ERM 75KVA 1-PH PADMOUNT	EA	5,656.0000	5,656.00
				1.0	transformer		1.0	

Per QT 723472.0

Low Profile, ANSI II, Loop Feed w/ 200amp strap, 1 PH, HV 12470GRDY/7200, NO TAPS, LV 240/120 LHL, wells & inserts, 14GA mild steel door

8/24 Production

Total Lines: 4

**SUB-TOTAL:** 128,374.00  
**TAX:** 35.00  
**AMOUNT DUE:** 128,409.00  
U.S. Dollars

*Thank you!*  
*Anthony Card*

Resolution 2024-032

CUSTOMER COPY

QUOTE # 723472-00  
QUOTED DATE 4/25/24

General Pacific, Inc.  
22414 NE Townsend Way  
PO Box 70  
Fairview, OR 97024

SHIP TO:  
CITY OF SEWARD 234 4TH AVE  
SEWARD, AK 99664 EXW= WA  
C/O PACIFIC FREIGHTWAYS  
2812 70TH AVE. E  
FIFE WA98424

DESCRIPTION PRODUCT NUMBER QTY UNIT PRICE

TRANSFORMER LOSS DATA IS BASED ON ANSI C57.12.00:

LOSS GRT: AVE VOLT% : 100

NL TEMP BASIS: 85 LL TEMP BASIS: 85

QUOTED PER THE DESCRIPTION PROVIDED WITH THE RFQ ONLY, NO SPECIFICATION ON FILE

-----  
QUOTED WITH DUAL SENSING FUSING PER THE SPECIAL INSTRUCTIONS SECTION OF THE PROVIDED CHECK SHEET

-----  
EVALUATED TO MEET DOE 2016 REQUIREMENTS

ITEM 1  
PADMOUNT DIST. TRANSFORMER PADMOUNT 1 \$3,396.00  
ITEM# : 1.00

NL= 49 LL= 365 IZ=2.400 TL= 414

OPTIONS BEGIN.....

- TYP2A LOW PROFILE, ANSI STD. TYPE II
- L LOOP FEED WITH 200 AMP STRAP
- 025 25 KVA
- 001 12470GRDY/7200 95BIL 1BU
- 001G 12470GRDY/7200
- 001 NO TAPS
- 441 240/120 (3 LVBU ONLY) LHL
- E58 GENERIC DUAL/LOAD (DS) BAYO & ISO
- A00 ECI ISOLATION LINK BY CONFIGURATOR
- 103 GENERC WELL REPL STUD 3-91 OR 3-99
- 100 ERMCO STANDARD INSERTS
- 000 COPPER STUD SECONDARY BUSHINGS.
- 000 NO CONNECTORS REQUIRED
- 014 14GA MILD STEEL DOOR
- 0 STD TX MINERAL OIL

OPTIONS END.....

ITEM 2  
PADMOUNT DIST. TRANSFORMER PADMOUNT 1 \$3,765.00  
ITEM# : 2.00

NL= 71 LL= 467 IZ=2.200 TL= 538

OPTIONS BEGIN.....

- TYP2A LOW PROFILE, ANSI STD. TYPE II
- L LOOP FEED WITH 200 AMP STRAP
- 037 37.5 KVA

**General Pacific, Inc.**  
22414 NE Townsend Way  
PO Box 70  
Fairview, OR 97024

SHIP TO:  
CITY OF SEWARD 234 4TH AVE  
SEWARD, AK 99664 EXW= WA  
C/O PACIFIC FREIGHTWAYS  
2812 70TH AVE. E  
FIFE WA98424

DESCRIPTION	PRODUCT NUMBER	QTY	UNIT PRICE
001	12470GRDY/7200	95BIL 1BU	
001G	12470GRDY/7200		
001	NO TAPS		
441	240/120 (3 LVBU ONLY) LHL		
E58	GENERIC DUAL/LOAD (DS) BAYO & ISO		
A00	ECI ISOLATION LINK BY CONFIGURATOR		
103	GENERIC WELL REPL STUD 3-91 OR 3-99		
100	ERMCO STANDARD INSERTS		
000	COPPER STUD SECONDARY BUSHINGS.		
000	NO CONNECTORS REQUIRED		
014	14GA MILD STEEL DOOR		
0	STD TX MINERAL OIL		
OPTIONS END.....			

ITEM 3  
 PADMOUNT DIST. TRANSFORMER PADMOUNT  
 ITEM# : 3.00  
 NL= 27 LL= 804 IZ=3.000 TL= 831  
 OPTIONS BEGIN.....

1 \$4,556.00

TYP2A	LOW PROFILE, ANSI STD. TYPE II		
L	LOOP FEED WITH 200 AMP STRAP		
050	50 KVA		
001	12470GRDY/7200	95BIL 1BU	
001G	12470GRDY/7200		
001	NO TAPS		
441	240/120 (3 LVBU ONLY) LHL		
E58	GENERIC DUAL/LOAD (DS) BAYO & ISO		
A00	ECI ISOLATION LINK BY CONFIGURATOR		
103	GENERIC WELL REPL STUD 3-91 OR 3-99		
100	ERMCO STANDARD INSERTS		
000	COPPER STUD SECONDARY BUSHINGS.		
000	NO CONNECTORS REQUIRED		
014	14GA MILD STEEL DOOR		
0	STD TX MINERAL OIL		
OPTIONS END.....			

ITEM 4  
 PADMOUNT DIST. TRANSFORMER PADMOUNT  
 ITEM# : 4.00  
 NL= 39 LL= 1042 IZ=2.800 TL= 1081  
 OPTIONS BEGIN.....

1 \$5,656.00

Resolution 2024-032

QUOTE # 723472-00

QUOTED DATE 4/25/24

CUSTOMER COPY

**General Pacific, Inc.**  
22414 NE Townsend Way  
PO Box 70  
Fairview, OR 97024

SHIP TO:  
CITY OF SEWARD 234 4TH AVE  
SEWARD, AK 99664 EXW= WA  
C/O PACIFIC FREIGHTWAYS  
2812 70TH AVE. E  
FIFE WA98424

<u>DESCRIPTION</u>	<u>PRODUCT NUMBER</u>	<u>QTY</u>	<u>UNIT PRICE</u>
TYP2A	LOW PROFILE, ANSI STD. TYPE II		
L	LOOP FEED WITH 200 AMP STRAP		
075	75 KVA		
001	12470GRDY/7200	95BIL 1BU	
001G	12470GRDY/7200		
001	NO TAPS		
441	240/120 (3 LVBU ONLY) LHL		
E58	GENERIC DUAL/LOAD (DS) BAYO & ISO		
A00	ECI ISOLATION LINK BY CONFIGURATOR		
103	GENERIC WELL REPL STUD 3-91 OR 3-99		
100	ERMCO STANDARD INSERTS		
000	COPPER STUD SECONDARY BUSHINGS.		
000	NO CONNECTORS REQUIRED		
014	14GA MILD STEEL DOOR		
0	STD TX MINERAL OIL		
OPTIONS END.....			

ORDER MUST SHIP COMPLETE

100% CTR @ TIME OF SHIPMENT

To	<h2 style="margin: 0;">CITY OF SEWARD</h2>	Date: Job: Req#: Quote#: Fax#:
	Attn:	

## QUOTATION

#	Qty	um	Description	Price	Extension
	17		25KVA- UG: Single Phase 7.2 / 12.5kV 120/240V	76 Weeks \$7,250.00	\$123,250.00
	10		37.5 KVA- UG: Single Phase 7.2 / 12.5kV 120/240V	76 Weeks \$8,350.00	\$83,500.00
	6		50KVA- UG: Single Phase 7.2 / 12.5kV 120/240V	76 Weeks \$6,425.00	\$38,550.00
	1		75KVA- UG: Single Phase 7.2 / 12.5kV 120/240V	76 Weeks \$8,100.00	\$8,100.00

Orders are subject to terms & conditions set forth at [WESCO Terms and Conditions of Sale](#) Total: **\$253,400.00**

Signature: \_\_\_\_\_ Terms: **Net 30 Days**  
 Validated : \_\_\_\_\_ F.O.B.: **Shipping Point**  
 Must be validated by a corp officer over \$50,000.00 Shipment **Anchorage**  
 Firm thru **Quote Valid for 30 Days**

Prices for wire & cable will be adjusted at time of shipment for changes in cost of metals.  
 This quotation is valid for 30 days unless otherwise specifically stated. Shipments quoted are subject to change. Potelcom assumes no liability for shipping schedules.



## Resolution 2024-033

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A TWO-YEAR FACILITY USE AGREEMENT BETWEEN THE CITY OF SEWARD AND THE ALASKA VOCATIONAL TECHNICAL CENTER FOR THE USE OF THE STUDENT SERVICES BUILDING FOR PUBLIC RECREATION**

### Documents:

- Agenda Statement
- Resolution 2024-033
- Attachments:
  - SPRD-AVTEC Facility Use Agreement
  - Sports and Recreation Budget
  - Sports and Recreation/AVTEC Revenue and Public Use Comparisons



## City Council Agenda Statement

**Meeting Date:** June 10, 2024

**To:** City Council

**Through:** Kat Sorensen, City Manager

**From:** Melanie Hauze, Director of Parks and Recreation

**Subject:** Resolution 2024 – 033; Authorizing the City Manager to Enter into a Two-Year Facility Use Agreement Between the City of Seward and the Alaska Vocational Technical Center for the Use of the Student Services Building for Public Recreation

**Background and justification:**

The Alaska Vocational Technical (AVTEC) Student Services Center (SSC) facility provides a viable recreation site for the public in a variety of programs including roller skating, youth basketball leagues, youth and adult open gym, adult basketball league, wallyball, pickleball, volleyball, and racquetball leagues and programs, weightlifting, cardio and dance classes, rock wall climbing, annual special events, and other special programs.

The current one-year contract between the City of Seward and AVTEC expires on June 30, 2024. This contract proposal is for a two-year duration of July 1, 2024 through June 30, 2026 at the amount of \$435 per day. The Sports and Recreation Department is now operating 7 days a week. Appropriation of funds is necessary for the remainder of the 2024 budget year.

The revenue for the recreation department need adjustment reflecting the 7 days a week program, It will represent a revenue increase of \$21,000.00.

