



CITY AND BOROUGH OF SITKA

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

Meeting Agenda

City and Borough Assembly

*Mayor Steven Eisenbeisz,
Deputy Mayor Kevin Knox,
Vice Deputy Mayor Kevin Mosher,
Thor Christianson, Crystal Duncan, Rebecca Himschoot,
David Miller*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, April 26, 2022

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

V. CORRESPONDENCE/AGENDA CHANGES

[22-065](#) Reminders, Calendars, and General Correspondence

Attachments: [Reminders.](#)

VI. CEREMONIAL MATTERS

None.

VII. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (five minute time limit)

[22-064](#) Special Reports: 1) Sitka Tribe of Alaska - Tribal Chair Lawrence Widmark, 2) Library Commission - Chair Nicole Filipek, and 3) Walk, Bike, Win Program - Amy Ainslie, Doug Osborne, and Ben Hughey

Attachments: [Special Reports](#)

VIII. 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.

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** [22-067](#) Approve liquor license renewal applications for the following: 1) American Legion Post #13 at 205 Lincoln Street, and 2) JL Sitka, Inc. dba Westmark Sitka Hotel at 330 Seward Street

Attachments: [Motion and Memos](#)
 [#56 American Legion](#)
 [#1301 Westmark Sitka Hotel](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

- B** [ORD 22-08](#) Making supplemental appropriations for fiscal year 2022 (Pet Adoption Fund)

Attachments: [Motion](#)
 [Memo and Ord 2022-08](#)

XII. NEW BUSINESS:

- C** [ORD 22-09](#) Making supplemental appropriations for fiscal year 2022 (Cross Trail Repair) 1st reading

Attachments: [Motion](#)
 [Memo and Ord 2022-09](#)

- D** [22-068](#) Discussion / Direction: 1) Request the Health Needs and Human Services Commission and the Police and Fire Commission provide recommendations on how snow removal can be improved in Sitka, and 2) Request the Health Needs and Human Services Commission provide recommendations on how to improve childcare availability and program services in Sitka

Attachments: [Discussion Direction HNHS PFC snow removal and childcare](#)

XIII. PERSONS TO BE HEARD:

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

XIV. REPORTS

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

XV. EXECUTIVE SESSION

Not anticipated.

XVI. ADJOURNMENT

Note: Detailed information on these agenda items can be found on the City website at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Municipal Clerk's Office at City Hall, 100 Lincoln Street or 747-1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Regular Assembly meetings are livestreamed through the City's website, aired live on KCAW FM 104.7, and broadcast live on local television channel 11. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

Sara Peterson, MMC, Municipal Clerk

Publish: April 22



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-065 **Version:** 1 **Name:**

Type: Item **Status:** AGENDA READY

File created: 4/19/2022 **In control:** City and Borough Assembly

On agenda: 4/26/2022 **Final action:**

Title: Reminders, Calendars, and General Correspondence

Sponsors:

Indexes:

Code sections:

Attachments: [Reminders.](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, April 26	Regular Meeting	6:00 PM
Tuesday, May 10	Regular Meeting	6:00 PM
Tuesday, May 24	Regular Meeting	6:00 PM



Assembly Calendar

2021 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2023

April 2022

Sunday		Monday	Tuesday	Wednesday	Thursday	Friday		Saturday
27	Mar	28	29	30	31	1	Apr	2
			Knox 6:00pm Special Budget Meeting - Enterprise/Internal Service Funds					
3	4	5	6	7	8	9		
		6:30pm Climate Action Task Force - Liaison Mosher	6:00pm Library Commission- Liaison Miller 6:00pm School Board - Liaison Himschoot 7:00pm Planning Commission- Liaison Christianson	6:00pm Special Budget Meeting - All Funds				
10	11	12	13	14	15	16		
		12:00pm Parks and Recreation Committee- Liaison Knox 6:00pm Regular Assembly Mtg	5:00pm Tree & Landscape - Liaison Himschoot 6:00pm Historic Preservation Commission- Liaison Miller 6:00pm Ports & Harbors-Liaison Knox	12:00pm Local Emergency Planning- Liaison Miller				
17	18	19	20	21	22	23		
	Miller 7:00pm Town Hall Meeting hosted by Assembly Members Knox and Mosher: Short-Term Rental Discussion	Miller 6:00pm Special Meeting: Evals of Municipal Attorney and Administrator	Miller 12:00pm Health Needs & Human Services - Liaison Duncan 7:00pm Planning Commission - Liaison Christianson	Miller Knox 12:00pm Sitka Bear Task Force	Miller Knox	Miller Knox		
24	25	26	27	28	29	30	May	
Knox		6:00pm Regular Assembly Mtg	Miller 5:30pm Police and Fire - Liaison Duncan	Miller	Miller	Miller		

