



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 Mosher,
Vice Deputy Mayor Crystal Duncan,
Thor Christianson, Rebecca Himschoot,
Chris Ystad, Timothy Pike*

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

Tuesday, November 8, 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

[22-166](#) Reminders, Calendars, and General Correspondence

Attachments: [Calendars and Reminders](#)

VI. CEREMONIAL MATTERS

[22-159](#) Proclamation - Honoring Veteran's Day

Attachments: [Honoring Veteran's Day](#)

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

[22-164](#) Native American Heritage Month - Sitka Tribe of Alaska

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** [22-160](#) Approve the October 25 Assembly meeting minutes

Attachments: [01 CONSENT](#)
 [02 Motion Minutes](#)
 [03 October 25 Minutes](#)

- B** [22-161](#) Approve the following liquor license documents: 1) a liquor license renewal application submitted by BPO Elks Lodge #1662 for 412 Sawmill Creek Road, and 2) a liquor license transfer of controlling interest application, premises diagram application, and restaurant designation permit application submitted by Allen Marine Tours, Inc. dba Allen Marine Tours for Lot 6, Finn Island

Attachments: [01 Motion and Memos Liquor Licenses](#)
 [02 Elks Lodge](#)
 [03 Allen Marine](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- C** [22-162](#) Reappoint: 1) Lakota Harden to a three-year term on the Health Needs and Human Services Commission, 2) Deborah Miller to a three-year term on the Tree and Landscape Committee, 3) James Poulson to a three-year term on the Parks and Recreation Committee, and 4) Michael Reif to a three-year term on the Investment Committee

Attachments: [01 Reappointment Motion](#)
 [02 Harden-HNHS](#)
 [03 Miller-Tree and Landscape](#)
 [04 Poulson-Parks](#)
 [05 Reif-Investment](#)

XI. UNFINISHED BUSINESS:

- D** [ORD 22-26](#) Making supplemental appropriations for fiscal year 2023 (Reconstruction of the Sheet Pile Wall and Crane at the Marine Service Center)
Attachments: [01 Motion Ord 2022-26](#)
[Memo and Ord 2022-26](#)
- E** [ORD 22-27](#) Making supplemental appropriations for fiscal year 2023 (DataCenter Disaster Recovery System)
Attachments: [01 Motion Ord 2022-27](#)
[Memo Ord 2022-27](#)
[ORD 2022-27 Revised](#)
- XII. NEW BUSINESS:**
- F** [22-165](#) Discussion / Direction on the scope and budget for the Seaplane Base Project
Attachments: [00 Discussion Decision](#)
[01 SPB - Assembly Project Status Briefing 11.08.22](#)
[02 SPB Memo Nov 8 2022](#)
- G** [ORD 22-28](#) Making supplemental appropriations for fiscal year 2023 (Seaplane Base Project)
Attachments: [01 Motion Ord 2022-28](#)
[02 SPB Memo Nov 8 2022.](#)
[03 Ord 2022-28 Seaplane Base Project](#)
[04 SPB - Assembly Project Status Briefing 11.08.22](#)
- H** [ORD 22-29](#) Making supplemental appropriations for fiscal year 2023 (Marine Vessel Haul Out and Shipyard)
Attachments: [01 Motion Ord 2022-29](#)
[02 Memo GPIP Capital Appropriation - Haul Out](#)
[03 Ord 22-29 Marine Vessel Haulout and Shipyard](#)
- I** [RES 22-29](#) Supporting full funding (\$8,236,815) for the State of Alaska Municipal Harbor Facility Grant Program in the FY24 State Capital Budget (First and Final Reading)
Attachments: [01 Motion](#)
[02 Memo Res 2022-29](#)
[03 Res 2022-29](#)

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

J [22-163](#) Financial Matter: Sales Tax Debt Settlement

Attachments: [Motion Executive Session](#)

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 and Special Assembly meetings are livestreamed through the City's website and YouTube channel, and aired live on KCAW FM 104.7. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

*Sara Peterson, MMC, Municipal Clerk
Publish: November 4*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-166 **Version:** 1 **Name:**

Type: Item **Status:** AGENDA READY

File created: 11/3/2022 **In control:** City and Borough Assembly

On agenda: 11/8/2022 **Final action:**

Title: Reminders, Calendars, and General Correspondence

Sponsors:

Indexes:

Code sections:

Attachments: [Calendars and Reminders](#)

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

REMINDERS

DATE

EVENT

TIME

Tuesday, November 8

Regular Meeting

6:00 PM

Tuesday, November 22

Regular Meeting

6:00 PM



November 2022

Sunday		Monday	Tuesday		Wednesday	Thursday	Friday	Saturday
30	Oct	31	1	Nov	2	3	4	5
					6:00pm <u>Library Commission-Liaison Duncan</u> 6:00pm <u>School Board - Liaison Himschoot</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>	12:00pm Sitka Bear Task Force		
6		7	8		9	10	11	12
			12:00pm <u>Parks and Recreation Committee-Liaison Duncan</u> 6:00pm <u>Regular Assembly Mtg</u>		5:00pm <u>Tree & Landscape - Liaison Himschoot</u> 6:00pm <u>Historic Preservation Commission-Liaison Himschoot</u> 6:00pm <u>Port & Harbors Commission-Liaison Ystad</u>	12:00pm <u>LEPC-Liaison Mosher</u>	HOLIDAY observed by CBS	
13		14	15		16	17	18	19
					12:00pm <u>Health Needs and Human Services Commission-Liaison Duncan</u> 7:00pm <u>Planning Commission - Liaison Christianson</u>			
20		21	22		23	24	25	26
			6:00pm <u>Regular Assembly Mtg</u>		5:30pm <u>Police and Fire Commission-Liaison Himschoot</u>	HOLIDAY observed by CBS		

December 2022

Sunday		Monday	Tuesday	Wednesday	Thursday		Friday	Saturday	
27	Nov	28	29	30	1	Dec	2	3	
4		5	6	7	8		9	10	
				6:00pm <u>Library Commission- Liaison Duncan</u> 6:00pm <u>School Board - Liaison Himschoot</u>	12:00pm <u>LEPC- Liaison Mosher</u>				
11		12	13	14	15		16	17	
			6:00pm <u>Regular Assembly Mtg</u>	5:00pm <u>Tree & Landscape - Liaison Himschoot</u> 6:00pm <u>Port & Harbors Commission- Liaison Ystad</u>					
18		19	20	21	22		23	24	
				12:00pm <u>Health Needs and Human Services Commission- Liaison Duncan</u> 7:00pm <u>Planning Commission - Liaison Christianson</u>					
25		26	27	28	29		30	31	Jan
		HOLIDAY observed by CBS	6:00pm <u>Regular Assembly Mtg</u>	5:30pm <u>Police and Fire Commission- Liaison Himschoot</u>					



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-159 Version: 1 Name:

Type: Ceremonial Status: AGENDA READY

File created: 11/1/2022 In control: City and Borough Assembly

On agenda: 11/8/2022 Final action:

Title: Proclamation - Honoring Veteran's Day

Sponsors:

Indexes:

Code sections:

Attachments: [Honoring Veteran's Day](#)

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

OFFICE OF THE MAYOR

City & Borough of Sitka

Proclamation

Honoring Veteran's Day

WHEREAS, America is the land of freedom, preserved and protected willingly and freely by citizen soldiers; and

WHEREAS, through generations, their courage has allowed our Republic to flourish; and

WHEREAS, a Nation acknowledges its profound debt of gratitude to those who have served and died in war; and

WHEREAS, with respect for and in recognition of the sacrifices and contributions of those who serve in the U.S. military who are deserving of commemoration, honor, and recognition.

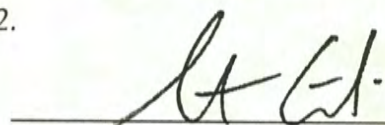
NOW, THEREFORE, BE IT RESOLVED, that the Assembly of the City and Borough of Sitka, Alaska, does hereby call upon the citizens of Sitka to observe the 11th day of November, 2022 as

Veteran's Day

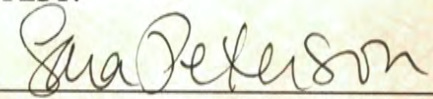
AND commend, honor, and recognize the valor and sacrifices of our veterans for defending and protecting our country, our freedom, and our way of life.

Signed and sealed on this 8th day of November, 2022.




Steven Eisenbeisz, Mayor

ATTEST:


Sara Peterson
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-164 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 11/2/2022 In control: City and Borough Assembly

On agenda: 11/8/2022 Final action:

Title: Native American Heritage Month - Sitka Tribe of Alaska

Sponsors:

Indexes:

Code sections:

Attachments:

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



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-160 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 11/1/2022 In control: City and Borough Assembly

On agenda: 11/8/2022 Final action:

Title: Approve the October 25 Assembly meeting minutes

Sponsors:

Indexes:

Code sections:

Attachments: [01 CONSENT](#)
[02 Motion Minutes](#)
[03 October 25 Minutes](#)

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

CONSENT AGENDA

POSSIBLE MOTION

**I MOVE TO APPROVE THE CONSENT AGENDA
CONSISTING OF ITEMS A & B.**

I wish to remove Item(s) _____

**REMINDER – When making the motion to approve the
consent agenda, please read the title of each item
being voted on that is included in the consent vote.**

Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve the October 25 Assembly meeting minutes.



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

*Mayor Steven Eisenbeisz,
Deputy Mayor Kevin Mosher,
Vice Deputy Mayor Crystal Duncan,
Thor Christianson, Rebecca Himschoot, Chris Ystad,
Timothy Pike*

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

Tuesday, October 25, 2022

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 7 - Christianson, Mosher, Eisenbeisz, Himschoot, Duncan, Ystad, and Pike

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[22-157](#)

Reminders, Calendars, and General Correspondence

VI. CEREMONIAL MATTERS

[22-155](#)

Proclamation - Recognizing Native American Heritage Month

Mayor Eisenbeisz read and presented a proclamation to Sitka Tribe of Alaska General Manager Lisa Gassman in recognition of Native American Heritage Month.

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

School Board President Blossom Teal-Olsen announced the District would hold two listening sessions to gain input from the public on the use of the Student Activities Fund.

VIII. PERSONS TO BE HEARD

Kenny Skaflestad Alaska House District 2 candidate introduced himself. Richard Wein reminded Sitka was economically sensitive and spoke to limiting the number of cruise visitors.

IX. CONSENT AGENDA

A motion was made by Mosher that the Consent Agenda consisting of Item A be APPROVED. The motion PASSED by the following vote.

Yes: 6 - Christianson, Mosher, Eisenbeisz, Himschoot, Duncan, and Ystad

Non-voting: 1 - Pike

- A** [22-152](#) Approve the October 11 Assembly meeting minutes

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- B** [22-153](#) Reappoint: 1) Chad Goeden to a two-year term on the Gary Paxton Industrial Park Board, 2) Lisa Moore to a three-year term on the Tree and Landscape Committee, and 3) Gregg Olson to a three-year term on the Police and Fire Commission

From the public, Richard Wein thanked applicants.

Himschoot asked Police and Fire Commission applicant Gregg Olson questions about the advisory role of the Commission.

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

Yes: 6 - Christianson, Mosher, Eisenbeisz, Himschoot, Duncan, and Ystad

Non-voting: 1 - Pike

- C** [22-154](#) Appoint: 1) Casey Campbell to an unexpired term on the Gary Paxton Industrial Park Board and 2) Jorgen Eliason to a three-year term on the Port and Harbors Commission

From the public, Richard Wein thanked applicants for applying. Kim Elliott called attention to the fact that the applicant for the Port and Harbors Commission, Jorgen Eliason, was a relative of the Harbormaster.

The Assembly discussed Eliason's application and possible conflicts.

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

Yes: 6 - Christianson, Mosher, Eisenbeisz, Himschoot, Duncan, and Ystad

Non-voting: 1 - Pike

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:**New Business First Reading****D [ORD 22-26](#) Making supplemental appropriations for fiscal year 2023 (Reconstruction of the Sheet Pile Wall and Crane at the Marine Service Center)**

Administrator Leach reminded the City and Borough of Sitka and was awarded a grant under the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grants program for the reconstruction of the sheet pile wall and crane at the Marine Service Center. In April of this year, the Assembly authorized the application for this grant and acknowledged that if approved, matching funding would need to be appropriated which was before the Assembly for approval.

Kim Elliott spoke in support. Richard Wein spoke about the issue.

A motion was made by Himschoot that this Ordinance be APPROVED on FIRST AND FINAL READING. The motion PASSED by the following vote.

Yes: 6 - Christianson, Mosher, Eisenbeisz, Himschoot, Duncan, and Ystad

Non-voting: 1 - Pike

E [ORD 22-27](#) Making supplemental appropriations for fiscal year 2023 (DataCenter Disaster Recovery System)

IT Director Grant Turner provided an overview and emphasized the need for a full backup of critical systems on a geographically diverse storage device.

Kim Elliott and Richard Wein testified in support.

Assembly members discussed and asked clarifying questions.

A motion was made by Eisenbeisz to add \$5,000 to the supplemental appropriation to cover freight. The motion PASSED by the following vote. The Municipal Attorney opined the amount was not a substantive change to the Ordinance.

Yes: 6 - Mosher, Ystad, Christianson, Duncan, Eisenbeisz, and Himschoot

Non-voting: 1 - Pike

A motion was made by Duncan that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 6 - Christianson, Mosher, Eisenbeisz, Himschoot, Duncan, and Ystad

Non-voting: 1 - Pike

Additional New Business Items

- F** [RES 22-28](#) Affirming the month of October as Filipino American History Month
- Duncan introduced the item.
- Richard Wein spoke in support. Kim Elliott offered opinions. Pastor Bennie Grace Nabua of the United Method Church expressed appreciation.
- A motion was made by Mosher that this Resolution be APPROVED on FIRST AND FINAL READING. The motion PASSED by the following vote.**
- Yes:** 6 - Christianson, Mosher, Eisenbeisz, Himschoot, Duncan, and Ystad
- Non-voting:** 1 - Pike
-
- G** [22-156](#) Appoint an Assembly Member to serve the remainder of Dave Miller's term until the results of the next regular election are certified on October 10, 2023 (individual will be sworn in if present)
- A motion was made by Himschoot to NOMINATE the four applicants who submitted letters of interest: Benjamin Miyasato, Timothy Pike, Carol Voisin, and Richard Wein.**
- From the public, Karen Lucas spoke in support of appointing the next highest vote getter in the Municipal Election which was Richard Wein. Howard Wayne spoke in support of Timothy Pike.
- The Assembly expressed appreciation to those who applied. Municipal Clerk Sara Peterson provided a summary of how vacant seats had been filled in 2007, 2010, 2012, 2014, and 2016.
- A voice vote was taken. On the first round of voting, Pike received 3 votes, Miyasato 1 vote, Voisin 1 vote, and Wein 1 vote. The Assembly proceeded with the second round of voting in which Pike received 5 votes and Miyasato 1 vote.
- Timothy Pike took his oath of office and was seated.

XIII. PERSONS TO BE HEARD:

Richard Wein stated while not appointed he would still be an active participant at assembly meetings and spoke to the economic sensitivity of Sitka. Dave Miller congratulated Mr. Pike and told of his medical conditions which had led to his resignation. Ben Miyasato also congratulated Mr. Pike and thanked the Assembly for their work.

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

Mayor - Eisenbeisz reported on meeting with Cruise Line Agencies of Alaska.

Administrator - Leach provided an update on the path forward for a haulout at the Gary

Paxton Industrial Park and told of his attendance at the childcare stakeholder meeting.

Attorney - Hanson provided an overview of legislation coming forward.

Clerk - Peterson announced absentee voting for the general election had commenced.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Himschoot to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:18pm.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-161 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 11/1/2022 In control: City and Borough Assembly

On agenda: 11/8/2022 Final action:

Title: Approve the following liquor license documents: 1) a liquor license renewal application submitted by BPO Elks Lodge #1662 for 412 Sawmill Creek Road, and 2) a liquor license transfer of controlling interest application, premises diagram application, and restaurant designation permit application submitted by Allen Marine Tours, Inc. dba Allen Marine Tours for Lot 6, Finn Island

Sponsors:

Indexes:

Code sections:

Attachments: [01 Motion and Memos Liquor Licenses](#)
[02 Elks Lodge](#)
[03 Allen Marine](#)

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

Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION



I MOVE TO approve the following liquor license documents: 1) a liquor license renewal application submitted by BPO Elks Lodge #1662 for 412 Sawmill Creek Road, and 2) a liquor license transfer of controlling interest application, premises diagram application, and restaurant designation permit application submitted by Allen Marine Tours, Inc. dba Allen Marine Tours for Lot 6, Finn Island.



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: October 31, 2022
Subject: Liquor License Applications – Elk's Lodge and Allen Marine (Finn Island)

The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of:

- 1) a liquor license renewal application submitted by BPO Elks Lodge #1662 for 412 Sawmill Creek Road, and
- 2) a liquor license transfer of controlling interest application, premises diagram application, and restaurant designation permit application submitted by Allen Marine Tours, Inc. dba Allen Marine Tours for Lot 6, Finn Island.

Renewal

Lic #: 363
DBA: BPO Elks Lodge #1662
License Type: Club
Licensee: BPO Elks Lodge #1662
Premises Address: 412 Sawmill Creek Road

Transfer of Controlling Interest

Transfer From

License Type: Restaurant/Eating Place - Seasonal
Licensee: Allen Marine Tours, Inc.
License #: 5746
DBA: Allen Marine Tours
Premises Address: Lot 6, Finn Island

Transfer To

Licensee: Allen Marine Tours, Inc.
Designated Licensee: Jamey Cagle
DBA: Allen Marine Tours
Premises Address: Lot 6, Finn Island

Premises Diagram

License #: 5746
DBA: Allen Marine Tours
License Type: Restaurant/Eating Place - Seasonal
Licensee: Allen Marine Tours, Inc.
Premises Address: Lot 6, Finn Island

Restaurant Designation Permit Application

License #: 5746
DBA: Allen Marine Tours
License Type: Restaurant/Eating Place - Seasonal
Licensee: Allen Marine Tours, Inc.
Premises Address: Lot 6, Finn Island

This request is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designations:

- Dining by persons 16-20 year of age: AS 04.16.049(a)(2)
- Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
- Employment for persons 16 or 17 years of age: AS 04.16.049(c)

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

Recommendation:

Approve the following liquor license documents and forward to the Alcoholic Beverage Control Board without objection: 1) a liquor license renewal application submitted by BPO Elks Lodge #1662 for 412 Sawmill Creek Road, and 2) a liquor license transfer of controlling interest application, premises diagram application, and restaurant designation permit application submitted by Allen Marine Tours, Inc. dba Allen Marine Tours for Lot 6, Finn Island.



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: October 26, 2022

Subject: Liquor License Applications – Elks Lodge / Allen Marine Tours

The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of:

- 1) a liquor license renewal application submitted by BPO Elks Lodge #1662 for 412 Sawmill Creek Road, and
- 2) a liquor license transfer of controlling interest application, premises diagram application, and restaurant designation permit application submitted by Allen Marine Tours, Inc. dba Allen Marine Tours for Lot 6, Finn Island.

Renewal

Lic #: 363
DBA: BPO Elks Lodge #1662
License Type: Club
Licensee: BPO Elks Lodge #1662
Premises Address: 412 Sawmill Creek Road

Transfer of Controlling Interest

Transfer From

License Type: Restaurant/Eating Place - Seasonal
Licensee: Allen Marine Tours, Inc.
License #: 5746
DBA: Allen Marine Tours
Premises Address: Lot 6, Finn Island

Transfer To

Licensee: Allen Marine Tours, Inc.
Designated Licensee: Jamey Cagle
DBA: Allen Marine Tours
Premises Address: Lot 6, Finn Island

Premises Diagram

License #: 5746
DBA: Allen Marine Tours
License Type: Restaurant/Eating Place - Seasonal
Licensee: Allen Marine Tours, Inc.
Premises Address: Lot 6, Finn Island

Restaurant Designation Permit Application

License #: 5746
DBA: Allen Marine Tours
License Type: Restaurant/Eating Place - Seasonal
Licensee: Allen Marine Tours, Inc.
Premises Address: Lot 6, Finn Island

This request is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designations:

- Dining by persons 16-20 year of age: AS 04.16.049(a)(2)
- Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
- Employment for persons 16 or 17 years of age: AS 04.16.049(c)

Please notify no later than **noon on Tuesday, November 1** of any reason to protest these requests which are scheduled to go before the Assembly on November 8.



