



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Meeting Agenda

City and Borough Assembly

Mayor Matthew Hunter
Deputy Mayor Bob Potrzuski
Vice-Deputy Mayor Steven Eisenbeisz
Tristan Guevin, Kevin Knox
Aaron Bean, and Aaron Swanson

Municipal Administrator: Mark Gorman
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson

Tuesday, January 24, 2017

6:00 PM

Assembly Chambers

WORKSESSION 5:00 PM: Overview of Electric Rates and Debt Services

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[17-009](#) Reminders, Calenders and General Correspondence

Attachments: [Reminders and Calendars.pdf](#)

[Public Works update.pdf](#)

V. CEREMONIAL MATTERS

none anticipated.

VI. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Sitka Community Hospital, Municipal Departments, School District, Students and Guests (time limits apply)

VII. PERSONS TO BE HEARD

Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the mayor imposes other time constraints at the beginning of the agenda item.

VIII. REPORTS**a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other****IX. CONSENT AGENDA**

All matters under Item IX Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A** [17-005](#) Approve the minutes of the January 10th Assembly meeting
Attachments: [Consent and Minutes.pdf](#)
- B** [17-006](#) Approve the liquor license renewal applications for 1) Triple C Ventures, Inc. dba Cascade Convenience Center and Watson Point Liquors, and, 2) Pioneer Liquor, Inc. dba Pioneer Bar and Pioneer Liquor Store, and, 3) Mean Queen, LLC dba Mean Queen
Attachments: [Motion and memo liquor license renewals.pdf](#)
[Memos to Departments.pdf](#)
[Cascade Convenience Center.pdf](#)
[Watson Point Liquors.pdf](#)
[Pioneer Bar.pdf](#)
[Pioneer Liquor Store.pdf](#)
[Mean Queen.pdf](#)
- C** [RES 17-02](#) In support of the State of Alaska adopting the following fine print note to the 2017 National Electrical Code Article 555.3: "FPN: the 30MA requirement can be applied to all feeder circuits or all branch circuits in lieu of the main overcurrent protection device."
Attachments: [Res 2017-02.pdf](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- D** [17-007](#) Reappoint Chris Spivey to a three-year term on the Planning Commission
Attachments: [Spivey application.pdf](#)

XI. UNFINISHED BUSINESS:

- E** [ORD 17-01](#) Adjusting the FY17 Budget (Central Garage Fund)
Attachments: [Ord 2017-01.pdf](#)

XII. NEW BUSINESS:

- F** [ORD 17-03](#) Amending Sitka General Code Chapter 4.09 "Sales Tax" at Section 4.09.100 "Exemptions" at (N) "Over Three Thousand Dollars on Sales and Rents of Tangible Personal Property and on Sales of Services, and Over Three Thousand Dollars in Rent or Lease of Real Property on a Monthly Basis" (first reading)
Attachments: [Motion Ord 2017-03.pdf](#)
[Ord 2017-03 Memo and Ordinance.pdf](#)
- G** [RES 17-01](#) Authorizing the application for loans to the Alaska Department of Environmental Conservation under the Alaska Drinking Water Fund for Lake & Monastery Street water improvements, and under the Alaska Clean Water Fund for Lake & Monastery Street sewer improvements, Brady lift station improvements, lift station backup generator replacement and Wastewater Treatment Plant Building envelope improvements
Attachments: [Res 2017-01 Memo and Resolution.pdf](#)
- H** [ORD 17-02](#) Amending Sitka General Code Section 4.19.020 "Annual Transfer of Permanent Fund" (first reading)
Attachments: [Motion Ord 2017-02.pdf](#)
[Ord 2017-02.pdf](#)
- I** [17-008](#) Discussion/Direction/Decision on the selection of a City and Borough of Sitka representative to attend the Seatrade Cruise Global event in Fort Lauderdale, FL
Attachments: [Seatrade Cruise Global Event.pdf](#)

XIII. PERSONS TO BE HEARD:

Public participation on any item on or off the agenda. Not to exceed 3 minutes for any individual.

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT

Note: Detailed information on these agenda items can be found on the City website at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Municipal Clerk's Office at City Hall, 100 Lincoln Street or 747-1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Assembly meetings are aired live on KCAW FM 104.7 and via video streaming from the City's website. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

*Sara Peterson, CMC, Municipal Clerk
Publish: January 20*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-009 **Version:** 1 **Name:**
Type: Correspondence **Status:** AGENDA READY
File created: 1/19/2017 **In control:** City and Borough Assembly
On agenda: 1/24/2017 **Final action:**
Title: Reminders, Calenders and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars.pdf](#)
[Public Works update.pdf](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, January 24	Worksession: <i>Overview of Electric Rates and Debt Issues</i>	5:00 PM
Tuesday, January 24	Regular Meeting	6:00 PM
Tuesday, January 31	Worksession: <i>BOE Training at City Hall</i>	5:00 PM
Tuesday, February 14	Regular Meeting	6:00 PM



Assembly Calendar

[2016](#) [Jan](#) [Feb](#) [Mar](#) [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#) [2018](#)

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Jan	2	3	4	5	6	7
Guevin Eisenbeisz Hunter	Guevin Eisenbeisz Hunter	Guevin Eisenbeisz 7:00pm Planning	Guevin Eisenbeisz 7:00pm Library Board	Guevin Eisenbeisz 1:30pm - 3:30pm SEDA Board Meeting	Guevin Eisenbeisz	Guevin Eisenbeisz
8	9	10	11	12	13	14
Guevin Eisenbeisz	Guevin Eisenbeisz	Guevin Eisenbeisz 6:00pm <u>Regular Assembly Mtg</u>	Guevin Eisenbeisz 6:00pm Port & Harbors 6:00pm Historic Preservation 6:00pm Assembly worksession with School Board re: budget - School District Offices	Eisenbeisz 12:00pm LEPC	Eisenbeisz 12:00pm Health Needs & Human Services Commission	Eisenbeisz
15	16	17	18	19	20	21
		12:00pm Tree/Landscape 5:30pm - 7:00pm Govt to Govt Dinner - Sheet'ka Kwaan Naa Kahidi Community House 7:00pm Planning				
22	23	24	25	26	27	28
		5:00pm Worksession: Overview of electric rates and debt issues 6:00pm <u>Regular Assembly Mtg</u>	6:00pm Police and Fire Commission - Fire Hall	6:00pm Hospital Board Meeting		Eisenbeisz
29	30	31	1 Feb	2	3	4
Eisenbeisz	Eisenbeisz	Eisenbeisz 12:00pm Parks & Rec 5:00pm - 7:00pm Worksession: BOE Training (City Hall)	Eisenbeisz 7:00pm Library Board	Eisenbeisz 1:30pm - 3:30pm SEDA Board Meeting	Eisenbeisz 12:00pm Health Needs & Human Services Commission	

Assembly Calendar

[2016](#) [Jan](#) [Feb](#) [Mar](#) [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#) [2018](#)

February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Jan	30	31	1 Feb	2	3	4
Eisenbeisz	Eisenbeisz	Eisenbeisz 12:00pm Parks & Rec 5:00pm - 7:00pm Worksession: BOE Training (City Hall)	Eisenbeisz 7:00pm Library Board	Eisenbeisz 1:30pm - 3:30pm SEDA Board Meeting	Eisenbeisz 12:00pm Health Needs & Human Services Commission	
5	6	7 7:00pm Planning	8 6:00pm Port & Harbors 6:00pm Historic Preservation	9 12:00pm LEPC	10	11
12	13	14 12:00pm Parks & Rec 6:00pm Regular Assembly Mtg	15	16	17	18
19	20	21 Potrzuski 12:00pm Tree/Landscape 7:00pm Planning	22 Potrzuski 6:00pm Police and Fire Commission - Fire Hall	23 Potrzuski 6:00pm Hospital Board Meeting	24 Potrzuski	25 Potrzuski
26	27	28 Potrzuski 6:00pm Regular Assembly Mtg	1 Mar Potrzuski 7:00pm Library Board	2 Potrzuski 1:30pm - 3:30pm SEDA Board Meeting 6:00pm Special Budget Meeting: Assembly/School Board	3 Potrzuski	4 Potrzuski

PUBLIC WORKS ASSEMBLY UPDATE
WORK COMPLETED DECEMBER 2016 THROUGH JANUARY 11 2017

Landslide Disaster Repair:

Milestones This Period

- Completion of final paperwork and closeout of Category A – Debris Removal.
- Replaced damaged culverts on Blue Lake and Green Lake Road.
- CBS received the damage assessment reports from the Insurance adjustor for the GPIP Administrative building and staff is incorporating the information into the bid documents for repairs to the building. Arranged for an expert to assist with the proper development of Hazardous Materials Abatement portion of the bid package.

Future Milestones

- Complete and compile the bid package for the repairs to the GPIP Administration Building for the review and approval by the State of Alaska.
- Grade and resurface Blue Lake and Green Lake Road.
- Change order to the Water Treatment Plant Access road repair to avoid conflicts with existing utilities.

Background

On August 18, 2015 a strong storm system brought heavy rains and winds to Sitka. This event caused multiple landslides on Baranof Island damaging City infrastructure. The City declared a local disaster emergency and requested State assistance. On August 27, 2015 Governor Bill Walker declared the event a disaster and authorized up to \$1,000,000 of expenditures funded from the Disaster Relief Fund (DRF) in the form of a grant from the Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management (DHS&EM). A request has been made to increase to \$1.6 million.

DHS&EM divides disaster related work into the following categories:

- Category A – Debris Removal
- Category B - Emergency Protective Measures
- Category C – Roads and Bridges
- Category D - Water Control Facilities (not included in our disaster)
- Category E – Buildings and Equipment
- Category F – Utilities (Water, Wastewater & Electric)
- Category G – Parks, Recreational Areas and Other Facilities

The City had damages relating to six out of the seven categories listed above. Nine project worksheets were created itemizing out the damaged areas and repairs to bring the infrastructure back to pre-disaster condition. The City estimates the repairs to be \$1.6 million and was granted authorization to spend \$1,500,000 by the Assembly.

Harrigan Centennial Hall (HCH) Renewal:

Milestones This Period

- The Construction Contract Punch List Items were completed for project “Physical Completion”.
- More Staff training for use of new building systems, operations, and maintenance.
- The major portion of the HCH Furniture Order arrived mid-December 2016.

Future Milestones

- Additional Furniture, Fixtures, and Equipment (FF&E) procurement is still under way to complete the Kitchen Equipment and Maintenance Equipment procurement.
- Installation and programming of the AV Equipment Package is approximately 98% complete. The outstanding equipment will be installed and punch list items completed and/or corrected and inspected during final AV Equipment Contractor site visit scheduled for January 30- February 5, 2017.
- Final Completion of the project (closeout of all paperwork).

Background

The current funding includes four State grants totaling \$11,500,000; a \$1,991,271 FY'10 Legislative Grant designated for a lightering facility visitor's center (previously planned for under the O'Connell Bridge), \$1,180,000 FY'11 CPET Head Tax grant, \$1,400,000 Marine Passenger Funds, \$232,620 heat pump grant, and \$66,000 from the Sitka Historical Society for a total project budget/funds of \$16.4 million.

Airport Terminal Upgrades:

Milestones This Period

- The baggage screening consultant submitted preliminary baggage screening layouts to the Architect and CBS for the **TSA baggage screening design grant project**. This design does not address the many problems that exist with passenger flow, through-put, fish boxes, and baggage especially during the Visitor season. Staff are working on a plan to improve the airport terminal problems along with the baggage screening.

Future Milestones

- Prepare PFC funding plan for Assembly approval.
- Revise the preliminary TSA Baggage Screening Design Project Schedule to be combined with a comprehensive project schedule (with Assembly approval).

