



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 Phyllis Hackett, Steven Eisenbeisz, Benjamin Miyasato, Aaron Swanson, and Tristan J. Guevin

Municipal Administrator: Mark Gorman
Municipal Attorney: Robin L. Koutchak
Municipal Clerk: Colleen Ingman, MMC

Tuesday, October 28, 2014

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

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

IV. CORRESPONDENCE/AGENDA CHANGES

14-214 Reminders and Correspondence

V. CEREMONIAL MATTERS

14-207 Certificate for Wells Williams

The Mayor presented a service award for Planning Director Wells Williams' 26 years of service to the CBS with gratitude. Williams spoke to his tenure with CBS and the people that most impressed him over the years.

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

Tim Fulton, Sitka School District Board Clerk, thanked Mark Gorman for mailing him a congratulatory note. Fulton thanked the previous and current assembly members for their service. Fulton added the School District instituted a new program where they recognize staff for going above and beyond. He will be attending the annual School Board Conference and taking a student representative. Reported Lon Garrison had been nominated for School Board member of the year.

Sitka Community Hospital CEO, Jeff Comer, announced that a new physician was moving to Sitka next summer - Paul Glow and they would have a new Emergency

Room physician - Mark Smith. He further explained some of the external aspects of Telemedicine and defined it as a collaborative technology through telemedicine. Comer offered an example: Sitka could not afford to have their own dermatologist but through telemedicine a number of communities together could share the salary of these specialized physicians.

14-209**CBS Financial Review - Jay Sweeney**

Jay Sweeney, Chief Finance and Administrative Officer, presented a financial review: the surplus of the General Fund had been addressed, sales and property tax collections were up, two of the enterprise funds "Water and Wastewater" needed addressing. Sweeney added there were internal changes planned to help the Building Maintenance Fund.

Sweeney reported auditors were currently at City Hall. In the spring they will present their report.

He urged the Assembly look annually at each of the CBS enterprise funds for small increases opposed to waiting and making large ones.

VII. PERSONS TO BE HEARD

Greater Sitka Chamber of Commerce Director Jennifer Robinson mentioned "Moon Light Madness" would take place this Thursday and thanked local businesses for purchasing and passing out candy.

Cindy Litman, Library Commissioner, addressed the library expansion and benefits of having a library. She noted an open house at Stratton Library would be held November 16th 2-5 PM.

Library Director, Robb Farmer, added that the local library was having an event "Halloween Howl" which would include a costume parade over to the Library followed by a showing of videos.

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

Mayor - Read a report of her recent happenings: "Read a proclamation celebrating Blatchley Middle School successes. Attended the USCG reception at The Nest and the Alaska Day Festival Ball, where I accepted a placard for the city from the Army Chaplain Colonel. During the ball I was interviewed by Georgian correspondent of TV station Rustavi2. The interview was part of a longer segment about Sitka. Spoke briefly at the ribbon cutting at the Sage Building. I was interviewed by the Home and Garden TV channel, Living Alaska. They will be airing a show this fall call Voices of Alaska. The 6 month long Branding Sitka project was started last week. I attended two Branding meetings, including the Branding Development Committee and the city officials group meeting. The planning for the 150th anniversary of the transfer of Alaska from Russia to the US is coming up in 2017. Planning for events that year have begun here in Sitka and I attended an initial planning meeting. Hal Spackman of the Sitka Historical Society and Museum is currently heading up that effort. Mark Gorman and I met with Rear Admiral Abel and staff at the city office. It was his first official visit in Sitka, both for the Sitka bases and with local officials. We're looking forward to the continuation of an excellent relationship with the Coast Guard in Sitka. Assembly members were invited to a worksession that retiring Planning Director,

Wells Williams, hosted last Thursday on city land leases and sales. It was an informative workshop. Most of the information we saw can be found on the GIS map on the city website. It has a wealth of information that anyone with internet access can have access to.

I attended a Transboundary meeting where I learned more about the proposed mines in British Columbia."

Acting Administrator - Chris Brewton provided a report on the Blue Lake Expansion project. Brewton noted several officials from Alaska Energy Authority would be in Sitka for the Southeast Integrated Resource Plan Review sponsored by Southeast Conference later in the week.

