



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, October 25, 2016

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[16-192](#) Reminders, Calendars and General Correspondence

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

[Alaska Marine Highway Comment Letter.pdf](#)

[Service Award Knox.pdf](#)

V. CEREMONIAL MATTERS

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

[16-186](#) Comprehensive Plan Update - Planning and Community Development Director, Maegan Bosak

Attachments: [Special Report - Comprehensive Plan.pdf](#)

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** [16-187](#) Approve the minutes of the October 11, 2016 Assembly Meeting

Attachments: [Consent and Minutes.pdf](#)

- B** [RES 16-21](#) Supporting the renaming of the Forest and Muskeg Trail to the "Ben Grussendorf Trail"

Attachments: [Res 2016-21.pdf](#)

- C** [RES 16-22](#) Supporting a Sitka Veterans Memorial

Attachments: [Res 2016-22.pdf](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- D** [16-188](#) Reappoint Josh Arnold to a three-year term on the Port and Harbors Commission and Deb Miller to a three-year term on the Tree and Landscape Committee

Attachments: [Motion Reappointments.pdf](#)

[Arnold.pdf](#)

[Miller.pdf](#)

XI. UNFINISHED BUSINESS:

- E** [ORD 16-37A](#) Adjusting the FY17 Budget (Public Infrastructure Sinking Fund - landslide legal expenses)

Attachments: [Ord 2016-37A.pdf](#)

XII. NEW BUSINESS:

- F** [16-189](#) Authorize the Electric Department to dispose of the 10 year old Medvejie Transformer by competitive bid

Attachments: [Disposal of Medvejie Transformer.pdf](#)

- G** [ORD 16-41](#) Adjusting the FY17 Budget (Medvejie Hatchery Transformer Replacement Project - first reading)
Attachments: [Motion Ord 2016-41.pdf](#)
[Memo and Ord 2016-41.pdf](#)
- H** [16-190](#) Transfer \$440,862 from the FY16 General Fund balance to the Public Infrastructure Sinking Fund
Attachments: [Public Infrastructure Sinking Fund.pdf](#)
- I** [16-191](#) Assignment of an Assembly Liaison to the Tree and Landscape Committee
Attachments: [Assembly Liaisons.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

*Sara Peterson, CMC
Municipal Clerk
Publish: October 21*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-192 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 10/21/2016 **In control:** City and Borough Assembly
On agenda: 10/25/2016 **Final action:**
Title: Reminders, Calendars and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars.pdf](#)
[Alaska Marine Highway Comment Letter.pdf](#)
[Service Award Knox.pdf](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, October 25	Regular Meeting	6:00 PM
Tuesday, November 1	New Assembly Member Orientation <i>3rd Floor Conference Room of City Hall</i>	8:30 – 4:00
Tuesday, November 8	Regular Meeting	6:00 PM



Assembly Calendar

2015 [Jan](#) [Feb](#) [Mar](#) [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#) 2017

October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Sep	26	27	28	29	30	1 Oct
Potrzuski	Potrzuski McConnell	Potrzuski McConnell 5:00pm Worksession: Electric Rates 6:00pm Regular Assembly Mtg	Potrzuski McConnell	Potrzuski McConnell	Potrzuski McConnell	Potrzuski
2	3	4	5	6	7	8
Potrzuski	Potrzuski	Potrzuski MUNICIPAL ELECTION 7:00pm Planning	Potrzuski 7:00pm Library Board	Potrzuski Hunter 1:30pm - 3:30pm SEDA Board Meeting	Hunter	
9	10	11	12	13	14	15
		6:00pm Regular Assembly Mtg	12:00pm Health Needs & Human Services Commission 6:00pm Port & Harbors 6:00pm Historic Preservation	12:00pm LEPC 12:00pm Parks & Rec		
16	17	18	19	20	21	22
		ALASKA DAY	6:00pm Police and Fire Commission 7:00pm Planning	Knox	Knox	Knox
23	24	25	26	27	28	29
Knox	Knox	Knox 12:00pm Tree/Landscape 6:00pm Regular Assembly Mtg	Knox	Knox 6:00pm Hospital Board Meeting	Knox	
30	31	1 Nov	2	3	4	5
		8:30am - 4:00pm New Assembly Member Orientation - City Hall Conference Room 7:00pm Planning	7:00pm Library Board	1:30pm - 3:30pm SEDA Board Meeting		

Assembly Calendar

[2015](#) [Jan](#) [Feb](#) [Mar](#) [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#) [2017](#)

November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 <u>Oct</u>	31	1 <u>Nov</u>	2	3	4	5
		8:30am - 4:00pm New Assembly Member Orientation - City Hall Conference Room 7:00pm Planning	7:00pm Library Board	1:30pm - 3:30pm SEDA Board Meeting		
6	7	8	9	10	11	12
		GENERAL ELECTION 6:00pm <u>Regular Assembly Mtg</u>	12:00pm Health Needs & Human Services Commission 6:00pm Port & Harbors 6:00pm Historic Preservation	12:00pm LEPC 12:00pm <u>Parks & Rec</u>	VETERANS DAY	
13	14	15	16	17	18	19
Knox	Knox Potruski	Knox Potruski 12:00pm Tree/Landscape 7:00pm <u>Planning</u>	Potruski	Potruski		10:30am Assembly Visioning Session
20	21	22	23	24	25	26
	6:00pm Special Meeting: ECG Management Consultants - SCH/SEARHC collaboration options	6:00pm <u>Regular Assembly Mtg</u>	Hunter 6:00pm Police and Fire Commission - Fire Hall	Hunter 6:00pm Hospital Board Meeting THANKSGIVING	Hunter	Hunter
27	28	29	30	1 <u>Dec</u>	2	3
Hunter	Hunter			1:30pm - 3:30pm SEDA Board Meeting		



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

October 19, 2016

Captain John Falvey, Jr., General Manager
Alaska Marine Highway System
7559 North Tongass Highway
Ketchikan, AK 99901-9101

RE: AMHS Proposed Summer 2017 Schedule

Dear Captain Falvey,

The proposed Summer 2017 Alaska Marine Highway schedule provides only one (1) north and one (1) south bound stop to Sitka in May, with the addition of only one (1) Fairweather Fast Ferry stop per week throughout the rest of the summer.

As proposed, AMHS's inadequate service will be highly impactful resulting in significant economic hardship to our community. Elderly, U.S. Coast Guard, Tribal Citizens, people seeking health care, independent travelers and many others will suffer due to this unacceptable level of ferry service. With the newly renovated Harrigan Centennial Hall, we are dependent on ferry service to attract new conventions, meetings and visitors to Sitka.

Sitka has enjoyed service provided by the Fairweather Fast Ferry in previous years and would prefer to see two stops per week. In addition, a stop that connects Sitka to Angoon is necessary.

Throughout the years, through repeated letters and resolutions, Sitka has requested equitable service with the rest of the region – a baseline service level of at least two (2) north and two (2) south vessels per week. In this time of budget shortfall, we look forward to working with AMHS and other Southeast communities to create a schedule that provides a parity of service. It is critical that this request and need be recognized and addressed by the State.

Thank you for your consideration and response.

Sincerely,

Mark Gorman
Municipal Administrator

Cc: Senator Bert Stedman
Representative Jonathan Kreiss-Tomkins
CBS Assembly

Service Award

On behalf of the City and Borough of Sitka is hereby awarded to

Kevin Knox

*this expression of grateful acknowledgment for your almost 3 years of
valued service rendered in the public interest while serving on the
Port and Harbors Commission. Thank you!*

Signed and sealed this 25th day of October, 2016



Matt Hunter

Mayor, Matt Hunter

Sara Peterson

ATTEST: Municipal Clerk, Sara Peterson



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-186 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/19/2016 In control: City and Borough Assembly

On agenda: 10/25/2016 Final action:

Title: Comprehensive Plan Update - Planning and Community Development Director, Maegan Bosak

Sponsors:

Indexes:

Code sections:

Attachments: [Special Report - Comprehensive Plan.pdf](#)

Date	Ver.	Action By	Action	Result
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Special Report - Maegan Bosak
Planning and Community Development Director



Sitka
COMPREHENSIVE PLAN



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-187 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/19/2016 In control: City and Borough Assembly
On agenda: 10/25/2016 Final action:
Title: Approve the minutes of the October 11, 2016 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
October 11th Assembly meeting.



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
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
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, October 11, 2016

6:00 PM

Assembly Chambers

REGULAR MEETING

- I. CALL TO ORDER
- II. FLAG SALUTE
- III. ROLL CALL

Mayor McConnell and Assembly member Miyasato presided through Unfinished Business. Assembly members Knox and Bean were sworn in at the beginning of New Business and presided through the remainder of the meeting. Outgoing Assembly member Swanson presided through Unfinished Business and then was appointed by the Assembly, and sworn in, to fill Mayor Hunter's vacated Assembly seat through October 10, 2017.

Present: 9 - McConnell, Swanson, Miyasato, Eisenbeisz, Guevin, Potrzuski, Hunter, Knox, and Bean

- IV. CORRESPONDENCE/AGENDA CHANGES

16-184 Reminders, Calendars and General Correspondence

No agenda changes.