Background

Airport Terminal Master Plan 2008-2011 called for corrections to three critical Sitka airport terminal building deficiencies, including (1) working conditions in the baggage make-up area and (2) working conditions in the TSA baggage screening area. CBS addressed the third deficiency – the lack of hold-area rest rooms –in 2010.

TSA offered Sitka \$158,569.25 grant funds to design improvements to the TSA Baggage Screening Area. Other areas impacted by these design changes are ineligible for the TSA design funding. It is permitted for the PFC funds previously collected to be spent correcting deficiencies in the baggage make-up area.

Sitka Wayfinding Signage

Milestones This Period

- The Assembly approved the Wayfinding Signage CPET Funding – budget Appropriation.
- Public Works accepted the responsibility of managing the project and putting together the bid package and bidding the project. We will continue to work with the Sitka Chamber of Commerce to develop and vet the signage content for the actual signage fabrication and installation.

Future Milestones

- Prepare the bid package and bid the project.
- Determine the required lead time to fabricate the signage in order to prepare a preliminary project schedule with the goal of completing the project in 2017.

Background

Wayfinding signage was identified as one of the key projects in the 2010 Sitka Passenger Fee Fund Implementation Plan. On June 25, 2013 the Assembly approved a request from the Tourism Commission and Destination Sitka Working Group to move the Wayfinding Signage Project forward by funding the project utilizing Commercial Passenger Excise Tax proceeds. The Sitka Convention & Visitors Bureau (SCVB) was tasked to manage the project at that time. Later The Sitka Chamber of Commerce managed the project while the Consultant, Great Destinations Strategies (GDS), completed the design intent drawings and general specifications. With these complete, the project management has shifted to Public Works to oversee the fabrication and installation of the signage. The project is anticipated to be completed in 2017. The Assembly approved a budget appropriation of \$282,300 from Fund 194, Commercial Passenger Excise Tax Fund, to Fund 700, General capital projects Fund, for the purpose of designing and constructing Wayfaring signs.

Gary Paxton Industrial Park Dock:

Milestones this Period

- Working with Design/Builder on design options for transfer bridge and electrical power system.
- Contractor submitted USACE permit application on behalf of CBS.
- GPIP Board meeting on January 9, 2016 to discuss design alternatives and potential request for additional project funds from Assembly.

Future Milestones

- Design development in early 2017.
- Construction anticipated June – August 2017.

Background

The project is funded by a designated Legislative Grant, administered by the State of Alaska, Dept. of Commerce, Community & Economic Development, and Division of Community & Regional Affairs. The total amount of the grant is \$7.5 million. The project is administered by Public Works and the GPIP Director, Garry White. A design/build contract was awarded to Turnagain Marine Construction in the amount of \$6,800,000 on November 22, 2016. The Assembly approved establishing a project contingency of \$250,000 utilizing \$125,000 from the Bulk Water Fund and \$125,000 from the GPIP Enterprise Fund on December 13, 2016. Substantial completion is anticipated in Fall 2017.

Jeff Davis Street Reconstruction Project:

Milestones This Period

- Contractor submitted schedule for Phase II of the project, which will extend from John Brady Drive to Lincoln Street.

Future Milestones

- Mobilization for project scope south of John Brady (Phase II) to begin by early April. Substantial completion is anticipated by June 6, 2017.

Background

The project includes replacement of approximately 50-year old undersized water main with new, large diameter pipe within Jeff Davis Street and replacing the existing storm drainage infrastructure, pavement, curb, gutter and sidewalks. The project will also improve the sewer service to four homes on Jeff Davis Street currently served by a collection main crossing private property. A change order was executed to replace ~220 LF of critical sewer main which had not been anticipated, however had a significant belly (greater than 1 foot) and may have been a future issue that could undermine the new asphalt if not

addressed. Funding for the project is provided by the following sources; \$644,000 FY2015 ADEC Grant, \$812,000 FY2014 ADEC Water Loan, \$225,000 from 2016 General Fund and \$110,000 from 2017 General Fund.

Landfill and Crescent Lift Station Replacement:

Milestones This Period

- Issued Notice to Proceed to Coastal Excavation on December 28, 2016 to construct Landfill Lift Station Improvements.

Future Milestones

- Substantial completion for Landfill lift station is anticipated by mid-April 2017.
- Crescent lift station design to be complete by mid-February 2017. Substantial Completion is anticipated by mid-July 2017

Background

The project includes replacement of the Landfill Lift Station and force main pipe at the end of Tilson Street and the Crescent Lift Station adjacent to the Sitka Sound Science Center. The pumps and components of both lift stations are inefficient, obsolete and, in the case of the Landfill Lift Station, corroded due to the landfill leachate it is pumping to the wastewater treatment plant. There have also been four force main break within the past 2 years. Funding for the project is provided by the following sources: Two separate ADEC loans (the Lake, Monastery, Channel and Landfill lift station loan; and a separate Crescent lift station loan) and the wastewater fund.

Federal Land Access Program (FLAP) Grant: Phase 6:

Milestones This Period

- Sitka Trail Works conducted meetings with SEDA on December 8, 2016, and Sitka Parks & Rec committee on December 18, 2016, to solicit comments on proposed trail alignment.

Future Milestones

- Sitka Trail Works will arrange for biological and cultural reports for NEPA environmental permitting to be completed in partnership with the Forest Service this fall and winter.
- Sitka Trail Works will apply for Corps permit on behalf of the City after US FS wetlands delineation. The Corps permit will be in place by 2018.
- The completion date is estimated spring 2020 for all permitting. The project will be construction ready at that time.

Background

The City and Borough of Sitka has been awarded a \$250,000 MAP-21 Federal Lands Access Program (FLAP) Grant for planning, design and permitting of Phase 6 Cross Trail multimodal pathway (Cross TMP), connector from Kramer Drive to Alaska Marine Ferry Terminal, by Western Federal Lands (WFL). The Assembly approved submission of the grant in Resolution 2014-06 in April 2014. The Western Federal Lands Access Program application was submitted in April 2014, and then awarded on July 26, 2014. This is listed as a FY16 budgeted project with Western Federal Lands Access Program.

South Lake – West DeGroff water, sewer and street repairs:

Milestones This Period

- Issued request-for-proposal (RFP) to four civil engineering firms on CBS's Professional Services Roster to design the improvements.

Future Milestones

- Review RFP submittals, select design consultant and issue notice-to-proceed (NTP) by mid-January 2017.
- Solicit construction bids in April 2017.
- Issue construction NTP in early May 2017 with Substantial Completion anticipated by late September 2017.

Background

The project includes replacement of aging, corroded water, sewer and storm drainage infrastructure in Lake Street from the roundabout to DeGroff Street, and DeGroff Street from Lake Street to Monastery. The project will also replace pavement, curb, gutter and sidewalk, which will be demolished during the utility replacement. Funding for the project is provided by the following sources; \$1,000,000 FY2017 ADEC Grant, \$715,800 FY2015 ADEC Water and Sewer Loans, \$200,000 from 2017 General Fund, \$50,000 from the 2017 Water Enterprise Fund and \$50,000 from the 2017 Wastewater Enterprise Fund.

Eagle Way and Old Harbor Mountain Road Utility and Road Upgrades:

Milestones This Period

- Reviewed and approved project material submittals from Contractor.
- Eagle Way road section revisions to add parking lane complete.
- Grant deadline extended to June 30, 2018.

Future Milestones

- Construction is anticipated to begin April 2017 with completion required by June 30, 2017.
- Change order to account for Eagle Way road section revisions within available grant funds.

Background

The project will include new pavement, storm drainage, water main and services, and a pedestrian pathway within Eagle Way. The project will also include new pavement and storm drain improvements within Old Harbor Mountain Road. Funding for the project consists of a \$1,500,000 Commerce Community and Economic Development Grant.

Nelson Logging Road Upgrades:

Milestones This Period

- Revised cost estimates to investigate design alternatives.

Future Milestones.

- Wetlands report January 2016.
- Final Design (100%) originally anticipated February 2017, however may be delayed depending on possible design alternatives under consideration.
- Construction is anticipated to begin as early as summer 2017.

Background

The project includes replacing both inadequate bridges and upgrading Nelson Logging Road as funding allows. The scope may also include road realignment(s) and widening to accommodate two-way traffic, and possible pedestrian amenities. Funding for the project is provided by \$2,343,000 Commerce Community and Economic Development Grant.

Sitka 2016-17 Paving Project:

Milestones This Period

- Design development progressing.

Future Milestones

- 65% plans completed February 2017.
- Final design completed March 2017.
- Advertisement for bids early 2017.
- Construction is anticipated in summer 2017.

Background

The project includes new pavement and ADA curb ramps with curb and gutter, storm drain improvements and sidewalk as necessary. Funding for the project is provided by the following sources:

\$ 500,000	CBS Capital Improvement Lincoln Street – Jeff Davis to SNHP FY16
\$1,130,000	CBS Capital Improvement Katlian Avenue FY16
\$ 310,000	CBS Capital Improvement Gavin Street – Brady to Cascade FY15 & FY16
\$ 385,000	CBS Capital Improvement Brady Street Pavement & Sewer FY17
\$ 405,000	CBS Capital Improvement Kashevaroff Street Pavement, Water & Sewer FY17
\$ 50,000	CBS Capital Improvement Sitka Hospital Emergency Entrance FY17
\$ 30,000	CBS Capital Improvement Lincoln Street, Water & Sewer FY17
<u>\$ 50,000</u>	CBS Capital Improvement Katlian Avenue, Water & Sewer FY17
\$ 2,860,000	Total Project Funding

Water

- Water operators performed a number of water valve locates for property manager. The water valves are located on private property that are often (unknowingly) covered during landscaping and construction projects.
- Water operators inspected our water valve vaults to ensure the heaters were functioning, secure, and free of water or ice.
- Water operators continue to receive a large number of calls from homeowners that have flooding in their homes due to frozen pipes. Oftentimes the occupants of these homes are unaware of the location of the water shutoff inside of the house. As a courtesy, operators will assist with locating the valve which often requires crawling around under the house. The operators will also look for the property valve but those are often inaccessible due to snow/ice, landscaping, etc.
- On Jan 4th a water main break occurred on the 1960s 8 inch cast iron DOT line at the airport. DOT hired Coastal Excavation to do the repair. The water line in this section is approximately 14 feet deep (typical depths are in the 5-6 feet range). During the excavation the water and sewer service to the FAA building was hit. Crews were able to cap the service and keep water flowing until the water main was exposed and repaired. A loss of pressure occurred during the repair of the main which required a boil water notice (per Alaska Department of Environmental Conservation regulations) to be put in effect. A repair band was placed over the holes. The line was flushed and coliform samples taken. Pending the results of the samples the boil order will be rescinded on Jan 10th. Old pipe and corrosion appear to be the culprits of the holes.

Our CCTV camera will be used to look at the sewer pipe to be sure the pipe is free of debris.

- On Jan 5th a water main break occurred at the top of Shotgun Alley on the 1980s ductile iron pipe. Crews were mobilized and the two holes were covered with a repair band. The repair was able to be made on Jan 6th with positive pressure so no boil water order was needed. Corrosion appears to be the culprit of the holes.
- On Jan 7th a water break occurred on the hydrant leg of the 1960s 6 inch cast iron pipe. The hydrant leg comes off of the 10 inch cast iron water main. The pipe was buried 8-10 feet. During the dig crews battled water coming into the excavation from Wrinkle Neck Creek via a compromised culvert and Swan Lake. The creek was diverted around the culvert with a bypass pump and hoses. Multiple trash pumps were needed to pump water out of the excavation. Crews spent most of Sunday trying to control the water so they could dig down and get the pipe exposed. The pipe was found to be completely broke around. A valve was put on the hydrant leg and after the line was flushed water was turned on with a boil water notice in effect for the three addresses affected. Coliform samples were taken and the boil order was rescinded on Jan 9th. Crews are in the process of finishing up the hydrant repair and the road should be put back together and opened by end of day Jan 10th. Pipe age and surrounding conditions appear to be the cause of the break. The sewer line will be cleaned and looked at with our camera to determine if any damage was done due to the break.