Assembly Calendar

2021 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2023

May 2022

Sunday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	May	2	3	4	5	6	7
Miller		Miller	6:30pm Climate Action Task Force - Liaison Mosher	6:00pm <u>Library Commission- Liaison Miller</u> 6:00pm <u>School Board - Liaison Himschoot</u> 7:00pm Planning Commission- Liaison Christianson	12:00pm Sitka Bear Task Force		
8		9	10	11	12	13	14
			12:00pm <u>Parks and Recreation Committee- Liaison Knox</u> 6:00pm <u>Regular Assembly Mtg</u>	5:00pm <u>Tree & Landscape - Liaison Himschoot</u> 6:00pm <u>Historic Preservation Commission- Liaison Miller</u> 6:00pm <u>Ports & Harbors- Liaison Knox</u>	12:00pm <u>Local Emergency Planning- Liaison Miller</u>		
15		16	17	18	19	20	21
				12:00pm <u>Health Needs & Human Services - Liaison Duncan</u> 7:00pm <u>Planning Commission - Liaison Christianson</u>			
22		23	24	25	26	27	28
			6:00pm <u>Regular Assembly Mtg</u>	Miller 5:30pm <u>Police and Fire - Liaison Duncan</u>	Miller	Miller	Miller
29		30	31	1	2	3	4
Miller		Miller	Miller				

Assembly Calendar

2021 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2023

June 2022

Sunday		Monday	Tuesday	Wednesday		Thursday	Friday		Saturday
29	May	30	31	1	Jun	2	3		4
Miller		Miller	Miller	Miller 6:00pm <u>Library Commission-Liaison Miller</u> 6:00pm <u>School Board - Liaison Himschoot</u> 7:00pm Planning Commission-Liaison Christianson		Miller 12:00pm Sitka Bear Task Force	Miller		Miller
5		6	7	8		9	10		11
Miller		Miller	Miller 6:30pm Climate Action Task Force - Liaison Mosher	Miller 5:00pm <u>Tree & Landscape - Liaison Himschoot</u> 6:00pm <u>Historic Preservation Commission-Liaison Miller</u> 6:00pm <u>Ports & Harbors-Liaison Knox</u>		Miller 12:00pm <u>Local Emergency Planning-Liaison Miller</u> 6:00pm Govt to Govt Dinner Meeting - Westmark Banquet Room	Miller		
12		13	14	15		16	17		18
			12:00pm <u>Parks and Recreation Committee-Liaison Knox</u> 6:00pm <u>Regular Assembly Mtg</u>	12:00pm <u>Health Needs & Human Services - Liaison Duncan</u> 7:00pm <u>Planning Commission - Liaison Christianson</u>					
19		20	21	22		23	24		25
				5:30pm <u>Police and Fire - Liaison Duncan</u>					
26		27	28	29		30	1	Jul	2
			6:00pm <u>Regular Assembly Mtg</u>						



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-064 Version: 1 Name:

Type: Special Report Status: AGENDA READY

File created: 4/19/2022 In control: City and Borough Assembly

On agenda: 4/26/2022 Final action:

Title: Special Reports: 1) Sitka Tribe of Alaska - Tribal Chair Lawrence Widmark, 2) Library Commission - Chair Nicole Filipek, and 3) Walk, Bike, Win Program - Amy Ainslie, Doug Osborne, and Ben Hughey

Sponsors:

Indexes:

Code sections:

Attachments: [Special Reports](#)

Date	Ver.	Action By	Action	Result
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SPECIAL REPORTS

1. Sitka Tribe of Alaska – Tribal Chair Lawrence Widmark
(telephonic)
2. Library Commission – Chair Nicole Filipek
3. Walk, Bike, Win Program – Amy Ainslie, Doug Osborne, and Ben Hughey



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-067 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 4/19/2022 In control: City and Borough Assembly

On agenda: 4/26/2022 Final action:

Title: Approve liquor license renewal applications for the following: 1) American Legion Post #13 at 205 Lincoln Street, and 2) JL Sitka, Inc. dba Westmark Sitka Hotel at 330 Seward Street

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and Memos](#)
[#56 American Legion](#)
[#1301 Westmark Sitka Hotel](#)

Date	Ver.	Action By	Action	Result
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Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve liquor license renewal applications for the following and forward these approvals to the Alcoholic Beverage Control Board without objection:


- American Legion Post #13 at 205 Lincoln Street, and
- JL Sitka, Inc. dba Westmark Sitka Hotel at 330 Seward



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members
Thru: John Leach, Municipal Administrator 
From: Sara Peterson, Municipal Clerk
Date: April 18, 2022
Subject: Liquor License Renewals – American Legion Post #13 and Westmark Sitka Hotel

The Municipal Clerk's Office has received notification of the following liquor license renewal applications submitted by:

Lic #: 56
DBA: American Legion Post #13
License Type: Club
Licensee: American Legion Post #13
Premises Address: 205 Lincoln Street

Lic #: 1031
DBA: Westmark Sitka Hotel
License Type: Beverage Dispensary - Tourism
Licensee: JL Sitka, Inc.
Premises Address: 330 Seward Street

Memos were circulated to the various departments who may have a reason to protest these requests. No departmental objections were received.