- V. CEREMONIAL MATTERS

16-175 1) Service Award - Tamie Parker Song 2) Sitka High School Symphonic Band

Mayor McConnell presented Tamie Parker Song with a Service Award for her volunteer time on the Planning Commission. Mayor McConnell and Deputy Mayor Hunter presented certificates to the Sitka High School Symphonic Band congratulating them on their acceptance to perform at the Biennial National Association for Music Education Conference.

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

Richard Nelson thanked the Assembly for their service.

VIII. REPORTS

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

Mayor - McConnell provided a summary of a transboundary conference call she participated in and a housing focus group she had attended.

Administrator - Gorman invited the public to the unveiling of the Gary Paxton Industrial Park sign on October 12. Gorman reported FEMA was funding a comprehensive hazard risk analysis of Sitka. By April 2017, it was anticipated a map would be produced showing where historically landslides had hit the Sitka area with a full report to be completed by September 2018. Further, Gorman noted staff was working with Alaska Department of Transportation to obtain a permit to install a pedestrian beacon at the intersection of Halibut Point Road and Peterson Street. In closing, Gorman shared the City had received a purchase offer from Haines to buy the old fire truck.

IX. CONSENT AGENDA

A motion was made by Swanson that the Consent Agenda consisting of items A, B & C be APPROVED. The motion PASSED by a unanimous voice vote.

A 16-174 Approve the minutes of the September 19 and 27 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA.

B RES 16-19 Authorizing the application for a grant to the Land and Water Conservation Fund for Crescent Harbor Playground Renovation

This item was APPROVED ON THE CONSENT AGENDA.

C RES 16-20 Supporting the Sitka Trail Works, Inc. grant application to the State of Alaska Recreational Trails Program for Phase II storm damage repairs to the Mosquito Cove Trail

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- D 16-176** Appoint Aubrey Vaughan to three year terms on the Police and Fire Commission and Local Emergency Planning Committee
- A motion was made by Miyasato that this Item be APPROVED. The motion PASSED by the following vote.**
- Yes:** 7 - McConnell, Swanson, Miyasato, Eisenbeisz, Guevin, Potrzuski, and Hunter
- Non-voting:** 2 - Knox, and Bean

XI. UNFINISHED BUSINESS:

- E ORD 16-37A** Adjusting the FY17 Budget (Public Infrastructure Sinking Fund - first reading as previously amended)
- Administrator Gorman explained that given the recent development of FEMA providing funding for a comprehensive hazard mapping for Sitka he recommended that the City not enter into a contract with Shannon and Wilson for a geotechnical report. Gorman noted a budget adjustment could come forward in the future to adjust the appropriated amount for legal representation (\$150,000).
- A motion was made by Swanson that this Ordinance be APPROVED on FIRST READING AS PREVIOUSLY AMENDED. The motion PASSED by the following vote.**
- Yes:** 6 - McConnell, Swanson, Miyasato, Guevin, Potrzuski, and Hunter
- No:** 1 - Eisenbeisz
- Non-voting:** 2 - Knox, and Bean
- F ORD 16-33** Adjusting the FY17 Budget
- Chief Finance and Administrative Officer, Jay Sweeney, stated the Ordinance included a series of capital project appropriations (10 year plan) for the Electric Department. Sweeney reminded that capital project appropriations did not expire and remained in place until the project was complete or the project no longer existed. Potrzuski, Guevin, and McConnell expressed appreciation to the Electric Department for their work in completing a 10 year capital project plan. Eisenbeisz wished to see the Blue Lake Dam overlook project/campground be given a higher priority to give rate payers access to the area. Utility Director, Brian Bertacchi, stated the Blue Lake Road repair project had been awarded. He noted this was a key step in regaining public access to the dam overlook and campground. Bertacchi hoped the area would be open to the public by late summer 2017.
- A motion was made by Miyasato that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.**
- Yes:** 7 - McConnell, Swanson, Miyasato, Eisenbeisz, Guevin, Potrzuski, and Hunter
- Non-voting:** 2 - Knox, and Bean

G ORD 16-38 Amending Sitka General Code Chapter 15.01 "Electric Utility Policies", at Section 15.01.020 "Electrical Rates", by increasing electrical rates, adding provisions to interruptible rates, and removing Section 15.01.015 "Construction Guidelines", Section 15.01.085 "Carrier Current" and Section 15.01.090 "Rebate Program for Electric Heat Pump Heating Systems"

Aaron Bean, speaking as a member of the public, noted Section 15.01.040 Service connections had not been properly noticed in the purpose section and title of the ordinance. Municipal Attorney, Brian Hanson, stated Bean was correct in that a specific section wasn't included in the ordinance title but that didn't invalidate the publication of the ordinance. Hanson noted the ordinance title was a brief summary, that the ordinance in its entirety was made available to the public, and in his opinion all requirements of the Charter were materially complied with.

Matt Donohoe spoke to the rate increases and wondered if there would be more in the future.

Administrator Gorman noted the average increase was just below 7%.

Guevin, McConnell, and Hunter were sympathetic to the rate increases, however, stated the increases since the early 80's had not been self sustaining, and in order to be so, this rate increase, and additional increases, would be needed.

Eisenbeisz stated he had been approached by one of the newly elected Assembly members who had expressed a desire to share some ideas with regards to the ordinance. Eisenbeisz thought it was important to give the new Assembly members an opportunity to weigh in on the discussions and bring new ideas to the table. Potruski wondered what the impacts would be of waiting an additional two weeks to approve the ordinance. Utility Director, Brian Bertacchi, reminded the Assembly that delays would result in further revenue reductions for the electric fund, hence having an affect on meeting the bond rate covenants. McConnell and Hunter understood the desire of new members to weigh in, however, noted the current Assembly was up to speed on the issues and restated that waiting would result in further revenue reductions.

A motion was made by Eisenbeisz to POSTPONE SECOND READING until the October 25, 2016 Assembly meeting. The motion FAILED by the following vote.

Yes: 2 - Miyasato, and Eisenbeisz

No: 5 - McConnell, Swanson, Guevin, Potruski, and Hunter

Non-voting: 2 - Knox, and Bean

Based on prior conversations with the Utility Director and Finance Director, Eisenbeisz suggested the proposed charge of \$500 for emergency electrical services may be too high. Utility Director, Brian Bertacchi, noted depending on the time of the day the request comes in, the charge could in reality, due to staff time and equipment involved, be more or less than \$500 and noted it was a reasonable amount. He apologized to Eisenbeisz noting at the time of the conversations he had not taken into account the equipment charges.

A motion was made by Eisenbeisz to AMEND the proposed charge on line 515 from five hundred dollars to three hundred fifty dollars. The motion to AMEND FAILED by the following vote.

Yes: 2 - Miyasato, and Eisenbeisz

No: 5 - McConnell, Swanson, Guevin, Potrzuski, and Hunter

Non-voting: 2 - Knox, and Bean

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

Yes: 6 - McConnell, Swanson, Miyasato, Guevin, Potrzuski, and Hunter

No: 1 - Eisenbeisz

Non-voting: 2 - Knox, and Bean

H ORD 16-39 Amending Sitka General Code Title 4 "Revenue and Finance" by adding a new Chapter 4.25 "Student Activities Dedicated Travel Fund"

Speaking as a member of the public, Aaron Bean, spoke against the ordinance. He stated that in applying for his marijuana business licenses, he had to explain how he was going to keep marijuana out of kids hands. He felt this ordinance in a sense could encourage kids to use marijuana.

Hunter felt it was appropriate to put the money from marijuana license fees toward school activities. In order to participate in school activities students were required to be drug free. In addition, Hunter stated extracurricular activities helped in some instances keep kids in school.

Mayor McConnell spoke in support of the ordinance, equating it to the tobacco tax going to Sitka Community Hospital.

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

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

Non-voting: 2 - Knox, and Bean

I ORD 16-40 Authorizing assignment of sublease of space by Ostrov Enterprises dba North Star Rent A Car to Alaska Rent A Car, Inc dba Avis Rent A Car at the Sitka Rocky Gutierrez Airport Terminal Building

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

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

Non-voting: 2 - Knox, and Bean

J 16-177 Approve the Municipal Clerk's Certification of Election

Miyasato congratulated the newly elected. Hunter and McConnell noted it took a lot of courage and commitment to be an elected official and applauded all of the candidates who ran in the Municipal Election.

A motion was made by Swanson that this item be APPROVED. The motion PASSED by the following vote.

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

Non-voting: 2 - Knox, and Bean

K 16-178 Recognize outgoing Assembly members - followed by a short recess

Incoming Mayor Matthew Hunter recognized outgoing Mayor Mim McConnell and Assembly members Ben Miyasato and Aaron Swanson.

XII. NEW BUSINESS:

L 16-179 Swearing in of the newly elected officials

Matthew Hunter was sworn in as Mayor for a two-year term on the Assembly. Kevin Knox and Aaron Bean were sworn in as Assembly members for three-year terms on the Assembly.

M 16-181 Discussion/Direction on filling vacant Assembly seat and potential appointment

Assembly members discussed their options for filling Mr. Hunter's vacated Assembly seat until the results of the next Municipal Election were certified on October 10, 2017. Some members were in favor of having Swanson, the third highest vote getter, fill the seat while others favored soliciting letters of interest or nominating other individuals such as Swanson and Allison who had stepped forward to run in the election. Bean nominated Alexander Allison to fill the vacancy. Potrzuski nominated Swanson to fill the seat. The Assembly voted 4-2 to have Swanson fill the seat. Mr. Swanson was sworn in as an Assembly member for a one-year term.

