



CITY AND BOROUGH OF SITKA

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

Meeting Agenda

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: Robin L. Koutchak
Municipal Clerk: Sara Peterson, CMC*

Tuesday, March 8, 2016

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[16-041](#) Reminders, Calendars and General Correspondence

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

[Public Works update.pdf](#)

V. CEREMONIAL MATTERS

[16-042](#) Outstanding Performances of Drama, Debate, and Forensics Team

Attachments: [DDF Certificates.pdf](#)

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

[16-043](#) Marijuana Advisory Committee final report

Attachments: [MAC final report.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** [16-037](#) Approve the minutes of the February 23 Assembly meeting
Attachments: [Consent and Minutes.pdf](#)
- B** [16-038](#) Approve the Health Needs and Human Services Commission goals for 2016
Attachments: [HNHS Goals for 2016.pdf](#)
- C** [ORD 16-07](#) Amending Sitka General Code at Chapter 2.12 entitled "City and Borough of Sitka Hospital Board" section 2.12.070 entitled, "Organization" to clarify board offices to be elected (first reading)
Attachments: [Motion Ord 2016-07.pdf](#)
[2016-07 Hospital Board Revision.pdf](#)
- X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS**
- D** [16-040](#) Appoint: 1) Steve Clayton to a term on the Building Department Appeals Board, and, 2) Ryan Wilson to a term on the Building Department Appeals Board
Attachments: [Motion Appointments.pdf](#)
[Clayton Application.pdf](#)
[Wilson Application and Roster.pdf](#)
- XI. UNFINISHED BUSINESS:**
- E** [ORD 16-04](#) Adjusting the FY16 Budget (second reading)
Attachments: [Motion Ord 2016-04.pdf](#)
[2016-04 Budget Adjustment.pdf](#)

XII. NEW BUSINESS:

- F [16-044](#) Approve a liquor license renewal application for the Pilot House, Inc.
dba Pilot House
Attachments: [Liquor License Renewal.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

*Melissa Henshaw
Acting Municipal Clerk
Publish: March 4*



Legislation Details

File #: 16-041 **Version:** 1 **Name:**
Type: Correspondence **Status:** AGENDA READY
File created: 3/2/2016 **In control:** City and Borough Assembly
On agenda: 3/8/2016 **Final action:**
Title: Reminders, Calendars and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars.pdf](#)
[Public Works update.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

REMINDERS

| <u>DATE</u> | <u>EVENT</u> | <u>TIME</u> |
|-------------------|---|-------------|
| Tuesday, March 8 | Regular Meeting | 6:00 PM |
| Tuesday, March 22 | Regular Meeting | 6:00 PM |
| Thursday, April 7 | Worksession with Sitka School Board at Sealing Cove Business Center | 6:00 PM |



Assembly Calendar

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

March 2016

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------------|--|--|--|---|------------------------|------------------------|
| 28 Feb | 29 | 1 Mar | 2 | 3 | 4 | 5 |
| McConnell | 6:00pm Citizens' Taskforce McConnell | McConnell 7:00pm Planning | 7:00pm Library Board McConnell | McConnell | McConnell | McConnell |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| McConnell | 6:00pm Citizens' Taskforce McConnell | Potrzuski 12:00pm Health Needs & Human Services Commission McConnell 6:00pm <u>Regular Assembly Mtg</u> | Potrzuski 6:00pm Port and Harbors McConnell 6:00pm Historic Preservation | Potrzuski 3:00pm GPIP Board Meeting McConnell 12:00pm LEPC 12:00pm <u>Parks & Rec</u> 12:00pm - 1:30pm SEDA Board Meeting | Potrzuski McConnell | Potrzuski McConnell |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| Potrzuski McConnell | Potrzuski 6:00pm Citizens' Taskforce McConnell | Potrzuski McConnell 12:00pm <u>Tree/Landscape</u> 7:00pm <u>Planning</u> | Potrzuski McConnell | Potrzuski McConnell | Potrzuski McConnell | Potrzuski McConnell |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| Potrzuski McConnell | Potrzuski 6:00pm Citizens' Taskforce Town Hall Meeting McConnell | Potrzuski McConnell 6:00pm <u>Regular Assembly Mtg</u> | Potrzuski McConnell 6:00pm Police and Fire Commission - Fire Hall | McConnell | McConnell | |
| 27 | 28 | 29 | 30 | 31 | 1 Apr | 2 |
| | 6:00pm Citizens' Taskforce | | | | | |

Assembly Calendar

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

April 2016

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|-----------------------------------|--|--|---|--------------|---------------|
| 27 Mar | 28 | 29 | 30 | 31 | 1 Apr | 2 |
| | 6:00pm Citizens' Taskforce | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | 7:00pm Planning | 7:00pm Library Board | 12:00pm - 1:30pm SEDA Board Meeting 6:00pm Assembly Worksession | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | | 12:00pm Health Needs & Human Services Commission 6:00pm <u>Regular Assembly Mtg</u> | 6:00pm Port and Harbors 6:00pm Historic Preservation | 12:00pm LEPC 12:00pm <u>Parks & Rec</u> | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | | 12:00pm <u>Tree/Landscape</u> 6:00pm <u>Special Assembly Meeting</u> 7:00pm <u>Planning</u> | | 6:00pm Assembly Worksession | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 May |
| | 6:00pm Assembly Worksession | 6:00pm <u>Regular Assembly Mtg</u> | 6:00pm Police and Fire Commission - Fire Hall | | | |

PUBLIC WORKS ASSEMBLY UPDATE
WORK COMPLETED FEBRUARY 2016

Kettleson Memorial Library Expansion:

Milestones this period

- Project is substantially complete.
- Contractor is working on punch list items.
- Building Commissioning initiated.

Future Milestones

- Library dedication March 2016.
- Commissioning and Physical Completion by Spring 2016

Background

The State funding of \$5.7 million awarded to CBS is a direct appropriation with no funding match requirements. A private donation of \$400,000 has also been given to the project by the John J. and Eleanor Brust Family and the City has committed \$200,000 in CPET funding and \$357,000 from the General Fund. The Friends of the Library have also raised almost \$90,000. \$350,000 of the budget was allocated to the Centennial Hall Parking Lot Project to relocate the Swan Lake storm drain, leaving a current project budget of approximately \$6.4 million for the expansion and renovation of the Library.

Harrigan Centennial Hall (HCH) Renewal:

Milestones This Period

- The full building is framed and sheathed, with windows installed and interior areas roofed.
- Partial completion of furring and installation of exterior insulation on exterior walls.
- Installation of the covered walkways and entry canopies is underway.
- All interior concrete slabs and poured.
- Interior walls are framed.
- Rough-in plumbing, fire suppression, electrical/data/AV, and HVAC throughout and are nearing completion of rough-in in Area D (side near Library).
- Wall closure (installation of interior insulation, vapor barrier, and sheet rock) has begun in Area D following installation of rough-in.
- Awarded Change Order to add the AV Equipment.

