



TRANSMITTAL MEMORANDUM
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TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: April 28, 2021

RE: **Sale of Surplus Vehicles to the Ketchikan Gateway Borough School District**

Pursuant to Section 3.12.070(b) of the Ketchikan Municipal Code, at its meeting of April 15, 2021 the City Council adopted a motion declaring the vehicles and equipment described in the Contracts/Grants Administrator's memorandum dated April 2, 2021 as surplus. The motion adopted by the City Council also authorized my office to dispose of such property by means of both public outcry auction and sealed bid auction.

As indicated in the attached memorandum from Contracts/Grants Bob Diaz, the Ketchikan Gateway Borough School District has made an offer of \$8,500 for seven of the thirteen vehicles that the City declared as surplus. Section 3.12.070(d)(2) of the Ketchikan Municipal Code states the following:

"The manager may sell, lease, donate, exchange or otherwise dispose of personal property or an interest therein, to or with another municipality, a state or the United States when and under such terms and conditions as the council, in its sole judgment, deems advantageous to the city."

The Contracts/Grants Administrator estimates the value of the seven vehicles to be approximately \$17,000. Mr. Diaz also believes the City will generate more than the \$8,500 that the school district has offered if the vehicles are sold by an outcry auction, which is now tentatively scheduled for May 27, 2021.

Acting Public Works Director Kara Jurczak and the Contracts/Grants Administrator will attend the City Council meeting of May 6, 2021, in order to address any questions and/or concerns that Councilmembers may have.

Alternative motions have been prepared for City Council consideration.

### **RECOMMENDATION**

It is recommended the City Council adopt the motion authorizing the disposal of the seven vehicles identified in the Contract/Grants Administrator's memorandum dated April 22, 2021 in such manner as determined appropriate by the City Council.

**Alternative Motion No. 1:** I move the City Council direct the City Manager to dispose of the seven vehicles identified in the Contract/Grants Administrator's memorandum dated April 22, 2021 by means of an outcry auction, which is tentatively scheduled for May 27, 2021.

**Alternative Motion No. 2:** Pursuant to Section 3.12.070(d)(2) of the Ketchikan Municipal Code, I move the City Council direct the City Manager to dispose of the seven vehicles identified in the Contract/Grants Administrator's memorandum dated April 22, 2021 by accepting the Ketchikan Gateway Borough School District's offer of \$8,500 dated April 7, 2021.

**Declaration of Surplus Vehicles and Equipment**

Moved by Kiffer, seconded by Bradberry pursuant to Section 3.12.070(b) of the Ketchikan Municipal Code, the City Council declare the vehicles and equipment described in the Contracts/Grants Administrator's memorandum dated April 2, 2021 as surplus and authorize the City Manager to dispose of such property by means of both public outcry auction and sealed bid auction.

Councilmember Gass said due to the current financial situation why are we getting rid of and replacing so many vehicles every year when some of them are still running well.

Mayor Sivertsen agreed they are running, but after a while the maintenance cost exceeds the vehicles worth. He said it also important to note when you get a call out that there are reliable vehicles available.

Manager Amylon informed the vehicles that are declared surplus are not being replaced on a one to one basis.

Councilmember Gass asked this item be voted on separately, and no objections were heard.

A lengthy discussion ensued by Councilmembers.

Motion passed with Flora, Zenge, Kiffer, Gage, Bradberry and Bergeron voting yea; Gass voting nay.

**UNFINISHED BUSINESS**

This item was considered under the Consent Agenda.

**NEW BUSINESS**

**Annual Report on the Implementation of the Ketchikan Public Library 2018-2022 Strategic Plan**

Library Director Tully of the Ketchikan Public Library reported on the activities of the first quarter of 2021. She indicated her report was in the Council packet, and could be found on the Library's Website. She summarized back in 2018 the Library established four goals in their current strategic plan. She described in detail each of the goals for the Council, which included; the Library is Ketchikan's town square; the Library serves the Ketchikan Community; the Library engages with the community and the Library is a growing and vibrant organization. Ms. Tully thanked the Council for their time and asked if there were any questions.

**Budget Transfer – Approving Professional Services Agreement for Lobbying Services Between the City of Ketchikan and Robertson, Monagle and Eastaugh**

Moved by Zenge, seconded by Gage the City Council approve the professional services agreement between the City of Ketchikan and Robertson, Monagle and Eastaugh for federal lobbying services; authorize a budget transfer of \$40,500 from Appropriated Reserves of the General Fund to the Mayor and Council's 2021 Management and Consulting Services Account No. 640.04; and direct the City Manager to execute the agreement on behalf of the City Council.