Recommendation:

Approve liquor license renewal applications for the following and forward these approvals to the Alcoholic Beverage Control Board without objection: 1) American Legion Post #13 at 205 Lincoln Street, and 2) JL Sitka, Inc. dba Westmark Sitka Hotel at 330 Seward Street.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Utility Billing Clerk – Erica
Collections - Carolyn
Municipal Billings – Erica
Sales Tax/Property Tax - Justin
Fire Department
Police Department
Building Official(s)

From: Sara Peterson, Municipal Clerk

Date: April 11, 2022

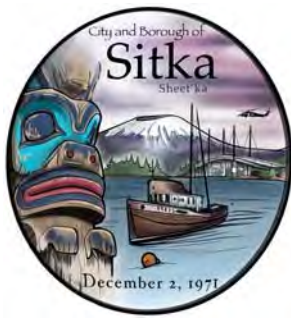
Subject: Liquor License Renewal – American Legion Post #13

The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of the following liquor license renewal application submitted by:

Lic #: 56
DBA: American Legion Post #13
License Type: Club
Licensee: American Legion Post #13
Premises Address: 205 Lincoln Street

Please notify no later than **noon on April 19** of any reason to protest. This request is scheduled to go before the Assembly on April 26.

Thank you.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Utility Billing Clerk – Erica
Collections - Carolyn
Municipal Billings – Erica
Sales Tax/Property Tax - Justin
Fire Department
Police Department
Building Official(s)

From: Sara Peterson, Municipal Clerk

Date: April 13, 2022

Subject: Liquor License Renewal – JL Sitka, Inc dba Westmark Sitka Hotel

The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of the following liquor license renewal application submitted by:

Lic #: **1031**
DBA: Westmark Sitka Hotel
License Type: Beverage Dispensary – Tourism
Licensee: JL Sitka, Inc.
Premises Address: 330 Seward Street

Please notify no later than **noon on April 19** of any reason to protest. This request is scheduled to go before the Assembly on April 26.

Thank you.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 11, 2022

City of Sitka

ViaEmail: sara.peterson@cityofsitka.org ; jessica.earnshaw@cityofsitka.org

Re: Notice of 2022/2023 Liquor License Renewal Application

License Type:	Club	License	56
Licensee:	American Legion Post #13		
Doing Business As:	American Legion Post #13		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen Klinkhart".

Glen Klinkhart, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
3/30/2022
ABC BOARD

LIQUOR LICENSE
2022 - 2023
TEMPORARY

56

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Club

LICENSE FEE: \$1,200.00

1110

CITY / BOROUGH: Sitka
Sitka

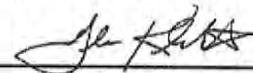
D/B/A: American Legion Post #13
205 Lincoln St

Mail Address:
American Legion Post #13
205 Lincoln St
Sitka, AK 99835-7543

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

☐ Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 7/21)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
3/30/2022
ABC BOARD

LIQUOR LICENSE
2022 - 2023
TEMPORARY

56

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Club

LICENSE FEE: \$1,200.00

CITY / BOROUGH: Sitka
Sitka

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

☐ Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

D/B/A: American Legion Post #13
205 Lincoln St

Mailing Address:
American Legion Post #13
205 Lincoln St
Sitka, AK 99835-7543

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 7/21)



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2021 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2022 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	American Legion Post #13	License #:	56
License Type:	Club		
Doing Business As:	American Legion post #13		
Premises Address:	205 Lincoln Street Sitka, Alaska 99835		
Local Governing Body:	City & Borough of Sitka, Alaska		
Community Council:	None		

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 1 – Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Ron Davis	Contact Phone:	907-738-3277
Contact Email:	halfbreed19707@yahoo.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	Margret Carlson	Contact Phone:	904-747-8629
Contact Email:	margretc66@yahoo.com		

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

AMCO

DEC 22 2021

**Form AB-17: 2022/2023 License Renewal Application****Section 2 – Entity or Community Ownership Information****Sole Proprietors should skip this Section.**

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.

<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	50544-D
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READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- Corporations of any type including non-profit must list ONLY the following:
 - All shareholders who own 10% or more stock in the corporation
 - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- Limited Liability Corporations, of any type must list ONLY the following:
 - All Members with an ownership interest of 10% or more
 - All Managers (of the LLC, not the DBA) regardless of percentage owned
- Partnerships of any type, including Limited Partnerships must list ONLY the following:
 - Each Partner with an interest of 10% or more
 - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	Ronald Davis				
Title(s):	Commander / Pres	Phone:	907-738-3277	% Owned:	
Mailing Address:	PO Box 11				
City:	Sitka	State:	AK	ZIP:	99835

Name of Official:	James Roberts				
Title(s):	1st Vice Commander / VP	Phone:	907-623-7132	% Owned:	
Mailing Address:	222 Marine street				
City:	Sitka, AK	State:	99835	ZIP:	

Name of Official:	Theodore Allio				
Title(s):	Finance/ Adjutant / Sec	Phone:	907-752-0556	% Owned:	
Mailing Address:	1007 Lake St.				
City:	Sitka	State:	AK	ZIP:	99835

AMCO

DEC 23 2021



Form AB-17: 2022/2023 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: ☐ Applicant ☐ Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: ☐ Applicant ☐ Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

1. The license was **regularly operated continuously** throughout each year. (Year-round)

2020

2021

☒☒

2. The license was **only operated during a specific season** each year. (Seasonal)

If your operation dates have changed, list them below:

☐☐

_____ to _____

3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.