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

October 25, 2022

City and Borough of Sitka

Via Email: sara.peterson@cityofsitka.org; jessica.earnshaw@cityofsitka.org

Re: Notice of 2023/2024 Liquor License Renewal Application

License Type:	Club	License Number:	363
Licensee:	BPO Elks Lodge #1662		
Doing Business As:	BPO Elks Lodge #1662		

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 cursive script that reads "Joan M. Wilson".

Joan Wilson, Director

amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
10/25/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024
TEMPORARY

363

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Club

LICENSE FEE: \$1,200.00

1110

CITY / BOROUGH: Sitka
Sitka

D/B/A: BPO Elks Lodge #1662
412 Sawmill Creek Rd

Mail Address:
BPO Elks Lodge #1662
412 Sawmill Creek Rd
Sitka, AK 99835-7446

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

John A. Wilson
DIRECTOR

04-900 (REV 10/20/22)

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
10/25/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024
TEMPORARY

363

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 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: BPO Elks Lodge #1662
412 Sawmill Creek Rd

Mailing Address:
BPO Elks Lodge #1662
412 Sawmill Creek Rd
Sitka, AK 99835-7446

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

04-900 (REV 5/9/22)



Alaska Alcoholic Beverage Control Board

AB-17: 2023/2024 License Renewal Application

Alcohol and Marijuana Control Office
550 W 7th Avenue,
Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 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 application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 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.

Section 1 - Establishment Contact Information

Licensee (Owner):	BPO Elks Lodge #1662	License #:	363
License Type:	Club		
Doing Business As:	BPO Elks Lodge #1662		
Local Governing Body:	Sitka		
Community Council:			

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

Mailing Address:					
City:		State:		ZIP:	

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Jon Sheppett	Contact Phone:	907-747-6822
Contact Email:	sitka 1662 @ OUT look.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:		Contact Phone:	
Contact Email:			

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

AMCO

OCT 17 2022



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

Section 4 – Ownership Structure Certification

* See change paperwork submitted 6/20/21

Did the ownership structure of the licensed business change in 2021/2022?

YES

☒

NO

☒

KS

* Did not notify AMCO 6/20/21

If Yes, and you have **NOT** notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.

☐

Section 5 – License Operation

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

- The license was operated for more than 240 hours throughout each year. (Year-round)
- The license was only operated during a specified time each year. (Not to exceed 6 months per year)
If your operation dates have changed, list them below:
_____ to _____
- 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.
- 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 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.

2021

☒

2022

☒
☐
☐
☐
☐
☐
☐

Section 6 - Violations and Convictions

Have **ANY** Notices of Violation been issued for this license?

YES

☐

NO

☒

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 2021 or 2022?

☐
☒

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.

Section 7 – 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 the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, 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 I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.

OCT 17 2022



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

- 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 hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

[Signature]
Signature of licensee

[Signature]
Signature of Notary Public

Jon Shewett
Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 10-21-2026

Subscribed and sworn to before me this 14 day of October, 2022.

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

Recreational Site applications must include a completed AB-36: Recreational Site Statement

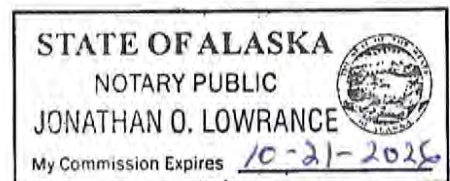
Tourism applications must include a completed AB-37: Tourism Statement

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:

<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>



FOR OFFICE USE ONLY

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

100474134

AMCO

OCT 17 2022

Department of Commerce, Community, and Economic Development

CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Corporations / Entity Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	SITKA, ALASKA LODGE NO. 1662, BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE U S OF AMERICA

Entity Type: Nonprofit Corporation

Entity #: 16209D

Status: Good Standing

AK Formed Date: 10/20/1976

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 7/2/2024

Entity Mailing Address: 412 SAWMILL CREEK RD, SITKA, AK 99835-7446

Entity Physical Address: 412 SAWMILL CREEK RD, SITKA, AK 99835-7446

Registered Agent

Agent Name: Jon E Shennett

Registered Mailing Address: 412 SAWMILL CREEK RD, SITKA, AK 99835

Registered Physical Address: 412 SAWMILL CREEK RD, SITKA, AK 99835

Officials

AK Entity #	Name	Titles	<input type="checkbox"/> Show Former
			Owned
	Alicia Soto	Director	
	Austin Inman	Director	

AK Entity #	Name	Titles	Owned
	Carol Hitchcock	Treasurer	
	FRANCES SCHWUCHOW	Director	
	Jack Greenhalgh	President	
	JON SHENNETT	Secretary	
	LISA LANGENFELD	Director	
	MELISSA GREENHALGH	Director	
	Wayne Patterson	Vice President	

Filed Documents

Date Filed	Type	Filing	Certificate
10/20/1976	Creation Filing	Click to View	
3/20/1978	Biennial Report	Click to View	
7/31/1978	Biennial Report	Click to View	
6/25/1979	Biennial Report	Click to View	
10/26/1981	Biennial Report	Click to View	
5/27/1986	Biennial Report	Click to View	
5/09/1988	Biennial Report	Click to View	
1/04/1991	Biennial Report	Click to View	
6/30/1992	Biennial Report	Click to View	
7/15/1994	Biennial Report	Click to View	
5/24/1996	Biennial Report	Click to View	
7/13/1998	Biennial Report	Click to View	
6/28/2000	Biennial Report	Click to View	
11/15/2002	Biennial Report	Click to View	
6/02/2004	Biennial Report	Click to View	
6/08/2006	Biennial Report	Click to View	
2/24/2009	Biennial Report	Click to View	
2/24/2009	Agent Change	Click to View	
11/29/2010	Biennial Report	Click to View	
4/17/2012	Biennial Report	Click to View	
6/02/2014	Biennial Report	Click to View	
8/30/2016	Biennial Report	Click to View	
12/02/2016	Change of Officials	Click to View	
10/06/2017	Change of Officials	Click to View	
3/28/2018	Change of Officials	Click to View	
4/30/2018	Biennial Report	Click to View	
12/07/2018	Change of Officials	Click to View	
3/26/2019	Change of Officials	Click to View	
11/08/2019	Change of Officials	Click to View	

Date Filed	Type	Filing	Certificate
4/13/2020	Change of Officials	Click to View	
4/22/2020	Biennial Report	Click to View	
4/09/2021	Change of Officials	Click to View	
6/08/2021	Change of Officials	Click to View	
4/11/2022	Change of Officials	Click to View	
5/03/2022	Biennial Report	Click to View	

COPYRIGHT © STATE OF ALASKA · DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT ·



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

October 12, 2022

City and Borough of Sitka

VIA Email: sara.peterson@cityofsitka.org; jessica.earnshaw@cityofsitka.org

License Type:	Restaurant/Eating Place- Seasonal	License Number:	5746
Licensee:	Allen Marine Tours Inc		
Doing Business As:	Allen Marine Tours		
Premises Address	Lot 6 Finn Island (Sitka)		

☐ New Application

☐ Transfer of Ownership Application

☐ Transfer of Location Application

☒ Transfer of Controlling Interest Application

We have received a completed 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 protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Joan Wilson, Director

amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application**Why is this form needed?**

This transfer license application form is required for all individuals or entities seeking to apply for the transfer of ownership and/or location of an existing liquor license. Applicants should review **Title 04 of Alaska Statutes and Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260, AS 04.11.280, AS 04.11.290, and 3 AAC 304.105.

This form must be completed and submitted to AMCO's Anchorage office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 – Transferor Information

Enter information for the **current** licensee and licensed establishment.

Licensee:	Allen Marine Tours, Inc	License #:	5746
License Type:	Restaurant/Eating Place - Seasonal	Statutory Reference:	AS 04.11.100
Doing Business As:	Allen Marine Tours		
Premises Address:	Lot 6, Finn Island (Sitka)		
City:	Sitka	State:	AK
		ZIP:	99835
Local Governing Body:	City and Borough of Sitka		

Transfer Type:

Regular transfer



Transfer with security interest



Involuntary retransfer

OFFICE USE ONLY

Complete Date:	10/12/2022	Transaction #:	100465400
Board Meeting Date:	12/12/2022	License Years:	
Issue Date:		Examiner:	KRS



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 2 – Transferee Information

Enter information for the *new* applicant and/or location seeking to be licensed.

Licensee:	Allen Marine Tours, Inc				
Doing Business As:	Allen Marine Tours				
Premises Address:	Lot 6, Finn Island (Sitka)				
City:	Sitka	State:	AK	ZIP:	99835
Community Council:					

Mailing Address:	PO Box 1049				
City:	Sitka	State:	AK	ZIP:	99835

Designated Licensee:	Jamey Cagle				
Contact Phone:	907-747-8100	Business Phone:	907-747-8100		
Contact Email:	jcagle@allenmarine.com				

Seasonal License? ☒ Yes ☐ No If "Yes", write your six-month operating period: 4/15-10/15

Section 3 – Premises Information

Premises to be licensed is:

☒ an existing facility ☐ a new building ☐ a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

--

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

--



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 4 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 5.
If more space is needed, please attach a separate sheet with the required information.
The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

Section 5 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 6.
If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	AM Owner Group, Inc.				
Title(s):	Shareholder	Phone:	907-747-8100	% Owned:	100
Address:	PO Box 1049				
City:	Sitka	State:	AK	ZIP:	99835



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Entity Official:	Jamey Cagle				
Title(s):	President, Director	Phone:	907-747-8100	% Owned:	0
Address:	PO Box 1049				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:	Jeremy Plank				
Title(s):	Secretary, Treasurer	Phone:	907-747-8100	% Owned:	0
Address:	PO Box 1049				
City:	Sitka	State:	AK	ZIP:	99835

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	50333D	AK Formed Date:	9/24/1992	Home State:	AK
Registered Agent:	Jeremy Plank	Agent's Phone:	907-747-8100		
Agent's Mailing Address:	PO Box 1049				
City:	Sitka	State:	AK	ZIP:	99835

Residency of Agent:

Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?





Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 6 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses:

Yes No

Does any representative or owner named as a transferee in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

☒ ☐

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

Jamey Cagle and Jeremy Plank -
See attached list of tourism businesses, vessels, and liquor license numbers

Section 7 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

☒ ☐

If "Yes", disclose the name of the individual and the reason for this authorization:

Susan Ginn - Accounting Manager - preparer of license documentation

Liquor Licenses

Allen Marine Tours, Inc. - Alaska DOC Entity #50333D - EIN: 92-0142464

Restaurant/Eating Place - Seasonal

	<u>DBA</u>	<u>Statutory Reference: AS 04.11.100</u>
4194	Allen Marine Tours	Tract "D" Colt Island (Orca Point Lodge)
5746	Allen Marine Tours	Lot 6, USS 3926, First Judicial District, Sitka Recording District, Alaska (Finn Island)

Allen Marine Tours, Inc. - Alaska DOC Entity #50333D - EIN: 92-0142464

Common Carrier - Seasonal

	<u>DBA</u>	<u>Statutory Reference: AS 04.11.180</u>
5062	American Eagle	Alaskan Waters
5061	Baranof Wind	Alaskan Waters
5055	Kalinin Express	Alaskan Waters
5071	Katlian Express	Alaskan Waters
5538	Sea Lion Express	Alaskan Waters
5537	Sea Otter Express	Alaskan Waters
5540	St. Anastasia	Alaskan Waters
5109	St. Herman	Alaskan Waters
5539	St. Innocent	Alaskan Waters
5060	St. John	Alaskan Waters
5069	St. Juvenaly	Alaskan Waters
5064	St. Maria	Alaskan Waters
5056	St. Michael	Alaskan Waters
5238	St. Nadezhda	Alaskan Waters
5065	St. Nicholas	Alaskan Waters
5059	St. Nona	Alaskan Waters
5066	St. Peter	Alaskan Waters
5068	St. Phillip	Alaskan Waters
5058	St. Tatiana	Alaskan Waters
5067	St. Yakov	Alaskan Waters
5536	33' Cat 2	Alaskan Waters

Common Carrier - Annual

	<u>DBA</u>	<u>Statutory Reference: AS 04.11.180</u>
5063	St. Aquilina	Alaskan Waters
5057	St. Eugene	Alaskan Waters
5815	St. Theodosius	Alaskan Waters
5835	Melinda Leigh	Alaskan Waters
5070	St. Gregory	Alaskan Waters
5875	St. Actinea	Alaskan Waters
5876	St. Helaina	Alaskan Waters

Alaska Catamaran, LLC Vessels - Alaska DOC Entity #82230D - EIN: 47-093304

Common Carrier - Seasonal

	<u>DBA</u>	<u>Statutory Reference: AS 04.11.180</u>
5073	Alaskan Dream	Alaskan Waters
5075	Admiralty Dream	Alaskan Waters
5074	Baranof Dream	Alaskan Waters

Common Carrier - Annual

	<u>DBA</u>	<u>Statutory Reference: AS 04.11.180</u>
5492	Chichagof Dream	Alaskan Waters

AMCO Received 9/28/22



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Section 8 – Transferor Certifications

Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.

I declare under penalty of perjury that the undersigned represents a **controlling interest** of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.

Signature of transferor

David C. Allen

Printed name of transferor

Subscribed and sworn to before me this 5th day of September, 2022.



Signature of Notary Public

Notary Public in and for the State of Alaska.

My commission expires: _____

Signature of transferor

Printed name of transferor

Subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Notary Public

Notary Public in and for the State of _____.

My commission expires: _____



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 9 – Transferee Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.



I certify that all proposed licensees have been listed with the Division of Corporations.



I certify 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.



I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.



I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.



I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.




Signature of transferee
Jamey Cagle
Printed name


Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: Aug. 26, 2023

Subscribed and sworn to before me this 31st day of August, 2022



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 9 – Transferee Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

AP

I certify that all proposed licensees have been listed with the Division of Corporations.

AP

I certify 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.

AP

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

AP

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

AP

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.


AP


Signature of transferee

Jeremy Plank

Printed name




Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: Aug. 26, 2023

Subscribed and sworn to before me this 31st day of August, 2022



Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram**Why is this form needed?**

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form may not be required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's Anchorage office before any license application will be considered complete.

Yes No

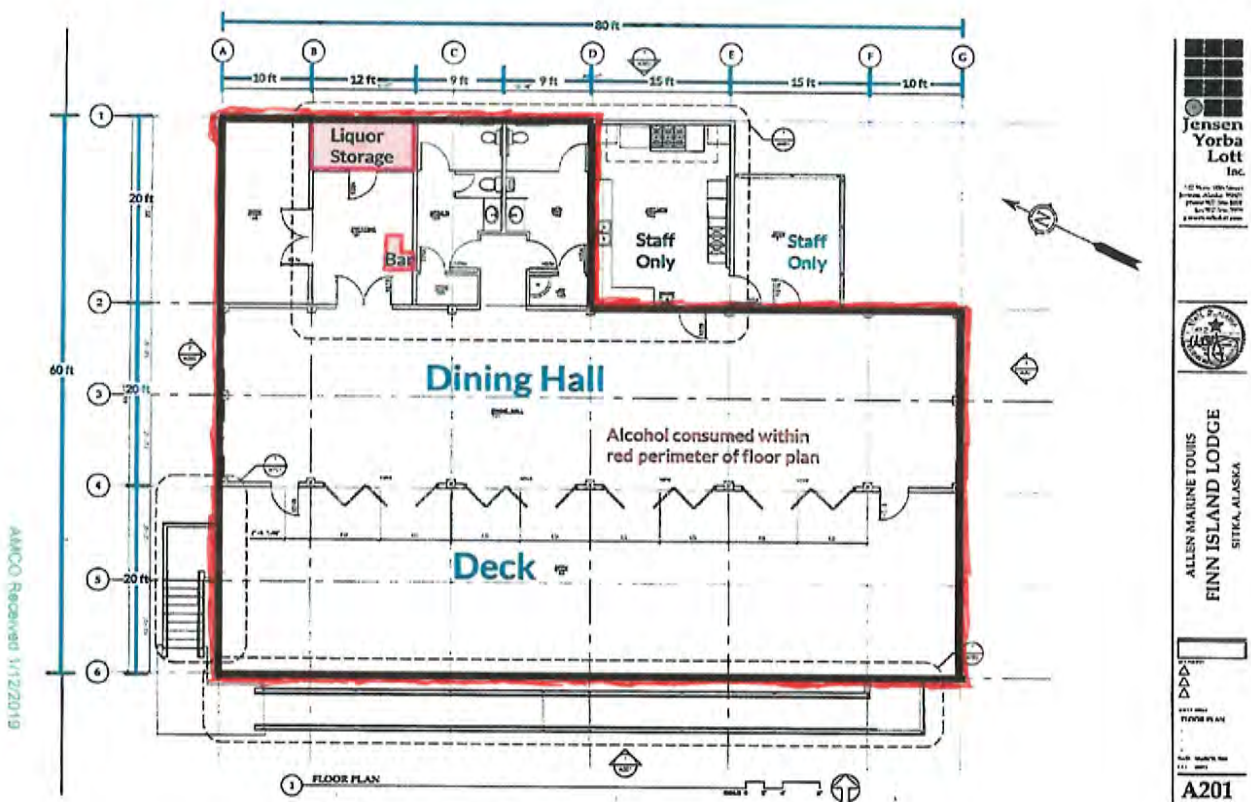
I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

**Section 1 – Establishment Information**

Enter information for the business seeking to be licensed, as identified on the license application.

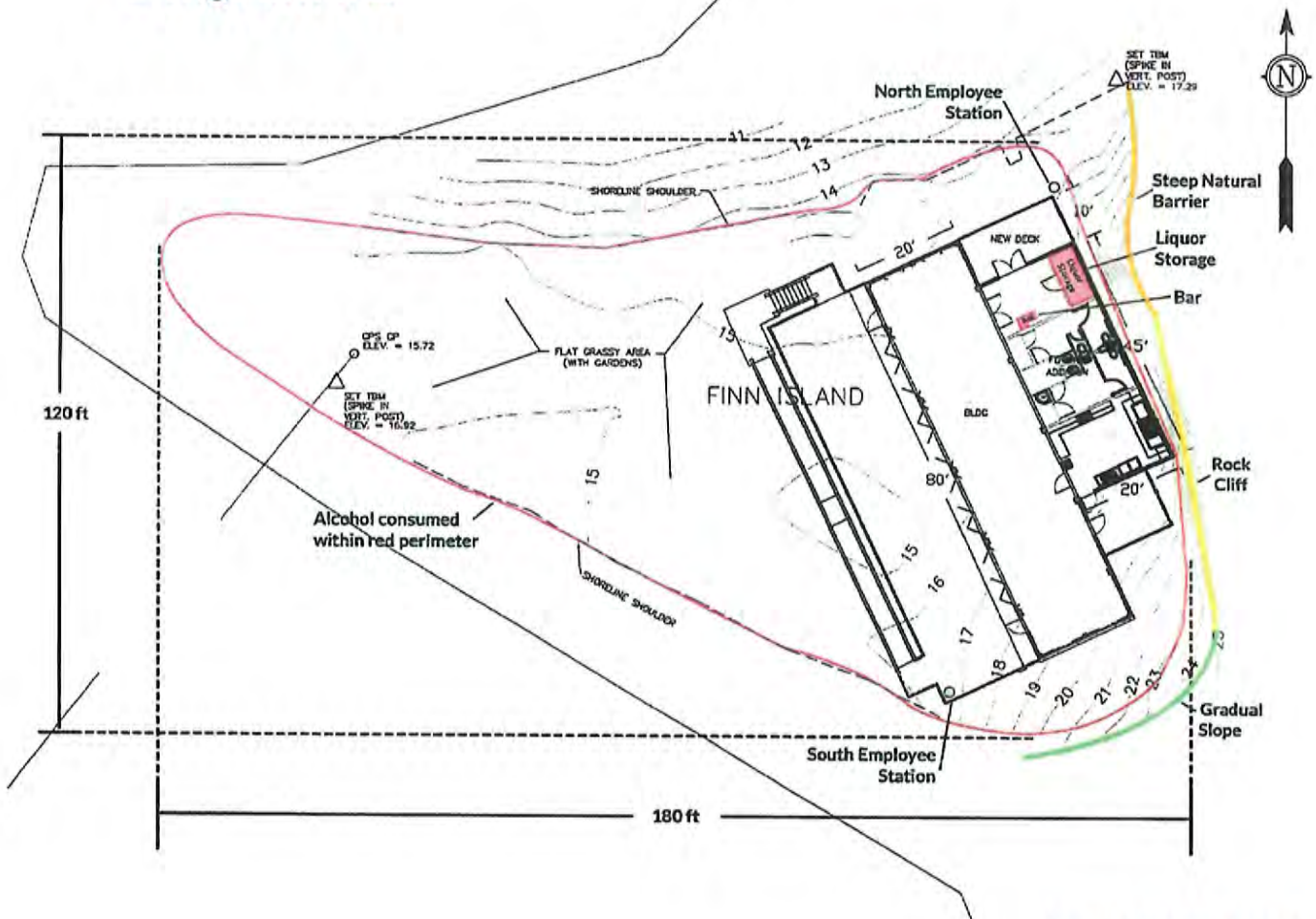
Licensee:	Allen Marine Tours, Inc.	License Number:	5746
License Type:	Restaurant/Eating Place - Seasonal		
Doing Business As:	Allen Marine Tours		
Premises Address:	Lot 6, Finn Island (Sitka)		
City:	Sitka	State:	AK
		ZIP:	99835

Diagram 1



AMCO Received 9/28/22

Diagram #2



AMCO Received 9/28/22



Allen Marine Tours

P.O. Box 1049, Sitka, Alaska 99835 | 1512 Sawmill Creek Road, Sitka, Alaska 99835

AB-02 Security Plan for Alcohol Control in Outdoor Areas at Finn Island

Finn Island is only accessible via boat, and only Allen Marine Tours' vessels will be allowed to use the private dock to disembark guests onto the island. The lodge itself is nestled against a rock cliff covered in trees and brush and faces a small finger of the island with a flat grassy area that will be used for a fire pit where guests can roast s'mores after their meal.

