



# 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 Pete Esquiro,*  
*Vice Deputy Mayor Thor Christianson,*  
*Phyllis Hackett, Matthew Hunter, Mike Reif and Michelle Putz*

*Interim Municipal Administrator: John P. Sweeney III*  
*Municipal Attorney: Robin L. Koutchak*  
*Municipal Clerk: Colleen Ingman, MMC*

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Monday, August 5, 2013

5:00 PM

Assembly Chambers

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### SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

**Present:** 6 - Christianson, Esquiro, Reif, Hunter, Putz, and Hackett

**Telephonic:** 1 - McConnell

IV. CORRESPONDENCE/AGENDA CHANGES

V. PERSONS TO BE HEARD

Jennifer Robinson, Executive Director of the Greater Sitka Chamber, distributed a letter from the Board of Directors which emphasized the importance of the business community and economic development. The letter also requested particular questions to be asked of each candidate.

VI. NEW BUSINESS:

**13-147**

**Administrator Interview Preparation**

Mark Danielson, Human Resources Director, provided an outline for the evening: review of interview questions, decision to review references prior to interviews, and process for interviews.

The Assembly decided a discussion on applicants would be held at the end of the meeting on Wednesday, with a possible executive session if needed.

**A motion was made by Christianson to go into Executive Session to discuss subjects that tend to prejudice the reputation and character of a person in consideration of tonight's review of applicant reference checks and invite the Human Resources Director and Municipal Attorney in. The motion PASSED by**

a unanimous voice vote.

The Assembly was in Executive Session from 5:40pm to 6:40pm.

A motion was made by Christianson to reconvene as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

The Assembly reviewed the list of interview questions.

**VII. EXECUTIVE SESSION**

**VIII. ADJOURNMENT**

A motion was made by Christianson to ADJOURN. The motion passed by a unanimous voice vote. The meeting ADJOURNED at 6:45pm.

ATTEST: \_\_\_\_\_  
Sara Peterson, CMC  
Acting Municipal Clerk



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Tuesday, August 6, 2013

4:30 PM

Assembly Chambers

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### SPECIAL MEETING

#### I. CALL TO ORDER

#### II. FLAG SALUTE

#### III. ROLL CALL

**Present:** 6 - Christianson, Esquiro, Reif, Hunter, Putz, and Hackett

**Telephonic:** 1 - McConnell

#### IV. CORRESPONDENCE/AGENDA CHANGES

None.

#### V. PERSONS TO BE HEARD

None.

#### VI. NEW BUSINESS:

**13-151**

Applicant interviews via video conferencing (Allen/Sherman, Bennett, Caskie, Gorman, Bradshaw)

Applicant interviews via video conferencing were held for Rob Allen/Robin Sherman, Robin Bennett, Pamela Caskie, Mark Gorman, and Steve Bradshaw.

**13-148**

Discussion/Direction/Decision regarding tonight's applicants for Municipal Administrator

The Assembly agreed they would prefer to discuss all applicants at the end of Wednesday night's interviews.

**VII. EXECUTIVE SESSION**

None.

**VIII. ADJOURNMENT**

A motion was made by Christianson to ADJOURN. The motion passed by a unanimous voice vote. The meeting ADJOURNED at 8:05pm.

ATTEST:

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Sara Peterson, CMC  
Acting Municipal Clerk



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## Minutes - Draft

### City and Borough Assembly

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*Interim Municipal Administrator: John P. Sweeney III  
Municipal Attorney: Robin L. Koutchak  
Municipal Clerk: Colleen Ingman, MMC*

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Wednesday, August 7, 2013

4:30 PM

Assembly Chambers

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#### SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

**Present:** 6 - Christianson, Esquiro, Reif, Hunter, Putz, and Hackett

**Telephonic:** 1 - McConnell

IV. CORRESPONDENCE/AGENDA CHANGES

None.

V. PERSONS TO BE HEARD

None.

VI. NEW BUSINESS:

**13-149** Applicant interviews via video conferencing (Pascale, Sciorra, Lanning, Gubatayo)

Applicant interviews via video conferencing were held for Jim Pascale, Arthur Sciorra, Alan Lanning and Cynna Gubatayao.

A recess was taken from 7:20pm to 7:25pm.

**13-150** Discussion/Direction/Decision regarding tonight's applicants for Municipal Administrator

The Assembly discussed the option of going into Executive Session.

**A motion was made by Hackett to go into Executive Session to discuss subjects that tend to prejudice the reputation and character of a person in consideration of tonight's and last night's video conference interviews of applicants for Municipal Administrator and invite the Human Resources Director and Municipal Attorney in. The motion FAILED by the following vote.**

**Yes:** 2 - Putz, and Hackett

**No:** 5 - Christianson, Esquiro, Reif, Hunter, and McConnell

Robert Woolsey of Raven Radio and Shannon Haugland of the Daily Sitka Sentinel urged the Assembly to hold as much of the discussion about the candidates in public as possible.