☐☐

4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total

hours each year, during one or both calendar years. A complete Form AB-29: Waiver of Operation Application

and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.

☐☐

If you have not met the minimum number of hours of operation in 2020 and/or 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.

Section 5 – Violations and Convictions

Have **ANY** Notices of Violation been issued for this license **OR** has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2020 or 2021?

Yes

No

☐☒

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

AMCO

DEC 22 2021

**Form AB-17: 2022/2023 License Renewal Application****Section 6 – Certifications**

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

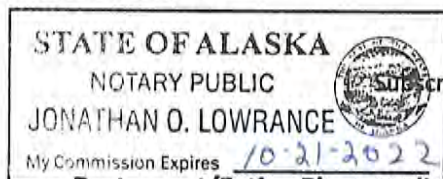
Ronald Davis
Signature of licensee

Ronald Davis
Printed name of licensee

Jonathan O. Lowrance
Signature of Notary Public

Notary Public in and for the State of: Alaska

My commission expires: 10-21-2022



Subscribed and sworn to before me this 21 day of December, 2021.

Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit

Recreational Site applications must include a completed Recreational Site Statement

Tourism applications must include a completed Tourism Statement

Wholesale applications must include a completed AB-25: Supplier Certification

Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	\$ <u>1200.00</u>	Application Fee:	\$ 300.00	Misc. Fee:	\$ <u>1500.00</u>
Total Fees Due:					\$ <u>1500.00</u>

AMCO

DEC 22 2021

Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	SITKA POST NO. 13, THE AMERICAN LEGION, DEPARTMENT OF ALASKA

Entity Type: Nonprofit Corporation

Entity #: 50544D

Status: Good Standing

AK Formed Date: 11/9/1992

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 7/2/2022

Entity Mailing Address: 205 LINCOLN ST, SITKA, AK 99835

Entity Physical Address: 205 LINCOLN ST, SITKA, AK 99835

Registered Agent

Agent Name: THEODORE ALLIO

Registered Mailing Address: 205 LINCOLN ST, SITKA, AK 99835

Registered Physical Address: 181D PRICE ST, SITKA, AK 99835

Officials

AK Entity #	Name	Titles	<input type="checkbox"/> Show Former
			Owned
	CARL DOMINICKS	Director	
	CHARLIE HAZEL	Director	
	HENRY BURTON	Director	
	JAMES ROBERTS	Vice President	
	RONALD DAVIS	President	
	THEODORE ALLIO	Treasurer, Secretary	

Filed Documents

Date Filed	Type	Filing	Certificate
11/09/1992	Creation Filing		
8/25/1994	Biennial Report		
11/06/1996	Biennial Report	Click to View	
9/15/1998	Biennial Report	Click to View	
1/02/2001	Biennial Report	Click to View	

Date Filed	Type	Filing	Certificate
9/23/2002	Biennial Report	Click to View	
7/30/2004	Agent Change	Click to View	
7/30/2004	Biennial Report	Click to View	
7/17/2006	Biennial Report	Click to View	
5/13/2008	Biennial Report	Click to View	
5/13/2008	Agent Change	Click to View	
7/29/2010	Biennial Report	Click to View	
11/23/2011	Agent Change	Click to View	
6/15/2012	Biennial Report	Click to View	
4/11/2014	Biennial Report	Click to View	
4/11/2014	Agent Change	Click to View	
10/12/2016	Agent Change	Click to View	
12/12/2016	Biennial Report	Click to View	
4/24/2018	Biennial Report	Click to View	
12/19/2018	Change of Officials	Click to View	
8/07/2020	Biennial Report	Click to View	
8/12/2020	Agent Change	Click to View	

[Close Details](#)[Print Friendly Version](#)

License Detail

LICENSE DETAILS

License #: 53981

[Print Business License](#)

Business Name: AMERICAN LEGION POST #13

Status: Active

Issue Date:

Expiration Date: 12/31/2023

Mailing Address: 205 LINCOLN ST
SITKA, AK 99835Physical Address: 205 LINCOLN ST
SITKA, AK 99835

Owners

SITKA POST NO. 13, THE AMERICAN LEGION, DEPARTMENT OF ALASKA

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	722410 - DRINKING PLACES (ALCOHOLIC BEVERAGES)	

Endorsements

End #	Issue	Renew	Expiration	Action End	Action Note	Address
2	10/16/2017	1/28/2022	12/31/2023			205 LINCOLN STREET, SITKA, AK 99835

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

Start Date	End Date
1/1/2022	1/27/2022

[Close License Detail](#)[Print Friendly Version](#)



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 13, 2022

City & Borough of Sitka

ViaEmail; sara.peterson@cityofsitka.org ; jessica.earnshaw@cityofsitka.org

Re: Notice of 2022/2023 Liquor License Renewal Application

License Type:	Beverage Dispensary - Tourism	License	1031
Licensee:	JL Sitka, Inc		
Doing Business As:	Westmark Sitka Hotel		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen Klinkhart".