The meal is served buffet-style, and there is only one bar where guests will be able to purchase alcohol. Employees will request an ID from any guest that appears to be a minor upon ordering alcohol at the bar or ordering alcohol at the table.

Experience shows that most guests will eat and drink inside the lodge, however, they will be allowed to take their food and beverages outside the front of the lodge onto the flat, grassy area or along the shoreline of the point if they desire.

Allen Marine Tours will have employees present that work at the lodge full-time as well as the employees that disembark with the guests from our boat. This will allow for employees to be staged both inside the lodge and out on the grounds whenever guests are present on the island.

There is a natural barrier of rocks and brush that block guests from going around the north side of the lodge. Prior to our season opening this spring, we will install posts and a chain with a sign that reads, "No Alcohol Beyond This Point" on the north edge of the lodge to keep guests from moving beyond the licensed area of the premises.

We also stage employees at both corners of the lodge to ensure our guests do not wander outside the licensed area. Additionally, our employees will monitor the guests to ensure they are safe, are not drinking to excess, and are not sharing their alcohol with minors.



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Why is this form needed?

A restaurant designation permit application is required for a licensee desiring designation under 3 AAC 304.715 – 3 AAC 304.795 as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049. Designation will be granted only to a holder of a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license, and only if the requirements of 3 AAC 304.305, 3 AAC 304.725, and 3 AAC 304.745, as applicable, are met. A menu or expected menu listing the meals, including entrées prepared on-site and offered to patrons, and copy of the DEC Food Service Permit (or corresponding DHHS documentation for licenses located in the Municipality of Anchorage) must accompany this form. Applicants should review AS 04.16.049 – AS 04.16.052 and 3 AAC 304.715 – 3 AAC 304.795. All fields of this form must be completed. The required \$50 permit fee may be made by credit card, check, or money order.

Section 1 – Establishment Information

Enter information for licensed establishment.

Licensee:	Allen Marine Tours, Inc.				
License Type:	Restaurant/Eating Place - Seasonal	License Number:	5746		
Doing Business As:	Allen Marine Tours				
Premises Address:	Lot 6, Finn Island (Sitka)				
City:	Sitka	State:	AK	ZIP:	99835
Contact Name:	Susan Ginn	Contact Phone:	907-747-8100		

Section 2 – Type of Designation Requested

This application is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designation(s) (check all that apply):

- ☐ Dining after standard closing hours: AS 04.16.010(c)
- ☒ Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)
- ☒ Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
- ☒ Employment for persons 16 or 17 years of age: AS 04.16.049(c)
NOTE: Under AS 04.16.049(d), this permit is not required to employ a person 18 - 20 years of age.

OFFICE USE ONLY	
Transaction #:	Initials:



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 3 – Minor Access

Review AS 04.16.049(a)(2); AS 04.16.049(a)(3); AS 04.16.049(c)

List where within the premises minors are anticipated to have access in the course of either dining or employment as designated in Section 2. (Example: Minors will only be allowed in the dining area. OR Minors will only be employed and present in the Kitchen.)

Minor guests are only allowed in the dining area, on the deck, and on the beach.
Minor employees are allowed in those areas and in the kitchen. They are not allowed behind the bar or in the liquor storage area.

Adult staff is positioned throughout the premises to ensure minors are not accessing any areas where they do not belong.

Describe the policies, practices and procedures that will be in place to ensure that minors do not gain access to alcohol while dining or employed at your premises.

Minor guests must have a responsible adult present to go on our tours. In addition to those adults, our entire staff will have TAP cards and will fully understand the rules and requirements regarding the sale and serving of alcohol.

At Finn Island Lodge, alcohol is only served from the bar and is stored in a locked room at the back of the area that holds the bar. Unauthorized people cannot gain access to this locked room as the bar is in the same area and is staffed at all times by an adult over 21. Additionally, other staff members are positioned throughout the Finn Island premises to ensure alcohol is not given to minors and that no guests or minor employees gain access to any staff-only areas where alcohol may be stored or sold.

Is an owner, manager, or assistant manager who is 21 years of age or older always present on the premises during business hours?

Yes ☒ No ☐

Section 4 – DEC Food Service Permit

Per 3 AAC 304.910 for an establishment to qualify as a Bona Fide Restaurant, a Food Service Permit or (for licenses within the Municipality of Anchorage) corresponding Department of Health and Human Services documentation is required.

Please follow this link to the DEC Food Safety Website: <http://dec.alaska.gov/eh/fss/food/>

Please follow this link to the Municipality Food Safety Website:

<http://www.muni.org/Departments/health/Admin/environment/FSS/Pages/fssfood.aspx>

IF you are unable to certify the below statement, please discuss the matter with the AMCO office:

Initials

I have attached a copy of the current food service permit for this premises OR the plan review approval.

*Please note, if a plan review approval is submitted, a final permit will be required before finalization of any permit or license application.



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 5 – Hours of Operation

Review AS 04.16.010(c).

Enter all hours that your establishment intends to be open. Include variances in weekend/weekday hours, and indicate am/pm:

8:00 AM to 11:00 PM - 7 days/week

If requested, we will extend our hours to midnight for one-time charter agreements.

Section 6 – Entertainment & Service

Review AS 04.11.100(g)(2)

Are any forms of entertainment offered or available within the licensed business or within the proposed licensed premises?

Yes

No

☐☒

If "Yes", describe the entertainment offered or available and the hours in which the entertainment may occur:

Food and beverage service offered or anticipated is:

☒

table service

☒

buffet service

☒

counter service

☐

other

If "other", describe the manner of food and beverage service offered or anticipated:

Food is served buffet style.

Beverages are sold at the bar or served at the table.



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 7 – Certifications and Approvals

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

There are tables or counters at my establishment for consuming food in a dining area on the premises.

PC

I have included with this form a menu, or an expected menu, listing the meals to be offered to patrons.
This menu includes entrées that are regularly sold and prepared by the licensee at the licensed premises.

PC

I certify that the license for which I am requesting designation is either a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license.

PC

I have included with this application a copy of the most recent AB-02 or AB-14 for the premises to be permitted.

PC

*(AB-03 applications that accompany a new or transfer license application will
not be required to submit an additional copy of their premises diagram.)*

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

PC

Jamey Cagle

Printed name of licensee

Jamey Cagle
Signature of licensee

Local Government Review (to be completed by an appropriate local government official):

Approved

Denied

☐☐

Signature of local government official

Date

Printed name of local government official

Title



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

AMCO Enforcement Review:

Enforcement Recommendation:

Approve

Deny

☐☐

Signature of AMCO Enforcement Supervisor

Printed name of AMCO Enforcement Supervisor

Date

Enforcement Recommendations:

AMCO Director Review:

Approved

Denied

☐☐

Signature of AMCO Director

Printed name of AMCO Director

Date

Limitations:



Allen Marine Tours

P.O. Box 1049, Sitka, Alaska 99835 | 1512 Sawmill Creek Road, Sitka, Alaska 99835

Fin Island Lodge Menu

Entreés

- Prime Rib (rub consists of salt, pepper, and granulated garlic)
Horseradish sauce (sour cream and horseradish)
- Coho salmon (brushed with butter, salt and pepper)
- King crab (previously cooked and frozen product. Steamed at Finn Island. Served with clarified butter)
- Vegetarian Option Portabella Mushrooms (Olive oil and balsamic, salt and pepper)

Sides

- Beef stew (beef stock, potatoes, celery, onions, carrots)
- Green salad (romaine, cherry tomatoes, cucumber, red onion. Balsamic salmonberry vinaigrette. Optional Croutons, parmesan and Kalamata olives)
- Vegetarian Stir Fry (zucchini, squash, snap peas, red onion, bell pepper and asparagus, water chestnuts)
- Mashed Potatoes (Golden Yukon, butter, milk, salt and pepper, granulated garlic)

Bread

- Store-bought Hawaiian Rolls

Dessert

- Blueberry tart (wild blueberries)



**Alaska Food Code
2022 Establishment Permit**

**Division of Environmental Health
Food Safety & Sanitation Program**

Permit Number: 8222
Issued to: ALLEN MARINE TOURS INC
For: Finn Island Lodge
For Operation of: FF-1 Food Service
Located at: Finn IS LOT 6 Sitka, AK 99835

This permit, issued under the provisions of 18 AAC 31, is valid until the noted expiration date or unless suspended or revoked by the department.

This permit is not transferable for change of ownership, facility location, or type of operation. It must be posted in plain view in the establishment and is the property of the State of Alaska.

Expiration Date:
December 31, 2022

Program Manager:

A handwritten signature in black ink, appearing to read "Kimberly S. V.", is written over the printed name of the Program Manager.

**If you have questions or concerns regarding
safe food handling practices call toll free:**

1-87-SAFE-FOOD

(In Anchorage call 334-2560)





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-162 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 11/1/2022 In control: City and Borough Assembly

On agenda: 11/8/2022 Final action:

Title: Reappoint: 1) Lakota Harden to a three-year term on the Health Needs and Human Services Commission, 2) Deborah Miller to a three-year term on the Tree and Landscape Committee, 3) James Poulson to a three-year term on the Parks and Recreation Committee, and 4) Michael Reif to a three-year term on the Investment Committee

Sponsors:

Indexes:

Code sections:

Attachments: [01 Reappointment Motion](#)
[02 Harden-HNHS](#)
[03 Miller-Tree and Landscape](#)
[04 Poulson-Parks](#)
[05 Reif-Investment](#)

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

POSSIBLE MOTION

I MOVE TO reappoint:

- 1) Lakota Harden to a three-year term on the Health Needs and Human Services Commission,
- 2) Deborah Miller to a three-year term on the Tree and Landscape Committee,
- 3) James Poulson to a three-year term on the Parks and Recreation Committee, and
- 4) Michael Reif to a three-year term on the Investment Committee.



Application for Appointment to Boards, Committees, and Commissions
City and Borough of Sitka

Board/Commission/Committee: Health Needs and Human Services Commission

Name: Lakota Harden Preferred Phone: [REDACTED]

Address: [REDACTED] Alternate Phone: [REDACTED]

Email Address: [REDACTED] Fax Number: [REDACTED]

Length of Residence in Sitka: 7 years this time, 12 yrs 64-76 Registered to vote in Sitka? ☒ Yes ☐ No

Employer: Sitka Counseling and Prevention Services

Organizations you belong to or participate in:

Hope Coalition, Youth Advocates, Sitka Conservation Society, Sitka Whalefest/Sitka Science Center, American Legion, Herring Protectors, Alaska Wellness Coalition, Wocheen

Explain your main reason for applying:

I'm invested in the projects we started in the past year on the HNHS com. I feel the need to have representation of our Indigenous Healing and acknowledge Historical wrongs.

What background, experience or credentials will you bring to the board, commission, or committee membership?

I have served on this commission with a strong commitment to our goals. Experiencing my youth in Sitka schools, I'm familiar with our strengths & limitations of island living.

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 10/19/22 Signature: Lakota Harden

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? ☐ Yes ☐ No

Return to:

Jess Earnshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: clerk@cityofsitka.org

Lakota Harden

Objective: To create and implement alternative empowerment programs of holistic community change and positive growth.

Skills:

- Effective interpersonal communication and counseling skills.
- Effective manager. Able to recognize and foster the unique talents of each team member.
- Extremely personable and honest. Adept in organizing people of diverse economic and ethnic backgrounds around community owned projects.
- Effective ally to young people of all ages • Clear and powerful motivational public speaker
- Ability to plan and develop workshops to meet specific needs for diverse populations.
- Knowledgeable of Indigenous lifeways - Decolonization process.

Experience:

Sitka Counseling and Prevention Service 2021- present Community Outreach & Cultural Programs Coordinator

Southeast Alaska Regional Health Consortium

Diabetes Prevention Coordinator 2018-2020 Outreach and Education to the local community and clients for Diabetes Prevention through activities, and information dissemination. Collaborate with local organizations to be effective with a more expansive scope.

Raven's Way Adolescent Residential 2016 -2018 from remote communities in 45 day wilderness experiential treatment program activities. Remote site living with culturally relevant process group orientation, program design, individual treatment plan, and primary counseling. (www.searhc.org)

Mt. Edgecumbe High School 2016 Spring session Residential Advisor To monitor and meet the needs of students in the residential setting. Provide protection and support to youth during the overnight hours.

Center for Democratic Education and Culture 1996 – Present A speaker and workshop facilitator.

Speak Out - The Institute for Democratic Education and Culture is a national non-profit organization that educates, inspires and empowers young people to become activists for social justice.

Committed to social, political, cultural, environmental, and economic justice, Speak Out encourages critical and imaginative thinking about domestic and international issues through artistic and educational forums nationwide.

Sitkans Against Family Violence, Sitka, AK Contract trainer/workshop facilitator April 2012 Planning and conducting Trainings for Violence Prevention, Cultural Pride and Decolonization. Groups include youth, adults who work with youth, community leaders and members.

Center for Training and Careers, San Jose, Ca Program Coordinator and Counselor
February 2007- August 2011 GED student support program. Coordinated student activities, speakers, special events. Maintained assessment and progress data for individual students. Liason advocate for court appointed, juvenile offenders. Crisis and personal counselor focusing on problem solving for students dealing with daily obstacles in obtaining their GED.

American Indian Child Resource Center, Oakland, Ca Health Education Project Coordinator
January- June 2006 Tobacco Cessation Program Coordinated peer educators to lead public education activities about tobacco abuse & cessation, and the Sacred Traditional Use of Tobacco. Ongoing traditional consultant

Yees Wat G'aniex, Sitka, Ak. Project Coordinator April – May 2005
Organized Youth Led Totem Pole Project, Fundraising, Publicity, Elders and Youth liaison, Traditional Cultural Values, & protocol. Raising Totem Community wide event in Island culture

International Indian Treaty Council San Francisco, Ca. Health Program Coordinator Feb. 2003-October 2004 Research, Media Outreach, Community Organizing and Information Dissemination, for Health Hazard and Toxins affecting local and regional communities.

Indigenous Women's Network, Rapid City, South Dakota Program Coordinator February-July 2002 Planned, implemented and supervised grassroots program for two reservation communities of Native Women. Project involved birth education, traditional midwifery and cultural re-education. Forming advisory board of Traditional Elders on Rosebud and Pine Ridge.

U. S. Census Bureau Rapid City, South Dakota Crew Leader April 2000 to May 2000
Trained, Implemented, Supervised a crew of 20 census enumerators. Daily supervision involved delegation of region, motivation, quality assurance, problem solving and evaluation of each enumerator.

Institute for Democratic Education and Culture Emeryville, California October 97- May 99
Co-Director of progressive speakers, artists, exhibits, and film agency. Promoting multi-cultural and democratic education on campuses while inspiring a creative and critical approach to progressive activism. (www.speakersandartists.org)

Institute for Democratic Education and Culture Motivational Speaker presently
Conducts workshops, key note speaker to Colleges and Universities on issues concerning violence prevention, multi-culturalism, Native women's empowerment issues, Decolonization and diversity.

Urban Indian Health Board Inc. Oakland, California Youth Empowerment Program Coordinator May 1994 to June 1997 Design and implement culturally relevant drug and alcohol education programs targeting American Indian Urban Youth. (www.uihbi.com)

New Millennia Films, Inc. San Francisco, CA Community Coordinator/Organizer October 1996 to March 1998; Coordinate community organizations, public schools and agencies to attend the independently produced film "Follow Me Home". Recruit and train volunteers for post screening educational discussions with audience.

Raven's Way Residential Adolescent Treatment Program Sitka, Alaska Youth Counselor February 1993 to February 1994
Counseled court-appointed native youth from remote communities in 45 day wilderness experiential treatment program activities. Remote site living with culturally relevant process group orientation, program design, individual treatment plan, and primary counseling. (www.searhc.org)

Battered Women's Alternatives Concord, Ca Teen Program Coordinator January 1991 to July 1992 Organized state-wide training on violence prevention for adults in social service agencies, juvenile offenders and in the educational system. Recruited and trained teens and volunteers to co-facilitate workshops and support groups in violence and substance abuse prevention.

New College of California San Francisco, Ca Instructor of Humanities Courses August 1990 to May 1992; Designed curriculum and instructed incoming freshman and students in a Humanities !

course entitled "Society and Self".

Education:

University of California - Berkeley Native American Studies Berkeley California 1988-1990 University of Nebraska-Lincoln Lincoln, Nebraska 1986-1988 Career Learning Center Rapid City, South Dakota Business Administration Certificate 2000 Office Administration training in all areas of typing, IO key adding machine, computer programs, proof reading, and book keeping, office organizing.

Diversity Trainings / Alliance Building Workshops

With: Tasina Ska Win / Lakota Harden

Minnecoujou/Yankton Lakota & HoChunk, adopted Deisheetaan Tlingit

Since 1987, Lakota Harden has been doing motivational lectures, speeches, and diversity trainings, both locally and nationwide. "Unlearning Racism" workshops, training staff of the "New Bridges" camp, and working with youth at the Battered Women's Alternatives has brought forth an effective extensive format for working with adults and teens from diverse backgrounds. These workshops focus on learning to eliminate racism, sexism, and other oppression divisions. Lakota works with small groups, ie. Small business employee relations, to large forums such as the "Reaching Out" project in Oakland with 1200 people in an audience format. Her experience also includes working with Native groups addressing issues of tradition, spirituality, internalized genocide, and "tiospaye". These workshops are interactive and focus on raising consciousness about social issues, and increasing skills to meet multicultural challenges. Workshops can range from 2 hours to 2 days, depending on the size, structure and availability of a group.

Specific work in Native American Populations as well as all communities, cover the topics:

Decolonization: Recalling the philosophies, connections and lifeways of our ancestors original teachings. Recognizing the learned behaviors based on the timeline of colonization and it's affects on each generation of ancestors. Understanding our 'survival methods' of behavior and what uses we may or may not have for them now.

Traditional Modern Native Women: Following the traditions, women's roles were for Survival of the family and culture. . .now in the 21st century, we lead our nations with these roles in bridging our traditional and modern self.

Native Women's Spirituality: Appreciating and empowering our strength and vision. Practical use of spiritual strengths on the "Red Road". Clarifying our path ways out of a male dominated, Christian influenced society.

Creating "Tiospaye" (extended family): Growing roots for a connection to a centuries-old community. Drawing on our ancestors teachings as well as modernization of traditional philosophies. How we can create a network of support and inspiration for our daily lives.

Organizing community activism across lines of gender, race and age differences. Thinking beyond our personal experience, and unlearning the "stereotypical" information about ourselves and each other. Experiential interactive exercises can be used in a workshop format to assist participants in understanding the roots of their own misinformation and how to reach beyond the barriers of our generalizations.

The model of workshops teaches:

- effective intervention and communication skills
- the ability of recognizing our individual resistance to oppression

- learning agreements to create peaceful working groups
- encourages building relationships across difference
- develop inherent ability of individuals to lead systematic change efforts

Workshop approach:

- establish blame free environment
- combine interactive exercises with storytelling, teaching, dialogue, and action
- Unlearn the stereotypes and misinformation individuals hold about ourselves and each other
- Create alliances among diverse individuals and groups
- Change our own actions in order to bring about institutional change toward a more equitable world.
- Discussion about what community means, what I can expect and what my community can expect from me.

