

CONSENT AGENDA

POSSIBLE MOTION

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

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 May 19, 24, and 31 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 Bob Potrzuski*

*Municipal Administrator: Mark Gorman
Acting Municipal Attorney: Brian Hanson*

Thursday, May 19, 2016

6:00 PM

Assembly Chambers

Meeting to be held at the Sealing Cove Business Center 601 Alice Loop

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 5 - McConnell, Hunter, Swanson, Eisenbeisz, and Potrzuski

Absent: 2 - Miyasato, and Guevin

IV. PERSONS TO BE HEARD

None.

V. NEW BUSINESS:

A 16-098 Discussion/Direction/Decision of the FY2017 Sitka Community Hospital budget

Sitka Community Hospital CEO Rob Allen and CFO Cynthia Brandt gave an overview of the budget process, operating budget, cash flow, income statement with assumptions for operating and non-operating gains/losses, volumes, and financial indicators. Chief Finance and Administrative Officer, Jay Sweeney, gave details of the repayment of the loan and answered questions with regards to cash on hand. Allen and Brandt answered Assembly members questions with regards to bad debt, definitions, employees, building/rentals, cash on hand, and the collaboration with SEARHC. Eisenbeisz commented that the newly formed Hospital Board was interactive.

A motion was made by Swanson to APPROVE the FY2017 Sitka Community Hospital Budget. The motion PASSED by the following vote.

Yes: 5 - McConnell, Hunter, Swanson, Eisenbeisz, and Potzuski

Absent: 2 - Miyasato, and Guevin

B 16-099

Discussion/Direction/Decision of the FY2017 General Fund and as it relates to other Funds, the School District, and the Sitka Community Hospital

Chief Finance and Administrative Officer Jay Sweeney told of final steps taken to balance the FY2017 General Fund including assumption of Sales Tax revenue increase and reductions in wage, benefits, and force. Budget/Treasury Officer Janet Schwartz gave details of the reductions in the wage, benefits, and grant reimbursement. Sweeney answered questions with regards to furlough, told that marijuana licensing fees was not included, and of landslide financial information.

VI. EXECUTIVE SESSION

None.

VII. ADJOURNMENT

A motion was made by Hunter to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:58pm.

ATTEST:

Melissa Henshaw
Acting Municipal Clerk



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Tristan Guevin, and Bob Potrzuski*

*Municipal Administrator: Mark Gorman
Acting Municipal Attorney: Brian Hanson*

Tuesday, May 24, 2016

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 5 - McConnell, Swanson, Miyasato, Guevin, and Potrzuski

Absent: 2 - Hunter, and Eisenbeisz

IV. CORRESPONDENCE/AGENDA CHANGES

16-105 Reminders, Calendars and Correspondence

V. CEREMONIAL MATTERS

16-102 Service Award - Curt Ledford

Mayor McConnell thanked Mr. Ledford for the almost 15 years of service on the Library Commission.

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

None.

VII. PERSONS TO BE HEARD

Alexander Allison spoke to the pledge of allegiance, justice, concerns with the Police Department, and asked the Assembly to amend the police procedures.

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

Mayor - Attended the inaugural plaque exchange with Star Princess cruise ship, AML Board retreat in Anchorage. Board was asked by Bruce Botelho, who attended the meeting, to file an amicus brief to support Juneau in the case brought by Cruise Lines International Association Alaska against CBJ. The board is interested but the decision to file a brief will need to be approved during the August AML meeting. Our Assembly should discuss this issue before it's voted on by the AML board in August. The board created a line item in its budget to help its board of directors attend meetings. My trip in August had been cut out of our budget but with this financial help, I have decided to attend and follow through with my commitment to represent Southeast region communities. At the AML meeting, we went around the table and directors described the level reached by their governing bodies in regulating marijuana. Responses were varied, including one that has a 2-year moratorium. Juneau has a local \$250 marijuana license so they can pull it if need be and not be dependent on the ABC board.

Administrator - Acting Administrator Michael Harmon pointed out correspondence in the packet of a letter to Senator MacKinnon and the statewide harbor rates. He thanked Hunter and Potrzuski for attending the UV Facility ribbon cutting.

Attorney - Acting Municipal Attorney Brian Hanson thanked Legal Assistant Reuben Yerkes.