Glen Klinkhart, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
4/13/2022
ABC BOARD

LIQUOR LICENSE
2022 - 2023
TEMPORARY

1031

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispenser

LICENSE FEE: \$2,500.00

1106

CITY / BOROUGH: Sitka
Sitka

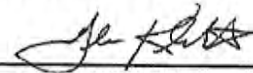
D/B/A: Westmark Sitka Hotel
330 Seward Street

Mail Address:
JL Sitka, Inc.
330 Seward Street
Sitka, AK 99835

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

☐ Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 7/21)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
4/13/2022
ABC BOARD

LIQUOR LICENSE
2022 - 2023
TEMPORARY

1031

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispenser

LICENSE FEE: \$2,500.00

CITY / BOROUGH: Sitka
Sitka

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

☐ Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

D/B/A: Westmark Sitka Hotel
330 Seward Street

Mailing Address:
JL Sitka, Inc.
330 Seward Street
Sitka, AK 99835

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 7/21)



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2021 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2022 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	JL Sitka, Inc.	License #:	1031
License Type:	Beverage Dispensary - Tourism		
Doing Business As:	Westmark Sitka Hotel		
Premises Address:	330 Seward Street		
Local Governing Body:	City + Borough of Sitka		
Community Council:	None		

If your mailing address has changed, write the NEW address below:

Mailing Address:	N/A		
City:	State:	ZIP:	

Section 1 – Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Lisa J. Laudon	Contact Phone:	907-230-4095
Contact Email:	lisa.laudon@gmail.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	Sharon Bryant	Contact Phone:	907-747-6241 #2
Contact Email:	wmsit-cont@alaska.net		

Name of Contact:	Susan Doyle	Contact Phone:	907-747-6241 #2
Contact Email:	wmsit-asstcont@alaska.net		

Name of Contact:	N/A	Contact Phone:	
Contact Email:			



Form AB-17: 2022/2023 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.

<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	114445
-----------------------	--------

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- Corporations of any type including non-profit must list ONLY the following:
 - All shareholders who own 10% or more stock in the corporation
 - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- Limited Liability Corporations, of any type must list ONLY the following:
 - All Members with an ownership interest of 10% or more
 - All Managers (of the LLC, not the DBA) regardless of percentage owned
- Partnerships of any type, including Limited Partnerships must list ONLY the following:
 - Each Partner with an interest of 10% or more
 - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.070, 1 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.

Name of Official:	Lisa J. Laudon			
Title(s):	Pres, Dir, Treasurer	Phone:	907-230-4095	% Owned: 50%
Mailing Address:	330 Seward Street Sitka, AK 99835			
City:	Sitka	State:	AK	ZIP: 99835

Name of Official:	John E Emmi Jr.			
Title(s):	V.P., Dir, Sec	Phone:	907-229-7135	% Owned: 50
Mailing Address:	330 Seward Street			
City:	Sitka	State:	AK	ZIP: 99835

Name of Official:	N/A			
Title(s):		Phone:		% Owned:
Mailing Address:				
City:		State:		ZIP:

AMCC



Form AB-17: 2022/2023 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an:	<input checked="" type="checkbox"/> Applicant	<input type="checkbox"/> Affiliate
Name:		
Mailing Address:		
City:	State:	ZIP:
Email:		

This individual is an:	<input type="checkbox"/> Applicant	<input type="checkbox"/> Affiliate
Name:		
Mailing Address:		
City:	State:	ZIP:
Email:		

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | 2020 | 2021 |
|---|-------------------------------------|-------------------------------------|
| 1. The license was regularly operated continuously throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)
<i>If your operation dates have changed, list them below</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ to _____ | | |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30, Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29, Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
- If you have not met the minimum number of hours of operation in 2020 and/or 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.

Section 5 – Violations and Convictions

Have **ANY** Notices of Violation been issued for this license OR has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2020 or 2021?