**Comprehensive and Strategic Plan Consistency Information**

This legislation is consistent with (citation listed):

Comprehensive Plan: 2.2 Recreation 2.2.7 Community Partnerships 3.6 Recreation Page

Strategic Plan: Page 3 Recreation and Leisure Page 12 Develop Additional Recreation

Other: \_\_\_\_\_

**Certification of Funds**

Total amount of funds listed in this legislation: \$ 0

This legislation (✓):

<input checked="" type="checkbox"/>	Creates revenue in the amount of:	\$ <u>21,000.00</u>
<input checked="" type="checkbox"/>	Creates expenditure in amount of:	\$ <u>435 per day use</u>
<input type="checkbox"/>	Creates a savings in the amount of:	\$ _____

Has no fiscal impact

Funds are (✓):

<input checked="" type="checkbox"/>	Budgeted	Line item(s):	<u>Sports and Recreation Acct. 7017 Rents and Leases, 01000-1420-7017</u>
<input checked="" type="checkbox"/>	Not budgeted		<u>\$50,000 for the remainder of 2024.</u>
<input type="checkbox"/>	Not applicable		

**Fund Balance Information**

Affected Fund (✓):

<input checked="" type="checkbox"/>	General	<input type="checkbox"/>	SMIC	<input type="checkbox"/>	Electric	<input type="checkbox"/>	Wastewater
<input type="checkbox"/>	Boat Harbor	<input type="checkbox"/>	Parking	<input type="checkbox"/>	Water	<input type="checkbox"/>	Healthcare
<input type="checkbox"/>	Motor Pool	<input type="checkbox"/>	Other				

*Note: amounts are unaudited*

Available Fund Balance \$ 8,729,435.07

Finance Director Signature: Sully Jusino

**Attorney Review**

<input checked="" type="checkbox"/>	Yes	Attorney Signature:	<u>Sam Savarid</u>
<input type="checkbox"/>	Not applicable	Comments:	<u></u>

**Administration Recommendation**

<input checked="" type="checkbox"/>	Adopt Resolution
<input type="checkbox"/>	Other: <u></u>

Sponsored by: Sorensen

**CITY OF SEWARD, ALASKA  
RESOLUTION 2024-033**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEWARD,  
ALASKA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A  
TWO-YEAR FACILITY USE AGREEMENT BETWEEN THE CITY OF  
SEWARD AND THE ALASKA VOCATIONAL TECHNICAL CENTER FOR  
THE USE OF THE STUDENT SERVICES BUILDING FOR PUBLIC  
RECREATION**

**WHEREAS**, the Alaska Vocational Technical (AVTEC) Student Services Center (SSC) facility provides a viable recreation site for the public in a variety of programs including: roller skating, youth basketball leagues, youth and adult open gym, adult basketball league, wallyball, pickleball, volleyball and racquetball leagues and programs, weightlifting, cardio and dance classes, rock wall climbing, annual special events, and other special programs; and

**WHEREAS**, for a number of years the City of Seward and the State of Alaska Department of Labor and Workforce Development Alaska Vocational Technical Center (AVTEC) have entered into facility use agreements to best utilize the facility and offer recreational opportunities to the public; and

**WHEREAS**, the current operating contract between the City of Seward and AVTEC expires on June 30, 2024; and

**WHEREAS**, the term of the new contract is July 1, 2024 through June 30, 2026; and

**WHEREAS**, the recreation department is now operating seven days a week. Appropriating funds of \$50,000 is necessary for the remainder of the FY24 operating budget; and

**WHEREAS**, the revenue for the recreation department needs adjustment reflecting the seven days a week operations; it will represent a revenue increase of \$21,000.00

**WHEREAS**, the AVTEC facility provides valuable space for Seward Parks and Recreation to offer events to the Seward community.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA**, that:

**Section 1.** The City Council hereby authorizes the City Manager to enter a two-year facility use agreement between the City of Seward and the Alaska Vocational Technical Center (AVTEC) for the use of the Student Services Center.

**Section 2.** Funding in the amount of \$50,000.00 is hereby transferred and appropriated on the expense line 01000-1420-7017 Rent and Leases expense account.

**CITY OF SEWARD, ALASKA  
RESOLUTION 2024-033**

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**Section 3.** The FY24 budget for the Sport and Recreation departments is hereby amended, and funds are hereby appropriated according to the adjustments on the revenues increase for Class Registration (\$3,000.00), Facility Rental (\$10,000.00) and Special Event (\$8,000.00)

**Section 4.** This resolution shall take effect immediately upon adoption.

**PASSED AND APPROVED** by the City Council of the City of Seward, Alaska this 10<sup>th</sup> day of June, 2024.

**THE CITY OF SEWARD, ALASKA**

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**Sue McClure, Mayor**

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

**ATTEST:**

---

Kris Peck  
City Clerk

(City Seal)

**FACILITY USE AGREEMENT BETWEEN**  
**City of Seward Parks and Recreation Department**  
**And**  
**Alaska Department of Labor and Workforce Development**  
**Alaska Vocational Technical Center**

- 1) PURPOSE, DURATION AND RENEWAL:** This agreement is between the Alaska Department of Labor and Workforce Development, Division of the Alaska Vocational Technical Center, hereinafter referred to as “DOLWD AVTEC” and the City of Seward Parks and Recreation Department, hereinafter referred to as “SPRD” and outlines the duties and expectations of the DOLWD AVTEC and the SPRD regarding the use of the recreational areas and equipment located on the first floor of the AVTEC Student Service Center, hereinafter called the “facility” (excluding the ceramics room and AVTEC Recreation Specialist office) for the purposes of the City of Seward parks and recreation program.

This agreement is effective July 1, 2024 for the duration of two years, expiring on June 30, 2026. This timeframe is intended to allow for both parties to notify and get feedback and approval of changes and renewal from their respective oversight bodies. Should this agreement expire before terms of renewal are reached, an extension of the existing agreement will be granted on a month-to-month basis until renewal terms or cancellation is agreed upon by the respective oversight authorities.

- 2) PERMITTED USES AND LIMITATIONS:** AVTEC agrees to permit the described use of the facility/premises under the following terms and conditions:
- a) The SPRD is solely responsible for assuring that the facility is not used for any unlawful purposes or unsafe activity during its use and shall enforce and comply with all DOLWD AVTEC policies, rules and regulations and any applicable federal, state, or municipal law including any applicable fire or building codes. SPRD shall always adhere to all minimum requirements set by the Fire Marshall during the activities or events.
  - b) DOLWD AVTEC reserves the right to enforce all applicable laws, policies, rules and regulations. DOLWD AVTEC retains the right to enter any and all premises at any time, and on any occasion without restrictions whatsoever. SPRD shall stop the event/activity immediately upon instruction of authorized DOLWD AVTEC personnel and clear the facility upon the sounding of the fire alarms or at the request of the authorized DOLWD AVTEC personnel. DOLWD AVTEC retains the right to direct the interruption of any event in the interest of public safety and to terminate such event when, in the sole judgment of DOLWD AVTEC administration or their designee such act is in the interest of public safety. SPRD hereby waives any claims for damages or compensation should the event be so interrupted or terminated.
  - c) SPRD shall ensure that no alcoholic beverages, illegal drugs, cannabis products, tobacco products, or firearms are brought into the facility, premises or any part of the facility, including parking lots; tobacco use is permitted in designated areas only, SPRD staff will

enforce this policy and report repeated abuse to the DOLWD AVTEC Operations Manager or their designee. Repeat offenders may be restricted from use of the facility.

- d) SPRD shall not drive, or permit to be driven, any nails, hooks, tacks, or screws in any part of the building not covered with cork-like material designed to be resilient and cover up small holes, nor shall the SPRD make or allow to be made any building alteration of any kind. It is intended that SPRD is allowed to utilize for posting bulletins and signage, mounted bulletin boards and areas of the first floor walls which are covered with cork-like material designed for resilience after being penetrated by tacks or small nails.
  - e) SPRD shall use only the requested portion of the facility and shall ensure that no other portion of the facility is used or entered during SPRD scheduled use. Anyone (including members, guests, or invitees) who enters any areas other than those designated may be ejected and/or restricted from the premises and SPRD may be held responsible for damages that occur as a result.
  - f) All SPRD staff must participate in the Wellness Center orientation during their first month of employment to ensure they are knowledgeable in the appropriate use of all fitness equipment and can properly monitor the users. The DOLWD AVTEC staff is available, by appointment, for staff orientation to the proper care and use of the equipment in the Wellness Center.
- 3) **AREAS & SCHEDULE OF USE:** The SPRD will have access to and use of the facility under this agreement (Between July 1, 2024 and June 30, 2026) on a per-day basis between the hours of 8:00 AM and 9:00 PM and will submit written schedules of the dates and times for its use of the facility to the DOLWD Operations Manager or their designee. Submitted schedules and changes or additions will be accepted and made in consultation with the DOLWD AVTEC Operations Manager or their designee. Dates for SPRD planned usage should be submitted in writing to the DOLWD AVTEC Operations Manager or their designee at least 30 days prior to the usage for scheduling purposes.
- a) Fee for SPRD use of the facility when AVTEC is able to provide regular 5-day per week custodial services, as were provided during the period July 2023-June 2024, will be **\$435** per day.
    - 1) In the event AVTEC is not able to provide regular custodial service as has been provided during the period July 2023-June 2024, SPRD staff will be expected to complete the daily and weekly tasks in Appendix A, and the fee for use of the facility will be **\$250** per day. In this event section 7 will be understood to be modified to follow this subsection.
    - 2) In the event that AVTEC is able to provide only 3 day per week custodial service similar to what has been provided during the period July 2023-June 2024, SPRD staff will be expected to complete the daily and coordinate weekly tasks in Appendix A with AVTEC custodial Lead on days when AVTEC custodian is not available, and the fee for use of the facility will be **\$300** per day. In this event section 7 will be understood to be modified to follow this subsection.
  - b) Access to other areas may be requested and granted, with or without additional cost, and depending on availability, in writing to the DOLWD AVTEC Operations Manager or their designee at least one week in advance.

- c) SPRD staff may utilize the SPRD office area as needed for business purposes only at any time during the entire contract period. This does not include use of or access to recreational facilities other than when the facility is open to the public through SPRD.
  - d) The sauna will be available five (5) days per week for four hours each use, split equally between male and female use times; there is no co-ed sauna.
  - e) The gym will be available for use by the DOLWD AVTEC Student Activities program, from 6:30 PM – 9:00 PM at least two evenings per week between Monday and Thursday from August 1<sup>st</sup> through May 31<sup>st</sup>; scheduled days to be determined between the DOLWD AVTEC Student Activities department and the SPRD no less than one (1) week in advance; SPRD users and DOLWD AVTEC students are all welcome to participate in AVTEC Student Activities department activities held in the gymnasium on days when the facility is open to the public through SPRD.
  - f) Individuals who present a valid AVTEC Identification card will be allowed access to the wellness center, locker rooms, multi-purpose room, sauna (during open hours), racquetball court, and gymnasium at no charge; Valid AVTEC ID holders may bring one (1) guest free of charge, who shall remain with the AVTEC ID holder for the duration of the use of the facility. All ID holders and guests are subject to the rules and regulations of the SPRD and AVTEC DOLWD. Questions about validity of AVTEC ID or other issues regarding AVTEC ID holders or guests can be directed to the DOLWD AVTEC Operations Manager or their designee for resolution up to and including restriction to facility use by individuals requesting improper access. SPRD programs, leagues, and classes are not included in this section.
  - g) To participate in SPRD programs, leagues and classes, DOLWD AVTEC student ID holders will be offered the discounted 'Early Bird' rate available to all participants regardless of when they register. One (1) team from the DOLWD AVTEC Student Activities program will be eligible for a team fee waiver for recreational sport leagues utilizing the Student Service Center facility.
  - h) 'Black Out Dates' are days when the Gymnasium or other parts of the 1<sup>st</sup> floor of the Student Services center will not be available for use. AVTEC reserves the right to change these dates with two weeks notice to SPRD
    - a. Two days in early August for AVTEC staff in-service
    - b. Two days in early August for AVTEC new student orientation
    - c. One evening in early August for AVTEC student housing meeting
    - d. Two days in October to for the AVTEC Fall Job Fair.
    - e. Two days in mid December for AVTEC student graduation
    - f. Two days in early January for AVTEC new student orientation
    - g. One evening in early January for AVTEC student housing meeting
    - h. Two days in Spring for AVTEC Job Fair
    - i. Two days in Spring for AVTEC/Community Health Fair
    - j. Two days in mid-May for AVTEC student graduation
    - k. Other yet unscheduled special events which AVTEC will provide notice to SPRD at least two weeks in advance
- 4) **LARGE EVENTS:** Notice of large events (greater than fifty [50] participants, including spectators) will be provided to the DOLWD AVTEC Operations Manager or their designee not less than one (1) week in advance. Notice will include the date(s), the type of event and anticipated number of spectators in attendance. Large events of greater than fifty (50) users,

including spectators, will require additional SPRD staff coverage for security and building monitoring during the event and clean up to remove overflowing garbage cans, general litter, and refuse pickup during and at the end of the event; If additional DOLWD AVTEC custodial services are required beyond the normal daily custodial services as a result of a large event, the SPRD will be charged a rate of \$50 per hour with a minimum charge of two hours for the cleanup.

