

# **CONSENT AGENDA**

## **POSSIBLE MOTION**

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

**I wish to remove Item(s) \_\_\_\_\_**

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

If this item is pulled from the consent agenda the following motion would be in order:

**POSSIBLE MOTION**

**I MOVE TO** approve the minutes of the September 22 and 24, 2015 Assembly meetings.



# CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS  
1332 Seward Ave.  
Room 229  
Sitka, AK  
(907)747-1811

## Minutes - Draft

### City and Borough Assembly

*Mayor Mim McConnell  
Deputy Mayor Matt Hunter  
Vice-Deputy Mayor Benjamin Miyasato  
Aaron Swanson, Steven Eisenbeisz  
Tristan Guevin, and Michelle Putz*

*Municipal Administrator: Mark Gorman  
Municipal Attorney: Robin L. Koutchak  
Municipal Clerk: Sara Peterson, CMC*

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Tuesday, September 22, 2015

6:00 PM

Assembly Chambers

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#### REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

IV. CORRESPONDENCE/AGENDA CHANGES

15-180 Reminders and Correspondence

V. CEREMONIAL MATTERS

15-181 Certificate of Service for Lynne Brandon

Mayor McConnell presented a certificate of service to City and Borough of Sitka employee Lynne Brandon. Brandon thanked the Assembly and public for their support over the years. The Assembly wished Brandon well with her new venture at Sitka Trail Works.

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

Lawrence SpottedBird, General Manager of Sitka Tribe of Alaska announced events coming up in the next few months and expressed his enthusiasm for being a member of the newly formed Citizens' Taskforce.

15-182 Meet five International Exchange Students

Krisanne Rice, a volunteer with AFS, provided background on the AFS and Rotary International exchange student programs. The five students introduced themselves.

**15-183 Chief Finance and Administrative Officer update on emergency expenditures**

Jay Sweeney, Chief Finance and Administrative Officer, reported on the expenditures thus far from the diesel spill and landslides that occurred in August. The estimated costs as of September 22 were \$459,022. Sweeney noted the money used to respond to the diesel spill came from the Electric Department Funds.

**VII. PERSONS TO BE HEARD**

Sue Riggs spoke to the issue of owner account status and expressed concerns about rescinding the policy.

Zachary Desmond invited the Assembly and public to attend the Sitka Health Summit at UAS on October 9.

**VIII. REPORTS**

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

Mayor - Attended the Southeast Conference in Prince Rupert and meetings in Victoria. The Lieutenant Governor attended part of the meeting in Prince Rupert and spoke about, among other things, the transboundary issues concerning the mines in British Columbia. He gave an update on progress and answered questions. The Mayor felt pretty good about the direction government was taking, which was a slow but progressive one, but required diligence on the public's part to make sure this ball was not dropped. The Mayor learned a lot about Prince Rupert, met the new Mayor Lee Brain, the Mayor of neighboring community, Prince Edward, council members from both communities, and toured the waterfront industries by train and tour boat. She reported Prince Rupert had a busy port with shipping activities that served clients around the world. In Victoria, she met with Tourism Victoria CEO, Paul Nurse, and Western Stevedoring General Manager, John Briant, who operated the Ogden Point cruise ship berths. McConnell learned about Victoria's tourism successes and limitations and they learned about Sitka's. Also met with Victoria Mayor Lisa Helps. She was interested in Sitka's government-to-government relationship with STA and would like to do something like that with the First Nation tribes in her area. She reported there was much in common, including an interest in housing issues. Also at this meeting was the board president of Tourism Victoria, David Cowen, who was the CEO of the Butchart Gardens. McConnell reported Victoria was working on a city-wide economic development plan.

Administrator - Attended the inaugural meeting of the Citizens' Taskforce, received word from the State that they had turned down the CBS management offer of the Halibut Point Recreation Area, spoke with Lobbyist Larry Markley about the FY17 Legislative Priorities approach, and announced Sitka Hotel had sold and City and Borough of Sitka liabilities had been paid.

Attorney - Encouraged citizens to apply to serve on the Marijuana Advisory Board.