N 16-182 Discussion/Direction of possible revenue sources for the electric fund subsidy

Administrator Gorman and the Assembly reviewed and discussed the list of potential funding sources to subsidize the electric fund:

Permanent Fund
General Fund Liquidity: decrease from 90 to 60 days
FY16 Fund Balance
Southeast Economic Development Fund
Bulk Water Fund
Tobacco Excise Fund
LID Revolving Fund
Guarantee Fund
Gary Paxton Industrial Park
Marine Services Center

Administrator Gorman and the Assembly reviewed and discussed a list of potential revenue sources:

Maintain year round 6% sales tax
Excise tax on bulk fuel
Vehicle registration fee

Increase sales tax cap to 10K
Eliminate senior sales tax exemption
Eliminate non profit sales tax exemption

Mayor Hunter stated he wanted the Assembly to hold a visioning session in the near future to develop solutions for the budget shortfall. The Assembly agreed to meet November 19.

O 16-183 Discussion/Direction of the FY18 budget process

Administrator Gorman reviewed the budget process and noted the schedule had been changed to begin at approximately the same time as the School District. He shared that the FY18 budget would begin with a 3.5 million dollar deficit and noted the deficit could increase if the State Legislature reduced revenue sharing, school support, PERS/TERS contributions, and the Federal government made reductions to PILT and Secure Rural Schools support. Assembly members agreed it was important to include these critical issues for discussion at the November 19 visioning session.

P 16-180 Assignments: Deputy Mayor, Vice-Deputy Mayor and Assembly Liaisons

Bob Potrzuski was nominated and appointed as Deputy Mayor. Steven Eisenbeisz was nominated and appointed as Vice Deputy Mayor.

The following liaison appointments were made:

Gary Paxton Industrial Park Board - Eisenbeisz
Health Needs and Human Services Commission - Guevin
Historic Preservation Commission - Swanson
Sitka Community Hospital Board - Eisenbeisz/Knox
Investment Committee - Guevin/Hunter
Library Commission - Hunter
Local Emergency Planning Committee - Potrzuski
Parks & Recreation Committee - Knox
Planning & Zoning Commission - Knox/Bean
Police & Fire Commission - Swanson
Port & Harbors Commission - Hunter/Potrzuski
Tree & Landscape Committee - vacant
SEDA - Eisenbeisz
Sitka Tribe of Alaska - Bean/Potrzuski
School Board - Potrzuski

XIII. PERSONS TO BE HEARD:

Matt Donohoe thanked the Assembly for their service. He inquired on how much debt the City had, the repayment plans, and what funding would be used.

Shirley Robards spoke in opposition to removing the senior sales tax exemption.

XIV. EXECUTIVE SESSION

None.

XV. ADJOURNMENT

A motion was made by Swanson to ADJOURN. Hearing no objections the meeting ADJOURNED at 9:20pm.

ATTEST: _____

Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 16-21 Version: 1 Name:
Type: Resolution Status: AGENDA READY
File created: 10/19/2016 In control: City and Borough Assembly
On agenda: 10/25/2016 Final action:
Title: Supporting the renaming of the Forest and Muskeg Trail to the "Ben Grussendorf Trail"
Sponsors:
Indexes:
Code sections:
Attachments: [Res 2016-21.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 2016-21 on first and final reading.

CITY AND BOROUGH OF SITKA
RESOLUTION NO. 2016-21

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA, ALASKA
SUPPORTING THE RENAMING OF THE FOREST AND MUSKEG TRAIL TO
THE "BEN GRUSSENDORF TRAIL"

WHEREAS, Ben Grussendorf Jr. led the development of the City and Borough of Sitka, serving as Chair of the Charter Commission in 1970, on the Assembly from 1970 to 1979, and serving two terms as Mayor from 1975-1979; and

WHEREAS, during that tenure the citizens of Sitka noted his leadership skills, his ability to listen to opinions, and his honesty. Grussendorf worked diligently and tirelessly on behalf of Sitkans; and

WHEREAS, in 1980, Ben Grussendorf was elected to the Alaska House of Representatives, where he served 20 years, including six years as House Speaker. He served on the Alaska Municipal League's Legislative Committee and two terms as President of the Alaska Conference of Mayors; and

WHEREAS, Grussendorf developed a statewide reputation for his respect and knowledge of the wilderness and its habitat and was appointed to the Alaska State Board of Game, where he proudly served for 10 years. Grussendorf enjoyed hiking, fishing, hunting and looked forward to time spent outdoors; and

WHEREAS, Ben's leadership and knowledge were held in high regard and sought after frequently, and he served as a mentor to many. It is fitting that the City and Borough of Sitka commemorate the name of a man who dedicated many years of service to his community and State of Alaska.

NOW, THEREFORE, BE IT RESOLVED that the Assembly of the City and Borough of Sitka, Alaska by this resolution is in support of renaming the Forest and Muskeg Trail to the "Ben Grussendorf Trail" in honor of his service to Sitka and that it be formally known only by that name or the shorter referenced version of "Grussendorf Trail".

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska, on this 25th day of October, 2016.

Matt Hunter, Mayor

ATTEST:

Sara Peterson, CMC
Municipal Clerk

Parks and Recreation Committee

Thursday, September 15, 2016 12:00PM
Harrigan Centennial Hall
330 Harbor Drive

Members: Chair – Jeff Mossige, V.Chair - Clara Whitehead, Chris Whitehead,
Lorraine Lil, Barbara Morse, Allison Massey
Assembly Liaison: Benjamin Miyasato
Ex Officio: Lynne Brandon,

I. CALL TO ORDER

Chair Mossige called the meeting to order at approximately 12:05PM.

II. ROLL CALL

Present: Chair Jeff Mossige, Lorraine Lil, Barbara Morse, Allison Massey

Absent: Clara Whitehead, Chris Whitehead

Assembly Liaison:

Staff: Assistant Contract Coordinator/Office Manager Wanda Bush, Senior Engineer Stephen Weatherman

Other(s): Mike Trainor with National Parks

III. APPROVAL OF MINUTES

M – Lil moved to approve the August 11, 2016 minutes

IV. REPORTS

Chair –

Members -

Staff – Morse asked if it possible to have an Ex-Officio from the Forest Service attend – Ann Marie is the contact.

Assembly Liaison – Miyasato reported that this possibly to be his last attendance.

Other(s) – Trainor stated that the contract for Castle Hill is until October 31, 2016. They will continue to pick up the garbage.

V. PERSONS TO BE HEARD/CORRESPONDENCE

None


VI. UNFINISHED BUSINESS

A. Update on Community Playgrounds/Crescent Harbor Playground – Nothing to report, Lynne absent.

B. Pet Etiquette (Recommend to the Assembly dogs per person ratio when walking) – Lil stated that it is not enforcable and believed better signage is the best answer. Ask Michael Colliver if some of the signs he said there were, have been posted yet.

VII. NEW BUSINESS

A. Nelson Logging Road Project Briefing – Stephen Weatherman, Senior Engineer and Project Manager, presented maps and discussed that 65% of the plans were complete and he would return at a later date to discuss the progression of the project.

 **B. Muskeg Trail Proposed Name Change** – Marge Ward spoke of Ben Grussendorf. She would like the support of the Park and Recreation committee to honor Ben and support the renaming of the Muskeg Trail to The Ben Grussendorf Trail. The trail is State land and the parking lot belongs to CBS. Miyasato stated that he would let the Assembly know that this committee supported this and has carried a motion.

M – Lil/S – Massey moved to Recommend to the Assembly, their support to the family to honor Ben Grussendorf and change Muskeg Trail to “The Ben Grussendorf Trail”. Motion carried unanimously.

C. Goals Matrix/Deferred Maintenance – Not Available yet. This will take some time to prepare.

D. Reason For Playground Closures – Nothing to report, Michael absent.

VIII. PERSONS TO BE HEARD

Phyllis Hackett stated that she is here also to support the Muskeg Trail name change to The Ben Grussendorf Trail. She spoke of Ben’s many accomplishments and respect from this community for him.

IX. ADJOURNMENT

A. Agenda items for the next regular meeting of October 13, 2016

Agenda items for the next meeting would include Community Playgrounds/Crescent Harbor Playground Update, Pet Etiquette, Goals Matrix and Reason for Playground Closures. These meetings are open to the public.

M – Massey. Seeing no objection, Chair Mossige adjourned the meeting at approximately 12:51 PM.

Attest:
Wanda Bush, Asst. Contract Coordinator/Office Manager



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 16-22 Version: 1 Name:
Type: Resolution Status: AGENDA READY
File created: 10/19/2016 In control: City and Borough Assembly
On agenda: 10/25/2016 Final action:
Title: Supporting a Sitka Veterans Memorial
Sponsors:
Indexes:
Code sections:
Attachments: [Res 2016-22.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 2016-22 on first and final reading.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

To: Mayor Hunter and Members of the Assembly

From: Maegan Bosak, Planning and Community Development Director *MB*
Samantha Pierson, Planner I

Subject: Resolution in support of a Veteran Memorial

Date: October 19, 2016

The Sitka Veterans Association has approached the municipality with a request to construct a veteran memorial. The memorial's construction will be funded by the Sitka Veterans Association. The proposed concept memorial will be located immediately seaward of Harrigan Centennial Hall. The purpose of the resolution is to provide support for the Sitka Veterans Association as they pursue funding opportunities for the memorial project.