Motion passed with Bradberry, Flora, Bergeron, Gass, Kiffer, Gage and Zenge voting yea.

## MEMORANDUM

TO: Karl Amylon, City Manager  
CC: Lacey Simpson, Assistant City Manager  
VIA: Kara Jurczak, P.E., Acting Public Works Director  
FROM: Bob Diaz, Contract/Grants Administrator  
DATE: April 22, 2021  
SUBJECT: **Surplus and Unneeded Equipment, Ketchikan Gateway Borough School District Offer for**

At its meeting of April 15, 2021 the City Council approved a motion declaring certain vehicles and equipment as surplus. In addition, City Council was also made aware at the time that an offer from the Ketchikan Gateway Borough School District (KGBSD) could be forthcoming for some of the vehicles. Suffice it to say that an offer for (7) vehicles has been made by Alan Jacobson, KGBSD Maintenance Director, and is included as Exhibit A.

It should be noted that the estimated value for these (7) vehicles is about \$17,000 and Public Works staff is very confident that these vehicles, as a whole, would net a higher return to the City if disposed of via Live Auction, as is currently planned, in lieu of accepting KGBSD's offer.

The City of Ketchikan Municipal Code (KMC) authorizes the manager to dispose of personal property to another government entity when the City Council determines it is advantageous to the City. Specifically, KMC Section 3.12.070(d)(2) states:

*The manager may sell, lease, donate, exchange or otherwise dispose of personal property, or an interest therein, to or with another municipality, a state or the United States when and under such terms and conditions as the council, in its sole judgement, deems advantageous to the city.*

Public Works staff makes no recommendation as to whether the City should accept or reject the offer from KGBSD; however, a motion has been prepared for City Council consideration should they choose to accept the offer.

**Recommended Motion:** Pursuant to Section 3.12.070(d)(2) of the Ketchikan Municipal Code, I move the City Council authorize the sale of the (7) surplus vehicles to the Ketchikan Gateway Borough School District for \$8,500

Attachments:  
Exhibit A – Offer for (7) surplus vehicles by KGBSD





Exhibit A - Offer for  
(7) surplus vehicles  
by KGBSD

## KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

Date : 4-7-21

From : Alan Jacobson

RE : Robert Diaz

Hello Bob,

This letter is to formally make you a prebid offer on seven of the surplus vehicles owned by the City of Ketchikan and KPU Telephone. The following is the list we are considering.

185-69	2004	Chevy Astro Van	1GCDL19X55B107877	79,500 mi	KPU Telecom
1185-70	2004	Chevy Astro Van	1GCDL19X54B129098	93,650 mi	KPU Telecom
186-76	2005	Chevy Astro Van	1GCDL19XX4B129341	81,700 mi	KPU Telecom
52-337	2008	Ford Ranger (w plow)		117,600 mi	City KTN
52-338	2008	Ford Ranger (w plow)		107,500 mi	City KTN
185-41	2000	Chevy Astro Van	1FTYR11E48PA37967	72,000 mi	City KTN
52-193	2007	Ford Expedition	1FMFU16527LA35604	83,000 mi	City KTN

My mechanic has given these a look and while some are worth more than others we feel a fair offer would be what one would expect at auction. We would like to offer \$8500.00 for all seven vehicles. We feel this still gives us room to make the necessary repairs needed on some of the vehicles.

Sincerely,

**RECEIVED**

APR 8 2021

PUBLIC WORKS  
ENGINEERING

Alan Jacobson  
KGBSD Maintenance Director  
333 SCHOENBAR ROAD  
KETCHIKAN, ALASKA 99901  
(907) 225-2416  
(907) 617-2880 cell  
al.jacobson@k21schools.org

## MEMORANDUM

TO: Karl Amylon, City Manager  
CC: Lacey Simpson, Assistant City Manager  
VIA: Kara Jurczak, P.E., Acting Public Works Director  
FROM: Bob Diaz, Contract/Grants Administrator  
DATE: April 2, 2021  
**SUBJECT: Disposition of Surplus and Unneeded Equipment**

Public Works is conducting both a sealed bid auction and a public outcry auction for surplus parts, equipment and vehicles. All City and Ketchikan Public Utility Departments and Divisions were invited to include items in the auction(s). The list of items to be sold is included in this memo as Exhibit A with corresponding pictures also included as Exhibit B.

