



***DRAFT**
Village Improvement Commission
Meeting Minutes
Wednesday, April 25, 2018 – 1:00 P.M.
Assembly Chambers – Kotzebue, AK

CALL TO ORDER

Vice-Chair Commissioner Nelson Walker called the Village Improvement Commission meeting to order on April 25, 2018 at 1:04 pm.

INVOCATION

Assembly Member Hannah Loon provided the invocation.

ROLL CALL

Morgan Johnson - Ambler
Nelson Walker – Kiana
Oral Hawley (Alt.) – Kivalina (late)
Henry Horner - Kobuk
Marie Greene – Kotzebue (telephonic)
Vincent Onalik (Alt.) - Noatak (telephonic)
Stacy Jack – Noorvik (telephonic)
Tanya Ballot – Selawik
Fred Sun – Shungnak
Ethel Weber – Buckland
Alvin Iyatunguk – Deering
Nathan Hadley – Ex-officio Member

A quorum was present to conduct business.

Commissioners excused:
Robbie Kirk – Noatak

Commissioner Onalik motioned, Commissioner Johnson seconded to excuse Member Kirk from the April 25, 2018 VIC Meeting. By unanimous consent of the commission Member Kirk was excused.

Commissioners absent:
Myra Wesley – Kivalina

Staff and Guests:

Stephanie Levy, TECK	Janine Bedford, TECK
Grant Hildreth, VIF Coordinator	Helena Hildreth, Deputy Borough Clerk
Hiram Walker, VIF Project Manager	Jason Jessup, KIC Land Manager
Carl Weisner, Assembly President	Hannah Loon, Assembly Member
Angie Sturm, Borough Treasurer	Nate Kotch, Governmental Affairs
Clement Richards, Borough Mayor	Susan Georgette
Matt Bergan	Damon Schaeffer, NANA
Ingemar Mathiasson, Energy Manager	Wes Goodwin, VIF Grant writer

MAYOR CLEMENT RICHARDS WELCOMING REMARKS

Mayor Richards welcomed the VIC Commissioners to the meeting and he commended the commissioners for all the work they have done thus far. He commended them for stepping up to the plate to represent their communities. He thanked them for working on the criteria so that this administration and the communities can work together so we can improve the quality of life for our residents. He commended Madam Chair Greene for her hard work and best wishes for a good recovery for husband Chuck Greene.

APPROVAL OF AGENDA

Commissioner Tanya Ballot requested to add Financial Report by Ms. Angie Sturm to Item N. Communications and Appearances and also to review the calendars for commissioner's reports and requesting staff to assist during the community meetings.

Commissioner Tanya Ballot motioned, Commissioner Sun seconded to approve the agenda as amended. By unanimous consent of the commission the agenda was approved as amended.

APPROVAL OF MINUTES

March 21-23, 2018 VIC Meeting Minutes

Commissioner Greene suggested that we request the material due deadline for the Assembly packet from the Clerks Department. Deputy Borough Clerk Helena Hildreth remarked that the deadline is two weeks before the packet is delivered.

Commissioner Sun motioned, Commissioner Johnson seconded to approve the March 21-23, 2018 VIC Meeting Minutes as presented. By unanimous consent of the commission the minutes were approved as presented.

REVIEW VIC ACTIONS

Vice-Chair Commissioner Walker and the commission reviewed the March 21-23 VIC Actions. Review approved Final Amended Written Procedures with supplemental power point Written Procedures Review, and Commission Acceptance of Resignation.

Commissioner Onalik motioned, Commissioner Johnson to accept Primary member commissioner Robbie Kirk's resignation. By unanimous consent of the commission, Member Kirk's resignation was accepted.

Commissioner Onalik requested to be excused from the meeting as he has an appointment to attend to. Vice Chair Walker excused Member Onalik.

Mayor Richards briefly explained the process of soliciting names for the Primary vacant seat for Noatak. He added that the Alternate member can move up to the Primary member seat and the community can select the vacant Alternate member seat.

Ms. Angie Sturm answered the question on the tax credit and at this time she reported there is no tax credits available. The borough is a governmental entity and we are exempt from taxes.

Commissioner Greene commented that the VIF report be reviewed by the VIC Commission before it is submitted to TECK.

The commission then reviewed the Final Amended Written Procedures.

REVIEW OF VIC OF PREVIOUS VIC MEETINGS & PROGRESS

Ms. Janine Bedford and Ms. Stephanie Levy provided a power point presentation on what was accomplished so far since the VIC was established.

**A ten-minute break was taken at 2:25 pm.
The meeting reconvened from break at 2:35 pm.**

DRAFT APPLICATION FORM

The commission then broke into three groups and reviewed a funding request example handout for the revised application form.

Commissioner Greene announced that she will be excusing herself to get to the airport.