The outcome can mean

- that Individuals have an opportunity to form lasting connections with each other,
- learning how the “isms” have been catastrophic for everyone,
- One can become skilled at creating alliances, and think clearly about next steps in enhancing their capabilities concerning diversity issues
- Organizations develop a core of resident experts in alliance to bring about and sustain structural and institutional change.



Health Needs and Human Services Commission

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
TRISTAN GUEVIN 200 Seward Street	907-738-5415 tristan.guevin@gmail.com	3/23/21 2/9/22	1/8/22 2/9/25	Vice Chair
DOUG OSBORNE 222 Tongass Drive	907-966-8674 douglaso@searhc.org	1/27/15 10/24/17 11/10/20	10/14/17 10/24/20 11/10/23	
LAKOTA HARDEN 113 Metlakatla Street	907-747-3636 ext. 224 51-827- 7689 lharden@scpsak.org	3/23/21	11/26/22	
CECILIA DUMOUCHEL PO Box 6573	617-871-9842 ckdumouchel@gmail.com	12/8/20	12/8/23	Resigned 7/26/22
ELLIE LO RE 700 Etolin Street	301-518-0097 elore@scpsak.org	1/26/22	8/24/24	Resigned 8/1/22
ALBERT (ALEC) DUNCAN 2716 Halibut Point Road Space #21	907-738-0975 albert.duncan@sitkatriben-sn.gov	4/13/22	11/9/24	Resigned 8/31/22
LEXI FISH HACKETT 228 Lakeview Drive	907-738-5684 fish.lexi@gmail.com	4/13/21	4/13/24	Resigned 2/18/22
Jess Earnshaw Deputy Clerk	907-747-1826 jessica.earnshaw@cityofsitka.org			Secretary
Crystal Duncan PO Box 174	907-738-1910 assemblyduncan@cityofsitka.org			Assembly Liaison
Kevin Mosher 100 Lincoln Street	907-752-0467 assemblymosher@cityofsitka.org			Alternate Assembly Liaison

Established by Ordinance 2013-23

7 members, 3-year terms. A vacancy on the commission shall be filled by appointment by the Assembly for any remainder of an unexpired term.

Meeting schedule: 3rd Wednesday of the month; Noon at Harrigan Centennial Hall, 330 Harbor Drive
– Meetings are to be held no less than four times per year.

Revised: October 12, 2022



Application for Appointment to Boards, Committees, and Commissions
City and Borough of Sitka

Board/Commission/Committee: Treet Landscape Committee
Name: Deborah J Miller Preferred Phone: _____
Address: _____ Alternate Phone: _____
Email Address: _____ Fax Number: _____
Length of Residence in Sitka: 21 yrs Registered to vote in Sitka? ☒ Yes ☐ No
Employer: SEARHC
Organizations you belong to or participate in: Emblem Club, White Elephant volunteer.

Explain your main reason for applying: Reapplying for chairperson of T&L committee because I take pride in our beautiful town.

What background, experience or credentials will you bring to the board, commission, or committee membership?
I have been chairperson for past 6 years

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

N/A

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: Oct 27, 2022 Signature: D Miller

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? ☐ Yes ☐ No

Return to:

Jess Earnshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: clerk@cityofsitka.org

October 27th, 2022

City and Borough of Sitka

100 Lincoln St

Sitka, AK 99835

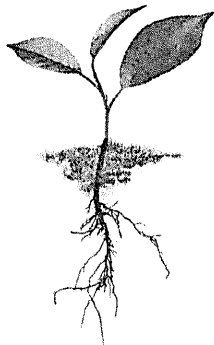
Dear Assembly

I would like to reapply for the position of Chairperson for the Tree and Landscaping Committee. It has been a pleasure to hold the title for the past 6 years and I am very proud of all the work we have done to help keep Sitka the most beautiful town in SE Alaska.

Thank you for your consideration.

Deb Miller

T&L Chairperson





PARKS AND RECREATION COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
JAMES POULSON 1610 Sawmill Creek Road	907-623-8302 907-747-3219 w james.poulson1@gmail.com	8/30/18 11/12/19	11/22/19 11/12/22	CHAIR
SARAH LAWRIE 116 Molly Lane	907-738-5234 justsosarah@gmail.com	11/12/19	11/12/22	VICE CHAIR
BEN HUGHEY 220 Lakeview Drive	907-738-1252 ben@sitkatrailworks.org	9/8/20	9/8/23	
BRANDON MARX PO Box 6171	907-747-1700 907-738-1392 marxlaw@gci.net	5/28/19 7/27/21	6/12/21 7/27/24	
RICH KRUPA PO Box 3126	907-966-1956 907-747-3904 krupar@sitkaschools.org	6/11/19 6/14/22	6/11/22 6/14/25	
BARBARA MORSE PO Box 2972	509-312-0617 morseb9@hotmail.com	3/22/16 3/26/19	3/22/19 3/26/22	
SUSAN COMPAGNO 1207 Halibut Point Road	907-738-3497 907-747-7457 susancompagno2002@yahoo.com	6/25/19	6/25/22	Resigned 1/18/22
Crystal Duncan PO Box 174	907-738-1910 assemblyduncan@cityofsitka.org			Assembly Liaison
Chris Ystad 104 Chirikov Drive	907-738-1560 assemblyystad@cityofsitka.org			Alternate Assembly Liaison
Michael Colliver Building, Grounds, and parks Supervisor City and Borough of Sitka	907-747-4039 michael.colliver@cityofsitka.org			Ex-Officio
Jess Earnshaw Deputy Clerk	907-747-1826 jessica.earnshaw@cityofsitka.org			Secretary

7 Members from public - 3-year terms

Established by Ordinance 75-199 (2.56 SGC)

Second Tuesday, Noon – Harrigan Centennial Hall, 330 Harbor Drive

Community Resources				
Mary Miller Sitka National Historical Park 106 Metlakatla Street	907-747-0111 w 907-747-5938- fax mary_miller@nps.gov			

Revised: October 12, 2022



Application for Appointment to Boards, Committees, and Commissions City and Borough of Sitka

Board/Commission/Committee: Parks and Recreation Committee

Name: James Poulson Preferred Phone: _____

Address: _____ Alternate Phone: _____

Email Address: _____ Fax Number: _____

Length of Residence in Sitka: 47 years Registered to vote in Sitka? ☒ Yes ☐ No

Employer: Verstovia Corporation

Organizations you belong to or participate in:

Alaska Arts Southeast, Sitka Fine Arts Camp, Sitka Maritime Heritage Society,

Explain your main reason for applying:

I have an interest in maintaining Sitka's parks and providing athletic opportunities for all Sitkans

What background, experience or credentials will you bring to the board, commission, or committee membership?

I have been on the committee for a couple terms and am currently the chair. I'm on the Historic Preservation Commission.

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

No conflicts exist.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ *(To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)*

Date: 10-25-22 Signature: James Poulson

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? ☐ Yes ☐ No

Return to:

Jess Earnshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street

Fax: 907-747-7403 Email: clerk@cityofsitka.org

James Poulson

EDUCATION:

COLGATE UNIVERSITY

Bachelor of Arts with majors in English and art history, 1988

BOSTON ARCHITECTURAL COLLEGE

Master in design studies in historic preservation 2019

WORK EXPERIENCE:

PHOTOGRAPHER, Daily Sitka Sentinel PROPERTY MANAGER, Verstovia Corporation

HISTORIC PRESERVATION

Property manager of three National Historic Register-listed buildings. Preservation consultant on National Historic Landmark Sheldon Jackson campus.

VOLUNTEER EXPERIENCE:

Sitka Parks and Recreation Committee board member 2018-present

Sitka City and Borough Historic Preservation Commission member 2011-present

Founding member of the Friends of Sitka National Historical Park 2015

Board member of Alaska Arts Southeast 2013-present

Board member of Sitka Community Land Trust 2014-2020

E.W. Merrill Project board treasurer 2014

Community Schools soccer coach 2009-14

Sitka Maritime Heritage Society volunteer 2010-present

Mt. Edgecumbe Preschool board president 2008



PARKS AND RECREATION COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
JAMES POULSON 1610 Sawmill Creek Road	907-623-8302 907-747-3219 w james.poulson1@gmail.com	8/30/18 11/12/19	11/22/19 11/12/22	CHAIR
SARAH LAWRIE 116 Molly Lane	907-738-5234 justsosarah@gmail.com	11/12/19	11/12/22	VICE CHAIR
BEN HUGHEY 220 Lakeview Drive	907-738-1252 ben@sitkatrailworks.org	9/8/20	9/8/23	
BRANDON MARX PO Box 6171	907-747-1700 907-738-1392 marxlaw@gci.net	5/28/19 7/27/21	6/12/21 7/27/24	
RICH KRUPA PO Box 3126	907-966-1956 907-747-3904 krupar@sitkaschools.org	6/11/19 6/14/22	6/11/22 6/14/25	
<i>BARBARA MORSE PO Box 2972</i>	<i>509-312-0617 morseb9@hotmail.com</i>	<i>3/22/16 3/26/19</i>	<i>3/22/19 3/26/22</i>	
<i>SUSAN COMPAGNO 1207 Halibut Point Road</i>	<i>907-738-3497 907-747-7457 susancompagno2002@yahoo.com</i>	<i>6/25/19</i>	<i>6/25/22</i>	<i>Resigned 1/18/22</i>
Crystal Duncan PO Box 174	907-738-1910 assemblyduncan@cityofsitka.org			Assembly Liaison
Chris Ystad 104 Chirikov Drive	907-738-1560 assemblyystad@cityofsitka.org			Alternate Assembly Liaison
Michael Colliver Building, Grounds, and parks Supervisor City and Borough of Sitka	907-747-4039 michael.colliver@cityofsitka.org			Ex-Officio
Jess Earnshaw Deputy Clerk	907-747-1826 jessica.earnshaw@cityofsitka.org			Secretary

7 Members from public - 3-year terms

Established by Ordinance 75-199 (2.56 SGC)

Second Tuesday, Noon – Harrigan Centennial Hall, 330 Harbor Drive

Community Resources				
Mary Miller Sitka National Historical Park 106 Metlakatla Street	907-747-0111 w 907-747-5938- fax mary_miller@nps.gov			

Revised: October 12, 2022



**Application for Appointment to Boards, Committees, and Commissions
City and Borough of Sitka**

Board/Commission/Committee: Investment Committee
Name: Michael Reif Preferred Phone: _____
Address: _____ Alternate Phone: Same
Email Address: _____ Fax Number: NA
Length of Residence in Sitka: 42 years Registered to vote in Sitka? ☒ Yes ☐ No
Employer: Sitka Sea Boater
Organizations you belong to or participate in: Alaska Longline Fishermen Assoc.
SE Regional Dredge Fisheries Assoc. - board member

Explain your main reason for applying:

See Attached letter of interest

What background, experience or credentials will you bring to the board, commission, or committee membership?

See Attached letter of interest

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to: None

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 10-25-2022 Signature: [Signature]

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? ☐ Yes ☒ No

Return to:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Letter of Interest

Investment Committee Application

Mike Reif

Sixty four years ago I was born in East Detroit, Michigan. Early in life I worked for my father in a number of the residential building trades. It was college at Michigan Technological University that provided me the opportunity to leave the large city and pursue a passion of earning a BS degree in Forest Management. That degree was my ticket to a dream opportunity in Sitka and seasonal employment with the Forest Service in 1977, working in the remote regions of the Tongass. That experience led me to further my forestry career and schooling in Eastern Washington, completing graduate studies from which I earned a certificate in Forest Silviculture. I enjoyed my time down South, but a place named Sitka was luring me back.

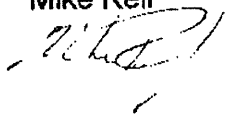
In 1981, I returned to Sitka and have remained ever since, 38 plus years now. Sitka was alive with opportunities and I was young and ambitious with an entrepreneurial spirit. It was not long before I created Reif's Hammers & Pipes, a residential home building and mechanical "plumbing & heating" business enterprise. After over 25 years as a thriving business, the home building accomplishment I am most proud of is receiving the "Alaskan Craftsman Builder of the Year Award in 1991 for outstanding construction of energy efficient homes." It was also a proud moment in 2002 when our innovative heating system was featured in a national trade journal. In addition to these land based businesses, the oceans surrounding Sitka also beckon me.

After years of sport fishing and being a deckhand, in 1991, I had a small boat built and started another business, Sitka Sea Roamer. It is a business that keeps me on the ocean engaged in both charter and commercial fishing over a hundred days a year now. I enjoy sharing Sitka's beauty with visiting charter guests, and working with our fishing industry in the harvest of halibut and black cod, and diving for sea cucumbers. In addition to work, Sitka is a great community to volunteer.

I have a passion to volunteer in local city governance. From 1991-1994, I was a member of the Sitka Assembly and Deputy Mayor for two years. For many years I was a member of the Sitka Planning and Zoning Commission, serving both as a member and Chair. I was also the Chairperson to the Sitka Charter Review Commission in the mid 90's and for years a member of the Sitka Investment Committee. Recently, from 2011 – 2014, I was a member of the Sitka Assembly. Also I have been inspired by fellow Sitkans to serve overseas. Prior to my most recent term on the Assembly, I have volunteered in both the Philippines and Cambodia.

What I hope this snapshot of me present, is a person who has been successful as a self employed business person for 38 years and also has been dedicated in volunteering to various boards, commissions, committees, & Assemblies of the City and Borough of Sitka for over 25 years. That combination of experience and dedication is important as we solidify the future of the Sitka Permanent Fund and other City assets to provide for the needs of the community both today and tomorrow. I hope you will retain me as a member of your Investment Committee to follow the directives of the Assembly and provide solid recommendations for your consideration.

Respectfully submitted to the Assembly
Mike Reif





INVESTMENT COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
MICHAEL REIF PO Box 2346	907-738-6016 reifmike55@gmail.com	10/14/14 11/22/16 11/12/19	11/26/16 11/22/19 11/12/22	CHAIR
JERE CHRISTNER 1201 Georgeson Loop	907-738-4053 toss@ak.net	1/14/14 1/10/17 1/28/20	1/14/17 1/10/20 1/28/23	VICE-CHAIR
BERT STEDMAN 1806 Sawmill Creek Rd.	907-747-8905 h 907-747-8620 fax In Juneau: 907-465-3873 h 907-465-3922 business Bstedman@gci.net	6/10/03 6/14/05 6/24/08 6/28/11 6/24/14 6/27/17 7/14/20	6/10/05 6/14/08 6/24/11 6/28/14 6/24/17 6/27/20 7/14/23	
Kenneth Cameron 4307 Halibut Point	907-738-0590 stuphnsuch@gmail.com	6/14/22	10/13/23	ALTERNATE
Melissa Haley 100 Lincoln Street	907-747-1836 melissa.haley@cityofsitka.org			Finance Director/ Ex-Officio
Thor Christianson 500 Lincoln Street A9	907-738-2491 assemblychristianson@cityofsitka.org			Assembly Liaison
Steven Eisenbeisz 208 Lincoln Street	907-738-9075 assemblyeisenbeisz@cityofsitka.org			Alternate Assembly Liaison

Four members from the public one serving as an alternate voting member for three-year terms.

Established by Ordinance 01-1651

Revised: October 12, 2022



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 22-26 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 10/19/2022 In control: City and Borough Assembly

On agenda: 11/8/2022 Final action:

Title: Making supplemental appropriations for fiscal year 2023 (Reconstruction of the Sheet Pile Wall and Crane at the Marine Service Center)

Sponsors:

Indexes:

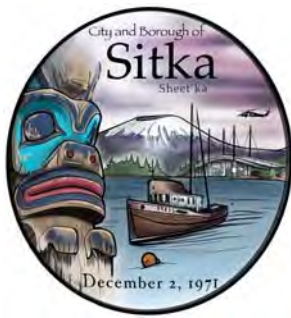
Code sections:

Attachments: [01 Motion Ord 2022-26](#)
[Memo and Ord 2022-26](#)

Date	Ver.	Action By	Action	Result
10/25/2022	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2022-26 on second and final reading making supplemental appropriations for fiscal year 2023 (Reconstruction of the Sheet Pile Wall and Crane at the Marine Service Center).




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Melissa Haley, Finance Director

Date: October 19, 2022

Subject: Supplemental Capital Appropriation for the Reconstruction of the Sheet Pile Wall and Crane at the Marine Service Center

Background

The City and Borough of Sitka was awarded a grant under the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grants program for the reconstruction of the sheet pile wall and crane at the Marine Service Center. In April of this year, the Assembly authorized the application for this grant and acknowledged that if approved, matching funding would need to be appropriated. The memo provided in April suggested that likely funding of the match would be the Harbor Fund as well as the Marine Service Center Fund.

The steel sheet pile retaining wall was originally constructed in 1976. Over the years several different corrosion protection systems have been installed to reduce corrosion of the sheet piling and steel tie-back rods. Additionally, there is a crane at the top of the wall that needs to be replaced to continue to support the fishing fleet and businesses that use this to load/unload product. In addition, the Marine Service Center cold storage building relies on the port wall for its structural integrity, as the land it sits on is held up by the wall.

Analysis

Replacement of this asset is needed to both continue to have the port wall available to the fishing fleet as well as smaller cruise ships and to ensure that the Marine Service Center's structural integrity is not compromised. The opportunity to fund this project with the RAISE grant funding is critical to being able to maintain the current level of operations of both the port wall and the cold storage facility, both of which are important to local industry.

The port wall facility asset is owned by the Harbor Fund, but as it is integral to the structural integrity of the Marine Service Center, both funds will evenly share the working capital portion of the repair and once the repair has been completed, a revenue sharing agreement for revenue generated from the port wall will be entered into, to ensure that the investment by both funds is recognized.

Fiscal Note

The total working capital for this project is estimated to be \$2,100,000, this provides the required 20% match of \$1,960,662 with a small buffer for staff time or other expenses that wouldn't be allowable under the RAISE grant. \$1,050,000 will be funded by the Harbor Fund, which, at June 30, 2022, had approximately \$3.4 million available in undesignated working capital. Another \$1,050,000 will be funded by the Marine Service Center Fund, which at June 30, 2022 had approximately \$2.3 million in undesignated working capital.

In addition, the existing contingent appropriation is in the Marine Service Center Fund, but as the asset is owned by the Harbor fund it should be appropriated in the Harbor Fund. A contingent appropriation for the grant amount of \$7,842,488 will be made in the Harbor Fund—the appropriation will remain contingent until the formal grant award is executed, which is anticipated only after a significant amount of design and environmental reviews have taken place.

Recommendation

Approve ordinance 2022-26, appropriating \$2,100,000 (working capital) and \$7,842,488 (contingent grants) in the Harbor Capital Project Fund.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2022-26

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2023
(Reconstruction of the Sheet Pile Wall and Crane at the Marine Service Center)

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 FY2023.

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, 2022 and ending June 30, 2023.

<u>FISCAL YEAR 2023 EXPENDITURE BUDGETS</u>	
CAPITAL PROJECTS	
Fund 750 – 90901 - MSC Bulkhead Repairs: Increase appropriations in the amount of \$2,100,000 to provide a match to the RAISE grant that has been approved for repair of the bulkhead wall. In addition, the contingent amounts currently budgeted under Fund 760 (Marine Service Center), should be moved to the Fund 750 (Harbor Fund) as that fund owns the bulkhead wall. The amount of the RAISE grant is \$7,842,488. The appropriation will be funded by the Harbor fund (\$1,050,000) and the Marine Service Center Fund (\$1,050,000).	

EXPLANATION

The Harbor Fund and the Marine Service Center Fund will equally contribute to the match required for the reconstruction of the sheet pile wall at the Marine Service Center. The wall and the crane are assets of the Harbor Fund, however, the integrity of the Marine Service Center building is dependent on this wall as the building has ties that are connected to the wall. For this reason, the cost will be split between the two funds and an agreement to share revenue generated by the wall and the crane will be entered into.

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 8th day of November 2022.

45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60

ATTEST:

**Sara Peterson, MMC
Municipal Clerk**

**1st reading: 10/25/2022
2nd and final reading: 11/8/2022**

Sponsor: Administrator

Steven Eisenbeisz, Mayor



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 22-27 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 10/19/2022 In control: City and Borough Assembly

On agenda: 11/8/2022 Final action:

Title: Making supplemental appropriations for fiscal year 2023 (DataCenter Disaster Recovery System)

Sponsors:

Indexes:

Code sections:

Attachments: [01 Motion Ord 2022-27](#)
[Memo Ord 2022-27](#)
[ORD 2022-27 Revised](#)

Date	Ver.	Action By	Action	Result
10/25/2022	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2022-27 on second and final reading making supplemental appropriations for fiscal year 2023 (DataCenter Disaster Recovery System).




