



Action Agenda

City Council Worksession

Monday, April 08, 2024 at 4:00 PM

City Hall Cowles Council Chambers In-Person & Via Zoom Webinar

Homer City Hall

491 E. Pioneer Avenue
Homer, Alaska 99603
www.cityofhomer-ak.gov

Zoom Webinar ID: 965 8631 4135 Password: 792566

<https://cityofhomer.zoom.us>
Dial: 346-248-7799 or 669-900-6833;
(Toll Free) 888-788-0099 or 877-853-5247

CALL TO ORDER, 4:00 P.M.

Mayor Castner called the meeting to order at 4:00 p.m.

AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 6)

APPROVED without discussion.

DISCUSSION TOPIC(S)

- a. Memorandum CC-24-074 from HR Director re: Longevity Pay
Memorandum from Employee Committee

HR Director Browning facilitated discussion on Memorandum CC-24-074. A Resolution will be presented for Council approval regarding the proposed amendments to the personnel regulations.

- b. City Manager Hiring Process and Interim Transition Plan
Memorandum CC-24-085 from HR Director as backup.

HR Director Browning facilitated discussion on Memorandum CC-24-085 and will begin the process of advertising for the new City Manager.

COMMENTS OF THE AUDIENCE (3 minutes)

One person commented.

ADJOURNMENT NO LATER THAN 4:50 P.M.

A Joint Worksession with Port & Harbor Advisory Commission is scheduled for Monday, April 15, 2024 at 5:00 p.m. Next Regular Meeting is Monday, April 22, 2024, at 6:00 p.m. Committee of the Whole at 5:00 p.m. A Special Meeting on Thursday, April 25, 2024 at 6:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.

Mayor Castner adjourned the meeting at 4:48 p.m.

COMMITTEE OF THE WHOLE

CALL TO ORDER, 5:00 P.M.

Mayor Castner called the meeting to order at 5:00 p.m.

AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 6)

APPROVED without discussion.

CONSENT AGENDA

Council discussed the following and stated that they would be pulling Resolutions 24-036, 24-039, and 24-040 from the Consent Agenda and placing on the Regular Agenda under Resolutions.

REGULAR MEETING AGENDA

Acting City Manager Jacobsen presented the Interim City Manager Plan which included an updated COH Organizational Chart, noted that during her tenure as Interim she would be working on the Mid Biennium Budget Adjustments and Audits; addressed City Clerk's Office coverage for meetings; continued support for Ongoing Projects; and her intent to Draft a Remote Work Policy to bring to before the Council. Ms. Jacobsen presented her prior commitments made before taking on the role and attendance at the upcoming KPEDD Outlook Industry Forum on April 25, 2024 in Soldotna. She facilitated brief discussions on appointing an Acting City Manager during her term as Interim and amending the signatories.

COMMENTS OF THE AUDIENCE

There were four people who commented.

ADJOURNMENT

Next Regular Meeting is Monday, April 8, 2024 at 6:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Mayor Castner adjourned the meeting at 5:50 p.m.

REGULAR MEETING AGENDA

Session 24-08 a Regular Meeting of the City Council of Homer, Alaska was called to order on April 8, 2024 by Mayor Castner at 6:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska, and opened with the Pledge of Allegiance.

PRESENT: COUNCILMEMBERS HANSEN, ERICKSON, DAVIS, ADERHOLD, VENUTI, LORD

STAFF: INTERIM CITY MANAGER JACOBSEN
ACTING CITY CLERK KRAUSE

SPECIAL PROJECTS & COMMUNICATIONS DIRECTOR CARROLL
COMMUNITY DEVELOPMENT DIRECTOR ENGBRETSSEN
PORT DIRECTOR HAWKINS
CHIEF TECHNOLOGY OFFICER JIRSA
HUMAN RESOURCES DIRECTOR BROWNING
PUBLIC WORKS DIRECTOR KORT
FINANCE DIRECTOR FISCHER
CITY ATTORNEY GATTI

AGENDA APPROVAL (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual)

Mayor Castner announced the supplemental items **CONSENT AGENDA** item h. Resolution 24-039 A Resolution of the City Council of Homer Alaska Providing Direction to the Economic Development Advisory Commission Regarding the Creation of a Business Licensing Program. Public Comment Received. **PUBLIC HEARINGS** item b. Ordinance 24-19 An Ordinance of the City Council of Homer, Alaska, Amending HCC 2.04 City Manager, Section 2.04.020 Duties and Powers. and Ordinance 24-19(S) with the same title. Memorandum CC-24-087 from Acting City Manager as backup. **CITY MANAGER'S REPORT** Memorandum CC-24-086 from Community Development Director re: Kachemak Sponge Project Status Update and City Council 2024 Worksession Schedule **AUDIENCE COMMENTS** Public Comment received Ban on Personal Watercraft in Kachemak Bay.