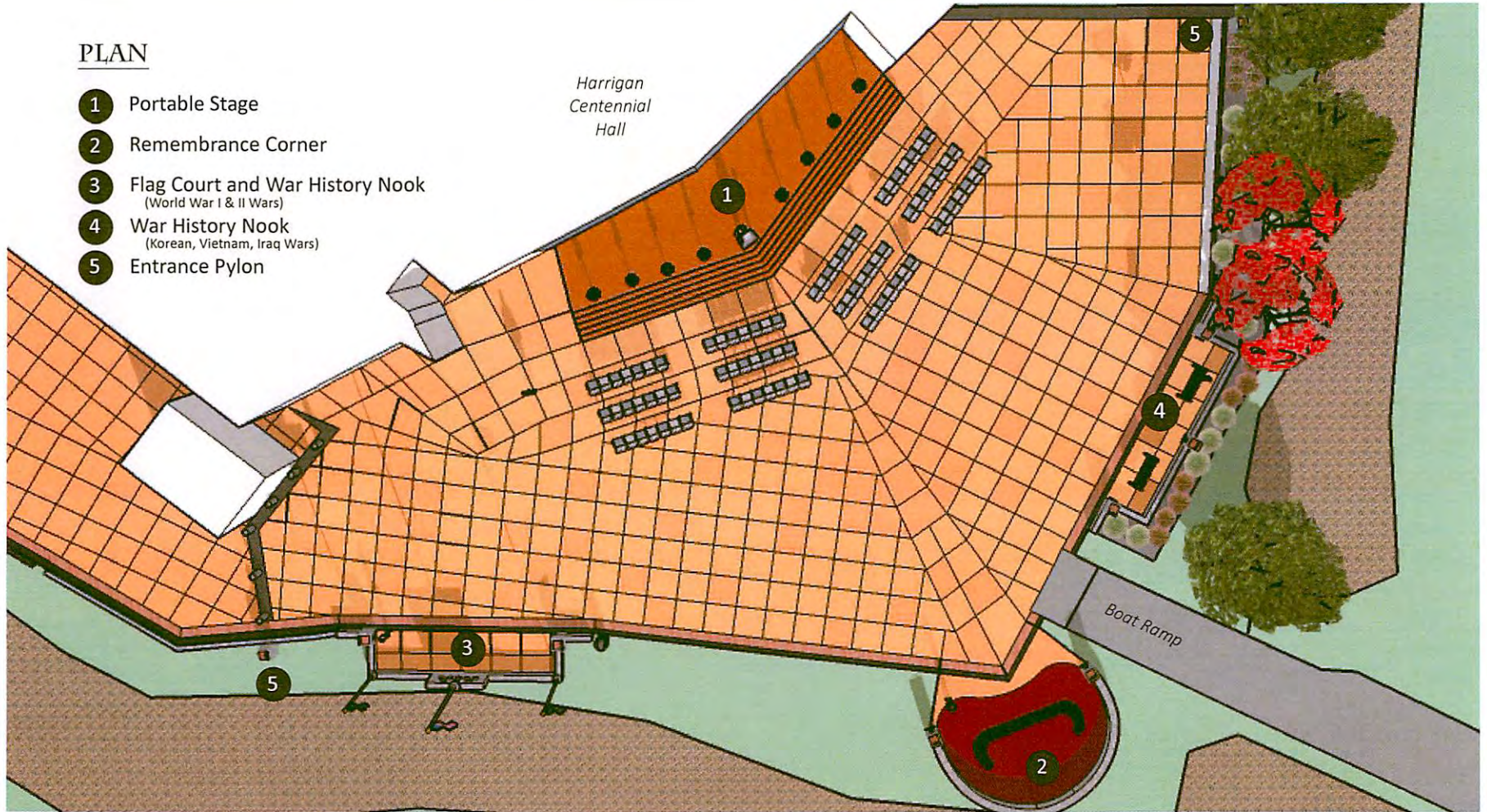
Representatives of the Sitka Veterans Association have met several times with Planning, Harbors, Public Works, and Harrigan Centennial Hall staff to discuss their proposal. On April 14, 2016, the Parks and Recreation Committee unanimously passed a motion to "hear more discussion about the veteran's memorial park development as a concept as it has been presented." On October 12, 2016, the Port and Harbors Commission voted unanimously to support a veteran memorial.

There are many details of the proposed concept plan that will continue to develop as the project comes closer to fruition. Staff is committed to helping the Association develop the memorial.

RECOMMENDED ACTION: Pass the resolution granting support of a veteran memorial.

PLAN

- 1 Portable Stage
- 2 Remembrance Corner
- 3 Flag Court and War History Nook
(World War I & II Wars)
- 4 War History Nook
(Korean, Vietnam, Iraq Wars)
- 5 Entrance Pylon



