



# CITY AND BOROUGH OF SITKA

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

## Minutes - Draft

### City and Borough Assembly

*Mayor Cheryl Westover*  
*Deputy Mayor Pete Esquiro, Vice-Deputy Mayor Thor Christianson,*  
*Terry Blake, Phyllis Hackett, Mim McConnell, and Mike Reif*

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

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Tuesday, December 27, 2011

6:00 PM

Assembly Chambers

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#### REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

**Present:** 6 - Westover, McConnell, Christianson, Esquiro, Reif, and Hackett

**Absent:** 1 - Blake

IV. CORRESPONDENCE/AGENDA CHANGES

*Mayor Westover held a moment of silence for those Sitkans who have passed away recently and offered her condolences.*

#### Government-to-Government Update with Sitka Tribe of Alaska

*None.*

V. PERSONS TO BE HEARD

*Utility Director, Chris Brewton, introduced Bitty Balducci, an AmeriCorps member, who has partnered with the Sitka Conservation Society, the Career Center, and the City and Borough of Sitka to provide energy education and public outreach.*

VI. SPECIAL MUNICIPAL REPORTS

**11-232** Electric Dept - EPA NESHAP RICE

*Utility Director, Chris Brewton, explained the new proposed diesel regulations. His hope was the Alaska congressional delegation would get involved and overturn the regulation.*

11-233 Public Works Dept - Sea Walk

*Senior Engineer, Dan Tadic, and Monique Anderson of Anderson Land Planning provided a brief update on the Sitka Sea Walk from Crescent Harbor Tennis Courts to Sitka National Historical Park.*

## VII. REPORTS

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

*Mayor - Participated in the Holiday Light judging; scheduled to meet Dec. 30 with Jon Tillinghast to work on a draft MOA for Redoubt; met with School Superintendent Steve Bradshaw and School Board President Lon Garrison about the approval process for Pacific High School design.*

*Acting Administrator – provided an update on Public Works projects.*

*Liaison Representatives – Hackett attended Sitka Community Hospital Board meeting; SCH making impressive progress. Reif attended the Sitka Historical Society meeting regarding the Feasibility project and offered to be the Assembly Liaison for the Sitka School District. Esquiro attended STA Council meeting.*

*Clerk – reminded Assembly of prebudget worksession on January 9 at 5:30pm.*

## VIII. CONSENT AGENDA

**A** 11-234 Approve the minutes of the December 13, 2011 Assembly meeting.

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

**B** 11-236 Reappoint Ron Hauck to a term on the Sitka Convention and Visitors Bureau Board.

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

**C** 11-239 Award a professional services contract to Maiani Construction Services, Inc. in the amount of \$81,350.00, for the Mechanical Commissioning- Commissioning Blatchley Middle School Building Systems (Remodel Project).

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

## IX. UNFINISHED BUSINESS:

**D** ORD 11-51 Authorizing assigning of Ground Control, LLC Tenant Sublease at Sitka Rocky Gutierrez Airport Terminal Building from Cory Jo Kelly and Doug Rendle to Sunni Keith.

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

**Yes:** 6 - Westover, McConnell, Christianson, Esquiro, Reif, and Hackett

Absent: 1 - Blake

X. NEW BUSINESS:

**New Business First Reading**

- E ORD 11-52 Amending Sitka General Code Chapter 2.66, entitled "Tourism Commission," at Sections 2.66.010 entitled "Establishing-Membership-Terms" and 2.66.050 entitled "Duties".

*Acting Administrator, Michael Harmon, provided background information. The ordinance would take away the requirement of specific user groups on the Commission, therefore, making it easier to fill the vacant seats on the Commission. The Commission also requested signage duties be assigned to the Commission so they could assist the Assembly with directional and interpretive signs.*

**A motion was made by Reif to strike the words "municipal staff and contractors" in Section 2.66.050 D and replace with the words "the Assembly" amending the ordinance to read, "Assist the Assembly with signage projects, including interpretive signs and visitor directional signs." The motion to amend PASSED by the following vote.**

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

Absent: 1 - Blake

**A motion was made by McConnell that this Ordinance be PASSED ON FIRST READING as amended. The motion PASSED by the following vote.**

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

Absent: 1 - Blake

**Additional New Business Items**

- F 11-237 Approve Change Order 2 in the amount of \$1,100,000.00 to Hatch Acres Corporation under the terms of the PSA dated April 2, 2009; authorize the Municipal Administrator to issue a PO for this Change Order; obligate funds from Capital Project No. 90594; and execute this action on behalf of the Assembly of the City and Borough of Sitka.

*Utility Director, Chris Brewton, and Generation Engineer, Dean Orbison, explained this was a continuation of work on the project. Orbison noted the project had been broken down into four parts for ease of management.*

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

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

Absent: 1 - Blake

- G 11-238 Approve the award of Task Order 4 Construction Engineering in the amount of \$822,650.00 to Hatch Acres Corporation under the terms of the PSA dated April 2, 2009; authorize the Municipal Administrator to issue a PO for Task Order 4 Construction Engineering; obligate funds from Capital Project No. 90594; and

execute this action on behalf of the Assembly of the City and Borough of Sitka.

*Utility Director, Chris Brewton, explained Task Order 4: Construction Engineering services for the Blue Lake expansion. He noted the work was specifically related to geotechnical work, equipment specifications, and review of manufacturer's design drawings. Dean Orbison, Generation Engineer, noted the project was at 95% design.*

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

**Yes:** 6 - Westover, McConnell, Christianson, Esquiro, Reif, and Hackett

**Absent:** 1 - Blake

**H 11-235**

Approve a budgetary transfer of \$8,000 from Finance Department Personnel (regular wages) to Finance Department Travel and Training.

*Mike Middleton, Deputy Finance Director, explained the reasons for the budgetary transfer. Assembly members applauded Middleton and the Finance Director for placing an emphasis on training and developing a depth of financial expertise in the staff.*

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

**Yes:** 6 - Westover, McConnell, Christianson, Esquiro, Reif, and Hackett

**Absent:** 1 - Blake

**I 11-240**

Approve contract assignment of Blatchley Middle School Remodel - CBS Project Numbers 90505 & 90640 from McGraw Custom Construction, Inc. to ASRC McGraw Construction LLC a subsidiary of ASRC Construction Holding Company contingent on receiving all required documents.

*Acting Administrator, Michael Harmon, explained Chuck McGraw Sr. was phasing out of his business but would still oversee this project through the new company - ASRC McGraw Construction LLC. Harmon noted the main concern for Public Works was continuity in the project. McGraw indicated the subcontractors would stay the same.*

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

**Yes:** 6 - Westover, McConnell, Christianson, Esquiro, Reif, and Hackett

**Absent:** 1 - Blake

**XI. PERSONS TO BE HEARD:**

*None.*

**XII. ADJOURNMENT**

**A motion was made by Esquiro to ADJOURN. Hearing no objections the meeting ADJOURNED at 8:04pm.**

**ATTEST:**

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Sara Peterson, CMC - Deputy Municipal Clerk