**A ten-minute break was taken at 4:20 pm
The meeting reconvened from break at 4:31 pm**

Commissioner Jack is now present at the meeting.

Commissioner Hawley motioned, Commissioner Johnson seconded to recess until April 26, 2018. The meeting recessed till April 26, 2018 at 5:32 pm

**Village Improvement Commission
Meeting Minutes**

Thursday, April 26, 2018 – 8:30 A.M.

Assembly Chambers – Kotzebue, AK

CALL TO ORDER and OPENING PRAYER

The meeting reconvened from recess from Day One and Madam Chair Greene called the VIF Commission Meeting to order on April 26, 2018 at 8:35 AM. Madam Chair Greene thanked everyone for a good meeting on the first day and welcomed Mr. Wes Goodwin as the new Grant writer for the VIF. Commissioner Horner provided the invocation.

Commissioners present at the time of roll call:

Morgan Johnson – Ambler
Ethel Weber – Buckland
Alvin Iyatunguk – Deering
Nelson Walker – Kiana
Oral Hawley– Kivalina (Alt.)
Henry Horner - Kobuk
Marie Greene – Kotzebue
Vincent Onalik - Noatak (Alt.) - late
Stacy Jack – Noorvik
Tanya Ballot – Selawik
Fred Sun – Shungnak

Nathan Hadley Jr. – Ex-officio Member

Commissioners excused:

Robbie Kirk – Noatak

Staff and guests present:

Grant Hildreth, VIF Coordinator	Hiram Walker, VIF Projects Manager
Helena Hildreth, Deputy Borough Clerk	Stephanie Levy, TECK
Janine Bedford, TECK	Jason Jessup, KIC

Carl Weisner, Assembly President Casen Aliqsii Weisner
Ingemar Mathiasson, Energy Manager

The commission continued with Item I. Draft Application Form

APPLICATION GUIDELINES

The commission divided into two groups to review questions for the application guidelines and how to respond to every question.

A lunch break was taken at 12:00 PM.

The meeting reconvened from lunch break at 1:00 PM.

Commissioner Onalik is present in person at the VIC Commission meeting.

APPLICATION, REVIEW AND AWARD STAGES

The commission broke into groups at 1:45 pm and reviewed the submission stage, review/decision stage and then the execution stage.

A break was taken at 2:42 pm

The meeting reconvened at 2:53 pm

Commissioner Onalik excuses himself at 3:10 pm.

VIF ANALYSIS TOOL

A break was taken at 3:40 pm

The meeting reconvened at 3:52 pm

The Commission reviewed the VIF Analysis Tool Options.

The Commission reviewed the action item list from March and April.

The commission meeting recessed at 5:32 pm until April 27, 2018 at 8:30 am.

Village Improvement Commission

Meeting Minutes

Friday, April 27, 2018 – 8:30 A.M.

Assembly Chambers – Kotzebue, AK

CALL TO ORDER and OPENING PRAYER

The meeting reconvened from recess from Day Two and Madam Chair Greene called the Village Improvement Commission Meeting to order on April 27, 2018 at 8:40 AM. Mr. Hiram Walker provided the invocation.

Commissioners present at the time of roll call:

Morgan Johnson - Ambler
Ethel Weber – Buckland
Alvin Iyatunguk – Deering
Nelson Walker – Kiana
Oral Hawley– Kivalina (Alt.)
Henry Horner - Kobuk
Marie Greene – Kotzebue
Vincent Onalik - Noatak (Alt.)
Stacy Jack – Noorvik
Tanya Ballot – Selawik
Fred Sun – Shungnak
Nathan Hadley Jr. – Ex-officio Member

Commissioners excused:

Robbie Kirk – Noatak

Staff and guests present:

Grant Hildreth, VIF Coordinator	Hiram Walker, VIF Projects Manager
Helena Hildreth, Deputy Borough Clerk	Jason Jessup, KIC Lands Dir.
Carl Weisner, Assembly President	Casen Aliqsii Weisner

Commissioner Walker mentioned when the media asks questions about the VIF Program to direct them to the Borough Mayor.

THE MOST COMMON QUESTIONS HANDOUT

The commission started off by reviewing The Most Common Questions Handout and discussed the responses.

Commissioner Onalik was excused and will join telephonically when he reaches Noatak.

A ten-minute break was taken at 9:20 am
The meeting reconvened from break at 9:26 am

THE COMMUNICATION TOOLS

The commission then reviewed communication tools such as the VIC'S meeting summary, approved actions, possibly to be announced on the Borough's weekly update on KOTZ Radio and also post information on Borough's website.

KEY MESSAGES TO BRING BACK TO VILLAGES

The commission then discussed the importance of getting the meeting summary out to the commissioners ASAP after every meeting. The commission discussed key messages such as the action items, financial report and executive session to be added to the agenda.

