

# SOLDOTNA



## **CITY COUNCIL AGENDA PACKET**

DECEMBER 16, 2020

6:00 P.M. REGULAR CITY COUNCIL MEETING

SOLDOTNA CITY HALL

177 N. BIRCH STREET

SOLDOTNA, ALASKA

907-262-9107



# City of Soldotna

## 2021 Meeting Schedule

All meetings take place at Soldotna City Hall Council Chambers, 177 N. Birch St., unless otherwise noted. For more information call 262-9107

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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31						

February						
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28						

March						
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May						
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June						
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### City Council

Regular meeting time is 6:00 p.m.

January 13, 2021	June 23, 2021
January 27, 2021	July 14, 2021
February 10, 2021	July 28, 2021
February 24, 2021	August 11, 2021
March 10, 2021	August 25, 2021
March 24, 2021	September 8, 2021
April 14, 2021	September 22, 2021
April 28, 2021	October 13, 2021
May 12, 2021	October 27, 2021
May 26, 2021	November 17, 2021
June 9, 2021	December 15, 2021

### Planning and Zoning Commission

Regular meeting time is 5:30 p.m.

January 6, 2021	July 7, 2021
February 3, 2021	August 4, 2021
March 3, 2021	September 1, 2021
April 7, 2021	October 6, 2021
May 5, 2021	November 3, 2021
June 2, 2021	December 1, 2021

### Airport Commission

Regular meeting time is 5:30 p.m.

March 18, 2021	September 16, 2021
June 17, 2021	December 16, 2021

### Library Advisory Board

Regular meeting time is 5:15 p.m.

January 18, 2021	July 19, 2021
April 19, 2021	October 19, 2021

### Parks and Recreation Advisory Board

Regular meeting time is 5:30 p.m.

February 4, 2021	August 5, 2021
May 6, 2021	November 4, 2021

### Elections

October 5, 2021 - Local Municipal Elections

### Holidays - City Hall Closed

January 1, 2021	October 18, 2021
February 15, 2021	November 11, 2021
May 31, 2021	November 25, 2021
July 5, 2021	November 26, 2021
September 6, 2021	December 25, 2021

July						
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November						
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December						
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26	27	28	29	30	31	

# CITY OF SOLDOTNA

## COUNCIL AGENDA

DECEMBER 16, 2020, 6:00 P.M.

CITY COUNCIL CHAMBERS, SOLDOTNA, ALASKA

REGULAR MEETING

Paul Whitney, Mayor  
Linda Hutchings, Seat A  
Pamela Parker, Seat B  
Jordan Chilson, Seat C  
Dave Carey, Seat D  
Lisa Parker, Seat E  
Justin Ruffridge, Seat F

### 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

### 2. APPROVAL OF AGENDA AND CONSENT AGENDA

(All items with an asterisk (\*) are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.)

### 3. APPROVAL OF MINUTES

\*A. [December 2, 2020 Council Meeting Minutes](#) .....1

### 4. PUBLIC COMMENTS AND PRESENTATIONS *(Items other than those appearing on the Agenda; 3 minutes per speaker; 20 minutes aggregate)*

### 5. ASSEMBLY/LEGISLATIVE REPORT

### 6. PUBLIC HEARINGS *(Testimony limited to 3 minutes per speaker) - None*

### 7. NEW BUSINESS

#### A. Ordinances *(for introduction)*

- \*1. [Ordinance 2020-029](#) – Amending Soldotna Municipal Code Title 2 Chapter 4 – City Council, By Enacting a New Subchapter 15 Titled Meeting Time Restrictions – Uncompleted Agenda and Amending Subchapter 30 Paragraph A to Include a Place on the Agenda for Uncompleted Agenda Items (L. Parker) (Public Hearing on January 13, 2021).....11
- \*2. [Ordinance 2020-030](#) – Amending Soldotna Municipal Code Title 2 Chapter 4 – City Council, Enacting a New Subchapter 35 Titled Defeated Legislation - Reintroduction (L. Parker) (Public Hearing on January 13, 2021).....14
- \*3. [Ordinance 2020-031](#) – Further Suspending Restrictions on Council Attendance by Teleconference as Established in Soldotna Municipal Code 2.04.010(D) (L. Parker) (Public Hearing on January 13, 2021).....16

#### B. Resolutions

- 1. [Resolution 2020-061](#) – Approving a Multi-Year Reservation and Waiving Facility Rental Fees at the Soldotna Regional Sports Complex for the 2021 and 2022 Kenai Peninsula 4-H Ag Expo (City Manager) .....17
- 2. [Resolution 2020-062](#) – Further Extending the Disaster Emergency Declared for the City of Soldotna in Response to the COVID-19 Pandemic (City Manager).....21

#### C. Other *(Includes appointments and items requiring action by City Council)*

- \*1. [Action memorandum 2020-029](#) – Mayoral Appointments to Advisory Boards and Commissions .....24

#### [Airport Commission](#)

- Charlene Tautfest, Seat A – Partial Term to Expire 12/31/2022
- Alexander Bias, Seat C – Term to Expire 12/31/2023
- Kurt Olson, Seat E – Term to Expire 12/31/2023

#### Library Advisory Board

- Mary Lou Mires, Seat C – Term to Expire 12/31/2023
- Edward von Breyman, Seat D – Term to Expire 12/31/2023

#### Parks and Recreation Advisory Board

- James Delker, Seat B – Term to Expire 12/31/2023
- Erick Hugarte, Seat D – Partial Term to Expire 12/31/2022
- Annette Villa, Seat E – Term to Expire 12/31/2023

#### Planning and Zoning Commission

- Erick Hugarte, Seat A – Partial Term to Expire 12/31/2022
- Kaitlin Vadla, Seat B – Term to Expire 12/31/2023
- Mark D. Burton, Seat F – Term to Expire 12/31/2023
- David Blossom, Seat G – Term to Expire 12/31/2023

2. [Soldotna Regional Sports Complex Facility Status Update and Discussion](#) .....57
3. [CARES Act Spending Plan Update and Discussion](#).....57

### **8. MAYOR/COUNCIL REPORTS**

- A. Mayor's Report & Proclamations
- B. Council Reports on Boards/Commissions

### **9. CITY MANAGER'S REPORT**

### **10. PUBLIC COMMENTS**

### **11. COUNCIL COMMENTS**

### **12. EXECUTIVE SESSION**

- A. Annexation – Local Boundary Commission Decisional Hearing, City Attorney Brooks Chandler [AS 44.62.310(c)(3)]

### **13. MEETING ANNOUNCEMENTS** *(Meetings are held in the Soldotna City Hall Council Chambers.)*

- A. December 17, 2020 Airport Commission Meeting 5:30 p.m.
- B. January 6, 2021 Planning & Zoning Commission Meeting 5:30 p.m.
- C. January 13, 2021 City Council Meeting 6:00 p.m.

### **14. ADJOURNMENT**

The next Regular City Council Meeting is Wednesday, January 13, 2021 at 6:00 p.m. Meetings will be conducted remotely through Zoom Webinars during COVID-19 High Alert Levels for the Central Peninsula.

City Council meetings are broadcast live via the City's website. To listen, go to [soldotna.org/streaming](https://soldotna.org/streaming).

The agenda is posted on the City's Meeting Calendar website at [soldotna.org/meetingcalendar](https://soldotna.org/meetingcalendar). To view the agenda or links to agenda items, select the meeting you are interested in.

**Participating during COVID-19 High Alert Levels:** Council meetings will be conducted remotely through Zoom Webinars during COVID-19 High Alert Levels for the Central Peninsula. Meetings will not be physically open to the public unless noticed otherwise. The Zoom Webinar ID is: 845 1108 3895. To join the webinar from a computer visit <https://us02web.zoom.us/j/84511083895> or to join by telephone call toll free 1-877-853-5257 or 1-888-475-4499. Written comments may be emailed to [council@soldotna.org](mailto:council@soldotna.org), or mailed to City Council, c/o City Clerk, 177 N. Birch St., Soldotna, AK 99669. Please contact the City Clerk's Office at 907-262-9107 for additional details.

### CALL TO ORDER AND ROLL CALL

Mayor Whitney called the Regular Soldotna City Council Meeting of December 2, 2020, to order at 6:00 p.m.

There were present:

Mayor Paul Whitney  
Lisa Parker  
Dave Carey

Pamela Parker  
Jordan Chilson  
Justin Ruffridge

comprising a quorum of the council.

Also in attendance were:

\*\* Quinn Cox, Student Representative  
Stephanie Queen, City Manager  
Kyle Kornelis, Director of Public Works  
John Czarnezki, Director of Economic Development and Planning  
Andrew Carmichael, Director of Parks and Recreation  
Brice Cunningham, IT Manager  
Shellie Saner, City Clerk

*[Clerk's Note: Due to the COVID-19 Pandemic, meeting participants attended through video conferencing (Zoom).]*

### APPROVAL OF AGENDA AND CONSENT AGENDA

(06:02:00)

MOTION: Council Member Ruffridge moved to approve the agenda and consent agenda.

Mayor Whitney called for additions, corrections or deletions to the agenda or consent agenda.

The following items were added to the agenda:

- Applicant for appointment to City Council Seat A – Kaegan J. Koski
- Resolution 2020-060 – Authorizing the Creation of a Community Led Campaign Against COVID-19, to Educate and Detail Action Items to Reduce the Risk of Virus Transmission (Ruffridge)

The following item was removed from the consent agenda:

- Ordinance 2020-028 – Temporarily Requiring Facial Coverings be Worn While inside Buildings Open to the Public in Response to the Rapid Increase in COVID-19 Cases within the City of Soldotna (Chilson, P. Parker) (Public Hearing on December 16, 2020)

Copies having been made available to the public, City Clerk Saner noted by title only the business items on the consent agenda.

- November 12, 2020 Regular Council Meeting Minutes
- Resolution 2020-059 – Amending the Soldotna City Council Mini Grant Program Policy (Chilson)

- Action Memorandum 2020-027 – Approval of a Liquor License Transfer of Ownership and Restaurant Designation Permit within the City of Soldotna – Eduardo Sanchez-Ramos, dba Don Jose’s Soldotna 2
- Action Memorandum 2020-028 – Approval of a Liquor License Transfer of Ownership and Restaurant Designation Permit within the City of Soldotna – Francisco Jabier Rodriguez Rincon, dba Senor Panchos Mexican Restaurant

Mayor Whitney called for public comment, with none offered.

AGENDA AND CONSENT AGENDA APPROVED AS AMENDED: Unanimously.

## SEATING OF NEWLY ELECTED MEMBERS

(06:08:52)

Council Members interviewed the applicants for appointment to City Council Seat A.

*[Clerk’s Note: In accordance with the Council adopted procedures for selecting and appointing a qualified person to fill a vacancy in the Soldotna City Council, the voting will be determined by a simple majority vote of the remaining council members.]*

*[Clerk’s Note: Due to COVID-19 and the video conferencing format of the meeting, City Council Members sent their votes to the City Clerk via electronic means.]*

City Clerk Saner read the results of the vote for the appointment to City Council Seat A.

### FIRST VOTE ON APPOINTMENT TO CITY COUNCIL SEAT A:

Hutchings: 2 Votes  
 Shields: 1 Votes  
 Hugarte: 1 Votes  
 Koski: 1 Votes

NO APPLICANT RECEIVED A SIMPLE MAJORITY VOTE.

### SECOND VOTE ON APPOINTMENT TO CITY COUNCIL SEAT A:

Hutchings: 2 Votes  
 Shields: 1 Votes  
 Hugarte: 1 Votes  
 Koski: 1 Votes

NO APPLICANT RECEIVED A SIMPLE MAJORITY VOTE.

### THIRD VOTE ON APPOINTMENT TO CITY COUNCIL SEAT A:

Hutchings: 1 Votes  
 Shields: 1 Votes  
 Hugarte: 1 Votes  
 Koski: 2 Votes

NO APPLICANT RECEIVED A SIMPLE MAJORITY VOTE.

### FOURTH VOTE ON APPOINTMENT TO CITY COUNCIL SEAT A:

Hutchings: 1 Votes  
 Shields: 1 Votes  
 Hugarte: 2 Votes  
 Koski: 1 Votes

NO APPLICANT RECEIVED A SIMPLE MAJORITY VOTE.

MOTION: Council Member Chilson moved to modify the vote on appointment to Council process to Rank Choice Voting.

VOTE ON MOTION:

Yes: Chilson, P. Parker

No: Carey, L. Parker, Ruffridge

MOTION FAILED: 2 Yes, 3 No

FIFTH VOTE ON APPOINTMENT TO CITY COUNCIL SEAT A:

Hutchings: 1 Votes

Shields: 1 Votes

Hugarte: 2 Votes

Koski: 1 Votes

NO APPLICANT RECEIVED A SIMPLE MAJORITY VOTE.

SIXTH VOTE ON APPOINTMENT TO CITY COUNCIL SEAT A:

Hutchings: 1 Votes

Shields: 1 Votes

Hugarte: 2 Votes

Koski: 1 Votes

NO APPLICANT RECEIVED A SIMPLE MAJORITY VOTE.

MOTION: Council Member Carey moved to postpone the appointment to Council Seat A.

*[Clerk's Note: Having no second the motion to postpone fell to the floor.]*

SEVENTH VOTE ON APPOINTMENT TO CITY COUNCIL SEAT A:

Hutchings: 1 Votes

Shields: 1 Votes

Hugarte: 2 Votes

Koski: 1 Votes

NO APPLICANT RECEIVED A SIMPLE MAJORITY VOTE.

MOTION: Council Member P. Parker moved to allow a simple ranking vote, which would allow each Council Member to select their top three choices.

VOTE ON MOTION:

Yes: Carey, Chilson, L. Parker, P. Parker

No: Ruffridge

MOTION PASSED: 4 Yes, 1 No

EIGHTH VOTE - TOP THREE-RANKING VOTE:

Hutchings: 4 Votes

Shields: 4 Votes

Hugarte: 3 Votes

Koski: 3 Votes

HUTCHINGS and SHIELDS moved forward, having received the higher ranking. Hugarte and Koski were eliminated having received the lesser ranking.

*[Clerk's Note: In the Top Three-Ranking vote, four Council Members chose to select three applicants, one Council member chose to select only two applicants.]*

NINTH VOTE ON APPOINTMENT TO CITY COUNCIL SEAT A:

Hutchings: 4 Votes

Shields: 1 Votes

MOTION: Council Member L. Parker moved to appoint Linda Hutchings to City Council Seat A for an appointed term ending October 2021.