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Grant Turner, IT Director

Date: October 14, 2022

Subject: Approve Ord 2022-27 (DataCenter Disaster Recovery System)

Background

Business continuity and disaster recovery are key pieces of providing a robust and secure datacenter. Whether we are protecting against ransomware or floods, a proper datacenter backup solution should include a full backup of critical systems on a geographically diverse storage device.

Our existing datacenter is currently being backed up locally on the same storage solution that houses its production data.

We do have 20 TB arrays that are replicating some of our data, but we are unable to back up everything. These arrays are also at end of life and are no longer supported. Our primary array has 5.1 TB left in space, but if we were to fill this up we would have a degradation of performance in access to city data.

Analysis

Part of the role of the IT Department at CBS is to provide staff with the systems and technical resources required for them to complete their duties. In the case of the current datacenter suddenly becoming unavailable due to malicious intrusions into our network or a disaster physically damaging the datacenter itself, the systems that city staff use would become unavailable making their duties incredibly difficult to complete.

A robust business continuity and disaster recovery solution helps meet the need of nearly all the main goals of our recent Strategic Plan, but most specifically goal 4: Planning and investing in sustainable infrastructure. Action 4.3 discusses identifying the infrastructure needed to maintain levels of service for the community and implementing this business continuity and disaster recovery solution would be a great step toward doing that.

By approving this ordinance we will expand the current 30 TB array to 82 TB and upgrade the processors to the current standards as well as future proofing it. It also includes the purchase of a second 82 TB array to be placed remotely to the primary array for one to one backup of city data.

Fiscal Note

This solution has been quoted as costing \$99,917.28. This includes maintenance and support for 3 to 5 years, depending on specific pieces of equipment. The anticipated lifespan of this equipment is up to 10 years and any maintenance support would be added to the subsequent budgets for those years with costs estimated in the range of \$5,000 per year.

This capital appropriation will be funded from the IT Fund and the expense will be allocated across other municipal funds with the FY2024 budget.

Recommendation

Approve the ordinance making an appropriation in the amount of \$99,127.28.

Encl: Leverage Systems quote



Leverage Information Systems

Phone: (425) 482-9200
Fax: (425) 485-9400
PO Box 630
Woodinville, WA 98072

Quote

No.: **2204252**

Date: 09/13/2022

Prepared for:
Don MacKinnon
City and Borough of Sitka

Prepared by: Margaret Weeks
Account No.: 3074
Type: Open Market
Job: HPE

CLIN	Qty.	Item ID	Description	UOM	Ea. Price	Total
Promotional Pricing Valid Through 10/26/2022						
001	1	R6H95A	HPE Alletra 5030 HF DC Fld Upgr	EA	\$10,712.90	\$10,712.90
002	1	HU4B5A3	HPE 3Y Tech Care Basic Exch SVC	EA	\$0.00	\$0.00
003	1	HU4B5A3007X	HPE Alletra 5030 HF DC Fld Upgr Supp	EA	\$435.57	\$435.57
004	1	HA124A1	HPE Technical Installation Startup SVC	EA	\$0.00	\$0.00
005	1	HA124A1 5MS	HPE Tier 1 Storage Array Upg Startup SVC	EA	\$2,097.70	\$2,097.70
006	1	Q8B49B	HPE NS HF20X ES3 42TB 2.88TB CTO Shelf	EA	\$14,196.97	\$14,196.97
007	2	Q8J27A	HPE NS C13 to C14 FIO Power Cord	EA	\$0.89	\$1.78
008	1	HA124A1	HPE Technical Installation Startup SVC	EA	\$0.00	\$0.00
009	1	HA124A1 5MS	HPE Tier 1 Storage Array Upg Startup SVC	EA	\$2,068.97	\$2,068.97
010	1	HU4B5A3	HPE 3Y Tech Care Basic Exch SVC	EA	\$0.00	\$0.00
011	1	HU4B5A3 ZEG	HPE NS HF20X ES3 42TB 2.88TB Shelf Supp	EA	\$3,205.46	\$3,205.46
012	1	R4U33A	HPE Alletra 5010 CTO Base Array	EA	\$3,619.11	\$3,619.11
013	1	Q8B88B	HPE NS 2x10GbE 2p FIO Adptr Kit	EA	\$1,109.07	\$1,109.07
014	1	R4U47A	HPE Alletra 5000 2.88TB FIO Cache Bdl	EA	\$6,184.70	\$6,184.70
015	1	R4U48A	HPE Alletra 5000 5.76TB FIO Cache Bdl	EA	\$9,855.61	\$9,855.61
016	2	Q8J27A	HPE NS C13 to C14 FIO Power Cord	EA	\$0.88	\$1.76
017	1	R4U43A	HPE Alletra 5000 84TB SAS FIO HDD Bdl	EA	\$12,119.95	\$12,119.95
018	1	R9X15A	HPE Alletra Tier 1 Storage Array Std Trk	EA	\$0.88	\$0.88
019	1	Q8G27B	HPE Tier 1 Storage OS Default FIO SW	EA	\$0.83	\$0.83
020	1	S0L75AAE	HPE Alletra 5010 SW/Sup 5yr SaaS	EA	\$22,104.00	\$22,104.00
021	1	HA124A1	HPE Technical Installation Startup SVC	EA	\$0.00	\$0.00
022	1	HA124A1 5MR	HPE Tier 1 Storage Array Startup SVC	EA	\$3,272.73	\$3,272.73
023	1	HU4A6A5	HPE 5Y Tech Care Essential SVC	EA	\$0.00	\$0.00
024	1	HU4A6A5 ZET	HPE NS 2x10GbE 2p Adptr Supp	EA	\$1,451.63	\$1,451.63
025	1	HU4A6A5007D	HPE Alletra 5010 CTO Base Array Supp	EA	\$883.25	\$883.25

QuoteNo.: **2204252**

Date: 09/13/2022

CLIN	Qty.	Item ID	Description	UOM	Ea. Price	Total
026	1	HU4A6A5007N	HPE Alletra 5000 84TB SAS HDD Bdl Supp	EA	\$2,942.68	\$2,942.68
027	1	HU4A6A5007T	HPE Alletra 5000 2.88TB FIO CachBdl Supp	EA	\$1,259.10	\$1,259.10
028	1	HU4A6A5007U	HPE Alletra 5000 5.76TB FIO CachBdl Supp	EA	\$2,392.63	\$2,392.63
029	1.00	Freight - Prepay/Add - No Limit	Prepay And Add Actual Freight Costs From Shipper Invoice	EA	\$0.00	\$0.00

Your Price: **\$99,917.28**Total: **\$99,917.28**

Prices are firm until 10/13/2022 Terms: Net 30

Quoted by: Margaret Weeks, margaretw@leverageis.com**Date:** 9/13/2022**Signature:** _____ **PO#:** _____ **Date:** _____**Print Name:** _____ **Title:** _____ **PH# :** _____**Disclaimer**

Unless otherwise quoted, Standard delivery charges are 30 days ARO. Expedited freight will be charged prepay and add. Please notify your sales rep should you want to use a freight account.

If applicable, sales tax will be charged when invoiced.

Leverage Information Systems 30 day return policy does not apply to changed, opened, or cancelled orders. In the event the customer chooses to change or cancel an order, restocking fees may apply.

- Leverage is a Small Business Enterprise
- Pricing is valid for (30) days
- Accepted Methods of Payment - Check or EFT, Please contact your sales rep for re-quote should you like to pay via Credit Card

Tax ID / EIN# 91-1607710

DUNS# 807596051

Cage Code: 0X6H7

Internal / Restricted Classification

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2022-27
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2023
(DataCenter Disaster Recovery System)

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 FY2023.

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, 2022 and ending June 30, 2023.

<u>FISCAL YEAR 2023 EXPENDITURE BUDGETS</u>
CAPITAL PROJECTS
Fund 700 – DataCenter Disaster Recovery System Project: Increase appropriations in the amount of \$104,918 for the DataCenter Disaster Recovery System. These funds will come from the Information Technology Fund

EXPLANATION

The City's current DataCenter is in need of a Disaster Recovery system to provide for business continuity and disaster recover should the DataCenter be rendered inoperable.

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 8th day of November 2022.

ATTEST:

Steven Eisenbeisz, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading: 10/25/2022

2nd and final reading: 11/8/2022

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-165 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 11/2/2022 In control: City and Borough Assembly

On agenda: 11/8/2022 Final action:

Title: Discussion / Direction on the scope and budget for the Seaplane Base Project

Sponsors:

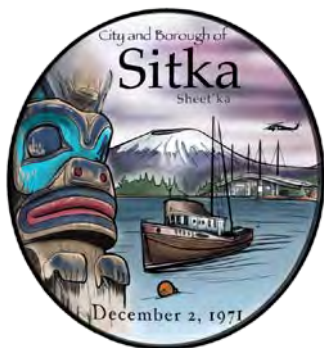
Indexes:

Code sections:

Attachments: [00 Discussion Decision](#)
[01 SPB - Assembly Project Status Briefing 11.08.22](#)
[02 SPB Memo Nov 8 2022](#)

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

Discussion / Decision on the scope and budget for the Seaplane Base Project



CITY AND BOROUGH OF SITKA
A COAST GUARD CITY

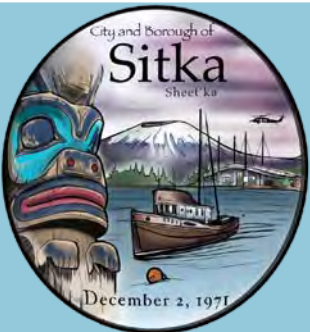
Sitka Seaplane Base

CBS Assembly Status Update & Assembly Action Request

November 8, 2022

Presentation Overview

1. Existing Seaplane Base - Features & Deficiencies
2. September 2021 – Planning Concept
3. Engineering Design and Construction Cost Estimating
 - October 2022 Revised “Minimal” and “Full Build-Out” Phased Concepts with Financial Analyses
3. Land Acquisition Update
4. Overall Project Schedule
5. Action Items



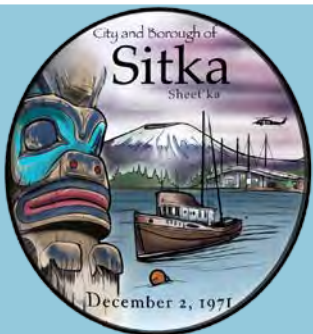
Existing Seaplane Base

Features:

- 8 Float slips (4 not accessible at low tide)
- Access floats from Katlian St by elevated gangway/ramp
- Parking for 2 vehicles on Katlian St

Deficiencies:

- At end of useful life/expensive to maintain
- Insufficient parking for aircraft/vehicles
- No on-site fueling, aircraft maintenance area, or aircraft pull out ramp
- Conflicts with boat traffic in narrow channel
- Conflicts and bird hazards from adjacent seafood processing facility





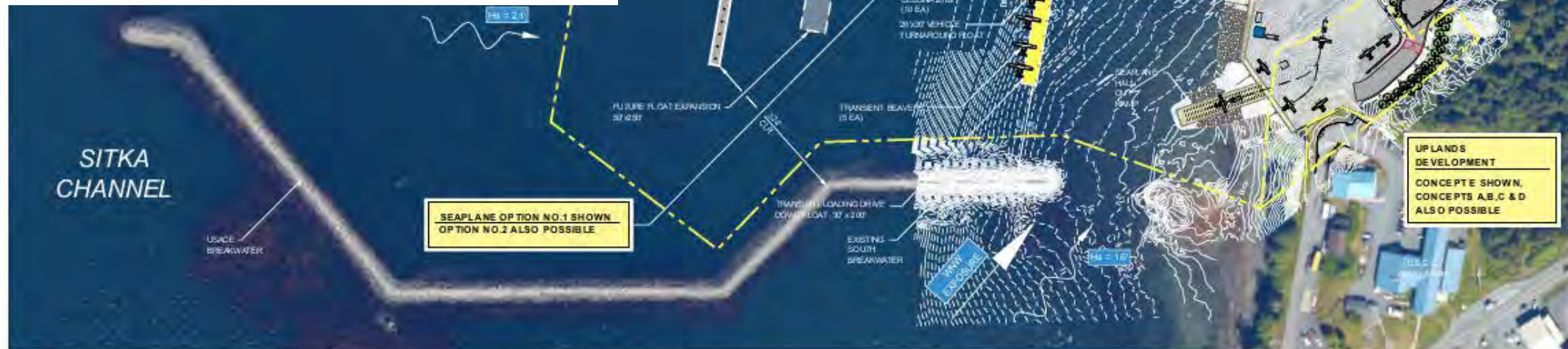
September 2021 Planning Concept

Construction Estimate*: ~\$15M

Land Acquisition: ~\$1M

CBS Total Match: ~\$1M

*Estimated Prior to Completion Tasks to develop facility planning concepts such as Topo & Bathymetric Surveys, Wind and Wave Studies, Wetlands Delineation, Cultural & Historical Studies.



NOTES:
H_s = SIGNIFICANT WAVE HEIGHT 100 YEAR RETURN PERIOD
H_{1/10} = 1.7 x H_s

P N D
ENGINEERS, INC.

5560 Glacier Highway, Ste. 100
Sitka, Alaska 99801
Phone: 907-586-2095
Fax: 907-586-2199
www.pndengineers.com

DESIGN: CRS CHECKED: CRS SCALE: SCALE IN FEET
DRAWN: P.J.D. APPROVED: CRS 0 100 200 F.T.

DATE: 6/24/21

SITKA SEAPLANE BASE

SHEET TITLE:
MARINE CONCEPT NO. 7

PHD PROJECT NO.: 192052.01

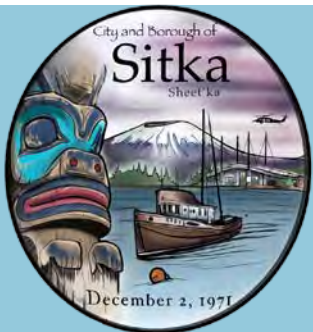
3/3

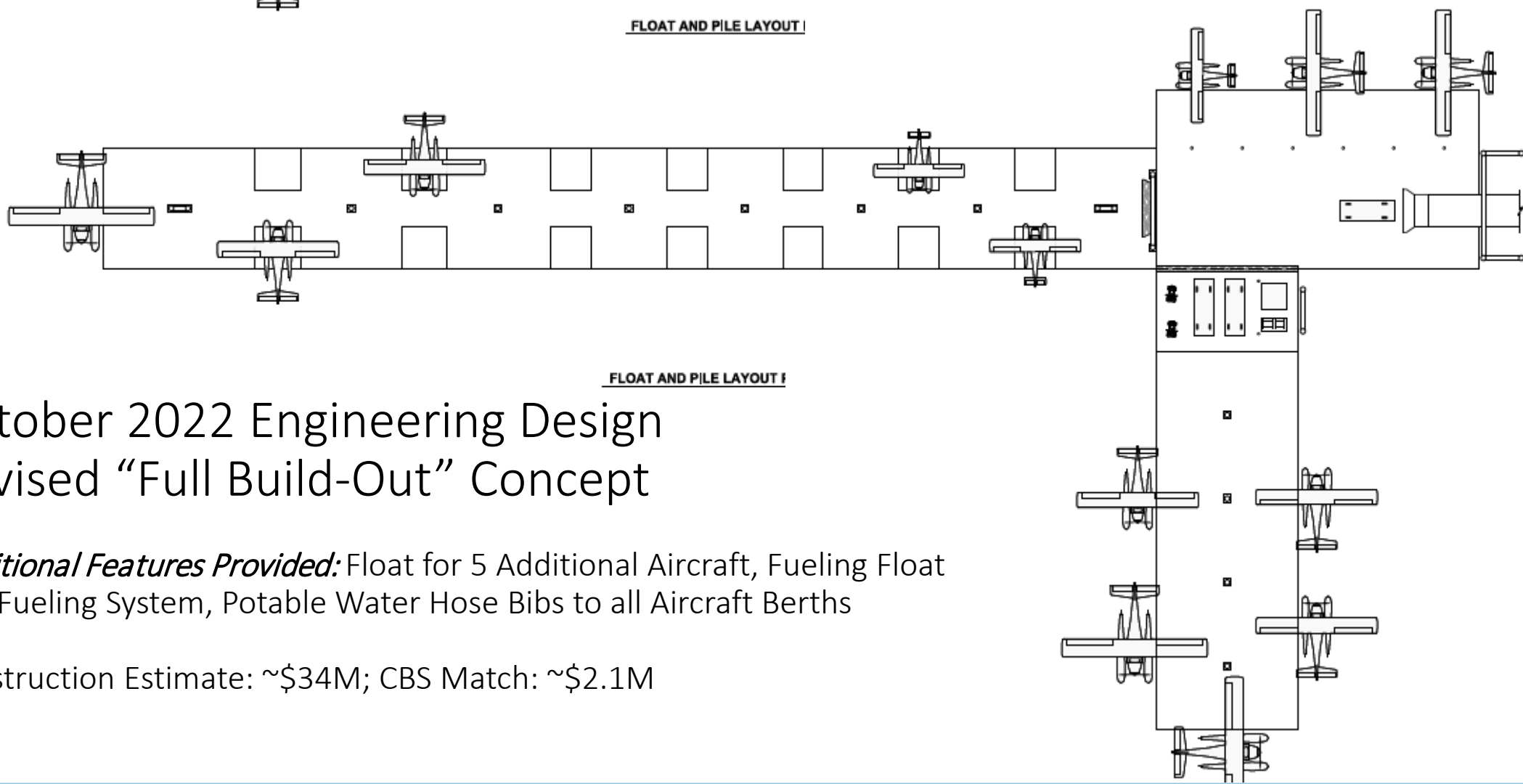
October 2022 Revised “Full Build-Out” Concept

Meets all requirements of the EA and ALP, and the meets the purpose and need demonstrated by the pilot user group

Meshes with “Minimalist” Concept by accommodating future phasing

Construction Estimate: ~\$34M
CBS Match: ~\$2.1M

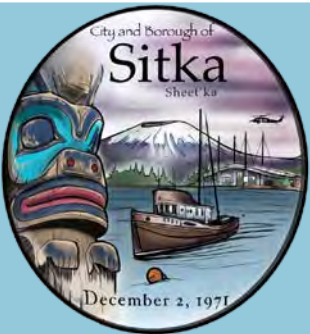




October 2022 Engineering Design Revised “Full Build-Out” Concept

Additional Features Provided: Float for 5 Additional Aircraft, Fueling Float and Fueling System, Potable Water Hose Bibs to all Aircraft Berths