Attorney - Welcomed new Assembly members. Noted she was reviewing the tax write up with Finance and Assessing departments and hoped to have a draft out within a couple weeks. She noted she would be available to help the Planning Department through its transition(s) as she had experience with that aspect of law.

Liaisons - Hackett reported on the Sitka Community Hospital Board, Tree and Landscape Committee, and the Health Needs and Human Services Commission. She reported the Council on Domestic Violence would meet in Sitka November 20 and 21st 9 AM - 4:00 PM. Hunter reported on the Port and Harbors Commission.

Clerk - Reminded this Friday was orientation for the new Assembly members from 9:00 AM to 4:30 PM in the Rousseau Room. Reminded that the State election was Tuesday November 4th, advanced voting was occurring on the 3rd floor of City Hall. The first meeting in November would be held on November 10th due to the Veteran's Day Holiday. Noted a retirement party for Wells Williams would be held at 3:00 PM October 30 at Harrigan Hall.

IX. CONSENT AGENDA

- A 14-212 Approve the minutes of the October 14, 2014 Assembly meeting

This item was **APPROVED ON THE CONSENT AGENDA.**

- B 14-211 Reappoint Amy Zanuzoski to a three-year term on the Health Needs and Human Services Commission

This item was **APPROVED ON THE CONSENT AGENDA.**

X. UNFINISHED BUSINESS:

XI. NEW BUSINESS:

New Business First Reading

- C ORD 14-33 Updating Attachment G: FWHA Anti-Drug and Alcohol Policy (CDL Drivers)

Human Resources Director Mark Danielson announced that the responsibility for transferring the CDL prepared by our Health and Safety Contractor keeps CBS current with federal law.

A motion was made by Hunter that this Ordinance be APPROVED on first

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

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

Additional New Business Items

- D 14-213** Approve the award of a professional services contract to PND Engineers, Inc. for the Sitka Transient Float Replacement project Tasks 1 and 2 on a time and materials basis for a not to exceed amount of \$183,190 and authorize the Administrator to approve a future contract amendment to complete final design, permitting and construction support services
- Hackett asked whether or not this had gone before the Port and Harbors Commission. Public Works Director, Michael Harmon, noted the project had, not the contract. Dan Tadic, Municipal Engineer, noted the project was at 35% design.
- A motion was made by Hackett that this Item be APPROVED. The motion PASSED by the following vote.**
- Yes:** 7 - McConnell, Hunter, Hackett, Swanson, Miyasato, Eisenbeisz, and Guevin
- E 14-210** Assignments: Deputy Mayor, Vice-Deputy Mayor and Assembly Liaisons
- Liaison Positions -
- Matt Hunter was nominated and appointed as Deputy Mayor. Phyllis Hackett was nominated and appointed as Vice-Deputy Mayor.**
- The following liaison appointments were made:**
- Convention & Visitors Bureau Board - McConnell
 - Gary Paxton Industrial Park Board - Eisenbeisz/Hackett
 - Health Needs and Human Services Commission - Guevin
 - Historic Preservation Commission - Swanson
 - Sitka Community Hospital Board - Hackett
 - Investment Committee - Guevin
 - Library Commission - Miyasato
 - Local Emergency Planning Commission - McConnell
 - Parks & Recreation Committee - Miyasato
 - Police & Fire Commission - Swanson
 - Port & Harbors Commission- Hunter
 - Strategic Planning Commission - Guevin
 - Tree & Landscape Committee- Eisenbeisz
 - SEDA - McConnell
 - Sitka Tribe of Alaska (STA) - Swanson
 - School Board - Guevin
- Animal Hearing Board, Building Department Appeals Board, Employment Relations Board, Tourism Commission, and Planning & Zoning were not assigned liaisons for various reasons.

XII. PERSONS TO BE HEARD:

None.

XIV. ADJOURNMENT

A motion was made by Hunter to adjourn the meeting. The meeting ADJOURNED at 7:08 PM.

ATTEST

Colleen Ingman, MMC
Municipal Clerk