Wastewater

- Once a year each of the three wastewater clarifiers (removes solids) are taken down for cleaning, inspection and maintenance. One clarifier has been taken down so far this year. Routine maintenance was performed which includes replacement of sacrificial anodes.
- Water and wastewater staff provided emergency standby assistance during the repair at the Green Lake dam.
- Water and wastewater crews responded to the electrical outages. During outages, the water and wastewater crews ensure power is transferred to all generators (most are quite old) and monitor the systems until power is restored. The generators provide power to our lift stations that pump wastewater over to the wastewater treatment plant on Alice Island. Once power is restored the crews go back around to ensure power has transferred back and all equipment is operating as it should.
- Work is underway for the installation of a replacement blower. There are two blowers (one has been irreparable for some time) that are original to the plant (1984). The blowers provide air to the thickener which is used to thicken the sludge before it goes through the dewatering process on our belt filter press. The blower installation requires concrete modification and piping reconfiguration.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-005 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 1/17/2017 In control: City and Borough Assembly
On agenda: 1/24/2017 Final action:
Title: Approve the minutes of the January 10th Assembly meeting
Sponsors:
Indexes:
Code sections:
Attachments: [Consent and Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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CONSENT AGENDA

POSSIBLE MOTION

I MOVE TO APPROVE THE CONSENT AGENDA
CONSISTING OF ITEMS A, B & C

I wish to remove Item(s) _____

**REMINDER – Read aloud a portion of each item being
voted on that is included in the consent vote.**

Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve the minutes of the
January 10th Assembly meeting.



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Minutes - Draft

City and Borough Assembly

*Mayor Matthew Hunter
Deputy Mayor Bob Potrzuski
Vice-Deputy Mayor Steven Eisenbeisz
Tristan Guevin, Kevin Knox
Aaron Bean, and Aaron Swanson*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, January 10, 2017

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 5 - Swanson, Potrzuski, Hunter, Knox, and Bean

Absent: 2 - Eisenbeisz, and Guevin

IV. CORRESPONDENCE/AGENDA CHANGES

Assembly member Knox thanked departing Parks & Rec Committee member, Jeff Mossige, for his service.

17-004 Reminders, Calendars and General Correspondence

V. CEREMONIAL MATTERS

None.

VI. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Sitka Community Hospital, Municipal Departments, School District, Students and Guests (time limits apply)

Fire Chief Dave Miller provided a summary of year end call numbers. 2016 had the highest call volume since 2004.

VII. PERSONS TO BE HEARD

Shirley Robards suggested the Assembly consider spending some of the Permanent Fund as opposed to raising rates.

VIII. REPORTS

a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other

Administrator - Gorman noted there had been multiple water line breaks in the community and applauded staff for their work in making repairs. The breaks served as a reminder of the aging and failing infrastructure. Gorman spoke to the completed repairs at the Green Lake hydro plant which returned to service January 7. He noted a FEMA flood mapping meeting was scheduled for January 25.

Liaisons - Knox reported on the recent Sitka Comprehensive Plan meeting and noted the Planning Commission had identified key goals.

Clerk - Peterson reminded the Assembly of the joint worksession with the Sitka School District on January 11 and Government to Government Dinner with the Sitka Tribe of Alaska Council on January 17.

Other - Bean stated he had lost sponsorship for the Municipal Quota Entity item (December 27 meeting) and would not be pursuing it. Instead, he urged Assembly members to research and consider cosponsoring an agenda item for a Community Quota Entity (CQE). He added CQE's existed in 42 Alaskan communities. Bean also noted he and Assembly member Knox had met with staff to research the possibility of a rural utility co-op and would keep the Assembly apprised of ongoing conversations.

A 17-001 Approve the minutes of the December 27 Assembly meeting

This item was APPROVED ON THE CONSENT AGENDA.

IX. CONSENT AGENDA

A motion was made by Swanson that the Consent Agenda consisting of items A & B be APPROVED. The motion PASSED by the following vote.

Yes: 5 - Swanson, Potrzuski, Hunter, Knox, and Bean

Absent: 2 - Eisenbeisz, and Guevin

A 17-001 Approve the minutes of the December 27 Assembly meeting

This item was APPROVED ON THE CONSENT AGENDA.

B 17-002 Approve liquor license renewal applications for: 1) House of Liquors, Inc. dba Salty Sal's Liquor Cabinet and 2) BPO Elks Lodge #1662

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

C 17-003 Reappoint Jere Christner to a three-year term on the Investment Committee

A motion was made by Knox that this Item be APPROVED. The motion PASSED by the following vote.

Yes: 5 - Swanson, Potrzuski, Hunter, Knox, and Bean

Absent: 2 - Eisenbeisz, and Guevin

XI. UNFINISHED BUSINESS:

- D ORD 16-47A** Amending Sitka General Code at Title 10 "Public Peace, Safety and Morals", Chapter 10.25 "Cellular Phone Use While Driving", by adding Section 10.25.040 entitled "Penalties"

Knox explained when Ordinance 2016-05, prohibiting cell phone use while driving, was approved in April 2016, a fine schedule wasn't attached. At that time it was believed a fine schedule wasn't deemed necessary. This had since been determined to be problematic in that an offender receiving a ticket would need to appear in court and then a fine of no more than \$200 would be assigned by the judge. Assigning a fee schedule provided clarity and would not require a mandatory court appearance until the fourth offense.

A motion was made by Potrzuski that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 5 - Swanson, Potrzuski, Hunter, Knox, and Bean

Absent: 2 - Eisenbeisz, and Guevin

XII. NEW BUSINESS:

New Business First Reading

- E ORD 17-01** Adjusting the FY17 Budget (Central Garage Fund)

Administrator Gorman stated while staff was taking a critical look at vehicle purchases, this was a reasonable and justified expense. Swanson wondered what had happened to the two recently replaced Fire Department vehicles. Gorman explained, while the vehicles in question had short life spans, they had been repurposed to the Police Department. Police Chief, Jeff Ankerfelt, clarified the use of a white truck at the station. Ankerfelt explained it was a dual purpose vehicle primarily used by Lt. Ewers for support of the Police Department and Search and Rescue.

A motion was made by Knox that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 5 - Swanson, Potrzuski, Hunter, Knox, and Bean

Absent: 2 - Eisenbeisz, and Guevin

XIII. PERSONS TO BE HEARD:

None.

XIV. EXECUTIVE SESSION

None.

XV. ADJOURNMENT

A motion was made by Swanson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:30pm.

ATTEST:

Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-006 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 1/17/2017 In control: City and Borough Assembly

On agenda: 1/24/2017 Final action:

Title: Approve the liquor license renewal applications for 1) Triple C Ventures, Inc. dba Cascade Convenience Center and Watson Point Liquors, and, 2) Pioneer Liquor, Inc. dba Pioneer Bar and Pioneer Liquor Store, and, 3) Mean Queen, LLC dba Mean Queen

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and memo liquor license renewals.pdf](#)
[Memos to Departments.pdf](#)
[Cascade Convenience Center.pdf](#)
[Watson Point Liquors.pdf](#)
[Pioneer Bar.pdf](#)
[Pioneer Liquor Store.pdf](#)
[Mean Queen.pdf](#)

Date	Ver.	Action By	Action	Result
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If this item is pulled from the consent agenda the following motion would be in order:

POSSIBLE MOTION

I MOVE TO approve liquor license renewal applications for 1) Triple C Ventures, Inc. dba Cascade Convenience Center and Watson Point Liquors, and, 2) Pioneer Liquor, Inc. dba Pioneer Bar and Pioneer Liquor Store, and, 3) Mean Queen, LLC dba Mean Queen and forward these to the Alcoholic Beverage Control Board without objection.



City & Borough of Sitka
Municipal Clerk's Office

100 Lincoln Street, Sitka AK 99835
Telephone: 907-747-1811 Fax: 907-747-4004



Memorandum

To: Mayor Hunter and Assembly Members
From: Sara Peterson, Municipal Clerk 
Date: January 18, 2017
Subject: Liquor License Renewals

This office has received notification of the following liquor license renewal applications:

Lic #: 4390
DBA: Cascade Convenience Center
License Type: Package Store
Licensee: Triple C Ventures, Inc.
Premises Address: 1211 A Sawmill Creek Road

Lic #: 202
DBA: Watson Point Liquors
License Type: Package Store
Licensee: Triple C Ventures, Inc.
Premises Address: 1867 Sawmill Creek Road

Lic#: 865
DBA: Pioneer Bar
License Type: Beverage Dispensary
Licensee: Pioneer Liquor, Inc.
Premises Address: 212 Katlian Street

Lic#: 872
DBA: Pioneer Liquor Store
License Type: Package Store
Licensee: Pioneer Liquor, Inc.
Premises Address: 212 Katlian Street

Lic#: 2786
DBA: Mean Queen
License Type: Beverage Dispensary
Licensee: Mean Queen, LLC
Premises Address: 205 Harbor Drive

A memo was circulated to the various departments who may have a reason to protest. No departmental objections were received.

Recommendation: Approve the liquor license renewal applications for 1) Triple C Ventures, Inc. dba Cascade Convenience Center and Watson Point Liquors, and, 2) Pioneer Liquor, Inc. dba Pioneer Bar and Pioneer Liquor Store, and, 3) Mean Queen, LLC dba Mean Queen and forward these approvals to the Alcoholic Beverage Control Board without objection.



City & Borough of Sitka

Municipal Clerk's Office

100 Lincoln Street, Sitka AK 99835

Telephone: 907-747-1811 Fax: 907-747-4004



Memorandum

To: Utility Billing Clerk – Diana
Collections - Leisha
Municipal Billings – Lindsey
Sales Tax/Property Tax - Hannah
Fire Department
Police Department
Building Official(s)

From: Sara Peterson, Municipal Clerk

Date: January 6, 2017

Subject: Liquor License Renewal Applications – Cascade Convenience Center,
Watson Point Liquors, Pioneer Bar and Pioneer Liquor Store

Our office has received notification of the following liquor license renewal applications:

Lic #: 4390
DBA: Cascade Convenience Center
License Type: Package Store
Licensee: Triple C Ventures, Inc.
Premises Address: 1211 A Sawmill Creek Road

Lic #: 202
DBA: Watson Point Liquors
License Type: Package Store
Licensee: Triple C Ventures, Inc.
Premises Address: 1867 Sawmill Creek Road

Lic#: 865
DBA: Pioneer Bar
License Type: Beverage Dispensary
Licensee: Pioneer Liquor, Inc.
Premises Address: 212 Katlian Street

Lic#: 872
DBA: Pioneer Liquor Store
License Type: Package Store
Licensee: Pioneer Liquor, Inc.
Premises Address: 212 Katlian Street

Please notify **no later than noon on Friday, January 13th** of any reason to protest these renewal requests.

Thank you.



City & Borough of Sitka
Municipal Clerk's Office
100 Lincoln Street, Sitka AK 99835
Telephone: 907-747-1811 Fax: 907-747-4004



Memorandum

To: Utility Billing Clerk – Diana
Collections - Leisha
Municipal Billings – Lindsey
Sales Tax/Property Tax - Hannah
Fire Department
Police Department
Building Official(s)

From: Sara Peterson, Municipal Clerk

Date: January 11, 2017

Subject: Liquor License Renewal Application – Mean Queen

Our office has received notification of the following liquor license renewal application:

Lic #: 2786
DBA: Mean Queen
License Type: Beverage Dispensary
Licensee: Mean Queen, LLC
Premises Address: 205 Harbor Drive

Please notify no later than **noon on Tuesday, January 17th** of any reason to protest this renewal request.

Thank you.



