



CITY AND BOROUGH OF SITKA

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

Minutes - Final City Assembly

Mayor Cheryl Westover

Assemblymembers: Terry Blake, Thor Christianson, Pete Esquiro, Phyllis Hackett, Mim McConnell, and Mike Reif

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

Tuesday, October 11, 2011

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 6 - Westover, McConnell, Blake, Crews, Esquiro, and Hackett

Absent: 1 - Christianson

IV. CORRESPONDENCE/AGENDA CHANGES

Hackett requested that Item F be divided into three motions. No objections were heard.

V. CEREMONIAL MATTERS

11-200

Proclamation - Disability Mentoring Day

Mayor Westover read the Disability Mentoring Day Proclamation. Patrick McMann accepted the proclamation and read SAIL's mission.

VI. PERSONS TO BE HEARD

Andrew Miller of Sitka Conservation Society thanked the Assembly for having the Sealaska executives at the last meeting.

VII. REPORTS

11-199

Special Report by Public Works - Granite Creek Quarries

Public Works Director, Michael Harmon, and Municipal Engineer, Stephen Weatherman, presented a status report on the potential Granite Creek Quarry Development.

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

Mayor - Noted a recent conversation with Rick Harris of Sealaska regarding a MOA between the Tribe, Sealaska and the USFS. Recently attended: Respect Mural Dedication and Hope Float Cruise. Welcomed the Tongass Future Roundtable attendees. Inquired about AML attendance.

Administrator – Gave an overview of Public Works projects and their progress. He announced auditors would be here for two weeks; Fourth Quarter review would be at 5:00 PM on October 25; electric projections should come forward in November. He mentioned this would be the last year for rural schools and even though legislation was being pursued, a plan was needed.

Attorney – Announced her legal assistant was busy with garnishment of PFDs.

Other – McConnell traveled to False Island with USFS and members of Sitka Conservation Society to review tree thinning done under USFS contract with T&M Construction. The crews have done a good job. Attended Chamber's "Look Local First" unveiling, Seawalk and the Health Summit meetings.

VIII. CONSENT AGENDA

- A** [11-196](#) Approve the minutes of the September 13, 2011 Assembly meeting.

This item was APPROVED on the Consent Agenda.

IX. UNFINISHED BUSINESS:

- B** [11-205](#) Approve closing the Donations account with the transfer of the balance to the General Fund.
- Hackett's understanding was 20% would stay in the fund for emergencies. She wasn't in favor of this and believed it was premature. The Mayor reflected \$142,285 for non-profits; upwards of \$170,000 was spent. She wanted the budget adjusted before the new Assembly began.*

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

Yes: 4 - Westover, Blake, Crews, and Esquiro

No: 2 - McConnell, and Hackett

Absent: 1 - Christianson

Non-voting: 1 - Reif

- C** [11-208](#) Accept certification of Municipal Regular Election.

Hackett and Esquiro, who were candidates, stepped down from voting on this item.

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

Yes: 4 - Westover, McConnell, Blake, and Crews

Absent: 1 - Christianson

Recused: 2 - Esquiro, and Hackett

Non-voting: 1 - Reif

D [11-209](#) Acknowledge outgoing Assembly member(s).

Recess

Mayor acknowledged Larry Crews's service and a recess was taken to thank him.

X. NEW BUSINESS:

E [11-202](#) Swearing in of newly elected officials.

Newly and re-elected Assembly members Mike Reif, Pete Esquiro and Phyllis Hackett took their oath of office and were seated.

Additional New Business Items

F 1 [11-204](#) Appoint Patrick Sullivan to an unexpired term on the Planning Commission, appoint Dan Jones to a two year term on the Sawmill Cove Industrial Park Board, and reappoint Ryan Wilson to a three year term on the Building Department Appeals Board.

Hackett was concerned with having a resident of Sitka for only two months serve on the Planning Commission. She wondered if the city should require a minimum length of residency in order to serve; the information provided didn't tell much. Esquiro shared Hackett's concerns. Westover pointed out it was to fill an unexpired term which was to expire in July 2012.

Hackett moved to postpone the appointment and request that the applicant attend the meeting and would appreciate it if he would furnish more information. The motion to POSTPONE PASSED on a unanimous vote.

Absent: 1 - Christianson

Hackett thanked Dan Jones for all the information he provided. Blake agreed.