VOTE ON MOTION TO APPOINT:

Yes: Carey, Chilson, L. Parker, Ruffridge, P. Parker

No: None

MOTION TO APPOINT PASSED: 5 Yes, 0 No

*[Clerk's Note: City Clerk Saner gave the newly appointed Council Member Hutchings her oath of office and Council Member Hutchings took her seat as a Council Member.]*

**PUBLIC COMMENTS AND PRESENTATIONS**

(07:13:41)

Tamera Miller addressed the Council regarding re-opening the Soldotna Regional Sports Complex.

Jason Floyd addressed the Council regarding appropriate spending of CARES Act funds.

*[Clerk's Note: Council recessed at 7:33 p.m. and reconvened at 7:43 p.m.]*

**PUBLIC HEARINGS**

(07:43:20)

**Ordinance 2020-027 – Increasing Estimated Revenues and Appropriations by \$60,000 in the General Fund and the Small Capital Projects Fund and Authorizing the City Manager to Waive Formal Bidding Procedures and Execute a Sole Source Professional Services Contract in an Amount Not to Exceed \$60,000 with GCSIT for Information Technology (IT) Improvements (City Manager)**

MOTION: Council Member Carey moved to enact Ordinance 2020-027.

City Manager Queen summarized the written report.

Mayor Whitney asked for public comments. With no one wishing to speak, the item was back before the Council.

Council Member Chilson spoke in support of Ordinance 2020-027.

VOTE ON MOTION:

Yes: Carey, Chilson, L. Parker, Hutchings, Ruffridge, P. Parker

No: None

\*\*Student Representative Cox: Yes

MOTION PASSED: 6 Yes, 0 No

**NEW BUSINESS** *[New Business Items not approved on the consent agenda.]*

(07:51:55)

**Ordinance 2020-028 – Temporarily Requiring Facial Coverings be Worn While inside Buildings Open to the Public in Response to the Rapid Increase in COVID-19 Cases within the City of Soldotna (City Manager)**

MOTION: Council Member Chilson moved to introduce Ordinance 2020-028 and set for public hearing on December 16, 2020.



Council Members Chilson stated that failure to introduce the ordinance would remove the public's ability to participate in a public hearing on the Ordinance.

Mayor Whitney noted that the Ordinance was only up for introduction and not open to public comment; if introduced the public hearing would be on December 16, 2020.

Written comments in support of Ordinance 2020-028 were received from the following:

AK Deb	Sue Comstock	Angela Miralr
Joseph Johnson	Linda Vizenor	Janice Kaye
Mathew Cannava	Michele Vasquez	Lawrence Simmons
Jenni Brighton	Hanna Nowakaowski	Kate S.
Kathy Clark	Lacey Brewster	Sandy Harber
Hannah Etengoff	Karen Tichenor	Rebecca Lambourn
Leslie Morton	John Morton	Emily Mayberry
Craig & Linda Cusack	Nicole Stein	Nick Berlon
Phormation Chiropractic	Charly Morton	Mary Showalter
Dinah Mahan	Kristin Mitchell	Maria & Tom Allison
Kelly Meyer	Nola Irwin	Susan Jackson
Marion Nelson	Ouida Parker	Amanda Harber
Greg Meyer	Robin Turnbull-Andree	Kate Veh
Rebecca Bezdecny	Liz Leduc	Amanda Barlow
Mary Jo Joiner	Angie Sulzer	Leonard Ball
Liz Cristiano	Mark Larson	Twyla Mundy
Alexa Rodin	Bonnie Nichols	Elaine Larson
Jamie Nelson	Danny Hyman	Karen Gist
Patti Berkhahn	Jessica Moore	LaDawn Druce
Keith Randall	Carol Downs	Tahneta Stroh
Christopher Beaudoin	Linda Murphy	Judith Cox
Kelli Knoebel	Megan Weston	Ruairi Tuite
Kelsey Shields	Morgan Davie	Stephanie Randall
Cheri Johnson	Michael & Susan Millay	Jackson Blackwell
Katie Tongue	Tonia Blumer	Nathan Nash
Charlissa Magen	Joel Shields	Bill Kelley
Bruce Vadla	Judy Hummel	John Bramante
Paul Turner	Meredith Harber	Nelma & Eric Treider
Kari Miller	Ned Magen	John Cristiano
Penny Vadla	Kaitlin Vadla	Blaine Myers
Brad Nyquist	Peter Malone	Caren Smith
Central Peninsula Hospital Medical Executive Committee		
Central Peninsula Hospital Administrative Team		

Written comments in opposition to Ordinance 2020-028 were received from the following:

Richard Derkevorkian	Nickolas Lee	Dan Green
Melyss Cox	Scott Hockema	Taylor Jackson
Megan Eskue	Chenea Pruitt	Corretta Barajas
Daniel Dykema	Annette Pankoski	Larry Lewis
Scott Jackson	Loren Hollers	Dianna Hollers
Ruby Dyer	Lisa Jackson	Sue Mann
Courtney Johnson	Cindy Rainey-Bell	Jamie Chilton
Teala Lund	Kathy Rickman	Geoff Knuth
Faith Link	Danielle Gabriel	Tim Musgrove

Ricki Jackson  
Ed Martin III  
Mike Arnold  
Kade Foust  
Michelle Konig  
Crystal Lee  
Janet Phillips  
Christie Abbott  
Kathy Wolf  
Joyce Minarik  
Chad Bradford  
Kandi Barcus  
Josh Bynum  
David Blackley  
Scott Bible  
David Lee  
Trinity Godfrey  
Harold Hagedorn  
Logan Ringquist  
Miranda Nelson  
Lisa Marie  
Sybille Curry  
Mrs. Bass  
John LaPlante  
Seth Stacey  
Rebecca Curren  
Glynn Brown  
Katie Uei  
Becky Short  
Sandy Carr  
Adam Meyers  
Randall Bradford  
Faith Hall  
Trish Gordon  
Johnny Santiago  
Kristy Miller  
Michele Hartline  
Rochelle Hanson  
Ahlberg Family  
Kenzie White  
Avery Hansen  
Bruce Gabriel  
Justin McKnight  
Deanna O'Connor  
Rodney Hobby  
Dustin Saxon  
Katie Maxwell  
Jessie Kolesar  
Chelsea Scilzo  
Tamera Santiago  
Mary Horwath

Susan Semmens  
Jayme Jackson  
Deni Oren  
Samantha Millard  
Andrew McLay  
Diane Somers  
Kathy Doyle  
Loretta Spalding  
Jennifer Chircop  
Bernard Minarik  
Joel Hagedorn  
Tyler Pruitt  
Michael Dyer  
Renee Bible  
ThatFloorGuy  
Jennifer Snell  
Kevin Kowalkowski  
Jackie Roberts  
Kevin Kowalkowski II  
Aspen Ringquist  
Kimario Gomez  
M.T. Vermillion  
Tyson Cox  
David Bradford  
Maria McCaughey  
Mallory Hughes  
Janet Wallace  
Heather Finch  
Herbert Mann  
Mario Gomez  
Linzey White  
Noreen Sullivan  
Kara Johnston  
Rhee Stables  
Bill Newberry  
Stacey Wright  
Kari Butler  
Larry White  
Eric Foust  
Mike Kytonen  
Shay Hurd  
Lisa & Karl Franzmann  
Renee Heeren  
Todd Condon  
Dale Bagley  
Courtney Johnson  
Tammie Cook  
Jessica Hicks  
Jennifer Willets  
Tom BeDunnah  
Doug

Jerilee Musgrove  
Bethany Andersen  
Desiree Swaggart  
Isaac Kolesar  
Janna Cooper  
Clayton Phillips  
Eric Willets  
Jack Brincefield  
Terri Kunz  
Catherine Armendarez  
Justin Yragui  
Brandy Vaala  
Andy Cizek  
Jennifer Jones  
Travis McCaughey  
Josh Hunt  
Kristopher & Amanda Walker  
JoAnn Doyle  
Lee Millard  
Jessica James  
HizDudeness  
Teresa Baker  
Kristen Vix  
Carmen Durham  
Mike Mendenhall  
Kasi McClure  
Jennifer Nussbaum  
Evelyn Clough  
Amanda Smith  
Ellysa Kirsch  
Lisa Kauffman  
Linda Fox  
Amber Chatham  
Scott Carson  
Scott & Lela Rosin  
Sara Carson  
Deanna Chesser  
Mark & Susan Krizer  
Mike & Tiffany Foust  
Connie Royal  
Joshua Taylor  
Sharon Gherman  
Jennifer Appel  
Dawn Mallette  
Rob Lewis  
Mike Reberg  
Tiphonie Eskue  
Jennifer Harvey-Kindred  
Scott Anderson  
St. Onge Family  
Ron Lazenby

Joel Maue  
Zach Johnston  
Elaina Spraker  
Harlan Lloyd  
Daniel Spooner  
Kirk Williams  
Chandra Caffroy  
Sarah Hostetter  
Anna Daniels  
Zach Henry  
Inger Stanley  
Alan Humphries  
Bowman McDonald  
Robin BeDunnah  
Kevin Moos  
Danny Koval  
Jennifer Shelton  
Bethany Spang  
Nichole Rundle  
Emily Grossman  
Amy Phillips  
Alyssa Clyde  
Arseny Polushkin  
Brett & Jessica Perry  
Kathleen Rearden  
Abbi Mangle  
Bruce Hershberger  
Jeffrey Spang  
Ben McGarry  
Kerri Nelson  
Patty Besse  
Sharon Walsh  
Ken & Karen Calderwood  
Guff Sherman  
Abigail Souza  
Dynamic Defense Solutions  
Eli Hutchison  
Penny Power  
John Haskell  
Samantha Barlow  
David Hansen  
Mikaila Wolf  
Farrah Collver

Hannah Kruse  
Greg Vroman  
Flower Mill  
Daryl & Linda Klynstra  
Valerie Rosin  
Anna Hadfield  
Wanda Kincaid  
Dwight Wenger  
Stephen Strecker  
Chelsea McGarry  
Callie Bennett  
Tina Knutson  
Michelle & Dennis Dix  
Gabrielle Bragg  
Darrell & Jane Misner  
John Destefano  
Danielle Fidai  
John Bennett  
Annette Mangle  
Jason Floyd  
Rita Lindow  
Elizabeth Daniels  
Tasha Reynolds  
Sharon Kinley  
David Childers  
Jacynne Best  
Melinda Hershberger  
Rachel Plate  
BethAnne Henry  
John Rysdyk  
Colleen Sherman  
Francine Reuter  
Faith Glover  
Melissa Merkes Daugherty  
Marissa Rogers  
Thea Anthony  
Annette Henry  
David Power  
Josh Jewett  
Colton Vann  
Jenn Barkman  
Anita LeDoux  
Joanne Daniels

Caleb Plate  
Kelly Kirby  
Jackson & Kandice Meyer  
Robbyn Michel  
Zeke Johnston  
Ted Sparker  
Steve & Sylvia Shelton  
Jill Leiter  
Joseph Brunson  
Steve Peterson  
Daniel Bennett  
James Brown  
Kelley Cizek  
Tom Anthony  
D. D.  
Amie & Leif Hagen  
Kyle Shelton  
Tabitha Schultz  
Ronald Henry  
Eric Mangle  
Sarah Henry  
Daniel Mahr  
Victor Dillon  
John Lansing Jr.  
Jeremy Boutwell  
J. R. Dailey  
Jon Henry  
Pamela Castenholz  
John Clonan Jr.  
Brian Hoogenboom  
Penny Hallmark  
Sandra Lindow  
Ryan Grimm  
Tiffany Clyde  
Jacob Barlow  
Lacey Coleman  
Samantha Bower  
Mary Jeanne Yragui  
Bradley Mangle  
Stephen Barlow  
Jennifer Ellis  
Doug & Lesly Gordon  
Danielle Gabriel

With no one else wishing to speak, the item was back before the Council.

VOTE ON MOTION TO INTRODUCE AND SET FOR PUBLIC HEARING:

Yes: Chilson, P. Parker

No: Carey, L. Parker, Hutchings, Ruffridge

\*\*Student Representative Cox: No

MOTION FAILED TO INTRODUCE AND SET FOR PUBLIC HEARING: 2 Yes, 4 No

**Resolution 2020-060 – Authorizing the Creation of a Community Led Campaign against COVID-19, to Educate and Detail Action Items to Reduce the Risk of Virus Transmission (Ruffridge)**

MOTION: Council Member Ruffridge moved to adopt Resolution 2020-060.

Council Member Ruffridge summarized the written report.

Mayor Whitney asked for public comment.

The following people spoke in support of Resolution 2020-060:

Tyson Cox	Dr. Alexa Rodin	Dr. Daniel Hyman
Penny Vadla	Nelma Treider	Dr. Christopher Bodine
Katherine Wok		

The following people spoke in opposition to Resolution 2020-060:

John Lansing Jr.	Katherine Uei	Rebecca Curren
Jason Floyd	Tamera Miller	Bill Keller
Cody Foust	Steve Carlson	Christina Land
Faith Link	Jon Parnell	Marcia Knowlton
Michele Floyd	Taylor Jackson	Maria Gara

With no one else wishing to speak, the item was back before the Council.

Council Member P. Parker, Carey and Ruffridge spoke in support of Resolution 2020-060.

MOTION TO AMEND: Council Member Ruffridge moved to amend Resolution 2020-060 as follows:

Insert a new Section 5 to read, "That copies of this resolution shall be sent to the Kenai Peninsula Borough, City of Homer, City of Kachemak, City of Kenai, City of Seldovia and City of Seward."

Renumber remaining sections accordingly.

MOTION TO AMEND PASSED: Unanimously.

VOTE ON MAIN MOTION AS AMENDED:

Yes: Carey, Chilson, L. Parker, Hutchings, Ruffridge, P. Parker

No: None

\*\*Student Representative Cox: Yes

MAIN MOTION AS AMENDED PASSED: 6 Yes, 0 No

*[Clerk's Note: Council recessed at 10:00 p.m. and reconvened at 10:10 p.m.]*

**MAYOR/COUNCIL REPORTS**

(10:15:36)

Mayor Whitney requested an action item regarding reopening the Soldotna Regional Sports Complex be brought forward at the December 16, 2020 Council Meeting and encouraged everyone to wear a mask, social distance and wash their hands.

Director of Parks and Recreation Carmichael reported on the November 12, 2020 Kenai River Special Management Area meeting.

## **CITY MANAGER'S REPORT**

(10:15:36)

City Manager Queen provided an update on the Shop Local Program and reported that during the week of Thanksgiving the City also celebrated Employee Appreciation Week.

## **PUBLIC COMMENTS**

(10:18:54)

Desi Baker addressed the Council regarding reopening the Soldotna Regional Sports Complex.