COMMUNICATION AND APPEARANCES

VIC REPORTS

Commissioner Sun reported that he met with the Shungnak city council and he was able to provide an update as far as criteria and applications are concerned. He let them know more work needs to be done on the scoring system. He reported that the Shungnak IRA will be having a meeting soon since the elections are done.

Commissioner Walker commented that he reported the meeting summary to both the Kiana City and Kiana IRA and he also provided the commissioners report to both entities.

Commissioner Iyatunguk reported that Commissioner Weinard has been giving updates through a small report to the City of Deering and Deering IRA. He added that Mr. Hiram Walker was unable to attend but they held the community meeting to work on the priority list.

Commissioner Ballot reported that she held a community meeting on April 18 and they listed about 16-18 needs and they compiled a top ten. Then she held a joint council meeting and they came up with the top five needs.

Ms. Angie Sturm, Borough Treasurer reported that she just got word from Ms. Sheila King, TECK AK, confirming the 8 million dollar payment. She gave a Financial Report and summary, highlighting the major expenditures and revenues for period ending April 30, 2018.

Commissioner Johnson commented that he is hoping to get the community of Ambler together to hold a community meeting and it has been a challenge.

Commission Jack reported that they haven't had meeting since March and she is planning a community meeting shortly.

Madam Chair Greene reported that she attended the Trilateral meeting in Kotzebue and the next one is scheduled for June.

Commissioner Horner reported they haven't had a meeting yet but he will contact the City of Kobuk and Kobuk IRA for their future meetings.

Commissioner Weber commented that she presents trip reports to both the Buckland City and Buckland IRA. She thanked the commission for giving her the time to be home and hopefully they will be able to have a community meeting soon.

Ex-officio Hadley commented about the VIF budget ordinance that did not pass by the assembly.

VIC Coordinator Mr. Grant Hildreth pointed out his report in the packet. He has been preparing for the April meeting and he worked with the clerks to streamline the packets. He attended the Assembly meeting when they approved Ordinance 18-02 and he added it will have a significant impact for the communities in terms of water and sewer improvements.

VIC Projects Manager Mr. reported that he assisted Commissioner Onalik in his role since Commissioner Kirk's resignation. He assisted Deering with their priorities and attended the Selawik community meeting and Commissioner Johnson is working on an upcoming meeting date for the community of Ambler. He also worked with Commissioner Wesley planning on a community meeting date.

VIC Grant Writer Mr. Wes Goodwin reported that he is getting his feet wet and he is glad to be part of this team and looks forward to be working on behalf of this commission. He brings planning and grant writer experience to this position and is looking forward to it.

Commissioner Hawley commented that he spoke with Commissioner Weber had scheduled a meeting last week but due to weather they weren't able to hold a meeting, so they are rescheduling another date. He has requested to be on the City of Kivalina's agenda to provide a VIF update. He commends the commissioners and Chairman for conducting a good business meeting.

Ex-officio Nathan Hadley commented that he is hoping he is doing the right thing when he needs to speak up on the commission's behalf.

Madam Chair Greene thanked the VIF department for their reports and each employee carry out their roles and responsibilities.

Door Prizes

The commission reviewed holding meeting with door prizes and Commissioner Ballot alluded to the Borough Code that already explains it.

Commissioner Walker motioned, Commissioner Iyatunguk to have door prizes for two community meetings.

SCHEDULING OF NEXT VIC MEETING

May 23-25, 2018 in Kotzebue, Alaska at the Northwest Arctic Borough Assembly Chambers

Commissioner Ballot motioned, Commissioner Johnson to arrive the day before the meeting date to join the Assembly at their Regular meeting on the 22nd. By a majority consent of the commission, the motion passes.

COMMISSIONERS CLOSING COMMENTS

Commissioner Jack thanked everyone for a good meeting and is looking forward to the next meeting.

Commissioner Sun welcomed Mr. Wes Goodwin in his new position as Grant Writer.

Commissioner Weber thanked everyone for the commissioners coming in a day early.

Commissioner Ballot thanked everyone for a productive meeting and is looking forward to working with Mr. Wes Goodwin.

Commissioner Iyatunguk thanked the commissioners for good last three meetings and he also thanked the staff for their hard work.

Commissioner Johnson thanked the staff for their hard work and welcomed Mr. Wes Goodwin and the hard work with the ground work.

Commissioner Horner reminded the commissioners from the elders to keep our tradition going and welcomed Mr. Wes Goodwin. He thanked the commissioners for a good meeting and encouraged the commissioners to keep up the good work.

Madam Chair Greene thanked Commissioner Weber for attending this meeting. She thanked all the commissioners for their attendance also and that she looks forward to the next meeting.

ADJOURNMENT 12:00 AM

Commissioner Ballot motioned, Commissioner Iyatunguk the seconded to adjourn the VIC Commission meeting at 11:50 am.

Mr. Hiram Walker provided the closing invocation.