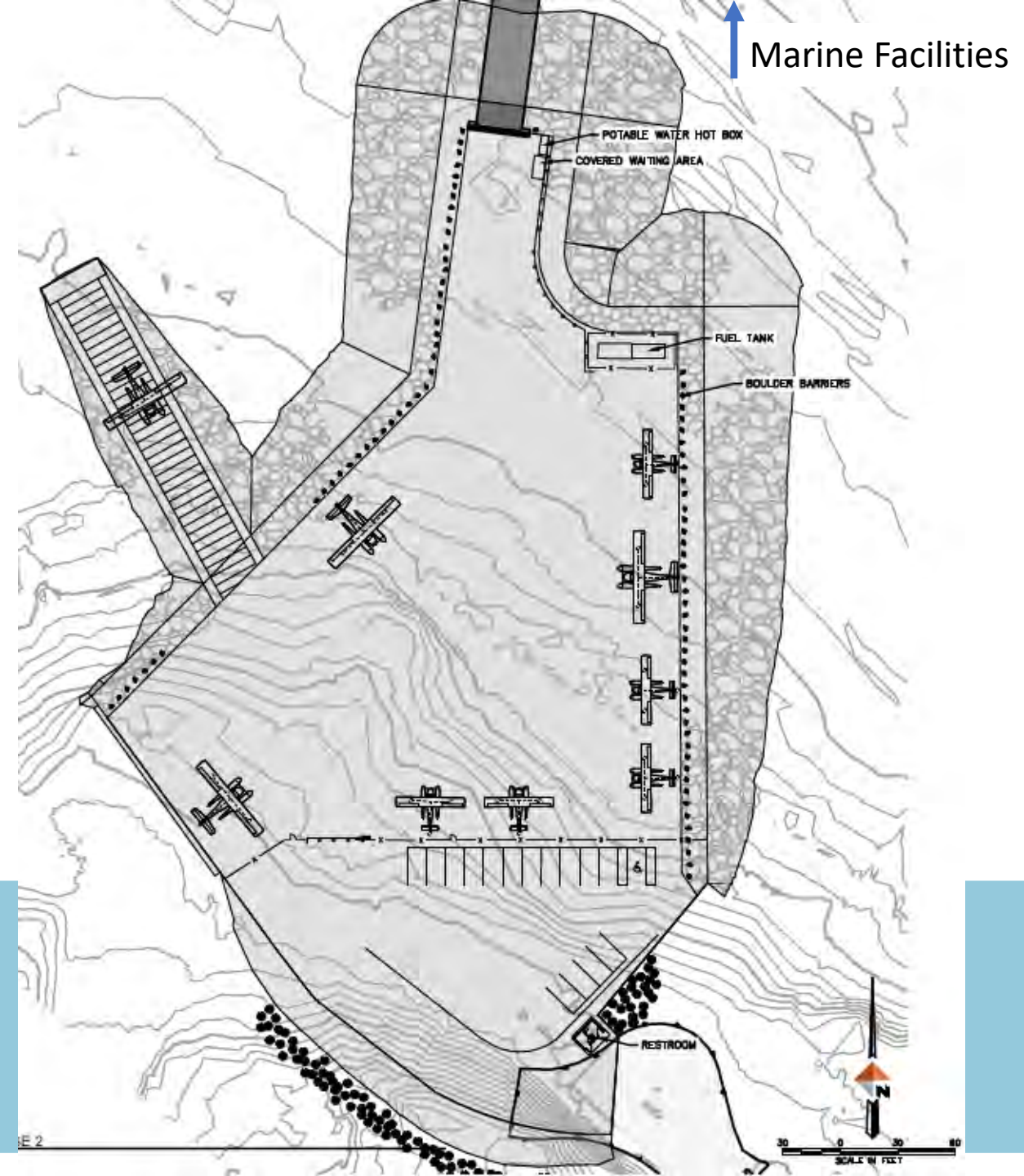
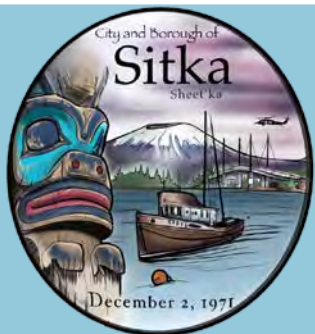
Construction Estimate: ~\$34M; CBS Match: ~\$2.1M



October 2022 Engineering Design Uplands Full Build-Out Revised Concept

Additional Features Provided: Gated security Fencing, Public Rest Room, Potable Water, Covered Passenger Waiting Area, Fueling System, Plane Haul Out Ramp, and Plane Parking/Maintenance Areas

Construction Estimate: ~\$34M; CBS Match: ~\$2.1M



Financial Analysis “Full Build-Out” Concept

Existing Costs

Phase	Expended	Encumbered	Secured Grant Funding
EA/Planning	\$842,629	\$0	\$842,629 (6.25% or \$52,664 CBS match)
Design	\$844,323	\$1,622,746	\$3,208,066 (no match)
<i>Subtotal</i>	<i>\$3,309,689</i>		<i>\$4,050,695</i>

Funds Needed Based on Current Design

Phase	Estimated Remaining Costs	Est. CBS Match @6.25%
Land Acquisition	\$753,125*	\$47,070*
Construction	\$34,000,000	\$2,125,000
<i>Subtotal</i>	<i>\$34,753,125</i>	<i>\$2,172,070</i>

Est. Project Totals	\$38,062,814	Total Match	\$2,224,734 (including EA/planning)
----------------------------	---------------------	--------------------	--



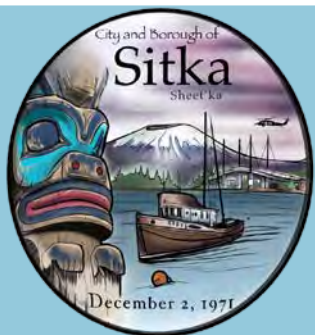
- There will be some minor additional expenses not included for processing the land acquisition that will be covered by the grant/match

October 2022 Engineering Design & Const. Cost Est. Revised “Minimal” Concept

Meets minimum requirements of the Environmental Assessment and Airport Layout Plan approved by FAA.

Designed so all future phases of expansion are accommodated

Construction Est: ~\$24M; CBS Match: ~\$1.5M



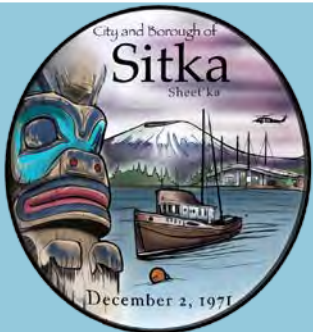
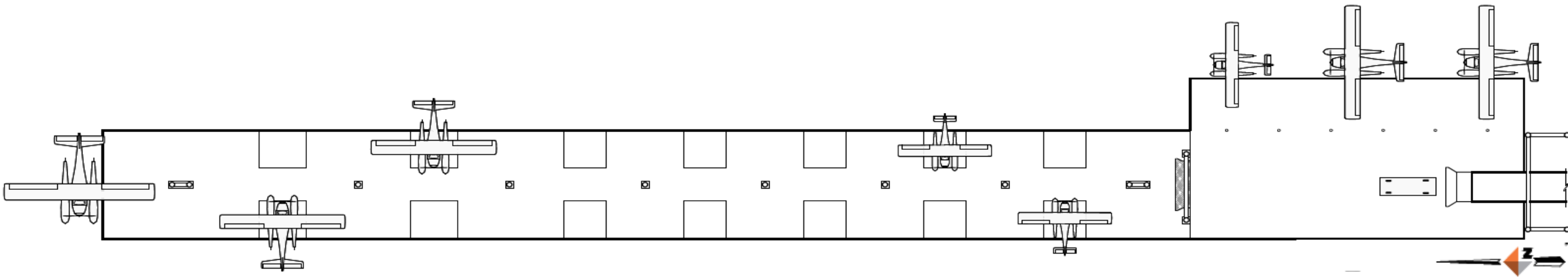
October 2022 Engineering Design & Const. Cost Estimating Marine – Revised “Minimal” Concept

Meets minimum requirements for EA and ALP for Permanent and Transient Airplane Berths

Does Not Provide: Fueling System and Dock, Transient Float with 5 Airplane Berths,
Potable Water to Aircraft Berths

Construction Estimate: ~\$24M; CBS Match: ~\$1.5M

Upland Area
→



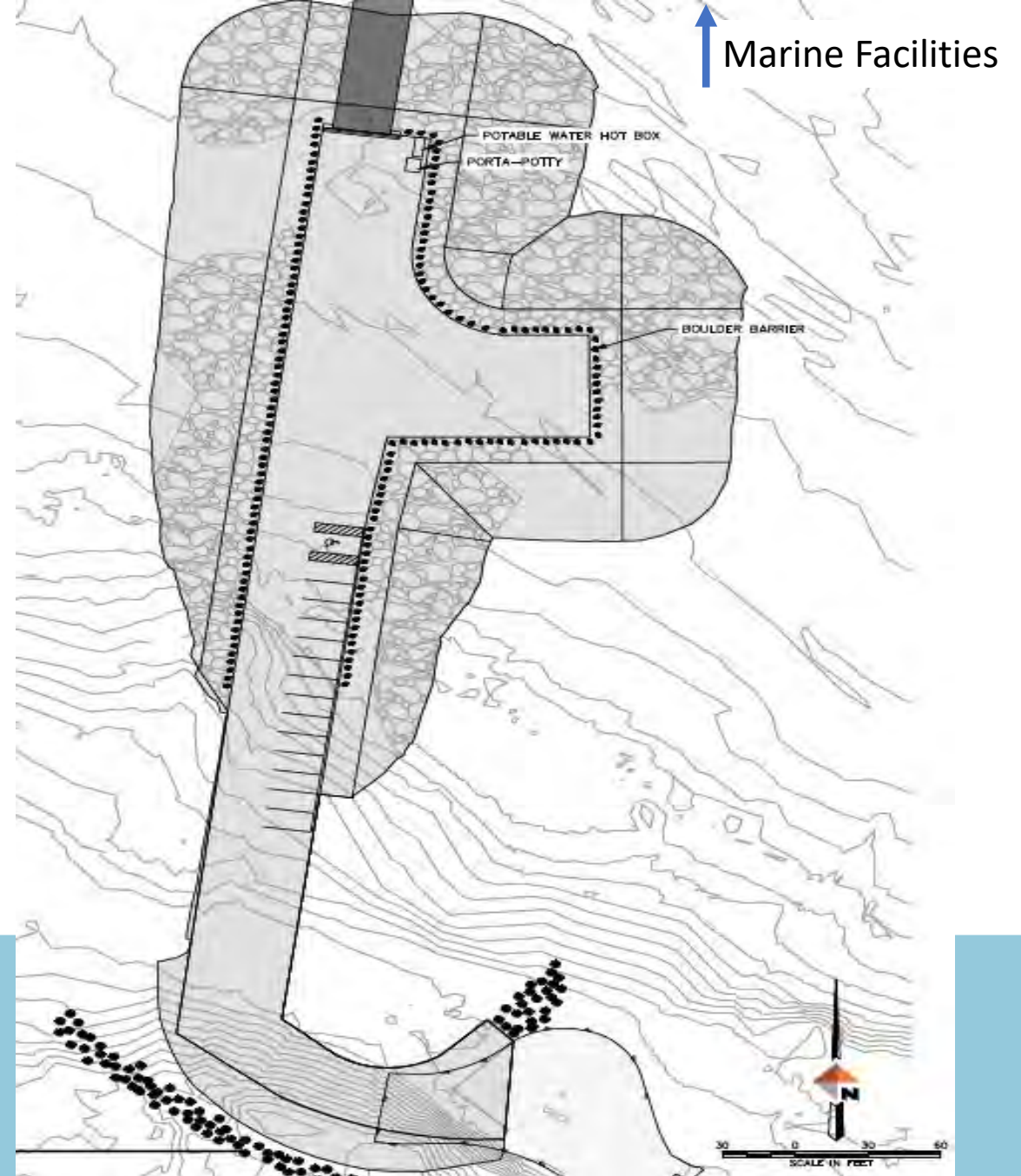
October 2022 Engineering Design & Const. Cost Estimating Uplands – Revised “Minimal” Concept

Provides “Economic Balance” of Cut and Fill Materials that can be expanded in future phases with minimal cost impacts

Meets ADA and Emergency Response Access Requirements

Does Not Provide: Gated security Fencing, Public Rest Room, Potable Water, Covered Passenger Waiting Area, Fueling System, Plane Haul Out Ramp, and Plane Parking/Maintenance Areas

Construction Estimate: ~\$24M; CBS Match: ~\$1.5M



Financial Analysis “Minimal” Concept

Existing Costs

Phase	Expended	Encumbered	Secured Grant Funding
EA/Planning	\$842,629	\$0	\$842,629 (6.25% or \$52,664 CBS match)
Design	\$844,323	\$1,622,746	\$3,208,066 (no match)
<i>Subtotal</i>	<i>\$3,309,689</i>		<i>\$4,050,695</i>

Funds Needed Based on Current Design

Phase	Estimated Remaining Costs	Est. CBS Match @6.25%
Land Acquisition	\$753,125*	\$47,070*
Construction	\$24,000,000	\$1,500,000
<i>Subtotal</i>	<i>\$24,753,125</i>	<i>\$1,547,070</i>

Est. Project Totals	\$28,062,814	Total Match	\$1,599,734 (incl. \$52,664 EA/planning)
----------------------------	---------------------	--------------------	---

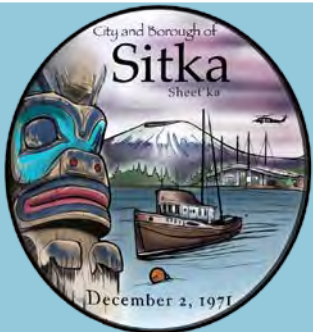


- There will be some minor additional expenses not included for processing the land acquisition that will be covered by the grant/match

Land Acquisition










- 1190 Seward Avenue, Public lands zoning district
- Land area ~1.8 acres
- FAA requires land to have clear title in order to be eligible for reimbursement
 - CBS, DEED, and USCG have been working in cooperation to resolve encroachments/entitlements
- After CBS was notified by FAA that grant funding moved to FY24, FAA confirmed CBS land purchase prior to grant award will be reimbursable under the grant once received
- Purchase & Sale Agreement (PSA) between CBS and DEED
 - Sale price \$753,125 per 2019 fair market value appraisal
 - PSA valid until December 31, 2022
 - If not completed by end date, DEED will re-market & reappraise property
 - Staff recommends moving forward with land acquisition under PSA terms and timeline



Land Acquisition Timeline

2018	2019	2021	2022
Land acquisition discussions commence	Fair market value appraisal completed	CBS & DEED enter into PSA -Sale price \$753,125 -Must be completed by Dec 31, 2022	Completing outstanding PSA requirements -Paid \$10,000 earnest money -Coordination between CBS, DEED, and USCG to clear title CBS notified by FAA that grant funding moved to FY24

Overall Project Schedule

Milestone	2019	2020	2021	2022	2023	2024	2025	2026	2027
EA/FONSI						??			
Airport Planning									
Seaplane Base Layout Plan									
Design									
Land Acquisition Grant									
Construction									
Operation									



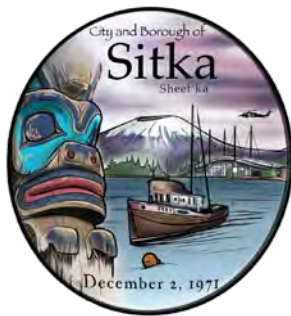
ASSEMBLY DIRECTION: What is Preferred Construction Concept/Match Contribution?

Action Items	Construction Cost Est.	CBS Match (6.25%)
Option 1: Land Acquisition*	\$800,000*	\$50,000*
Option 2: “Minimal” Concept**	\$24,000,000	\$1,500,000
Option 3: “Full Build-Out” Concept**	\$34,000,000	\$2,125,000

*To purchase land prior to the end of the year per the State agreement requires a budget appropriation of at least \$800,000. Once the property is purchased it will be reimbursable under the FAA grant program resulting in a grant match of \$50,000 from CBS.

**Selection of this option includes moving forward with purchasing the uplands prior to the end of the year.







CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Steven Eisenbeisz and Assembly Members

Thru: John Leach, City Administrator 

From: Michael Harmon, P.E. 

Date: November 2, 2022

Subject: Sitka Sea Plane Base Direction Decision Point

Background

The existing Sitka Seaplane Base (SPB) has been operating for more than 65 years and is at the end of its useful life. Planning for its replacement began in 2000 with the preparation of a 'Facility Needs Assessment' where capacity, safety, and facility deficiencies were identified.

The following work has been completed to date:

- **2002 Master Plan:** This plan was prepared by HDR Engineers, which studied twelve alternate locations for the development of a new SPB including the amenities missing at the existing base.
- **2012 Siting Study:** This study was conducted by DOWL HKM Engineers examined the three remaining sites that were not eliminated in the Master Plan due to fatal flaws, which made the sites unworkable from environmental, capacity, or because the sites could not provide a safe operating or docking environment.
- **2016 Updated Siting Study:** This study by DOWL Engineers, further evaluated the preferred location and included an Economic Impact Study showing positive economic impacts to the community. This report identified a projected need to accommodate 14 planes.
- **Resolution 2018-22:** In 2018 the Assembly identified the development of a new public use SPB as a priority and passed Resolution 2018-22 supporting the

acquisition of an upland parcel at 1190 Seward Avenue, Sitka, AK, from the Department of Education and Early Development (ADEED) and directed staff to prioritize acquiring Federal funding for the project. Discussions were held with ADEED regarding sale of the parcel. Staff also submitted an application to the Department of Natural Resources (DNR) for conveyance of adjacent tide and submerged lands.

- **Sitka Comprehensive Plan 2030 (completed 2018):** Two actions related to the Seaplane Base were included in the Comprehensive Plan: Transportation 2.1.c, “Replace Sitka’s deteriorating seaplane base to maintain the economic and transportation benefits Sitka residents, businesses, and visitors depend on,” and Parks, Trails, and Recreation 3.8, “Pursue funding and grant opportunities for development of a new seaplane base.”
- **2019 Phase I FAA Airport Improvement Grant:** In 2019 the Assembly approved and accepted an FAA AIP Grant for Aviation Facility Planning and an Environmental Assessment (EA). A Planning Level Facility Layout for the project was developed with stakeholder participation. An Airport Layout Plan (ALP) was developed and registered with the FAA. A SPB Airport Capital Improvement Program (ACIP) was developed and submitted to the FAA. This plan programs 5 years of capital improvement projects that receive \$150,000 FAA Annual Entitlement Funding. These funds can be banked for up to 5 years and merged to complete a larger project.
- **Environmental Assessment:** In June 2021, the FAA issued a ‘Conditional Finding of No Significant Impacts’ (Conditional-FONSI) for the EA, which enabled the CBS to apply for FAA AIP Grants for the Land Acquisition and Design phases of the project. In October 2021, the Sitka Tribe of Alaska (STA) requested additional information and consultation with the FAA regarding the project. The FAA and the STA are currently involved in Government-to-Government (G2G) coordination to resolve outstanding issues. The EA is expected to be finalized with completion of the 65% level Engineering Design scheduled for early 2023.
- **Land Acquisition:** Acquisition discussions began between ADEED and CBS in 2018. A fair market value appraisal was completed in 2019 valuing the subject property at \$749,894, and a Purchase and Sale Agreement (PSA) signed between the two entities in 2021. The PSA is valid through December 31, 2022; if the transaction is not completed by this date, ADEED may re-market and reappraise the property. CBS, ADEED, and the US Coast Guard have been working steadily over the course of 2021-2022 to resolve title issues on the property to meet FAA requirements for reimbursement. When the FAA notified CBS that grant funding for land acquisition and construction would not be available until FY24, they did confirm that CBS would be reimbursed for the acquisition if we move forward prior to grant award.

- **Engineering Design:** The Engineering Design is currently at a Revised 35% Design that includes two concept options for further development to the 65% Design Level; a “Full Build-Out” Concept and that meets all FAA and Pilot User Group requirements, and a “Minimal” Concept that meets the minimum FAA requirements and does not satisfy many of the requirements demonstrated by the Pilot User Group.

Analysis

At the September 27th, 2022, Assembly Meeting the Public Works Department provided an update detailing the cost escalation related to the “Full Build-Out” and committed to come back to the Assembly with more details on a “Minimal Concept” closer aligned with prior budget projections. The fiscal impacts of these two concepts are presented below. Public Works has also prepared a presentation to go over the details of these two options and discuss next steps as it relates to purchasing the upland property from the State before the end of the year.

Fiscal Note

The projected costs for the project have escalated significantly as outlined in the September 27th, 2022, presentation to the Assembly. We are at critical point now where decisions on the scale of the project need to be made. At a minimum, given time constraints, an appropriation of \$800,000 in working capital for land acquisition is needed at this time for the project to proceed.

Below are the appropriation amounts that could be made to give staff direction and commit matching funds to proceed with design and seeking grant funding.

	Option	Match (6.25%)	Future grant funding (93.75%)	Working capital appropriation needed now
1	Land Acquisition only (grant funding will reimburse after-the-fact)	\$ 50,000	\$ 750,000	\$ 800,000
2	“Minimal” Concept (including land acquisition)	\$ 1,500,000	\$ 24,000,000	\$ 1,550,000
3	“Full Build-Out Concept” (Including land acquisition)	\$ 2,125,000	\$ 34,000,000	\$ 2,172,000

Please note:

- While we need working capital now to purchase the land, we have a commitment that 93.75% will be reimbursed, so what we use now to purchase the land will ultimately serve as a match for whichever concept is chosen.

- All matching funds will come from the General Fund. Ultimately, funding this project will come from the unassigned fund balance of the General fund, which will ultimately mean there is less funding for FY2023 transfer to the Public Infrastructure Sinking Fund, which will fund our infrastructure repair projects.
- Using General Fund Working capital to fund matching grants was anticipated for FY2023.

Recommendation

Option 1 - Land acquisition only (for now): Appropriating \$800,000 to acquire the land needed for the seaplane base project prior to the end of the calendar year. Staff recommends moving forward with the land acquisition under the PSA terms and timeline. Delaying land acquisition risks reappraisal which could add significant costs to the project and risks the property acquisition itself if opened back up to marketing/bids.

Sea Plane Base Preferred Concept Selection:

Staff also recommends that the Assembly provide preferred direction between the minimal concept design or full build-out concept design to keep the project on track. CBS Staff recommends the Assembly choose, by motion, one of the two Concepts to carry forward as the Sea Plane Base progresses to 65% and 95% Design Phases and ultimately 100% Final Construction Bid Documents:

Option 2 - Move forward with minimal concept: Appropriating \$1,550,000 to acquire the land needed for the seaplane base project and to proceed forward with the minimal concept as presented.