Yes ☐ No ☒

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

AMCO

DEC 30 2021



Alaska Alcoholic Beverage Control Board

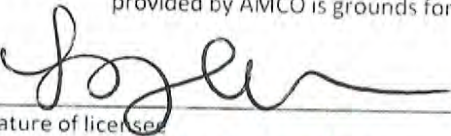
Form AB-17: 2022/2023 License Renewal Application

Section 6 – Certifications

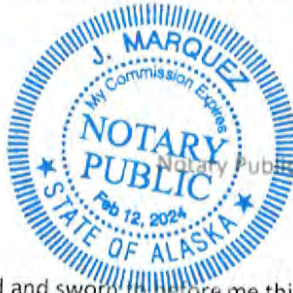
As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.


Signature of licensee

Lisa J. Laudon
Printed name of licensee




Signature of Notary Public

Notary Public in and for the State of: ALASKA

My commission expires: 02-12-2024

Subscribed and sworn to before me this 29th day of DECEMBER, 20 21.

Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit

Recreational Site applications must include a completed Recreational Site Statement

Tourism applications must include a completed Tourism Statement

Wholesale applications must include a completed AB-25: Supplier Certification

Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	\$ <u>2,500</u>	Application Fee:	\$ 300.00	Misc. Fee:	\$ <u>0</u>
Total Fees Due:					\$ <u>2,800.00</u>

AMCO

DEC 30 2021

Details

ENTITY DETAILS

Name(s)

Type

Legal Name

Previous Legal Name

Name

JL Sitka, Inc

JL Westmark, Inc.

Entity Type: Business Corporation

Entity #: 114445

Status: Good Standing

AK Formed Date: 2/28/2008

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2024

Entity Mailing Address: 330 SEWARD ST, SITKA, AK 99835

Entity Physical Address: 880 N STREET, STE. 101, ANCHORAGE, AK 99501

Registered Agent

Agent Name: TED STEPOVICH

Registered Mailing Address: 880 N ST STE 101, ANCHORAGE, AK 99501

Registered Physical Address: 880 N ST STE 101, ANCHORAGE, AK 99501

Officials

AK Entity #	Name	Titles	<input type="checkbox"/> Show Former
			Owned
	JOHN E EMMI	Director, Secretary, Vice President, Shareholder	50.00
	LISA LAUDON	Director, President, Treasurer, Shareholder	50.00

Filed Documents

Date Filed	Type	Filing	Certificate
2/28/2008	Creation Filing	Click to View	Click to View
5/02/2008	Initial Report	Click to View	
5/08/2008	Amendment	Click to View	Click to View
9/01/2010	Biennial Report	Click to View	
6/11/2012	Biennial Report	Click to View	
10/02/2013	Biennial Report	Click to View	
12/16/2015	Biennial Report	Click to View	
1/10/2018	Biennial Report	Click to View	

Date Filed	Type	Filing	Certificate
6/15/2018	Admin Dissolution		Click to View
9/23/2019	Agent Change	Click to View	
9/23/2019	Reinstatement		Click to View
4/24/2020	Biennial Report	Click to View	
10/05/2021	Biennial Report	Click to View	

Close Details

Print Friendly Version

License Detail

LICENSE DETAILS

License #: 975321

[Print Business License](#)

Business Name: JL SITKA

Status: Active

Issue Date: 05/03/2012

Expiration Date: 12/31/2022

Mailing Address: 330 SEWARD ST
SITKA, AK 99835

Physical Address: 330 SEWARD ST
SITKA, AK 99835

Owners

JL SITKA, INC

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	722110 - FULL-SERVICE RESTAURANTS	

Endorsements

No Endorsements Found

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

[Close License Detail](#) [Print Friendly Version](#)



CITY AND BOROUGH OF SITKA

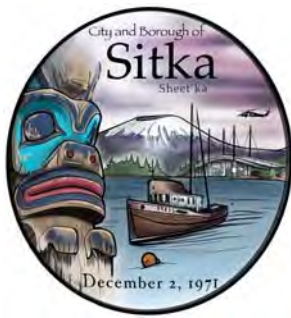
Legislation Details

File #: ORD 22-08 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 4/6/2022 In control: City and Borough Assembly
On agenda: 4/26/2022 Final action:
Title: Making supplemental appropriations for fiscal year 2022 (Pet Adoption Fund)
Sponsors:
Indexes:
Code sections:
Attachments: [Motion](#)
[Memo and Ord 2022-08](#)

Date	Ver.	Action By	Action	Result
4/12/2022	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2022-08 on second and final reading making supplemental appropriations for fiscal year 2022 (Pet Adoption Fund).



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator

From: Robert Baty, Chief of Police

Date: 3/29/2022

Subject: Increase to Fund 113 - Pet Adoption Fund

Background

Part of the Sitka Animal Shelters mission is to help control the pet population by spaying and neutering all animal that are surrendered and/or abandoned to the Shelter and to do that we must pay the vets. The price of vet care has gone up significantly over the past couple of years.

Analysis

Every year the shelter gets an influx of kittens in the spring, all requiring fixing and vaccinating and last winter (2021) a large number of kittens were born “off season”, therefore depleting the funds. On top of the extra kittens this winter, the Shelter has had an unprecedented number of dogs surrendered in the past eight months, all requiring veterinary care. We are requesting a supplemental appropriation of donated funds to Fund 113 – Pet Adoption Fund in anticipation for the 2022 kitten season we are now entering to pay for spays, neuters and vaccinations. These funds will also cover the cost of healthcare all the dogs being turned in, as well as any animal hoarding situations we might come upon.