The next step is for City Council to declare those items on Exhibit A with a fair market value in excess of \$2000 as 'surplus, obsolete, or unneeded' as is required by Ketchikan Municipal Code 3.12.070(b) as follows:

*"No supplies, materials, equipment or other personal property of a value of more than \$2,000 other than scrap metal may be sold or otherwise disposed of until the council has declared, by motion or resolution, such property surplus, obsolete, unneeded, or that the transaction is in the best interest of the city."*

Public Works staff has been contacted by the Ketchikan Gateway Borough School District (KGBSD) who expressed interest in several of the vehicles identified as surplus, but at the time of this writing no offer has been extended. In the event KGBSD submits offer(s) that are deemed in the best interest of the City, it is our intent return to City Council for approval for those items and remove them from the auction. Any remaining equipment and vehicles will be disposed of via a sealed bid auction in early May and/or a live outcry auction in late May.

Any equipment not sold in the auctions will be disposed of.

A motion has been prepared for City Council consideration.

**RECOMMENDATION**

Pursuant to §3.12.070(b) of the Ketchikan Municipal Code, it is recommended the City Council adopt a motion declaring the property identified herein as surplus, obsolete, or unneeded; and directing the City Manager to proceed with the disposition of these items on behalf of the City Council in accordance with §3.12.070 of the Ketchikan Municipal Code.

**Recommended Motion:** Pursuant to §3.12.070(b) of the Ketchikan Municipal Code, I move the City Council declare the property identified herein as surplus, obsolete, or unneeded; and direct the City Manager to dispose of these items on behalf of the City Council in accordance with §3.12.070 of the Ketchikan Municipal Code.

Attachments:

Exhibit A – Surplus and Unneeded Equipment, List of

Exhibit B – Surplus and Unneeded Equipment, Pictures of

**EXHIBIT A**

**Surplus and Unneeded Equipment**  
**City of Ketchikan and Ketchikan Public Utilities**  
**April 2, 2021**

Item	Description	Dept	Estimated Value	Comments
1	2000 Chevy Astro Van (185-41)	IT	\$ 1,900.00	72,000 mi, (a)
2	2004 Chevy Astro Van (185-69)	KPU Telecom	\$ 1,825.00	79,500 mi, (a)
3	2004 Chevy Astro Van (185-70)	KPU Telecom	\$ 1,687.00	93,650 mi, (a)
4	2005 Chevy Astro Van, 1/2 ton (185-76)	KPU Telecom	\$ 1,917.00	81,700 mi, (a)
5	2007 Ford Expedition (52-193)	Engineering	\$ 3,500.00	83,000 mi (a)
6	1997 International Garbage Truck (52-260)	Solid Waste	\$ 4,500.00	38,500 mi
7	2004 International Garbage Truck (52-289)	Solid Waste	\$ 4,500.00	45,450 mi
8	2008 Ford Ranger Plow Truck (52-337)	Streets	\$ 2,400.00	117,600 mi (a)
9	2008 Ford Ranger Plow Truck (52-338)	Streets	\$ 3,800.00	107,500 mi (a)
10	2003 Ford F350 (52-401)	Streets	\$ 3,500.00	60,200 mi
11	1994 Kodiak Plow Truck (52-474)	Streets	\$ 3,500.00	37,100 mi
12	1996 International Vactor (52-475)	WasteWater	\$ 15,000.00	81,550 mi
13	2007 Honda Odyssey (52-779)	Engineering	\$ 1,500.00	171,000 mi
14	(980) Galvanized Steel Stair Treads	Streets	\$ 2,940.00	(b)
15	(84) Count of Rubber Track Pads	Solid Waste	\$ 875.00	For 23.25" wide tracked vehicles, (b)
16	(1) Large Projector Screen (10' wide)	TF Civic Center	\$ 1,000.00	motorized
17	(2) Small Projector Screen (8' wide)	TF Civic Center	\$ 200.00	
18	(2) Frigidaire Window Room A/C Unit	Engineering	\$ 400.00	28.5k BTU, 30 amp (230V/60Hz)
19	(1) Frigidaire Window Room A/C Unit	Solid Waste	\$ 200.00	28.5k BTU, 30 amp (230V/60Hz)
<b>Total</b>			<b>\$ 55,144.00</b>	