SHEET

1

DATE: 09-14-16

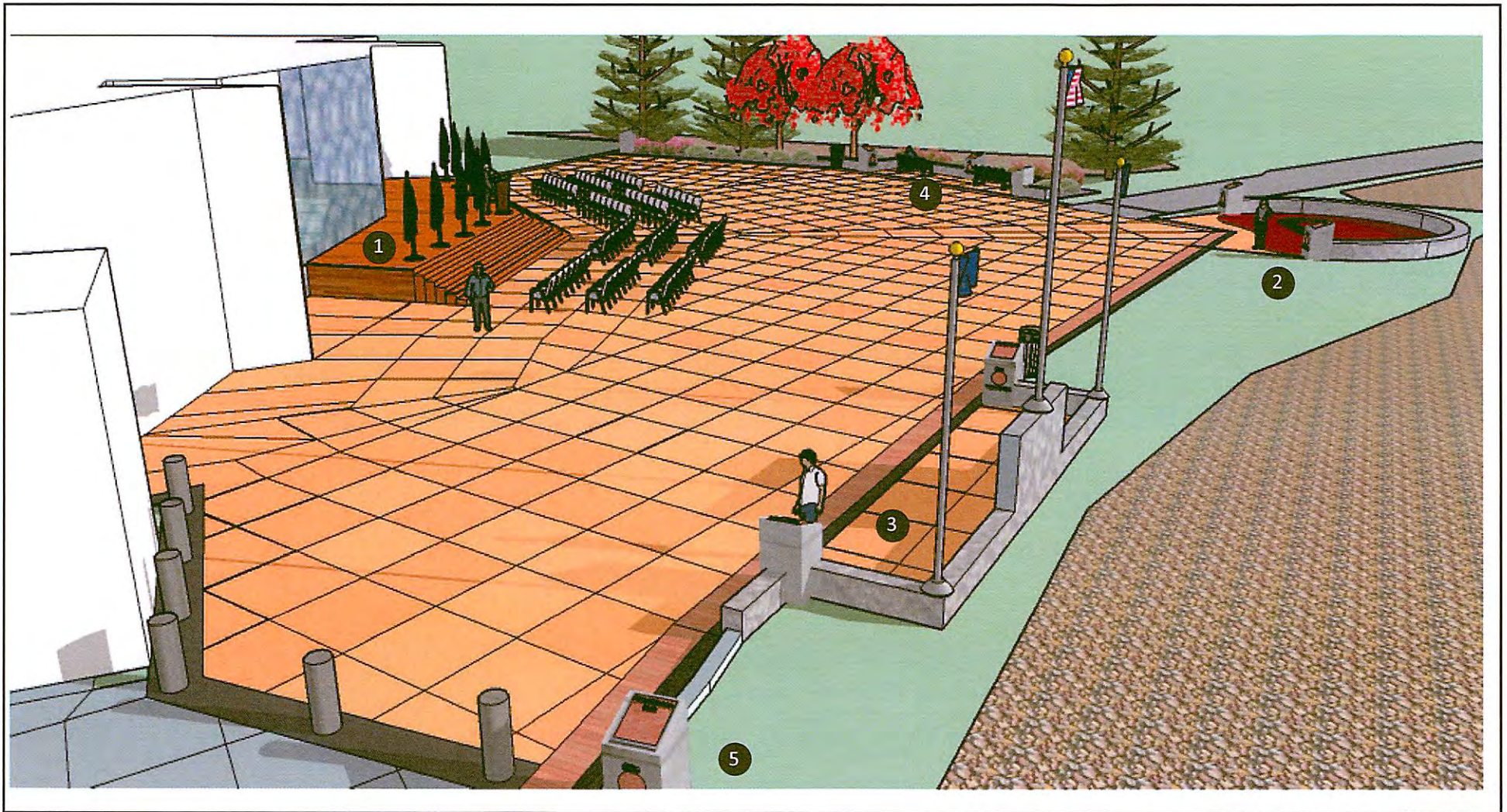
SCALE: Not to Scale

CONCEPT PLAN
PLAN VIEW

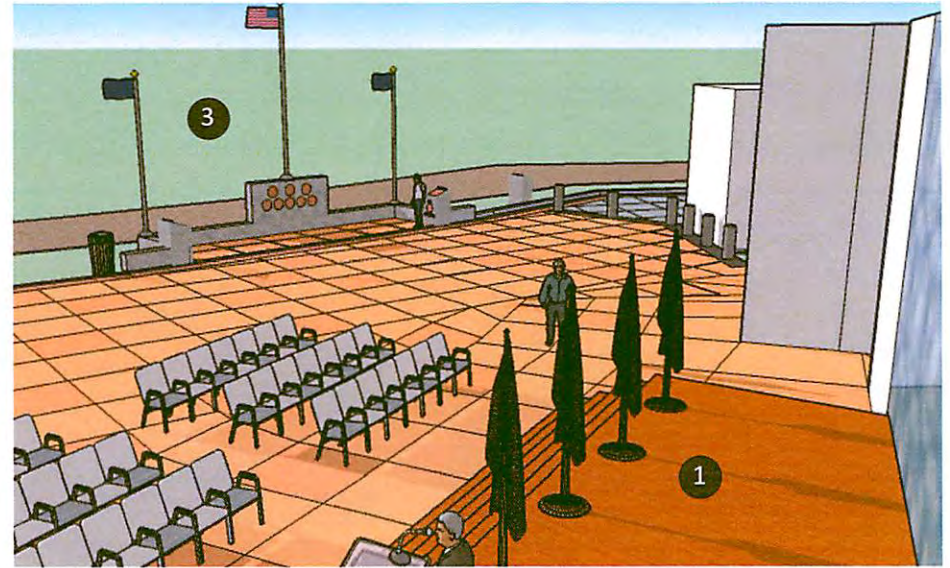
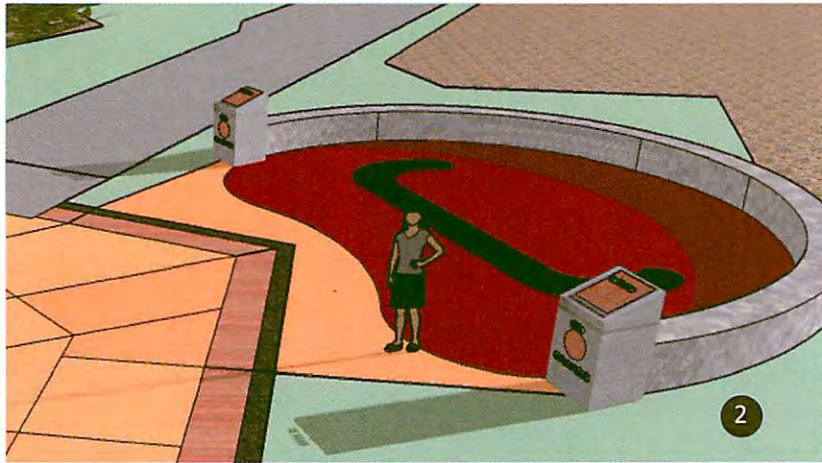
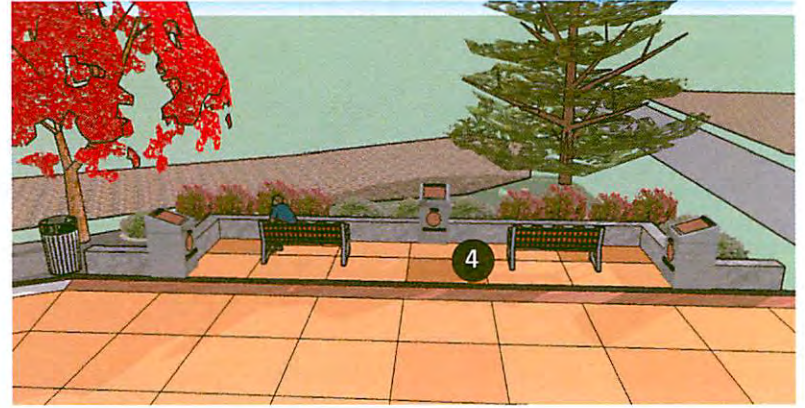
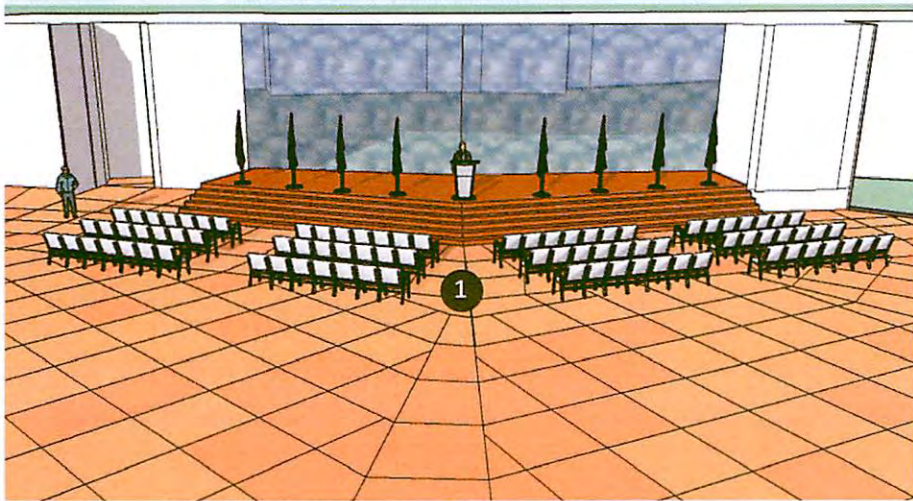
Sitka Veterans
Memorial Park
at Harrigan Centennial Hall

MONIQUE ANDERSON
Landscape Architect
ANDERSON LAND PLANNING
473 Katlian, #151A: Sitka: AK: 99835
907.230.6003





<p>SHEET 2</p>	<p>DATE: 09-13-16 SCALE: Not to Scale</p>	<p>CONCEPT PLAN CEREMONIAL PLAN</p>	<p>Sitka Veterans Memorial Park at Harrigan Centennial Hall</p>	<p>MONIQUE ANDERSON Landscape Architect ANDERSON LAND PLANNING 473 Katlian, #151A: Sitka: AK: 99835 907.230.6003</p> 
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SHEET

3

DATE: 09-13-16

SCALE: Not to Scale

CONCEPT PLAN
SITE VIEWS

Sitka Veterans
Memorial Park
at Harrigan Centennial Hall

MONIQUE ANDERSON
Landscape Architect
ANDERSON LAND PLANNING
473 Katlian, #151A: Sitka: AK: 99835
907.230.6003



**CITY AND BOROUGH OF SITKA
RESOLUTION NO. 2016-22**

**A RESOLUTION BY THE CITY AND BOROUGH OF SITKA
SUPPORTING A SITKA VETERANS MEMORIAL**

WHEREAS, our nation’s veterans have served and protected the United States for over 240 years, making sacrifices big and small to ensure the freedom of our great nation; and

WHEREAS, residents of the City and Borough of Sitka value and support our large population of veterans and by working together on the location and design of a Sitka Veterans Memorial, we hope to create a place of enjoyment, education and inspiration for the citizens, visitors and future generations; and

WHEREAS, the mission of the memorial will be to inform all those who visit on the history of Sitka Veterans, the history of the different wars Sitka Veterans have served in, and the historical relationship of the town to World War II. The memorial’s theme will be “to honor”, honoring those who died and all who served, commemorating the values of their service, and giving loved ones a place to grieve; and

WHEREAS, the Sitka Veterans Memorial will be inspirational, educational and a place of reflection for people of all ages and all walks of life; and

WHEREAS, the City and Borough of Sitka would like to thank all Veterans both locally and nationally for the service they have given our country, and to let them know that their dedication, strength and sacrifices will not be forgotten; and

WHEREAS, in addition, the City and Borough of Sitka wishes to recognize the significance of the memorial project and wishes to recognize the Sitka Veterans Association for their commitment to the task.

NOW, THEREFORE, BE IT RESOLVED that the Assembly of the City and Borough of Sitka is in support of a Sitka Veterans Memorial site on municipal property. The City and Borough of Sitka is proud to support the Sitka Veterans Association to ensure that our residents and visitors always will remember those who serve our country today, those who have served our country in the past and those who have paid the ultimate price for our freedom.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska, on this 25th day of October, 2016.

Matt Hunter, Mayor

ATTEST:

Sara Peterson, CMC
Municipal Clerk

that the Community Development Director will do a Comprehensive Plan presentation this Fall. Wheat reported there is a board, committee and commission Parliamentary Procedure Training April 15th at Noon, all are invited to attend.

Assembly Liaison – Thanked the new members for stepping up and helping to make this Committee more functional. Last year the Committee went quite a few months without a quorum. Boards, Commissions and Committees that we have, serve an important function. He will support whatever comes out of this Committee at the Assembly level.

Other(s) – Brandon with Sitka Trail Works reported that they had recently wrapped up repairs from the August 18, 2015 storm; Heart Lake drainage where it comes out to Blue Lake and also Cross Trails Phases 4 and 5. They received maintenance money of \$49,000 from the Recreation Trail Program for Mosquito Cove Trail, a State Trail. They try to address the needs of the State Parks trails too. An RFP for design had been sent out for Cross Trail Phase 6.

V. PERSONS TO BE HEARD/CORRESPONDENCE

None

VI. UNFINISHED BUSINESS

A. Update on State Parks Management Negotiations with the City

Challoner reported that the National Park Service had an agreement in place to maintain Castle Hill and Historic Town Site for the summer during the time the cruise ships are coming through. They would accept any assistance if available. They are trying to help out when they can and how they can. Kepler offered to work with the National Park Service however they can. Brandon reported that there was a volunteer host in the HPR Recreation cabin. Also, there was a Facebook page that people were informally reserving the different picnic shelter spots for events. Chair Feldpausch thanked the City and National Parks for stepping in and taking care of what the State would be responsible and helping and also the volunteers in our community. He also stated his concern about no restroom facilities and the consequences. As well as no garbage receptacles. He requests that the City work with the State about opening the bathroom facilities since there is a Host living on site. Kepler reported that they are looking for solutions for the bathroom facility as well as refuse receptacles. He also stated that there is possibly another option for pumping septic systems besides the City, Bob Reid and he also had the contract at Stargavin Campgrounds.