APPROVED without discussion.

MAYORAL PROCLAMATIONS AND RECOGNITIONS

PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA

There were three people who commented.

RECONSIDERATION

CONSENT AGENDA (Items listed below will be enacted by one motion. If a separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Meeting Agenda at the request of a Councilmember.)

- a. Homer City Council Unapproved Meeting Minutes for the Regular Meeting on March 26, 2024. Acting City Clerk. Recommend adoption.
- b. Memorandum CC-24-075 from Mayor re: Appointment of Jared Bradshaw to the Port and Harbor Advisory Commission. Recommend approval.
- c. Memorandum CC-24-076 from Acting City Clerk re: Liquor License Premises Change for La Baleine Café. Recommend approval.

- d. Ordinance 24-20, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code Section 18.08.040 Council approval of leases. Erickson/Hansen. Introduction April 8, 2024 Public Hearing and Second Reading April 22, 2024.

Memorandum CC-24-084 from Acting City Clerk as backup.

- e. Resolution 24-036, A Resolution of the City Council of Homer, Alaska, Accepting the Fiscal Year 2022 Basic Financial Statements and Acknowledging the Management Letter Submitted by the City's Independent Auditor, BDO USA, LLP and Authorizing the City Manager to Execute the Financial Report. City Manager/Finance Director. Recommend adoption.

Moved to Resolutions item a.

- f. Resolution 24-037, A Resolution of the Homer City Council Confirming the Assessment Roll, Establishing Dates for Payment of Special Assessments and Establishing Delinquency, Penalty, and Interest Provisions for the Alder Lane Water Improvement Special Assessment District. City Clerk. Recommend adoption.

- g. Resolution 24-038, A Resolution of the City Council of Homer, Alaska, Confirming Melissa Jacobsen, as Interim City Manager. Mayor. Recommend adoption.

- h. Resolution 24-039, A Resolution of the City Council of Homer, Alaska, Providing Direction to the Economic Development Advisory Commission Regarding the Creation of a Business Licensing Program. Venuti/Mayor. Recommend adoption.

Memorandum CC-24-078 from Community Development Director and Councilmember Venuti as backup.

Moved to Resolutions item b.

- i. Resolution 24-040, A Resolution of the City Council of Homer, Alaska, Awarding the Contract for the Crane 8 Control System Replacement to Great Northern Hydraulics, LLC of Kenai, Alaska, in an Amount Not to Exceed \$15,000 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Port Director. Recommend adoption.

Memorandum CC-24-079 from Port Director as backup.

Moved to Resolutions item c.

- j. Resolution 24-041, A Resolution of the City Council of Homer, Alaska, Amending the Library Advisory Board Bylaws Under Article IV - Officers, Article VI - Meetings, and Regular Meeting Agenda Format. City Clerk. Recommend adoption.

Memorandum CC-24-080 from Deputy City Clerk II as backup.

- k. Resolution 24-042, A Resolution of the City Council of Homer, Alaska, Reallocating Funds Appropriated for Homer Education and Recreation Complex (HERC) Roof Inspection to HERC Roof Repair Materials Purchase. City Manager/Public Works Director. Recommend adoption.

Memorandum CC-24-081 from Public Works Director as backup.

Acting City Clerk Krause read the Consent Agenda as amended.

ADOPTED with discussion.

VISITORS

- a. Legislative Update - Sarah Vance, State Representative

Representative Vance reported.

ANNOUNCEMENTS / PRESENTATIONS / REPORTS (5 Minute limit per report)

- a. Worksession Report

Interim City Manager Jacobsen reported.

- b. Committee of the Whole Report

Councilmember Lord reported.

- c. Mayor's Report

- i. Consultation Initiation for the Dixon Diversion Tunnel Geotechnical Investigation

Mayor Castner reported.

- d. Borough Report

- e. Planning Commission

Commissioner Stark reported.

- f. Port and Harbor Advisory Commission

- g. Comp Plan Steering Committee

Councilmember Erickson reported.