Spectators will be held to the same uses and limitations as SPRD registered users and subject to the same consequences of violation including immediate removal from the facility and up to permanent restriction of access to the facility.

- 5) **PERSONAL PROPERTY:** Loss of, or damage to any personal property of the SPRD users, employees, agents or invitees during scheduled use hours and planned events is the sole responsibility of the SPRD.
- 6) **EQUIPMENT:** The SPRD will provide all reasonable equipment needed by SPRD programs; storage space will be provided by DOLWD AVTEC.

All equipment owned by SPRD and DOLWD AVTEC should be in good working condition. Staff of SPRD are to promptly notify the DOLWD AVTEC Operations Manager or their designee in writing, of DOLWD AVTEC equipment that needs repair. Lack of timely reporting of broken equipment may result in additional charges for repairing or replacing any equipment or other property that is lost, damaged, or otherwise rendered unfit for use. The DOLWD AVTEC reserves the right to make or contract repair of such damages as it deems appropriate and negotiate with SPRD and/or the SPRD or DOLWD AVTEC users responsible for any intentional or unintentional damage, the actual costs of parts, materials, and labor and any potential loss of use of the facility as a result, outside of normal wear and tear.

- 7) **CUSTODIAL & MAINTENANCE:** Regular custodial services for five days each week (specified under Appendix A), maintenance and repair of DOLWD AVTEC equipment and facilities will be provided by DOLWD AVTEC staff for the duration of this agreement. The facility will be unavailable for one week each during the DOLWD AVTEC winter and summer break for deep cleaning; closure dates to be determined between the DOLWD AVTEC Operations Manager or their designee and the SPRD staff.

General cleaning and facility monitoring to be completed shall be as follows:

#### **GENERAL CLEANING (SPRD):**

- a) General cleanup during daily use of the facility; DOLWD AVTEC shall provide access to a custodial closet for general cleaning purposes; cleaning supplies and garbage bags will be stocked in that location. SPRD is intended to pick up garbage left around the facility and messes/spills, but not regularly perform routine custodial tasks like mopping or sweeping except on days when AVTEC custodial services are not available (weekends and days falling under sections 3a or 3b in this agreement. In the event sections 3a or 3b are in effect, tasks specified in Appendix A will be completed as required by SPRD)

- b) As needed during facility operations, clean up hazards such as spills, overflowing trash, and excessive dirt brought into the building as it occurs during SPRD hours and isolate any area determined unsafe, contaminated, or too dirty for use as off limits and then notify DOLWD AVTEC Operations Manager or their designee as soon as possible so that the situation be promptly remedied.
- c) Keep bottles of cleaning solution full and clean cloths available for users in the Wellness Center to clean the equipment during and after use. Notify DOLWD AVTEC when cloths need laundering and replacing.

### **MONITORING FACILITY (SPRD)**

- a) Monitoring all users, including DOLWD AVTEC ID holders and guests, using sign in and out documentation during SPRD scheduled hours; provide a monthly user report to DOLWD AVTEC that includes the number of users by type and purpose of use.
- b) Assume responsibility for the control of SPRD users, employees, participants, and spectators during SPRD scheduled hours and events. Promptly report misconduct of DOLWD AVTEC ID holders and guests along with notable incidents involving damage to facilities or equipment, injuries, or improper behavior to the DOLWD AVTEC Operations Manager or their designee.
- c) Visually inspect all areas of the facility at least hourly (more frequently or constantly when there are large numbers of users) for safety and to ensure appropriate use of equipment and facility & to monitor behavior of the users; visually inspect and completely wipe down all Wellness Center exercise equipment at least once daily at the close of business; Monitor the Wellness Center, when in use, for safety, appropriate usage, and enforcement of published rules.
- d) Conduct a general sweep of the facility when the SPRD hours end, for cleanup of garbage left around by SPRD users and to be certain all users have exited the building after locking the Fourth Avenue entrance.
- e) The DOLWD AVTEC staff will conduct periodic inspections and notify SPRD and DOLWD AVTEC Operations Manager or their designee of issues that arise as a result.

### **MAINTENANCE REQUESTS:**

- a) Any equipment found to need repair should be marked with "Out of Order" signage and notification made to the DOLWD AVTEC Operations Manager or their designee as soon as possible, in writing, of the maintenance needs.
- b) Notification of the need for general maintenance and repair of the facility should be reported as soon as possible, in writing, to the DOLWD AVTEC Operations Manager or their designee; If an emergency repair is needed call the Residence Life staff at 907-224-6100.
- c) Closure of the facility by DOLWD AVTEC for major maintenance issues, with the exception of the need to close for emergency repairs or an emergency involving **a public safety concern**, shall be negotiated prior to scheduling the repairs to make the least service and fiscal impact on the SPRD users and programming.

- 8) **KEYS AND LOCKS:** The DOLWD AVTEC will assign the number of keys needed for SPRD staff use upon request from the SPRD responsible staff. The SPRD staff will sign for each key. There is a \$25 replacement fee for lost keys. For security purposes the DOLWD

AVTEC/DOTPF maintenance staff may from time to time rekey the building; SPRD will be reassigned the keys for the new locks as soon as possible.

- 9) **INSURANCE:** The SPRD shall always maintain in force during the term of this agreement the insurance required in this section, and will furnish DOLWD AVTEC with a Certificate of Insurance evidencing insurance coverage as follows:
  - a) Policy of commercial general liability insurance with a minimum limit of \$1,000,000 per occurrence. The commercial general liability insurance must include coverage for liability assumed under an insured contract (including defense costs assumed under contract) and shall name DOLWD AVTEC as additional insured. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded DOLWD AVTEC.
  - b) Failure to furnish satisfactory evidence of insurance, lapse of a policy, or inadequate limits, is grounds for termination of this agreement. All insurance limits are minimum. If the SPRD's policies contain higher limits, the DOLWD AVTEC shall be entitled to coverage to the extent of such higher limits.
- 10) **PAYMENT AND USAGE REPORT:** Accounting of the **daily fee of \$435 per day (or fees assessed under sections 3a or 3b)** will be invoiced to the City of Seward each month on or about the fifth business day of the month following the month of usage. Payment will be due at the AVTEC Business Office (PO Box 889 / 809 2<sup>nd</sup> Avenue Seward AK 99664) within 30 days of SPRD receiving this monthly invoice. The SPRD will provide DOLWD AVTEC with a monthly usage report that includes the areas of use and number/type of SPRD users. This information will assist with DOLWD AVTEC with maintenance and equipment replacement planning.
- 11) **AMENDMENTS:** This agreement may not be added to, modified or changed in any way except by written agreement.
- 12) **NO WAIVER:** The failure of DOLWD AVTEC to insist upon the strict performance of any provision of this agreement or to exercise any right, power, or remedy upon a breach thereof shall not constitute a waiver by DOLWD AVTEC of any such provision, breach, or subsequent breach of the same or any other provision.
- 13) **INTERPRETATION:** This agreement constitutes the entire agreement between the parties, superseding all previous representation, discussions and agreements between parties. This agreement shall be binding upon and shall inure to the benefit of the successors and, subject to the provisions relating to assignment, the assigns of each of the parties. This agreement shall be interpreted under the law of Alaska, choice of law excepted.
- 14) **ISSUE RESOLUTION:** Resolution of issues that arise shall be addressed in the following order:
  - a) SPRD Director or their designee and the DOLWD AVTEC Operations Manager or their designee

b) City of Seward City Manager or their designee and the DOLWD AVTEC Director or their designee.

15) **TERMINATION OF AGREEMENT:** Either party may terminate this agreement with thirty (30) days written notice. Should the DOLWD AVTEC initiate the termination, a date for vacating the facility will be negotiated to accommodate user needs and removal of SPRD owned equipment.

---

Authorized SPRD Representative

---

Date

---

Authorized DOLWD-AVTEC Representative

---

Date

**APPENDIX A****CUSTODIAL TASKS****Custodial tasks to be completed in the Student Service Center by AVTEC Maintenance Staff****A. DAILY:**

Locker Rooms:	Check paper dispensers, clean and sanitize sinks, clean and sanitize toilets, empty trash, scrub shower, vacuum/sweep, mop as needed, spray deodorant, clean mirrors.
Wellness Center:	Empty trash, sweep, dust, spot-mop stains, dust/clean weights and equipment, sanitize all seating areas and handles.
Multi-Purpose Room:	Empty trash, sweep, dust, spot-mop as needed, dust/clean equipment
Racquetball Court:	Sweep floor and remove marks on floor & walls.
Gymnasium:	Sweep floor/bleachers, spot mop as needed, clean and sanitize water fountain/bottle filler, remove gum, graffiti, and marks from bleachers/floors.
SPRD Office & Kitchen:	Vacuum/sweep floor, empty garbage
Vestibules:	Vacuum, clean windows/sills.
Hallways:	Sweep or vacuum, empty trash, Spot mop as needed, remove graffiti and marks.
Janitor's Closet/Storage:	Keep work area clean and organized.
Outdoor Ash Trays:	Empty and clean daily, and as needed.
Sidewalk/Entrance:	Sweep gravel/sand, pick up trash in area
As time allows:	Clean door handles, remove stains to the extent possible, clean doors

**B. WEEKLY:**

Locker room/Restrooms	Polish chrome and stainless pieces. Sanitize stall walls, doors. Wipe down lockers, mop using strong detergent. Clean ceramic walls, check soap dispensers, and mop/hose floors.
Racquetball Court:	Clean windows and doors
Wellness Center:	Scrub/mop floors, Clean mirrors, polish stainless and chrome.
Multi-Purpose Room:	Scrub/mop floors, Clean mirrors
Gymnasium:	Mop twice (2) weekly.
Hallways:	Mop twice (2) weekly.