Liaison Representatives - Hunter attended the most recent Port and Harbors Commission meeting however there was not a quorum and encouraged those interested in serving to apply. In the Mayor's absence, he welcomed the cruise ship Le Boreal which made its inaugural visit to Sitka, Putz reported on the Tree and

Landscape Committee meeting, and Guevin shared information from the recent meetings of the Sitka School Board and the Citizens' Taskforce.

Clerk - Peterson noted the Municipal Election was October 6, informed the public of the polling locations, and noted Absentee/Advanced Voting was available through October 5 at City Hall.

#### IX. CONSENT AGENDA

- A 15-184** Approve the minutes from the September 8, 2015 Assembly meeting

A motion was made by Hunter to APPROVE this Item. The motion PASSED by a unanimous voice vote.

#### X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- B 15-185** Appoint Loyd Platson to a three-year term on the Police and Fire Commission

A motion was made by Putz to APPROVE this Item. The motion PASSED by a unanimous voice vote.

#### XI. UNFINISHED BUSINESS:

- C ORD 15-45** Adjusting the FY16 Budget

Eisenbeisz wondered why there was the addition of a forklift to the budget at this time. Gorman responded it was a catastrophic failure that was not anticipated. Jay Sweeney, Chief Finance and Administrative Officer, explained a majority of the appropriations in the ordinance were outside of the General Fund and further explained the process for appropriations and the affect on the budget.

A motion was made by Swanson to APPROVE this Ordinance on second and final reading. The motion PASSED by the following vote.

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

- D ORD 15-46** Amending Sitka General Code to remove vacation rates at Chapter 15.04 "Sewer System," Chapter 15.05 "Water System," Chapter 15.06 "Solid Waste Treatment and Refuse Collection" and removing reference to vacation rates in footnotes in Section 15 of the Sitka General Code

Sue Riggs shared her opinion on the ordinance and pointed out people may be out of town for medical reasons with regards to having a vacation rate in place.

Hunter stated the rationale was that it cost money to run utility services to homes and noted the cost of replacing infrastructure was a factor. He further added the City should be receiving payment for these services if a citizen was enjoying the benefit of having the lines run to their home.

Putz spoke in support of the overall intent of the ordinance.

A motion was made by Putz to APPROVE this Ordinance on second and final

reading. The motion **PASSED** by the following vote.

**Yes:** 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

### **New Business First Reading**

- E     ORD 15-47**     Authorizing the lease of approximately 16,436 feet of submerged tidelands in Alaska Tidelands Survey 1189 and 1559 Tract A

Maegan Bosak, Planning and Community Development Director, spoke to the encroachment issue on the north side of the property. Bosak explained it was a 5 year lease and hoped to streamline the entire lease area in 2021 when the main lease from the State was up for renewal.

Eisenbeisz felt the lease rate appeared to be low. Bosak offered the rates were standard tidelands lease rates based on a formula.

**A motion was made by Putz that this Ordinance be APPROVED on first reading. The motion PASSED by the following vote.**

**Yes:** 6 - McConnell, Hunter, Swanson, Miyasato, Guevin, and Putz

**No:** 1 - Eisenbeisz

- F     ORD 15-48**     Authorizing the lease of approximately 8,832 feet of tidelands in Alaska Tidelands Survey 1189

Eisenbeisz stated the lease amount was too low.

**A motion was made by Swanson that this Ordinance be APPROVED on first reading. The motion PASSED by the following vote.**

**Yes:** 6 - McConnell, Hunter, Swanson, Miyasato, Guevin, and Putz

**No:** 1 - Eisenbeisz

## **XII.   NEW BUSINESS:**

- G     15-187**     Approve the Administrator's annual recommended transfer to the Public Infrastructure Sinking Fund

Chief Finance and Administrative Officer, Jay Sweeney, provided an overview of his memo to the Assembly. Sweeney described the other alternative options that could be considered including: a transfer into the Permanent Fund, the replenishment of emergency reserves, or leaving the funds in the unrestricted balance of the General Fund.

Municipal Administrator, Mark Gorman, stated while there were other needs he strongly recommended the money be transferred to the Sinking Fund. Sweeney agreed.

Guevin concurred with the recommendations.