Future Milestones

- Receive and install entry and canoe skylights.
- Receive and install store front doors and windows at new entries and clearstory windows.
- Site grading and exterior concrete slabs.
- Installation of exterior siding and ceramic tile.
- Install roofing on covered walkways currently under construction.
- Install all room finishes in the building.
- Substantial completion anticipated 4th Quarter 2016.

Background

The current funding includes four State grants totaling \$11,500,000; a \$1,991,271 FY'10 Legislative Grant designated for a lightering facility visitor's center (previously planned for under the O'Connell Bridge), \$1,180,000 FY'11 CPET Head Tax grant, \$1,400,000 Marine

Passenger Funds, and a \$232,620 heat pump grant for a total project budget/funds of \$16.3 million.

Airport Terminal Upgrades:

Milestones This Period

- The Transportation Security Administration (TSA) is reviewing a CBS grant request for the design of improvements to the TSA baggage screening room, and the luggage “bag bay.”
- TSA has prioritized a “Checked Baggage Explosives Detection System” project at Sitka Rocky Gutierrez Airport, based on a grant application submitted in Fall 2014. CBS responded to their requests for more information.

Future Milestones

- If grant is awarded, amend planning contract with McCool Carlson Green to include design of TSA baggage screening improvements.

Background

The original project included design of improvements to the baggage makeup and TSA baggage screening areas, which will primarily be covered by a TSA grant. Funding collected from a previous PFC program amounts to \$275,000 and can be used to scope passenger-flow improvement options.

Baranof Warm Springs Dock Replacement:

Milestones This Period

- Bid opening was conducted February 2, 2016.
- The State recommended award of a contract to Turnagain Marine in the amount of \$1,457,285 for the Basic Bid and Alternate A which will result in a 200-foot long float.

Future Milestones

- Award project March 2016.
- Construction completion Fall/Winter 2016.

Background

The City and Borough of Sitka (CBS) received a \$1,900,000 FY2013 Alaska Legislature Grant to reconstruct the Baranof Warm Springs Dock. The funding was provided with the understanding that CBS would assume ownership and maintenance responsibilities for the dock once it is reconstructed. The Assembly approved the Administrator to execute a Memorandum of Agreement with the Alaska Department of Transportation and Public Facilities (ADOT&PF) for completion of the Baranof Warm Springs Dock Reconstruction and Ownership Transfer. ADOT&PF will be reimbursed the cost of designing and constructing the improvements from the FY13 Legislative Grant. The project was originally bid in September, however the bids exceeded the available funds so the project was re-scoped and re-advertised in 2016.

Sitka Transient Float Replacement:

Milestones This Period

- All float modules have been assembled and connected on site.
- Subcontractor Tamico has begun pile installation at the project site, however has encountered significant mechanical and equipment difficulties. The General Contractor, Northern Construction Service, is working with Tamico in an effort to complete the project on schedule, however there is a significant amount of work left

and it must be completed prior to March 15 which marks the beginning of permit in-water work restrictions.

- Subcontractors Puffin Electric and Ketchikan Mechanical continue electrical and potable water/fire installations respectively.

Future Milestones

- Substantial Completion is required by March 15, 2016.

Background

CBS received a FY15 State of Alaska Municipal Harbor Facility Matching Grant, for the Sitka Transient Float Replacement Project, which will cover 50% of eligible construction costs not to exceed 2,700,000 in match funding. CBS has allocated a total of \$3,450,000 from the Harbor Enterprise Fund, ~\$198,000 from unspent ANB Harbor bond proceeds, and \$500,000 from the CBS Electric Fund for the project for a total budget of \$6,848,000.

Seaplane Base:

Milestones This Period

- Pilot interviews conducted over the past month or so have indicated significant interest in a new facility.
- A public meeting was held on February 17 to discuss the Seaplane Base (SPB) siting study update and pilot interviews.

Future Milestones

- Staff has engaged a consultant to evaluate the current facility in light of a recent major piling failure and come up with a scope and cost of interim repairs to extend the facility life 5 years allowing time for funding for a new facility. The trip will be coordinated with other work to save on travel costs.
- Siting Study Update completion.

Background

In August 2002, the Sitka Seaplane Base Master Plan was completed and includes a Condition & Needs Assessment and Master Plan Alternatives Report. The plan considered 12 alternative sites for a new seaplane base and found the north end of Japonksi Island, between the Coast Guard Base and the cove behind the SEARHC buildings on Seward Avenue was the best alternative. In February 2009, the Assembly unanimously approved Resolution 2009-35 "Supporting the development of the Sitka Seaplane Base." This approved staff applying for and executing a Federal Aviation Administration (FAA) Airport Improvement Program grant for up to \$500,000 to develop the siting plan, issues resolution, design, environmental, and permitting phases of the project. Utilizing proceeds from that grant, in June 2012, an updated Sitka Seaplane Base Siting Analysis was completed which considered a new site and redevelopment of the existing site in addition to the previously recommended Japonski site. The Japonski site was again selected as the preferred site. The findings of this study were presented to the Port and Harbors Commission on April 11, 2012 where they unanimously approved further study of the Japonski Island site. SEARHC has provided very encouraging feedback on the possibility of providing uplands access for a new municipal seaplane base. Due to a decline in the number of based aircraft, FAA requires an update to the Siting Study prior to application for any future grant funds for this project.

Gary Paxton Industrial Park Dock:

Milestones this Period

- CBS Staff working on Design/Build (D/B) Request for Proposals (RFP) effort with consultants.

Future Milestones

- Finalize D/B RFP scope and negotiate fees.
- Begin formulation of RFP documents.
- Advertise RFP Spring 2016.
- Advertise for Temporary Project Manager to manage project for PW Engineering.

Background

The project is funded by a designated Legislative Grant, administered by the State of Alaska, Dept. of Commerce, Community & Economic Development, and Division of Community & Regional Affairs. The total amount of the grant is \$7.5 million. The project is administered by Public Works and the GPIIP Director, Garry White. The firm of Moffatt & Nichol (M&N) has been awarded a contract to provide the design for the GPIIP Dock Project and will assist CBS with the D/B RFP and serve as the Owner's Representative during proposal evaluation and construction.

Edgecumbe Drive Street Reconstruction:

Milestones This Period

- Awarded contract for installation of Rectangular Rapid-Flashing Beacons (RRFBs, aka lighted crosswalk signs) at the Kashevaroff and Kostrometinoff intersections.

Future Milestones

- Completion of outstanding punch list items in Spring 2016.
- Installation of Rectangular Rapid-Flashing Beacons (RRFBs) at the Kashevaroff and Kostrometinoff intersections by the end of February 2016.

Background

The project includes drainage, sidewalk, curb and gutter, road subgrade and pavement improvements on Edgecumbe Drive from Peterson Street to Cascade Creek Road. The total project budget is \$5.46M. The Assembly approved award of a design-build contract to S&S for \$4,636,500 on May 27, 2014.

