



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Meeting Agenda

City Assembly

Mayor Cheryl Westover
Deputy Mayor Larry Crews
Vice Deputy Mayor Mim McConnell
Assembly Member Phyllis Hackett
Assembly Member Terry Blake
Assembly Member Thor Christianson
Assembly Member Pete Esquiro

Municipal Administrator: Jim Dinley
Municipal Attorney: Theresa Hillhouse
Municipal Clerk: Colleen Ingman, MMC

Tuesday, June 28, 2011

6:00 PM

Assembly Chambers

WORKSESSION **5:00 - 5:50 PM -- 3rd Quarter Budget Review**

REGULAR MEETING

- I. CALL TO ORDER
- II. FLAG SALUTE
- III. ROLL CALL
- IV. CORRESPONDENCE/AGENDA CHANGES

Government-to-Government Update with Sitka Tribe of Alaska

Schools Update

Tim Fulton, School Board Member

- VI. PERSONS TO BE HEARD

Public participation on any item off the agenda. Not to exceed 3 minutes for any individual.

- VII. REPORTS

1. [11-133](#) Blue Lake License Amendment - Protection, Mitigation & Enhancement Terms & Conditions

Attachments: [Memo Blue Lake PME Jun2011 Update](#)
[USFS Attachment 1](#)
[USFS Attachment 2](#)

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

VIII. CONSENT AGENDA

All matters under Item VIII 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 [11-126](#) Approve the minutes of the June 14, 2011 Assembly meeting.

Attachments: [Minutes 6-14-11](#)

- B [11-127](#) Appointments: 1) Reappoint Jane E. Eidler - Library Board, 2) Myron Fribush, MD - Local Emergency Planning Commission, 3) Thomas R. Brown - Sitka Community Hospital Board, 4) Senator Bert Stedman, Investment Committee, and appoint 5) Ann Wilkinson to a term on the Sitka Community Hospital Board, and 6) Darrell Windsor to a term on the Planning Commission.

Attachments: [MOTION - Appointments](#)

- C [ORD 11-30](#) Adjusting the FY 2011 Budget for changes identified during the Third Quarter FY 2011 Formal Budget Execution Review.

Attachments: [MOTION - ORD 11-30](#)
[ORD 11-30 3RD Quarter](#)

- D [11-131](#) Authorize the Administrator to execute a Material Sale Agreement with Southeast Earthmovers from July 13, 2011 to August 1, 2016 with a royalty rate of \$1.55 per cubic yard in place.

Attachments: [SE Earthmovers Quarry Agreement](#)

- E [11-125](#) Awards Takatz Lake: A) Area 1 Botanical Resource Studies to HDR Alaska, Inc.- not to exceed \$85,000; and B) Area 2 Botanical Resource Studies to Bethel Environmental Solutions LLC - not to exceed \$75,000.

Attachments: [MOTION - MEMO Botanical Studies](#)
[Botanical Studies Plan](#)

- F [11-129](#) Approve proceeding with the purchase of a new fire truck previously approved in the FY 2012 Budget - July 1, 2012.

Attachments: [MOTION - Fire Truck](#)
 [Fire Truck 1](#)
 [Fire Truck 3](#)
 [Fire Truck 4](#)

- G [11-132](#) Approve award of the Professional Services Contract for Pacific High School Remodel to McCool Carlson and Green on a Time and Expense basis, total contract not to exceed \$220,215.00 - This expenditure was approved by Sitka voters at the October 5, 2010 election, using proceeds from seasonal sales tax revenue to fund Pacific High School Major Maintenance.

Attachments: [MEMO - Docs PHS Remodel](#)

- H [11-128](#) Approve award of a Schematic Design Contract to MRV Architects for the Sea Walk Extension Part B - Tennis Courts to National Historic Park not to exceed \$73,150.

Attachments: [MOTION-MEMO Sea Walk Ext](#)

IX. UNFINISHED BUSINESS:

- I [ORD 11-21](#) Authorizing the sale of municipal tidelands in North Pacific Seafoods Subdivision.

