

**CITY OF UNALASKA  
UNALASKA, ALASKA  
REGULAR MEETING  
TUESDAY, SEPTEMBER 26, 2017, 6:00 PM  
UNALASKA CITY HALL COUNCIL CHAMBERS  
AGENDA**

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CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

RECOGNITION OF VISITORS

ADDITIONS TO AGENDA

**MINUTES:** September 12, 2017

FINANCIAL REPORT

BOARD/COMMISSION REPORTS

**AWARDS/PRESENTATIONS:** Ethan Isler; Extra Mile award

**MANAGER'S REPORT**

COMMUNITY INPUT/ANNOUNCEMENTS

PUBLIC INPUT ON AGENDA ITEMS

**PUBLIC HEARING**

1. **ORDINANCE 2017-13:** CREATING BUDGET AMENDMENT NO. 1 FOR FISCAL YEAR 2018 TO CREATE THE DELTA WAY EMERGENCY SEWER LINE REPAIR PROJECT

**WORK SESSION**

**RECONVENE TO REGULAR SESSION**

**CONSENT AGENDA**

1. **RESOLUTION 2017-61:** CONFIRMING THE MAYOR'S APPOINTMENT OF VIRGINIA HATFIELD TO THE LIBRARY ADVISORY COMMITTEE
2. **RESOLUTION 2017-62:** CONFIRMING THE MAYOR'S APPOINTMENT OF HELEN BROWN TO THE UNALASKA PLANNING COMMISSION/PLATTING BOARD AND THE HISTORIC PRESERVATION COMMISSION

**UNFINISHED BUSINESS**

1. **ORDINANCE 2017-13 - SECOND READING:** CREATING BUDGET AMENDMENT NO. 1 FOR FISCAL YEAR 2018 TO CREATE THE DELTA WAY EMERGENCY SEWER LINE REPAIR PROJECT

**EXECUTIVE SESSION:** Discuss contract for Interim City Manager

**NEW BUSINESS**

1. **RESOLUTION 2017-54:** APPROVING THE CANDIDATE SLATES TO POPULATE A STEERING COMMITTEE AND A TECHNICAL ADVISORY COMMITTEE FOR THE GUIDANCE OF THE 2030 UNALASKA COMPREHENSIVE PLAN
2. **RESOLUTION 2017-60:** AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT BETWEEN THE CITY OF UNALASKA AND NANCY M PETERSON APPOINTING NANCY M. PETERSON TO SERVE AS INTERIM CITY MANAGER

COUNCIL DIRECTIVES TO MANAGER

COMMUNITY INPUT

ANNOUNCEMENTS

ADJOURNMENT

**CITY OF UNALASKA  
UNALASKA, ALASKA  
REGULAR MEETING  
TUESDAY, SEPTEMBER 12, 2017, 6:00 PM  
UNALASKA CITY HALL COUNCIL CHAMBERS  
AGENDA**

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The regular meeting of the Unalaska City Council was called to order at 6:00 pm, September 12, 2017, in the Unalaska City Hall Council chambers. Roll was taken:

**PRESENT:**  
Frank Kelty, Mayor  
Rachelle Hatfield  
Roger Rowland  
John Waldron  
Alejandro Tungul  
David Gregory  
Yudelka Leclere

**ABSENT:**  
None

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Mayor Kelty.

**RECOGNITION OF VISITORS:** Dan Boyette, GCI; Arlie Colvin, Fire Chief,

**ADDITIONS TO AGENDA:** None.

**MINUTES:** August 22, 2017; August 30, 2017 Waldron made a motion to adopt the minutes from the August 12, 2017 regular meeting minutes and the August 30, 2017 special meeting minutes; Rowland seconded. Motion passed by consensus.

**FINANCIAL REPORT:** None.

**BOARD/COMMISSION REPORTS:** None.

**AWARDS/PRESENTATIONS:** None.

**MANAGER'S REPORT:** In the packet.

**COMMUNITY INPUT/ANNOUNCEMENTS:** The following members of the community provided input/announcements:

- o Abe Palmer, Safeway
- o Carlin Enlow, CVB
- o Ryan Burke
- o Interim City Manager Update
- o PCR - Triathlon

**PUBLIC INPUT ON AGENDA ITEMS:** None.

**PUBLIC HEARING**

**WORK SESSION:**

Tungul made a motion to enter into Work Session; Leclere seconded. Motion passed by consensus.

1. **PRESENTATION:** DAN BOYETTE OF GCI
2. **DISCUSSION:** CREATION OF A STEERING COMMITTEE AND A TECHNICAL ADVISORY COMMITTEE FOR THE GUIDANCE OF THE 2030 UNALASKA COMPREHENSIVE PLAN
3. **DISCUSSION:** APPROVING A SOLE SOURCE CONTRACT BETWEEN THE CITY OF UNALASKA AND ALEUTIAN AERIAL LLC TO ACQUIRE NEW DIGITAL IMAGES FOR THE CITY'S GIS SYSTEM.
4. **DISCUSSION:** CREATING BUDGET AMENDMENT NO. 1 FOR FISCAL YEAR 2018 TO CREATE THE DELTA WAY EMERGENCY SEWER LINE REPAIR PROJECT

**RECONVENE TO REGULAR SESSION**

**CONSENT AGENDA**

Rowland made a motion to adopt Consent Agenda; council did not object. Motion passed by consensus.

1. **RESOLUTION 2017-53:** APPROVING THE CREATION OF A STEERING COMMITTEE AND A TECHNICAL ADVISORY COMMITTEE FOR THE GUIDANCE OF THE 2030 UNALASKA COMPREHENSIVE PLAN
2. **RESOLUTION 2017-58:** APPOINTING JUDGES AND CLERKS FOR THE REGULAR MUNICIPAL ELECTION ON OCTOBER 3, 2017 AND JUDGES TO SERVE ON THE CANVASS COMMITTEE
3. **RESOLUTION 2017-59:** CONFIRMING THE MAYOR'S APPOINTMENT OF SANDRA MOLLER AS A PUBLIC-AT-LARGE REPRESENTATIVE ON THE MUSEUM OF THE ALEUTIANS BOARD OF DIRECTORS

**UNFINISHED BUSINESS**

**NEW BUSINESS**

1. **ORDINANCE 2017-13 - FIRST READING:** CREATING BUDGET AMENDMENT NO. 1 FOR FISCAL YEAR 2018 TO CREATE THE DELTA WAY EMERGENCY SEWER LINE REPAIR PROJECT

Rowland made a motion to move Ordinance 2017-13 to second reading and public Comment on September 26, 2017; Leclere seconded.