A motion was made by Blake that the appointment of Dan Jones to the Sawmill Cove Industrial Park Board be APPROVED. The motion PASSED by the following vote.

Yes: 6 - Westover, McConnell, Blake, Esquiro, Reif, and Hackett

Absent: 1 - Christianson

Non-voting: 1 - Crews

Hackett would have liked to seen more information. She suggested the application form be redone to obtain more information from applicants.

A motion was made by Hackett that the appointment of Ryan Wilson to the Building Department Appeals Board be APPROVED. The motion PASSED by

the following vote.

Yes: 6 - Westover, McConnell, Blake, Esquiro, Reif, and Hackett

Absent: 1 - Christianson

Non-voting: 1 - Crews

G

11-207

Approve the Whitcomb Heights III (Jacobs Circle) Final Subdivision Plat.

Planning Director, Wells Williams, spoke to the Whitcomb Heights project. Williams informed site work would be expensive, similar to Hillside, and that drainage wouldn't be an issue with these particular lots.

Property proceeds would be addressed prior to any sale. Research was currently being done. The Gavan subdivision was developed differently, and sold through the LID (Local Improvement District) process. Hillhouse pointed out it was really the decision of the Assembly.

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

Yes: 6 - Westover, McConnell, Blake, Esquiro, Reif, and Hackett

Absent: 1 - Christianson

Non-voting: 1 - Crews

H

ORD 11-39

Authorizing the sale of Lots 1 through 9 in Whitcomb Heights III Subdivision along Jacobs Circle.

A motion was made by Reif to approve Ordinance 2011-39 on first reading and direct the administrator to bring forth a plan for the proper distribution of the revenue generated by these land sales. The motion PASSED by the following vote.

Yes: 6 - Westover, McConnell, Blake, Esquiro, Reif, and Hackett

Absent: 1 - Christianson

Non-voting: 1 - Crews

I

11-203

Authorize the Municipal Administrator to execute the Alaska Clean Water Action 2012 Grant Agreement.

It was explained if CBS wasn't able to get the second part of the grant, CBS would need to come up with the difference.

Esquiro questioned the principal forgiveness. Municipal Engineer, Stephen Weatherman, responded the principal forgiveness was limited. Anything not spent would retire back. Finance Director, Jay Sweeney, estimated debt service over 20 years at 3.5% or \$3,000 a month. It was noted at the present time, the WWTP generates a positive cash flow, but infrastructure was declining faster than money could be put away. Sweeney cautioned rates would need to be addressed as they were projected to be insufficient to cover over a longer time period.

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

Yes: 6 - Westover, McConnell, Blake, Esquiro, Reif, and Hackett

Absent: 1 - Christianson

Non-voting: 1 - Crews

- J** **RES 11-23** Authorizing the application for a loan increase from the Alaska Department of Environmental Conservation under the Alaska Clean Water Fund for Japonski Sewer Lift Stations Rehabilitation.

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

Yes: 6 - Westover, McConnell, Blake, Esquiro, Reif, and Hackett

Absent: 1 - Christianson

Non-voting: 1 - Crews

- K** **11-201** Discussion/Direction on Sales Tax Holiday for 2011.

Esquiro believed the situation was different now considering the overall economy and wondered if the City could afford the sales tax holiday(s). Esquiro entertained the idea of spreading out the holiday(s). Westover spoke in favor of perhaps only one day. McConnell wasn't sure if the day after Thanksgiving was the best choice. Blake spoke in support of businesses and believed the sales tax holiday(s) was needed. Hackett asked the Chamber to research whether a sales tax holiday was helpful. Her personal survey resulted in the opinion it didn't make much difference. Reif proposed this winter to look at all revenue sources and focus on both pieces.

The sales tax discussion lead to the need for the assembly to have hold a financial briefing/worksession. A January financial work session was proposed to be held on January 14th at 9:00 AM - Sawmill Cove Conference Room.

XI. PERSONS TO BE HEARD:

Mayor was approached by the Sitka Historical Society. They are looking ahead at their future and have asked for one assembly member to meet with them. Reif stated he could make some of the meetings.

Reif proposed changing the procedure for the appointment of liaisons. He suggested having the boards come before the Assembly versus having the Assembly commit to liaison positions.

XII. ADJOURNMENT

A motion was made by McConnell to ADJOURN. The motion PASSED by unanimous vote; the meeting adjourned at 9:43pm.

ATTEST: _____
Colleen Ingman, MMC
Municipal Clerk