Katherine Uei addressed the Council in opposition of requiring masks.

Rebecca Curren addressed the Council regarding the constitutional rights of the public.

## **COUNCIL COMMENTS**

(10:34:33)

Council Member Hutchings thanked the Council for the opportunity.

Council Member P. Parker welcomed Council Member Hutchings and noted her disappointment that Ordinance 2020-028 was not introduced and set for a public hearing.

Council Member Chilson welcomed Council Member Hutchings and noted his disappointment that Ordinance 2020-028 was not introduced.

Student Representative Cox congratulated Council Member Hutchings; reported that the Student Council is working on a toy drive and positive holiday messaging for students.

Council Member Carey thanked Mayor Whitney for the impartial way he handled the meeting; he stated that he did not support local police officers enforcing a mask mandate and felt another two weeks of the mask mandate issue would further divide the community.

Council Member L. Parker welcomed Council Member Hutchings; she noted that we all need to work as a community to prevent the spread of COVID-19; thanked Mayor Whitney for his leadership and those who participated in the meeting.

Council Member Ruffridge thanked everyone who participated in the meeting and sent emails.

## **MEETING ANNOUNCEMENTS**

(10:54:29)

Mayor Whitney announced the following meetings scheduled at Soldotna City Hall:

- December 16, 2020 City Council Meeting 6:00 p.m.
- December 17, 2020 Airport Commission Meeting 5:30 p.m.

## **ADJOURNMENT**

(10:54:52)

There being no further business to come before the Council, Mayor Whitney adjourned the December 2, 2020 Council Meeting at 10:54 p.m. The next regular meeting is scheduled for December 16, 2020 at 6:00 p.m.

I certify the above represents accurate minutes of the Soldotna City Council meeting of December 2, 2020.

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Michelle M. Saner, MMC, City Clerk

Approved by Council: \_\_\_\_\_

\*\*The student representative may cast advisory votes on all matters except those subject to executive session discussions. Advisory votes shall not affect the outcome of the official council vote and shall be recorded in the minutes. A student representative may not move or second items during the council meeting.

CITY OF SOLDOTNA  
ORDINANCE 2020-029

AN ORDINANCE AMENDING SOLDOTNA MUNICIPAL CODE TITLE 2 CHAPTER 4 – CITY COUNCIL, BY ENACTING A NEW SUBCHAPTER 15 TITLED MEETING TIME RESTRICTIONS – UNCOMPLETED AGENDA AND AMENDING SUBCHAPTER 30 PARAGRAPH A TO INCLUDE A PLACE ON THE AGENDA FOR UNCOMPLETED AGENDA ITEMS

WHEREAS, many local governments throughout Alaska, including the Kenai Peninsula Borough have limitations on when a meeting should end; and

WHEREAS, providing a specific end time assures the public that they can attend and participate in government meetings during reasonable hours; and

WHEREAS, after a certain point a person's body and brain get tired and the meeting becomes less productive; and

WHEREAS, limiting the length of a council meeting would promote public attendance and more effective meetings;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

Section 1. That SMC 02.04.015 – Meeting Time Restrictions – Uncompleted Agenda is hereby enacted as follows:

**02.04.015 – Meeting Time Restrictions – Uncompleted Agenda**

- A. That the council shall take no official action after 10:00 p.m. and before 8:00 a.m., actual time. The Council shall adjourn or recess any regular or special meeting at 10:00 p.m. This time for conclusion of business and adjournment or recess is mandatory, except that the council may by motion extend this deadline by no more than thirty minutes once per meeting. Any such motion is not debatable and must be approved by a majority of the total authorized council before the 10:00 p.m. deadline. In the event that business has not been completed by the time set herein, the council may recess the meeting to a time consistent with this section, call a special meeting to complete the agenda and adjourn, or adjourn.
- B. If the meeting is adjourned without making other provision for completion of the agenda items, then such uncompleted matters shall be acted upon at the next regularly scheduled council meeting under the agenda section for uncompleted from prior agenda. Except for consent agenda items no other item of legislation on the agenda may be considered until these uncompleted items have been considered by the council.

Section 2. That SMC 2.04.030(A) – Order of Business is hereby amended as follows:

- A. The order of business [FOR THE AGENDA OF REGULAR MEETINGS OF THE CITY COUNCIL SHALL BE AS FOLLOWS] shall be:
  - 1. Call to order, pledge of allegiance and roll call;
  - 2. Approval of agenda and consent agenda;
  - 3. Seating of newly elected members, when applicable;

4. Approval of minutes;
5. Presentations with prior notice (20 minutes total);
6. Public comments and presentations (items other than those appearing on the agenda; three minutes per speaker; 20 minutes aggregate);
7. Assembly/legislative report;
8. Administrative reports;
9. Uncompleted from prior agenda, when applicable;
10. Public hearings:
  - a. Resolution (requiring a public hearing);
  - b. Ordinances;
- [10] 11. Unfinished business:
  - a. Postponed items;
- [11] 12. New business:
  - a. Ordinances (for introduction);
  - b. Resolutions;
  - c. Other (includes appointments and items requiring action by city council);
- [12] 13. Appeals;
- [13] 14. Mayor/council reports:
  - a. Mayor's report and proclamations;
  - b. Council reports on boards/commissions;
- [14] 15. City manager's report;
- [15] 16. Public comments;
- [16] 17. Council comments;
- [17] 18. Executive session;
- [18] 19. Pending legislation;
- [19] 20. Meeting Announcements;
- [20] 21. Adjournment.

Section 3. This ordinance shall become effective immediately upon its enactment.

ENACTED BY THE CITY COUNCIL THIS 13TH DAY OF JANUARY, 2021.

\_\_\_\_\_  
Paul J. Whitney, Mayor

ATTEST:

\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk

Yes:  
No:  
Absent:



**TO:** Mayor Whitney and Members of the City Council  
**FROM:** Lisa Parker, Council Member  
**DATE:** December 16, 2020  
**SUBJECT:** Ordinance 2020-029 - Amending Soldotna Municipal Code Title 2 Chapter 4 – City Council, By Enacting a New Subchapter 15 Titled Meeting Time Restrictions – Uncompleted Agenda and Amending Subchapter 30, Paragraph A to Include a Place on the Agenda for Uncompleted Agenda Items

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This ordinance was brought forward to address the following:

1. City Council does not currently have a specified time that it must adjourn.
2. Local governments around the State of Alaska, including the Kenai Peninsula Borough, have established, either by charter or ordinance, establishing meeting times.
3. Putting a deadline on when the Council must adjourn assures the public can attend and participate in our meetings during reasonable hours.

Your consideration is appreciated.

Introduced By:  
Date:  
Public Hearing:  
Action:  
Vote:

L. Parker  
December 16, 2020  
January 13, 2021

CITY OF SOLDOTNA  
ORDINANCE 2020-030

AN ORDINANCE AMENDING SOLDOTNA MUNICIPAL CODE TITLE 2 CHAPTER 4 – CITY  
COUNCIL, ENACTING A NEW SUBCHAPTER 35 TITLED DEFEATED LEGISLATION -  
REINTRODUCTION

WHEREAS, it is common to allow a period of time to pass before defeated legislation is deliberated by the legislative body again; and

WHEREAS, Soldotna Municipal Code does not currently address this issue related to legislation defeated by the City Council; and

WHEREAS, it would be a disservice to the public to bring a matter back before the legislative body immediately after an issue has been defeated;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

Section 1. That SMC 2.04.035 – Defeated Legislation – Reintroduction is hereby enacted as follow:

**2.04.035 – Defeated Legislation – Reintroduction**

- A. A resolution which was defeated by the council or vetoed by the mayor may not be reintroduced for a period of 60 days following the defeating vote or veto.
- B. An ordinance which failed introduction, was defeated by council or vetoed by the mayor may not be reintroduced for a period of 60 days following the defeating vote or veto.

Section 2. This ordinance shall become effective immediately upon its enactment.

ENACTED BY THE CITY COUNCIL THIS 13TH DAY OF JANUARY, 2021.

\_\_\_\_\_  
Paul J. Whitney, Mayor

ATTEST:

\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk

Yes:  
No:  
Absent:

**TO:** Mayor Whitney and Members of the City Council  
**FROM:** Lisa Parker, Council Member  
**DATE:** December 16, 2020  
**SUBJECT:** Ordinance 2020-030 - Amending Soldotna Municipal Code Title 2 Chapter 4 – City Council, Enacting a New Subchapter 35 Titled Defeated Legislation - Reintroduction

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This ordinance was brought forward to address the following:

1. It is common to have a period of time pass between defeat of legislation and before a legislative body deliberates the subject again.
2. Soldotna Code currently does not address this issue.
3. City Council would be providing a disservice to the public to bring a matter back up immediately after an issue has been defeated.

Your consideration is appreciated.

Introduced By:  
Date:  
Public Hearing:  
Action:  
Vote:

L. Parker  
December 16, 2020  
January 13, 2021

CITY OF SOLDOTNA  
ORDINANCE 2020-031

AN ORDINANCE FURTHER SUSPENDING RESTRICTIONS ON COUNCIL ATTENDANCE BY  
TELECONFERENCE AS ESTABLISHED IN SOLDOTNA MUNICIPAL CODE 2.04.010(D)

WHEREAS, pursuant to AS 26.23.140 the City Manager on March 19, 2020, as the principal executive officer of the City, issued a Disaster Emergency Declaration in response to the COVID-19 Pandemic, the City Council the same day extended the declaration; and

WHEREAS, since the original declaration the City Council has further extended the Disaster Emergency Declaration on June 10, 2020, July 22, 2020, and again on October 14, 2020; and

WHEREAS, during the October 28, 2020 City Council Meeting the City Council unanimously approved a motion that during the COVID-19 Pandemic, when the Central Peninsula is rated in the High Risk Level, all City meetings are to be conducted remotely through electronic means; and

WHEREAS, in consideration of the surge in cases and the ongoing rating of High Risk Levels for the Central Peninsula it is advisable to allow the Mayor and Council to continue attending meetings remotely; and

WHEREAS, it is in the best interest of the City to further suspend the provisions of Soldotna Municipal Code (SMC) 2.04.010(D) through April 30, 2021;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

Section 1. This is a non-code ordinance.

Section 2. That Soldotna Municipal Code 2.04.010(D) is partially and temporarily suspended. The mayor and council members may telephonically attend regular and special meetings regardless of ability to attend in-person and any such attendance shall not be considered a teleconference attendance for the purpose of the six-meeting limitation established in SMC 2.04.010(D).

Section 3. This ordinance shall become effective retroactive to January 1, 2021 and shall expire on April 30, 2021 unless earlier repealed, extended or modified.

ENACTED BY THE CITY COUNCIL THIS 13TH DAY OF JANUARY, 2021.

\_\_\_\_\_  
Paul J. Whitney, Mayor

ATTEST:

\_\_\_\_\_  
Michelle M. Saner, MMC, City Clerk

Yes:  
No:  
Absent:

Introduced By:  
Date:  
Action:  
Vote:

City Manager  
December 16, 2020

CITY OF SOLDOTNA  
RESOLUTION 2020-061

A RESOLUTION APPROVING A MULTI-YEAR RESERVATION AND WAIVING FACILITY  
RENTAL FEES AT THE SOLDOTNA REGIONAL SPORTS COMPLEX FOR THE 2021 AND  
2022 KENAI PENINSULA 4-H AG EXPO

---

WHEREAS, tourism is crucial to the Central Peninsula Economy; and

WHEREAS, the Kenai Peninsula 4-H endeavors to relocate their annual Ag Expo, previously held in Ninilchik, to Soldotna starting in 2021; and

WHEREAS, they have identified the Soldotna Regional Sports Complex and Soldotna Rodeo Grounds as a prime location; and

WHEREAS, the Kenai Peninsula 4-H club has officially requested the use of the Soldotna Regional Sports Complex to be the Expo's new home; and

WHEREAS, relocating the Expo requires great effort and expense on behalf of the sponsor organization; and

WHEREAS, the 4-H club is requesting the waiver of the Soldotna Regional Sports Complex facility rental fees for the 2021 and 2022 events, to facilitate the transition to hosting the Kenai Peninsula 4-H Ag Expo in Soldotna, moving forward;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

Section 1. The City Council authorizes the City Manager to waive facility rental fees associated with the 2021 and 2022 4-H Ag Expos at the Soldotna Regional Sports Complex and adjacent rodeo grounds.

Section 2. This resolution shall become effective immediately upon its adoption.

ADOPTED BY THE CITY COUNCIL THIS 16TH DAY OF DECEMBER, 2020.

---

Paul J. Whitney, Mayor

ATTEST:

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Michelle M. Saner, MMC, City Clerk

Yes:  
No:  
Absent:

**MEMORANDUM**

**TO:** Soldotna Mayor and Council

**DATE:** 11-16--2020-2020

**FROM:** Andrew J Carmichael

**RE:** 4H Ag Expo Facility Use Request

We have been meeting with the local 4H folks regarding moving the Kenai Peninsula Ag Expo from Ninilchik to Soldotna. The Ag expo is the food show, produce show, animal judging and show and auction. Essentially this is most of the Kenai Peninsula State Fair sans rodeo etc. They have been in communication with the Soldotna Equestrian Association as well and have the Equestrian Association's cooperation for use of the Rodeo Grounds. The overall event, though, will require also use of the Sports Center Arena, side rooms, the parking lot and even possibly the covered connex area in the old rink behind the Sports Center.

The request from the 4H is for the City to waive the facility use fees for the first 2 years. Hosting the event does require reserving the facilities farther out than 1 year. The event would be a cooperation between the City of Soldotna, The Kenai Peninsula 4H (University of Fairbanks Cooperative Extension Service) and the Soldotna Equestrian Association.

Attached to this memorandum is the request letter from the 4H group. Economically speaking it would be at a time after the peak camping season and would likely extend our peak visitor time by another week. It would also provide additional reason for people to come to or spend time in Soldotna to "check out the EXPO." The event duration is 3 days but setup and take down would extend overall facility access time to approximately a week (7 days.) This event locating at the SRSC would not displace any other events other than a two afternoons of pickleball.

The attached resolution would authorize the City to waive the fees for the Ag Expo, in 2021 and 2022. The approximate rental fee to be waived is approximately \$2,500 plus any additional cost for labor. Depending on the use of the facility and additional equipment/staffing/technology needs, some of the regular annual events pay much more than this to the City in fees. If the Council agrees, the aforementioned fee adjustment/waiver for two years would assist the organization in relocating to Soldotna, with the goal of making Soldotna the permanent location for the AG EXPO.