Fiscal Note

The supplemental appropriation will increase budgeted expense by \$10,000 in the Pet Adoption Fund. This fiscal year the fund has generated about \$11,000 and has spent nearly \$15,000.

Recommendation

Pass ordinance 2022-08 to increase the Pet Adoption Fund to cover the healthcare costs associated with the surrendering and abandoning of animals.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2022-08
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2022
(Pet Adoption Fund)

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 make a supplemental Operations appropriation for FY2022.

4. **ENACTMENT.** In accordance with Section 11.10 (a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2021 and ending June 30, 2022.

:

<u>FISCAL YEAR 2022 EXPENDITURE BUDGETS</u>
SPECIAL REVENUE FUND
Fund 113 -Pet Adoption Fund – Operations: Increase appropriations in Contracted/Purchased Services in the amount of \$10,000 for veterinary care.

EXPLANATION

Due to the influx of kittens in the Spring, all requiring fixing and vaccinating, the veterinary care cost will deplete what was budgeted in FY22. This will increase the appropriation in the Pet Adoption Fund to accommodate such cost.

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 26th day of April 2022.

ATTEST:

Steven Eisenbeisz, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading: 4/12/2022

2nd and final reading: 4/26/2022

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 22-09 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 4/19/2022 In control: City and Borough Assembly

On agenda: 4/26/2022 Final action:

Title: Making supplemental appropriations for fiscal year 2022 (Cross Trail Repair) 1st reading

Sponsors:

Indexes:

Code sections:

Attachments: [Motion](#)
[Memo and Ord 2022-09](#)

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

POSSIBLE MOTION

I MOVE TO approve Ordinance 2022-09 on first reading making supplemental appropriations for fiscal year 2022 (Cross Trail Repair).



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator

From: Michael Harmon P.E., Public Works Director *WH*

Date: April 20, 2022

Subject: FY2022 Supplemental Capital Appropriation for Repairs to the Cross Trail: Exemption from Competitive Process by Sole Source and Specialized Equipment for procuring Troy's Excavation for repairs to the Cross Trail

Background

On January 21, 2022, the Cross Trail sustained substantial damage between Kramer and Cascade Creek spur trails. Heavy rain caused the land above to erode, causing embankment failure making the trail unsafe and impassable.

CBS Public Works department is seeking FY2022 supplemental appropriation for Capital Projects Funds for repairs to the Cross Trail using sole source procurement of Troy's Excavation. Work will be required to be completed no later than June 15, 2022, coinciding with the beginning of the summer tourism season.

Analysis

Public Works is seeking a supplemental capital appropriation to procure Troy's Excavation to complete repairs to the washed-out section of the Cross Trail between Kramer and Cascade Creek spur trails. A sole source procurement is recommended as Troy's Excavation has constructed the entire Cross Trail thus far and understands the log reinforcements in this section of trail and drainage issues. Contractor's knowledge will be beneficial for the long haul of material over the existing trail without causing damage; this requires appropriately sized equipment.

Locally in Sitka there are two known companies with access to the appropriately sized equipment (i.e., Marooka 2 Cubic Yard MST660 rubber mounted or equivalent): Troy's Excavation and Pacific Services. On March 18, 2022, Pacific Services' Mr. Jerome Mahoskey was contacted and confirmed during conversation his company is not interested in submitting a bid on this project based on the size of the project and

existing workload. This leaves Troy's Excavation as the sole company located in Sitka with the appropriate equipment.

CBS Municipal Engineer, Mike Schmetzer met with Troy of Troy's Excavation onsite to review his proposed approach for constructing the trail repair and drainage improvement; Mike Schmetzer fully concurs with Troy's approach to complete needed repairs.

Fiscal Note

CBS is responsible for repairs to the Cross Trail per the existing maintenance agreement.

On April 20, 2022, Troy's Excavation provided a cost estimate to repair the washed-out section of the Cross Trail for an amount of \$24,999.00. This amount includes mobilization, equipment, labor, and materials (drainage culvert, D-1 for resurfacing).

Total cost for this repair is \$30,000.00 including internal cost to manage the project and perform some of the work. Funds for this repair will be transferred from the General Fund into the Capital Projects Fund. As mentioned, this contract for this repair will be procured without following the normal competitive process based on the justifications outlined in this memo.

Recommendation

It is recommended to approve FY2022 supplemental capital appropriation for Repairs to the Cross Trail to be funded from the General Fund.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2022-09
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2022
(Cross Trail Repair)

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 make a supplemental Capital appropriation for FY2022.

4. **ENACTMENT.** In accordance with Section 11.10 (a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2021 and ending June 30, 2022.