Liaisons - Potrzuski attended the School Board meeting, reported former students working at the School District, and recognized retiring teachers. Miyasato reported the Parks and Recreation Committee has a full commission, reminded that city playgrounds require leashed dogs, and of the topic of the Community Playground.

Clerk - Acting Municipal Clerk Melissa Henshaw encouraged the public to volunteer on a board or commission.

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 - McConnell, Swanson, Miyasato, Guevin, and Potrzuski

Absent: 2 - Hunter, and Eisenbeisz

A 16-101 Approve the minutes of the May 2, 3, 5, 10 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA.

B 16-104 Approve a liquor license transfer of ownership, transfer of location, and restaurant designation permit for Alejandro Vazquez dba Agave Restaurant

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- C 16-103** Reappoint Melissa Greenhalgh to a three-year term on the Port and Harbors Commission

Miyasato thanked the applicant for reapplying.

A motion was made by Miyasato to APPROVE this Item. The motion PASSED by the following vote.

Yes: 5 - McConnell, Swanson, Miyasato, Guevin, and Potrzuski

Absent: 2 - Hunter, and Eisenbeisz

XI. UNFINISHED BUSINESS:

- D ORD 16-16** Adjusting the FY16 Budget (*Airport baggage and TSA project*)

A motion was made by Swanson to APPROVE this Ordinance on SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 5 - McConnell, Swanson, Miyasato, Guevin, and Potrzuski

Absent: 2 - Hunter, and Eisenbeisz

XII. NEW BUSINESS:

- E ORD 16-15** Amending Title 15 of the Sitka General Code by adding a new Chapter 15.15 entitled "Community Assisted Utility Subsidization Effort" (first reading)

Clyde Bright testified in opposition to the ordinance.

Guevin explained the intent was to create a mechanism for relief for individuals and families basic needs with the rising cost of living, rising costs of utility rates, and due to uneven distribution of income in Sitka. Potrzuski echoed and stated that you could not have a community without service workers. Chief Finance and Administrative Officer Jay Sweeney answered funds could come from rate payers or from the General Fund. Guevin told of a possible trial year, thought to use the Southeast Economic Development Fund, and told of the requirements. Sweeney explained the historic revenue including more subsidization funding available in the winter. Swanson spoke in opposition to the ordinance. Mayor wondered if there was a way to use the funds as a matching grant of some type with another entity. Acting Municipal Administrator Michael Harmon suggested it not be required to contract out for flexibility.

A motion was made by Guevin that this Ordinance be PASSED ON FIRST READING AS AMENDED. The motion PASSED by the following vote.

Yes: 4 - McConnell, Miyasato, Guevin, and Potrzuski

No: 1 - Swanson

Absent: 2 - Hunter, and Eisenbeisz

Sweeney indicated that staff was not equipped to handle judgment calls on eligibility and spoke to the difficulty of personnel time. Clyde Bright wondered what the cost would be to administer it. Guevin stated the amendment would leave options open to contracting it out or not and stated that line 136 would also need to change.

A motion was made by Potrzuski that this Ordinance be AMENDED deleting lines 128 to 131. The motion PASSED by the following vote.

Yes: 5 - McConnell, Swanson, Miyasato, Guevin, and Potrzuski

Absent: 2 - Hunter, and Eisenbeisz

F ORD 16-19 Amending Sitka General Code Title 19 "Building and Construction" by amending Chapter 19.01 "Building Code" by adding a new Section 19.01.105 entitled, "The International Building Code Chapter 18 Amended" (*first reading*)

Miyasato questioned if this was a part of the community mapping. Acting Municipal Administrator Michael Harmon stated the city mapping would move forward as a separate element, that this was similar to flood mapping, and was not currently in code. Potrzuski clarified that this would be an expense to the applicant. Harmon told of cost to the developer and their due diligence. Swanson asked the cost of the applicant to have property reviewed. Harmon stated a range of \$5,000 to \$15,000 or more with a major development. Harmon told that risk mapping was in place for the Gary Paxton Industrial Park.

A motion was made by Miyasato that this Ordinance be PASSED ON FIRST READING. The motion PASSED by the following vote.