B. Update on Community Playgrounds/Crescent Harbor Playground

In March's Parks and Rec Committee meeting, a motion was made to take to the Assembly for creating a City project for the Crescent Harbor playground and funding it with \$40,000 or more. The Assembly passed this motion. Anderson Planning had been selected to create the Design. Monique Anderson stated that there would be more significant detail for the conceptual design in a month. It would include the property of one of the tennis courts which would help with more space needed. The big part of the playground is to make ADA accessible. Offered anyone who would like to attend the meetings, First Wednesday of the month at 6:00 PM at the Sitka Community Hospital. The goal was that the construction would start spring 2017.

VII. NEW BUSINESS

A. Veteran's Memorial Park Development

Jamie Ackley introduced herself, she is the secretary of the Sitkan Veteran's Association. Jamie stated that this was the first stage of development and expressed the need for a



Memorial for the Veterans (to include every branch of service) as well as to educate the community. There would be a "kick start" dinner at the Elks July 4th. She reported that Anderson Planning would create a conceptual design for this idea on the Centennial Hall property. Liaison Miyasato reported that there were 1,100 to 1,200 whom have served that live in Sitka. He stated that he was behind this and would fully support. Liaison Miyasato also stated that it was important for this facility to be accessible for all. Centennial Hall Bldg. Mgr., Don Kluting, stated that this was the first he had heard of this proposal and was surprised. There were a few concerns about the boat ramp, seat storage, AV equipment, the Seawalk, parking accessibility, maintenance, impact to City staff, scheduling. Chair Feldpausch suggested using the proper channels of the City to start their process to move forward.

M - Mossige/S - Whitehead moved to hear more discussion about the Veteran's Memorial Park Development as a concept as it has been presented. Motion carried unanimously.

B. Sitka Trail Works Phase 6

Brandon reported that this was the last piece of the Cross Trail and were gathering funds. They were looking for letters from specific entities for support. STW will be going to the Assembly for a Resolution and support for the grant application. She expressed confidence with this application, it now takes two years to receive the funding. The maximum amount they allow to ask for is \$2 million, and that was what we would be asking for. Brandon also stated that Sitka Trail Works would continue to raise funds for the Cross Trail maintenance. Mossige stated that the Cross Trail gets lots of use and he would support the efforts. Lil Inez also stated that it is one of the best recreational uses we have in Sitka and she would support it. Liaison Miyasato stated that with the support of this committee, the grant application and resolution, it had a greater chance of getting approval from the Assembly.

M - Lil/S - Mossige moved to the support grant application to the Federal Lands Access Program for the Cross Trail multimodal pathway Phase 6 construction. Motion carried unanimously.

C. Review of Deferred Maintenance in Capital Improvement Plan (CIP)

Chair Feldpausch stated the committee would like to see the CIP Plan annually to help prioritize our decision making and to have backup to take to the Assembly. He suggested that possibility of volunteers helping with some of the improvements. The Goal Matrix was discussed to understand if it was the best tool for this committee. Liaison Miyasato stated that this was the only committee he has seen it used and believed it could be very helpful. Kepler stated that knowing the vision of the committee carries a lot of weight and wanting to have direction is key.

D. 2017 Budget Presented by Staff

Kepler stated that the FY17 draft budget had been submitted to the Assembly and had not yet been decided. Kepler was confident that the Parks and Rec Manager position would be cut. There would be a new Buildings, Grounds and Parks Supervisor hired in May to help with these departments. Summer seasonal hire was in the process to help. Liaison Miyasato suggested and encouraged, if you do not like that position going away, bring it to the Assembly again. Challonerer stated the importance of identifying where the loss is and prioritize, you cannot do more with less.

M - Mossige/S - Lil move that the Parks and Recreation Committee reaffirms its



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-188 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/19/2016 In control: City and Borough Assembly

On agenda: 10/25/2016 Final action:

Title: Reappoint Josh Arnold to a three-year term on the Port and Harbors Commission and Deb Miller to a three-year term on the Tree and Landscape Committee

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Reappointments.pdf](#)
[Arnold.pdf](#)
[Miller.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO reappoint Josh Arnold to a three-year term on the Port and Harbors Commission and Deb Miller to a three-year term on the Tree and Landscape Committee.



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

Board/Commission/Committee: Ports + Harbors
 Name: Josh Arnold Daytime Phone: 738-0854 Cell
 Address: 106 Shotgun Alley Sitka Evening Phone: 747-0545
 Email Address: oceanlure@gmail.com Fax Number: _____
 Length of Residence in Sitka: 24 yrs. Registered to vote in Sitka? Yes No
 Employer: State of Alaska Mt. Edgecumbe High School + Self employed in summer

Organizations you belong to or participate in:

I am on the board of commissioners for Baranof Island Housing Authority (12 years)

Explain your main reason for applying:

I have been a harbor user for over 20 years. I spend my summers in the harbor and would like to be involved in decision making for the future of our harbor system

What background, experience or credentials will you bring to the board, commission, or committee membership?

I have 10 years of commercial fishing experience and 15 years as a fishing guide. I am commercial fishing again as a gillnetter.

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: Sept 19, 2016 ~~April 8, 2014~~ Signature: Josh Arnold

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. Applications received after the deadline will be considered but will not be included in the Assembly packets for review prior to appointment.

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:
 Sara Peterson, Deputy Clerk
 100 Lincoln Street
 Fax: 907-747-7403
 Email: sara@cityofsitka.com

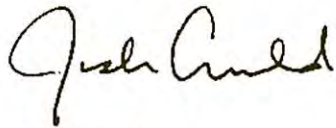
oops!
-April 11, 2014
Sept 19, 2016

City of Sitka
100 Lincoln Street
Sitka, AK 99835

Josh Arnold's Letter of interest for the Ports and Harbors Commission

I, Josh Arnold, would like to be considered for appointment to the Ports and Harbors commission. I have grown-up in Sitka and have had boats in the Sitka harbors since 1990. I am a high school teacher in the winter and have been both a commercial fisherman and sports fishing guide in the summers. Sitka's harbors are a huge economic investment for locals and the many non-residents who utilize them. I recognize that Sitka's harbor systems will face challenges in the future and would like to be involved with planning and implementing policies for safeguarding the affordability, usability, safety, and longevity of our harbor systems.

Thank you for your consideration,



Mr. Josh Arnold
106 Shotgun Alley
Sitka, AK 99835
907-738-0854 cell
oceanlure@gmail.com



PORT AND HARBORS COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
MICHAEL NURCO Po Box 6443	738-0927 albatrossalaskacharters@gmail.com	11/11/15	7/8/17	CHAIR <i>Davis term</i>
MELISSA GREENHALGH PO Box 25	738-1320 c melissarae1984@yahoo.com	2/11/15 5/24/16	3/26/16 5/24/19	VICE CHAIR
<i>KEVIN KNOX 324 Walruscotts Street</i>	<i>738-4664 c kevin@olivespot.org</i>	<i>12/10/13 3/24/15</i>	<i>4/10/15 3/24/18</i>	<i>CHAIR Re-elected 10/11/16</i>
JOSH ARNOLD 106 Shotgun Alley	738-0854 c 747-0545 oceanlure@gmail.com	5/13/14	5/22/15	<i>Coleman's term</i>
MARY ANN PETERSON PO Box 593	752-3684 map3684@gmail.com	10/7/13	10/7/16	
ERIC SKOUSEN 105 Burkhart Road B12	623-8003 skousenpride@hotmail.com	10/27/15	10/27/18	
BRENDAN JONES PO Box 6265	738-8209 c brendanisaacjones@gmail.com	2/9/16 6/14/16	6/11/16 6/14/19	
Stan Eliason Office: 617 Katlian Street	747-3439 w 738-0832 stan.eliason@cityofsitka.org			Harbormaster Non-voting
Matthew Hunter 102 Remington Way	738-6851 c assemblyhunter@cityofsitka.org			Assembly Liaison
Kristi Jones Harbor Office Manager	747-3439 w kristi.jones@cityofsitka.org			Secretary

7 members from the public, 3-year terms
 Established by Resolution 88-375
 Nine meetings per year, September – May, 2nd Wednesday 6:00 p.m.
 Harrigan Centennial Hall, 300 Harbor Drive

Revised: October 13, 2016



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

Board/Commission/Committee: Sitka Tree + Landscape Committee
 Name: Deb Miller Daytime Phone: 738-1175
 Address: 708 Lake St Evening Phone: 738-1175
 Email Address: sitkadym@gmail.com Fax Number: N/A
 Length of Residence in Sitka: 12 years Registered to vote in Sitka? Yes No
 Employer: Sitka Medical Center

Organizations you belong to or participate in: Sitka Master Gardener Spring Class of 2013 through the Cooperative Extension Service of UAF.