Jeff Davis Street Water and Sewer Improvements:

Milestones This Period

- Designer completed preliminary design for replacement of water main, construction of new sidewalks, curb & gutter, storm drainage structures and limited sanitary sewer work.
- Hosted public meeting on February 11, 2016.

Future Milestones

- 65% design submittal due March 2016.
- Advertise for construction bids in May 2016.

Background

The project includes replacement of approximately ~50-year old undersized water main with new, large diameter pipe within Jeff Davis Street and replacing the existing storm drainage infrastructure, pavement, curb, gutter and sidewalks. The project will also improve the sewer service to four homes on Jeff Davis Street currently served by a collection main crossing private property. Funding for the project is provided by the following sources; \$644,000 FY2015 ADEC Grant, \$812,000 FY2014 ADEC Water Loan and \$225,000 from 2016 General Fund.

Landfill and Crescent Lift Station Replacement:

Milestones This Period

- Preparation of Request for Qualifications for design of lift station replacement project.

Future Milestones

- Issue Request for Qualifications for design of lift station replacement project early 2016.
- Advertise for construction bids June 2016.

Background

The project includes replacement the Landfill Lift Station and force main pipe at the end of Tilson Street and the Crescent Lift Station adjacent to the Sitka Sound Science Center. The pumps and components of both lift stations are inefficient, obsolete and, in the case of the Landfill Lift Station, corroded due to the landfill leachate it is pumping to the wastewater treatment plant. Funding for the project is provided by ADEC loans and from the General Fund.

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

Milestones This Period

- 95% plan review on hold due to staffing issues.

Future Milestones

- Advertisement for bids in early 2016.
- Construction is anticipated summer 2016.

Background

The project will include a minimum of 24-foot-wide paved road with possible pedestrian amenities and storm drainage and a new water main and services within Eagle Way. The project will also include a minimum of 24-foot wide paved road and storm drain improvements within Old Harbor Mountain Road. Funding for the project consists of a \$1,500,000 2013 Commerce Community and Economic Development Grant.

Nelson Logging Road Upgrades:

Milestones This Period

- Staff working with consultant to establish scope/fees for Phase 2 Final Design.

Future Milestones

- Phase 2 Final Design authorization early 2016.
- Construction is anticipated in late summer 2016 to fall 2017 to align with Katlian Bay Road (ADOT&PF) project.

Background

The project includes replacing both inadequate bridges and upgrading Nelson Logging Road as funding allows. The scope may also include road realignment(s) and widening to accommodate two-way traffic. Funding for the project is provided by \$2,343,000 2013 Commerce Community and Economic Development Grant.

Ultra Violet (UV) Disinfection Facility:

Milestones This Period

- Assembly approved award of SCADA upgrades to Boreal Controls, Inc. in the amount of \$193,525 on February 9, 2016.

Future Milestones

- Additional work in progress and scheduled to be completed in early 2016.
- Final Completion Spring 2016.

Background

The Blue Lake drinking water system is a surface water system, which must comply with the EPA Enhanced Surface Water Treatment Rules (ESWTRs). The UV Disinfection Facility will provide the additional microbial and disinfection controls required under the ESWTRs. The current total project cost estimate is \$8,966,000. Funding for this project is provided by State of Alaska Department of Environmental Conservation (ADEC) loans and grants:

\$4,000,000 FY 2011 ADEC Loan (Includes \$2,500,000 financed with \$1,500,000 subsidized)

\$2,550,000 FY 2012 ADEC Loan

\$3,500,000 FY 2012 ADEC Grant (30% local match requirement).

\$2,061,000 FY 2013 ADEC Grant (30% local match requirement).

\$12,111,000 Total Project Funding

Sitka 2016-17 Paving Project:

Milestones This Period

- Project is temporarily on hold due to insufficient staff resources.

Future Milestones

- TBD

Background

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

\$500,000 CBS Capital Improvement Lincoln Street – Jeff Davis to SNHP FY16

\$1,130,000 CBS Capital Improvement Katlian Avenue FY16

\$310,000 CBS Capital Improvement Gavin Street – Brady to Cascade FY15 & FY16

\$1,940,000 Total Project Funding

Federal Land Access Program (FLAP) Grant: Phases 4&5:

Milestones This Period

- The construction crew has completed construction of the new trail. New trail marking signage has been created and installed.
- As-built surveying of new trail is complete.
- MHLT is reviewing the final as-built surveys for the portions of the trail that are on their property.

Background

The City and Borough of Sitka has been awarded a \$916,897 MAP-21 Federal Lands Access Program (FLAP) Grant for Phase 5 Cross Trail multimodal pathway (Cross TMP), Baranof Street and Yaw Drive connectors, by Western Federal Lands (WFL). The Assembly approved submission of the grant in Resolution 2013-03 in February 2013. Phase 4 of the project, a \$926,000 STIP Grant for a multimodal pathway reconstruction and re-routing from Yaw Drive to the CBS property was funded by the Department of Transportation in the 2009 STIP. DOT planners, with the concurrence of Western Federal Lands (WFL) and CBS, initiated action to combine the two projects as a single \$1.8 million grant and have the project managed by Western Federal Lands for greater efficiency and cost savings.

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

Milestones This Period

- Memorandum of agreement between The City and Borough of Sitka and Western Federal Lands has been executed.

Future Milestones

- Hire a consulting company for planning, design, and complete environmental and permitting sometime in June 2016.
- The completion date is estimated around October 2016.

Background

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

Water

Water and sewer staff performed a number of locates around town for various contractors and homeowners.

Water and wastewater crews continue to work with the design engineers on the Jeff Davis paving and utility project by providing utility locates and valve size information

A courtesy OSHA inspection of the water and wastewater treatment plants uncovered a few minor areas that needed to be addressed. Crews are working at completing these items. An official report from OSHA is forthcoming.

Water operators continue to work with the UV manufacturer to work through the equipment issues at the UV facility.

Water crews are working on the Revised Total Coliform Rule Sample Siting Plan required by DEC. This plan identifies all of our total coliform sampling locations and alternates, where to sample if we receive a positive result, etc.

Wastewater

Wastewater operators worked with the public works streets division to repair a leak in the 6 inch ductile iron force main at the landfill lift station. A force main is a sewer line that uses pumps to push the sewerage when gravity flow is not achievable. The landfill lift station and piping are scheduled to be replaced in the coming year, however the leaks needed to be repaired in the interim.

A motor on a sludge pump in one of the clarifiers failed. The clarifier was drained and the motor replaced. While the clarifier was drained the maintenance staff performed the annual preventative maintenance which includes cleaning and inspecting. Staff replaced eight sacrificial anodes.

Wastewater maintenance staff performed the monthly generator checks to ensure functionality.

A faulty battery back-up was diagnosed and replaced at one of the list stations.