Yes: 5 - McConnell, Swanson, Miyasato, Guevin, and Potrzuski

Absent: 2 - Hunter, and Eisenbeisz

G ORD 16-17 Adjusting the FY16 Budget (*first reading - disaster declaration work/PERS funding*)

A motion was made by Swanson that this Ordinance be PASSED ON FIRST READING. The motion PASSED by the following vote.

Yes: 5 - McConnell, Swanson, Miyasato, Guevin, and Potrzuski

Absent: 2 - Hunter, and Eisenbeisz

H ORD 16-18 Adjusting the FY16 Budget (*second reading - Sitka Seaplane Base repairs*)

Kevin Knox, Chair of Port and Harbors Commission told of support from the Commission, SouthEast Alaska Aviation Association, and the public. He spoke of replacing the base as it was and brought up the Southeast Economic Development fund since he felt this was an economic driver of the community. Dave Gordon, a seaplane owner was in support of replacing the current structure. Mayor McConnell and Acting Municipal Administrator Michael Harmon told of this community need.

A motion was made by Swanson that this Ordinance be PASSED ON FIRST READING. The motion PASSED by the following vote.

Yes: 5 - McConnell, Swanson, Miyasato, Guevin, and Potrzuski

Absent: 2 - Hunter, and Eisenbeisz

XIII. PERSONS TO BE HEARD:

Clyde Bright encouraged the Assembly to release public land for affordable housing.

XIV. EXECUTIVE SESSION

I 16-091 Legal matter - Baranof Island Brewing Company loans

A motion was made by Potrzuski to go into Executive Session with the Acting Municipal Attorney to discuss a legal matter affecting the municipality and the Baranof Island Brewing Company loans and invite in Chief Finance and Administrative Officer, Jay Sweeney.

Yes: 5 - McConnell, Swanson, Miyasato, Guevin, and Potrzuski

Absent: 2 - Hunter, and Eisenbeisz

The Assembly met in executive session for 45 minutes regarding two Southeast Alaska Economic Development loans to Baranof Island Brewing Company. Chief Finance and Administrative Officer Jay Sweeney briefed the Assembly on the status of the two loans.

A motion was made by Miyasato to RECONVENE as the Assembly in regular session. The motion passed by an unanimous voice vote.

XV. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:46pm.

ATTEST: _____

**Melissa Henshaw
Acting Municipal Clerk**



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City and Borough Assembly

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Aaron Swanson, Steven Eisenbeisz
Tristan Guevin, and Bob Potrzuski

Municipal Administrator: Mark Gorman
Acting Municipal Attorney: Brian Hanson

Tuesday, May 31, 2016

6:00 PM

Assembly Chambers

Meeting to be held at the Sealing Cove Business Center 601 Alice Loop

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 4 - McConnell, Swanson, Miyasato, and Guevin

Absent: 3 - Hunter, Eisenbeisz, and Potrzuski

IV. CORRESPONDENCE/AGENDA CHANGES

None.

V. PERSONS TO BE HEARD

None.

VI. UNFINISHED BUSINESS:

A ORD 16-18 Adjusting the FY16 Budget (second reading - Sitka Seaplane Base repairs)

Administrator Mark Gorman pointed out in the accompanying document to the Ordinance, that it was suggested the Assembly consider providing a grant to the Harbor Enterprise Fund from the Southeast Alaska Economic Development Fund to pay for the float plane dock repairs. Assembly members agreed with this approach. Gorman stated staff would prepare an ordinance for a future meeting to appropriate money from the Southeast Alaska Economic Development Fund for transfer to the Harbor Fund.

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

Yes: 4 - McConnell, Swanson, Miyasato, and Guevin

Absent: 3 - Hunter, Eisenbeisz, and Potrzuski

VII. NEW BUSINESS:

B ORD 16-20 Adopting budgets for Fiscal Year July 1, 2016 through June 30, 2017 (first reading)

Assembly members spoke favorably of the FY2017 budget process and thanked staff for their work. Gorman stated that while the FY2017 budget had been unusually challenging, ultimately a balanced budget had been presented.

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

Yes: 4 - McConnell, Swanson, Miyasato, and Guevin

Absent: 3 - Hunter, Eisenbeisz, and Potrzuski

VIII. PERSONS TO BE HEARD:

None.

IX. EXECUTIVE SESSION

None.

X. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:07pm.

ATTEST:

Sara Peterson, CMC
Municipal Clerk