Explain your main reason for applying: To beautify Sitka

What background, experience or credentials will you bring to the board, commission, or committee membership? I love to garden

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: 10-13-16 Signature: Deb Miller

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. Applications received after the deadline will be considered but will not be included in the Assembly packets for review prior to appointment.

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:
Sara Peterson, Deputy Clerk
100 Lincoln Street
Fax: 907-747-7403
Email: sara@cityofsitka.com

OBJECTIVE

Appointment to the Sitka Tree and Landscape Committee

EDUCATION

University of Alaska SE

I recently completed the Master Gardener's Program
Associates degree in Health Information Management

EXPERIENCE

I have limited experience in horticulture but I've had an interest in gardening for many years. I would like an opportunity to be involved in upcoming landscape projects and learn about trees and forestry in the process.

VOLUNTEER EXPERIENCE

I have volunteered at:

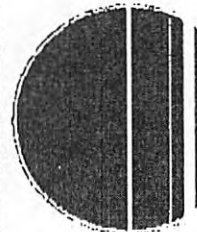
Sitka Animal Shelter

Hames Wellness Center

Big Brothers and Big Sisters.

Jud Kirkness brought this position to my attention. As a former member of the committee Jud thought that I would enjoy being involved with creating a positive vision for the Communities landscape projects. I am particularly impressed with the transformation the Centennial Hall grounds and would like to be involved in similar projects. I hope you will consider my application.

Sincerely,
Deb Miller





TREE AND LANDSCAPE COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
JOE D'ARIENZO 2219 SMC	747-7448 delsenzo@live.com	6/22/10 11/12/13	7/24/04 7/13/07 7/10/10 6/22/13 11/12/16	CHAIR
LISA MOORE Box 2943	747-5534 moorelisa@aol.com	10/26/10 11/12/13	7/24/04 7/13/07 9/25/10 10/26/13 11/12/16	SECRETARY
DEB MILLER 708 Lake St.	738-1175 c sitkadjm@gmail.com	10/22/13	10/22/16	
CHRIS GALE Box 906	747-5163 crgale@gci.net	4/13/10 1/28/14	11/28/09 4/13/13 1/28/17	Resigned 7/25/16
CORA NISBET 722 Lake St.	738-5147 coranisbet@gmail.com	11/10/14	11/10/17	
LIZ MCKENZIE PO Box 144	752-7046 c liz.creativeworks@gmail.com	12/8/15	12/8/18	
MAT TURNER 112 Shotgun Alley	747-7205 h matthew.g.turner@uscg.mil	1/12/16	12/9/17	Hennessy's term
Vacant				Assembly Liaison

MUNICIPAL STAFF SUPPORT

Jud Kirkness 100 Lincoln St	747-4037 747-7668 fax	jud.kirkness@cityofsitka.org	Parks & Ground Maintenance Specialist
Nick Kepler 100 Lincoln St	747-4043 747-7668 fax	nick.kepler@cityofsitka.org	Maintenance & Operations Superintendent

Established by Ord. 01-1625; revised by Ord. 03-1718
 7 members 3-year terms
 Meets: 3rd Tuesday, Noon, Harrigan Centennial Hall

Revised: October 13, 2016



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 16-37A Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 9/21/2016 In control: City and Borough Assembly
On agenda: 10/25/2016 Final action:
Title: Adjusting the FY17 Budget (Public Infrastructure Sinking Fund - landslide legal expenses)
Sponsors:
Indexes:
Code sections:
Attachments: [Ord 2016-37A.pdf](#)

Date	Ver.	Action By	Action	Result
10/11/2016	1	City and Borough Assembly		
9/27/2016	1	City and Borough Assembly	APPROVED	Pass
9/27/2016	1	City and Borough Assembly	APPROVED	Pass

POSSIBLE MOTION

I MOVE TO approve Ordinance 2016-37A on
second and final reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-37A

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADJUSTING THE FY17 BUDGET (PUBLIC INFRASTRUCTURE SINKING 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:

<u>FISCAL YEAR 2017 EXPENDITURE BUDGETS</u>
<p>General Fund - Appropriate \$150,000 for outside legal representation and \$100,000 to contracted/purchased services for geotechnical engineering services and costs specifically related to landslide response and related potential landslide risk identification and mitigation. The total amount appropriated of \$250,000 is to come from the committed General Fund balance set aside for these purposes.</p>

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 25th Day of October, 2016.

ATTEST:

Matthew Hunter, Mayor

Sara Peterson, CMC
Municipal Clerk

1st reading 9/27/16

1st reading as amended 10/11/16

2nd reading 10/25/16



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-189 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/19/2016 In control: City and Borough Assembly

On agenda: 10/25/2016 Final action:

Title: Authorize the Electric Department to dispose of the 10 year old Medveje Transformer by competitive bid

Sponsors:

Indexes:

Code sections:

Attachments: [Disposal of Medveje Transformer.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO authorize the Electric Department to dispose of the 10 year old Medvejie Transformer by competitive bid with the proceeds reappropriated to the Medvejie Capital Project by ordinance at a future meeting.



Memorandum

October 13, 2016

To: Mark Gorman, Municipal Administrator
From: Bryan J. Bertacchi, Utility Director
Subject: **Material Disposal – Medvejie Transformer Project**

Request:

The Electric Department requests Assembly approval to dispose of the Medvejie transformer.

Background:

§18.08.020 (B) of the Sitka General Code requires prior Assembly approval for disposal of any personal property valued at more than \$25,000 and after competitive bid. A replacement transformer was purchased over ten years ago by the Electric Department for the Medvejie Substation. Recently, it was determined that this transformer cannot be used for that application due to technical fault.

Analysis:

The Electric Department requests blanket approval to dispose of the ten year old Medvejie transformer by competitive bid.

Fiscal Note:

Proceeds are Electric Fund revenue and need to be reappropriated to the Medvejie Capital Project No. 90672 by ordinance at a future date.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 16-41 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 10/19/2016 In control: City and Borough Assembly

On agenda: 10/25/2016 Final action:

Title: Adjusting the FY17 Budget (Medvejie Hatchery Transformer Replacement Project - first reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2016-41.pdf](#)
[Memo and Ord 2016-41.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2016-41 on
first reading.

Memorandum

October 13, 2016

To: Mark Gorman, Municipal Administrator
From: Bryan J. Bertacchi, Utility Director - Electric Department
Tony Bird, T&D System Manager – Electric Department
Subject: Transfer of Funds to Complete Medvejie Substation

Request

The City and Borough of Sitka Electric Department requests additional appropriation in the amount of \$98,000 for Capital Project #90672 – Medvejie Substation.

Purpose:

These funds would be used to procure, from the lowest compliant bidder, a replacement transformer for the Medvejie Hatchery which is compliant with the technical specification. This transformer is a critical part of our infrastructure to ensure the continued reliable supply of electricity to a significant component of our local economy.

Background:

The Medvejie hatchery is an important Community asset. A replacement transformer for the Medvejie substation was purchased by the Electric Department over a decade ago however other priorities delayed the installation. As the existing Medvejie substation transformers are very old, the electric department proceeded to install this new transformer. Unfortunately, during the final engineering phase for installation, a fatal design flaw was discovered and this transformer will not be useable for the Medvejie substation.

Recommendation:

Recommend Assembly approve the use of funds from Blue Lake Bond proceeds in the amount of \$98,000 to Capital Project #90672 to complete replacement of the Medvejie Substation Transformer. As of October 19, the amount of Blue Lake Bond proceeds remaining is \$8,259,331.56. This appropriation increase is included in the budget ordinance.

Cc: Jay Sweeney, CFAO
Sara Peterson, Municipal Clerk

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-41

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADJUSTING THE FY17 BUDGET

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:

<u>FISCAL YEAR 2017 EXPENDITURE BUDGETS</u>
CAPITAL PROJECTS
Medvejie Hatchery Transformer Replacement Project #90672: The Electric Utility Director has requested to appropriate funds in the amount of \$98,000 from the Blue Lake Bond Proceeds to the Medvejie Hatchery Transformer Replacement Project #90672.

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 8th Day of November, 2016.

ATTEST:

Matthew Hunter, Mayor

Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-190 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/19/2016 In control: City and Borough Assembly

On agenda: 10/25/2016 Final action:

Title: Transfer \$440,862 from the FY16 General Fund balance to the Public Infrastructure Sinking Fund

Sponsors:

Indexes:

Code sections:

Attachments: [Public Infrastructure Sinking Fund.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve the Administrator's recommendation to transfer \$440,862 to the Public Infrastructure Sinking Fund.

Notes:

At the September 27, 2016 Assembly meeting two motions were put before the Assembly for action.

- to approve the Administrator's recommendation to transfer \$440,862 to the Public Infrastructure Sinking Fund, and,
- to restrict \$250,000 of the General Fund unreserved, undesignated fund balance to a committed fund balance, available only for appropriation for the purposes of providing payment for landslide legal and geotechnical services and other related costs.

The Assembly chose to only take action on the latter of the two motions.

Sitka General Code Section 4.45.020 requires the Administrator, within 90 days after the start of the fiscal year, to prepare an analysis of the General Fund balance and recommend to the Assembly an amount to be transferred to the Public Infrastructure Sinking Fund. Within 60 days (November 26th) after this presentation to the Assembly, the amount determined by the Administrator is automatically transferred unless a super majority (5 members) of the Assembly votes to change the recommended amount.