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**
ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

January 5, 2017

City and Borough of Sitka
Attn: Sara Peterson, Municipal Clerk
Via Email: sara.peterson@cityofsitka.org
melissa.henshaw@cityofsitka.org

Re: Notice of 2017/2018 Liquor License Renewal Application

License Type:	Package Store	License Number:	4390
Licensee:	Triple C Ventures, Inc.		
Doing Business As:	Cascade Convenience Center		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Cynthia Franklin, Director
amco.localgovernmentonly@alaska.gov



**Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17b: Package Store**

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing package store license that will expire on December 31, 2016. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only needs to be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed.

Licensee:	Triple C Ventures Inc.	License #:	4390
License Type:	Package Store	Statute:	AS 04.11.150
Doing Business As:	Cascade Convenience Center		
Premises Address:	1211 A Sawmill Creek Rd		
Local Governing Body:	City & Borough of Sitka		
Community Council:	None		

Mailing Address:	208 Lake St. STE B				
City:	Sitka	State:	AK	ZIP:	99835

Enter information for the licensee who will be designated as the primary point of contact regarding this application and the license.

Designated Licensee:	Maxwell S. Rule		
Contact Phone:	907-747-3459	Business Phone:	907-747-3663
Contact Email:	maxwell.rule@hamescorp.com		

Seasonal License? Yes No **If "Yes", write your six-month operating period:** _____





**Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17b: Package Store**

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Section 2 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 3.
If more space is needed, please attach a separate sheet with the required information.
The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: applicant affiliate

Name:				
Address:				
City:		State:		ZIP:
Email:				
Contact Phone:				

This individual is an: applicant affiliate

Name:				
Address:				
City:		State:		ZIP:
Email:				
Contact Phone:				

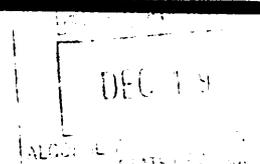
Section 3 – Entity Ownership Information

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC). Partnerships may skip to Page 3. Sole proprietors should skip to Section 4.

Alaska DOC Entity #:	84974D
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Alaska Division of Corporations: Yes No

Is your entity in good standing with the Alaska Division of Corporations?





**Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17b: Package Store**

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

This subsection must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

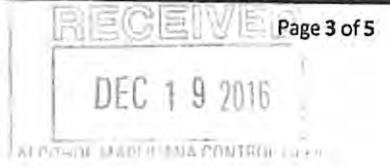
Entity Official:	Hames Corporation				
Title(s):	Shareholder	Phone:	907-747-3663	% Owned:	100
Address:	208 Lake St. STE B				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:	Roger L. Hames				
Title(s):	President	Phone:	907-747-6044	% Owned:	0
Address:	208 Lake St. STE B				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:	Mary W. Hames				
Title(s):	Secretary-VP	Phone:	907-747-6044	% Owned:	0
Address:	208 Lake St. STE B				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:	Barbara Hames				
Title(s):	Director-Treasurer	Phone:	907-747-8486	% Owned:	0
Address:	2715 Halibut Point Road				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	





Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17b: Package Store

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alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Section 4 - Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

Yes: [X] No: []

If "Yes", disclose the name of the individual and the reason for this authorization:

Maxwell S. Rule - Hames Corporation CFO

Section 5 - License Operation

Written Orders:

Yes No

Did you sell alcoholic beverages in response to a written order in calendar years 2015 or 2016?

Yes: [X] No: []

Check the box that best describes your liquor license operations in calendar years 2015 and 2016:

The license was regularly operated continuously throughout each year, for 8 or more hours each day.

[X]

The license was regularly operated during a specific season each year, for 8 or more hours each day.

[]

The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day. If this box is checked, an AMCO employee will contact you after reviewing your application.

[]

The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years.

[]

If this box is checked, an AMCO employee will contact you after reviewing your application.

Section 6 - Convictions

Applicant convictions in calendar years 2015 and 2016:

Yes No

Has any person named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2015 or 2016?

Yes: [] No: [X]

If "Yes", list all convictions:

[Empty box for listing convictions]



**Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17b: Package Store**

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alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and if the licensee is an organized entity, that all current entity officials and stakeholders are listed with the Alaska Division of Corporations.

RLH

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

RLH

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

RLH

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

RLH

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Alcoholic Beverage Control Board.

RLH

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Roger L Hames
Signature of licensee

Paula Robinson
Signature of Notary Public

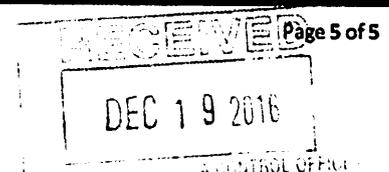
Roger L Hames
Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: June 17, 2018

Subscribed and sworn to before me this 13th day of December, 2016.

License Fee:	\$ 1500.00	Filing Fee:	\$ 200.00	TOTAL:	\$ 1700.00
Late Fee of \$500.00 – If received or postmarked after 01/03/2017:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					





THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

January 5, 2017

City and Borough of Sitka

Attn: Sara Peterson, Municipal Clerk

Via Email: sara.peterson@cityofsitka.org
melissa.henshaw@cityofsitka.org

Re: Notice of 2017/2018 Liquor License Renewal Application

License Type:	Package Store	License Number:	202
Licensee:	Triple C Ventures, Inc.		
Doing Business As:	Watson Point Liquors		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Cynthia Franklin, Director

amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17b: Package Store

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing package store license that will expire on December 31, 2016. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only needs to be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

Section 1 - Establishment and Contact Information

Enter information for the business seeking to have its license renewed.

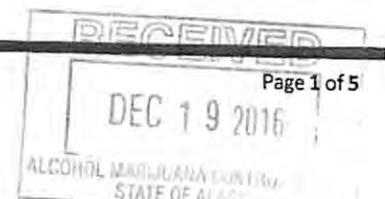
Licensee:	Triple C Ventures Inc.	License #:	202
License Type:	Package Store	Statute:	AS 04.11.150
Doing Business As:	Watson Point Liquors		
Premises Address:	1867 Halibut Point Road		
Local Governing Body:	City & Borough of Sitka		
Community Council:	None		

Mailing Address:	208 Lake St. STE B				
City:	Sitka	State:	AK	ZIP:	99835

Enter information for the licensee who will be designated as the primary point of contact regarding this application and the license.

Designated Licensee:	Maxwell S. Rule		
Contact Phone:	907-747-3459	Business Phone:	907-747-3663
Contact Email:	mawell.rule@hamescorp.com		

Seasonal License? Yes No If "Yes", write your six-month operating period: _____





**Alaska Alcoholic Beverage Control Board
 Renewal License Application
 Form AB-17b: Package Store**

Section 2 - Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 3. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: applicant affiliate

Name:				
Address:				
City:		State:		ZIP:
Email:				
Contact Phone:				

This individual is an: applicant affiliate

Name:				
Address:				
City:		State:		ZIP:
Email:				
Contact Phone:				

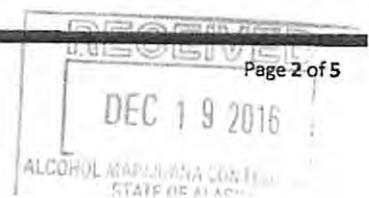
Section 3 - Entity Ownership Information

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC). Partnerships may skip to Page 3. Sole proprietors should skip to Section 4.

Alaska DOC Entity #:	84974D
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Alaska Division of Corporations: Yes No

Is your entity in good standing with the Alaska Division of Corporations?





**Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17b: Package Store**

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

This subsection must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Entity Official:	Hames Corporation				
Title(s):	Shareholder	Phone:	907-747-3663	% Owned:	100
Address:	208 Lake St. STE B				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:	Roger L. Hames				
Title(s):	President	Phone:	907-747-6044	% Owned:	0
Address:	208 Lake St. STE B				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:	Mary W. Hames				
Title(s):	Secretary-VP	Phone:	907-747-6044	% Owned:	0
Address:	208 Lake St. STE B				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:	Barbara Hames				
Title(s):	Director-Treasurer	Phone:	907-747-8486	% Owned:	0
Address:	2715 Halibut Point Road				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

DEC 19 2016
ALCOHOL MARIJUANA
STATE OF ALASKA



Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17b: Package Store

Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Section 4 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

Maxwell S. Rule - Hames Corporation CFO

Section 5 – License Operation

Written Orders:

Yes No

Did you sell alcoholic beverages in response to a written order in calendar years 2015 or 2016?

Check the box that best describes your liquor license operations in calendar years 2015 and 2016:

The license was regularly operated continuously throughout each year, for 8 or more hours each day.

The license was regularly operated during a specific season each year, for 8 or more hours each day.

The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day.
 If this box is checked, an AMCO employee will contact you after reviewing your application.

The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years.

If this box is checked, an AMCO employee will contact you after reviewing your application.

Section 6 – Convictions

Applicant convictions in calendar years 2015 and 2016:

Yes No

Has any person named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2015 or 2016?

If "Yes", list all convictions:

[Empty box for listing convictions]



**Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17b: Package Store**

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Section 7 - Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and if the licensee is an organized entity, that all current entity officials and stakeholders are listed with the Alaska Division of Corporations.

[Handwritten initials]

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

[Handwritten initials]

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

[Handwritten initials]

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

[Handwritten initials]

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Alcoholic Beverage Control Board.

[Handwritten initials]

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

[Handwritten signature: Roger L. Hames]

Signature of licensee

[Handwritten signature: Notary Public]

Signature of Notary Public

[Handwritten printed name: Roger L. Hames]

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: June 17, 2018

Subscribed and sworn to before me this 13th day of December, 2016.

License Fee:	\$ 1500.00	Filing Fee:	\$ 200.00	TOTAL:	\$ 1700.00
Late Fee of \$500.00 – if received or postmarked after 01/03/2017:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					

RECEIVED
DEC 19
ALCOHOL & MARIJUANA CONTROL BOARD
STATE OF ALASKA
Page 5 of 5



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

January 6, 2017

City and Borough of Sitka
Attn: Sara Peterson, Municipal Clerk
Via Email: sara.peterson@cityofsitka.org
melissa.henshaw@cityofsitka.org

Re: Notice of 2017/2018 Liquor License Renewal Application

License Type:	Beverage Dispensary	License Number:	865
Licensee:	Pioneer Liquor, Inc.		
Doing Business As:	Pioneer Bar		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Franklin".

Cynthia Franklin, Director
amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Form AB-17: Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing liquor license that will expire on December 31, 2016. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only needs to be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed.

Licensee:	Pioneer Liquor, Inc.	License #:	865
License Type:	Beverage Dispensary	Statute:	AS 04.11.090
Doing Business As:	Pioneer Bar		
Premises Address:	212 Katlian Street		
Local Governing Body:	City & Borough of Sitka		
Community Council:	None		

Mailing Address:	P.O. Box 599		
City:	Sitka	State:	AK
		ZIP:	99835

Enter information for the licensee who will be designated as the primary point of contact regarding this application and the license.

Designated Licensee:	Richard Heim		
Contact Phone:	907-747-3456	Business Phone:	907-747-3456
Contact Email:	rlheim@gci.net		

Seasonal License? Yes No If "Yes", write your six-month operating period: _____

2016 09 27 10:18
 [Handwritten notes and stamps]



Alaska Alcoholic Beverage Control Board

Form AB-17: Renewal License Application

Section 2 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 3. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: applicant affiliate

Name:					
Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					

This individual is an: applicant affiliate

Name:					
Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					

Section 3 – Entity Ownership Information

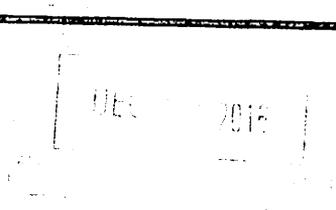
This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC). Partnerships may skip to Page 3. Sole proprietors should skip to Section 4.