Roll Call Vote: Hatfield – yes; Rowland – yes; Waldron – yes; Tungul – yes; Gregory – yes; Leclere – yes.

Motion passed 6-0.

2. **RESOLUTION 2017-57:** APPROVING A SOLE SOURCE CONTRACT BETWEEN THE CITY OF UNALASKA AND ALEUTIAN AERIAL LLC TO ACQUIRE NEW DIGITAL IMAGES FOR THE CITY'S GIS SYSTEM.

Waldron made a motion to adopt Resolution 2017-57; Gregory seconded.

Roll Call Vote: Rowland – yes; Waldron – yes; Tungul – yes; Gregory – yes; Leclere – yes; Hatfield – yes.

Motion passed. 6-0.

COUNCIL DIRECTIVES TO MANAGER: None.

COMMUNITY INPUT:

- Unalaska AC Meeting and Board Member Elections
- Absentee Voting for Unalaska General Election

ANNOUNCEMENTS:

ADJOURNMENT: The meeting adjourned at 7:43pm.

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Cat Hazen  
City Clerk

To: Mayor and Council

From: David A. Martinson, City Manager

Subject: City Manager's Report

Date: September 26, 2017

**PCR:** The Unalaska Aquatic Center won the 2016 Alaska Recreation and Parks Association's Facility Excellence Award. This award recognizes significant new projects, major renovations, or long-term performance as a flagship of recreation. Any facility from any area of recreation, from trails to aquatic centers, is eligible.

**UMC Construction:** Turnagain continues to make good progress on the UMC construction project. Sheet pile installation is nearing completion. Progress remains on schedule.

**City Employee Survey (Reminder):** In the next couple months, we will be conducting an employee survey with the help of the National Research Center, Inc. Local government staff is the front line to service delivery in our community and are, in essence, the face of the City. Employee's opinions about critical work climate issues offers the City of Unalaska's management, staff and elected officials an opportunity to identify challenges, plan for and evaluate improvements and sustain organizational effectiveness for long-term success. Additionally, the employee's perspectives about the broader community will offer City of Unalaska staff and leaders a unique window into how the community is viewed through the eyes of those charged with serving it. Results will be used to improve the work environment here in the spirit of a learning organization. The employee survey itself was designed by researchers at National Research Center, Inc. to be a comprehensive survey of employees that covers 10 dimensions of the employee experience. The survey contains more than 140 questions including: job satisfaction, work group performance, supervisor relationship, performance evaluation, employee development, wages and benefits, communication and decision-making, organizational climate, physical work environment and performance of support services. Individual employee responses will be completely anonymous. The survey was developed specifically for employees of local government.

**Community Survey (Reminder):** With the help of the National Research Center, Inc. we will also be conducting the National Citizen Survey (NCS), of residents, to gather resident opinion across a range of community issues. This fall, surveys will be mailed randomly selected households and will be available to all residents online. The survey will allow us to evaluate eight facets of community livability: safety, mobility, the natural environment, the built environment, the economy, recreation and wellness, education and enrichment, and community engagement. Surveys will be mailed randomly selected households, and will be available to all residents online. Communities using the NCS have reported that the tool improved service delivery, strengthened communications with community stakeholders and helped leaders identify clear priorities for use in strategic planning and budget setting. The NCS is the only citizen survey endorsed by the International City/County Management Association and the National League of Cities.

CITY OF UNALASKA  
UNALASKA, ALASKA

ORDINANCE NO. 2017-13

CREATING A BUDGET AMENDMENT #1 FOR FISCAL YEAR 2018 TO CREATE THE DELTA WAY EMERGENCY SEWER LINE REPAIR PROJECT.

BE IT ENACTED BY THE UNALASKA CITY COUNCIL

- Section 1. Classification: This is a non-code ordinance.  
Section 2. Effective Date: This ordinance becomes effective upon adoption.  
Section 3. Content: The City of Unalaska FY17 Budget is amended as follows:

- A. That the following sums of money are hereby accepted and the following sums of money are hereby authorized for expenditure.  
B. The following are the changes by account line item:

**Amendment No. 3 to Ordinance #2016-12**

		<u>Current</u>	<u>Requested</u>	<u>Revised</u>
<b>I. OPERATING BUDGET</b>				
<b>A. Wastewater Budget</b>				
Sources				
	Budgeted use of Unrestricted Net Assets	503,418	415,000	918,418
Uses				
	Transfer to Enterprise Capital Projects	-	415,000	415,000
<b>II. Proprietary Capital Budget</b>				
<b>A. Wastewater Fund - Project Budget</b>				
Sources				
	Transfer from Enterprise Ops	WW18A	- 415,000	415,000
Uses				
	Construction Services	WW18A	- 385,000	385,000
	Engineering & Architectural	WW18A	- 10,000	10,000
	General Supplies	WW18A	- 20,000	20,000

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_ 2017.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

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**MEMORANDUM TO COUNCIL**

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**TO:** MAYOR AND CITY COUNCIL MEMBERS  
**FROM:** DAN WINTERS, PUBLIC UTILITIES DEPARTMENT DIRECTOR  
**THRU:** DAVID A. MARTINSON, CITY MANAGER  
**DATE:** SEPTEMBER 12, 2017  
**RE:** ORDINANCE 2017-13 – BUDGET AMENDMENT REQUEST OF \$415,000  
TO CREATE A NEW CAPITAL PROJECT FOR EMERGENCY REPAIRS  
TO A SEWER LINE ON DELTA WAY

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**SUMMARY:** A sewer line on Delta Way has been breached and bunker fuel from WWII era contamination is seeping into the Wastewater Collection System. Staff is requesting a new Capital Project be established in order to reimburse the Operating Budget of the Wastewater Utility and the Westward Captain's Bay 35kV Line Extension Project; both of these cost centers funded the emergency repairs. Funding to reimburse the Project and the Wastewater Division of \$415,000 will come from the Retained Earnings of the Wastewater Proprietary Fund.