Wastewater staff received two days of training on the new sewer televising equipment.

Wastewater staff responded to a number of sewer back-ups which all turned out to be on the customer side.



Legislation Details

File #: 16-042 Version: 1 Name:
Type: Ceremonial Status: AGENDA READY
File created: 3/2/2016 In control: City and Borough Assembly
On agenda: 3/8/2016 Final action:
Title: Outstanding Performances of Drama, Debate, and Forensics Team
Sponsors:
Indexes:
Code sections:
Attachments: [DDF Certificates.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

OUTSTANDING PERFORMANCE

is hereby awarded to

Kristine Bahn

for her Exceptional Accomplishment as a member of the Sitka High School Drama, Debate, and Forensics Team at the State Tournament. Congratulations on capturing first place in her Duet Acting piece with Debbie Yearwood as well as helping the team capture second place in Overall Points. Congratulations!



Matt Hunter

Matt Hunter, Deputy Mayor

Melissa Henshaw

Melissa Henshaw, Acting Municipal Clerk

OUTSTANDING PERFORMANCE

is hereby awarded to

Debbie Yearwood

for her Exceptional Accomplishment as a member of the Sitka High School Drama, Debate, and Forensics Team at the State Tournament. Congratulations on capturing first place in her Duet Acting piece with Kristine Bahn as well as helping the team capture second place in Overall Points. Congratulations!



Matt Hunter

Matt Hunter, Deputy Mayor

Melissa Henshaw

Melissa Henshaw, Acting Municipal Clerk



Legislation Details

File #: 16-043 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 3/2/2016 In control: City and Borough Assembly
On agenda: 3/8/2016 Final action:
Title: Marijuana Advisory Committee final report
Sponsors:
Indexes:
Code sections:
Attachments: [MAC final report.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
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Marijuana Advisory Committee Final Report





City and Borough of Sitka

Marijuana Advisory Committee

Final Report, February 2016

Dear Assembly Members,

The Marijuana Advisory Committee (MAC) was created to research issues and give recommendations to the Assembly regarding the legalization of marijuana and its recreational use. Shortly thereafter, this committee was also designated as an interim Local Regulatory Authority (LRA) to be able to receive 50% of the required state licensing fee, as well as act as a regulatory entity on its own if the State failed to enact regulations, and in conjunction with the State otherwise.

All meetings were held at the Sealing Cove Business Center and publicly noticed per State requirements. Local press were often present for the meetings and consistently and thoroughly reported details of the meetings. Public participation ranged from 2 to 18 people at any given meeting, with representation by elements of the community who were committed to providing both supportive and dissenting opinions with regard to marijuana legalization. Generally there were more people in attendance who were supportive of a marijuana industry than there were those against.

Initially meeting twice a week for two hours, then cutting back to a single two-hour meeting per week, the MAC analyzed many substantive issues. The Committee passed two resolutions on to the City Assembly for consideration. Resolution 2016-01 requested that the State Department of Law revise the 500 foot set-back provision specified in 3AAC 306.010. Resolution 2016-02 requested that the Alaska Department of Revenue remit 50 percent of the State excise tax levied on all marijuana products produced by cultivators back to municipalities. Both resolutions were passed by the Assembly.

The Marijuana Advisory Committee submits the following final report:

1. The Marijuana Advisory Committee discussed the topic of planning and zoning as pertains to the marijuana industry at length. The MAC eventually arrived at a compromise which took the form of a hybrid proposal, recommending industrial, Central Business District, and the Gary Paxton Special District be permitted use and all others be by conditional use permit. Ultimately, through interaction with the Planning Commission, it was determined that the conditional use permit process for all marijuana businesses in all zones would afford the greatest degree of control and opportunity for enforcement. Therefore, the MAC recommends that all permitting be done through the conditional use permit process at this time.
2. The MAC has met with the Wastewater and Electric Departments. As no foreseeable undue burden would be placed on the Wastewater Department, the MAC recommends regular

commercial rates for any marijuana related businesses. The Electric Department requests notification of any marijuana commercial ventures, but they do not expect any unusual burdens would be placed upon City electric infrastructure as a result of the establishment of marijuana businesses. However, the Electric Department would request any license applications forwarded to their department for the purpose of making contact with the prospective licensee to inquire as to their anticipated need.

3. The MAC recommends that indoor, on-site consumption be allowed in licensed marijuana dispensaries.
4. On the topic of taxation, one of the points that prompted action was the concern that at some point in the future the State government may choose to prohibit the levying of any excise taxation on marijuana sales. As was the case with taxation of alcohol, it was possible that any excise taxation that predated any such action by the State would likely be “grandfathered” in. The Committee recommends the imposition of a 2% point-of-sale excise tax on all retail sales of marijuana in Sitka.
5. With regard to the testing of marijuana, the small communities of Alaska with no access to the road system would have a difficult time implementing a viable marijuana industry due to the lack of reasonable access to testing facilities in other parts of the State. At present, Federal law does not allow for the movement of marijuana products via air or water. Additionally, full testing facilities which would meet state standards, are cost prohibitive for all of the small communities which would need one.

Therefore, the Committee recommends that the Assembly take the position that the State should allow testing to state labelling standards, by means that have been determined to be acceptable to the municipality. This would require the label show THC content, CBD content, presence of mold, pesticides and filth, as well as strain. This recommendation is a result of the difficulty in transporting marijuana in federally controlled waters and airspace where it is still considered illegal.

6. The MAC recommends that the Assembly designate a permanent Local Regulatory Authority made up of no less than seven, at-large members.

The Committee recognizes that this industry is in its infancy, and that as a result its administration will continue to morph and refine for years to come. Considerable lucidity toward the goal of effective administration can be gained by experience alone. In light of these limitations of foresight, the members of the Marijuana Advisory Committee would like to offer their continued support, if ever it is deemed to be helpful.

Marijuana Advisory Committee
Final Report to the Assembly
Signed on the 29th day of February, 2016
Committee Members

Chair Levi Albertson

Vice-Chair Andrew Hames

Joseph D'Arienzo

Lindsay Evans

Pamela Ash

Jay Stelzenmuller

Darrell Windsor

Steven Eisenbeisz

Bob Potrzuski



Legislation Details

File #: 16-037 Version: 1 Name:
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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
February 23rd Assembly meeting.



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
Municipal Attorney: Robin L. Koutchak
Municipal Clerk: Sara Peterson, CMC

Tuesday, February 23, 2016

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

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

IV. CORRESPONDENCE/AGENDA CHANGES

Mayor McConnell announced Item F would be discussed before Item E. No objections were heard.

16-036 Reminders, Calendars and General Correspondence

V. CEREMONIAL MATTERS

16-028 Service Award for Historic Preservation Commission Member Judy Ozment

Mayor McConnell read a service award for Judy Ozment in recognition of her more than 5 years of service on the Historic Preservation Commission.