October 5, 2020

Soldotna Parks and Recreation Department  
538 Arena Avenue  
Soldotna, AK 99669

Dear Joel and Andrew, Soldotna Parks and Recreation:

The birth of 4-H happened in 1902 with a youth program in Ohio, whose first club was called "The Tomato Club" or the "Corn Growing Club". Local agricultural after-school clubs and fairs were developed the same year in Minnesota, and the clover pin was developed in 1910 with an H on each leaf. By 1912 the clubs were called 4-H clubs.

In 1914, the Smith-Lever Act created Cooperative Extension at USDA and nationalized 4-H. More clubs were formed and the clover emblem was adopted by 1924. Cooperative Extension partners with the National Institute of Food and Agriculture (NIFA) within the U.S. Department of Agriculture (USDA), is operated through the nation's Land Grant University System and established in more than 3,000 county (or borough) offices across the nation. Cooperative Extension combines the expertise and resources of federal, state, and local governments to meet the need for research, knowledge and educational programs. 4-H serves youth in rural, urban, and suburban communities in every state across the nation, and is the nation's largest youth development organization.

Kenai Peninsula District 4-H includes an average of 100 youth members per year, from seven different 4-H clubs across the peninsula. The slogan of 4-H is "Learn by Doing", and our members achieve this in their homes, schools, communities, and with their club by completing projects in a wide variety of areas such as Animal Sciences, STEM, Teen Leadership, Shooting Sports, Civic Engagement, Junior Market Livestock, Youth in Governance, Equine Studies, and Public Speaking. 4-H is a youth-led program, and our members serve on boards in their clubs and at the district level. They are led, taught, and guided by caring adult 4-H volunteers, and our youth members live out the 4-H motto, which is "To Make the Best Better."

Our history is important to our past and vital to our future, and 2020 has been a year of much reflection on both. Our Drive-In Auction at the Soldotna Rodeo Grounds was a huge success and our 4-H'ers enjoyed being centrally located on the Peninsula, which allowed them to share their projects with a larger, broader audience. After much discussion among our 4-H families and the team of 4-H leaders, parents, and livestock superintendents, we are excited to share our vision for a weekend long event hosted by Kenai Peninsula District 4-H.

Kenai Peninsula District 4-H

43961 K-Beach Rd., Suite A  
Soldotna, AK 99669

Phone 907-262-5824  
Cell 907-398-3588

E-mail:  
crankin4@alaska.edu

Web:  
[www.kp4h.com](http://www.kp4h.com)  
[www.alaska4h.org](http://www.alaska4h.org)  
[www.uaf.edu/ianre](http://www.uaf.edu/ianre)

The "Kenai Peninsula Agriculture Expo" will be a three-day event held at the Soldotna Sports Center Complex to focus on agriculture in our community and in Alaska. The weekend will include 4-H livestock shows, the annual 4-H livestock auction, educational presentations on all things agriculture (i.e. speeches and demonstrations by 4-H'ers, petting zoos, workshops by UAF Cooperative Extension staff etc.), ag-based vendor booths (i.e. peony farmers, fiber producers, UAF Cooperative Extension, feed stores, tractor supply, local food producers), food trucks, and a weekend full of fun events such as tractor shows, hay rides, pretty farm truck contest, community poultry pageant, etc.

As discussed with Joel Todd, we'd like to designate the first weekend of August in 2021 and 2022 for this event. The Ag Expo's format would be much the same as the KPBA Home Show, with the expectation that all parties involved are going to want to see this become a long running annual event. The first weekend in August coincides closely with the dates our 4-H members already use for their project timelines, and would allow them to continue their program in a manner where they would only need to make minor changes to their breeding or buying dates for their livestock. This weekend also falls at a time when many out-of-town travelers are on the Peninsula, and an Expo of this sort would provide yet another opportunity for visitors to enjoy fun in our community, while widening the impact of our 4-H'ers and our community agriculturists.

University of Alaska Fairbanks is the designated Land Grant University for Alaska and home of Alaska 4-H at the Institute of Agriculture, Natural Resources and Extension. I am currently working with our Youth Development State Program Leader and UAF Risk Management to prepare risk management protocols, address liability issues, and develop an activity plan to address KP 4-H hosting an event of this magnitude. The Youth Development Program supports efforts to move forward in developing our plan with the appropriate city departments, and hopes to have a clear path drawn for our event soon.

KP 4-H has put much thought and discussion into the Ag Expo, and while we envision starting out small and simple the first year, we anticipate potential rapid growth in second and forthcoming years which will entail continued collaboration with SEA, an increased number of ag-focused vendors and producers, as well as ag retailers and experts from around the state taking part. We wish to maintain full responsibility for the planning and organizing of this event in its infancy, understanding that there will likely be a need for future partnerships and/or sponsorships to help accommodate the growth potential of an event like this.

We are so excited to host an event that focuses solely on ag in our state. As we look back on our history and our roots in agriculture we also look forward in anticipation to the benefits a weekend like this will bring not only to our 4-H families, but to our peninsula communities, as well as the whole state of Alaska.

Thank you for envisioning this with us, and for supporting the youth of KP 4-H. I am excited to meet with you and discuss further our ideas and needs. I look forward to your guidance and input as together we put this plan to action.

Sincerely,

A handwritten signature in black ink, appearing to read "Cassandra Rankin". The signature is fluid and cursive, with a large initial "C" and a stylized "R".

Cassandra Rankin  
Kenai Peninsula District 4-H  
University of Alaska Fairbanks  
Institute of Agriculture, Natural Resources and Extension

/cr



CITY OF SOLDOTNA  
RESOLUTION 2020-062

A RESOLUTION FURTHER EXTENDING THE DISASTER EMERGENCY DECLARED FOR  
THE CITY OF SOLDOTNA IN RESPONSE TO THE COVID-19 PANDEMIC

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WHEREAS, pursuant to AS 26.23.140 the City Manager on March 19, 2020, as the principal executive officer of the City, issued a Disaster Emergency Declaration in response to the COVID-19 pandemic, the City Council the same day extended the declaration; and

WHEREAS, the disaster declaration activates the City's emergency response plan and makes available resources as needed for the ongoing response and recovery from the current and potential impacts; and

WHEREAS, since the original declaration the City Council has further extended the Disaster Emergency Declaration on June 10, 2020, July 22, 2020, and again on October 14, 2020 the current extension will expire on December 31, 2020; and

WHEREAS, AS 26.23.140 provides that a local disaster declaration may be extended by the consent of the local governing authority; and

WHEREAS, the City of Soldotna and the community at large continue to experience disruption and public health impacts from the pandemic; and

WHEREAS, the State of Alaska will soon be receiving the first allocation of COVID-19 vaccines, and coordination will be required between state and local governments as well as with health care providers to ensure the vaccine is accessible to all eligible Alaskans; and

WHEREAS, the City's response and recovery efforts will require the ongoing use of City resources, and the City Council wishes to extend the Disaster Emergency Declaration of the City Manager to ensure sufficient resources remain focused on this situation;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOLDOTNA, ALASKA:

Section 1. That in accordance with AS 26.23.140, the Disaster Emergency Declaration issued by the City Manager on March 19, 2020 is hereby further extended from December 31, 2020 through March 31, 2021.

Section 2. The City requests that the State of Alaska provide disaster assistance to the City by making available resources as needed in the ongoing response and recovery from the current and potential impacts of this pandemic, to provide individual assistance for affected businesses and individuals, and to provide technical expertise and guidance, to help the City in response and recovery from this event. The City additionally requests assistance from federal agencies where state capability is not adequate.

Section 3. In addition to any other powers confirmed on the city manager by the Charter of the City of Soldotna, the Soldotna Municipal Code, or Alaska Statutes, and in order to prepare and position city resources in order to reduce the impact and transmission of the COVID-19, the city manager is authorized to issue executive orders suspending the provisions of any regulatory ordinance prescribing procedures for the conduct of city business, or the orders or regulations of any city department, if compliance with the provisions of the statute, order, or regulation would prevent, substantially impede, or delay action necessary to cope with the emergency.

Section 4. This resolution shall become effective immediately upon its adoption.

ADOPTED BY THE CITY COUNCIL THIS 16TH DAY OF DECEMBER, 2020.

---

Paul J. Whitney, Mayor

ATTEST:

---

Michelle M. Saner, MMC, City Clerk

Yes:  
No:  
Absent:



# SOLDOTNA

OFFICE OF THE CITY MANAGER

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## MEMORANDUM

**TO:** MAYOR WHITNEY AND CITY COUNCIL MEMBERS  
**FROM:** STEPHANIE QUEEN, CITY MANAGER  
**DATE:** WEDNESDAY, DECEMBER 9, 2020  
**SUBJECT:** RESOLUTION 2020-062, EXTENDING THE COVID-19 DISASTER DECLARATION

Under the authority granted by state law, I issued a disaster declaration for the City of Soldotna on March 19, 2020 in response to the COVID-19 pandemic. The City Council has extended the declaration multiple times, most recently through December 31, 2020. The attached resolution would further extend the declaration an additional 90 days.

Mitigating and responding to the impacts of COVID-19 in our community continues to require significant response and resources from the City. With current case-counts in the high-risk category of community spread, we are continually re-evaluating how to safely operate City facilities and provide uninterrupted municipal services. In preparation for the upcoming vaccine distribution to the state, our staff will be involved in coordination and communication efforts with other layers of government, as well as local health officials and providers. And although December 30<sup>th</sup> is the deadline for eligible expenses associated with CARES Act grant funds, there will be significant administrative work and reporting which carries well into 2021, in order to effectively close out the grants we have received (from the State of Alaska and Kenai Peninsula Borough) as well as those we have given (to local businesses, non-profits, and individuals).

The executive authority granted to the city manager under Section 3. of the resolution has been rarely invoked. But it has proven important to the efficiency and effectiveness of our response. Examples of when this authority was used, include:

- the hiring of a CARES Act grant coordinator earlier this summer to assist with grant administration to businesses and non-profits;
- create and offering employees supplemental Temporary Emergency Leave to facilitate compliance with more stringent return-to-work policies following illness or COVID symptoms;
- relaxing late payment and shut-off protocols for water/sewer utility customers; and
- the ability to make minor administrative amendments to contracts and grant documents (extending deadlines, for example) with greater flexibility than traditional City processes would allow.

Following the recent council meetings and work sessions, we have ramped up City communications about safe practices and positive ways the community can support their own health and their neighbors through this pandemic. We will continue to do so in the months ahead. I look forward to the time next year when much of this work will be behind us, but request your consideration of a further disaster declaration to support our current and ongoing response during this still-critical time.

**TO:** Members of the City Council  
**FROM:** Paul Whitney, Mayor  
**DATE:** December 16, 2020  
**SUBJECT:** Mayoral Appointments to Advisory Boards and Commissions

---

Please confirm the following appointments:

Airport Commission

- Charlene Tauffest, Seat A – Partial Term to Expire 12/31/2022
- Alexander Bias, Seat C – Term to Expire 12/31/2023
- Kurt Olson, Seat E – Term to Expire 12/31/2023

Library Advisory Board

- Mary Lou Mires, Seat C – Term to Expire 12/31/2023
- Edward von Breyman, Seat D – Term to Expire 12/31/2023

Parks and Recreation Advisory Board

- James Delker, Seat B – Term to Expire 12/31/2023
- Erick Hugarte, Seat D – Partial Term to Expire 12/31/2022
- Annette Villa, Seat E – Term to Expire 12/31/2023

Planning and Zoning Commission

- Erick Hugarte, Seat A – Partial Term to Expire 12/31/2022
- Kaitlin Vadla, Seat B – Term to Expire 12/31/2023
- Mark D. Burton, Seat F – Term to Expire 12/31/2023
- David Blossom, Seat G – Term to Expire 12/31/2023



# APPLICATION FOR APPOINTMENT

Office of the City Clerk  
177 N. Birch Street  
Soldotna, Alaska 99669

Phone: (907) 262-9107  
Fax: (907) 262-4389  
cityclerk@soldotna.org

## Position applying for – select one or more from the following:

- ☒ Airport Commission [meets quarterly, on the third Thursday of March, June, September and December]  
☐ Library Board [meets quarterly, on the third Monday of January, April, July and October]  
☐ Parks & Recreation Board [meets quarterly, on the first Thursday of February, May, August and November]

## Personal & Contact Information

Name: Charlene Tautfest Home Phone: 907 252 6737  
Mailing Address: [REDACTED] Work Phone: \_\_\_\_\_  
Residency Address: [REDACTED] Cell Phone: \_\_\_\_\_  
Occupation: N/A Email: xyzcharlene@yahoo.com  
Employer: N/A Job Title: volunteer  
May we include your contact information on the City webpage? ☐ Yes ☐ No ☒ Yes, but not all  
If Yes, but not all. Please specify what information may be included on the City webpage.  
phone # & email

## Qualification Questions

- Do you reside within Soldotna City limits? ☒ Yes ☐ No If yes, for how long? 26 yrs
- Airport Commission applicants,
  - (A) Are you an airport user? ☒ Yes ☐ No
  - (B) Are you interested in also serving on the Planning and Zoning Commission? ☒ Yes ☐ No
- Are you an employee of the City? ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Do you currently own a business in the City of Soldotna? ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_  
Name and physical location of the business: \_\_\_\_\_
- Does your schedule permit you to attend required meetings? ☒ Yes ☐ No
- Are you currently affiliated with the City of Soldotna in any way? ☒ Yes ☐ No  
If yes, please note the capacity: Planning, Zoning Commission
- Do you currently have any direct or indirect financial or business interests with the City of Soldotna? ☐ Yes ☒ No  
If yes, please explain? \_\_\_\_\_

**\*\*Please Complete Reverse Side\*\***

- Please provide a **one-page resume** to include education and experience: or
- A brief statement describing your interest in City Government, and any relevant experiences that would qualify you for this position or that would enhance your commission membership.

Please consider my application to be the Planning and zoning Commissioner Representative on the Airport Commission.

I understand that this is a voluntary, appointed position to be confirmed by the Soldotna City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public meeting. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.24 of the Soldotna Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as a board or commission member requires compliance.

I certify that the information in this application is true and correct.

Charles Tautfest  
Signature of Applicant

12/7/2020  
Date

**For Office Use Only**

Resident of the city: ☒ Yes ☐ No

Resume Attached: ☒ Yes ☐ No

Meets SMC requirement of board/commission applied for: ☒ Yes ☐ No

Date of Council Approval: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

**\*\*Return completed application to the Office of the City Clerk\*\***



## Charlene Tautfest

Soldotna AK 99669

(907)252-6737 [xyzcharlene@yahoo.com](mailto:xyzcharlene@yahoo.com)

### Qualifications

<b>Skills:</b>	Advocacy Leadership Problem Solving/Decision Making Community Engagement	Fundraising/Marketing Medical coding Strong Work Ethic Management – Employee
<b>Strengths:</b>	I am dependable, a quick learner, and can work independently or in a team. I work well under pressure and thrive on finding solutions to challenging obstacles.	