**PREVIOUS COUNCIL ACTION:** The Council has taken no action on the Delta Way Sewer Line. Council funded the FY18 Operating Budget of the Wastewater Utility via Ordinance 2017-07 at their May 23, 2017 meeting and the Westward Captain's Bay 35kV Line Extension Project via the FY17 CMMP and Ordinance 2016-12 at their May 24, 2016 meeting for \$2,350,836.

**BACKGROUND:** A breached sewer main on Delta Way caused bunker fuel to enter the Wastewater Collection System. Since the breach was discovered in mid-July, the fuel inflow increased from approximately 10 gallons per week to over 100 gallons per week. At a minimum since the breach was detected, the Sewer Lift Station at Delta Way was extensively cleaned once per week to prevent the fuel from reaching the Wastewater Treatment Plant in violation of the Plant's NPDES permit. The breach was also a potentially serious environmental hazard that could affect Unalaska Bay, causing damage to marine life and the safety of residents as well as subjecting the City to fines from ADEC and/or EPA.

**DISCUSSION:** The cleanup at the Delta Way Lift Station was contracted to Resolve Marine at an estimated cost of \$20,000. Travis Peterson Environmental Consultants, Inc. (TPECI) was issued a Purchase Order for \$10,000 under a contract to mitigate potential environmental issues. The total cost to the Wastewater Utility for these services is estimated to be \$30,000, the amount encumbered on PO's are drawn from the Wastewater Utility's Operating Budget.

Accessing the sewer main for a direct repair proved impractical due to the bunker fuel contamination and because the line sits below the water table. To avoid digging up the main, the Utility contracted with Northern Alaska Contractors, LLC (NAC), to slip line the affected sewer main lines. Slip lining is a proven long-term repair for sewer mains and is often considered equal to or better than the original installation. The City has worked with NAC on numerous projects for many years and they are very familiar with the sewer mains in question, having constructed most of the lines and lift stations within the collection system.

An addendum to an existing contract with NAC, the construction of the Westward Captain’s Bay 35kV Line Extension Project, was executed in the amount of \$350,000 and paid for from that Project’s budget due to the emergency nature of the repairs. A contingency amount of \$35,000 for anticipated scope increases was also reserved from the project budget.

**ALTERNATIVES:** Upon approval from the City Manager, the Wastewater Utility contracted with NAC, TPECI and Resolve Marine in order to prevent environmental contamination incidents at the Plant and Unalaska Bay. The question before the Council is whether to allow the cost centers utilized to make payment for these services carry the financial burden or to reimburse those costs to the Operating budget of the Wastewater Utility (\$30,000) and the Westward Captain’s Bay 35kV Line Extension Project (\$385,000). Staff recommends reimbursement through approval of this Budget Amendment Request.

**FINANCIAL IMPLICATIONS:** This budget amendment request will replace those funds expended for these emergency repairs to the sewer line back into the Westward Captain’s Bay 35kV Line Extension Project as well as reimburse the Utility’s Operating budget for expenditures directly related to the breach. The proposed reimbursements are as follows:

Cost Center				Amount
5012	5053	54500	EL17C	\$ 385,000.00
5202	4552	53240		\$ 10,000.00
5202	4552	56100		\$ 20,000.00
<b>Total Project Cost:</b>				<b>\$415,000.00</b>
Reimburse to				Amount
5012	5053	54500	EL17C	\$ 385,000.00
5202	4552	53240		\$ 10,000.00
5202	4552	56100		\$ 20,000.00
<b>Total to be Reimbursed:</b>				<b>\$415,000.00</b>

**LEGAL:** The City Manager will determine whether a legal opinion is required.

**STAFF RECOMMENDATION:** Staff recommends fully funding this budget amendment request in order to reimburse the Utility and the Westward Captain’s Bay 35kV Line Extension Project.

**PROPOSED MOTION:** “I move to approve Ordinance 2017-13”

**CITY MANAGER’S COMMENTS:** I recommend the Council approve this budget amendment in an effort to ensure costs are appropriately accounted for in repairing this emergency situation.

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CITY OF UNALASKA  
UNALASKA, ALASKA

**RESOLUTION 2017-61**

**A RESOLUTION OF THE UNALASKA CITY COUNCIL CONFIRMING THE  
MAYOR'S APPOINTMENT OF VIRGINIA HATFIELD TO THE LIBRARY ADVISORY  
COMMITTEE.**

WHEREAS, City of Unalaska Code of Ordinances §2.60.040 states that each member of a board or committee shall be appointed by the Mayor, subject to approval of the City Council; and

WHEREAS, Mayor Kelty has considered the application of a member of the public to serve on the Library Advisory Committee and has submitted a name to the City Council for approval;

NOW THEREFORE BE IT RESOLVED that the Mayor's appointment of Virginia Hatfield to the Library Advisory Committee is confirmed:

<b>MEMBER</b>	<b>EXPIRING</b>
VIRGINIA HATFIELD	FEBRUARY 2019

PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE  
UNALASKA CITY COUNCIL THIS 26<sup>th</sup> DAY OF SEPTEMBER, 2017.

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MAYOR

ATTEST:

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CITY CLERK



# BOARD, COMMITTEE & COMMISSION APPLICATION

APPLYING FOR (check one):

- Planning Commission, Platting Board and Historic Preservation Commission
- Parks, Culture & Recreation Committee
- Library Advisory Committee
- Museum of the Aleutians Board of Directors
- Iliuliuk Family & Health Services Clinic Board

Name: \_Virginia Hatfield\_

Mailing Address: \_PO Box 648, Unalaska, AK 99685\_

Telephone: \_907-581-5150\_ Email: \_virginiahatfield@aleutians.org\_

Occupation: \_Museum director\_ Employer: \_Museum of the Aleutians\_

Previous Board/Committee/Commission Experience (attach additional pages if necessary):

\_Past board member of the Urban Design and Historic Preservation Commission, Lubbock, TX\_

\_Current board member of the Aleutian Arts Council, Unalaska, AK\_

Check the primary reason(s) for your interest:

- I am a returning board, committee or commission member whose term recently expired.
- I have expertise I want to contribute.
- I am interested in the activities the board, committee or commission handles.
- I want to participate in local government.
- I want to make sure my segment of the community is represented.
- Other \_\_\_\_\_

Please explain in greater detail the reasons you checked above: \_\_\_\_\_

\_I am very interested in being on the Library Advisory Commission. I would like to contribute what I can\_  
\_to this community and believe I have expertise that would be of value. The Unalaska City Library is a\_  
\_a wonderful organization and it would be a privilege to serve on its advisory committee.\_

It is suggested you attach an outline of your education, work and volunteer experience, and other interests.