**Notes:**

- (a) Currently in review by Ketchikan Gateway Borough School District for possible acquisition
- (b) Item being considered for disposal via Sealed Bid Auction



Exhibit B

Surplus and Unneeded  
Equipment

2021

# 2000 Chevy Astro

Vehicle No. 185-41

FMV 1900

Mileage 72,000



# 2004 Chevy Astro

Vehicle No. 185-69

FMV \$1,825

Mileage 79,500





## 2004 Chevy Astro

Vehicle No. 185-70

FMV \$1,687

Mileage 93,650



## 2005 Chevy Astro, ½ Ton

Vehicle No. 185-76

FMV \$1,917

Mileage 81,700





# 2007 Ford Expedition

Vehicle No. 52-193

FMV \$3,500

Mileage 83,000



# 1997 International Garbage Truck

Vehicle No. 52-260

FMV \$4,500

Mileage 38,500



# 2004 International Garbage Truck

Vehicle No. 52-289

FMV \$4,500

Mileage 45,450





## 2008 Ford Ranger Plow Truck

Vehicle No. 52-337

FMV \$2400

Mileage 117,600

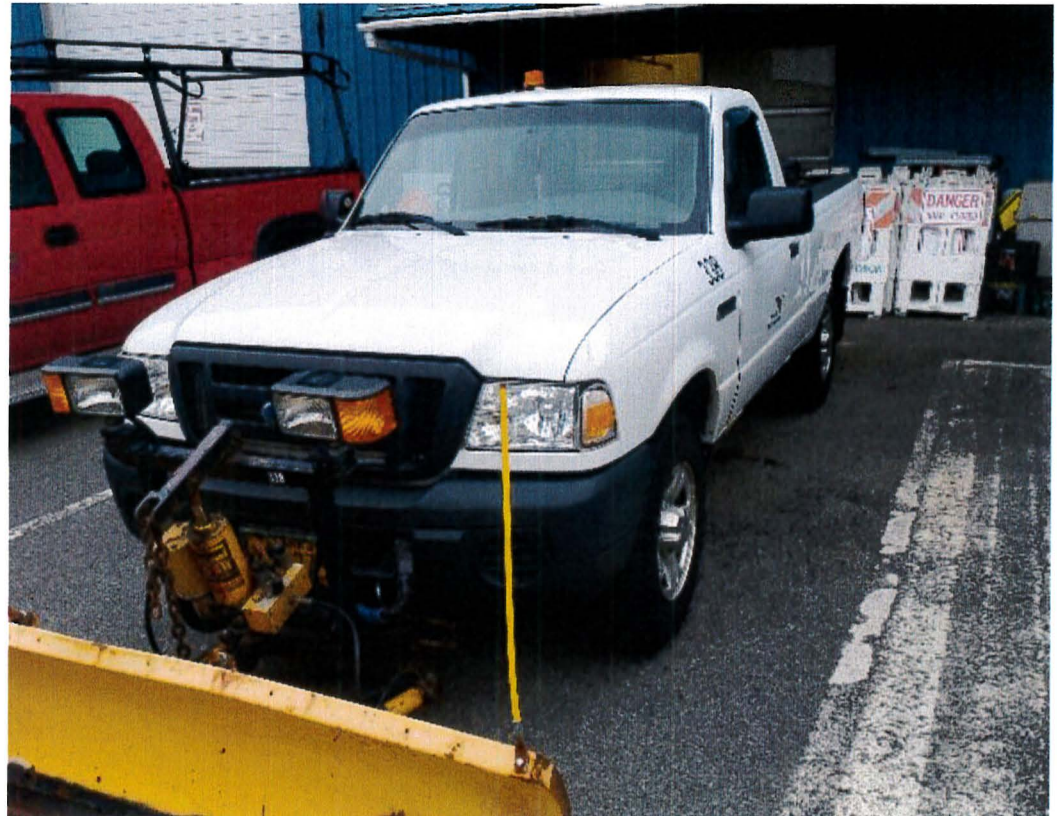


# 2008 Ford Ranger Plow Truck

Vehicle No. 52-338

FMV \$3800

Mileage 107,500





# 2003 Ford F350

Vehicle No. 52-401

FMV \$3500

Mileage 60,200



# 1994 Kodiak Plow Truck

Vehicle No. 52-474

FMV \$3,500

Mileage 37,100



# 1996 International Vactor

Vehicle No. 52-475

FMV \$15,000

Mileage 81,550





## 2007 Honda Mini Van

Vehicle No. 52-779

FMV \$1,500

Mileage 171,000



# Galvanized Steel Stair Treads

Lot Size: (20) ea., at least 25 Lots available

Size (approximate, inches):  $2 \frac{7}{16} \times 11 \frac{3}{4} \times 51 \frac{3}{4}$