**GENERAL FUND**  
**SPORTS & RECREATION**  
Expenditure by Department  
2023/2024 Biennial Operating Budget

	2019	2020	2021	2022	2023	2022-23	2024	2023-24
	Actual	Actual	Actual	Budget	Budget	% Chg	Budget	% Chg
Revenues:								
Operating Revenue:								
4342 P&R: Class Registrations	17,393	2,785	1,409	-	1,500	100.00	1,500	0.00
4343 P&R: Facility Rental	8,470	4,277	28	-	9,000	100.00	102	(98.87)
4345 P&R: Special Events	18,353	5,271	10,423	18,500	19,917	7.66	20,315	2.00
Total Operating Revenues:	<b>\$ 44,216</b>	<b>\$ 12,333</b>	<b>\$ 11,860</b>	<b>\$ 18,500</b>	<b>\$ 30,417</b>	<b>64.42%</b>	<b>\$ 21,917</b>	<b>-27.94%</b>
Total Revenues:	<b>\$ 44,216</b>	<b>\$ 12,333</b>	<b>\$ 11,860</b>	<b>\$ 18,500</b>	<b>\$ 30,417</b>	<b>64.42%</b>	<b>\$ 21,917</b>	<b>-27.94%</b>
Expenditures:								
Non-Personnel Costs:								
7001 Communications	3,234	3,546	3,013	3,650	4,000	9.59	4,000	0.00
7002 Postage and Freight	75	193	997	425	1,182	178.12	1,206	2.03
7003 Bank and Credit Card Fees	33	182	1	1,000	-	(100.00)	-	0.00
7004 Insurance	1,693	1,514	1,765	2,275	1,820	(20.00)	1,915	5.22
7009 Contracted Services	16,788	10,417	5,361	23,000	15,000	(34.78)	15,000	0.00
7017 Rents & Leases	42,823	44,047	-	54,150	80,000	47.74	80,000	0.00
7022 Software/SaaS Subscriptions	-	-	-	-	3,774	100.00	4,000	5.99
7211 Gas & Lube	86	389	538	345	390	13.04	409	4.87
7212 Uniform Allowance	-	191	480	300	1,000	233.33	1,000	0.00
7213 Safety Equipment	-	-	983	600	450	(25.00)	450	0.00
7215 Operating Supplies	22,142	12,303	26,362	28,000	32,200	15.00	32,200	0.00
7216 Maintenance & Repair	766	538	-	625	550	(12.00)	550	0.00
7217 Small Tools & Equipment	1,211	1,858	1,214	1,300	2,000	53.85	2,000	0.00
7300 Advertising	980	262	307	1,175	1,000	(14.89)	1,000	0.00
7301 Subscriptions & Dues	618	15	3,480	4,000	100	(97.50)	100	0.00
7302 Travel & Subsistence	382	-	355	1,250	1,620	29.60	32	(98.03)
7303 Education & Training	250	1,397	434	1,500	2,500	66.67	2,500	0.00
7304 Equipment Rent	-	-	-	200	-	(100.00)	-	0.00
Total Non-Personnel Costs:	<b>\$ 91,081</b>	<b>\$ 76,852</b>	<b>\$ 45,290</b>	<b>\$ 123,795</b>	<b>\$ 147,586</b>	<b>19.22%</b>	<b>\$ 146,362</b>	<b>-0.83%</b>
Total Expenditures:	<b>\$ 91,081</b>	<b>\$ 76,852</b>	<b>\$ 45,290</b>	<b>\$ 123,795</b>	<b>\$ 147,586</b>	<b>19.22%</b>	<b>\$ 146,362</b>	<b>-0.83%</b>

Sports & Rec Revenues													
2024	January	February	March	April	May	June	July	August	September	October	November	December	Total Revenue
Program Registrations	\$2,045.00	\$5,458.00	\$2,945.00	\$1,125.00									\$11,573.00
Memberships	\$870.00	\$1,160.00	\$1,050.00	\$650.00									\$3,730.00
Facility Reservations	\$750.00	\$1,350.00	\$450.00	\$800.00									\$3,350.00
POS	\$6,151.00	\$3,954.00	\$3,795.00	\$2,162.00									\$16,062.00
<b>Gross Revenue</b>	<b>\$9,816.00</b>	<b>\$11,922.00</b>	<b>\$8,240.00</b>	<b>\$4,737.00</b>									<b>\$34,715.00</b>
<b>Gross Revenues do not include Race Registration through Run Sign Up</b>													
2023	January	February	March	April	May	June	July	August	September	October	November	December	Total Revenue
Program Registrations	\$205.00	\$2,950.00	\$845.00	\$5.00	\$378.00	\$3,263.00	\$955.00	\$630.00	\$1,870.00	\$1,880.00	\$1,065.00	\$225.00	\$14,271.00
Memberships	\$610.00	\$80.00	\$2,120.00	\$700.00	\$120.00	\$150.00	(\$460.00)	\$560.00	\$200.00	\$660.00	\$840.00	\$780.00	\$6,360.00
Facility Reservations	\$975.00	\$1,200.00	\$385.00	\$1,000.00	\$1,775.00	\$525.00	\$1,975.00	\$475.00	\$275.00	\$0.00	\$75.00	\$0.00	\$8,660.00
POS	\$1,202.00	\$1,310.00	\$1,926.00	\$2,135.00	\$899.00	\$1,709.00	\$0.00	\$2,036.50	\$2,500.00	\$2,797.00	\$3,058.00	\$3,340.00	\$22,912.50
<b>Gross Revenue</b>	<b>\$2,992.00</b>	<b>\$5,540.00</b>	<b>\$5,276.00</b>	<b>\$3,840.00</b>	<b>\$3,172.00</b>	<b>\$5,647.00</b>	<b>\$2,470.00</b>	<b>\$3,701.50</b>	<b>\$4,845.00</b>	<b>\$5,337.00</b>	<b>\$5,038.00</b>	<b>\$4,345.00</b>	<b>\$52,203.50</b>
AVTEC Rental (Change in Budget)													
2023	January	February	March	April	May	June	July	August	September	October	November	December	
AVTEC Rental	\$6,400.00	\$7,600.00	\$9,600.00	\$6,800.00	\$4,400.00	\$8,400.00	\$0.00	\$8,715.00	\$9,130.00	\$9,545.00	\$9,960.00	\$9,130.00	
Expenditure	\$6,400.00	\$14,000.00	\$23,600.00	\$30,400.00	\$34,800.00	\$43,200.00	\$43,200.00	\$51,915.00	\$61,045.00	\$70,590.00	\$80,550.00	\$89,680.00	
\$400 per day						\$415 Per Day							
2024	January	February	March	April	May	June	July	August	September	October	November	December	
AVTEC Rental	\$9,960.00	\$12,035.00	\$12,035.00	\$12,450.00	\$12,035.00	\$8,715.00	\$3,045.00	\$9,135.00	\$12,615.00	\$13,050.00	\$11,745.00	\$10,875.00	
Expenditure	\$9,960.00	\$21,995.00	\$34,030.00	\$46,480.00	\$58,515.00	\$67,230.00	\$70,275.00	\$79,410.00	\$92,025.00	\$105,075.00	\$116,820.00	\$127,695.00	
\$415 Per Day						\$435 Per Day							
2025	January	February	March	April	May	June	July	August	September	October	November	December	
AVTEC Rental	\$10,440.00	\$12,180.00	\$12,615.00	\$13,050.00	\$12,615.00	\$8,715.00	\$3,480.00	\$9,135.00	\$12,615.00	\$13,050.00	\$11,745.00	\$11,745.00	
Expenditure	\$10,440.00	\$22,620.00	\$35,235.00	\$48,285.00	\$60,900.00	\$69,615.00	\$73,095.00	\$82,230.00	\$94,845.00	\$107,895.00	\$119,640.00	\$131,385.00	
\$435 Per Day													
2026	January	February	March	April	May	June							
AVTEC Rental	\$10,440.00	\$12,180.00	\$12,615.00	\$13,050.00	\$12,615.00	\$8,715.00							
Expenditure	\$10,440.00	\$22,620.00	\$35,235.00	\$48,285.00	\$60,900.00	\$69,615.00							
\$435 Per Day													

Revenue Account	FY24 Budget	Adj. in Budget	Proposed Revenue
4342 P&R: Class Registrations	(2,000.00)	(3,000.00)	(5,000.00)
4343 P&R: Facility Rental	(9,180.00)	(10,000.00)	(19,180.00)
4345 P&R: Special Events	(19,517.00)	(8,000.00)	(27,517.00)
	(30,697.00)		(51,697.00)



## Resolution 2024-034

A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SEWARD, ALASKA,  
APPROVING A HORIZONTAL LAYOUT  
FOR THE PRINTED VERSION OF THE  
OFFICIAL SEWARD ZONING MAP,  
WHICH WILL DISPLAY ALL ZONED  
LANDS WITHIN THE SEWARD CITY  
LIMITS

### Documents:

- Agenda Statement
- Resolution 2024-034
- Attachments:
  - Horizontal Zoning Map Layout



## City Council Agenda Statement

**Meeting Date:** June 10, 2024

**To:** City Council

**Through:** Kat Sorensen, City Manager

**From:** Danny Meuninck, Community Development Director

**Subject:** Resolution 2024-034, Approving a Horizontal Layout for the Printed Version of the Official Seward Zoning Map, Which Will Display All Zoned Lands Within the Seward City Limits

---

### **Background and justification:**

Seward City code requires that the official zoning map be adopted by City Council and signed by the City Clerk (SCC 15.01.030(C)). City code 15.01.030(D) also states that “no changes of any nature shall be made to the official maps except in conformity with the procedures set forth in” Title 15, which procedures are the requirements for a public hearing.

The City of Seward has an online zoning map and a printed zoning map. The printed version of the zoning map is a vertical layout that focuses primarily on the portion of the city located on the west side of Resurrection Bay. The Seward Marine Industrial Center (SMIC) is placed on the map as an inset graphic. An even smaller inset graphic shows the entire city limits and the other portions of land that are not included in the two main areas of detail.

The vertical map layout has been used for some time, since displaying the entire City of Seward limits on a printed map is difficult and results in many of the parcels being reduced to a size that is difficult to see. However, as the printed version of the zoning map is what is included in the Seward Comprehensive Plan, it is essential that the map includes the entire city limits using a uniform scale. Maps that display the entire city limits are necessary to understand the complexities of planning within Seward and how the various zoning districts coincide.

The new layout will include a table that displays the Ordinances that have approved Land Use Amendments since 1990. The numbers from the lines on the table are listed on the corresponding parcels where land use amendments have been approved.

This new layout of the printed version of the Seward Zoning Map will not change any of the current zoning designations.

On April 16, 2024, Community Development held a public work session with the Planning and Zoning Commission to review the new layout for the official land use and zoning map.