- h. Champions Report - Finance, Harbor, Recreation

- i. Memorandum CC-24-082 Recreation Champions Report

- ii. Memorandum CC-24-083 Finance Champions Report

Councilmember Lord reported for Finance Champions.

There was a brief discussion on naming of the new Champions for the City Manager Hiring Process.

Councilmembers Aderhold and Erickson reported for Recreation Champions.

PUBLIC HEARING(S)

- a. Ordinance 24-18, An Ordinance of the City Council of Homer, Alaska, Amending the FY24 Capital Budget by Appropriating \$15,000 from the Port Reserves Fund for the Purpose of Replacing the Control System for Crane 8 on the Homer Fish Dock. City Manager/Port Director. Introduction March 26, 2024. Public Hearing and Second Reading April 8, 2024.

Memorandum CC-24-064 from Port Director as backup.

Mayor Castner opened the Public Hearing for Ordinance 24-18. There was no testimony and the Public Hearing was closed.

ADOPTED without discussion.

- b. Ordinance 24-19, An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code 2.04 City Manager, Section 2.04.020 Duties and Powers. Davis/Erickson. Introduction March 26, 2024 Public Hearing and Second Reading April 8, 2024.

Memorandum CC-24-065 from Councilmembers Davis and Erickson

Ordinance 24-19(S), An Ordinance of the City Council of Homer, Alaska, Amending Homer City Code 2.04 City Manager Section 2.04.020 Duties and Powers.

Mayor Castner opened the Public Hearing for Ordinance 24-19. There was no testimony and the Public Hearing was closed.

City Clerk can implement the minor correction to change the language from “he” to “they” and “his” to “their” on line 83.

ADOPTED THE SUBSTITUTE with discussion.

ORDINANCE(S)

CITY MANAGER'S REPORT

- a. City Manager's Report

Interim City Manager Jacobsen reported on the “*How to Run for Public Office*” event and looking forward to the next event in the near future regarding “The Life of a Ballot”; announced the Electronic Recycling Event at Spenard’s and KPEDD Industry Outlook Event in Soldotna. She facilitated a brief discussion on Beluga Slough dredging permit, Baycrest Restrooms, Homer Foundation City Grant Funding.

PENDING BUSINESS

NEW BUSINESS

- a. Memorandum CC-24-077 re Travel Authorization for Councilmember Lord to Attend a Lobbying Trip to Washington, D.C., April 29-May 2, 2024

ADOPTED with discussion.

RESOLUTIONS

- a. Resolution 24-036, A Resolution of the City Council of Homer, Alaska, Accepting the Fiscal Year 2022 Basic Financial Statements and Acknowledging the Management Letter Submitted by the City's Independent Auditor, BDO USA, LLP and Authorizing the City Manager to Execute the Financial Report. City Manager/Finance Director. Recommend adoption.

Mayor Castner called recess at 7:21 p.m. The meeting was called back to order at 7:27 p.m.

ADOPTED with discussion.

- b. Resolution 24-039, A Resolution of the City Council of Homer, Alaska, Providing Direction to the Economic Development Advisory Commission Regarding the Creation of a Business Licensing Program. Venuti/Mayor. Recommend adoption.

Memorandum CC-24-078 from Community Development Director and Councilmember Venuti as backup.

Amended to add:

- How can the City engage with the State of Alaska Division of Corporations, Business and Professional Licensing and not duplicate the services available and information collected by that entity
- Pros and cons of a City Business Licensing Program
- Consideration of a “no cost program” for data collection purposes only
- Challenges and benefits of local business licensing programs in other Alaska communities.
- Enforcement Plans;
- What are the other existing licenses required in City limits and how those licenses will be effected, changed, streamlined or overlap.

ADOPTED with discussion.

- c. Resolution 24-040, A Resolution of the City Council of Homer, Alaska, Awarding the Contract for the Crane 8 Control System Replacement to Great Northern Hydraulics, LLC of Kenai, Alaska, in an Amount Not to Exceed \$15,000 and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Port Director. Recommend adoption.

Memorandum CC-24-079 from Port Director as backup.

ADOPTED without discussion.

COMMENTS OF THE AUDIENCE

There were four who commented

COMMENTS OF THE CITY ATTORNEY

City Attorney Gatti had no comments.

COMMENTS OF THE CITY CLERK

Acting City Clerk Krause had no comments.