How did you learn of this vacancy (please check one):

- Media
- Word of Mouth
- Solicitation
- Other \_\_\_\_\_

Date: Sept 12, 2017

Signature: Virginia Hatfield

THANK YOU FOR YOUR INTEREST IN SERVING

**Applications expire one year from date received by City Clerk**

Please return completed Application to the City Clerk's Office in City Hall, 43 Raven Way, Unalaska  
Or mail to City Clerk, City of Unalaska, P. O. Box 610, Unalaska, AK 99685

## VIRGINIA L. HATFIELD

### Contact Information:

Museum of the Aleutians, 314 Salmon Way, PO Box 648, Unalaska, AK 99685  
Work Phone: 907-581-5150; Cell Phone: 907.359.8000  
Email: Virginia@HatfieldArch.com

### Biographical Statement:

Virginia Hatfield is the Executive Director of the Museum of the Aleutians and a current board member of the Aleutian Arts Council. She received her BA in History from Texas Tech University and her MA and Ph.D. in Anthropology from Kansas University. She worked as a field archaeologist in Alaska between 1998 and 2016, completing her dissertation, *Historical Continuity from Shemya to Dutch Harbor* (2006), using collections from multiple sites in the Aleutians. As director of MOTA, she has successfully reengaged the community of Unalaska and invigorated the museum with a series of dynamic programs and a year long "Focus on Collections."

### Professional Preparation:

- Ph.D. May 2006 University of Kansas, Lawrence, Kansas. Department of Anthropology (Archaeology). *Historical Continuity from Shemya to Dutch Harbor: An evolutionary analysis of chipped stone technology in the Aleutian Islands.*
- M.A. May 2001 University of Kansas, Lawrence, Department of Anthropology (Archaeology). *Toward Evolutionary Archaeology: Analysis of Variability in Attributes of North-central Texas projectile point/knives.* Masters Thesis
- B.A. May 1993 Texas Tech University, Lubbock, Texas, Magna Cum Laude. (History)

### Associations and Positions:

- Adjunct faculty, Biodiversity Institute, Museum of Natural History, University of Kansas
- Aleutians Arts Council, board member 2017
- Urban Design and Historic Preservation board member 2016.
- Participant in National Science Foundation workshop Arctic Horizons
- Alaska Anthropological Association (AAA)
- Texas Archeological Society (TAS), member and former director of Region 2 (2012 to 2015).
- Register of Professional Archaeologists (RPA)
- Society for American Archaeologists (SAA) member
- Council of Texas Archeologists (CTA) member

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### Employment History:

January—present	Executive Director, Museum of the Aleutians, Unalaska, AK.
Nov - Dec 2016	Collections Manager, Museum of the Aleutians, Unalaska, AK.
Dec 2012 – present	President/ Owner of Hatfield Archaeological Services, Lubbock, TX
Jul 2007 – Oct 2012	Prewitt and Associates, Inc., Austin, TX
Aug 2006 – Jul 2007	Effigy Archaeological Services, Inc., Kansas City, KS
Jan 2005 – May 2006	TTU, Dept. of Sociology, Anthropology, & Social Work, Lubbock, TX
Sept 2004 – Feb 2005	Effigy Archeological Services, Inc., Kansas City, KS
Aug 2004 – Sept 2004	4G Consulting, Inc.
Jun 2003 – Nov 2003	Lab technician, Museum of the Aleutians, Unalaska, AK
Oct 2002 – Nov 2002	Prewitt and Associates, Inc., Austin, TX (Ross Fields, president)
Jun 2001 – Dec 2001	Museum of the Aleutians, Unalaska, AK (Rick Knecht, director)
Jun 1998 – Sept 2006	Western Aleutian Archaeological and Paleobiological Project and Central Aleutian Archaeological and Paleobiological Project (NSF, Dixie West)

*Please request addition information for work history prior to 1998.*

CITY OF UNALASKA  
UNALASKA, ALASKA

RESOLUTION 2017-62

A RESOLUTION OF THE UNALASKA CITY COUNCIL CONFIRMING THE MAYOR'S APPOINTMENT OF HELEN BROWN TO THE UNALASKA PLANNING COMMISSION/PLATTING BOARD AND THE HISTORIC PRESERVATION COMMISSION

WHEREAS, City of Unalaska Code of Ordinances §2.60.040 states that each member of a board or committee shall be appointed by the Mayor, subject to approval of the City Council; and

WHEREAS, Mayor Kelty has considered the application of a member of the public to serve on the Planning Commission/Platting Board and the Historic Preservation Commission;

NOW THEREFORE BE IT RESOLVED that the Mayor's appointment of Helen Brown to the Planning Commission/Platting Board and the Historic Preservation Commission is confirmed:

**MEMBER**

Helen Brown

**EXPIRING**

February 2020

PASSED AND APPROVED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS 26th DAY OF SEPTEMBER, 2017.

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MAYOR

ATTEST:

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CITY CLERK

RECEIVED  
SEP 11 2017  
BY: RW



### BOARD, COMMITTEE & COMMISSION APPLICATION

APPLYING FOR (check one):

- Planning Commission, Platting Board and Historic Preservation Commission
- Parks, Culture & Recreation Committee
- Library Advisory Committee
- Museum of the Aleutians Board of Directors
- Iliulik Family & Health Services Clinic Board

Name: Helen Brown

Mailing Address: P.O. Box 1363

Telephone: 907.359.7211 Email: scotthelen4@yahoo.com

Occupation: Housewife Employer: \_\_\_\_\_

Previous Board/Committee/Commission Experience (attach additional pages if necessary):  
Unalaska Corporation, Senior Citizen Board - current  
Russian Orthodox Church - current, Kawalagin Tribe

Check the primary reason(s) for your interest:

- I am a returning board, committee or commission member whose term recently expired.
- I have expertise I want to contribute.
- I am interested in the activities the board, committee or commission handles.
- I want to participate in local government.
- I want to make sure my segment of the community is represented.
- Other \_\_\_\_\_

Please explain in greater detail the reasons you checked above:  
Being an active member of the planning committee, to help shape the future of our community.