September 27, 2016 Minutes

M 16-170

Transfer \$440,862 from the FY16 General Fund balance to the Public Infrastructure Sinking Fund and place \$250,000 of the General Fund unreserved, undesignated fund balance to a committed fund balance for unbudgeted landslide legal, geotechnical and other related expenses

Guevin noted he had not made the first motion included in the packet (to approve the administrator's recommendation to transfer \$440,862 to the Public Infrastructure

Sinking Fund). Guevin felt that because of the need to subsidize the electric rates it may be best to keep the \$440,862 in the General Fund.

Gorman stated two lawsuits had been filed against the City related to the August 2015 landslides. He noted staff would like to move ahead with a geotechnical study for the Gavin Subdivision area. Gorman estimated these costs would be around \$70,000 plus additional costs, approximately \$100,000, for continued legal support from Attorney David Bruce.

The Assembly asked the Administrator to keep the Assembly informed of geotechnical and legal costs.

Gorman reminded that if the Assembly did not take action on the \$440,862 administrator's recommendation it would automatically go into the Public Infrastructure Sinking Fund after 60 days. It was noted this should come back to the Assembly for further discussion.

A motion was made by Guevin to restrict \$250,000 of the General Fund unreserved, undesignated fund balance to a committed fund balance, available only for appropriation for the purposes of providing payment for landslide legal and geotechnical services and other related costs. The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

A motion was made by Eisenbeisz to AMEND the amount to \$350,000. The motion FAILED by the following vote.

Yes: 3 - Swanson, Miyasato, and Eisenbeisz

No: 2 - Hunter, and Guevin

Absent: 2 - McConnell, and Potrzuski

Memo

Thru : Mark Gorman, Municipal Administrator

To: City and Borough of Sitka Assembly

From: Jay Sweeney, Chief Finance and Administrative Officer

Date: September 20, 2016

Re: Transfer of General Fund funds to Public Infrastructure Sinking Fund and Commitment of General Fund Balance of \$250,000

Section 4.45.020 of the Sitka General Code (SGC) requires the Administrator, within 90 days after the start of the fiscal year, to prepare an analysis of the General Fund balance and recommend to the Assembly an amount to be transferred to the Public Infrastructure Sinking Fund (PISF). Within 60 days after this presentation to the Assembly, the amount determined by the Administrator is automatically transferred unless a super majority of the Assembly votes to change the recommended amount.

The annual analysis has been completed and \$690,862 is available. The Administrator is recommending that only \$440,862 be transferred to the PISF for the following reason:

The Municipality is anticipating unbudgeted legal, geotechnical and other expenses related to the August 2015 landslide. These could be as high as \$250,000. It is felt that the 2015 fund balance provides a good source to cover these expenses. The Administrator is recommending that this amount not be transferred to the PISF. Instead, it should be restricted in the form of a committed fund balance within the General Fund for the purposes of providing funding for the payment of legal, services and geotechnical services and related other costs.

The commitment of \$250,000 of the undesignated, unreserved fund balance of the General Fund does not require an ordinance or resolution. Passage of a motion is sufficient. Subsequent expenditure of the funds for the specific purposes they have been restricted for requires an appropriation. Likewise, transfer of funds from the General Fund to the Public Infrastructure Sinking Fund will require an appropriation. All appropriations must be accomplished through budget ordinances (one follows this agenda item).

Appropriate Assembly motions to accomplish the various purposes described above are as follows:

I move to accept the Administrator's recommendation to transfer \$440,862 to the Public Infrastructure Sinking Fund.

I move to restrict \$250,000 of the General Fund unreserved, undesignated fund balance to a committed fund balance, available only for appropriation for the purposes of providing payment for legal and geotechnical services and other related costs.

Please note that the supplemental budget ordinance in the next agenda item is predicated upon the anticipation that the Assembly will pass the two motions stated above; if either motion is not passed, the related supplemental budget ordinance must be changed and should not be passed on first reading.

Chapter 4.45
LONG-TERM INFRASTRUCTURE SINKING FUND FOR THE REPAIR AND
REPLACEMENT OF GENERAL FUND MUNICIPAL BUILDINGS, STREETS,
SIDEWALKS, PARKING LOTS, AND PARKS

Sections:

- 4.45.010 Establishment of the public infrastructure sinking fund.
- 4.45.020 Determination of the required balance of the public infrastructure sinking fund.
- 4.45.030 Assembly action.
- 4.45.040 Use of the sinking fund.
- 4.45.050 Emergency transfer of the sinking fund.

4.45.010 Establishment of the public infrastructure sinking fund.

There shall hereby be created, within the fund structure of the city and borough of Sitka, a sinking fund for the repair and replacement of general fund municipal buildings, streets, sidewalks, parking lots, and parks to be hereafter called the public infrastructure sinking fund. (Ord. 12-30 § 4 (part), 2012.)

4.45.020 Determination of the required balance of the public infrastructure sinking fund.

Within ninety days after the start of each fiscal year, the administrator shall prepare an analysis of the general fund balance with an accompanying recommendation as to an amount of the general fund balance available for potential transfer to the public infrastructure sinking fund. This analysis shall first take into account any portions of the general fund restricted by Chapter 4.44A before recommending any further amounts for potential transfer to the public infrastructure sinking fund. (Ord. 12-30 § 4 (part), 2012.)

4.45.030 Assembly action.

Within sixty days after presentation of the annual analysis by the administrator, the amount determined by the administrator shall automatically be transferred to the public infrastructure sinking fund, unless a super majority of the assembly votes to change the recommended amount. (Ord. 12-30 § 4 (part), 2012.)

4.45.040 Use of the sinking fund.

The assembly shall annually appropriate an amount from the public infrastructure sinking fund to be used exclusively for the repair and replacement of general fund municipal buildings, streets, sidewalks, parking lots, and parks as recommended by the administrator in his annual budget. (Ord. 12-30 § 4 (part), 2012.)

4.45.050 Emergency transfer of the sinking fund.

The assembly shall have the authority to transfer any portion of the public infrastructure sinking fund to the general fund in the case of an emergency threatening public health, safety, or welfare which requires use of public funds. Such a transfer shall require an approval of a super majority of the assembly. (Ord. 12-30 § 4 (part), 2012.)



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-191 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/19/2016 In control: City and Borough Assembly
On agenda: 10/25/2016 Final action:
Title: Assignment of an Assembly Liaison to the Tree and Landscape Committee
Sponsors:
Indexes:
Code sections:
Attachments: [Assembly Liaisons.pdf](#)

Date	Ver.	Action By	Action	Result
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ASSIGNMENT of an Assembly Liaison to
the Tree and Landscape Committee



Municipal Boards/Commissions/Committees Monthly Meeting Schedule 2016-2017

ENTITY	CHAIR	Day of Month	Time	Location	Liaisons
Animal Hearing	Susan Royce	Meets as needed			*NA
Building Department Appeals	Gary Smith	Meets as needed			*NA
Employment Relations Board	Leigh Kainulainen	Meets as needed	Varies	Harrigan Centennial Hall	*NA
Gary Paxton Industrial Park Board	Scott Wagner	Varies	3:00 PM	Sawmill Cove or SEDA	Eisenbeisz
Health Needs/Community Services	Doug Osborne	2nd Wednesday	Noon	Harrigan Centennial Hall	Guevin
Historic Preservation	Anne Pollnow	2nd Wednesday	6:00 PM	Harrigan Centennial Hall	Swanson
Sitka Community Hospital Board	Bryan Bertacchi	4th Thursday	6:30 PM	Hospital Classroom	Eisenbeisz/Knox
Investment Committee	Mike Reif	Meets as needed	Varies	City Hall 3rd Floor	Guevin/Hunter
Library	Alice Johnstone	First Wednesday	7:00 PM	Library Office	Hunter
Local Emergency Planning	Dave Miller	2nd Thursday	Noon	Fire Hall	Potrzuski
Parks & Recreation	Jeff Mossige	2nd Thursday	Noon	Harrigan Centennial Hall	Knox
Planning & Zoning	Chris Spivey	1st & 3rd Tuesday	7:00 PM	Harrigan Centennial Hall	Knox/Bean
Police & Fire	Loyd Platson	4th Wednesday	6:00 PM	Harrigan Centennial Hall	Swanson
Port & Harbors <i>(no summer meetings)</i>	Michael Nurco	2nd Wednesday	6:00 PM	Harrigan Centennial Hall	Hunter/Potrzuski
Tree & Landscape	Joe D'Arienzo	3rd Tuesday	Noon	Harrigan Centennial Hall	
Informational					
<i>SEDA</i>	<i>Trevor Harang</i>	<i>1st Thursday</i>	<i>Noon</i>	<i>329 Harbor Drive</i>	Eisenbeisz
<i>Sitka Tribe of Alaska (STA)</i>	<i>Michael Baines</i>	<i>3rd Wednesday</i>	<i>6:30 PM</i>	<i>Community House</i>	Bean/Potrzuski
<i>School Board</i>	<i>Tim Fulton</i>	<i>1st Tuesday</i>	<i>6:00 PM</i>	<i>SHS Library</i>	Potrzuski
		<i>3rd Tuesday - worksession</i>	<i>6:00 PM</i>	<i>District Office Board Room</i>	
Bolded Boards/Commissions/Committees Liaison Required by Ordinance.					
*Don't meet often enough to need a liaison					<i>Revised: October 13, 2016</i>