COMMENTS OF THE CITY MANAGER

Interim City Manager Jacobsen stated that the Clerk's Office was interested in discussion items for the Joint worksession with Port & Harbor Advisory Commission on April 15th at 5:00 p.m. noting that the Commission did not have any pressing topics to suggest and Councilmember Erickson recommended discussion on the large cruise ship scheduled for end of June and the infrastructure available to support the landing.

COMMENTS OF THE MAYOR

Mayor Castner complimented the Interim City Manager on a job well done. He provided the vacancies on the Commissions and Boards as follows: Parks, Art Recreation and Culture Advisory Commission, Library Advisory Board, Economic Development Advisory Commission and the ADA Advisory Board.

COMMENTS OF THE CITY COUNCIL

Council member Lord commenting she was loving the sunshine and expressed her appreciation for Melissa and Staff during this interim period, it was super appreciated. Commented on the Homer Foundation and the process used for the grants provided under the City Grant Program. Ms. Lord commented on the services and value the non-profits provide to the City although they are somewhat derided in this town as there are so many, but that those same non-profits bring in 7.1 million dollars in revenue, 100 employees with 4.1 million in payroll within the city of Homer, noting that was a big deal. Ms. Lord expressed her thanks to Council for allowing her the opportunity to travel to Washington DC to lobby on behalf of the City and expressed her thanks for Ben being willing to hold down the fort while she was gone; commented on presenting to the House Transportation Committee, noting that it would be via Zoom, not in person and when she has more information will share with Council and the Community. Ms. Lord suggested that Councilmember Davis and her have discussed briefly about a financial plan or policy with the Port and Harbor Advisory Commission and could try to pull some draft language to consider.

Councilmember Venuti reported attending a Deaf & Hearing Training Event at KPC and confirmed with Ms. Krause the availability of closed captioning for city meetings and recalled the times that there was many non-profits attending the Council budget meetings to lobbying for funding and expressed her appreciation the work of the Homer Foundation putting a shout out to Mike Miller for his service as he is leaving the Homer Foundation to spend time with family and the ability to provide funding through that grant process. She thanked Councilmember Lord for taking on the trip to Washington DC. Ms. Venuti expressed her appreciation for the successful event on how to run for public office and that if someone was interested but maybe not quite ready to run for public office they could serve on one of

the Commissions or Boards to get some experience. She reminded everyone again of the vacancy on the ADA Advisory Board.

Councilmember Aderhold reported on attending the How to Run for Public Office event noting it was nice not to be in the hot seat, that the event was great and she expressed the discussion was interesting. Ms. Aderhold expressed her hope that they can get that last seat on the ADA Board filled soon as she almost shouted out that the event when Ms. Jacobsen mentioned the vacancies on the Commissions and Boards that it was the most fun. She also reported attending the Open House for the Comp Plan and was impressed on the number of people who attended the event and while she did not comment on anything she did look at the comments that others provided and it was evident that people are really thinking, expressing that she is looking forward to future events and appreciates everyone who had participated. Ms. Aderhold announced a film showing of Uniting America developed by the organization Braver Angels at the KPC College Campus hosted by League of Women Voters April 19th 5:30-7:30 p.m. A film about the political divide in this country.

Councilmember Davis commented that spring was in the air, and there is all this sunshine, the bees are waking up, there is nothing out there for them yet, but they're flying around looking for it. He reported that he will be at the Library from Noon to 1pm on Tuesday, April 9, 2024 for the last Lunch with a Councilmember and he was looking forward to meeting with people.

Councilmember Erickson commented on the recent nice weather enjoying the sun as everyone else. She noted the start of the springtime sports and seeing the kids running around and that they will soon be seeing more bikes and fun stuff happening with everyone anxious to be outside again without all the ice. Ms. Erickson wished everyone a nice couple of weeks.

Councilmember Hansen commented on the Popeye Wrestling being a recipient of a grant from the Homer Foundation and then reported the Anchor Kings holding tournament on April 19-20th and that it has been a little while since it was last held and it will be something worthwhile to watch. She then issued a warning to anyone walking their dogs and the plan their route as she took an hour longer than expected due to a moose blocking her intended route.

ADJOURNMENT

Mayor Castner adjourned the meeting at 8:13 p.m., noting the Joint Worksession with Port & Harbor Advisory Commission on Monday, April 15, 2024 at 5:00 p.m. The next Regular Meeting on Monday, April 22, 2024 at 6:00 p.m. Committee of the Whole at 5:00 p.m. and a Special Meeting regarding an Appeal Hearing on Thursday, April 25, 2024 at 6:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and via Zoom webinar.