It is suggested you attach an outline of your education, work and volunteer experience, and other interests.

How did you learn of this vacancy (please check one):

- Media
- Word of Mouth
- Solicitation
- Other \_\_\_\_\_

Date: 9.11.17

Signature: Helen V. Brown

THANK YOU FOR YOUR INTEREST IN SERVING  
**Applications expire one year from date received by City Clerk**  
Please return completed Application to the City Clerk's Office in City Hall, 43 Raven Way, Unalaska  
Or mail to City Clerk, City of Unalaska, P. O. Box 610, Unalaska, AK 99685

**CITY OF UNALASKA, ALASKA  
CITY COUNCIL**

**RESOLUTION NO. 2017-54**

**A RESOLUTION OF THE UNALASKA CITY COUNCIL APPROVING THE CANDIDATE SLATES TO POPULATE A STEERING COMMITTEE AND A TECHNICAL ADVISORY COMMITTEE FOR THE GUIDANCE OF THE 2030 UNALASKA COMPREHENSIVE PLAN**

WHEREAS, the City of Unalaska Planning Department is preparing a comprehensive plan, and;

WHEREAS, City Council passed Resolution 2017-53 creating a Steering Committee to assist with guiding the comprehensive plan process, and;

WHEREAS, Resolution 2017-53 also created a Technical Advisory Committee to provide up to date information about all of the infrastructure services and capabilities on the island, now and in the immediate future, and;

WHEREAS, the Planning Department has identified and secured the participation of numerous candidates as put forth on each committee's respective list;

NOW THEREFORE BE IT RESOLVED THAT THE UNALASKA CITY COUNCIL hereby appoints the candidates identified on the attached lists to the Steering Committee or Technical Advisory Committees in support of the 2030 Comprehensive Plan.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

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## MEMORANDUM TO COUNCIL

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**TO:** MAYOR AND CITY COUNCIL MEMBERS  
**THRU:** DAVE MARTINSON, CITY MANAGER  
**FROM:** BIL HOMKA, PLANNING DIRECTOR  
**DATE:** SEPTEMBER 22, 2017  
**RE:** **APPOINTMENTS TO UNALASKA COMPREHENSIVE PLAN STEERING AND TECHNICAL ADVISORY COMMITTEES**

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**SUMMARY:** At a prior meeting Unalaska City Council created two committees to assist the Planning Commission staff with updating the City's Comprehensive Plan (2030). The Steering Committee was created to help guide the project and offer input as a sounding board when there are conflicting goals identified during the process. The Technical Advisory Committee is created to pool the resources and understanding of the city's numerous infrastructures already in place. This memo serves to accompany the slate of candidates identified as interested and willing to serve in their respective capacities.

**PREVIOUS COUNCIL ACTION:** Res. 2017-53 Creating Comprehensive Plan Steering Committee and Technical Advisory Committee (September 12, 2017)

**BACKGROUND:** The Planning Department presented the concept for creating two (2) committees to guide its work on the Comprehensive Plan 2030 Update. At its meeting on September 12, 2017, City Council adopted resolution 2017-53 and created the Steering and Technical Advisory Committees. There are 20 seats representing a variety of industries and citizens on the Steering Committee. The Technical Advisory Committee has 21 seats. Planning has been working to populate the committees however there are still openings on each. It is time to move forward with appointments, and any additional people will all be brought forward for confirmation at a later time.

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL:** None.

**STAFF RECOMMENDATION:** Approve the resolution populating the Steering and Technical Advisory Committees with list of candidates provided.

**PROPOSED MOTION:** Move to approve the proposed slate of members to the Steering Committee and Technical Advisory Committees.

**CITY MANAGER'S COMMENTS:** Recommend the Council approve the list of candidates. While this set of people will help guide and be sounding board the process all input will be taken and valued as we move forward in developing the new comprehensive plan.

## Steering Committee List

1	Council	Roger Roland		
2	Planning Commission	Travis Swangel		<a href="mailto:travisswangel@gmail.com">travisswangel@gmail.com</a>
3	Community Representative			
4	Community Representative	Abi Woodbridge	581-2535	<a href="mailto:abiwoodbridge@gmail.com">abiwoodbridge@gmail.com</a>
5	School	John Conwell	581-3151	<a href="mailto:jconwell@ucsd.net">jconwell@ucsd.net</a>
6	Unalaska CVB	Carlin Enlow	581-2612	<a href="mailto:unalaskacvb@gmail.com">unalaskacvb@gmail.com</a>
7	PenAir/Ace/Grant Rep	Deborah Church / Jim Bellanger	581-1383	<a href="mailto:Deborah.church@alaskaair.com">Deborah.church@alaskaair.com</a>
8	Unisea Hospitality	Brett Richardson	581-1170	<a href="mailto:Brett.richardson@unisea.com">Brett.richardson@unisea.com</a>
9	Museum of the Aleutians	Jenny Hatfield	581-5150	<a href="mailto:Virginiahatfield@aleutians.org">Virginiahatfield@aleutians.org</a>
10	Safeway	Abe Palmer (Store Manager)	581-4040	
11	Alaska Ship Supply	Eric Hanson	581-1284	<a href="mailto:erikh@alaskashipsupply.com">erikh@alaskashipsupply.com</a>
12	Local Restaurant / Business			
13	USAFVE	Lynn Crane	581-1500	<a href="mailto:usafved@arctic.net">usafved@arctic.net</a>
14	Iliuliuk Clinic	James Kaech	581-1202	
15	Matson	Jennifer Tungul	359-7913	<a href="mailto:JTungul@matson.com">JTungul@matson.com</a>
16	Q-Tribe	Tom Robinson	581-2920	<a href="mailto:ounalashkatribepres@gmail.com">ounalashkatribepres@gmail.com</a>
17	OC	Sandra Moeller	581-1276	<a href="mailto:smoller@ounalashka.com">smoller@ounalashka.com</a>
18	ILWU	Appointee	581-8648	
19	Private Stevedoring & Warehousing	Representative Appointee		
20	Seafood Representative	Greg Peters (Westward/Alyeska)	359-7543	

### Steering Committee

A Steering Committee will be comprised of individuals tasked with insuring the plan stays on course; reviews any conflicting goal or policy statements that may arise out of the public meetings; listen to input from two supporting committees for guidance and technical expertise; and insure that a fair and balanced plan will represent the community at the end of the process. The Steering Committee has the responsibility to ensure. This group will meet on a monthly/quarterly basis or as needed to consider reports of its sub committees. Appointed by city council, members of this committee should represent a wide spectrum of Unalaska's business and resident communities including business and organization leaders, neighborhood spokespeople, etc. Meetings will be staffed by the Planning Department.