### Volunteer/Work Experience

#### State of Alaska Boards, Teams and Committees:

Alaska Mental Health Board (AMHB) Chair 2019-2020, 2015-2017, Vice Chair 2017-2019  
Alaska Psychiatric Institute (API) Governing Board  
Alaska Coalition of Housing and Homelessness Board  
Governor's Council on Disabilities and Special Education (GCDSE)  
Legislative Advocacy Committee Alaska Mental Health Board (AMHB)  
API Workgroup (AMHB)  
Bylaws Workgroup (AMHB)  
Legislative Advocacy Committee (GCDSE)  
Developmental Disability Committee (GCDSE)  
Transportation and Employment Committee (GCDSE)  
Peer Certification Steering Committee – Division of Behavioral Health (DBH)  
1115 Medicaid Waiver benefit team – (DBH)  
API Feasibility Study Workgroup (API)  
Full Lives Planning Committee

#### Areas of Community Engagement

Soldotna Planning and Zoning Commission  
Peninsula Community Health Services (PCHS) President  
Alaska Primary Care Association (APCA) Board member  
APCA Policy and Advocacy Committee Chair  
Project Homeless Connect – Past Donations Chair  
Kenai Peninsula Transportation Workgroup  
Kenai Peninsula Shelter Development Workgroup  
Kenai Peninsula Reentry Coalition Past President  
KPBSD classroom volunteer – 18 years  
Soldotna Rotary – President Elect

#### Employment:

Includes: Peninsula Health Services, Adkin, Soldotna Realty, Mosler Inc, US Bank

### Education

New Frontier Vo-Tech – Medical Coding CPC-A Certification  
Portland Community College – Fire Science – EMT Certification  
UAA Business Administration



# APPLICATION FOR APPOINTMENT

Office of the City Clerk  
177 N. Birch Street  
Soldotna, Alaska 99669

Phone: (907) 262-9107  
Fax: (907) 262-4389  
cityclerk@soldotna.org

## Position applying for – select one or more from the following:

- ☒ Airport Commission [meets quarterly, on the third Thursday of March, June, September and December]
- ☐ Library Board [meets quarterly, on the third Monday of January, April, July and October]
- ☐ Parks & Recreation Board [meets quarterly, on the first Thursday of February, May, August and November]

## Personal & Contact Information

Name: Alexandru Simion Bias Home Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Residency Address: \_\_\_\_\_ Cell Phone: 907-398-0473  
Occupation: Contractor Email: alex@pncalaska.com  
Employer: Self Job Title: Owner

May we include your contact information on the City webpage? ☐ Yes ☐ No ☒ Yes, but not all

If Yes, but not all. Please specify what information may be included on the City webpage.

## Email & Phone Number

## Qualification Questions

- Do you reside within Soldotna City limits? ..... ☒ Yes ☐ No If yes, for how long? \_\_\_\_\_
- Airport Commission applicants,  
(A) Are you an airport user? ..... ☒ Yes ☐ No  
(B) Are you interested in also serving on the Planning and Zoning Commission? ..... ☐ Yes ☒ No
- Are you an employee of the City? ..... ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Do you currently own a business in the City of Soldotna? ☒ Yes ☐ No If yes, for how long? 5 years  
Name and physical location of the business: Peninsula Center Mall 44332 Sterling Hwy Soldotna, AK 99669
- Does your schedule permit you to attend required meetings? ..... ☒ Yes ☐ No
- Are you currently affiliated with the City of Soldotna in any way? ..... ☒ Yes ☐ No  
If yes, please note the capacity: Currently in contract with the city on a capital project, current Airport Commissioner
- Do you currently have any direct or indirect financial or business interests with the City of Soldotna? .....  
..... ☒ Yes ☐ No  
If yes, please explain? Currently in contract with the city on a capital project, as a contractor I will bid on future capital projects

**\*\*Please Complete Reverse Side\*\***



- Please provide a **one-page resume** to include education and experience; or
- A brief statement describing your interest in City Government, and any relevant experiences that would qualify you for this position or that would enhance your commission membership.

I have been on the airport commission for 4 years, during this time I had the opportunity to serve my community and better our local airport. I have used this airport for roughly 16 years, building hangars, earning my private pilots license, keeping my aircraft there, and now helping to keep it the airport we all enjoy to use. The city of Soldotna has done a fantastic job at maintaining and improving all aspects of the airport. I am grateful to have helped in any capacity. I have learned aspects of our local government that help me understand how a city is run, how ordinances and laws are made, and how government meetings are conducted. With each airport commission meeting I learn more and can use this information to benefit the airport for years to come.

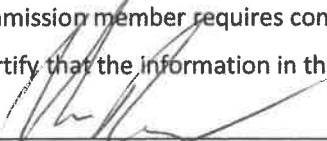
I was born in Soldotna, I own and do business in Soldotna, I've had 3 beautiful babies born in Soldotna. This is my home. I hope my experiences growing up in this community can aid the City of Soldotna in maintaining and developing the airport for all current and future aviation enthusiasts.

Thank you for the opportunity to serve on the City of Soldotna Airport Commission,  
Alex Bias

I understand that this is a voluntary, appointed position to be confirmed by the Soldotna City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public meeting. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.24 of the Soldotna Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as a board or commission member requires compliance.

I certify that the information in this application is true and correct.

  
\_\_\_\_\_  
Signature of Applicant

11-30-20  
\_\_\_\_\_  
Date

**For Office Use Only**

Resident of the city: ☒ Yes ☐ No

Resume Attached: ☐ Yes ☒ No

Meets SMC requirement of board/commission applied for: ☒ Yes ☐ No

Date of Council Approval: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

**\*\*Return completed application to the Office of the City Clerk\*\***



# APPLICATION FOR APPOINTMENT

Office of the City Clerk  
177 N. Birch Street  
Soldotna, Alaska 99669

Phone: (907) 262-9107  
Fax: (907) 262-4389  
cityclerk@soldotna.org

## Position applying for – select one or more from the following:

- ☒ Airport Commission *[meets quarterly, on the third Thursday of March, June, September and December]*
- ☐ Library Board *[meets quarterly, on the third Monday of January, April, July and October]*
- ☐ Parks & Recreation Board *[meets quarterly, on the first Thursday of February, May, August and November]*

## Personal & Contact Information

Name: Kurt E. Olson Home Phone: [REDACTED]  
Mailing Address: [REDACTED] Work Phone: \_\_\_\_\_  
Residency Address: [REDACTED] Cell Phone: \_\_\_\_\_  
Occupation: Retired Email: KOBOAK@gci.net  
Employer: N/A Job Title: N/A

May we include your contact information on the City webpage? ☐ Yes ☐ No ☒ Yes, but not all

If Yes, but not all. Please specify what information may be included on the City webpage.

Email Address \_\_\_\_\_

## Qualification Questions

- Do you reside within Soldotna City limits? ..... ☒ Yes ☐ No If yes, for how long? 20+ Years
- Airport Commission applicants,  
(A) Are you an airport user? ..... ☐ Yes ☒ No  
(B) Are you interested in also serving on the Planning and Zoning Commission? ..... ☐ Yes ☒ No
- Are you an employee of the City? ..... ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Do you currently own a business in the City of Soldotna? ..... ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_  
Name and physical location of the business: \_\_\_\_\_
- Does your schedule permit you to attend required meetings? ..... ☒ Yes ☐ No
- Are you currently affiliated with the City of Soldotna in any way? ..... ☐ Yes ☒ No  
If yes, please note the capacity: \_\_\_\_\_
- Do you currently have any direct or indirect financial or business interests with the City of Soldotna? ..... ☐ Yes ☒ No  
If yes, please explain? \_\_\_\_\_

**\*\*Please Complete Reverse Side\*\***

- Please provide a **one-page resume** to include education and experience; or
- A brief statement describing your interest in City Government, and any relevant experiences that would qualify you for this position or that would enhance your commission membership.

I represented Soldotna as a member of the Alaska House of Representatives for twelve years. Prior to that I was Soldotna's insurance broker for approximately 10 years - including the airport insurance program. I have a BA-CSULB, Political Science - State and Local Government.

I understand that this is a voluntary, appointed position to be confirmed by the Soldotna City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public meeting. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.24 of the Soldotna Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as a board or commission member requires compliance.

I certify that the information in this application is true and correct.

  
Signature of Applicant

12/4/2020  
Date

**For Office Use Only**

Resident of the city: ☒ Yes ☐ No

Resume Attached: ☐ Yes ☒ No

Meets SMC requirement of board/commission applied for: ☒ Yes ☐ No

Date of Council Approval: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

**\*\*Return completed application to the Office of the City Clerk\*\***



# APPLICATION FOR APPOINTMENT

Office of the City Clerk  
177 N. Birch Street  
Soldotna, Alaska 99669

Phone: (907) 262-9107  
Fax: (907) 262-4389  
cityclerk@soldotna.org

## Position applying for – select one or more from the following:

- ☐ Airport Commission [meets quarterly, on the third Thursday of March, June, September and December]  
☒ Library Board [meets quarterly, on the third Monday of January, April, July and October]  
☐ Parks & Recreation Board [meets quarterly, on the first Thursday of February, May, August and November]

## Personal & Contact Information

Name: Mary Lou Mires Home Phone: [REDACTED]  
Mailing Address: [REDACTED] Work Phone: N/A  
Residency Address: [REDACTED] Cell Phone: [REDACTED]  
Occupation: Retired Educator - Writer Email: mlmires74@yahoo.com  
Employer: N/A Job Title: N/A

May we include your contact information on the City webpage? ☐ Yes ☐ No ☒ Yes, but not all

If Yes, but not all. Please specify what information may be included on the City webpage.

Name and E-mail address

## Qualification Questions

- Do you reside within Soldotna City limits? ☒ Yes ☐ No If yes, for how long? 5+ years
- Airport Commission applicants,  
(A) Are you an airport user? ☐ Yes ☐ No  
(B) Are you interested in also serving on the Planning and Zoning Commission? ☐ Yes ☐ No
- Are you an employee of the City? ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Do you currently own a business in the City of Soldotna... ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_  
Name and physical location of the business: \_\_\_\_\_
- Does your schedule permit you to attend required meetings? ☒ Yes ☐ No
- Are you currently affiliated with the City of Soldotna in any way? ☐ Yes ☒ No  
If yes, please note the capacity: \_\_\_\_\_
- Do you currently have any direct or indirect financial or business interests with the City of Soldotna? ☐ Yes ☒ No  
If yes, please explain? \_\_\_\_\_

**\*\*Please Complete Reverse Side\*\***

• Please provide a **one-page resume** to include education and experience or

- A brief statement describing your interest in City Government, and any relevant experiences that would qualify you for this position or that would enhance your commission membership.

I understand that this is a voluntary, appointed position to be confirmed by the Soldotna City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public meeting. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.24 of the Soldotna Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as a board or commission member requires compliance.

I certify that the information in this application is true and correct.

Mary Lou Niles  
Signature of Applicant

11-10-2020  
Date

**For Office Use Only**

Resident of the city: ☒ Yes ☐ No

Resume Attached: ☒ Yes ☐ No

Meets SMC requirement of board/commission applied for: ☒ Yes ☐ No

Date of Council Approval: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

**\*\*Return completed application to the Office of the City Clerk\*\***

## Mary Lou Mires

Soldotna, AK 99669

mlmires74@yahoo.com

### Seeking re-appointment to Soldotna Public Library Advisory Board Seat C.

#### Experience

Soldotna Public Library Advisory Board	Seat C	2018 – Present
Soldotna Public Library Strategic Planning Committee		2017
Soldotna Public Library Volunteer		2017 -
Catalog Consultant		
North Lake County Public Library	Polson, Montana	2014 – 2015
Reading Instructor		
Salish Kootenai College	Pablo, Montana	2010 – 2013
Reference/Instructional/Children Librarian		
Salish Kootenai College	Pablo, Montana	2000 – 2011
Library Media Specialist	Grades K – 6	
Kessler Elementary School	Helena, Montana	1995 – 1998
Elementary Teacher	Grades 1 – 3	
Woodland Park Elementary	Anchorage, Alaska	

#### Education

##### Master of Library and Information Science

University of Wisconsin – Milwaukee (Graduated 2005)

##### Library Media Specialist Endorsement

University of Montana – Dillon (Earned 1995)

##### Elementary Education Bachelor of Science

Montana State University – Billings (Graduated 1970)

#### Volunteer and Professional Affiliations

##### Current Affiliations

Society of Children's Book Writers and Illustrators	2018 – Present
Society of Children's Book Writers and Illustrators Alaska	2018 – Present
Storyteller Academy	2020

##### Past Affiliations

Montana Library Association  
Pacific Northwest Library Association





# APPLICATION FOR APPOINTMENT

Office of the City Clerk  
177 N. Birch Street  
Soldotna, Alaska 99669

Phone: (907) 262-9107  
Fax: (907) 262-4389  
cityclerk@soldotna.org

## Position applying for – select one or more from the following:

- ☐ Airport Commission [meets quarterly, on the third Thursday of March, June, September and December]
- ☒ Library Board [meets quarterly, on the third Monday of January, April, July and October]
- ☐ Parks & Recreation Board [meets quarterly, on the first Thursday of February, May, August and November]

## Personal & Contact Information

Name: Edward von Breyman

Home Phone: [REDACTED]

Mailing Address: [REDACTED]

Work Phone: [REDACTED]

Residency Address: [REDACTED]

Cell Phone: [REDACTED]

Occupation: Management Consultant

Email: [REDACTED]

Employer: KPO LLC

Job Title: Partner

May we include your contact information on the City webpage? ☐ Yes ☒ No ☐ Yes, but not all  
If Yes, but not all. Please specify what information may be included on the City webpage.