Alaska DOC Entity #:	38415 D
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Alaska Division of Corporations:

Yes No

Is your entity in good standing with the Alaska Division of Corporations?





Alaska Alcoholic Beverage Control Board

Form AB-17: Renewal License Application

This subsection must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Entity Official:	Richard D. Heim Jr.				
Title(s):	President	Phone:	907-747-3456	% Owned:	
Address:	P.O. Box 599				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:	Katherine Sulser				
Title(s):	Vice President	Phone:	907-747-3456	% Owned:	51%
Address:	P.O. Box 599				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:	Linda Heim				
Title(s):	Secretary	Phone:	907-747-3456	% Owned:	49%
Address:	P.O. Box 599				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	



Alaska Alcoholic Beverage Control Board
Form AB-17: Renewal License Application

Section 4 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

[Empty text box for disclosure]

Section 5 – License Operation

Check the box that best describes your liquor license operations in calendar years 2015 and 2016:

The license was regularly operated continuously throughout each year, for 8 or more hours each day.

The license was regularly operated during a specific season each year, for 8 or more hours each day.

The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day. If this box is checked, an AMCO employee will contact you after reviewing your application.

The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years.

If this box is checked, an AMCO employee will contact you after reviewing your application.

Section 6 – Convictions

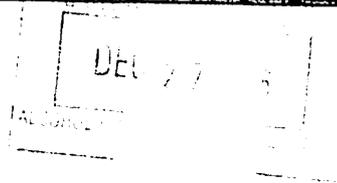
Applicant convictions in calendar years 2015 and 2016:

Yes No

Has any person named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2015 or 2016?

If "Yes", list all convictions:

[Empty text box for listing convictions]





Alaska Alcoholic Beverage Control Board
Form AB-17: Renewal License Application

Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and if the licensee is an organized entity, that all current entity officials and stakeholders are listed with the Alaska Division of Corporations.

RH

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

RH

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

RH

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

RH

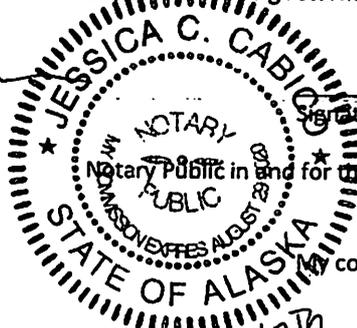
I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Alcoholic Beverage Control Board.

RH

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

[Handwritten Signature]

Signature of licensee



[Handwritten Signature]

Signature of Notary Public

Richard D. Heim

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: August 29, 2020

Subscribed and sworn to before me this 12th day of December, 2016.

License Fee:	\$ 2500.00	Filing Fee:	\$ 200.00	TOTAL:	\$ 2700.00
Late Fee of \$500.00 – if received or postmarked after 01/03/2017:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					2700.00



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

January 6, 2017

City and Borough of Sitka

Attn: Sara Peterson, Municipal Clerk

Via Email: sara.peterson@cityofsitka.org

melissa.henshaw@cityofsitka.org

Re: Notice of 2017/2018 Liquor License Renewal Application

License Type:	Package Store	License Number:	872
Licensee:	Pioneer Liquor, Inc.		
Doing Business As:	Pioneer Liquor Store		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Cynthia Franklin, Director

amco.localgovernmentonly@alaska.gov



**Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17b: Package Store**

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing package store license that will expire on December 31, 2016. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only needs to be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed.

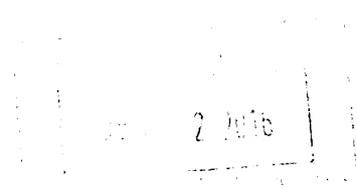
Licensee:	Pioneer Liquor, Inc.	License #:	872
License Type:	Package Store	Statute:	AS 04.11.150
Doing Business As:	Pioneer Liquor Store		
Premises Address:	212 Katlian Street		
Local Governing Body:	City & Borough of Sitka		
Community Council:	None		

Mailing Address:	P.O. 599		
City:	Sitka	State:	AK
		ZIP:	99835

Enter information for the licensee who will be designated as the primary point of contact regarding this application and the license.

Designated Licensee:	Richard D. Heim Jr.		
Contact Phone:	907-747-3456	Business Phone:	907-747-3456
Contact Email:	r1heim@gcj.net		

Seasonal License? Yes No If "Yes", write your six-month operating period: _____





**Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17b: Package Store**

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Section 2 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 3.
If more space is needed, please attach a separate sheet with the required information.
The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: applicant affiliate

Name:					
Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					

This individual is an: applicant affiliate

Name:					
Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					

Section 3 – Entity Ownership Information

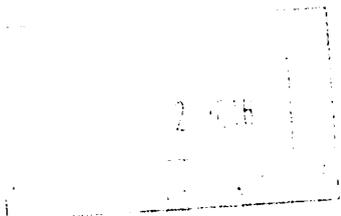
This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC). Partnerships may skip to Page 3. Sole proprietors should skip to Section 4.

Alaska DOC Entity #:	38415 D
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Alaska Division of Corporations:

Yes No

Is your entity in good standing with the Alaska Division of Corporations?





Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17b: Package Store

Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

This subsection must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

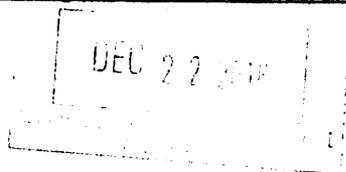
Entity Official:	Richard D. Heim Jr.				
Title(s):	President	Phone:	907-747-3456	% Owned:	
Address:	P.O. Box 599				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:	Katherine Sulser				
Title(s):	Vice President	Phone:	907-747-3456	% Owned:	51%
Address:	P.O. Box 599				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:	Linda Heim				
Title(s):	Secretary	Phone:	907-747-3456	% Owned:	49%
Address:	P.O. Box 599				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:





Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17b: Package Store

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Section 4 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

Section 5 – License Operation

Written Orders:

Yes No

Did you sell alcoholic beverages in response to a written order in calendar years 2015 or 2016?

Check the box that best describes your liquor license operations in calendar years 2015 and 2016:

The license was regularly operated continuously throughout each year, for 8 or more hours each day.

The license was regularly operated during a specific season each year, for 8 or more hours each day.

The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day.
If this box is checked, an AMCO employee will contact you after reviewing your application.

The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years.

If this box is checked, an AMCO employee will contact you after reviewing your application.

Section 6 – Convictions

Applicant convictions in calendar years 2015 and 2016:

Yes No

Has any person named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2015 or 2016?

If "Yes", list all convictions:





**Alaska Alcoholic Beverage Control Board
Renewal License Application
Form AB-17b: Package Store**

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amcc>
Phone: 907.269.0350

Section 7 - Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and if the licensee is an organized entity, that all current entity officials and stakeholders are listed with the Alaska Division of Corporations.

RH

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

RH

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

RH

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

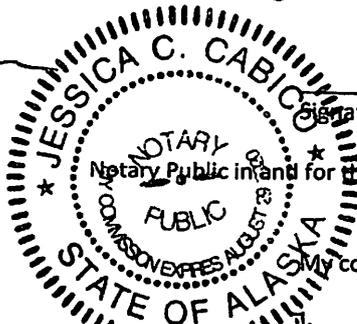
RH

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Alcoholic Beverage Control Board.

RH

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Richard D Heim
Signature of licensee



J Cabico
Signature of Notary Public

Richard D Heim
Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: August 29, 2020

Subscribed and sworn to before me this 12th day of December, 2016.

License Fee:	\$ 1500.00	Filing Fee:	\$ 200.00	TOTAL:	\$ 1700.00
Late Fee of \$500.00 – if received or postmarked after 01/03/2017:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

January 12, 2017

City and Borough of Sitka
Attn: Sara Peterson, Municipal Clerk
Via Email: sara.peterson@cityofsitka.org
melissa.henshaw@cityofsitka.org

Re: Notice of 2017/2018 Liquor License Renewal Application

License Type:	Beverage Dispensary	License Number:	2786
Licensee:	Mean Queen, LLC		
Doing Business As:	Mean Queen		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in cursive script that reads "Sara Chambers".

Sara Chambers, Interim-Director
amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Form AB-17: Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing liquor license that will expire on December 31, 2016. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only needs to be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed.

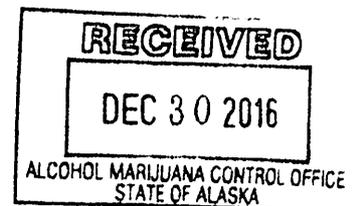
Licensee:	Mean Queen, LLC	License #:	2786
License Type:	Beverage Dispensary	Statute:	AS 04.11.090
Doing Business As:	Mean Queen		
Premises Address:	205 Harbor Drive		
Local Governing Body:	City & Borough of Sitka		
Community Council:	None		

Mailing Address:	209 Mills Street A		
City:	Sitka	State:	AK
		ZIP:	99835

Enter information for the licensee who will be designated as the primary point of contact regarding this application and the license.

Designated Licensee:	Mary Magnuson		
Contact Phone:	907-752-0500	Business Phone:	907-747-0616
Contact Email:	meanqueenmary@yahoo.com		

Seasonal License? Yes No If "Yes", write your six-month operating period: _____





Alaska Alcoholic Beverage Control Board

Form AB-17: Renewal License Application

Section 2 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 3. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: applicant affiliate

Name:					
Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					

This individual is an: applicant affiliate

Name:					
Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					

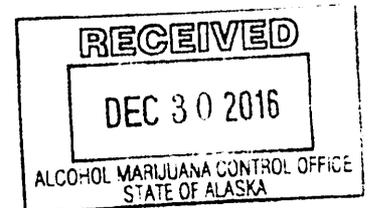
Section 3 – Entity Ownership Information

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC). Partnerships may skip to Page 3. Sole proprietors should skip to Section 4.

Alaska DOC Entity #:	10030346
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Alaska Division of Corporations: Yes No

Is your entity in good standing with the Alaska Division of Corporations?





Alaska Alcoholic Beverage Control Board
Form AB-17: Renewal License Application

This subsection must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

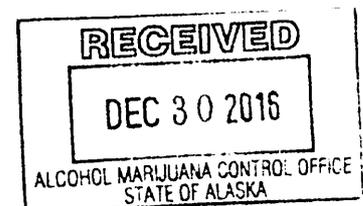
Entity Official:	Mary Magnuson → (managing owner)			
Title(s):	Registered Agent	Phone:	907-752-0500	% Owned: 50
Address:	209 Mills St A			
City:	Sitka	State:	AK	ZIP: 99835

Entity Official:	Patrick C O'Donnell			
Title(s):	Member/Managing owner	Phone:	907-738-7440	% Owned: 50
Address:	PO Box 1381 (physical 209 Mills Street B)			
City:	Sitka	State:	AK	ZIP: 99835

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:





Alaska Alcoholic Beverage Control Board
Form AB-17: Renewal License Application

Section 4 – Authorization

Communication with AMCO staff: Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

Section 5 – License Operation

Check the box that best describes your liquor license operations in calendar years 2015 and 2016:

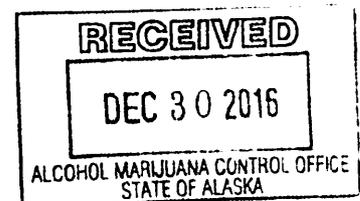
- The license was regularly operated continuously throughout each year, for 8 or more hours each day.
- The license was regularly operated during a specific season each year, for 8 or more hours each day.
- The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day.
If this box is checked, an AMCO employee will contact you after reviewing your application.
- The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years.
If this box is checked, an AMCO employee will contact you after reviewing your application.

Section 6 – Convictions

Applicant convictions in calendar years 2015 and 2016: Yes No

Has any person named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2015 or 2016?

If "Yes", list all convictions:





Alaska Alcoholic Beverage Control Board
Form AB-17: Renewal License Application

Section 7 – Certifications

Read each line below, and then sign your Initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and if the licensee is an organized entity, that all current entity officials and stakeholders are listed with the Alaska Division of Corporations.