1. Jim Bellanger – Will replace Deborah Church when he starts @ PenAir



Technical Committee List

1	City Water	Clint Huling		
2	City Sewer	Don Lane		
3	City Electric Distribution	Joel Collins		
4	City Electric Generation	Andy McCracken		
5	City Ports	Scott Brown		
6	City Dump	BJ Cross		
7	DOT	Dale Ruckman		
8	Island Services (school bus and trash)			
9	APIA Clinic			
10	Lifemed			
11	Shipping Rep			
12	Alaska Marine Pilots	Dave Arzt (Carter Whalen)		
13	Tug/Towing Representative			
14	School District Business Manager	Holly Holman		
15	KUCB	Lauren Adams		
16	TelAlaska	John Laskowski		
17	Optimera	Emmett Fitch		
18	GCI	Yudelka LeClaire		
19	AT&T	(might be TelAlaska)		
20	Alaska Fish & Game			
21	NOAA			
22				

Technical Committee

The Technical Advisory Committee should consist of people representing local utility providers who can offer expertise about their respective industries for planning purposes. They are also appointed / confirmed by city council. For example, the city personnel who oversee utilities such as electric, waste water, water should be on this committee and can discuss existing capacities, future improvements, and the type and kind of improvements needed based on future land use goals. The Technical Committee is dedicated to advising the planning staff and Steering Committee on these types of matters. Committee will be staffed by the Planning Department.

CITY OF UNALASKA  
UNALASKA, ALASKA

RESOLUTION 2017-60

**A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT BETWEEN THE CITY OF UNALASKA AND NANCY M PETERSON APPOINTING NANCY M PETERSON TO SERVE AS INTERIM CITY MANAGER**

WHEREAS, the City Code of the City of Unalaska empowers the Council of the City to appoint and remove the Manager; and

WHEREAS, the City is in need of the services of an Interim City Manager; and

WHEREAS, the Council of the City of Unalaska desires to retain the services of Nancy M. Peterson as its Interim City Manager upon the terms set forth in the attached agreement; and

WHEREAS, Nancy M. Peterson desires to serve as Interim City Manager of the City of Unalaska upon the terms set forth in the attached agreement;

NOW, THEREFORE, BE IT RESOLVED THAT THE UNALASKA CITY COUNCIL authorizes the Mayor to sign an agreement between the City of Unalaska and Nancy M. Peterson appointing Nancy M. Peterson to serve as Interim City Manager.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS 26<sup>TH</sup> DAY OF SEPTEMBER 2017.

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MAYOR

ATTEST:

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CITY CLERK

September 15, 2017

Mayor Frank Kelty and Unalaska City Council Members  
City of Unalaska  
Box 610  
Unalaska, AK 99685

Dear Mayor Kelty and members of the Unalaska City Council:

Thank you for the opportunity to submit my application for the position of Interim City Manager for the City of Unalaska. I retired in 2014 after more than 30 years of service in a variety of municipal management positions in Alaska and Washington. While I am thoroughly enjoying retirement, I do miss the camaraderie of working with people and the fulfillment that comes from accomplishing goals and tasks on behalf of an organization.


As you can see from my attached resume', I served as the Interim City Manager for the City of Valdez for seven months in 2005. I understand the responsibilities and recognize the decision-making nuances that are required of this position – what actions need to go to Council, what decisions/actions should wait for the new City Manager and what the Interim City Manager needs to take action on immediately.

During my tenure as Interim City Manager in Valdez, I played the lead role in organizing the recruitment and interview process for the City Council to select a new City Manager. The Manager selected through this process was a great fit for Valdez and served in the position for 10 years.

I have a great understanding of the organizational structure, policies and systems within the City of Unalaska from my 7 years of service as Public Works Director. I know a majority of the Department Directors and have a good rapport with them, as well as many of the City employees. I also have followed many of the issues and projects over the years since I left Unalaska and am familiar with the background, contractors and the people involved. I'm confident that my "learning curve" to get back in to the City's routine would be short!

I believe that my municipal management experience and the skills that I developed in budgeting, policy development, personnel recruitment, long range planning and capital facility maintenance/construction will enable me to provide excellent professional support to the Department Directors and the City Council. I know and love the community of Unalaska. If I am selected to serve as the Interim City Manager, I assure you my decisions would truly be based on what is in the best interest of the community!

Sincerely,

A handwritten signature in black ink, appearing to read "Nancy M. Peterson", followed by a horizontal line.

Nancy M. Peterson

P.O. Box 910

Ione, WA 99139

[nancyunalaska@hotmail.com](mailto:nancyunalaska@hotmail.com)

(509) 690-0718

NANCY M. PETERSON  
Box 910, Ione, WA 99139  
(509) 690-0718 / nancyunalaska@hotmail.com

Eastern Washington University - Bachelor of Arts degree in Parks and Recreation  
Administration (1979)

City of Spokane Department of Parks and Recreation – Therapeutic Recreation  
Supervisor (1979-1984)

- Responsible for the planning, development and implementation of recreation programs for individuals with developmental and physical disabilities.

Alaska Special Olympics – Program and Training Director (1984-1988)

- Responsible for planning, developing and implementing a statewide program of sports training and competition for individuals with developmental disabilities. Responsible for coach recruitment and training and community organization and support.

City of Valdez, Alaska – Parks and Recreation Director (1988-1998)

- Responsible for the overall management and administration of the Parks and Recreation Department. Duties included Program development and implementation; budgeting for operations, maintenance and capital projects; personnel recruitment, training and supervision; policy development; long range planning, goal setting and reporting; and communications with the public and the City Council.