Attachments: [MOTION - ORD 11-21](#)
 [Assembly Memo 0001](#)
 [Ordinance 2011-21](#)
 [Vicinity Map](#)
 [Aerial](#)
 [Plat](#)
 [Tideland Areas](#)
 [Planning Commission minutes April 19](#)
 [Planning Commission Minutes May 3](#)
 [Memo from Assessor May](#)
 [Memo from Applicant](#)
 [Mailing List](#)

- J [ORD 11-22](#) Amending SGC to add a New Chapter 20.05 Coastal Management, to adopt and regulate activities in the Sitka Coastal Management Areas to coincide with Coastal Management Plans/Regulations under the State of Alaska (if applicable) and Federal Government.

Attachments: [MOTION - ORD 11-22](#)
 [ORD 2011-22 & Docs](#)

- K** [ORD 11-23](#) Amending SGC Chapter 4.12.025 entitled "Exemptions" to clarify mandatory and optional property tax exemptions and procedures.
Attachments: [Motion Ord 11-23](#)
 [ORD 2011-23 Docs](#)
- L** [ORD 11-24](#) Updating the Personnel Policies Handbook to reflect changes due to Collective Bargaining Agreements, general clarifying and other amendments.
Attachments: [MOTION - ORD 11-24](#)
 [ORD 2011-24 memo](#)
 [ORD 2011-24](#)
 [Personnel Handbook Policies and TOC](#)
- M** [ORD 11-25](#) Amending the SGC Section 15.05.620 Rates and Fees to adjust the rates for water service.
Attachments: [MOTION - ORD 11-25](#)
 [Motion Ord 11-25 & Graph](#)
 [Ord 2011-25 and docs](#)
- N** [ORD 11-26](#) Amending the SGC Section 15.04.320 Rates and Fees to adjust the rates for sewer service.
Attachments: [MOTION - ORD 11-26](#)
 [Motion & Ord 11-26 & docs](#)
- O** [11-121](#) Adopt procedures and application packet to be used for grant funding of nonprofit organizations by the City and Borough of Sitka General Fund.
Attachments: [MOTION - Non-profit grant funding](#)
 [Edited Grant Procedures](#)

X. NEW BUSINESS:**New Business First Reading**

- P** [ORD 11-27](#) Amending SGC at Section 2.40.420 B, entitled "Counting absentee and question ballots."
Attachments: [MOTION - Memo ORD 11-27](#)
- Q** [ORD 11-28](#) Amending SGC Chapter 2.66, entitled "Tourism Commission" at Section 2.66.010, entitled "Establishing-Membership-Terms," and Section 2.66.040, entitled "Organization"
Attachments: [MOTION ORD 11-28](#)
 [ORD 11-28](#)

- R [ORD 11-29](#) Amending SGC Chapter 4.05 entitled "Marine Passenger Fee Fund," at Section 4.05.030 entitled "Procedures"

Attachments: [MOTION ORD 11-29](#)

[ORD 11-29 Docs](#)

[ORD 11-29 Minutes](#)

Additional New Business Items

- S [11-134](#) Approve a Southeast Economic Development loan to Jim and Darcy Michener, DBA Alaska Pure Sea Salt in the amount of \$106,000.

Attachments: [MOTION - MEMO Sea Salt](#)

- T [RES 11-14](#) In support of the Sitka Community Development Corporation's application for funding from the Federal Department of Health and Human Services, Community Economic Development Program.

Attachments: [MOTION - RES 11-14](#)

- U [11-130](#) Approve preparing a long-term lease between the City and Borough of Sitka and Sitka Community Development Corporation for greenhouses at Sawmill Cove Industrial Park

Attachments: [MOTION - Greenhouse Lease SCDC](#)

- V [11-123](#) Authorize the Municipal Administrator to engage in negotiations with Robert Half Resources to end the contract with John "Jay" Sweeney III, if successful proceed with hiring John "Jay" Sweeney III as Finance Director.

Attachments: [MOTION - Robert Half](#)

- W [11-135](#) Discussion on short-term rentals in R-1 or R-2 related zones.

Attachments: [Short Term Rentals](#)

XI. PERSONS TO BE HEARD:

Public participation on any item on or off the agenda. Not to exceed 3 minutes for any individual.

XIII. ADJOURNMENT

*Colleen Ingman, MMC
Municipal Clerk
Publish: 6-24-11*