MM

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

MM

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

MM

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

MM

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Alcoholic Beverage Control Board.

MM

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Mary Magnuson
 Signature of licensee

Raquel Dumag
 Signature of Notary Public

Mary Magnuson
 Printed name of licensee

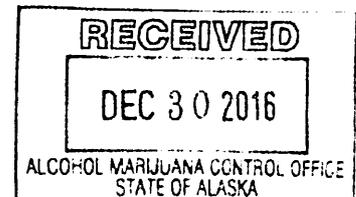
Notary Public in and for the State of Alaska

My commission expires: 01-01-2020

Subscribed and sworn to before me this 28th day of December, 2016.

License Fee:	\$ 2500.00	Filing Fee:	\$ 200.00	TOTAL:	\$ 2700.00
Late Fee of \$500.00 – if received or postmarked after 01/03/2017:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					

RAQUEL DUMAG
 Notary Public
 State of Alaska
 My Commission Expires
01-01-2020





CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 17-02 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 1/17/2017 In control: City and Borough Assembly

On agenda: 1/24/2017 Final action:

Title: In support of the State of Alaska adopting the following fine print note to the 2017 National Electrical Code Article 555.3: "FPN: the 30MA requirement can be applied to all feeder circuits or all branch circuits in lieu of the main overcurrent protection device."

Sponsors:

Indexes:

Code sections:

Attachments: [Res 2017-02.pdf](#)

Date	Ver.	Action By	Action	Result
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Should this item be pulled from the consent agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve Resolution 2017-02 on first and final reading.

MEMORANDUM

To: Mayor Hunter and Members of the Assembly

From: Stan Eliason, Harbormaster

Date: January 17th 2017

Subject: NEC Code

The National Electrical Code is updated every 3 years. The proposed code change will apply to new harbor construction. I will use the new Sitka Transient Float, as an example for better understanding of the resolution.

The Sitka Transient Float has 62 meters consisting of 30amp and 50amp service. These meters are equipped with GFI's (ground fault interrupters). The GFI's will trip the breaker if a fault aboard a vessel is detected at <30mA. Currently, the load center (distributes power to the individual meters) has overcurrent protection. The protection is set at 100mA's. Individual vessels with a ground fault of >30mA will not trip their individual breaker. However, with a combined ground fault of 100mA's from multiple faulty vessels, the over current protection device will trip, *leaving all vessels without electrical service*. So far this has not happened.

The proposed NEC change would require the overcurrent protection at the load center to be set at 30mA's, which is the same protection setting as the individual meters (GFI's). As stated in the resolution "many boats may have small amounts of ground current". I can attest to this statement. I have tested hundreds of vessels over the years for ground faults. Many vessels did have issues with their electrical systems and have since been remedied. This is an ongoing challenge in our harbor system, as vessels electrical systems are aging, as well as mistakes made while wiring a vessel. If the proposed NEC code passes at the State level, Sitka Boaters will be faced with the following issues.

- Battery drainage could leave bilges inoperable and the vessel subject to sinking which creates environmental fuel spills and other damage to our pristine Alaska environment
- Refrigeration would shut off leaving food to spoil and required refrigerated medications (insulin) would go bad
- Medical devices would be shut off (CPAP)
- Sensitive electronics could be damaged
- Loss of revenue to and from FAS vessels (frozen at sea).

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2017-02

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA, ALASKA, IN SUPPORT OF THE STATE OF ALASKA ADOPTING THE FOLLOWING FINE PRINT NOTE TO THE 2017 NATIONAL ELECTRICAL CODE ARTICLE 555.3: "FPN: THE 30MA REQUIREMENT CAN BE APPLIED TO ALL FEEDER CIRCUITS OR ALL BRANCH CIRCUITS IN LIEU OF THE MAIN OVERCURRENT PROTECTION DEVICE."

WHEREAS, the 2017 Edition of the National Electrical Code, Article 555.3 requires 30mA ground fault protection at the overcurrent devices feeding a marina, boatyard, commercial and noncommercial docking facilities; and

WHEREAS, the City and Borough of Sitka acknowledges the real world reality that many boats may have small amounts of ground current that are well below the trip level of 30mA (0.030 amps), however, when added together at the main circuit breaker may exceed the 30mA code requirement and thus shut down the entire harbor electrical system; and

WHEREAS, the City and Borough of Sitka recognizes that it is necessary to detect electrical ground current at its source and therefore to disconnect power at the source of the problem instead of disconnecting power to the entire harbor and in doing so creating other safety and operation problems.

NOW, THEREFORE, BE IT RESOLVED that the Assembly of the City and Borough of Sitka fully supports the passage by the state legislature to adopt the following fine print note to the 2017 National Electrical Code Article 555.3: "FPN: The 30mA requirement can be applied to all feeder circuits or all branch circuits in lieu of the main overcurrent protection device."

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 24th day of January, 2017.

Matthew Hunter, Mayor

ATTEST:

Sara Peterson, CMC
Municipal Clerk

1st and final reading 1/24/17



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-007 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 1/17/2017 In control: City and Borough Assembly
On agenda: 1/24/2017 Final action:
Title: Reappoint Chris Spivey to a three-year term on the Planning Commission
Sponsors:
Indexes:
Code sections:
Attachments: [Spivey application.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO reappoint Chris Spivey to a three-year term on the Planning Commission.



**Application for Appointment to Boards, Committees, and Commissions
City and Borough of Sitka**

Board/Commission/Committee: Planning & Zoning Commission
 Name: Christopher "Chris" Spivey Daytime Phone: (907) 738-2524
 Address: 109 Lillian Dr. Sitka, AK Evening Phone: _____
 Email Address: Chris.spivey@firstbankak.com Fax Number: _____
 Length of Residence in Sitka: 13 yrs Registered to vote in Sitka? Yes No
 Employer: First Bank

Organizations you belong to or participate in:
~~Elks~~ Elks member, Chamber of Commerce, rotary

Explain your main reason for applying:
See Attached

What background, experience or credentials will you bring to the board, commission, or committee membership?
Besides the experience of sitting on this board I have also sat on the Chamber of Commerce Finance Board.

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

None

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 1/13/17 Signature: [Handwritten Signature]

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:
 Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
 Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Memorandum

To: Sitka Assembly Members
From: Christopher Spivey
Date: 1/13/2017
Re: Planning and Zoning Commission Appointment

Please accept this as my letter of interest to continue serving on the Planning and Zoning Commission.

Since becoming a part of the commission in 2012, I have enjoyed serving Sitka in the commission's capacity. I have learned a great deal and been honored to be elected as chairman. I would like to continue the work that is being done for Sitka's future. Currently the commission is working on updating Sitka's Comprehensive plan. This is a huge endeavor and I would like to see it through to the end. I believe that we need a plan that is inclusive of all of Sitka. I believe it needs to be developed in a way that allows all Sitkans an opportunity to grow as people and as a community. I also believe it should be developed to allow our great community to grow its future positively and efficiently.

I believe the skills that I have allow me to approach the comprehensive plan and the board with an open mind and an ability to look at the big picture while still trying to follow city code. I believe I approach every agenda with the desire to help my fellow Sitkan but at the same time I try to keep an awareness of their surrounding neighbors, the future of the property, and also code requirements.

I thank you and appreciate your time and service to our community. I hope you will grant my request in continuing serving our great community.

Sincerely,



Christopher Spivey



PLANNING COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
CHRIS SPIVEY 109 Lillian Drive	747-6636 w 738-2524 c spi3050@yahoo.com	12/11/12 1/28/14	2/8/14 1/28/17	CHAIR
DARRELL WINDSOR PO Box 1973	738-4046 c dwindsor@gci.net	6/28/11 6/24/14	6/28/14 6/24/17	VICE CHAIR
DEBRA POHLMAN 209 Moller Avenue	747-1722 w dpohlman@sitkahospital.org	6/25/13 6/14/16	6/25/16 6/14/19	
RANDY HUGHEY 220 Lakeview Drive	738-2999 c randywhughey@gmail.com	2/24/15 10/13/15	10/23/15 10/13/18	
RICHARD PARMELEE 405 Hemlock Street	738-0606 c rjparmelee@hotmail.com	9/27/16	4/26/19	<i>Parker Song's term</i>
Michael Scarcelli Senior Planner	747-1815 michael.scarcelli@cityofsitka.org			Staff Liaison
Maegan Bosak Planning and Community Development Director	747-1824 maegan.bosak@cityofsitka.org			
Samantha Pierson Planner I	747-1814 samantha.pierson@cityofsitka.org			Secretary
Kevin Knox PO Box 6415	738-4664 assemblyknox@cityofsitka.org			Assembly Liaison

5 members from public, 3-year terms
 Established by Ordinance 74-118/SGC2.18 & Charter Article VIII
 Must be registered to vote
 First and Third Tuesdays 7:00 p.m. – Harrigan Centennial Hall, 330 Harbor Drive

**CONFLICT OF INTEREST FORMS
 OATHS OF OFFICE**

Revised: November 7, 2016



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 17-01 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 1/4/2017 In control: City and Borough Assembly
On agenda: 1/24/2017 Final action:
Title: Adjusting the FY17 Budget (Central Garage Fund)
Sponsors:
Indexes:
Code sections:
Attachments: [Ord 2017-01.pdf](#)

Date	Ver.	Action By	Action	Result
1/10/2017	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2017-01 on second and final reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2017-01
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADJUSTING THE FY17 BUDGET (CENTRAL GARAGE FUND)

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

1. CLASSIFICATION. This ordinance is not of a permanent nature and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

2. SEVERABILITY. If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.

3. PURPOSE. The purpose of this ordinance is to adjust the FY17 budgets for known changes.

4. ENACTMENT. The Assembly of the City and Borough of Sitka hereby adjusts the FY17 budget for known changes. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the budget for the fiscal period beginning July 1, 2016 and ending June 30, 2017 is hereby adjusted as follows:

Table with 2 main sections: FISCAL YEAR 2017 EXPENDITURE BUDGETS and ENTERPRISE AND INTERNAL SERVICE FUNDS. Includes a detailed entry for Fund 310 - Central Garage Fund - Fixed Assets.

EXPLANATION

Necessary revisions in the FY 2017 budget were identified. These changes involve the increase of expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short explanation of each budget revision is included.

5. EFFECTIVE DATE. This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 24th Day of January, 2017.

ATTEST:

Matthew Hunter, Mayor

Sara Peterson, CMC
Municipal Clerk

1st reading 1/10/17
2nd reading 1/24/17



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 17-03 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 1/17/2017 In control: City and Borough Assembly

On agenda: 1/24/2017 Final action:

Title: Amending Sitka General Code Chapter 4.09 "Sales Tax" at Section 4.09.100 "Exemptions" at (N) "Over Three Thousand Dollars on Sales and Rents of Tangible Personal Property and on Sales of Services, and Over Three Thousand Dollars in Rent or Lease of Real Property on a Monthly Basis" (first reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2017-03.pdf](#)
[Ord 2017-03 Memo and Ordinance.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2017-03 on
first reading.

MEMORANDUM

To: Mayor Hunter and Members of the Assembly
Mark Gorman, Municipal Administrator

From: Jay Sweeney, Chief Finance and Administrative Officer

Date: January 17, 2017

Subject: Prospective Revenue from Increase of Sales Tax Cap

Mayor Hunter and Members of the Assembly,

I anticipate that a question will be asked as to how much additional sales tax revenue would result from an increase in the taxable transaction limit to \$12,000.

A precise estimate is difficult to provide, as data does not exist regarding how many sales over the taxable transaction limit fall within sales price bands.

For example, the current taxable transaction limit is \$3,000. Merchants are not required to report their sales over this amount in transaction bands, such as between \$3,000 and \$4,000, over \$10,000, etc., as requiring this level of extra reporting would be onerous and burdensome on merchants.