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

Lt. Lance Ewers spoke to the public about the dangers of texting and driving; a felony in Alaska.

Mike Baines, Chair of the Sitka Tribal Council, spoke to the possibility of acquiring the tidelands by the Healing House and working with the Bureau of Indian Affairs Economic Development Association to be placed on an economic priority list.

VII. PERSONS TO BE HEARD

Galen Paine informed the Assembly of the Spruce Up Sitka campaign and efforts to reduce the amount of litter in Sitka. Paine encouraged volunteer groups to contact DOT and become involved in the Adopt a Highway program.

Kalen Robbins, owner of Sitka Cab, spoke to the struggles of being a business owner in Sitka.

Kevin Knox, stated the Sitka Seaplane Dock, a key piece to transportation infrastructure, was the only public base able to accommodate straight floats or non amphibious floats. Closing it would significantly impact operators. Knox read a letter from Port Alexander resident and business owner, Kevin Mulligan, stating the importance of the dock and the impacts to his business.

Dave Gordon, speaking on behalf of the Department of Fish and Game, noted they had used the Sitka Seaplane Dock since the early 1980's. He offered that the facility provides a direct benefit to the Department's mission and without it, their work would be challenging.

Margie Esquiro stated the Marijuana Advisory Committee (MAC) was preparing a final report and wondered what the public process would look like. She added the MAC was the interim Local Regulatory Authority (LRA) until a permanent LRA was appointed by the Assembly. She encouraged the Assembly to appoint a diverse group.

Katherine Prussian, a pilot, spoke in support of a new floatplane dock to aid local business and general aviation.

VIII. REPORTS

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

Mayor - McConnell reported on the Alaska Municipal League (AML) meeting. The take away message was that there was a budget crisis and all options needed to be explored. Revenue increases were needed and it was noted that even if government departments were radically cut, it wouldn't be enough. The AML lobbyist cautioned municipalities to watch for the state saving money by shifting costs to municipalities and to expect revenue sharing reductions. McConnell also reported on a teleconference meeting regarding Transboundary Rivers and BC mines.

Administrator - Gorman shared the Fire Department had received the Community Hero of the Year Award, briefed the Assembly on communications with Terry Trapp of Alaska Bulk Water Inc. and offered he would be recommending to the Gary Paxton Industrial Park Board that a new RFP be issued for bulk water contracts. Gorman also reported on the Alaska Municipal League meetings and the severity of the fiscal situation. He ended by sharing a task list of the City and Borough of Sitka landslide working group.

Liaisons - Guevin reported on the work of the Citizens' Taskforce and spoke to the draft Grand Bargain Budget Framework spreadsheet. Potruski noted the Marijuana

Advisory Committee would sunset February 24 and was scheduled to meet as the Local Regulatory Authority on February 29 to finalize their report to the Assembly. He stated he would be working with Assembly Member Eisenbeisz to draft an ordinance creating a permanent Local Regulatory Authority. Eisenbeisz reported on the recent Gary Paxton Industrial Park Board meeting in which a month to month lease was approved for the Sawmill Farm. He added if there were problems the tenant could be asked to leave. Miyasato reminded there were three vacancies on the Parks and Recreation Committee.

IX. CONSENT AGENDA

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

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

- A 16-029** Approve the minutes of the February 9 Assembly meeting

This item was APPROVED ON THE CONSENT AGENDA.

- B 16-035** Award a contract to Leverage Information Systems for completion of the Datacenter Centralization Project in an amount not to exceed \$175,000

This item was APPROVED ON THE CONSENT AGENDA.

- C ORD 16-04** Adjusting the FY16 Budget (*first reading*)

This item was APPROVED ON THE CONSENT AGENDA - first reading.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- D 16-030** Reappoint: 1) Richard Doland to a term on the Building Department Appeals Board, and, 2) Ken Fate to a term on the Local Emergency Planning Committee

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

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

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:

F 16-032

Discussion/Direction on the February 10, 2016 letter from SEARHC to develop a proposal for management of hospital services

Charles (Chuck) Clement, President/CEO of Southeast Alaska Regional Health Consortium (SEARHC), referenced his letter dated February 10, 2016 in which he stated the community of Sitka had had ongoing conversations about the practicality of operating two hospitals in a community of Sitka's size. In light of recent discussions with Municipal Administrator Mark Gorman and Sitka Community Hospital (SCH) CEO Rob Allen, the group felt it was an opportune time to evaluate the community's needs and the wisdom of operating two hospitals, one often duplicating the efforts of the other. SEARHC hoped to initiate efforts that would result in the development and presentation of a comprehensive management proposal to the City and Borough of Sitka for consideration which would consolidate the healthcare activities of both facilities. Clement's letter stated there were several guiding principles important for a successful proposal: 1) maintain and improve access to care for all residents of Sitka, 2) preserve and increase the healthcare workforce within Sitka, 3) establish a governance structure which ensures Sitka community participation, 4) expand the availability of specialty care services to the Sitka community, and, 5) reduce the City and Borough of Sitka's financial burden for the provision of healthcare services.

Assembly Discussion:

Potrzuski expressed excitement for discussions to occur. Hunter viewed it as a chance to proceed cautiously and explore a new opportunity. Guevin was supportive of a community driven and collaborative process to develop a healthcare system system that worked for all Sitkans. McConnell voiced support for discussions and looked forward to conversations in the future.

A motion was made by Potrzuski to request SEARHC proceed with a collaborative management proposal for hospital services as outlined in their letter dated February 10, 2016.

Steve Hartford, SCH Director of Operations, and Cynthia Brandt, SCH Chief Financial Officer, offered SCH had been actively engaged in conversations with SEARHC over the past year looking for ways to consolidate and collaborate. They looked forward to participating in the discussion process. Brandt stated it was an exciting time to look at what the opportunities might be for collaboration and duplication of services for the benefit of providing the best possible healthcare for Sitka. She cautioned it would not be a quick process and would require time and resources.

Administrator Mark Gorman stated he had met in earlier weeks with Rob Allen, Chuck Clement, and Dan Neumeister to discuss how to move forward with a community process. SEARHC offered to put forward a management proposal that would be inclusive in obtaining information from the public for the Assembly and the community to consider.

In response to a question by Miyasato, SCH and SEARHC representatives indicated that their employees had been alerted to the proposal.

Clement stated any process moving forward would need to have the political will of the citizens and the Assembly. Clement added this would need to be a process people were comfortable with. He offered a first step would be to have the operators of both hospitals meet, run some numbers and brainstorm ideas. They could then report back to the Assembly on those ideas. Clement noted it was not necessarily a management proposal and offered the descriptor could certainly evolve over time through discussions.

Public testimony:

Clyde Bright shared some thoughts on SCH and felt the Hospital was a tax burden. He suggested the Hospital be sold or given to the employees.