Minimum Bid: None

Special Note:

This item will be made available for early acquisition via a Sealed Bid Auction

Any remaining lots not disposed of will be made available via Live Auction.





# Rubber Track Pads

Artliner-BLS Excavator Pads

Size: 23 ¼" L x 6 ½"W

Qty Available: 84

Fits metal tracked equipment  
with ~ 23.25" wide tracks.

Minimum Bid: None

Special Note:

This item will be made available  
for early acquisition via a Sealed  
Bid Auction

Any remaining pads not disposed  
of will be made available via Live  
Auction.



# Large Projector Screen

Motorized

~ 10' wide



City of Ketchikan

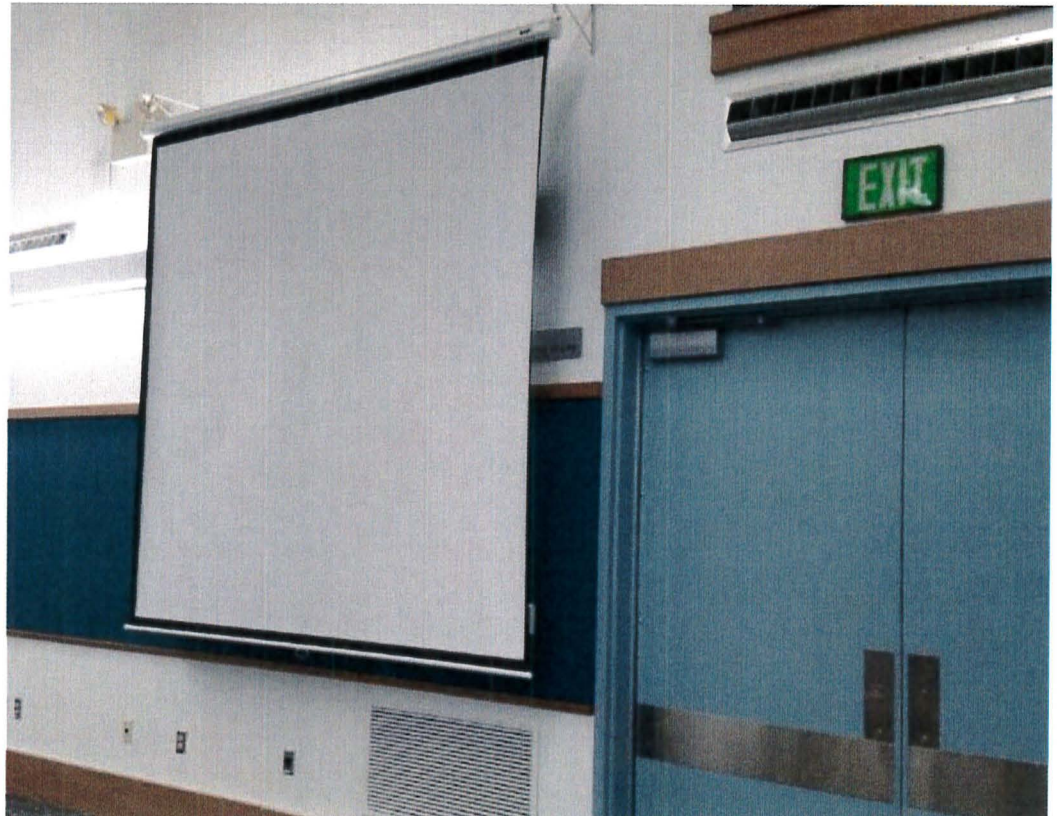
Exhibit B – Surplus and Unneeded Equipment

April 2, 2021

# Small Projector Screen

(2) Units available

~ 8' wide



# Window-Mounted Room Air Conditioners

(3) Units available – still in box

Frigidaire Model # FRA296ST2

Fits min 19.5" height x 31-42" width

28,500 BTU (230V/60Hz, 30 amp)