We do know, however, that if the taxable transaction limit was eliminated completely, approximately \$2,287,000 in additional sales tax per year would be generated, assuming the current exemption scheme and no loss of business.

Rather than being a straight line function, sales transaction totals follow a logarithmic function sloping curve. With each successively higher transaction price, the number of transactions that occur at that price decline at a logarithmic rate.

Given this, the best answer is a general estimate of a potential range of additional tax revenues. I would estimate that raising the transaction limit to \$12,000 would generate between \$1,000,000 and \$1,500,000 in additional tax revenues.

The category of business least affected by the \$12,000 cap would be construction, as many construction contracts far exceed \$12,000. The total amount of exempt construction sales in FY16 was \$10,376,194, resulting in \$570,691 in taxes being forgone (at 5.5%). It is also important to note that exemption P, sale for resale, means that much of this commerce goes untaxed.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2017-03

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING SITKA GENERAL CODE CHAPTER 4.09 "SALES TAX" AT SECTION 4.09.100 "EXEMPTIONS" AT (N) "OVER THREE THOUSAND DOLLARS ON SALES AND RENTS OF TANGIBLE PERSONAL PROPERTY AND ON SALES OF SERVICES, AND OVER THREE THOUSAND DOLLARS IN RENT OR LEASE OF REAL PROPERTY ON A MONTHLY BASIS"

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

2. SEVERABILITY. If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.

3. PURPOSE. The purpose of this ordinance is to amend the sales tax cap exemption detailed in Sitka General Code 4.09.100(N) by increasing the cap from three thousand dollars to twelve thousand dollars.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 4 Chapter 4.09 "Sales Tax" is amended as follows (new language underlined; deleted language stricken):

Chapter 4.09
SALES TAX

4.09.100 Exemptions.

The following sales are exempt from taxation:

N. Over ~~Three~~ Twelve Thousand Dollars on Sales and Rents of Tangible Personal Property and on Sales of Services, and Over ~~Three~~ Twelve Thousand Dollars in Rent or Lease of Real Property on a Monthly Basis. That portion of a selling price for a single piece of equipment or tangible personal property or sale unit in excess of ~~three~~ Twelve thousand dollars is exempt. A single sale unit is:

- 1. Any retail merchandise sale where the selling price is totaled on one invoice or any sales slip, although this exemption does not apply if any portion of the invoice or sales slip refers to more than one business day;



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 17-01 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 1/17/2017 In control: City and Borough Assembly

On agenda: 1/24/2017 Final action:

Title: Authorizing the application for loans to the Alaska Department of Environmental Conservation under the Alaska Drinking Water Fund for Lake & Monastery Street water improvements, and under the Alaska Clean Water Fund for Lake & Monastery Street sewer improvements, Brady lift station improvements, lift station backup generator replacement and Wastewater Treatment Plant Building envelope improvements

Sponsors:

Indexes:

Code sections:

Attachments: [Res 2017-01 Memo and Resolution.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Resolution 2017-01 on
first and final reading.

MEMORANDUM

To: Mayor Hunter and Members of the Assembly
Mark Gorman, Municipal Administrator

From: Michael Harmon, P.E., Public Works Director *MH*
David Longtin, P.E., Senior Engineer *DL*
Jay Sweeney, Chief Finance and Administrative Officer

Reviewed: Shilo Williams, Deputy Environmental Superintendent *DL for SW*
Dan Tadic, P.E., Municipal Engineer *DL for DT*
Tori Fleming, Contract Coordinator *TF*

Date: January 17, 2017

Subject: Alaska Department of Environmental Conservation
FY17 Municipal Loan Applications

Background:

Each year, staff submits loan questionnaires to the Alaska Department of Environmental Conservation's Municipal Grants and Loans (MGL) Program for priority water and sewer infrastructure projects. Questionnaires are competitively scored and ranked against other applicants statewide. For this year, five City and Borough of Sitka (CBS) projects scored well enough to be eligible for loan funding, if available. Public Works estimates that significantly less loan funding will be needed than what we are eligible to borrow for these critical projects, as indicated below. Staff requests Assembly approval to apply for the loans as indicated in the "Loan Request" column. No interest or other costs would accrue on loan proceeds not utilized for these projects.

Project	Eligible Loan Amount	Loan Request
Lake & Monastery Sewer	\$2,581,861	\$1,250,000
Lake & Monastery Water	\$2,887,722	\$1,500,000
Brady Lift Station	\$217,400	\$217,400
Lift Station Backup Generators	\$311,000	\$311,000
WWTP Building Envelope	\$1,825,000	\$1,825,000

For years, MGL has also offered grant funding for water and sewer projects. CBS has used MGL grant funding to subsidize many recent projects, including the Ultraviolet Water Treatment Facility and utility replacement projects on Monastery, Baranof, Hollywood Way, New Archangel and Jeff Davis. Due to the State of Alaska's fiscal challenges, MGL has not offered new grant money for each of the last two annual grant cycles. Recent water main breaks highlight the need to continue replacing aging infrastructure whether grant funds are available or not. Each

break repair typically costs tens of thousands of dollars and serves as a Band-Aid until a complete replacement can be completed.

Analysis:

Justification for the projects recommended for loan applications follows.

Lake & Monastery Street Water and Sewer Improvements (two separate loans): These loans would help fund two separate projects, as shown on the attached figure. A project slated for construction in 2019 would replace water and sewer mains in Lake Street from DeGroff to Arrowhead, and in Hirst Street. A project in 2020 would replace utilities in Monastery from DeGroff to Arrowhead, and in Kinkead Street:

- Water and sewer lines located in the area funded by the requested loans were installed between 1967 and 1978, and are in need of replacement. There have been at least five water main breaks repaired by our Environmental Division within the project corridor. One result of the breaks is that Monastery Street between Hirst and DeGroff is served by a dead-end 2-inch line, diminishing the water quality and fire flow capabilities.
- One of the five breaks cited above was the January 2017 break of a fire hydrant leg near the corner of Lake Street and DeGroff. Excavation for replacement of the leg revealed a leaky, corroded cross-culvert and the location of the water main directly below the sewer main, a violation of ADEC regulations.
- Due to the relatively flat grade of the Lake Street sewer main and the muskeg underlying the pipes in this neighborhood, the sewer mains are prone to developing bellies due to settlement and clogging. Much of the Lake Street main is constantly half-full. An apartment building on Monastery has been flooded with sewage backups twice because of this. The manhole at the corner of Kinkead and Monastery has to be pumped out or flushed every Friday due to the poor condition of the manhole and the lack of sufficient gradient in the system. Public Works began preparing for lowering the Lake Street sewer main during the 2009 roundabout project, when we had the State install a deep manhole that would accept a lower sewer main. This project would provide much-improved sewer service to this neighborhood by providing a deeper Lake Street main, allowing for improved gradient.
- The drainage and ditching in the project area, especially adjacent to Monastery Street, is sub-standard. This results in the flooding of low areas and contributes to the deterioration of the pavement.
- The condition of the pavement in this neighborhood is poor. The most recent pavement assessment performed for Monastery Street estimates the Remaining Service Life of the pavement at 2 years to 6 years. Replacement of pavement disturbed by utility projects is eligible for loan reimbursement. MGL funds have effectively served as the CBS roads funding program without any other dedicated funding source.

Brady Lift Station Improvements: The Brady Lift Station receives all the wastewater generated from Lakeview Drive on Halibut Point Road to the end of the HPR collection system, including the Edgecumbe Drive drainage basin. Along with other downstream lift stations, Brady pumps

the sewage to the wastewater treatment plant on Japonski Island. The Brady pumps cycle an average of 130 times per day. Over their 33 years of service, the three pumps in the lift station have each run over a half-million cycles. A failed plug valve in the lift station makes it impossible to isolate the pumps for servicing and replacement. This project will allow the Environmental Division to bypass pump around and isolate the Brady Street Lift Station, replace the check valves and individual isolation valves for each of the pumps, and provide variable frequency drives and new pumps, resulting in more efficient and reliable use of this critical lift station.

Lift Station Backup Generator Replacement: Thomsen Lift Station collects all the domestic wastewater generated on the Baranof Island portion of Sitka and pumps it across Sitka Channel to Japonski Island, where the WWTP is located. The Thompson backup generator, installed in 1982, is in need of replacement. In the event of a power outage during a storm, without backup power at the lift station, businesses located along Katlian Street will back up with sewage in approximately 20 minutes. Six other lift stations have generators that are nearing the end of their useful life, as well as the backup generator for the WWTP. This loan would fund a project to replace the Thomsen Lift Station backup generator along with two of the other generators determined to be most critical.

Wastewater Treatment Plant Building Envelope Improvements: The original structures (treatment and clarifier buildings) were built in 1984. Since then, they have been repainted twice, and the roof replaced in 2010. With a few minor exceptions, windows, doors and siding are part of the original construction. A 2013 investigation found excessive moisture and rot under the exterior siding. A January 2015 assessment report recommended framing repair and re-insulation, new sheathing and cladding, replacement of man doors, windows and louvers.

Fiscal Note:

Fiscal forecasts have been created and refined through the collaboration of the Public Works and Finance Departments. In these forecasts, the projected future financial position and financial performance of the water and wastewater funds has been combined with the long range municipal capital improvement plans in order to model the user fees necessary to finance the improvements and meet minimum financial ratios.

To finance the long-range water capital improvement plan, a residential rate increase of \$1.18 per month (from \$39.35 to \$40.53) will be needed for FY18. To finance the long-range wastewater capital improvement plan, a residential rate increase of \$2.41 per month (from \$53.60 to \$56.01) will be needed for FY18. The long-range capital plans would require additional increases for future fiscal years.

It is critical to note that if the accompanying DEC low interest loan requests are approved but necessary rate increases are not increased as needed, the Municipality will not be able to complete future projects in the capital improvement plans, as it will potentially not be able to borrow additional funds due to weak financial condition of the water and wastewater funds. Minimally, cash flow from operations should be 125% of annual debt service to ensure adequate

working capital. With a nominal 1% increase in user fees instead of the modeled rates, both the water and wastewater funds would need to curtail their capital improvement plans in FY19, exacerbating the degradation of infrastructure, which will result in increased failures and maintenance costs.

Recommendation:

Approve Resolution 2017-01 authorizing CBS to apply for and execute five loans to the Alaska Department of Environmental Conservation's MG&L Program as indicated in the Loan Request column above. The loans are for Lake & Monastery Street Sewer Improvements, Lake & Monastery Street Water Improvements, Brady Lift Station Improvements, Lift Station Backup Generator Replacement and Wastewater Treatment Plant Building Envelope Improvements.

Lake & Monastery Water and Sewer Improvements



2019 Project
Lake and Hirst

2020 Project
Monastery and Kinkead

Water & Sewer Issues

1. Sewer manhole maintained with Camel every Friday
2. Water main break – 2015
3. Water valve break – 2006
4. Three water main breaks in the mid-1990s
5. Fire hydrant leg break – 2017

Attachment 2

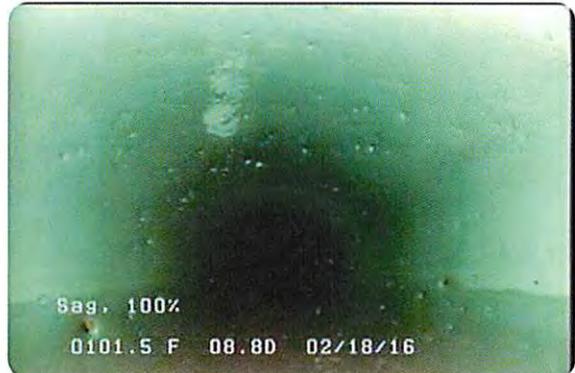
This slide shows the inside of the sewer main running down Kincaid Street, from its intersection with Monastery to its intersection with Lake Street. Sludge buildup on the roof of the pipe in the first photo indicates that the pipe is sometimes full at this location. Sewer pipes should not have any standing water in them, as is visible in these photos. Backups in this pipe have led to sewage twice flooding an apartment on Monastery Street.