Anne Wilkinson, a former SCH Hospital Board member, spoke to prior conversations with SEARHC regarding collaboration of services. She didn't feel SEARHC was willing to have an open transparent process.

Cynthia Dennis, a SCH employee, said the proposal sounded like a management contract which SCH did not need. Dennis hoped to see a collaborative public process.

Lee Bennett, a former SCH employee, stated the two hospitals had collaborated for years at various department levels. He felt SEARHC wanted to take over SCH and that was why past discussions had not succeeded.

Assembly Discussion:

Potrzuski and Eisenbeisz noted the intent of the amended motion would be for a collaborative process with both parties working together. Assembly members recognized the community anxiety on this issue, however, were optimistic for discussions and encourage the public to weigh in on the discussions.

A motion was made by Potrzuski to AMEND the main motion to read: "I move to request SEARHC and Sitka Community Hospital proceed with a collaborative management proposal for hospital services as outlined in SEARHC's letter dated February 10, 2016." The AMENDMENT PASSED by the following vote.

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

The main motion as amended PASSED by the following vote.

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

New Business First Reading

- E ORD 16-06** Renaming and amending Chapter 4.40 of the Sitka General Code, "Uncollectable Accounts and Bad Debt Write-Offs" and amending Sections 4.40.010 "Definitions", 4.40.020 "Policies", and 4.40.030 "Records and Reporting" and adding Sections 4.40.040 "Write-Off of Uncollectable Accounts", 4.40.050 "Utility Debts Remain with Real Property", and 4.40.060 "Authority to Offset"

Ordinance 2016-06 was introduced on first reading and after discussion the Assembly felt the ordinance may need to be reworked and moved to postpone the ordinance. After realizing that if they postponed the ordinance, they would not be able to rework it from its original state they voted down the motion to postpone; simultaneously they withdrew their original motion to pass on first reading. Therefore, if the ordinance as written, comes back, it would be considered first introduction/reading. From conversations at the table an alternate ordinance may be brought forward in its place. It was also expressed that while this ordinance deserved discussion it should occur after a utility subsidization ordinance had been explored.

Additional New Business Items

G 16-034 Approve an amended final subdivision plat for a Planned Unit Development at 100 Indian River Road filed by Baranof Island Housing Authority

Assembly members thanked Baranof Island Housing Authority for offering an affordable housing option for residents.

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

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

H 16-031 Discussion/Direction on the development of the FY17 budget including extraordinary requests

Hunter wished to see all one time budget requests come before the Assembly during the budget process.

Administrator Gorman and Chief Finance and Administrative Officer, Jay Sweeney, noted this was going to be a highly unusual budget development year. He added there were a lot of moving targets, including at the state level. They suggested extraordinary FY17 budget requests be addressed at the first FY17 budget worksession with the Assembly, tentatively scheduled for April 21. The requests would be divided into two categories, internal requests and external requests. Sweeney noted the policy would apply to any agency making a request to be funded outside of, or in addition to, the non-profit grant process.

Eisenbeisz hoped to have more opportunity to discuss the budget and revisit past worksession items if needed. Further, he wished to see more detailed information provided to the Assembly such has been provided to the Citizens' Taskforce.

XIII. PERSONS TO BE HEARD:

None.

XIV. EXECUTIVE SESSION

None.

XV. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:39pm.

ATTEST: _____
Sara Peterson, CMC
Municipal Clerk



Legislation Details

File #: 16-038 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 3/2/2016 In control: City and Borough Assembly
On agenda: 3/8/2016 Final action:
Title: Approve the Health Needs and Human Services Commission goals for 2016
Sponsors:
Indexes:
Code sections:
Attachments: [HNHS Goals for 2016.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

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

POSSIBLE MOTION

I MOVE TO approve the Health Needs and Human Services Commission goals for 2016.

Note: Annual goals of the Commission are to be approved by the Assembly.

SGC 2.13.060 Powers and duties.

A. The commission will annually identify goals developed through the collection and consolidation of vital and current information on human service trends as well as public input. All goals shall be approved by the assembly prior to the commission initiating action. All findings of the commission will be made available to benefit and educate city and borough of Sitka decision-makers.

MEMORANDUM

To: Mayor McConnell and Members of the Assembly

From: Doug Osborne, Chair of the Health Needs and Human Services Commission

Subject: Health Needs and Human Services Commission 2016 Goals

Date: March 1, 2016

At the February 9th meeting, our commission unanimously voted to submit the following three goals for you to review and potentially approve.

1. Work with other community partners to cohost two or more networking gatherings in 2016 that will bring people together.
2. Support at least one public health initiative in Sitka.
3. Research and develop at least one public health policy designed to improve the health of Sitkans.

The new 2016 goals are very similar to last year's. Our seven person commission is full and ready for another productive year.

Thank you for your time and consideration.

Doug Osborne
Chair HNHS Commission



Legislation Details

File #: ORD 16-07 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 3/2/2016 In control: City and Borough Assembly

On agenda: 3/8/2016 Final action:

Title: Amending Sitka General Code at Chapter 2.12 entitled "City and Borough of Sitka Hospital Board" section 2.12.070 entitled, "Organization" to clarify board offices to be elected (first reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2016-07.pdf](#)
[2016-07 Hospital Board Revision.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

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

POSSIBLE MOTION

I MOVE TO approve Ordinance 2016-07 on
first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-07

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA (CBS) AMENDING SITKA GENERAL CODE CHAPTER 2.12 "CITY AND BOROUGH OF SITKA HOSPITAL BOARD" SECTION 2.12.070 ENTITLED, "ORGANIZATION" TO CLARIFY BOARD OFFICES TO BE ELECTED

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code.

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

3. PURPOSE. To clarify that the City and Borough of Sitka Hospital Board organize itself by electing a President, Vice President, as well as a Secretary.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that Chapter 2.12 is amended at Section 2.12.070 entitled, "Organization". (new language underlined; deleted language stricken).

Chapter 2.12
CITY AND BOROUGH OF SITKA HOSPITAL BOARD

2.12.070 Organization.

The board shall organize itself by electing a chairman President, Vice President and secretary who shall hold their offices as provided by hospital board by-laws.

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 22nd day of March, 2016.

Mim McConnell, Mayor

ATTEST:

Sara Peterson, CMC
Municipal Clerk



Legislation Details

File #: 16-040 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/2/2016 In control: City and Borough Assembly

On agenda: 3/8/2016 Final action:

Title: Appoint: 1) Steve Clayton to a term on the Building Department Appeals Board, and, 2) Ryan Wilson to a term on the Building Department Appeals Board

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Appointments.pdf](#)
[Clayton Application.pdf](#)
[Wilson Application and Roster.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

POSSIBLE MOTION

I MOVE TO appoint 1) Steven Clayton to a term on the Building Department Appeals Board, and, 2) Ryan Wilson to a term on the Building Department Appeals Board



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

Board/Commission/Committee: Building Department Appeals Board
Name: Steve Clayton Daytime Phone: 738-6236
Address: Box 2476 Evening Phone: _____
Email Address: sbcclayton@gmail.com Fax Number: 747-5003
Length of Residence in Sitka: 42 yrs. Registered to vote in Sitka? Yes No
Employer: Clayton Const. Inc.
Organizations you belong to or participate in: Sitka Sound Science Ctr.