## Qualification Questions

- Do you reside within Soldotna City limits? ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Airport Commission applicants,  
(A) Are you an airport user? ☐ Yes ☒ No  
(B) Are you interested in also serving on the Planning and Zoning Commission? ☐ Yes ☒ No
- Are you an employee of the City? ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Do you currently own a business in the City of Soldotna? ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_  
Name and physical location of the business: \_\_\_\_\_
- Does your schedule permit you to attend required meetings? ☐ Yes ☒ No
- Are you currently affiliated with the City of Soldotna in any way? ☐ Yes ☒ No  
If yes, please note the capacity: Library Board member
- Do you currently have any direct or indirect financial or business interests with the City of Soldotna? ☐ Yes ☒ No  
If yes, please explain? \_\_\_\_\_

**\*\*Please Complete Reverse Side\*\***

- Please provide a **one-page resume** to include education and experience; or
- A brief statement describing your interest in City Government, and any relevant experiences that would qualify you for this position or that would enhance your commission membership.

I'm currently a member of the Library Board and would like to be re-appointed for an additional two year term.

I have been a volunteer at the library starting with the move from the Peninsula Center into the new expanded facility. The library is a wonderful facility and I proudly show it off to any visitors from Outside.

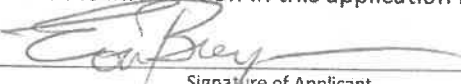
During my academic career, I spent many hours researching information for various class assignments and projects at some of the best university libraries in California. I learned to appreciate the planning, organization, and management skills needed to run such complicated operations.

Among the skills I bring to the Library Board are 45 plus years of management experience in both small and large organizations, accounting/inventory control/budgeting experience, and logistics expertise. In addition, I have a life-long love of books, of learning, and of libraries that enable its patrons to explore the world of knowledge.

I understand that this is a voluntary, appointed position to be confirmed by the Soldotna City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public meeting. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.24 of the Soldotna Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as a board or commission member requires compliance.

I certify that the information in this application is true and correct.

  
Signature of Applicant

11/11/2020  
Date

**For Office Use Only**

Resident of the city: ☐ Yes ☒ No

Resume Attached: ☐ Yes ☒ No

Meets SMC requirement of board/commission applied for: ☒ Yes ☐ No

Date of Council Approval: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

**\*\*Return completed application to the Office of the City Clerk\*\***



**EDWARD G. von BREYMAN**



**EDUCATION**

Professional Certificate in Logistics, Georgia Institute of Technology  
M.S. in Technology Management, Pepperdine University  
M.B.A., Pepperdine University  
B.A., University of Southern California

**PROFESSIONAL EXPERIENCE**

2009-present      **KPO LLC**, Sterling, AK. Management consulting in the areas of accounting and property management.

1998-2009      **VON BREYMAN CONSULTING**, Redondo Beach, CA. Management consulting in the areas of accounting, logistics, and emergency preparedness.

1984-1998      **DFS NORTH AMERICA**, El Segundo, CA. \$400M division of DFS Group Ltd., (LVMH) the world's largest retailer of duty free/tax free luxury goods. Director of Logistics, Director of Finance, Region Controller, Finance Controller, Inventory Controller.

1983-1984      **CLOTHETIME, INC.**, Anaheim, CA. Women's apparel chain of 150 stores in the western states. Inventory Control Manager.

1977-1983      **KMART APPAREL CORPORATION**, Carson, CA. Apparel distribution center for Kmart stores. Administrative Offices Manager, Distribution Center Manager

**VOLUNTEER/COMMUNITY SERVICE**

Soldotna Public Library Volunteer and Advisory Board Member

Lot 1 Block 1 Owners Association, Inc., Board of Directors

PVP Community Emergency Response Team (CERT), Inc., Board of Directors

LASD Mounted Search & Rescue Team (MSAR), Inc., Board of Directors

## APPLICATION FOR APPOINTMENT

Office of the City Clerk  
177 N. Birch Street  
Soldotna, Alaska 99669

Phone: (907) 262-9107  
Fax: (907) 262-4389  
cityclerk@soldotna.org

## Position applying for – select one or more from the following:

- ☐ Airport Commission (meets quarterly, on the third Thursday of March, June, September and December)  
☐ Library Board (meets quarterly, on the third Monday of January, April, July and October)  
☒ Parks & Recreation Board (meets quarterly, on the first Thursday of February, May, August and November)

## Personal &amp; Contact Information

Name: JAMES DELKER Home Phone: [REDACTED]  
 Mailing Address: [REDACTED] Work Phone: [REDACTED]  
 Residency Address: [REDACTED] Cell Phone: [REDACTED]  
 Occupation: Self-Emp - Veterinarian Email: [REDACTED]  
 Employer: Twin Cities Veterinary Clinic Job Title: [REDACTED]

May we include your contact information on the City webpage? ☐ Yes ☒ No ☐ Yes, but not all  
 If Yes, but not all, Please specify what information may be included on the City webpage.

## Qualification Questions

- Do you reside within Soldotna City limits? ..... ☒ Yes ☐ No If yes, for how long? \_\_\_\_\_
- Airport Commission applicants.  
 (A) Are you an airport user? ..... ☐ Yes ☐ No  
 (B) Are you interested in also serving on the Planning and Zoning Commission? ..... ☐ Yes ☐ No
- Are you an employee of the City? ..... ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Do you currently own a business in the City of Soldotna? ..... ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_  
 Name and physical location of the business: \_\_\_\_\_
- Does your schedule permit you to attend required meetings? ..... ☒ Yes ☐ No
- Are you currently affiliated with the City of Soldotna in any way? ..... ☐ Yes ☒ No  
 If yes, please note the capacity: \_\_\_\_\_
- Do you currently have any direct or indirect financial or business interests with the City of Soldotna? ..... ☐ Yes ☒ No  
 If yes, please explain? \_\_\_\_\_

**\*\*Please Complete Reverse Side\*\***

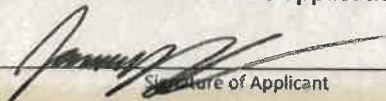
- Please provide a **one-page resume** to include education and experience; or
- A brief statement describing your interest in City Government, and any relevant experiences that would qualify you for this position or that would enhance your commission membership.

I have been on Parks & Rec Adv. for many years and am happy to continue if my assistance is relevant and beneficial to the city & its people.

I understand that this is a voluntary, appointed position to be confirmed by the Soldotna City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public meeting. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.24 of the Soldotna Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as a board or commission member requires compliance.

I certify that the information in this application is true and correct.

  
Signature of Applicant

12/1/20  
Date

**For Office Use Only**

Resident of the city: ☒ Yes ☐ No

Resume Attached: ☐ Yes ☒ No

Meets SMC requirement of board/commission applied for: ☒ Yes ☐ No

Date of Council Approval: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

**\*\*Return completed application to the Office of the City Clerk\*\***





# APPLICATION FOR APPOINTMENT

Office of the City Clerk  
177 N. Birch Street  
Soldotna, Alaska 99669

Phone: (907) 262-9107  
Fax: (907) 262-4389  
cityclerk@soldotna.org

## Position applying for – select one or more from the following:

- ☐ Airport Commission [meets quarterly, on the third Thursday of March, June, September and December]
- ☐ Library Board [meets quarterly, on the third Monday of January, April, July and October]
- ☒ Parks & Recreation Board [meets quarterly, on the first Thursday of February, May, August and November]

## Personal & Contact Information

Name: Erick Hugarte Home Phone: N/A  
Mailing Address: [REDACTED] 99669 Work Phone: N/A  
Residency Address: [REDACTED] 99669 Cell Phone: (907) 953-4842  
Occupation: Unemployed / laid off Email: [REDACTED]  
Employer: N/A Job Title: N/A

May we include your contact information on the City webpage? ☐ Yes ☐ No ☒ Yes, but not all

If Yes, but not all. Please specify what information may be included on the City webpage.

Cell phone (907) 953-4842

## Qualification Questions

- Do you reside within Soldotna City limits? ..... ☒ Yes ☐ No If yes, for how long? 11 years
- Airport Commission applicants,
  - (A) Are you an airport user? ..... ☐ Yes ☒ No
  - (B) Are you interested in also serving on the Planning and Zoning Commission? ..... ☒ Yes ☐ No
- Are you an employee of the City? ..... ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Do you currently own a business in the City of Soldotna? ..... ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_  
Name and physical location of the business: \_\_\_\_\_
- Does your schedule permit you to attend required meetings? ..... ☒ Yes ☐ No
- Are you currently affiliated with the City of Soldotna in any way? ..... ☐ Yes ☒ No  
If yes, please note the capacity: \_\_\_\_\_
- Do you currently have any direct or indirect financial or business interests with the City of Soldotna? ..... ☐ Yes ☒ No  
If yes, please explain? \_\_\_\_\_

**\*\*Please Complete Reverse Side\*\***

- Please provide a **one-page resume** to include education and experience; or
- A brief statement describing your interest in City Government, and any relevant experiences that would qualify you for this position or that would enhance your commission membership.

I understand that this is a voluntary, appointed position to be confirmed by the Soldotna City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public meeting. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.24 of the Soldotna Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as a board or commission member requires compliance.

I certify that the information in this application is true and correct.

Erick Hugarte

Signature of Applicant

12-3-20

Date

**For Office Use Only**

Resident of the city: ☒ Yes ☐ No

Resume Attached: ☒ Yes ☐ No

Meets SMC requirement of board/commission applied for: ☒ Yes ☐ No

Date of Council Approval: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

**\*\*Return completed application to the Office of the City Clerk\*\***

# Erick Hugarte

Soldotna, AK 99669

M: 907-953-4842



## Summary

## Skills

## Experience

- |                                    |   |              |
|------------------------------------|---|--------------|
| August 2020<br>to<br>November 2020 | <b>Alaska Sure Seal<br/>Laborer Worker</b>  | Soldotna, AK |
|                                    | <ul style="list-style-type: none"><li>• Prepared surfaces for asphalt applications with use of chemical solutions or by physically removing imperfections which could affect smooth finishes.</li><li>• Used shovels, loots, and the compact plate to repair concrete areas, including unsafe curbs, gutters, sidewalks, driveways and roadways.</li><li>• Supported the Lead Foreman in determining project planning goals to assist with projects.</li><li>• Used asphalt tools of various sizes and shapes to level and clear away excess blacktop.</li></ul>  |              |
| August 2014<br>to<br>August 2020   | <b>Surgery Center of Kenai<br/>Sterile Processing Technician</b>  | Kenai, AK    |
|                                    | <ul style="list-style-type: none"><li>• Recorded the results of biological and diagnostic tests.</li><li>• Gathered and prepared instruments and surgical supplies.</li><li>• Placed orders and restocked supplies for decontamination area.</li><li>• Cleaned and sterilized operating rooms.</li><li>• Collaborated with others to discuss new infection control opportunities.</li><li>• Prepared trays, instrument packs and surgical sets.</li><li>• Readied instruments for sterilization procedures and completed decontamination protocols.</li><li>• Demonstrated self-reliance by meeting and exceeding workflow needs.</li></ul> |              |
| May 2010<br>to<br>August 2013      | <b>Central Peninsula Hospital<br/>Sterile Processing Technician</b>   | Soldotna, AK |
|                                    | <ul style="list-style-type: none"><li>• Recorded the results of biological and diagnostic tests.</li><li>• Gathered and prepared instruments and surgical supplies.</li><li>• Placed orders and restocked supplies for decontamination area.</li><li>• Readied instruments for sterilization procedures and completed decontamination protocols.</li><li>• Prepared trays, instrument packs and surgical sets.</li></ul>  |              |

## Education and Training

KPC  
GED

Soldotna, AK



# APPLICATION FOR APPOINTMENT

Office of the City Clerk  
177 N. Birch Street  
Soldotna, Alaska 99669

Phone: (907) 262-9107  
Fax: (907) 262-4389  
cityclerk@soldotna.org

## Position applying for – select one or more from the following:

- ☐ Airport Commission [meets quarterly, on the third Thursday of March, June, September and December]  
☐ Library Board [meets quarterly, on the third Monday of January, April, July and October]  
☒ Parks & Recreation Board [meets quarterly, on the first Thursday of February, May, August and November]

## Personal & Contact Information

Name: Annette Villa Home Phone: \_\_\_\_\_  
Mailing Address: 39035 Alma ave Work Phone: \_\_\_\_\_  
Residency Address: same Cell Phone: 907-252-7264  
Occupation: business owner Email: akvilla9@yahoo.com  
Employer: Soldotna Wed Market / Hot Dogs & Cakes Job Title: owner  
May we include your contact information on the City webpage? ☒ Yes ☐ No ☐ Yes, but not all  
If Yes, but not all. Please specify what information may be included on the City webpage.

## Qualification Questions

- Do you reside within Soldotna City limits? ..... ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Airport Commission applicants,
  - (A) Are you an airport user? ..... ☐ Yes ☐ No
  - (B) Are you interested in also serving on the Planning and Zoning Commission? ..... ☐ Yes ☐ No
- Are you an employee of the City? ..... ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Do you currently own a business in the City of Soldotna? ☒ Yes ☐ No If yes, for how long? \_\_\_\_\_  
Name and physical location of the business: Hot Dogs & Cakes / Wed Market Soldotna Creek Park
- Does your schedule permit you to attend required meetings? ..... ☒ Yes ☐ No
- Are you currently affiliated with the City of Soldotna in any way? ..... ☐ Yes ☒ No  
If yes, please note the capacity: \_\_\_\_\_
- Do you currently have any direct or indirect financial or business interests with the City of Soldotna? ..... ☐ Yes ☒ No  
If yes, please explain? \_\_\_\_\_

**\*\*Please Complete Reverse Side\*\***

- Please provide a **one-page resume** to include education and experience; or
- A brief statement describing your interest in City Government, and any relevant experiences that would qualify you for this position or that would enhance your commission membership.

I would like to invest my time and energy into the great city of Soldotna by serving on the parks and rec. board. My experience as a small business owner for 20yrs in Soldotna gives me a unique perspective that will benefit our great city. I Love Soldotna and place great value on the opportunities offered by Parks & Rec. These opportunities are linked to the mental health and well being of our community. Many small businesses have become successful because of all the work done on the parks. Thank you Annette Villa

I understand that this is a voluntary, appointed position to be confirmed by the Soldotna City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public meeting. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.24 of the Soldotna Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as a board or commission member requires compliance.

I certify that the information in this application is true and correct.

  
Signature of Applicant

11-15-2020  
Date

**For Office Use Only**

Resident of the city: ☐ Yes ☒ No

Resume Attached: ☐ Yes ☒ No

Meets SMC requirement of board/commission applied for: ☒ Yes ☐ No

Date of Council Approval: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

**\*\*Return completed application to the Office of the City Clerk\*\***





# APPLICATION FOR APPOINTMENT

Office of the City Clerk  
177 N. Birch Street  
Soldotna, Alaska 99669

Phone: (907) 262-9107  
Fax: (907) 262-4389  
cityclerk@soldotna.org

## This application is for the Planning and Zoning Commission Only:

The Planning and Zoning Commission meets on the first Wednesday of each month.