On May 7, 2024, the Planning and Zoning Commission held a public hearing and approved Resolution 2024-011 recommending the City Council approve the proposed horizontal layout for the official land use and zoning map.

**Comprehensive and Strategic Plan Consistency Information**

This legislation is consistent with (citation listed):

Comprehensive Plan: Vol 1, 3.2.2.2 “Improve the capability of the office of Community Development to develop land use and other maps in Seward.”

Strategic Plan: \_\_\_\_\_

Other: SCC 15.01.030© & 15.01.030(D)

**Certification of Funds**

Total amount of funds listed in this legislation: \$ 0

This legislation (✓):

- Creates revenue in the amount of: \$ \_\_\_\_\_
- Creates expenditure in amount of: \$ \_\_\_\_\_
- Creates a savings in the amount of: \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (✓):

- Budgeted Line item(s): \_\_\_\_\_
- Not budgeted \_\_\_\_\_
- Not applicable

**Fund Balance Information**

Affected Fund (✓):

- |                                      |                                  |                                   |                                     |
|--------------------------------------|----------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> General     | <input type="checkbox"/> SMIC    | <input type="checkbox"/> Electric | <input type="checkbox"/> Wastewater |
| <input type="checkbox"/> Boat Harbor | <input type="checkbox"/> Parking | <input type="checkbox"/> Water    | <input type="checkbox"/> Healthcare |
| <input type="checkbox"/> Motor Pool  | <input type="checkbox"/> Other   | _____                             |                                     |

*Note: amounts are unaudited*

Available Fund Balance \$ \_\_\_\_\_

Finance Director Signature: Sully Jusino

**Attorney Review**

- Yes Attorney Signature: /s Kody George
- Not applicable Comments: \_\_\_\_\_

**Administration Recommendation**

- Adopt Resolution
- Other: \_\_\_\_\_

Sponsored by: Kat Sorensen

**CITY OF SEWARD, ALASKA  
RESOLUTION 2024-034**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEWARD,  
ALASKA, APPROVING A HORIZONTAL LAYOUT FOR THE PRINTED  
VERSION OF THE OFFICIAL SEWARD ZONING MAP, WHICH WILL  
DISPLAY ALL ZONED LANDS WITHIN THE SEWARD CITY LIMITS**

**WHEREAS**, according to Seward City Code 15.01.030C, official land use and zoning maps shall bear the adoption date and shall be signed by the City Clerk; and

**WHEREAS**, the City of Seward has two viewing formats for the official land use and zoning map, an online version, and a printed version; and

**WHEREAS**, the current printed version of the official land use and zoning map is displayed in vertical format, does not show the entire city limits, and uses different scales; and

**WHEREAS**, the printed version of the official land use and zoning map is included and referenced in the Seward Comprehensive Plan; and

**WHEREAS**, all land within the city of Seward limits have a designated zoning district, and should be included on the official land use and zoning map; and

**WHEREAS**, the new layout is a horizontal layout, rather than vertical, which includes the entire city limits and uses a uniform scale; and

**WHEREAS**, the proposed printed version of the official land use and zoning map only changes the formatting of the map and does not change any of the zoning designations; and

**WHEREAS**, the new layout will also include a chart listing all of the Ordinances that have approved land use amendments since the year 1990 and lists the corresponding number on the properties where the zoning designations were changed; and

**WHEREAS**, the Planning and Zoning Commission held a work sessions on April 16, 2024 to review the new layout for the official land use and zoning map; and

**WHEREAS**, on May 7, 2024 the Planning and Zoning Commission approved Resolution 2024-011 recommending the City Council approve the proposed horizontal layout for the printed version of the zoning map.

**CITY OF SEWARD, ALASKA**  
**RESOLUTION 2024-034**  
Page 2 of 2

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA,, that:**

**Section 1.** The City Council hereby approves a horizontal layout for the printed version of the official Seward Zoning Map.

**Section 2.** This resolution shall take effect immediately upon adoption.

**PASSED AND APPROVED** by the City Council of the City of Seward, Alaska this 10<sup>th</sup> day of June, 2024.

**THE CITY OF SEWARD, ALASKA**

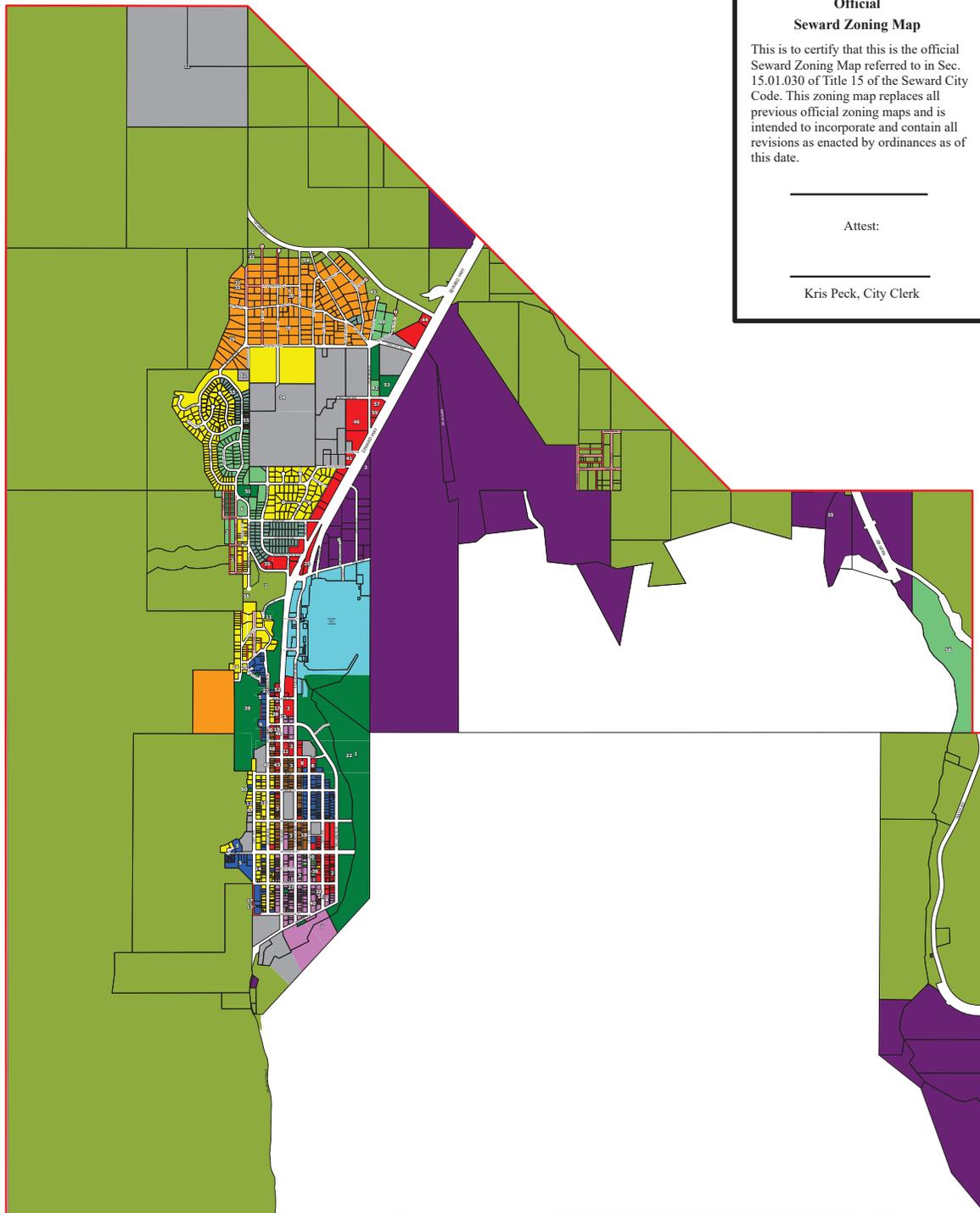
\_\_\_\_\_  
**Sue McClure, Mayor**

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

**ATTEST:**

\_\_\_\_\_  
Kris Peck  
City Clerk

(City Seal)



**Official  
Seward Zoning Map**

This is to certify that this is the official Seward Zoning Map referred to in Sec. 15.01.030 of Title 15 of the Seward City Code. This zoning map replaces all previous official zoning maps and is intended to incorporate and contain all revisions as enacted by ordinances as of this date.

\_\_\_\_\_

Attest:

\_\_\_\_\_

Kris Peck, City Clerk

# City of Seward Zoning Map

Map produced by Quinn Tracy - City of Seward August 2003  
Updated by Alaska Map Company 2005 - 2020  
Updated by Soto GIS Consulting Inc. 2024

The graphics on this map were produced from the best available sources. The City of Seward assumes no responsibility for any omissions, inaccuracies, or other errors that may exist.

Adopted by the Kenai Peninsula Borough as part of the Borough Comprehensive Plan on Nov. 5, 1985, (Ord. 85-77), amended May 3, 1988 (Ord. 88-10). Adopted by the City of Seward (Ord. 626) on Nov. 6, 1989. Effective Jan. 2, 1990.

No.				REVISIONS				No.			
No.	Ord.	Date	Attest	No.	Ord.	Date	Attest	No.	Ord.	Date	Attest
1	1990-638	1/14/1991		14	1997-006	2/10/1997		27	2002-003	5/28/2002	
2	1991-663	11/25/1991		15	1997-014	5/12/1997		28	2003-004	6/23/2003	
3	1992-015	7/27/1992		16	1997-016	6/9/1997		29	2005-003	6/13/2005	
4	1993-007	7/26/1993		17	1997-017	6/9/1997		30	2006-010	9/25/2006	
5	1994-027	6/27/1994		18	1998-007	8/10/1998		31	2006-011	10/10/2006	
6	1994-029	8/8/1997		19	1999-017	12/13/1999		32	2007-003	7/9/2007	
7	1994-035	9/12/1994		20	2000-002	7/14/2000		33	2007-004	7/23/2007	
8	1996-015	4/8/1996		21	2000-004	2/28/2000		34	2007-007	11/26/2007	
9	1996-019	7/8/1996		22	2000-008	4/10/2000		35	2008-003	3/24/2008	
10	1996-029	10/28/1996		23	2000-010	5/8/2000		36	2008-009	5/12/2008	
11	1996-031	11/12/1996		24	2000-019	1/8/2001		37	2009-007	9/28/2009	
12	1997-004	2/10/1997		25	2001-004	5/14/2001		38	2010-001	5/10/2010	
13	1997-005	2/10/1997		26	2011-005	10/8/2011		39	2011-001	4/11/2011	
40	2012-003	5/29/2012									
41	2015-002	5/11/2015									
42	2016-001	5/9/2016									
43	2016-003	6/27/2016									
44	2018-001	4/9/2018									
45	2018-005	9/10/2018									
46	2018-009	10/22/2018									
47	2019-010	7/8/2019									
48	2020-001	2/24/2020									
49	2020-002	4/27/2020									
50	2020-011	9/28/2020									
51	2020-015	1/11/2021									
52	2022-014	9/28/2022									



- Legend**
- City Limits
  - Rural Residential
  - Single Family Residential
  - Two Family Residential
  - Multi Family Residential
  - Urban Residential
  - Office Residential
  - Harbor Commercial
  - Auto Commercial
  - Central Business District
  - Industrial
  - Institutional
  - Park
  - Resource Management
  - Historic District
  - Undeveloped Right-Of-Way

Re-appoint Mary Ann Benoit to the Historic Preservation Commission with a term set to expire in May 2027

**CITY OF SEWARD, ALASKA  
APPLICATION FOR THE  
SEWARD HISTORIC PRESERVATION COMMISSION**

NAME: Mary Ann Benoit

STREET ADDRESS [REDACTED]

MAILING ADDRESS: PO Box 1507

E-MAIL ADDRESS info@northernlightsstaging.com

HOME TELEPHONE [REDACTED]

LENGTH OF RESIDENCY IN THE SEWARD AREA: 23 years

PRESENTLY EMPLOYED AS: Interior Designer, artist, teacher, Bed and Breakfast owner

List any special training, education or background such as grant writing, history, architecture, or archeology, which may help you as a member of the Commission:

Interior design, grant writing, research, planning, writing, interpretation with US Forest Service, Rotary.