Explain your main reason for applying: Give Back to my community

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

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

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
 - An immediate family member employed within the scope of this appointment.
- 1.) Board of Directors Sitka Sound Science Center
 - 2.) BA from U. Washington in Zoology.
 - 3.) 40 yrs. of Building in Sitka AK

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: Feb 22 - 2016 Signature: Steve Clayton

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

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

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



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

Board/Commission/Committee: BUILDING DEPT. BOARD OF APPEALS
Name: Ryan M. Wilson Daytime Phone: 907-747-5424
Address: PO Box 414 Evening Phone: 907-738-0550
Email Address: rw.designse@gmail.com Fax Number: _____
Length of Residence in Sitka: 31 years +/- Registered to vote in Sitka? Yes ___ No
Employer: SELF

Organizations you belong to or participate in:

Explain your main reason for applying:

PER THE REQUEST OF THE BUILDING OFFICIAL

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

I CURRENTLY AM LICENSED TO PRACTICE THE FOLLOWING ENGINEERING DISCIPLINES IN THE STATE OF ALASKA:

- 1. CIVIL ENGINEERING 2. STRUCTURAL ENGINEERING

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

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

PLEASE CONTACT CHRIS DUGUAY, BUILDING OFFICIAL OR DAN TADIC, MUNICIPAL ENGINEER FOR QUESTIONS CONCERNING MY EXPERIENCE.

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: 2/22/2016 Signature: [Handwritten Signature]

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

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

Return to:

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



BUILDING DEPARTMENT APPEALS BOARD

| NAME | CONTACT NUMBERS | TERM STARTS | EXPIRES | CATEGORY |
|---------------------------------------|--|--|--|----------------------|
| GARY SMITH 110 Jarvis St | 747-3142 w 747-7647 h gary@schmolckmechanical.com | 9/10/02 10/14/03 11/6/06 10/27/09 10/23/12 2/9/16 | 9/10/03 10/14/06 11/6/09 10/27/12 10/23/15 2/9/19 | CHAIR |
| DAN LITTLEFIELD 486 Katlian Street | 752-0669 dan@eaglewolfelectric.com | 5/27/14 | 5/27/17 | |
| <i>RYAN WILSON PO Box 414</i> | <i>738-0550 747-4533 fax rwilson@acsalaska.net</i> | <i>9/23/08 10/11/11</i> | <i>9/23/11 10/11/14</i> | |
| RICHARD DOLAND PO Box 1714 | 738-3567 w 747-7567 h dolandbuilt@yahoo.com | 11/6/06 10/27/09 10/23/12 2/23/16 | 11/6/09 10/27/12 10/23/15 2/23/19 | Alternate |
| STEVE CLAYTON 102 Sharon Dr. | 747-8236 / 738-6236 w 747-5003 fax | 9/10/02 9/13/05 9/23/08 | 9/10/05 9/13/08 9/23/11 | Alternate |
| Chris Duguay 100 Lincoln St. | 747-1832 chris.duguay@cityofsitka.org | | | Building Official |

- The building official is an ex-officio (non-voting) member of the board.

5 Seats (of which 2 are alternates)

Terms are as follows:

Overlapping three-year terms. Alternates serve 3-year terms.

Revised: February 24, 2016



Legislation Details

File #: ORD 16-04 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 2/16/2016 In control: City and Borough Assembly
On agenda: 3/8/2016 Final action:
Title: Adjusting the FY16 Budget (second reading)
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2016-04.pdf](#)
[2016-04 Budget Adjustment.pdf](#)

| Date | Ver. | Action By | Action | Result |
|-----------|------|---------------------------|--------|--------|
| 2/23/2016 | 1 | City and Borough Assembly | | |

POSSIBLE MOTION

I MOVE TO approve Ordinance 2016-04 on
second and final reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-04

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADJUSTING THE FY16 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 FY16 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY16 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, 2015 and ending June 30, 2016 is hereby adjusted as follows:

| <u>Account Number</u> | <u>Account</u> | <u>Increase</u> | <u>Decrease</u> |
|--|-------------------------------|-----------------|-----------------|
| <u>FISCAL YEAR 2016 EXPENDITURE BUDGETS</u> | | | |
| <u>GENERAL FUND</u> | | | |
| Clerk – Personnel: | | | |
| 100-500-003-5212.000 | Contracted/Purchased Services | | \$50,000 |
| 100-500-003-5110.010 | Temp Wages | \$50,000 | |
| The Finance Director has requested moving the amount that was budgeted for the Document Scanning Contract from Contracted/Purchased service to Temp wages. | | | |
| <u>CAPITAL PROJECTS</u> | | | |
| Centennial Hall Upgrades Project #90692 | | | |
| 700-300-380-3807.000 | Misc | \$66,000 | |
| 700-600-630-5212.000 | Contracted/Purchased Services | \$66,000 | |
| This is to recognize a donation from the Sitka Historical Society & Museum with the stipulation these funds finance the additive alternate “Museum Expansion” for the Harrigan Centennial Hall remodel project. | | | |
| <u>SPECIAL REVENUE FUNDS</u> | | | |
| Homeland Security 15SHSP Project #90815: | | | |
| 159-300-310-3101.005 | Grant Revenue | \$52,144 | |
| 159-500-601-5223.000 | Tools & Small Equipment | \$52,144 | |
| 100-300-310-3101.005 | Grant Revenue | \$35,000 | |
| 100-520-021-803-5201.000 | Travel & Training | \$35,000 | |
| This is to recognize a Grant from the State of Alaska Division of Homeland Security and Emergency Management for the purchase of portable radios; forward looking infrared radiation system and for active shooter training. | | | |

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EXPLANATION

Necessary revisions in the FY 2016 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 March, 2016.

ATTEST:

Matt Hunter, Deputy Mayor

**Melissa Henshaw
Acting Municipal Clerk**

1st reading 2/23/16

2nd reading 3/8/16



Legislation Details

File #: 16-044 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/2/2016 In control: City and Borough Assembly

On agenda: 3/8/2016 Final action:

Title: Approve a liquor license renewal application for the Pilot House, Inc. dba Pilot House

Sponsors:

Indexes:

Code sections:

Attachments: [Liquor License Renewal.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

POSSIBLE MOTION

I MOVE TO approve a liquor license renewal application for Pilot House and forward this to the Alaska Alcohol and Marijuana Control Office without objection.