## **XIII.   PERSONS TO BE HEARD:**

None.

**XIV. EXECUTIVE SESSION**

None.

**XV. ADJOURNMENT**

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:40pm.

ATTEST: \_\_\_\_\_  
Sara Peterson, CMC  
Municipal Clerk



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Tristan Guevin, and Michelle Putz*

*Municipal Administrator: Mark Gorman  
Municipal Attorney: Robin L. Koutchak  
Municipal Clerk: Sara Peterson, CMC*

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Thursday, September 24, 2015

6:00 PM

Assembly Chambers

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#### SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

IV. CORRESPONDENCE/AGENDA CHANGES

None.

V. PERSONS TO BE HEARD

None.

VI. NEW BUSINESS:

A 15-188 Award FY16 General Fund Non-Profit Grants

Guevin recused himself stating he was a former employee of Brave Heart Volunteers and continued to provide some consultation services to them on a pro-bono basis during the transition time. Mayor McConnell noted she had done some work for the Hames Center and Sitka Counseling and Prevention Services, however, it was under the \$1,000 mark and therefore she would not be recusing herself from voting on this category.

Mayor McConnell clarified applicants would not be given an opportunity to speak to the merits of their applications, however, if there were members of the public present that wished to speak to specific applications that would be allowed.

Putz noted there were two organizations that were not current with tax liabilities at the



time of filing, but were now current, and for that reason she considered not granting them an award.

**A motion was made by Hunter to award the following FY16 General Fund Non-Profit Grants in the category of Human Services:**

**Brave Heart Volunteers \$9,917**  
**Hames Center \$1,500**  
**Sitka Counseling and Prevention Services \$7,581**  
**Southeast Alaska Independent Living \$4,833**  
**Salvation Army Alaska Sitka Corp \$12,917**  
**Youth Advocates of Sitka \$752**

**The motion PASSED by the following vote.**

**Yes:** 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Putz

**Recused:** 1 - Guevin

Mayor McConnell recused herself from voting on awards for the Cultural & Educational Services and Community Development categories indicating two of the applicants were her clients.

**A motion was made by Miyasato to award the following FY16 General Fund Non-Profit Grants in the category of Cultural & Educational Services:**

**Friends of Sitka National Historical Park \$1,844**  
**Greater Sitka Arts Council \$5,473**  
**Sitka Sound Science Center \$2,633**  
**The Island Institute \$5,050**

**The motion PASSED by the following vote.**

**Yes:** 6 - Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

**Recused:** 1 - McConnell

Guevin recused himself from voting on awards in the Community Development category stating he was to begin employment with Sitka Fine Arts Camp October 1.

Miyasato spoke in favor of the streamlined grant process. Putz reminded the Assembly and public that budgets would get tighter in the future and encouraged people to think of creative ways to maintain the non-profit grant funding.

**A motion was made by Swanson to award the following FY16 General Fund Non-Profit Grants in the category of Community Development:**

**Sitka Community Development Corporation \$3,300**  
**Sitka Fine Arts Camp \$3,300**  
**Sitka Trail Works \$8,400**

**The motion PASSED by the following vote.**

**Yes:** 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Putz

**Recused:** 2 - McConnell, and Guevin

Assembly members offered their thoughts on the Non-Profit Grant process. Eisenbeisz felt the process was streamlined, suggested revisiting the percentage amounts for each category and to consider the possibility of having an option to not fully expend funds. Hunter noted the organizations were all important and suggested for flexibility that Assembly members be able to allocate the total grant fund amount amongst any of the groups that they were not recusing themselves from. Assembly members discussed the possibility of eliminating grant categories. Guevin hoped to see the grant process continue to be a part of the City budget and considered it to be a very small investment the City made with great return. Mayor McConnell reiterated this was money well spent and thanked the Assembly for their support. It was decided Guevin and Hunter would work with Municipal Administrator Mark Gorman to further streamline the grant process for FY17.

**VII. EXECUTIVE SESSION**

None.

**VIII. ADJOURNMENT**

**A motion was made by Hunter to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:23pm.**

ATTEST: \_\_\_\_\_  
**Sara Peterson, CMC  
Municipal Clerk**