Have you ever been involved in any aspect of historic preservation? If so, briefly describe your involvement:

Currently on the Historic Preservation Commission. Oversaw the historic walking tour, sign development, HPC Facebook page

I am specifically interested in serving on the Historic Preservation Commission because:

I would like to continue the work I have already started and contributed to on HPC.

I believe our work in promoting understanding and care for preserving our history makes a difference in the character and quality of life in Seward.

Have you ever served on a similar commission elsewhere? Yes or No

If so, where? current HPC And when? last 4 years

If appointed, are you willing to:

- Do historic research? YES NO
  - Work on preparing grant applications? YES NO
  - Work on writing historic register nominations? YES NO
  - Attend historic preservation workshops? YES NO
- Yes to all

[REDACTED]  
SIGNATURE

5-7-24  
DATE

**RECEIVED**  
**MAY 08 2024**  
OFFICE OF THE  
CITY CLERK

Re-appoint Dona Walker to the Historic Preservation Commission with a term set to expire in May 2027

**CITY OF SEWARD, ALASKA  
APPLICATION FOR THE  
SEWARD HISTORIC PRESERVATION COMMISSION**

NAME: Dona Walker

STREET ADDRESS: [REDACTED]

MAILING ADDRESS: PO Box 1468

E-MAIL ADDRESS donawalkerak@gmail.com

HOME TELEPHONE: (cell) [REDACTED]

LENGTH OF RESIDENCY IN THE SEWARD AREA: 41 yrs

PRESENTLY EMPLOYED AS: Retired from Chugach Nat. Forest

List any special training, education or background such as grant writing, history, architecture, or archeology, which may help you as a member of the Commission:

Been gathering stories on local graduates  
1924-99

Have you ever been involved in any aspect of historic preservation? If so, briefly describe your involvement:

SHS graduates

I am specifically interested in serving on the Historic Preservation Commission because:

Love history

Have you ever served on a similar commission elsewhere? Yes or  No

If so, where? just this one And when? \_\_\_\_\_

If appointed, are you willing to:

- Do historic research?  YES  NO
- Work on preparing grant applications?  YES  NO
- Work on writing historic register nominations?  YES  NO
- Attend historic preservation workshops?  YES  NO

[REDACTED]  
SIGNATURE

6-3-24  
DATE



## Ordinance 2024-009

AN ORDINANCE OF THE SEWARD CITY COUNCIL,  
AMENDING SEWARD CITY CODE 15.10.226 – LAND  
USES ALLOWED TABLE, PROHIBITING CLUSTER  
SUBDIVISIONS IN ALL ZONING DISTRICTS

### Documents:

- Agenda Statement
- Ordinance 2024-009
- Attachments: None



## City Council Agenda Statement

**Meeting Date:** May 28, 2024

**To:** City Council

**Through:** Kat Sorensen, City Manager

**From:** Danny Meuninck, Community Development Director

**Subject:** Ordinance 2024-009, Amending Seward City Code 15.10.226 – Land Uses Allowed Table, Prohibiting Cluster Subdivisions in all Zoning Districts

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### Background and justification:

On April 2, 2024, Community Development held public work sessions with the Planning and Zoning Commission to discuss Planned Unit Developments and to determine if any specific regulations should be incorporated into city code. As part of the discussion, Cluster Subdivisions were brought up since they are a form of a Planned Unit Development.

The definition of a cluster subdivision is, “A development design technique that permits a reduction in lot area provided there is no increase in the number of lots permitted under a conventional subdivision or increase in overall density of development by concentrating buildings in specific areas on a site to allow the remaining land to be used for recreation, common open space and preservation of environmentally sensitive areas”.

Currently our city code allows cluster subdivisions to be built in single-family, two-family, and multi-family residential zoning districts with an approved conditional use permit. The Planning and Zoning Commission supports the current minimum lot size requirements in city code for each of these zoning districts and does not want to allow lot sizes to be any smaller. There are no Cluster Subdivisions in the city currently.

Prohibiting cluster subdivisions would not restrict future developments to be able to set aside land for recreation, common open space and preservation of environmentally sensitive areas, it would simply mean that any such dedications would have to be done according to the current lot size requirements in city code.

On May 7, 2024, the Planning and Zoning Commission approved Resolution 2024-010 recommending the City Council approve this amendment to city code.

The effect of this legislation would be to prohibit cluster subdivisions in all zoning districts within the City of Seward.

**Comprehensive and Strategic Plan Consistency Information**

This legislation is consistent with (citation listed):

Comprehensive Plan: Vol 1, 2.2.8 "Continue to review and update the city code."  
 Vol 1, 3.2.1.1 "Manage land use to facilitate economic development while maintaining the historic, small town character of Seward."

Strategic Plan: \_\_\_\_\_  
 Other: SCC 15.01.035(A) & SCC 15.01.035 (B)(1b.)

**Certification of Funds**

Total amount of funds listed in this legislation: \$ 0

This legislation (✓):

- Creates revenue in the amount of: \$ \_\_\_\_\_
- Creates expenditure in amount of: \$ \_\_\_\_\_
- Creates a savings in the amount of: \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (✓):

- Budgeted Line item(s): \_\_\_\_\_
- Not budgeted \_\_\_\_\_
- Not applicable

**Fund Balance Information**

Affected Fund (✓):

- |                                      |                                  |                                   |                                     |
|--------------------------------------|----------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> General     | <input type="checkbox"/> SMIC    | <input type="checkbox"/> Electric | <input type="checkbox"/> Wastewater |
| <input type="checkbox"/> Boat Harbor | <input type="checkbox"/> Parking | <input type="checkbox"/> Water    | <input type="checkbox"/> Healthcare |
| <input type="checkbox"/> Motor Pool  | <input type="checkbox"/> Other   | _____                             |                                     |

*Note: amounts are unaudited*

Available Fund Balance \$ \_\_\_\_\_

Finance Director Signature: Sully Jusino

**Attorney Review**

- Yes Attorney Signature: /s/ Kody George
- Not applicable Comments: \_\_\_\_\_

**Administration Recommendation**

- Adopt Ordinance
- Other: \_\_\_\_\_

**CITY OF SEWARD, ALASKA  
ORDINANCE 2024-009**

**AN ORDINANCE OF THE SEWARD CITY COUNCIL, AMENDING  
SEWARD CITY CODE 15.10.226 – LAND USES ALLOWED TABLE,  
PROHIBITING CLUSTER SUBDIVISIONS IN ALL ZONING DISTRICTS**

**WHEREAS**, according to Seward City Code 15.01.035, the Planning and Zoning Commission by its own motion may recommend amendments to Title 15 to City Council; and

**WHEREAS**, it is in the best interest of the community to periodically review and update the City zoning code to reflect community changes and needs; and

**WHEREAS**, the Planning and Zoning Commission held a work session on April 2, 2024, to review the use and regulation of Planned Unit Developments in city code; and

**WHEREAS**, during that work session, Cluster Subdivisions were also discussed as they are a type of a Planned Unit Development; and

**WHEREAS**, the definition of a Cluster Subdivision is, “A development design technique that permits a reduction in lot area provided there is no increase in the number of lots permitted under a conventional subdivision or increase in overall density of development by concentrating buildings in specific areas on a site to allow the remaining land to be used for recreation, common open space and preservation of environmentally sensitive areas”; and

**WHEREAS**, Cluster subdivisions are currently allowed in single-family, two-family, and multi-family residential zoning districts with an approved conditional use permit; and

**WHEREAS**, there are no Cluster Subdivisions in the city; and

**WHEREAS**, the Commission voiced that they supported the current lot size requirements in city code for each zoning district, and would not want lot sizes to be any smaller; and

**WHEREAS**, future developments will still be able to set aside land for recreation, common open space and preservation of environmentally sensitive areas as long as the lot sizes meet the development requirements specified for the zoning district in which the land is being developed; and

**WHEREAS**, on May 7, 2024 the Planning and Zoning Commission approved Resolution 2024-010 recommending City Council amend Title 15.10.226, prohibiting cluster subdivisions in all zoning districts on the land uses allowed table.

**NOW, THEREFORE, THE CITY OF SEWARD ORDAINS that:**

**CITY OF SEWARD, ALASKA  
ORDINANCE 2024-009**

**Section 1.** Seward City Code Title 15.10.226 is hereby amended to read as follows (new language is in ***bolded italics and underlined***, and deleted language is stricken):

TABLE  
Zoning District Designations

The following zoning district abbreviations are provided for information and interpretation:

RR =	Rural, very low density single-family residential
R1 =	Single-family, low density residential
R2 =	Single and two-family, medium density residential
R3 =	Single, two and multi-family, high density residential
UR =	Urban residential, a mix of residential uses and low impact home professional offices
OR =	Office residential
AC =	Auto and neighborhood oriented, light commercial
HC =	Harbor commercial
CB =	Central business district - dense downtown commercial
I =	Industrial
RM =	Resource management - partially developable lands subject to floodplains and steep slopes
INS =	Institutional, public, quasi-public uses
P =	Parks

Table 15.10.226. Land Uses Allowed

Key:

- O – Use Permitted Outright
- H – Home Occupation
- C – Use Requires Conditional Use Permit
- P – Use Requires Administrative Permit
- Blank – Use Prohibited

Zoning Districts	Principally Residential					Principally Commercial					Principally Public		
Uses	RR	R1	R2	R3	UR	OR	AC	HC	CB	I	RM	INS	P
Accessory building	O	O	O	O	O	O	O	O	O	O	O	O	O