City of Valdez, Alaska – Parks, Recreation and Port Director (1998-2000)

- Responsible for the overall management and administration of the Parks and Recreation Department and the Port and Harbor Departments. Duties included Program development and implementation; budgeting for operations, maintenance and capital projects; personnel recruitment, training and supervision; policy development; long range planning, goal setting and reporting; and communications with the public and the City Council.

City of Valdez, Alaska – Assistant City Manager (2000-2007)

- Continued to serve as the Department Director for the Parks and Recreation Department and Port and Harbor Department as well as taking on the role of the Personnel Director for the City. Re-organizations were completed within the Parks and Recreation and Port and Harbor Department to create Senior Manager positions to take over the day to day operations of the Departments. In 2005, additional restructuring occurred to enable the departments to return to “stand-alone” departments with Directors hired for Parks and Recreation and the Port/Harbor. My duties as Assistant City Manager shifted to Capital projects, Personnel, Grant administration and the Harbor Expansion.

City of Valdez, Alaska – Interim City Manager (February-August 2005)

- Served as City Manager for 7 months and assisted the City Council in the search process to select a new City Manager.

City of Unalaska, Alaska – Public Works Director (2007-2014)

- Responsible for the overall management and administration of the Public Works Department. Duties included city-wide Capital project development and management; budgeting for operations, maintenance and capital infrastructure for Engineering, Streets/Roads, Vehicle Maintenance, Facility Maintenance and Supply/Inventory Divisions; personnel recruitment, training and supervision; policy development; long

range planning, goal setting and reporting; and communications with the public and the City Council.

Bill Walker for Governor of Alaska Campaign – Campaign Manager (2014)

- Responsible for community organization, volunteer recruitment, fundraising, event planning, coordination and development, and the management of the campaign office for the Walker for Governor Campaign in 2014.

REFERENCES:

Donna and Bill Walker, Former Attorneys for the City of Valdez (phone # provided upon request) (Letter included)

AB Rankin, Retired Treasurer, City of Unalaska (Letter included)

Lisa VonBargen, Wrangell City Manager (Letter included)

Chris Hladick, Former Unalaska City Manager (Mr. Hladick was moose hunting and unable to provide a letter, but has said he would be happy to talk via telephone)

19 September 2017

AB Rankin  
P. O. Box 148  
Unalaska, AK 99685-0148

To Whom it May Concern:

It has been a great honor to me to be asked by Ms. Nancy Peterson to write a letter of recommendation for her for the position of interim City Manager. As you may remember, I worked with Nancy while she was the Director of Public Works and often times she served as the Acting City Manager.

In my opinion you will not be able to find a more uniquely qualified candidate. Nancy is well acquainted with our local government and community and she likes it here. Nancy has great initiative, is very organized, and a superb time manager as evidenced by all of the capital projects she managed while supervising the Department of Public Works.

Nancy is also a good communicator, she is respectful as well as respected. Other words I would use to describe Nancy's work ethic are enthusiastic, resourceful and confident, and a delegator who expects high standards from those who serve under her. She is honest and fair.

I hope you will seriously offer Nancy Peterson the position of interim City Manager. She is the best by far candidate you can find given her immense qualifications and great personality.

Regards,

AB Rankin

Bill and Donna Walker  
2234 Kissee Court  
Anchorage, Alaska 99517

September 18, 2017

Mayor Frank Kelty and Council Members  
City of Unalaska  
P.O. Box 610  
Unalaska, Alaska 99685

Dear Mayor Kelty and Council Members:

It is our privilege to write this letter of recommendation for Nancy Peterson for the position of Interim City Manager for Unalaska.

Donna first worked with Nancy Peterson in the 1980s when Nancy served as Program Director for Alaska Special Olympics and Donna was a board member. When Nancy move to Valdez in 1988 to become the Parks and Recreation Director, as the Valdez city attorneys, we both worked extensively with Nancy through the years in her various executive roles. Her extraordinary management and interpersonal skills led to her moving up the ranks to Port Director, Assistant City Manager and Interim City Manager.

In all of these roles, Nancy's work ethic, leadership, professionalism, dedication to the mission and ability to engage all stakeholders to build consensus contributed to her success as an administrator. Because of these attributes, upon her retirement, Bill asked Nancy to serve as campaign manager for his 2014 gubernatorial bid. This was an entirely new mission for Nancy which required mobilizing volunteers and organizing events and campaign activities statewide, developing and implementing campaign strategies, fundraising, and day-to-day management of campaign operations. Once again, Nancy excelled in her efforts that resulted in a successful outcome.

We are well aware that Nancy has a proven record in Unalaska and is recognized around the state for her exemplary service to municipal government as was evidenced by her receiving the 2013 Public Employee of the Year Award. We give Nancy our highest recommendation as she seeks to serve Unalaska during this period of transition. Do not hesitate to contact us if we may be of further assistance.



Bill Walker



Donna Walker





CITY AND BOROUGH OF WRANGELL  
INCORPORATED MAY 30, 2008

Office of the Borough Manager

P.O. Box 531  
Wrangell, AK 99929

907-874-2381  
907-874-3952

September 19, 2017

City of Unalaska  
Mr. Frank Kelty, Mayor  
PO Box 610  
Unalaska, AK 99685

Dear Mayor Kelty:

It is my privilege to write this letter in support of Nancy Peterson being considered for the position of Interim City Manager. Although her career in Valdez started well before this, I worked directly with Ms. Peterson in Valdez from 2001-2008, during which time she served concurrently as the Parks & Recreation Director, Ports & Harbor Director and Assistant City Manager. To say Nancy is “Superwoman” is an understatement. Her ability to manage multiple programs, projects and staff across the full spectrum of local government departments is second to none. In addition to her workload she always found time to be a mentor to co-workers and staff – something for which I will always be personally grateful.

Nancy’s time in Unalaska as Public Works Director was so successful she was named *Public Employee of the Year* by the Alaska Municipal League. Given her tenure and knowledge of the community I can think of no better candidate for the position of Interim City Manager.

Ms. Peterson went on to fill the role of Manager for Governor Bill Walker’s campaign. She is extremely knowledgeable of Alaska politics and how to navigate through them on behalf of a municipality.