### Personal & Contact Information

Name: Enick Hugarte Home Phone: N/A  
Mailing Address: [REDACTED] 99669 Work Phone: [REDACTED]  
Residency Address: [REDACTED] 99669 Cell Phone: [REDACTED]  
Occupation: Unemployed/Laid off Email: [REDACTED]  
Employer: N/A Job Title: N/A

May we include your contact information on the City webpage? ☐ Yes ☒ No ☐ Yes, but not all

If, Yes, but not all. Please specify what information may be included on the City webpage.

### Qualification Questions

- Do you reside within Soldotna City limits? ☒ Yes ☐ No If yes, for how long? \_\_\_\_\_
- Are you interested in also serving on the Airport Commission? ☐ Yes ☒ No  
If yes, are you an Airport User? ☐ Yes ☒ No
- Are you an employee of the City? ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Do you currently own a business in the City of Soldotna? ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_  
Name and physical location of the business: \_\_\_\_\_
- Does your schedule permit you to attend required meetings? ☒ Yes ☐ No
- Are you currently affiliated with the City of Soldotna in any way? ☐ Yes ☒ No  
If yes, please note the capacity: \_\_\_\_\_
- Do you currently have any direct or indirect financial or business interests with the City of Soldotna? ☐ Yes ☒ No  
If yes, please explain? \_\_\_\_\_

**\*\*Please Complete Reverse Side\*\***

- Please provide a **one-page resume** to include education and experience; or
- A brief statement describing your interest in City Government, and any relevant experiences that would qualify you for this position or that would enhance your commission membership.

*The Soldotna Planning and Zoning Commission is a quasi-judicial board that makes decisions and recommendations about land use on specific properties, and the development of the community as a whole. Please describe your interest in planning and community development, and any relevant experience you may have with codes, land use regulations and community planning. Please note, prior experience is not a requirement.*

I understand that this is a voluntary, appointed position to be confirmed by the Soldotna City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public meeting. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.24 of the Soldotna Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as a board or commission member requires compliance.

I certify that the information in this application is true and correct.

Erick Hrgart

Signature of Applicant

12-3-20

Date

**For Office Use Only**

Resident of the city: ☒ Yes ☐ No

Resume Attached: ☒ Yes ☐ No

Meets SMC requirement of board/commission applied for: ☒ Yes ☐ No

APGC - POFD on file: ☒ Yes ☐ No

Date of Council Approval: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

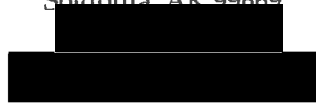
**\*\*Return completed application to the Office of the City Clerk\*\***

City of Soldotna Application  
Planning and Zoning Commission

Page 2 of 2  
Last Update: October 12, 2020

# Erick Hugarte

Soldotna, AK 99669



## Summary

## Skills

## Experience

- |                                    |   |              |
|------------------------------------|---|--------------|
| August 2020<br>to<br>November 2020 | <b>Alaska Sure Seal<br/>Laborer Worker</b>  | Soldotna, AK |
|                                    | <ul style="list-style-type: none"><li>• Prepared surfaces for asphalt applications with use of chemical solutions or by physically removing imperfections which could affect smooth finishes.</li><li>• Used shovels, loots, and the compact plate to repair concrete areas, including unsafe curbs, gutters, sidewalks, driveways and roadways.</li><li>• Supported the Lead Foreman in determining project planning goals to assist with projects.</li><li>• Used asphalt tools of various sizes and shapes to level and clear away excess blacktop.</li></ul>  |              |
| August 2014<br>to<br>August 2020   | <b>Surgery Center of Kenai<br/>Sterile Processing Technician</b>  | Kenai, AK    |
|                                    | <ul style="list-style-type: none"><li>• Recorded the results of biological and diagnostic tests.</li><li>• Gathered and prepared instruments and surgical supplies.</li><li>• Placed orders and restocked supplies for decontamination area.</li><li>• Cleaned and sterilized operating rooms.</li><li>• Collaborated with others to discuss new infection control opportunities.</li><li>• Prepared trays, instrument packs and surgical sets.</li><li>• Readied instruments for sterilization procedures and completed decontamination protocols.</li><li>• Demonstrated self-reliance by meeting and exceeding workflow needs.</li></ul> |              |
| May 2010<br>to<br>August 2013      | <b>Central Peninsula Hospital<br/>Sterile Processing Technician</b>   | Soldotna, AK |
|                                    | <ul style="list-style-type: none"><li>• Recorded the results of biological and diagnostic tests.</li><li>• Gathered and prepared instruments and surgical supplies.</li><li>• Placed orders and restocked supplies for decontamination area.</li><li>• Readied instruments for sterilization procedures and completed decontamination protocols.</li><li>• Prepared trays, instrument packs and surgical sets.</li></ul>  |              |

## Education and Training

KPC  
GED

Soldotna, AK



# APPLICATION FOR APPOINTMENT

Office of the City Clerk  
177 N. Birch Street  
Soldotna, Alaska 99669

Phone: (907) 262-9107  
Fax: (907) 262-4389  
cityclerk@soldotna.org

## This application is for the Planning and Zoning Commission Only:

The Planning and Zoning Commission meets on the first Wednesday of each month.

### Personal & Contact Information

Name: Kaitlin Vadla Home Phone: (907) 252-6525  
Mailing Address: 399 W Riverview Ave, Soldotna 99669 Work Phone: \_\_\_\_\_  
Residency Address: 14880 Surf St, Clam Gulch 99658 Cell Phone: \_\_\_\_\_  
Occupation: Community Advocacy Email: kaitlinvadla@gmail.com  
Employer: Cook Inletkeeper Job Title: Regional Director

May we include your contact information on the City webpage? ☒ Yes ☐ No ☐ Yes, but not all  
If, Yes, but not all. Please specify what information may be included on the City webpage.

### Qualification Questions

- Do you reside within Soldotna City limits? ..... ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Are you interested in also serving on the Airport Commission? ..... ☐ Yes ☒ No  
If yes, are you an Airport User? ..... ☐ Yes ☒ No
- Are you an employee of the City? ..... ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Do you currently own a business in the City of Soldotna? ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_  
Name and physical location of the business: \_\_\_\_\_
- Does your schedule permit you to attend required meetings? ..... ☒ Yes ☐ No
- Are you currently affiliated with the City of Soldotna in any way? ..... ☐ Yes ☒ No  
If yes, please note the capacity: \_\_\_\_\_
- Do you currently have any direct or indirect financial or business interests with the City of Soldotna? .....  
..... ☐ Yes ☒ No  
If yes, please explain? \_\_\_\_\_

**\*\*Please Complete Reverse Side\*\***

- Please provide a **one-page resume** to include education and experience; or
- A brief statement describing your interest in City Government, and any relevant experiences that would qualify you for this position or that would enhance your commission membership.

*The Soldotna Planning and Zoning Commission is a quasi-judicial board that makes decisions and recommendations about land use on specific properties, and the development of the community as a whole. Please describe your interest in planning and community development, and any relevant experience you may have with codes, land use regulations and community planning. Please note, prior experience is not a requirement.*

I love Soldotna and hope to continue serving it as a Planning & Zoning Commissioner for another term.

I am particularly interested in making our streets safer and accessible to all people (handicapped, elders with walkers, kids on roller blades, bike commuters, and everyone in between).

I appreciate the breadth of issues that come before P&Z, and will do my best to serve all residents' interests. I endeavor to make meetings approachable and inclusive to the public. Work sessions are a great space for public education and making progress on specific issues as a community. I hope to see more in the future.

Thank you,  
Kaitlin Vadla

I understand that this is a voluntary, appointed position to be confirmed by the Soldotna City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public meeting. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.24 of the Soldotna Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as a board or commission member requires compliance.

I certify that the information in this application is true and correct.

  
Signature of Applicant

12/7/2020  
Date

**For Office Use Only**

Resident of the city: ☐ Yes ☒ No  
 Resume Attached: ☐ Yes ☒ No  
 Meets SMC requirement of board/commission applied for: ☒ Yes ☐ No  
 APOC – POFD on file: ☒ Yes ☐ No

Date of Council Approval: \_\_\_\_\_  
 Date Applicant Notified: \_\_\_\_\_

**\*\*Return completed application to the Office of the City Clerk\*\***



# APPLICATION FOR APPOINTMENT

Office of the City Clerk  
177 N. Birch Street  
Soldotna, Alaska 99669

Phone: (907) 262-9107  
Fax: (907) 262-4389  
cityclerk@soldotna.org

## This application is for the Planning and Zoning Commission Only:

The Planning and Zoning Commission meets on the first Wednesday of each month.

### Personal & Contact Information

Name: Mark D. Burton Home Phone: 907.953.3900  
Mailing Address: P.O. Box 3607, Soldotna, AK 99669 Work Phone: 907.953.3900  
Residency Address: 304 Riverside Ave, Soldotna, AK 99669 Cell Phone: 907.953.3900  
Occupation: (Instructor) and [Manager] Email: markdanielburton@gmail.com  
Employer: (Kenai Peninsula College) and [Peninsula Pathology Institute] Job Title: (Adjunct Instructor) and [Pathology Dept. Manager]

May we include your contact information on the City webpage? ☒ Yes ☐ No ☐ Yes, but not all  
If, Yes, but not all. Please specify what information may be included on the City webpage.

### Qualification Questions

- Do you reside within Soldotna City limits? ..... ☒ Yes ☐ No If yes, for how long? 2 yrs
- Are you interested in also serving on the Airport Commission? ..... ☐ Yes ☒ No  
If yes, are you an Airport User? ..... ☐ Yes ☒ No
- Are you an employee of the City? ..... ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Do you currently own a business in the City of Soldotna? ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_  
Name and physical location of the business: \_\_\_\_\_
- Does your schedule permit you to attend required meetings? ..... ☒ Yes ☐ No
- Are you currently affiliated with the City of Soldotna in any way? ..... ☐ Yes ☒ No  
If yes, please note the capacity: \_\_\_\_\_
- Do you currently have any direct or indirect financial or business interests with the City of Soldotna? .....  
..... ☐ Yes ☒ No  
If yes, please explain? \_\_\_\_\_

**\*\*Please Complete Reverse Side\*\***

- Please provide a **one-page resume** to include education and experience; or
- A brief statement describing your interest in City Government, and any relevant experiences that would qualify you for this position or that would enhance your commission membership.

*The Soldotna Planning and Zoning Commission is a quasi-judicial board that makes decisions and recommendations about land use on specific properties, and the development of the community as a whole. Please describe your interest in planning and community development, and any relevant experience you may have with codes, land use regulations and community planning. Please note, prior experience is not a requirement.*

<p><b>Education</b>  Master of Science, Chemistry (Biochemistry emphasis) August 2019  California State University, Fullerton (CSUF) Fullerton, CA  Bachelor of Science, Biology (Chemistry minor) May 2004  Vanguard University of Southern California (VUSC) Costa Mesa, CA</p> <p><b>Publication</b>  Burton M, Abanobi C, Wang, KT-C, Ma Y and Rasche ME (2018) Substrate Specificity Analysis of Dihydrofolate/ Dihydropyrimethanopterin Reductase Homologs in Methylophilic -Proteobacteria. Front. Microbiol. 9:2439.</p> <p><b>Technical Skills</b>  - UHPLC (Dionex and Agilent); protein expression, purification (Affinity, SEC, and ion-exchange chromatography), quantitation (Bradford and BCA assays, and Nanodrop 2000c), and purity analysis (SDS and Native PAGE); biochemical assays; buffer and reagent preparation (including anaerobic preparative methods)  - Spectrophotometry (Beckman Coulter DU systems, Nanodrop 2000c, and Solo VPE training); trained with spectroscopic methods (FTIR and ICP-OES); trained in isoelectric focusing (ICE3) and CE-SDS (Beckman Coulter PA800 Plus)  - Immunohistochemistry and histological preparation of human tissues and microscopy; plant, mammalian, and methanogen cell culture; cell wall/ membrane disruption; transformations; cell counting; aseptic technique (trained in ISO 7 protocols) and ample experience with biological safety cabinets and anaerobic chambers (COY laboratories)  - Software: Chromeleon v6.8, ELN E-WorkBook Suite, Molesoft ICM-Pro, PRISM Graphpad v7.03, Microsoft Excel, LabVision, and limited experience with JMP13 statistical software</p> <p><b>Work Experience</b>  - Anatomy &amp; Physiology Adjunct Instructor, Kenai Peninsula College, Soldotna, AK, Fall 2020  Instruct Lecture and lab in structure and function of anatomy and physiology of the cell to the nervous system. Instruct students in both online and face-to-face format.  - Histology Supervisor and Pathology Dept. Manager, Peninsula Pathology Institute, Soldotna, AK, 2018 Present  Perform tissue fixation, embedding, sectioning, diagnostic staining (H &amp; E and special stains), and Immunohistochemistry (IHC) on human tissues. Troubleshoot diagnostic equipment. Manage a small lab staff to process cases in a fast-paced environment for quick diagnoses.  - IPC Analytical Chemist, Agensys, Santa Monica, CA March 2017 October 2017  Provided in process characterization of mAbs and antibody drug conjugates in pre-clinical and various phase trials using UHPLC and data analysis. Worked collaboratively with multiple departments in a fast-paced environment, focusing on teamwork to maximize efficiency, quick turn-around, and accurate analysis and documentation of data.  - Graduate Research Assistant, CSUF, Fullerton, CA, 2013 2016  Trained undergraduates in in silico/ vitro biochemical techniques, use of instrumentation, and instrument maintenance. Mentored and conducted research with undergraduates and post baccalaureates purifying and assaying recombinant proteins expressed in genetically modified bacteria.  - Adjunct Instructor, VUSC, Costa Mesa, CA, 2010 2015  Instructed several biology and chemistry laboratory courses for pre-medical undergraduates, and one course for non-science majors. Courses included an online learning component to engage in additional platform for learning outside the laboratory.  - Teaching Associate, CSUF, Fullerton, CA, 2014 2015  Instructed chemistry lab courses with diverse backgrounds of undergraduates, integrating an online learning component of Microsoft Excel for data analysis with data collected from experimentation. Worked with graduate mentor to co-lead various research projects in an advanced biotechnology course  - Laboratory Coordinator, Vanguard University, Costa Mesa, CA, 2006 2012  Managed purchasing and inventory systems, negotiated prices with several vendors to reduce total cost of supplies by an annual average of 19%. Prepared reagents, biological specimen, and materials for academic lab experiments while managing a small team of eight student workers. Served on the Campus Safety Committee.  - Histology Technician, Peninsula Pathology Institute, Soldotna, AK, 2004 2006  Performed tissue fixation, embedding, sectioning, and diagnostic staining (H &amp; E and special stains) on human tissues. Processed cases in a fast-paced environment for quick diagnoses. Supported the central and south-central hospital region and several clinics for the Kenai Peninsula  <b>Research Experience</b>  - CSUF Led a small team to produce, purify, and functionally/ kinetically characterize proteins as oxidoreductases involved in biosynthesis of a coenzyme required for single carbon metabolism. These enzymes were predicted to function as diacylglycerol kinases. Research presented at Center for Applied Biotechnology Conference, Southern California Branch of American Society for Microbiology, and CSUP for Education and Research in Biotechnology.  - VUSC Performed tissue culture, media preparation, and growth of Melaleuca alternifolia plant meristem and callus cultures. Cultures were propagated and assayed for terpinen-4-ol and 1,8-cineole content. Research presented at American Chemical Society Conference.  Manuscript in preparation: in vitro production of terpenoids in Melaleuca alternifolia.  Memberships: American Chemical Society, American Association for the Advancement of Sciences, and California Society for Histotechnology</p>
--

I understand that this is a voluntary, appointed position to be confirmed by the Soldotna City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public meeting. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.24 of the Soldotna Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as a board or commission member requires compliance.