The Assembly further discussed the idea of going into executive session. Municipal Attorney, Robin Koutchak, reviewed her memo regarding executive session.

The Assembly put forth the names of the individuals they were most interested in: Allen, Caskie, Gorman, Pascale, Gubatayao, and Lanning

A discussion was held regarding the number of applicants to invite for in person interviews.

**A motion was made by Reif to invite the top four applicants for an in person interview: Pamela Caskie, Mark Gorman, Cynna Gubatayao, and Jim Pascale. The motion PASSED by the following vote.**

**Yes:** 6 - Christianson, Esquiro, Reif, Hunter, Putz, and Hackett

**Absent:** 1 - McConnell

**An amendment to the motion was made by Hunter to include Rob Allen.**

Assembly members offered their opinions on including Rob Allen in the in person interview selection.

**A motion was made by Reif to amend the amendment to ask the Municipal Attorney to research the issue of inviting Allen and come back with a recommendation on inviting Allen and not Lanning.**

**Further discussion occurred between Assembly members. Both Hunter and Reif withdrew their amendments.**

**A motion was made by Hackett to go into executive session to discuss subjects that tend to prejudice the reputation and character of a person in consideration of the personality traits of the candidates we have interviewed by video conference for the Municipal Administrator position and invite the Human Resources Director and Municipal Attorney in. The motion PASSED by the following vote.**

**Yes:** 4 - Christianson, Putz, McConnell, and Hackett

**No:** 3 - Esquiro, Reif, and Hunter

The Assembly was in executive session from 8:30pm to 9:08pm.

Mayor McConnell signed off during the executive session.

**A motion was made by Hackett to reconvene as the Assembly in regular**

session. The motion PASSED by a unanimous voice vote.

A vote was taken on the previously stated main motion.

Chamber of Commerce Executive Director, Jennifer Robinson, asked the Assembly to offer their reasons for choosing the four finalists.

**VII. EXECUTIVE SESSION**

**VIII. ADJOURNMENT**

A motion was made by Christianson to ADJOURN. The motion passed by a unanimous voice vote. The meeting ADJOURNED at 9:15pm.

ATTEST: \_\_\_\_\_  
Sara Peterson, CMC  
Acting Municipal Clerk



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Tuesday, August 13, 2013

6:00 PM

Assembly Chambers

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### REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

**Present:** 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

IV. CORRESPONDENCE/AGENDA CHANGES

13-161 Correspondence

None.

V. CEREMONIAL MATTERS

13-152 Service Award: Jeremy Twaddle - Planning Commission

Mayor McConnell presented Jeremy Twaddle with a Service Award for his six years of service on the Planning Commission.

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

Carol Goularte with the US Forest Service, provided an update to the Assembly on Redoubt Lake, plans for a new office location on Halibut Point Road, and possible loss of jobs due to funding cuts. Goularte stated the hope was to retain the current 63 positions in Sitka and noted there had been a 62% decrease in personnel since 1996.



**VII. PERSONS TO BE HEARD**

Albert Judson offered an outsider's viewpoint of Sitka.

Tiffany Shaquanie spoke to the health risks associated with fluoridated water.

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

Acting Administrator- Michael Harmon reported existing asphalt would be removed at the Centennial Hall parking lot this weekend and underground drainage work would be started. Harmon stated vehicles would need to be out of the parking lot during this time and asked folks to be patient.

Liaison Reps- Assembly member Putz reported on the Historic Preservation Commission and Assembly member Hackett reported on the Sitka Community Hospital Board.

Clerk- Times were determined for the Blue Lake Dam tour, administrator candidate interviews, public reception for candidates, and special Assembly meeting for administrator selection.

Other - Chris Brewton, Utility Director, provided an update on the Blue Lake Dam project.

**IX. CONSENT AGENDA**

- A 13-160** Approve the minutes of the July 23 Special Assembly Meeting and July 23 Regular Meeting

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

- B 13-158** Appoint Don Jones to a term on the Local Emergency Planning Committee and reappoint 1) Jeff Feldpausch to a term on the Parks and Recreation Committee and 2) Curt Ledford to a term on the Library Commission

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

- C 13-159** Approve a request filed by Baranof Island Brewing Company for an expansion of the existing licensed premises under liquor license #4912

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

**Yes:** 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**D 13-156** Accept the Sitka Urban Forest Management Plan

Lynne Brandon, Parks and Recreation Manager, explained the plan was an urban management plan and directed toward trees actively managed by the City in parks and on City grounds.

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

**Yes:** 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

A recess was taken from 7:00pm to 7:10pm.

**E 13-155** Approve the award of a construction contract in the amount of \$56,425 to ANC Research & Development, LLC for the repair of the Airport water main near the USCG housing project

Reif asked if there were any health issues associated with asbestos pipe. Environmental Superintendent, Mark Buggins, stated there were no health issues in pipe form. Buggins also noted the USCG regularly tested for asbestos.