General Observation, 11 o'clock
Sludge Buildup on roof of pipe
0011.3 F 08.80 02/18/16
General Observation at 011.3 feet, 11 o'clock | Sludge Buildup on roof of pipe



General Observation, 25%
Standing Water
0015.9 F 08.80 02/18/16
General Observation at 015.9 feet, 5-7 o'clock, 25% | Standing Water



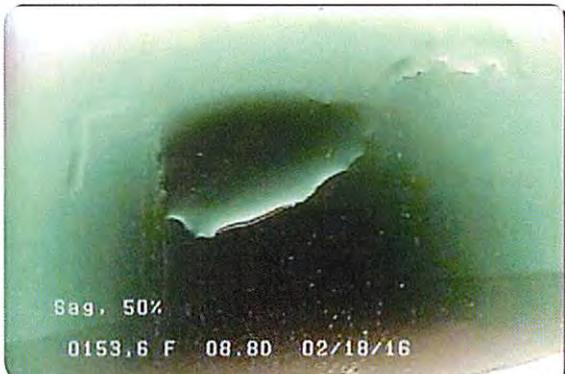
Sag, 100%
0101.5 F 08.80 02/18/16
Sag at 067.3 feet, continuous for 34.2 ft, 100%



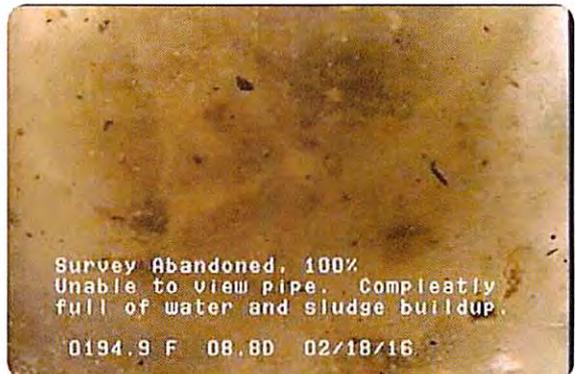
General Observation
Joint
0104.2 F 08.80 02/18/16
General Observation at 104.2 feet | Joint



General Observation
Joint
0124.0 F 08.80 02/18/16
General Observation at 124.0 feet | Joint



Sag, 50%
0153.6 F 08.80 02/18/16
Sag at 131.5 feet, 3-9 o'clock, continuous for 22.4 ft, 50%



Survey Abandoned, 100%
Unable to view pipe. Completely full of water and sludge buildup.
0194.9 F 08.80 02/18/16
Survey Abandoned at 194.9 feet, 100% | Unable to view pipe. Completely full of water and sludge buildup.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2017-01

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA, ALASKA,
AUTHORIZING THE APPLICATION FOR LOANS TO THE ALASKA
DEPARTMENT OF ENVIRONMENTAL CONSERVATION UNDER THE
ALASKA DRINKING WATER FUND FOR LAKE & MONASTERY
STREET WATER IMPROVEMENTS, AND UNDER THE ALASKA
CLEAN WATER FUND FOR LAKE & MONASTERY STREET SEWER
IMPROVEMENTS, BRADY LIFT STATION IMPROVEMENTS, LIFT
STATION BACKUP GENERATOR REPLACEMENT AND
WASTEWATER TREATMENT PLANT BUILDING ENVELOPE
IMPROVEMENTS**

WHEREAS, the City and Borough of Sitka (CBS) seeks to obtain the necessary financial assistance to construct water and wastewater improvements; and

WHEREAS, the State of Alaska Department of Environmental Conservation is able to offer funding through the Alaska Drinking Water Fund and Alaska Clean Water Fund; and

WHEREAS, the Municipality wishes to apply for loans for these important capital projects.

NOW, THEREFORE, BE IT RESOLVED by the Assembly of the City and Borough of Sitka that the Municipal Administrator is authorized to apply to the Alaska Department of Environmental Conservation for loans from the Alaska Drinking Water Fund and Alaska Clean Water Fund for planning, design, and construction of the above referenced water and sewer projects and to execute the loan agreements if the projects are funded.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 24th day of January, 2017.

Mayor Matthew Hunter

ATTEST:

Sara Peterson, CMC
Municipal Clerk

1st and final reading 1/24/17



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 17-02 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 1/17/2017 In control: City and Borough Assembly

On agenda: 1/24/2017 Final action:

Title: Amending Sitka General Code Section 4.19.020 "Annual Transfer of Permanent Fund" (first reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2017-02.pdf](#)
[Ord 2017-02.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2017-02 on first reading.

Note:

- This ordinance corrects a clerical error in Ordinance 2016-23 approved by the Assembly in July 2016.
- The intent of Ordinance 2016-23 was to establish procedures within Sitka General Code for an annual transfer of funds from the General Fund to the Permanent Fund with the initial transfer taking place in FY18.
- Ordinance 2016-23 stated the initial transfer would be 0.50% (should be 0.25%).
- The amount of the annual transfer would increase by 0.50% (should be 0.25%) per subsequent fiscal year, to a maximum of 2.0%.
- The Investment Committee recommended a rate of 0.25% at their June 1, 2016 meeting.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2017-02

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING SITKA GENERAL CODE SECTION 4.19.020 "ANNUAL TRANSFER TO PERMANENT FUND"

- 1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code.
2. SEVERABILITY. If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstances shall not be affected.
3. PURPOSE. The purpose of this ordinance is to amend the rate as recommended by the CBS Investment Committee.
4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC Section 4.19.020 is amended as follows (old or repealed language stricken, new language underlined):

Chapter 4.19
SITKA PERMANENT FUND

- Sections:
4.19.010 Fund established
4.19.020 Annual transfer to permanent fund

4.19.020 Annual Transfer To Permanent Fund.

As part of the annual budget submission to the Assembly, the Administrator will include an amount of funds to be transferred from the General Fund to the Permanent Fund during the subsequent fiscal year. The purpose for the transfer will be to reduce the effective take out from the Permanent Fund so that the purchasing power of the Permanent Fund is maintained as much as possible. The initial transfer will take place in FY2018 and will be 0.50 0.25% of the average market value of the Sitka Permanent Fund for the past three years, as measured on December 31st of each year. The amount of the annual transfer will increase by 0.50 0.25% per subsequent fiscal year, to a maximum of 2.0%.

- 5. EFFECTIVE DATE. This ordinance shall become effective on the day after the date of its passage.

48 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough
49 of Sitka, Alaska this 14th day of February, 2017.

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ATTEST:

Matthew Hunter, Mayor

Sara Peterson, CMC
Municipal Clerk

1st reading 1/24/17

2nd reading 2/14/17

The ordinance would be sent to the Committee for review once edited.

VI. Annual Transfer Ordinance

Chair Reif reviewed the history of the annual transfer amount. Discussion occurred with regards to using inflation as a benchmark, around the percentage of distribution of .25% each year, the fact that bond rates have changed, the annual transfer in conjunction with the budget and a more directive ordinance.

M – Stedman/S – Christner moved to edit the annual transfer ordinance to state: As part of the annual budget submission to the Assembly, the Administrator shall include an amount of funds to be transferred from the General Fund to the Permanent Fund during the subsequent fiscal year. This amount shall start at .25% of the budgeted transfer by the Charter and shall increase an additional .25% per year until reaching a maximum of 2%. Motion carried unanimously.

The ordinance would be sent to the Committee for final review.

VII. Election of Officers

M – Stedman/S – Christner moved to elect Reif as Chair and Christner as Vice Chair. Motion carried unanimously.

VIII. Adjourn

The next meeting would be a quarterly update from APCM in late August unless significant changes needed to be made to the ordinances. Seeing no objection the meeting adjourned at 11:04 AM.

Attest:
Melissa Henshaw, Deputy Clerk

Chapter 4.19
SITKA PERMANENT FUND Revised 8/16

Sections:

4.19.010 Fund established.

4.19.020 Annual transfer to permanent fund. Revised 8/16

4.19.010 Fund established.

Under Section 11.16 of the Home Rule Charter of the City and Borough of Sitka Charter there is established a separate fund: the Sitka Permanent Fund. The Sitka Permanent Fund consists of money appropriated to the Sitka Permanent Fund by the assembly. Such appropriation may be made by inclusion of the amounts to be appropriated in the annual budget or may be made by separate ordinance. (Ord. 01-1650 § 4(A), 2001.)

4.19.020 Annual transfer to permanent fund. Revised 8/16

As part of the annual budget submission to the assembly, the administrator will include an amount of funds to be transferred from the general fund to the permanent fund during the subsequent fiscal year. The purpose for the transfer will be to reduce the effective takeout from the permanent fund so that the purchasing power of the permanent fund is maintained as much as possible. The initial transfer will take place in FY2018 and will be one-half of one percent of the average market value of the Sitka Permanent Fund for the past three years, as measured on December 31st of each year. The amount of the annual transfer will increase by one-half of one percent per subsequent fiscal year, to a maximum of two percent. (Ord. 16-23 § 4, 2016.)



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 17-008 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 1/17/2017 In control: City and Borough Assembly

On agenda: 1/24/2017 Final action:

Title: Discussion/Direction/Decision on the selection of a City and Borough of Sitka representative to attend the Seatrade Cruise Global event in Fort Lauderdale, FL

Sponsors:

Indexes:

Code sections:

Attachments: [Seatrade Cruise Global Event.pdf](#)

Date	Ver.	Action By	Action	Result
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DISCUSSION ~ DIRECTION ~ DECISION

on the selection of a City and Borough of Sitka representative to attend the Seatrade Cruise Global event in Fort Lauderdale, FL

Notes:

- For the past few years, the Mayor or an Assembly representative has attended as a representative for the Alaska booth.
- Staff of the Greater Sitka Chamber of Commerce plan to attend.
- Travel costs are anticipated to be approximately \$3,012 and will be expensed from the Visitor Activities Enhancement Fund. One of the intended uses of the Fund is to fund visitor enhancement related travel such as this. Sufficient funds exist in the Fund to pay for the proposed travel. If the Assembly decides to send a representative, a future supplemental budget ordinance would be needed to transfer the cost of travel between appropriations in the Visitor Activities Enhancement Fund.
- Options of a representative included but are not limited to:
 - 1) Selection of any Assembly Member
 - 2) Section of a CBS staff
 - 3) Selection of a member of the public or other organization
 - 4) No CBS representation at the meeting

2017 SeaTrade Cruise Global

Airfare	\$1,100
Registration	\$135
Seattle Hotel	\$240
Ft. Lauderdale Hotel	\$1,200
Per Diem	<u>\$337</u>
Total	\$3,012



13–16 March 2017 | Expo: 14–16 March 2017
Fort Lauderdale/Broward County Convention Center | Fort Lauderdale, FL USA

[REGISTER](#)[EXHIBIT](#)

Why Attend

Engage with the Global Cruise Industry

For more than 30 years, Seatrade Cruise Global has been the cruise industry's premier global event, bringing together buyers, suppliers, and cruise line executives for a week of networking, sourcing, innovation, and education.

Our 2017 program promises to be an exciting event offering guests 360 degrees of groundbreaking content throughout the show including:

- Critical, forward-thinking education sessions offering robust information on the latest issues and trends
- With more new suppliers than ever before, build and grow your supplier relationships and network
- A multi-floor exhibition highlights key sectors within the cruise industry allowing you to easily navigate the show floor

Attendees will experience unparalleled educational opportunities with inspiring keynotes, thought-provoking educational conferences, and a comprehensive exhibition floor filled with featuring new and innovative products and services.