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



Memorandum

To: Mayor McConnell and Assembly Members
From: Sara Peterson, Municipal Clerk
Date: March 1, 2016
Subject: Liquor License Renewal – Pilot House

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

License #: 4117
DBA: Pilot House
License Type: Beverage Dispensary
Licensee: Pilot House, Inc.
Premises Address: 485 Katlian Street

This license is operated by Fly In Fish Inn, Inc. which is in Chapter 11 Bankruptcy. A memo was circulated to the various departments who may have had reason to protest. The applicant is current on all post-bankruptcy obligations; pre-bankruptcy obligations will be dealt with in a Plan of Reorganization to be considered by the Bankruptcy Court. The applicant has also indicated in the presently proposed Plan that he will work to transfer the license from Pilot House, Inc. to Fly In Fish Inn if this is required with the Alaska Alcohol and Marijuana Control Office. Staff believes it is in the municipality's best interest for this entity to retain its liquor license.

Recommendation: Approve the liquor license renewal application for Pilot House, Inc.



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

Sarah Daulton Oates
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
Phone: 907.269.0350
alcohol.licensing@alaska.gov

January 12, 2016

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

Re: Notice of 2016/2017 Liquor License Renewal Applications

Dear Ms. Peterson,

We have received a renewal application for each of the following licenses within your jurisdiction:

| Lic. # | Doing Business As | License Type | Licensee | Premises Address |
|--------|-------------------|---------------------|-------------------|--------------------|
| 4117 | Pilot House | Beverage Dispensary | Pilot House, Inc. | 485 Katlian Street |

A local governing body as defined under AS 04.21.080(b)(18) may protest the approval of an application(s) pursuant to AS 04.11.480 by providing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is arbitrary, capricious, and unreasonable. Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the regulation or ordinance has been approved, please notify our office and provide a certified copy of the regulation or ordinance if you have not previously done so.

Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind when responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application(s) referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information regarding local governing body protests, please refer to 3 AAC 304.145.

If you have any questions or concerns or require additional information, please feel free to contact our licensing unit at alcohol.licensing@alaska.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Oates", with a large, stylized loop at the end.

Sarah Daulton Oates

Records & Licensing Supervisor

sarah.oates@alaska.gov

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|---|---|---|
| Alcoholic Beverage Control Board 550 W 7 th Avenue, Suite 1600 Anchorage, AK 99501 | Renewal Liquor License 2016/2017 | Phone: (907) 269-0350 Email: alcohol.licensing@alaska.gov http://commerce.alaska.gov/web/abc/Home.aspx |
|---|---|---|

License is: Full Year OR Seasonal If seasonal, list dates of operation: _____

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| SECTION A - LICENSE INFORMATION | | |
| License Number: 4117 | License Type: Beverage Dispensary | Statute Reference: Sec. 04.11.090 |
| Local Governing Body: Sitka City & Bor Other (Anch, Sit, Jno, Com, Car, WA) | | Community Council (if applicable): |
| Name of Licensee: Pilot House Inc | | Doing Business As (DBA): Pilot House |
| Mailing Address: 485 Katlian St Sitka, AK 99835 | | Street Address or Location of Premises: 485 Katlian St Sitka, AK 99835 |
| Phone: (907)747-7910 | Fax: (907)747-7918 | Email: info@flyinfishinn.com |

| | | | | |
|---|-----------|-----|---------------------------------|------------------|
| SECTION B - OWNERSHIP INFORMATION - CORPORATION (if owner is a sole proprietor, skip to SECTION C) | | | | |
| <i>Corporations, LLCs, LLPs and LPs must be registered with the Alaska Division of Corporations.</i> | | | | |
| Name of Entity (Corporation/LLC/LLP/LP): Pilot House Inc. | | | | |
| Is the Entity in "Good Standing" with the Alaska Division of Corporations? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, attach written explanation. Your entity must be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee. | | | | |
| Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with 10% or more of stock) | | | | |
| Name | Title | % | Mailing Address | Telephone Number |
| Ken Bellows | President | 100 | 485 Katlian St, Sitka, AK 99835 | (907)738-2363 |
| Ron Bellows | V.P. | 0 | 485 Katlian St, Sitka, AK 99835 | (907)738-4660 |
| Carla Green | Treasurer | 0 | 485 Katlian St, Sitka, AK 99835 | (907)738-0102 |
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| NOTE: If you need additional space, please attach a separate sheet. | | | | |

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SECTION C – OWNERSHIP INFORMATION – SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)

Individual Licensees/Affiliates (The ABC Board defines an "affiliate" as the spouse or significant other of a licensee. Each affiliate must be listed.)

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|-----------------------------|------------|--|-----------------------------|--|
| Name: Address: Phone: | N/A | Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth: | Name: Address: Phone: | Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth: |
| Name: Address: Phone: | | Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth: | Name: Address: Phone: | Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth: |

SECTION D – SUPPLEMENTAL QUESTIONS

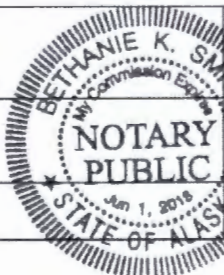
| | |
|--|---|
| Was your business open at least 30 days for 8 hours each day in 2014? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Was your business open at least 30 days for 8 hours each day in 2015? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Has any person named in this application been convicted of a felony or Title 4 violation? If yes, attach a written explanation. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Has the licensed premises changed from the last diagram submitted? If yes, attach a new diagram with designated premises areas outlined in red. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| For Package Stores only: | |
| Do you intend to sell alcoholic beverages in response to a written order? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| For Restaurant / Eating Places only: | |
| Were your gross receipts from the sale of food at least 50% of your total gross receipts for 2014 and 2015? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

DECLARATION

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.
- As a licensee (sole proprietor or partner), I certify that I have received Alaska alcohol server training and my certification is currently valid.
- As a corporate/LLC licensee, I certify that all agents and employees who serve, sell, or are otherwise responsible for the service, sale, or storage of alcoholic beverages have received Alaska alcohol server training and their certification is currently valid. I further certify that certain shareholders, officers, directors, or members of the entity who are not directly or indirectly responsible for the service, sale, or storage of alcoholic beverages are not Alaska alcohol server training certified and will not be required to be certified.
- As a licensee, I certify that all of my agents and employees tasked with patron identification verification have received alcohol server training and their certification is currently valid.

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| License Fee | \$2500.00 |
| Filing Fee | \$ 200.00 |
| TOTAL | \$2700.00 |
| Late Fee of \$500.00 – if received or postmarked after 12/31/2015 | \$ -- |
| Fingerprint Fee – \$49.75 per person (only for new owners/members) | \$ -- |
| GRAND TOTAL | \$ 2,700.00 |

| | |
|--|---|
| Licensee Signature <i>Ken Bellows</i> | Printed Name & Title: Ken Bellows, President |
| Notary Signature <i>[Signature]</i> | Subscribed and sworn to before me this 14 th day of December, 2015. |
| Notary Public in and for the State of: Alaska | My commission expires: June 1, 2018 |



DEC 29 '15 4:11:10