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

**Yes:** 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**X. UNFINISHED BUSINESS:**

**F ORD 13-31A** Amending chapter 11.40 of the SGC entitled "Stopping Standing and Parking" to provide for civil administration process for parking offenses under this chapter

Christianson and Putz thanked the Police and Fire Commission for their willingness to serve as the hearing officer.

**A motion was made by Hackett that this Ordinance be APPROVED. The motion PASSED by the following vote.**

**Yes:** 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**G ORD 13-32** Amending the Sitka General Code at Chapter 15.05 entitled "Water System" at subsection 15.05.620 entitled "Rates and Fees" to adjust the rates for water service

**A motion was made by Hackett that this Ordinance be APPROVED. The motion PASSED by the following vote.**

Yes: 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**XI. NEW BUSINESS:**

**New Business First Reading**

**H ORD 13-33** Reenacting Sitka General Code at Chapter 2.32 entitled "Long-Range Strategic Planning Commission"

Putz provided a brief explanation of the reasons for creating the ordinance.

Assembly members offered their opinions and suggested further work be done on the ordinance.

**A motion was made by Hackett that this Ordinance be POSTPONED to the August 27, 2013 Assembly meeting. The motion PASSED by the following vote.**

Yes: 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**Additional New Business Items**

**I 13-157** Additional discussion/direction/decision on the sale of the South Benchlands and proposals submitted by Sound Development, LLC

Developers, Todd Fleming and Jeremy Twaddle, provided an overview of the subdivision materials they submitted for the Assembly packet and stated their goal was to provide an opportunity for private individuals or entities to buy land. They noted there would be numerous public meetings held and requirements to be met throughout the subdivision process.

John Holst, a member of the Benchlands Ad Hoc Group, spoke in favor of the motion and urged the Assembly to move forward.

Assembly members offered their opinions on selling the parcels.

Municipal Attorney, Robin Koutchak, asked for clarification of what the Assembly would like to see in a sales agreement.

**A motion to amend was made by Putz to include in the sales agreement a right of first refusal as a parcel.**

Acting Administrator, Michael Harmon, stressed the need for the sales agreement to follow the RFP as submitted by Sound Development LLC.

**Putz withdrew her motion to amend.**

Municipal Attorney, Robin Koutchak, reviewed some of the requirements set forth in the RFP. The goal would be for the developer, Municipal Attorney and staff to work together to develop a sales agreement to come back before the Assembly for approval.

A motion was made by Putz to amend the last sentence of the main motion to read, "I further move to direct the Municipal Attorney, in conjunction with the Administrator and developer, to draft a sales agreement as described in this motion, and execute the sales agreement forthwith with final review by the Assembly." The amendment PASSED by the following vote.

Yes: 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

The Assembly further discussed the need to follow the RFP.

A motion was made by Reif to sell parcels A, B, C, & D of the South Benchlands property to Sound Development, LLC, for the price as described in Sound Development, LLC's proposal in response to the RFP issued on December 4, 2012, by the City and Borough of Sitka, and to further direct the Municipal Attorney, in conjunction with the Administrator and developer, to draft a sales agreement as described in this motion, and execute the sales agreement forthwith with final review by the Assembly. The motion as previously amended PASSED by the following vote.

Yes: 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**J 13-153**

Authorize the Interim Administrator to execute a Memorandum of Agreement with the Alaska Department of Transportation and Public Facilities for completion of the Baranof Warm Springs Dock reconstruction and ownership transfer

Reif stated the City had received a \$1,900,000 grant to reconstruct the Baranof Warm Springs dock and suggested the need for a financial plan for long term maintenance. Public Works Director, Michael Harmon, noted this was something that would definitely be looked at.

The Assembly commended Public Works staff for a job well done and was pleased with the direction the project was headed.

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

Yes: 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**K 13-154**

Authorize the Interim Administrator to negotiate, execute and administer all documents required for the Cross Trail Multimodal Project phases 4 & 5 including the Reimbursable Agreement with Federal Highways Administration, Western Federal Lands, for construction of the Cross Trail Multimodal Pathway

Brian Hanson, president of Sitka Trail Works, encouraged the Assembly to authorize this item. Hanson added Sitka Trail Works had pledged their support in any way they could to get this project complete.

Lynne Brandon, Parks and Recreation Manager, noted improvements such as a separated pathway along most of Yaw Drive.

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

Yes: 7 - Christianson, Esquiro, Reif, Hunter, Putz, McConnell, and Hackett

**XII. PERSONS TO BE HEARD:**

None.

**XIII. EXECUTIVE SESSION**

None.

**XIV. ADJOURNMENT**

A motion was made by Christianson to ADJOURN. The motion passed by a unanimous voice vote. The meeting ADJOURNED at 9:25pm.

ATTEST:

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Sara Peterson, CMC  
Acting Municipal Clerk