:

<u>FISCAL YEAR 2022 EXPENDITURE BUDGETS</u>
CAPITAL PROJECTS
Fund 700 -Cross Trail Repair Project – Operations: Increase appropriations in Contracted/Purchased Services in the amount of \$25,000 for repairing the Cross Trail due to the washout. The funds will come from the General Fund undesignated working capital.

EXPLANATION

On January 21, 2022, the Cross Trail sustained substantial damage between Kramer and Cascade Creek spur trails. Heavy rain caused the land above to erode, causing embankment failure making the trail unsafe and impassable.

CBS Public Works department is seeking FY-2022 Supplemental Appropriation for Capital Projects Funds for repairs to the Cross Trail using sole source procurement of Troy's Excavation. Work will be required to be completed no later than June 15, 2022, coinciding with the beginning of the summer tourism season.

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 10th day of May 2022.

ATTEST:

Steven Eisenbeisz, Mayor

Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-068 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 4/19/2022 In control: City and Borough Assembly

On agenda: 4/26/2022 Final action:

Title: Discussion / Direction: 1) Request the Health Needs and Human Services Commission and the Police and Fire Commission provide recommendations on how snow removal can be improved in Sitka, and 2) Request the Health Needs and Human Services Commission provide recommendations on how to improve childcare availability and program services in Sitka

Sponsors:

Indexes:

Code sections:

Attachments: [Discussion Direction HNHS PFC snow removal and childcare](#)

Date	Ver.	Action By	Action	Result
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Step 1

Comments from sponsors and
Assembly discussion.

Step 2

Possible Motion

I MOVE TO request the Health Needs and Human Services Commission provide recommendations on how snow removal can be improved in Sitka and then refer to the Police and Fire Commission for further review and recommendations.

Step 3

Possible Motion

I MOVE TO request the Health Needs and Human Services Commission provide recommendations on how to improve childcare availability and program services in Sitka.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: **Assembly Members Himschoot and Knox**

Date: April 5, 2022

Subject: Discussion/Direction Health Needs and Human Services Commission and Police and Fire Commission

Background

In reviewing the work of the City's boards and commissions the assembly has heard presentations from the chairpersons of Parks and Recreation, the Historic Preservation Commission, and the Police and Fire Commission so far. Dozens of Sitkans volunteer their time to fill these boards and commissions with community voice, advice, and guidance for the Assembly.

On the city website "Boards and Commissions" page the purpose of the advisory bodies reads: The City and Borough of Sitka has various boards, commissions and committees comprised of volunteer citizens who are interested in helping to shape the future of Sitka. By participating on one of these advisory bodies, volunteers make an important contribution to the community. Their input and recommendations to the Assembly on programs and issues ensure a strong public voice. Volunteers are one of Sitka's most valuable assets."

Analysis

According to the general code, the role of the Health Needs and Human Services Commission is "Annually identify goals developed through the collection and consolidation of vital and current information on human service trends as well as public input; perform other activities which are necessary and proper to carry out the previously mentioned and any other actions determined by the Assembly to be beneficial to carry out the health and human service goals necessary in the City and Borough of Sitka; coordinate with local entities such as the Sitka Tribe of Alaska, Sitka Community Hospital, SEARHC as well as applicable nonprofits and local businesses providing health/human services to identify human service needs as well as to best streamline the collection and consolidation of vital and current information on human

service needs.” (SGC 2.13)

Sitka General Code and the Charter of the City and Borough of Sitka also outlines the duties of Police and Fire Commission to “Advise the Assembly concerning police and fire department matters, make recommendations concerning public safety, and undertake such other duties as the Assembly may assign.” (Charter Article VII, Sec 7.01) (SGC 2.19)

Over the coming year the Assembly would like to receive recommendations on the following topics: revisions to Sitka’s code surrounding snow removal coupled with a community action plan and a review of best practices and/or suggestions about childcare from other communities.

Snow removal: Sitka’s winters have become unpredictable and current code does not adequately address the need for snow removal around the community. While there is likely room for improvement in the code using other communities as models, there is a longstanding tradition of volunteerism among many Sitka organizations (Boy Scouts, ATV riders, Rotary, high school sports teams, etc). Along with suggesting updates to the code perhaps a coalition of volunteers to assist elders and the disabled with snow removal would help solve the problems for future winters.

Daycare: Multiple news sources describe a crisis in childcare nationally, statewide, and here in Sitka. The Assembly would like the HNHS Commission to investigate how other communities are handling the shortage of available, high-quality childcare and make recommendations.

Fiscal Note

This valuable work by the Health Needs and Human Services Commissioners and the Police and Fire Commission has no expense initially, however their recommendations may require funds if they are adopted.

Recommendation

The Assembly should request the Health Needs and Human Services Commission and the Police and Fire Commission to provide recommendations on how snow removal can be improved in Sitka.

The Assembly should request the Health Needs and Human Services Commission to provide recommendations on how to improve childcare availability and program services in Sitka.