**CITY OF SEWARD, ALASKA  
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Adult entertainment	INTENTIONALLY LEFT BLANK												
Agency, i.e., travel, insurance, title, real estate, etc.					O	O	O	O	O				
Agriculture											O		
Airport and related services										O	C		
Amusement or recreation facility							O		O	O			
Animal shelter										O	C	C	
Antenna, personal TV, satellite dish	O	O	O	O	O	O	O	O	O	O	O	O	
Art gallery					O	O	O	O	O				
Assemblages, temporary large, i.e., circus, fair							P	P	P	P	P	P	P
Attraction, permanent major visitor							C	C	C			C	C
Auditorium							O		O			O	
Auto repair, i.e., mechanic, glass body, upholstery							C			O			
Auto service/gas station							O	O		O			
Auto/RV sales and rentals							O	O		O			
Boat sales							O	O		O			
Boat, commercial building/fabrication								O		O			
Boat, harbor/marina								C		C	C	C	C
Boat, repair and maintenance							O	O		O	C		
Boat, storage commercial							O	O		O	C		
Bulk material, i.e., concrete, gravel, sand, asphalt										C	C		
Business, marine retail sales and service							O	O	O	O	C		

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Business, package liquor							O	O	O				
Business, retail sales and service						O	O	O	O				
Business, retail sales and service, industrial										O			
Campground, municipal								C/P		C/P		C/P	C/P
Campground, camper park, private										C/P	C/P	C/P	
Campground, employee										C/P			
Car/boat wash							O	O		O			
Cemetery											O	C	O
Center, community/civic							O		O			C	C
Center, mariner's							O	O	O	O			
Center, senior or teen				C	C	C	O		O			C	C
Child care, licensed center				C	C	O	O		O			C	
Child care, licensed home	O	O	O	O	O	O	O		O			O	
Church	C	C	C	C	C	C	O	O	O			O	
Clinic, medical							O	O	O	O		O	
Clubs, fraternal/lodges/social/veterans							C	O		O	C		
<del>Cluster subdivision</del>		€	€	€									
<b><u>Cluster subdivision</u></b>	<b><u>INTENTIONALLY LEFT BLANK</u></b>												
Commercial Communications tower less than 16 feet diameter or 75 feet in height							C	C	C	C	C	C	
Commercial Communications tower 16 feet diameter or greater than 75 feet in height										C	C	C	
Correctional/prison facility										C	C	C	C

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ORDINANCE 2024-009**

Crematory										O			
Docks/wharves, industrial cargo								O		O	C	C	
Dock, passenger								O	O	O	C	O	
Drinking establishment, i.e., bar, nightclub, lounge							C	C	C				
Drive-in facility— Fast food, banking, etc.							C	C	C	C			
Dwelling, apartment in a commercial building (limited to one unit)							O	O	O	O	O	C	
Dwelling, apartment in a commercial building (two or more units)							O	O	C	C			
Dwelling, apartment, efficiency or accessory	O	O	O	O	O	O	O						
Dwelling, apartment, studio							C	C	C	C	C	C	
Dwelling, attached single-family, i.e., townhouse, row				C	C	C	C	C	C		C		
Dwelling, condominium				C	C	C	C	C	C		C		
Dwelling, detached single-family	O	O	O	O	O	O	O		C		C		
Dwelling, group home	O	O	O	O	O	O					C		
Dwelling, guest house	O	O									C		
Dwelling, multi- family (3 or more units)				C	C	C	C	C	C		C		
Dwelling, two- family or duplex			O	O	O	O	O		C		C		
Dwelling, watchman or caretaker										O	C		
Emergency services, pub/vol; i.e., fire, ambulance, rescue	C	C	C	C	C	C	O	C	O	O	C	O	
Financial institution, i.e., bank, S&L							C	O		O			

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Flea market, open air retail other than occasional							C	C			C		
Fuels, bulk storage and sales										C			
Golf course											O	O	C
Golf driving range							O			O	O	O	C
Greenhouse/nursery—Commercial							O			O	O		
Grocery, convenience store				C	C	C	O	O	O	O			
Grocery, supermarket, foodmart							O		O				
Health club					C	C	O	O	O				
Home occupation	O	O	O	O	O	O	O	O	O		O		
Hospital									C			C	
Housing, bunkhouse							C			C		C	
Housing, dormitory							O					O	
Housing, nursing, retirement, convalescent				C			C					C	
Kennel, commercial, musher or fancier	INTENTIONALLY LEFT BLANK												
Laundry, dry cleaning							O	C	O	O			
Library							O	O		O			O
Livestock, excluding chickens and rabbits	P											P	
Livestock, chickens and rabbits	P	P	P	P	P	P	P			P		P	
Lodging, B&B	H/P	H/P	H/P	H/P	H/P	O/P	O/P	O/P	O/P				
Lodging, hostel				P	P	P	P	P	P				
Lodging, hotel, motel, lodge, inn				C			O	C	C				
Lodging, short-term rental	H/P	H/P	H/P	H/P	H/P	P	P	P	P				
Lumber yard/building supply							C			O	C		

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Manufacturing— noxious, heavy										C			
Manufacturing, light fabrication, assembly							C		C	O			
Merchant, transient							O	O	O	O			
Mobile home park							C/P						
Mobile home, residential, not in park	INTENTIONALLY LEFT BLANK												
Mobile home sales							O			O			
Mobile medical unit									O	O		O	
Mobile vendor	P	P	P	P	P	P	P	P	P	P			P
Mortuary/funeral home						O	O		O				
Museum					C	O	O	O	O			O	
Office, boat charter, guide						O	O	O	O	O	C		
Office, business or professional						O	O	O	O	O			
Office, government/quasi- government administration						O	O	O	O	O	O	O	
Office, mobile/temporary on construction site	P	P	P	P	P	P	P	P	P	P	P	P	P
Office, home, professional					O	O	O	O	O				
Parking lot				C	C	O	O	O	O	O	O	O	O
Personal services, i.e., beauty, shoe, tailor						O	O	O	O				
Planned unit development		C	C	C			C		C		C		
Playground, public tot lot	O	O	O	O	O	O	O		O		O	O	O
Railroad								C		C	C	C	
Recreation, commercial indoor, i.e., bowling, skating							O		O	O	C		

**CITY OF SEWARD, ALASKA  
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Recreation, outdoor, i.e., miniature golf								O		C		C		C
Recreation, shooting range											C	C	C	
Recycling center								C		C	O	C		
Recycling, self-service drop-off point							O	O	O	O	O	O	O	O
Rental, Long-term	O	O	O	O	O	O	O	O	O	O	O	C	C	
Repair service, i.e., large appliance								C		C	O			
Resource extraction, commercial subsurface, i.e., mining											C	C	C	
Resource extraction, commercial surface, i.e., gravel											C	C	C	
Resource extraction, commercial timber harvesting											C	C		
Restaurant, food service, catering, brew pub							O	O	O	O	O	C		
Rooming or boarding house				O/P	O/P	O/P	O/P							
Roving Vendor	P	P	P	P	P	P	P	P	P	P	P			P
Salvage—auto, wrecking, scrap, junkyard											C			
Sawmill or lumbermill											C	C		
School, college								C		C			C	
School, public/private elementary/secondary	C	C	C	C	C	C	C	C		C			C	
School, vocational							C	O	O	C	O		C	
Seafood processing, i.e., canning, rendering								C	C		C	C		
Shop, i.e., welding, sheetmetal, machine, steel fab.								C	C		O			

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Shop, i.e., wood, signs, cabinet, upholstery					C	C	O	C		O			
Shopping center (mall)							C		C				
Solid waste disposal, i.e., baler, transfer, landfill										C	C	C	
Storage, container						P	P	P	P	O		P	
Storage, explosives										P			
Storage, outdoor, yard, material/equipment							C			O	O	C	
Storage, self service							O	O		O	O		
Storage, warehouse and distribution							O	O		O	C	C	
Studio, radio/television					C	O	O		O	O	C		
Tanks, aboveground associated with service station							C	C		O			
Taxidermy					O	O	O	O	O				
Terminal, i.e., bus, truck, freight							O		C	O	C		
Terminal, marine/boat passenger								O	C	O	O	C	
Theater, concert, movie							O		O				
Tool/equipment rental							O			O			
Temporary structure	P	P	P	P	P	P	P	P	P	P			
Utility facility, public electric, water, sewer, etc.	C	C	C	C	C	C	O	O	O	O	O	O	
Vehicle impound lot										O		O	
Vending machine repair, storage							O			O	C		
Veterinary hospital							C			C	C		

**CITY OF SEWARD, ALASKA  
ORDINANCE 2024-009**

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**Section 2.** This ordinance shall take effect ten (10) days upon enactment.

**ENACTED BY THE CITY COUNCIL OF THE CITY OF SEWARD, ALASKA** the  
10<sup>th</sup> day of June, 2024.

**THE CITY OF SEWARD, ALASKA**

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**Sue McClure, Mayor**

AYES:  
NOES:  
ABSENT:  
ABSTAIN:  
VACANT:

**ATTEST:**

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Kris Peck  
City Clerk

(City Seal)

Harold E. Faust  
Seward, Alaska  
May 21, 2024

State of Alaska  
Office of History and Archaeology

Dear People:

This letter is in support of Mr. Frank Baker's efforts to name a mountain located west of Seward, Alaska in memory of his late father, Kenny Baker.

Frank has sought to have his father's prospecting and mining efforts at the eastern base of this mountain remembered for the pioneering action that it was in the 1950s.