Option 3 - Move forward with full build-out concept: Appropriating \$2,175,000 to acquire the land needed for the seaplane base project and to proceed forward with the full build-out concept as presented.

Selection of either concept will result in very different methodology for completing the project. Thus, selection of one of the proposed concepts at this time will allow staff to provide clear direction to the Environmental Analysts and Engineers for moving the project forward through completion.

Encl: - Seaplane Project Update Power Point Presentation
- Budget Adjustment Ordinance



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 22-28 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 11/1/2022 In control: City and Borough Assembly

On agenda: 11/8/2022 Final action:

Title: Making supplemental appropriations for fiscal year 2023 (Seaplane Base Project)

Sponsors:

Indexes:

Code sections:

Attachments: [01 Motion Ord 2022-28](#)

[02 SPB Memo Nov 8 2022.](#)

[03 Ord 2022-28 Seaplane Base Project](#)

[04 SPB - Assembly Project Status Briefing 11.08.22](#)

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

POSSIBLE MOTIONS

Option 1—Land acquisition only (for now)

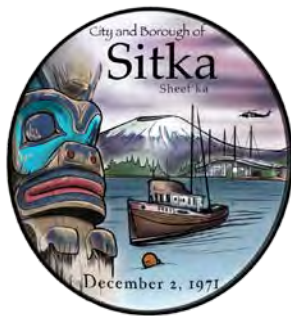
I MOVE TO approve Ordinance 2022-28 on first reading appropriating \$800,000 to acquire the land needed for the seaplane base project.

Option 2—Move forward with minimal concept

I MOVE TO approve Ordinance 2022-28 on first reading appropriating \$1,550,000 to acquire the land needed for the seaplane base project and to proceed forward with the minimal concept as presented.

Option 3—Move forward with full build-out concept

I MOVE TO approve Ordinance 2022-28 on first reading appropriating \$2,175,000 to acquire the land needed for the seaplane base project and to proceed forward with the full build-out concept as presented.





CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Steven Eisenbeisz and Assembly Members

Thru: John Leach, City Administrator 

From: Michael Harmon, P.E. 

Date: November 2, 2022

Subject: Sitka Sea Plane Base Direction Decision Point

Background

The existing Sitka Seaplane Base (SPB) has been operating for more than 65 years and is at the end of its useful life. Planning for its replacement began in 2000 with the preparation of a 'Facility Needs Assessment' where capacity, safety, and facility deficiencies were identified.

The following work has been completed to date:

- **2002 Master Plan:** This plan was prepared by HDR Engineers, which studied twelve alternate locations for the development of a new SPB including the amenities missing at the existing base.
- **2012 Siting Study:** This study was conducted by DOWL HKM Engineers examined the three remaining sites that were not eliminated in the Master Plan due to fatal flaws, which made the sites unworkable from environmental, capacity, or because the sites could not provide a safe operating or docking environment.
- **2016 Updated Siting Study:** This study by DOWL Engineers, further evaluated the preferred location and included an Economic Impact Study showing positive economic impacts to the community. This report identified a projected need to accommodate 14 planes.
- **Resolution 2018-22:** In 2018 the Assembly identified the development of a new public use SPB as a priority and passed Resolution 2018-22 supporting the

acquisition of an upland parcel at 1190 Seward Avenue, Sitka, AK, from the Department of Education and Early Development (ADEED) and directed staff to prioritize acquiring Federal funding for the project. Discussions were held with ADEED regarding sale of the parcel. Staff also submitted an application to the Department of Natural Resources (DNR) for conveyance of adjacent tide and submerged lands.

- **Sitka Comprehensive Plan 2030 (completed 2018):** Two actions related to the Seaplane Base were included in the Comprehensive Plan: Transportation 2.1.c, “Replace Sitka’s deteriorating seaplane base to maintain the economic and transportation benefits Sitka residents, businesses, and visitors depend on,” and Parks, Trails, and Recreation 3.8, “Pursue funding and grant opportunities for development of a new seaplane base.”
- **2019 Phase I FAA Airport Improvement Grant:** In 2019 the Assembly approved and accepted an FAA AIP Grant for Aviation Facility Planning and an Environmental Assessment (EA). A Planning Level Facility Layout for the project was developed with stakeholder participation. An Airport Layout Plan (ALP) was developed and registered with the FAA. A SPB Airport Capital Improvement Program (ACIP) was developed and submitted to the FAA. This plan programs 5 years of capital improvement projects that receive \$150,000 FAA Annual Entitlement Funding. These funds can be banked for up to 5 years and merged to complete a larger project.
- **Environmental Assessment:** In June 2021, the FAA issued a ‘Conditional Finding of No Significant Impacts’ (Conditional-FONSI) for the EA, which enabled the CBS to apply for FAA AIP Grants for the Land Acquisition and Design phases of the project. In October 2021, the Sitka Tribe of Alaska (STA) requested additional information and consultation with the FAA regarding the project. The FAA and the STA are currently involved in Government-to-Government (G2G) coordination to resolve outstanding issues. The EA is expected to be finalized with completion of the 65% level Engineering Design scheduled for early 2023.
- **Land Acquisition:** Acquisition discussions began between ADEED and CBS in 2018. A fair market value appraisal was completed in 2019 valuing the subject property at \$749,894, and a Purchase and Sale Agreement (PSA) signed between the two entities in 2021. The PSA is valid through December 31, 2022; if the transaction is not completed by this date, ADEED may re-market and reappraise the property. CBS, ADEED, and the US Coast Guard have been working steadily over the course of 2021-2022 to resolve title issues on the property to meet FAA requirements for reimbursement. When the FAA notified CBS that grant funding for land acquisition and construction would not be available until FY24, they did confirm that CBS would be reimbursed for the acquisition if we move forward prior to grant award.

- **Engineering Design:** The Engineering Design is currently at a Revised 35% Design that includes two concept options for further development to the 65% Design Level; a “Full Build-Out” Concept and that meets all FAA and Pilot User Group requirements, and a “Minimal” Concept that meets the minimum FAA requirements and does not satisfy many of the requirements demonstrated by the Pilot User Group.

Analysis

At the September 27th, 2022, Assembly Meeting the Public Works Department provided an update detailing the cost escalation related to the “Full Build-Out” and committed to come back to the Assembly with more details on a “Minimal Concept” closer aligned with prior budget projections. The fiscal impacts of these two concepts are presented below. Public Works has also prepared a presentation to go over the details of these two options and discuss next steps as it relates to purchasing the upland property from the State before the end of the year.

Fiscal Note

The projected costs for the project have escalated significantly as outlined in the September 27th, 2022, presentation to the Assembly. We are at critical point now where decisions on the scale of the project need to be made. At a minimum, given time constraints, an appropriation of \$800,000 in working capital for land acquisition is needed at this time for the project to proceed.

Below are the appropriation amounts that could be made to give staff direction and commit matching funds to proceed with design and seeking grant funding.

	Option	Match (6.25%)	Future grant funding (93.75%)	Working capital appropriation needed now
1	Land Acquisition only (grant funding will reimburse after-the-fact)	\$ 50,000	\$ 750,000	\$ 800,000
2	“Minimal” Concept (including land acquisition)	\$ 1,500,000	\$ 24,000,000	\$ 1,550,000
3	“Full Build-Out Concept” (Including land acquisition)	\$ 2,125,000	\$ 34,000,000	\$ 2,172,000

Please note:

- While we need working capital now to purchase the land, we have a commitment that 93.75% will be reimbursed, so what we use now to purchase the land will ultimately serve as a match for whichever concept is chosen.

- All matching funds will come from the General Fund. Ultimately, funding this project will come from the unassigned fund balance of the General fund, which will ultimately mean there is less funding for FY2023 transfer to the Public Infrastructure Sinking Fund, which will fund our infrastructure repair projects.
- Using General Fund Working capital to fund matching grants was anticipated for FY2023.

Recommendation

Option 1 - Land acquisition only (for now): Appropriating \$800,000 to acquire the land needed for the seaplane base project prior to the end of the calendar year. Staff recommends moving forward with the land acquisition under the PSA terms and timeline. Delaying land acquisition risks reappraisal which could add significant costs to the project and risks the property acquisition itself if opened back up to marketing/bids.

Sea Plane Base Preferred Concept Selection:

Staff also recommends that the Assembly provide preferred direction between the minimal concept design or full build-out concept design to keep the project on track. CBS Staff recommends the Assembly choose, by motion, one of the two Concepts to carry forward as the Sea Plane Base progresses to 65% and 95% Design Phases and ultimately 100% Final Construction Bid Documents:

Option 2 - Move forward with minimal concept: Appropriating \$1,550,000 to acquire the land needed for the seaplane base project and to proceed forward with the minimal concept as presented.

Option 3 - Move forward with full build-out concept: Appropriating \$2,175,000 to acquire the land needed for the seaplane base project and to proceed forward with the full build-out concept as presented.

Selection of either concept will result in very different methodology for completing the project. Thus, selection of one of the proposed concepts at this time will allow staff to provide clear direction to the Environmental Analysts and Engineers for moving the project forward through completion.

Encl: - Seaplane Project Update Power Point Presentation
 - Budget Adjustment Ordinance

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2022-28
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2023
(Seaplane Base Project)

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 FY2023.

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, 2022 and ending June 30, 2023.

:

<u>FISCAL YEAR 2023 EXPENDITURE BUDGETS</u>
CAPITAL PROJECTS
Fund 750 – Seaplane Base Project: Increase appropriations in the amount of \$ _____ for the Seaplane Base Project. These funds will be transferred from the General Fund to the Harbor Fund.

EXPLANATION

This appropriation is to support the development of the new seaplane base, the scope of which will be determined by the assembly and will include funding of land acquisition as well as some level of grant match commitment for the construction phase of the project.

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 22nd day of November 2022.

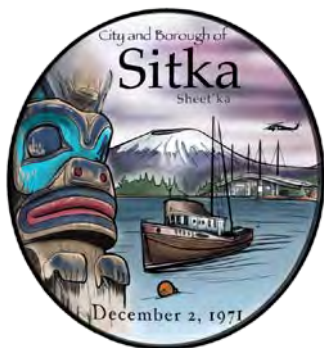
ATTEST:

Steven Eisenbeisz, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading: 11/8/2022
2nd and final reading: 11/22/2022

Sponsor: Administrator



CITY AND BOROUGH OF SITKA
A COAST GUARD CITY

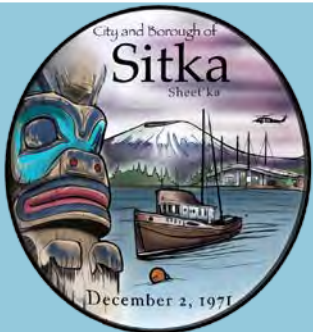
Sitka Seaplane Base

CBS Assembly Status Update & Assembly Action Request

November 8, 2022

Presentation Overview

1. Existing Seaplane Base - Features & Deficiencies
2. September 2021 – Planning Concept
3. Engineering Design and Construction Cost Estimating
 - October 2022 Revised “Minimal” and “Full Build-Out” Phased Concepts with Financial Analyses
3. Land Acquisition Update
4. Overall Project Schedule
5. Action Items



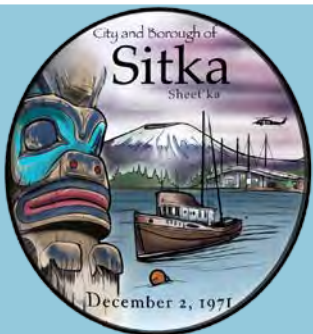
Existing Seaplane Base

Features:

- 8 Float slips (4 not accessible at low tide)
- Access floats from Katlian St by elevated gangway/ramp
- Parking for 2 vehicles on Katlian St

Deficiencies:

- At end of useful life/expensive to maintain
- Insufficient parking for aircraft/vehicles
- No on-site fueling, aircraft maintenance area, or aircraft pull out ramp
- Conflicts with boat traffic in narrow channel
- Conflicts and bird hazards from adjacent seafood processing facility





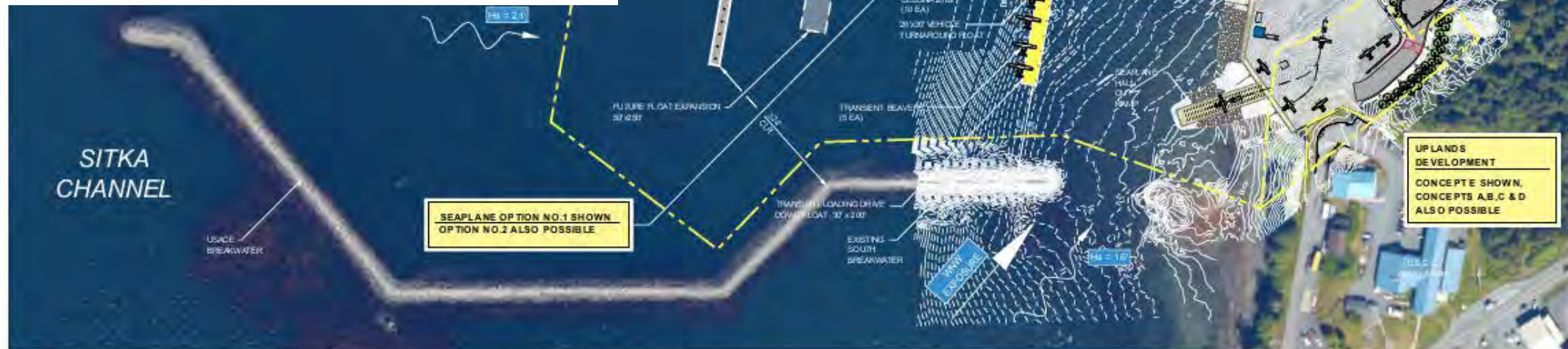
September 2021 Planning Concept

Construction Estimate*: ~\$15M

Land Acquisition: ~\$1M

CBS Total Match: ~\$1M

*Estimated Prior to Completion Tasks to develop facility planning concepts such as Topo & Bathymetric Surveys, Wind and Wave Studies, Wetlands Delineation, Cultural & Historical Studies.



NOTES:
 H_k = SIGNIFICANT WAVE HEIGHT 100 YEAR RETURN PERIOD
 $H_{1/100} = 1.7 \times H_k$

P N D
ENGINEERS, INC.

1540 Glacier Highway, Ste. 100
Sitka, Alaska 99801
Phone: 907-586-2095
Fax: 907-586-2199
www.pndengineers.com

DESIGN: CRS CHECKED: CRS SCALE: SCALE IN FEET
DRAWN: P.J.D. APPROVED: CRS 0 100 200 F.T.

DATE: 6/24/21

SITKA SEAPLANE BASE

SHEET TITLE:
MARINE CONCEPT NO. 7

PHD PROJECT NO.: 192052.01

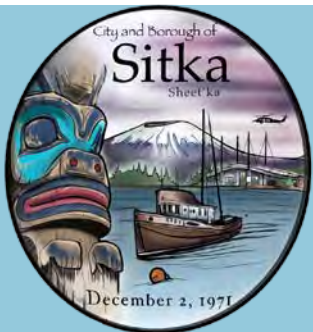
3/3

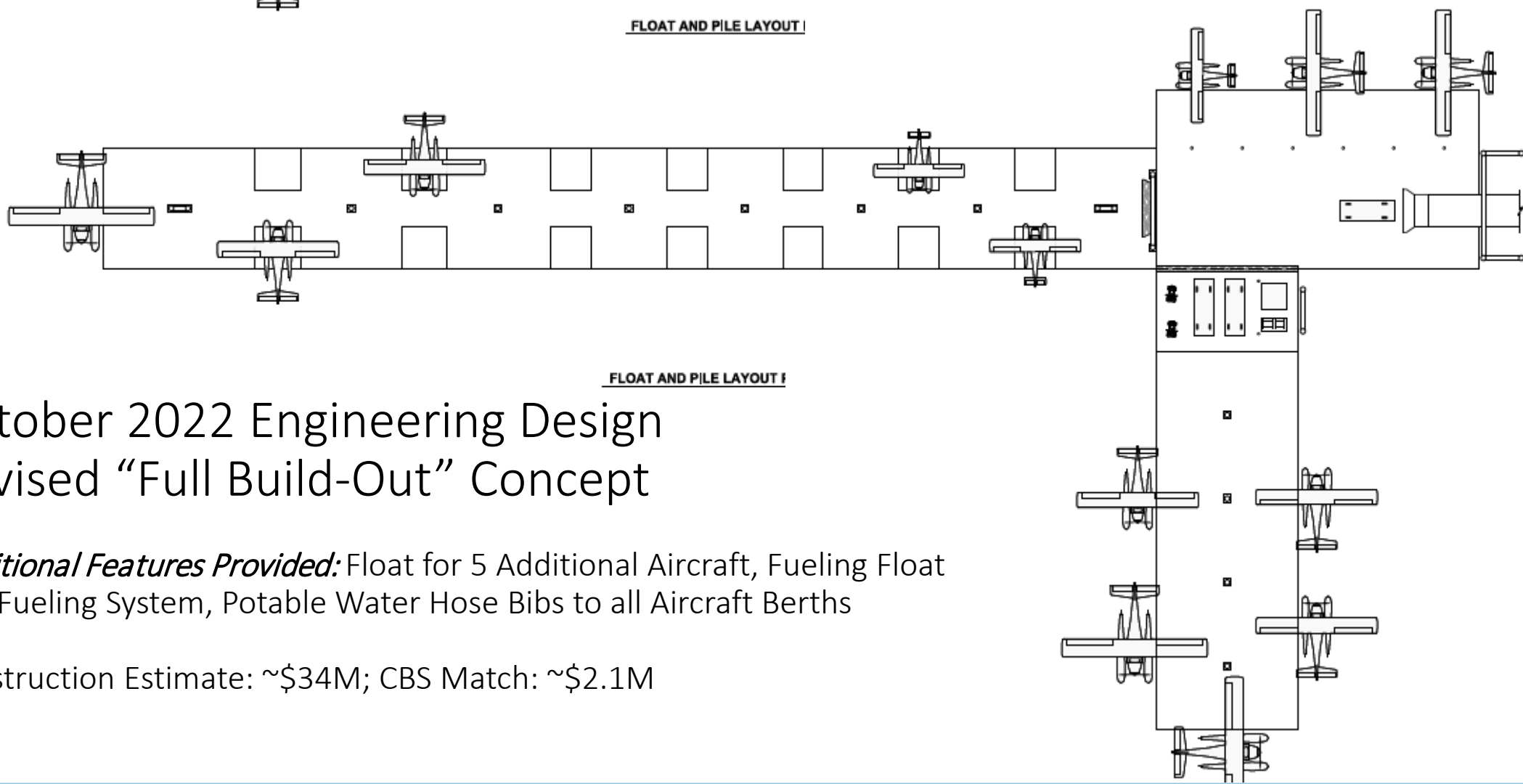
October 2022 Revised “Full Build-Out” Concept

Meets all requirements of the EA and ALP, and the meets the purpose and need demonstrated by the pilot user group