My experience in city management transition is that the employee team needs a sense of calm and clear direction from someone who understands the community. It strengthens the organization and readies it for the change that comes with a new leader. Nancy will excel at this. I wholeheartedly encourage you to make her the Interim City Manager. It will be one of the best decisions you make during this transition.

I am happily available by phone at 907-831-1578 to speak more about Ms. Peterson’s suitability for this position.

Sincerely,

Lisa Von Barga  
Borough Manager



**AGREEMENT**  
**INTERIM CITY MANAGER**

THIS AGREEMENT is between the City of Unalaska, a municipal corporation of the State of Alaska, acting through its City Council, hereinafter referred to as "City", and **Nancy M. Peterson** hereinafter referred to as "Interim City Manager" or "Employee".

WHEREAS, the City Code of the City of Unalaska empowers the Council of the City to appoint and remove the Manager; and

WHEREAS, the City is in need of the services of an Interim City Manager; and

WHEREAS, the Council of the City of Unalaska desires to retain the services of Nancy M. Peterson as its Interim City Manager upon the terms set forth herein; and

WHEREAS, Nancy M. Peterson desires to serve as Interim City Manager of the City of Unalaska upon the terms set forth herein.

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Section 1 Appointment.

(a) The City Council of the City of Unalaska, Alaska appoints Nancy M. Peterson as Interim City Manager of the City of Unalaska, subject to terms and conditions set forth herein. Employee is a temporary at-will Employee who serves at the pleasure of the City Council.

(b) Employee shall perform all duties and functions assigned to the Employee by law or ordinance and such other duties and functions as the City Council shall from time to time prescribe including, but not limited to, providing assistance in the recruitment of a permanent City Manager and providing transitional assistance to the permanent City Manager for up to ten days after the permanent City Manager starts working in Unalaska.

(c) The parties understand and agree the position of Interim City Manager is an executive position which routinely involves work in excess of eight (8) hours per day and forty (40) hours per week, and is intended to be exempt from the overtime compensation provisions of the Fair Labor Standards Act (“FLSA”).

Section 2 Hours of Accessibility.

The Interim City Manager shall make themselves available and be present in the City of Unalaska's city offices, or other city facilities, during normal business hours Monday through Friday of each week, excluding holidays. The Interim Manager shall be accessible to the Mayor, City Council Members and City Department Heads via telephone on a 24 hour basis, seven days per week. The Mayor and Interim Manager, if necessary, may mutually agree to some flexibility in this schedule to accommodate the needs of both the Interim Manager and the City.

Section 3 Term.

This agreement shall commence October 16, 2017 and shall terminate on the earlier of January 16, 2017 or at such time as a permanent city manager has been on the job in Unalaska for ten days whichever comes first unless earlier terminated in accordance with this Agreement.

Section 4 Consideration.

(a) In consideration of the services to be rendered by the Interim City Manager, the City shall pay the Interim City Manager three thousand dollars (\$3000.00) per week. This salary shall be paid with the City's regular semi-monthly payroll.

(b) In addition to the compensation in subsection (a) above:

1. Employee will be credited with forty (40) hours of personal leave at the commencement of the term and will accumulate additional personal leave at the rate of 13.5 hours per month while employed as Interim City Manager. The Interim Manager will be allowed to take leave from 12/18/17-12/28/2017.

2. Employee will receive compensation for holidays recognized and outlined

in the City of Unalaska Personnel Policy, Title III.

3. Employee will be issued a cellular phone which is to be used for the conduct of city business 7 days per week.

4. Employee will be afforded the same travel and per diem privileges as provided to all city Employees and elected officials when conducting business outside of the City of Unalaska.

5. Employee shall not be entitled to health insurance and retirement benefits as provided to other City employees.

6. City shall provide one round trip ticket from the nearest location to the individual (NEAREST LOCATION TO INDIVIDUAL) to Unalaska plus excess baggage costs incurred in Employee relocating to Unalaska and returning to from the nearest location to the individual.

7. City shall provide three (3) additional round trip tickets from from the nearest location to the individual to Unalaska to be used by Employee or their spouse. Employee is responsible for arranging for travel arrangements using these tickets.

#### Section 5 Housing.

The City of Unalaska shall provide Employee with suitable housing which includes all utilities, cable TV, and Internet.

#### Section 6 Termination of Agreement.

(a) The City Council may terminate the Employee at any time, for any reason or for no reason, by delivering to the Employee written notice of termination. Said notice is not required to specify any reasons for the termination. City shall be responsible to pay Employee for the balance of the Employee's accrued annual leave as of the date of termination.

(b) Prior to any termination for cause, Employee shall be entitled to a hearing before the Council, at which he may be represented by counsel, present and cross-examine witnesses. Upon termination for cause, City shall not be responsible for making any payment of

the balance of the Employee's accrued annual leave to the date of termination.

(c) Employee may terminate this Agreement at any time by delivering to the City Clerk a ten (10) day notice of intent to terminate. If Employee terminates this Agreement Employee shall not be entitled to payment for the balance of the Employee's accrued annual leave as of the date of termination.

Section 7 Compliance with Law.

The Interim City Manager shall comply with the provisions of the City Code of the City of Unalaska, formal actions of the City Council, and any other applicable laws.

Section 8 Indemnification.

City shall defend and save harmless Employee from and against losses, damages, liabilities, expenses, claims and demands arising out of any act or omission of Employee while acting within the scope of Employee's duties under this agreement.

Section 9 Entire Agreement.

The text of this Agreement constitutes the entire agreement between the parties. Any representations, statement, promises or understandings not contained herein shall be of no continued force, effect of validity.

Section 10 Severability.

The invalidity in whole or in part of any provision hereof shall not affect the validity of any other provision hereof and this Agreement shall remain in full force except as to such invalid provision.

**PASSED, APPROVED AND ADOPTED** by the Mayor and City Council of the City of Unalaska, Alaska this \_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF UNALASKA**

BY: \_\_\_\_\_  
**FRANK V. KELTY, MAYOR**

**ATTEST**

**EMPLOYEE**

\_\_\_\_\_  
Catherine Hazen, City Clerk

BY: \_\_\_\_\_  
**NANCY M. PETERSON**