I certify that the information in this application is true and correct.

**Email from applicant confirming submission on file with the City Clerk**

Signature of Applicant

Date

#### For Office Use Only

Resident of the city: ☒ Yes ☐ No

Resume Attached: ☒ Yes ☐ No

Meets SMC requirement of board/commission applied for: ☒ Yes ☐ No

APOC – POFD on file: ☒ Yes ☐ No

Date of Council Approval: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

**\*\*Return completed application to the Office of the City Clerk\*\***



# Mark D. Burton

304 Riverside Ave, Soldotna, AK 99669

Phone: 907.953.3900

## Education

Master of Science, Chemistry (Biochemistry emphasis) – *August 2019*

California State University, Fullerton (CSUF) – Fullerton, CA

Bachelor of Science, Biology (Chemistry minor) – *May 2004*

Vanguard University of Southern California (VUSC) – Costa Mesa, CA

## Publication

Burton M, Abanobi C, Wang, KT-C, Ma Y and Rasche ME (2018) Substrate Specificity Analysis of Dihydrofolate/ Dihydromethanopterin Reductase Homologs in Methylophilic  $\alpha$ -Proteobacteria. *Front. Microbiol.* 9:2439.

## Technical Skills

- U/HPLC (Dionex and Agilent); protein expression, purification (Affinity, SEC, and ion-exchange chromatography), quantitation (Bradford and BCA assays, and Nanodrop 2000c), and purity analysis (SDS and Native PAGE); biochemical assays; buffer and reagent preparation (including anaerobic preparative methods)
- Spectrophotometry (Beckman Coulter DU systems, Nanodrop 2000c, and Solo VPE training); trained with spectroscopic methods (FTIR and ICP-OES); trained in isoelectric focusing (iCE3) and CE-SDS (Beckman Coulter PA800 Plus)
- Immunohistochemistry and histological preparation of human tissues and microscopy; plant, mammalian, and methanogen cell culture; cell wall/ membrane disruption; transformations; cell counting; aseptic technique (trained in ISO 7 protocols) and ample experience with biological safety cabinets and anaerobic chambers (COY laboratories)
- Software: Chromeleon v6.8, ELN E-WorkBook Suite, Molsoft ICM-Pro, PRISM Graphpad v7.03, Microsoft Excel, LabVision, and limited experience with JMP13 statistical software

## Work Experience

- **Anatomy & Physiology Adjunct Instructor, Kenai Peninsula College. Soldotna, AK. Fall 2020**  
Instruct Lecture and lab in structure and function of anatomy and physiology of the cell to the nervous system. Instruct students in both online and face-to-face format.
- **Histology Supervisor and Pathology Dept. Manager, Peninsula Pathology Institute. Soldotna, AK. 2018 – Present**  
Perform tissue fixation, embedding, sectioning, diagnostic staining (H & E and special stains), and Immunohistochemistry (IHC) on human tissues. Troubleshoot diagnostic



equipment. Manage a small lab staff to process cases in a fast-paced environment for quick diagnoses.

- **IPC Analytical Chemist**, *Agensys. Santa Monica, CA* March 2017 – October 2017  
Provided in process characterization of mAbs and antibody drug conjugates in pre-clinical and various phase trials using U/HPLC and data analysis. Worked collaboratively with multiple departments in a fast-paced environment, focusing on teamwork to maximize efficiency, quick turn-around, and accurate analysis and documentation of data.
- **Graduate Research Assistant**, *CSUF. Fullerton, CA*. 2013 – 2016  
Trained undergraduates in *in silico/ vitro* biochemical techniques, use of instrumentation, and instrument maintenance. Mentored and conducted research with undergraduates and post baccalaureates purifying and assaying recombinant proteins expressed in genetically modified bacteria.
- **Adjunct Instructor**, *VUSC. Costa Mesa, CA*. 2010 – 2015  
Instructed several biology and chemistry laboratory courses for pre-medical undergraduates, and one course for non-science majors. Courses included an online learning component to engage in additional platform for learning outside the laboratory.
- **Teaching Associate**, *CSUF. Fullerton, CA*. 2014 – 2015  
Instructed chemistry lab courses with diverse backgrounds of undergraduates, integrating an online learning component of Microsoft Excel for data analysis with data collected from experimentation. Worked with graduate mentor to co-lead various research projects in an advanced biotechnology course
- **Laboratory Coordinator**, *Vanguard University. Costa Mesa, CA*. 2006 – 2012  
Managed purchasing and inventory systems, negotiated prices with several vendors to reduce total cost of supplies by an annual average of 19%. Prepared reagents, biological specimen, and materials for academic lab experiments while managing a small team of eight student workers. Served on the Campus Safety Committee.
- **Histology Technician**, *Peninsula Pathology Institute. Soldotna, AK*. 2004 – 2006  
Performed tissue fixation, embedding, sectioning, and diagnostic staining (H & E and special stains) on human tissues. Processed cases in a fast-paced environment for quick diagnoses. Supported the central and south-central hospital region and several clinics for the Kenai Peninsula

### **Research Experience**

- CSUF – Led a small team to produce, purify, and functionally/ kinetically characterize proteins as oxidoreductases involved in biosynthesis of a coenzyme required for single carbon metabolism. These enzymes were predicted to function as diacylglycerol kinases. Research presented at Center for Applied Biotechnology Conference, Southern California Branch of American Society for Microbiology, and CSUP for Education and Research in Biotechnology.
- VUSC – Performed tissue culture, media preparation, and growth of *Melaleuca alternifolia* plant meristem and callus cultures. Cultures were propagated and assayed for terpinen-4-ol and 1,8-cineole content. Research presented at American Chemical Society Conference. Manuscript in preparation: *in vitro* production of terpenoids in *Melaleuca alternifolia*.

**Memberships:** American Chemical Society, American Association for the Advancement of Sciences, and California Society for Histotechnology

## APPLICATION FOR APPOINTMENT

Office of the City Clerk  
177 N. Birch Street  
Soldotna, Alaska 99669

Phone: (907) 262-9107

Fax: (907) 262-1655

City of Soldotna

**This application is for the Planning and Zoning Commission Only:**

The Planning and Zoning Commission meets on the first Wednesday of each month.

**Personal & Contact Information**

Name: David Blossom Home Phone: \_\_\_\_\_  
Mailing Address: 115 Parkwood Cir Work Phone: 907-262-3800  
Residency Address: 115 Parkwood Cir Cell Phone: 907-398-7137  
Occupation: Pharmacist Email: dblossom32@gmail.com  
Employer: Soldotna Professional Pharmacy Job Title: Pharmacist

May we include your contact information on the City webpage? ☒ Yes ☐ No ☐ Yes, but not all  
If, Yes, but not all. Please specify what information may be included on the City webpage.

**Qualification Questions**

- Do you reside within Soldotna City limits? ..... ☒ Yes ☐ No If yes, for how long? 6 years
- Are you interested in also serving on the Airport Commission? ..... ☐ Yes ☒ No  
If yes, are you an Airport User? ..... ☐ Yes ☒ No
- Are you an employee of the City? ..... ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_
- Do you currently own a business in the City of Soldotna? ☐ Yes ☒ No If yes, for how long? \_\_\_\_\_  
Name and physical location of the business: \_\_\_\_\_
- Does your schedule permit you to attend required meetings? ..... ☒ Yes ☐ No
- Are you currently affiliated with the City of Soldotna in any way? ..... ☐ Yes ☒ No  
If yes, please note the capacity: \_\_\_\_\_
- Do you currently have any direct or indirect financial or business interests with the City of Soldotna? .....  
..... ☐ Yes ☒ No  
If yes, please explain? \_\_\_\_\_

**\*\*Please Complete Reverse Side\*\***

- Please provide a **one-page resume** to include education and experience; or
- A brief statement describing your interest in City Government, and any relevant experiences that would qualify you for this position or that would enhance your commission membership.

*The Soldotna Planning and Zoning Commission is a quasi-judicial board that makes decisions and recommendations about land use on specific properties, and the development of the community as a whole. Please describe your interest in planning and community development, and any relevant experience you may have with codes, land use regulations and community planning. Please note, prior experience is not a requirement.*

I am currently a commissioner on the Soldotna Zoning and Planning Commission. I have enjoyed my time and want to continue my service on the commission. I believe that getting involved in local government is important.

I was born and raised in Alaska so through experience and time I have some knowledge of the people and community that I can use in service to the commission.

Thanks

I understand that this is a voluntary, appointed position to be confirmed by the Soldotna City Council, and requires regular attendance at official meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public meeting. In addition, my name may be published in a newspaper or other media outlet.

I have read Chapter 2.24 of the Soldotna Municipal Code defining financial interest, substantial financial interest, and conflict of interest. I agree to comply with the code and understand that my tenure as a board or commission member requires compliance.

I certify that the information in this application is true and correct.

*Scuie Bloss*

Signature of Applicant

12/07/2020

Date

**For Office Use Only**

Resident of the city: ☒ Yes ☐ No  
 Resume Attached: ☐ Yes ☒ No  
 Meets SMC requirement of board/commission applied for: ☒ Yes ☐ No  
 APOC - PDFO on file: ☒ Yes ☐ No

Date of Council Approval: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_

**\*\*Return completed application to the Office of the City Clerk\*\***

City of Soldotna Application  
 Planning and Zoning Commission

Page 2 of 2  
 Last Update: October 12, 2020



# SOLDOTNA

OFFICE OF THE CITY MANAGER

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## MEMORANDUM

**TO:** MAYOR WHITNEY AND CITY COUNCIL MEMBERS  
**FROM:** STEPHANIE QUEEN, CITY MANAGER  
**DATE:** WEDNESDAY, DECEMBER 9, 2020  
**SUBJECT:** UPDATES ON SRSC FACILITY PLAN, AND CARES ACT SPENDING

The administration is working to finalize the limited re-opening plan for the Soldotna Regional Sports Complex, with a goal of allowing certain ice activities to resume under a new set of COVID-19 protocols next week. Our Finance Director is also generating an updated CARES ACT spending plan, with additional information for the Council on current expenses to date, and revised projections through December 30<sup>th</sup>.

We will give an update to the Council on both of these topics under 'Other' on the Council's December 16<sup>th</sup> agenda. I regret that our memos and backup materials were not available at the packet deadline, but these items will be forwarded to the Council as lay-down items ahead of the meeting.

Thank you for your patience and understanding.

## 2020-2021 Soldotna City Council Board, Commission and Committees

### City of Soldotna

#### Advisory Boards & Commissions

- **Airport Commission**

Vacant, Seat A *(Term Ends 12/31/22)*  
James Stenga, Vice Chair *(Term Ends 12/31/22)*  
Alexander Bias *(Term Ends 12/31/20)*  
Nancy Eoff *(Term Ends 12/31/21)*  
Kurt Olson *(Term Ends 12/31/20)*

- **Library Advisory Board**

Jane Fuerstenau, Chair *(Term Ends 12/31/22)*  
Gloria Sweeney *(Term Ends 12/31/21)*  
Mary Lou Mires, Vice Chair *(Term Ends 12/31/20)*  
Edward von Breyman *(Term Ends 12/31/20)*  
Sherril Miller *(Term Ends 12/31/21)*

- **Parks and Recreation Advisory Board**

Vacant, Seat D *(Term Ends 12/31/22)*  
Penny Vadla *(Term Ends 12/31/21)*  
Jim Delker *(Term Ends 12/31/20)*  
Denise Dutile, Chair *(Term Ends 12/31/21)*  
Tami Murray *(Term Ends 12/31/20)*

- **Planning & Zoning Commission**

Vacant, Seat A *(Term Ends 12/31/22)*  
Kaitlin Vadla, Chair *(Term Ends 12/31/20)*  
Charlene Tautfest *(Term Ends 12/31/21)*  
Jenny Smithwick Aley, Vice Chair *(Term Ends 12/31/21)*  
Thomas Anderson *(Term Ends 12/31/22)*  
Vacant, Seat F *(Term Ends 12/31/20)*  
David Blossom *(Term Ends 12/31/20)*

### Soldotna City Council Ex-Officio Members

#### To City of Soldotna Advisory Boards & Commissions

- **Airport Commission**

Lisa Parker, Ex-Officio Member *(Term Ends 12/31/20)*

- **Library Advisory Board**

Dave Carey, Ex-Officio Member *(Term Ends 12/31/20)*

- **Parks & Recreation Advisory Board**

Justin Ruffridge, Ex-Officio Member *(Term Ends 12/31/20)*

- **Planning & Zoning Commission**

*The 2020 Ex-Officio Council Member assignment to the Planning & Zoning Commission schedule is as follows:*

Linda Hutchings, Ex-Officio Member *(01/01/20-02/29/20)*  
Pamela Parker, Ex-Officio Member *(03/01/20-04/30/20)*  
Jordan Chilson, Ex-Officio Member *(05/01/20-06/30/20)*  
Justin Ruffridge, Ex-Officio Member *(07/01/20-08/31/20)*  
Lisa Parker, Ex-Officio Member *(09/01/20-10/31/20)*  
Dave Carey, Ex-Officio Member *(11/01/20-12/31/20)*

#### Non-City Boards & Committees

- **Chamber of Commerce**

Jordan Chilson, Ex-Officio Member

- **Kenai River Special Management Area**

Andrew Carmichael

- **Kenai Peninsula Economic Development District**

John Czarnezki