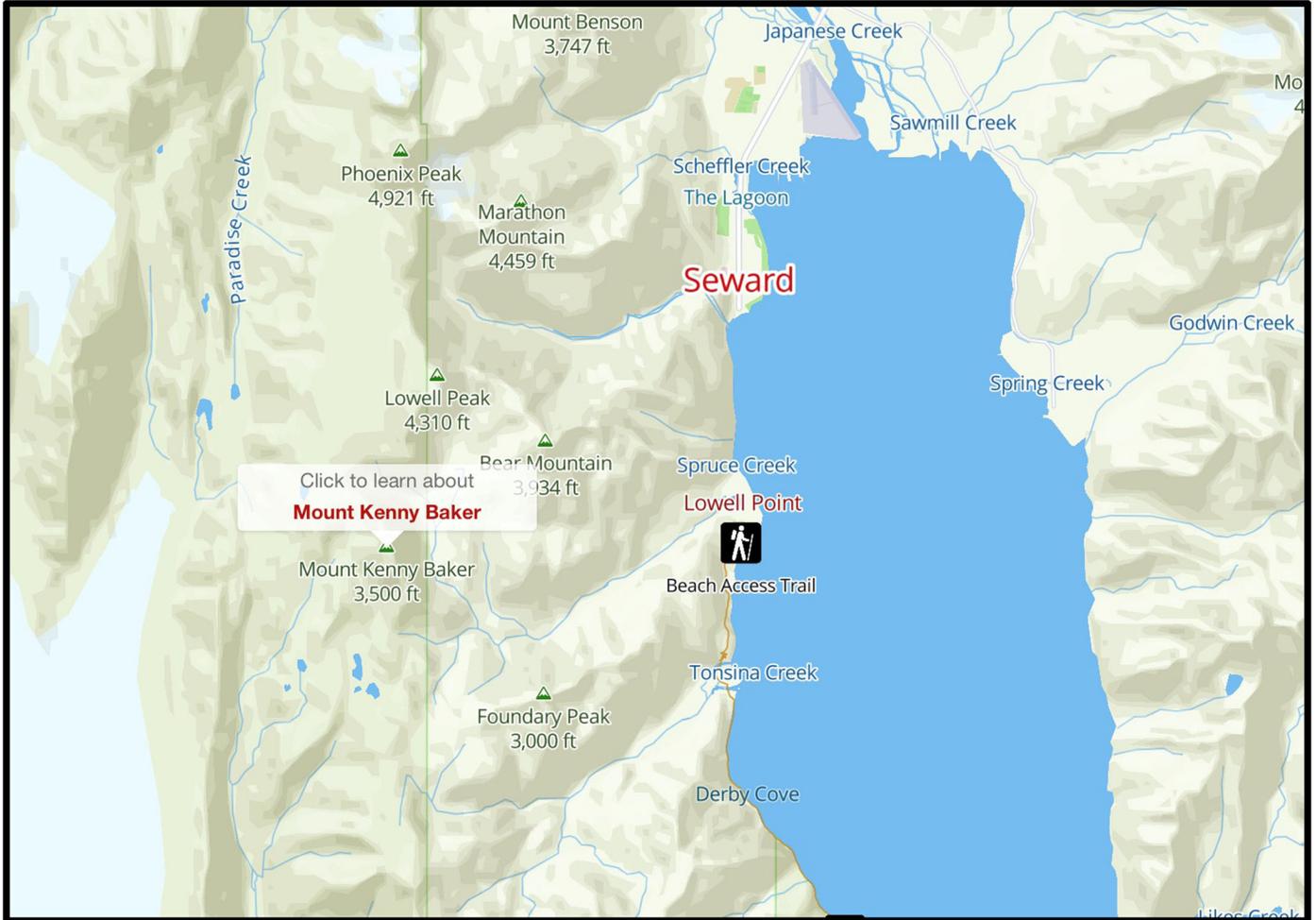
I have personally hiked to the summit of the mountain in question on two occasions while exploring the area and have seen the metallic memorial sign that Frank placed on that summit. Frank has also commemorated Kenny Baker's mining and milling site, the King Midas Mine, with signage. Together, Frank and I have flown into the mine site on two occasions, camped there, explored, and taken many photos. I have also hiked to the mine site with a companion, Dano Michaud. We accessed the area by going over the top of nearby Bear Mountain.

A sizable number of the local mountaineering and hiking community have been using the name Mount Kenny Baker for a decade or more when referring to this peak. The historic fact of the years of effort that Kenny Baker and his partner put into the mining activities at that difficult to reach location should be recognized by all as significant and certainly seems worthy of a legitimate designation.

I am in total support of Frank Baker's project to affix the name Mount Kenny Baker to this peak in memory and honor of his father and his early activities at this location.

Sincerely,  
Harold Faust, Seward

# Mount Kenny Baker



## **CALL TO ORDER**

The May 7, 2024, regular meeting of the Seward Planning & Zoning Commission was called to order at 7:00 p.m. by Chair Carol Griswold.

## **OPENING CEREMONY**

Chair Griswold led the Pledge of Allegiance to the flag.

## **ROLL CALL**

There were present:  
Carol Griswold presiding, and  
Brenan Hornseth  
Nathaniel Charbonneau  
~~Vanessa Verhey~~  
~~Sean Ulman~~  
Rhonda Hubbard

Comprising a quorum of the Commission; and

Danny Meuninck, Community Development Director  
Courtney Bringhurst, City Planner  
Clara Brown, Executive Assistant  
Kris Peck, City Clerk  
Jodi Kurtz, Deputy City Clerk

Excused – Verhey, Ulman  
Absent – None  
Vacancies- One

**CITIZEN COMMENTS ON ANY SUBJECT EXCEPT THOSE ITEMS SCHEDULED FOR PUBLIC HEARING – None**

## **APPROVAL OF AGENDA AND CONSENT AGENDA**

**Motion (Charbonneau/Hornseth)**

**Approval of Agenda and Consent Agenda**

Griswold requested that Resolution 2024-012 be moved to the top of the public hearing items.

**Motion as Amended Passed**

**Unanimous**

The clerk read the following approved consent agenda items:

Approval of the April 2, 2024, Planning and Zoning Commission Meeting Minutes

## **SPECIAL ORDERS, PRESENTATIONS AND REPORTS**

**Proclamations and Awards** – None

### **City Administration Report**

**Community Development Director Danny Meuinck** summarized the results from the recent city council meeting that were relevant to the Planning & Zoning Commission. He said the council discussion of the signage of the Mount Marathon hiking trailhead would be continued at the next council meeting. Meuinck announced there would be a workshop at the community library on Thursday to structure a safety action plan. Lastly, Meuinck mentioned the Community Development staff was participating in the Virtual National Planning Conference this week.

**Other Reports and Announcements** – None

### **Presentations**

Passenger Dock Project and Other Port Improvements by The Seward Company and Alaska Railroad Corporation

## **PUBLIC HEARINGS**

Resolution 2024-012, of the Planning and Zoning Commission of the City of Seward, Alaska, Granting a Conditional Use Permit to OLV LLC to Construct and Operate a Camper Park on The Point Subdivision Tract A, That Point There of Lying Within the Seward City Limits, Located at 1823 Nash Road; Within an Industrial (I) Zoning District

**Motion (Charbonneau/Hubbard)**

**Approve Resolution 2024-012**

**City Planner Courtney Bringhurst** referred to a packet that showed the property map of the proposed camper park. A requirement of operating this camper park was obtaining a Conditional Use Permit. Current requirements were recommended for the CUP and access roads would be maintained for emergency vehicles.

*Notice of the public hearing being posted and published as required by law was noted and the public hearing was opened. No one appeared and the public hearing was closed.*

**Motion (Charbonneau/Hornseth)**

**Approve Substitute Resolution 2024-012  
Provided as a Laydown**

**Fire Chief Clinton Crites** discussed emergency access with the commission and he supported the camper park layout as provided in the application.

**The Substitute Resolution 2024-012 was amended to strike Condition 5:**

~~5. A buffer of at least 10' shall be maintained along the floodway of Sawmill Creek, where no encroachments or development will be allowed to protect the native vegetation which stabilizes the bank and provides essential fish and wildlife habitat~~

**Main Motion as Amended Passed** **Unanimous**

Resolution 2024-010, of the Planning and Zoning Commission of the City of Seward, Alaska, Recommending the City Council Amend Seward City Code 15.10.226 – Land Uses Allowed Table, Prohibiting Cluster Subdivisions in all Zoning Districts

**Motion (Charbonneau/Hornseth)** **Approve Resolution 2024-010**

Bringhurst explained what a cluster subdivision entailed and how the commission had previously discussed the negative impacts of a cluster subdivision. Bringhurst said this resolution proposed to amend the land use table for cluster subdivision. She also noted there were no cluster subdivisions in the City of Seward at this time.

*Notice of the public hearing being posted and published as required by law was noted and the public hearing was opened. No one appeared and the public hearing was closed.*

Charbonneau said the commission discussed cluster subdivisions during their previous work session and concluded that the commission didn't want to see the small sized lots in Seward.

**Resolution 2024-10 was amended to include a new WHEREAS in spot #6 that read:**  
“WHEREAS, currently there are no cluster subdivision in the city; and”

**Main Motion as Amended Passed** **Unanimous**

Resolution 2024-011, of the Planning and Zoning Commission of the City of Seward, Alaska, Recommending City Council approval of a horizontal layout for the printed version of the official Seward Zoning Map, which will display all zoned lands within the Seward City limits.

**Motion (Hubbard/Charbonneau)** **Approve Resolution 2024-011**

Bringhurst clarified the zoning would not be changed, but rather the layout of the map itself. She said it was important to have zoning map that included the entire city limits and was in a horizontal layout.

*Notice of the public hearing being posted and published as required by law was noted and the public hearing was opened. No one appeared and the public hearing was closed.*

Charbonneau said he liked the revisions and felt the new map was a vast improvement.



Work session on May 21, 2024, at 6:00 p.m.  
Regular meeting on June 4, 2024, at 7:00 p.m.

**CITIZEN COMMENTS** – None

**COMMISSION AND ADMINISTRATION COMMENTS AND RESPONSES TO CITIZEN COMMENTS**

**Charbonneau** thanked the presenters, city administration, and the public.

**Hornseth** thanked the public for attending and city administration for their hard work.

**Hubbard** said she was new and trying to bring herself up to speed. She appreciated the presentation on the railroad dock project.

**Griswold** thanked Christy Terry and all the presenters for sharing the update on the railroad dock. She also thanked the public, Community Development, the P&Z Commission, the City Clerk and the Deputy City Clerk.

**Meuninck** thanked the commission for their work. He mentioned the two rezones that were recently approved at council meeting marked his first start-to-finish projects as Community Development Director. One of the rezones was changing the Mt. Marathon trailhead from Residential to Park zoning. He felt that type of work was important, and it was rewarding to see the long-term effects. Meuninck said he had been learning a lot in his new position and was looking forward to tackling more issues.

**Bringhurst** thanked the commission for the engagement and support.

**ADJOURNMENT**

The meeting was adjourned at 9:00 p.m.

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Jodi Kurtz  
Deputy City Clerk

(City Seal)

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Carol Griswold  
Chair

# June 2024

June 2024							July 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 26	27	28	29	30	31	Jun 1
2	3	4 7:00pm P&Z Meeting	5	6	7	8
9	10 5:30pm CC Work Session (Seward Electric Utility) 7:00pm CC Mtg (Council Chambers)	11	12	13	14	15
16	17	18 6:00pm P&Z Work Session (Council Chambers)	19 2:00pm PACAB Ad Hoc Heat Loop Mtg (Seward Community Library & Museum (239	20	21	22
23	24 7:00pm CC Mtg (Chambers)	25	26	27	28	29
30	Jul 1	2	3	4	5	6

# July 2024

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 30	Jul 1	2 7:00pm P&Z Meeting	3	4 4th of July	5	6
7	8 7:00pm CC Mtg (Council Chambers)	9	10	11	12	13
14	15	16 6:00pm P&Z Work Session (Council Chambers)	17 2:00pm PACAB Ad Hoc Heat Loop Mtg (Seward Community Library & Museum (239 6th Ave.	18	19	20
21	22 7:00pm CC Mtg (Chambers)	23	24	25	26	27
28	29	30	31	Aug 1	2	3

# August 2024

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 28	29	30	31	Aug 1	2	3
4	5	6 7:00pm P&Z Meeting	7	8 6:00pm HPC WS & Mtg	9	10
11	12 7:00pm CC Mtg (Council Chambers)	13	14	15	16	17
18	19	20 6:00pm P&Z Work Session (Seward Community Library & Museum (239 6th Ave, Seward, AK	21 2:00pm PACAB Ad Hoc Heat Loop Mtg (Seward Community Library & Museum (239 6th Ave,	22	23	24
25	26 7:00pm CC Mtg (Chambers)	27	28	29	30	31