Meshes with “Minimalist” Concept by accommodating future phasing

Construction Estimate: ~\$34M
CBS Match: ~\$2.1M

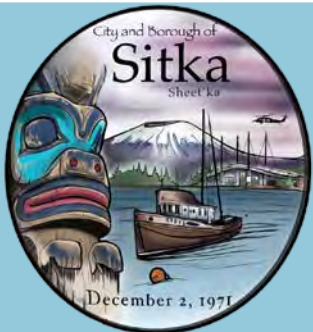




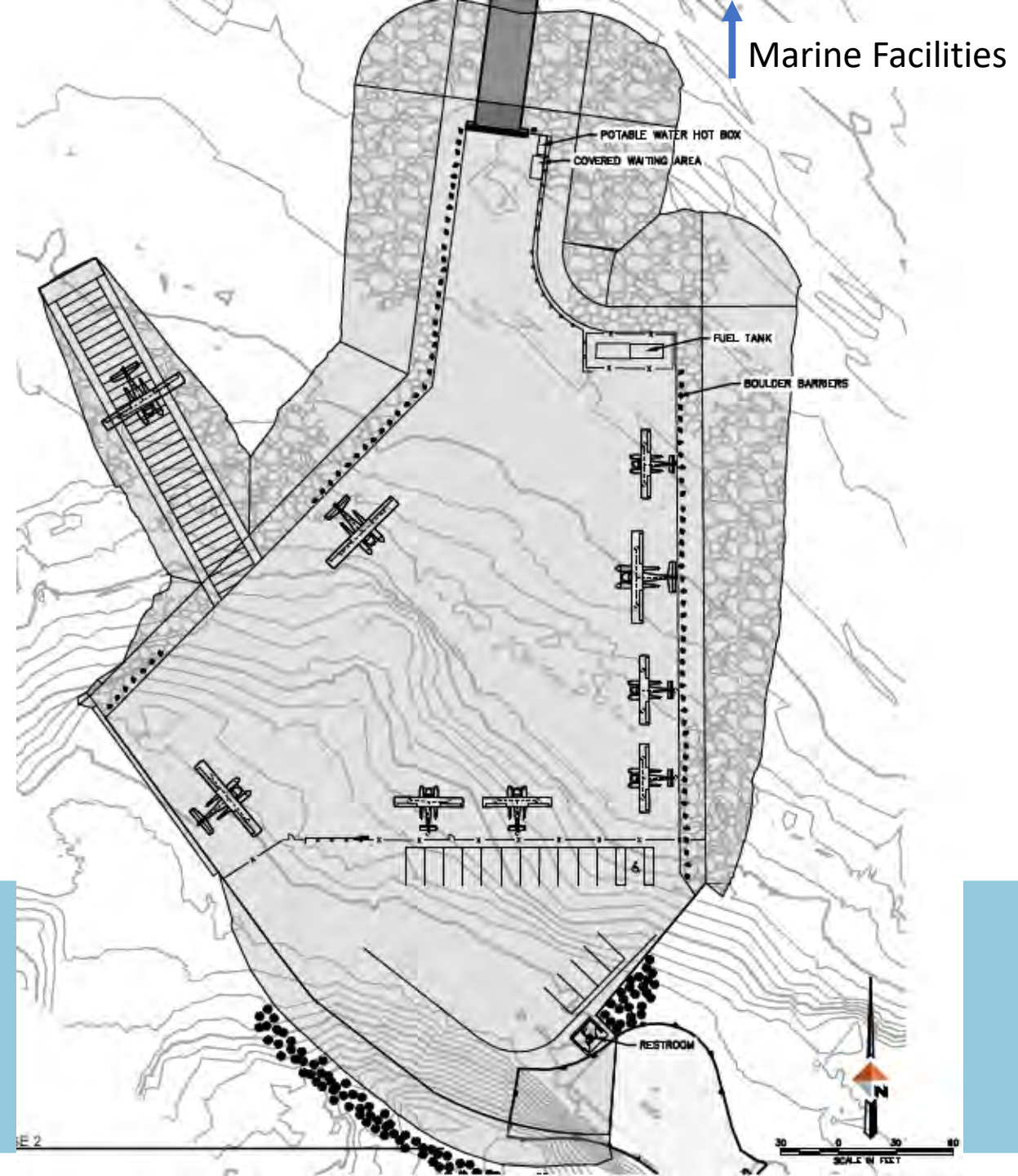
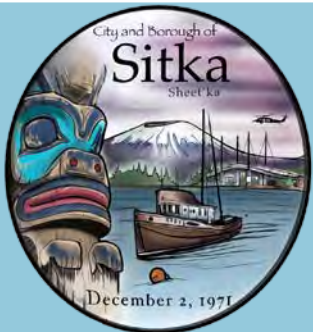
October 2022 Engineering Design Revised “Full Build-Out” Concept

Additional Features Provided: Float for 5 Additional Aircraft, Fueling Float and Fueling System, Potable Water Hose Bibs to all Aircraft Berths

Construction Estimate: ~\$34M; CBS Match: ~\$2.1M



Construction Estimate: ~\$34M; CBS Match: ~\$2.1M



Financial Analysis “Full Build-Out” Concept

Existing Costs

Phase	Expended	Encumbered	Secured Grant Funding
EA/Planning	\$842,629	\$0	\$842,629 (6.25% or \$52,664 CBS match)
Design	\$844,323	\$1,622,746	\$3,208,066 (no match)
<i>Subtotal</i>	<i>\$3,309,689</i>		<i>\$4,050,695</i>

Funds Needed Based on Current Design

Phase	Estimated Remaining Costs	Est. CBS Match @6.25%
Land Acquisition	\$753,125*	\$47,070*
Construction	\$34,000,000	\$2,125,000
<i>Subtotal</i>	<i>\$34,753,125</i>	<i>\$2,172,070</i>

Est. Project Totals	\$38,062,814	Total Match	\$2,224,734 (including EA/planning)
----------------------------	---------------------	--------------------	--



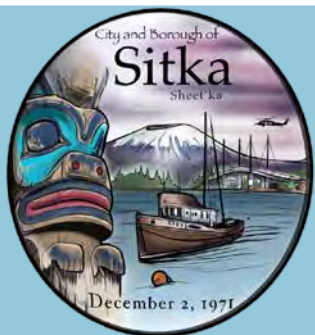
- There will be some minor additional expenses not included for processing the land acquisition that will be covered by the grant/match

October 2022 Engineering Design & Const. Cost Est. Revised “Minimal” Concept

Meets minimum requirements of the Environmental Assessment and Airport Layout Plan approved by FAA.

Designed so all future phases of expansion are accommodated

Construction Est: ~\$24M; CBS Match: ~\$1.5M



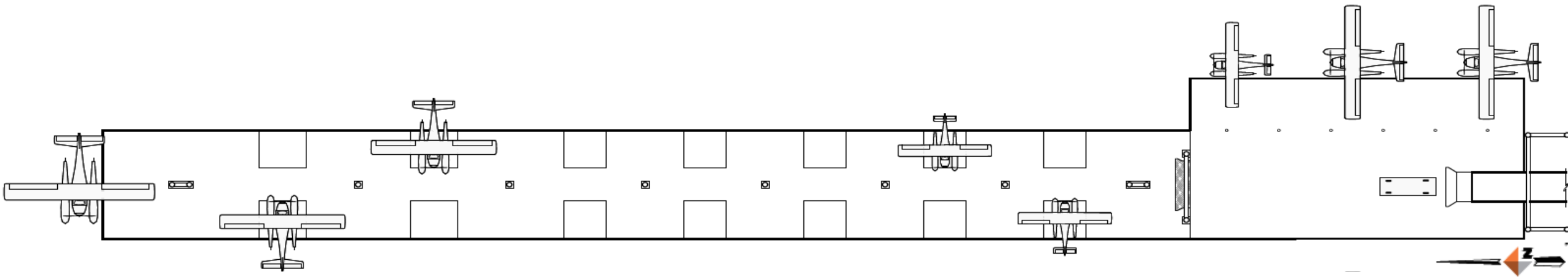
October 2022 Engineering Design & Const. Cost Estimating Marine – Revised “Minimal” Concept

Meets minimum requirements for EA and ALP for Permanent and Transient Airplane Berths

Does Not Provide: Fueling System and Dock, Transient Float with 5 Airplane Berths,
Potable Water to Aircraft Berths

Construction Estimate: ~\$24M; CBS Match: ~\$1.5M

Upland Area
→



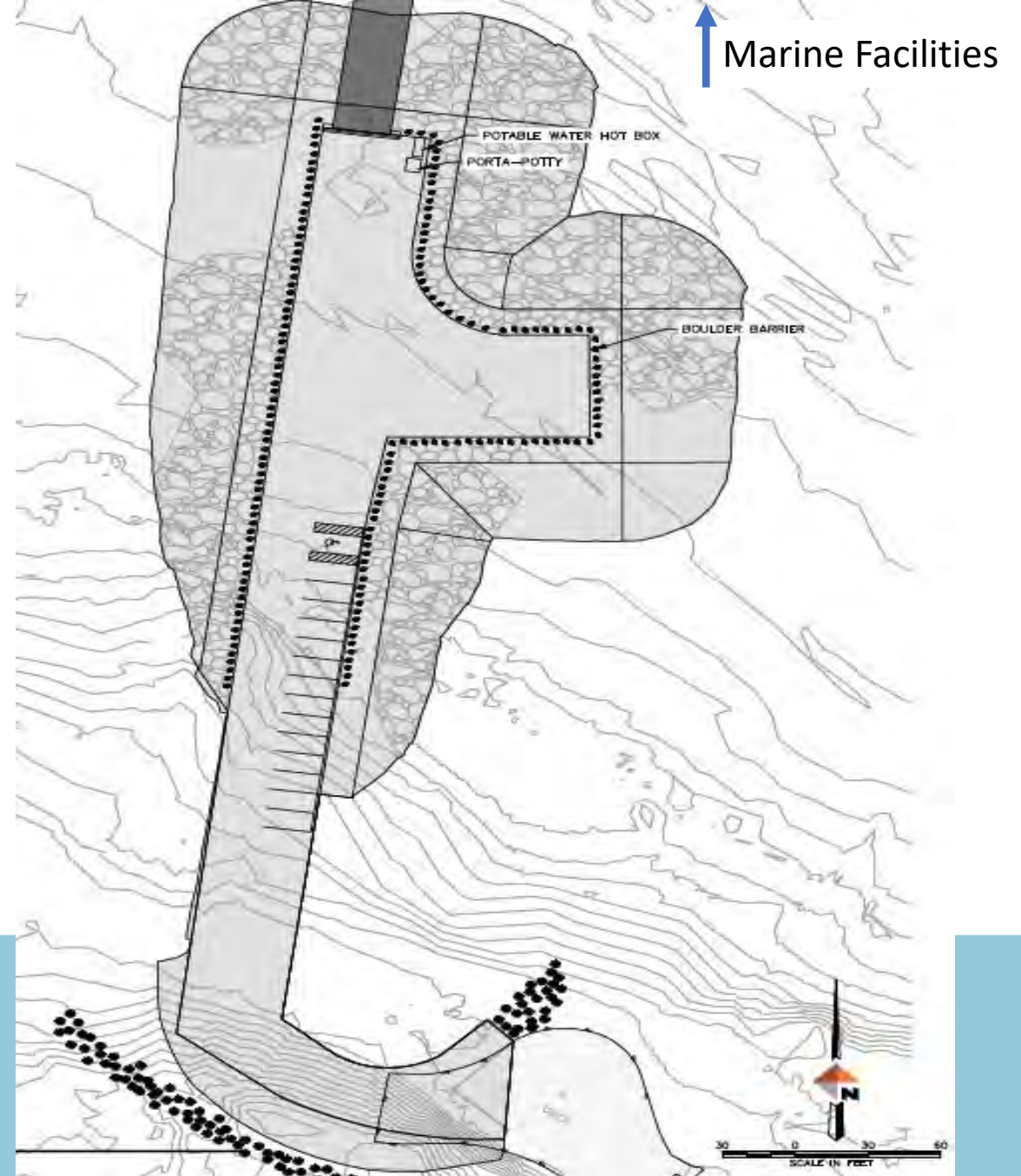
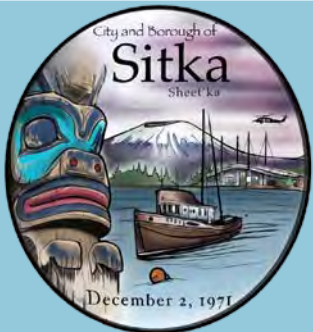
October 2022 Engineering Design & Const. Cost Estimating Uplands – Revised “Minimal” Concept

Provides “Economic Balance” of Cut and Fill Materials that can be expanded in future phases with minimal cost impacts

Meets ADA and Emergency Response Access Requirements

Does Not Provide: Gated security Fencing, Public Rest Room, Potable Water, Covered Passenger Waiting Area, Fueling System, Plane Haul Out Ramp, and Plane Parking/Maintenance Areas

Construction Estimate: ~\$24M; CBS Match: ~\$1.5M



Financial Analysis “Minimal” Concept

Existing Costs

Phase	Expended	Encumbered	Secured Grant Funding
EA/Planning	\$842,629	\$0	\$842,629 (6.25% or \$52,664 CBS match)
Design	\$844,323	\$1,622,746	\$3,208,066 (no match)
<i>Subtotal</i>	<i>\$3,309,689</i>		<i>\$4,050,695</i>

Funds Needed Based on Current Design

Phase	Estimated Remaining Costs	Est. CBS Match @6.25%
Land Acquisition	\$753,125*	\$47,070*
Construction	\$24,000,000	\$1,500,000
<i>Subtotal</i>	<i>\$24,753,125</i>	<i>\$1,547,070</i>

Est. Project Totals	\$28,062,814	Total Match	\$1,599,734 (incl. \$52,664 EA/planning)
----------------------------	---------------------	--------------------	---

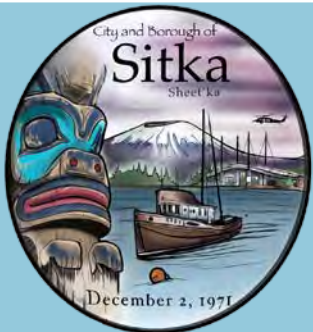


- There will be some minor additional expenses not included for processing the land acquisition that will be covered by the grant/match

Land Acquisition










- 1190 Seward Avenue, Public lands zoning district
- Land area ~1.8 acres
- FAA requires land to have clear title in order to be eligible for reimbursement
 - CBS, DEED, and USCG have been working in cooperation to resolve encroachments/entitlements
- After CBS was notified by FAA that grant funding moved to FY24, FAA confirmed CBS land purchase prior to grant award will be reimbursable under the grant once received
- Purchase & Sale Agreement (PSA) between CBS and DEED
 - Sale price \$753,125 per 2019 fair market value appraisal
 - PSA valid until December 31, 2022
 - If not completed by end date, DEED will re-market & reappraise property
 - Staff recommends moving forward with land acquisition under PSA terms and timeline



Land Acquisition Timeline

2018	2019	2021	2022
Land acquisition discussions commence	Fair market value appraisal completed	CBS & DEED enter into PSA -Sale price \$753,125 -Must be completed by Dec 31, 2022	Completing outstanding PSA requirements -Paid \$10,000 earnest money -Coordination between CBS, DEED, and USCG to clear title CBS notified by FAA that grant funding moved to FY24

Overall Project Schedule

Milestone	2019	2020	2021	2022	2023	2024	2025	2026	2027
EA/FONSI						??			
Airport Planning									
Seaplane Base Layout Plan									
Design									
Land Acquisition Grant									
Construction									
Operation									

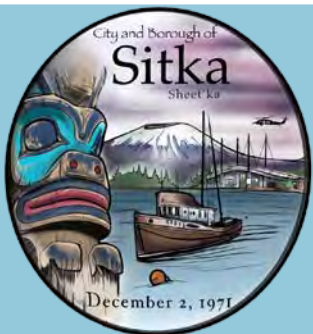


ASSEMBLY DIRECTION: What is Preferred Construction Concept/Match Contribution?

Action Items	Construction Cost Est.	CBS Match (6.25%)
Option 1: Land Acquisition*	\$800,000*	\$50,000*
Option 2: “Minimal” Concept**	\$24,000,000	\$1,500,000
Option 3: “Full Build-Out” Concept**	\$34,000,000	\$2,125,000

*To purchase land prior to the end of the year per the State agreement requires a budget appropriation of at least \$800,000. Once the property is purchased it will be reimbursable under the FAA grant program resulting in a grant match of \$50,000 from CBS.

**Selection of this option includes moving forward with purchasing the uplands prior to the end of the year.





CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 22-29 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 11/2/2022 In control: City and Borough Assembly

On agenda: 11/8/2022 Final action:

Title: Making supplemental appropriations for fiscal year 2023 (Marine Vessel Haul Out and Shipyard)

Sponsors:

Indexes:

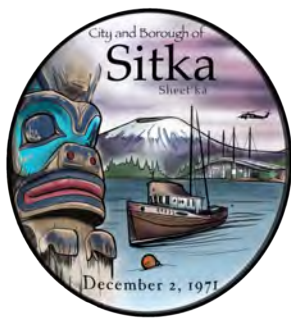
Code sections:

Attachments: [01 Motion Ord 2022-29](#)
[02 Memo GPIIP Capital Appropriation - Haul Out](#)
[03 Ord 22-29 Marine Vessel Haulout and Shipyard](#)

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

POSSIBLE MOTION

I MOVE TO approve Ordinance 2022-29 on first reading making supplemental appropriations for fiscal year 2023 (Marine Haul out Shipyard).




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Melissa Haley, Finance Director

Date: November 2, 2022

Subject: Capital Appropriation for the Construction of a Marine Haul Out and Shipyard at the Gary Paxton Industrial Park (GPIP)

Background

The purpose of this ordinance is to appropriate funds from the Sitka Permanent Fund to the Gary Paxton Industrial Park (GPIP) capital project fund to construct a marine haul out and shipyard at the GPIP as approved by the voters of Sitka.

Analysis

At the October 4, 2022 Regular Election, voters were presented with Proposition No. 2 which stated:

“Marine Vessel Haul Out (appropriate and distribute from the Sitka Permanent Fund an amount not to exceed \$8,181,040.28 which is the net proceeds received by the municipality from the sale of municipal real property known as the Sitka Community Hospital Site, for the purpose of constructing a marine vessel haul out and shipyard at the Gary Paxton Industrial Park).”

The election results were certified at the October 11, 2022 Assembly meeting, and Proposition No. 2 passed with 1921 votes (80.9%) in favor and 453 votes (19.1%) in opposition.

Fiscal Note

Upon the sale of the of the real property associated with the SCH Site, net proceeds of \$8,181,040.28 were transferred into the Sitka Permanent Fund as required by Charter. These funds will be transferred out of the Permanent Fund in to the GPIP capital project fund to fund the haul out and shipyard project.

Since the haul out and shipyard will be located at the GPIP it will become a GPIP Fund asset. A capital appropriation in this fund is necessary prior to expending any funds. The

appropriated funds will be used as working capital for the construction of a marine haul out and shipyard at the GPIIP.

Recommendation

Approve Ordinance 2022-29, appropriating \$8,181,040.28 of working capital to the GPIIP Fund from the Sitka Permanent Fund.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2022-29
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2023
(Marine Vessel Haul Out and Shipyard)

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 FY2023.

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, 2022 and ending June 30, 2023.

<u>FISCAL YEAR 2023 EXPENDITURE BUDGETS</u>
CAPITAL PROJECTS
Fund 780 – Marine Vessel Haul Out and Shipyard Project: Increase appropriations in the amount of \$8,181,040.28 for funding construction of a marine vessel haul out and shipyard at the Gary Paxton Industrial Park. These funds will come from the Sitka Permanent Fund.

EXPLANATION

In the October 4, 2022 election, ballot proposition No. 2 was passed, which approved the distribution from the Sitka Permanent Fund an amount not to exceed \$8,181,040.28, which is the net proceeds received by the municipality from the sale of the municipal real property known as the Sitka Community Hospital site, for the sole purpose of constructing a marine vessel haul out and shipyard at the Gary Paxton Industrial Park. These funds will be transferred to the GPIP capital project fund.

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 22nd day of November 2022.

ATTEST:

Steven Eisenbeisz, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading: 11/8/2022
2nd and final reading: 11/22/2022

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 22-29 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 11/1/2022 In control: City and Borough Assembly

On agenda: 11/8/2022 Final action:

Title: Supporting full funding (\$8,236,815) for the State of Alaska Municipal Harbor Facility Grant Program in the FY24 State Capital Budget (First and Final Reading)

Sponsors:

Indexes:

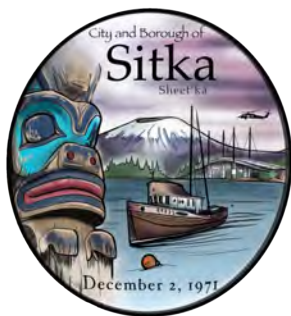
Code sections:

Attachments: [01 Motion](#)
[02 Memo Res 2022-29](#)
[03 Res 2022-29](#)

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

POSSIBLE MOTION

I MOVE TO approve Resolution 2022-29 on first and final reading supporting full funding (\$8,236,815) for the State of Alaska Municipal Harbor Facility Grant Program in the FY24 State Capital Budget.




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Stan Eliason, Harbormaster

Date: November 1, 2022

Subject: Resolution Supporting 100% Funding of the Harbor Matching Grant Program for FY24

Background

The Alaska Legislature established the State of Alaska Municipal Harbor Facility 50/50 Grant Program in 2006 to provide financial assistance up to \$5,000,000.00 per project for municipally owned harbor facilities. The grant program is funded on an annual basis at the discretion of the Governor and Legislature. The Governor approved \$16,432,195 of the \$20,019,189 match that was requested for FY23 from 5 applicants. Sitka's Fishermen's Work Float and the Port of Alaska boat launch were not funded. Sitka and 2 other applicants applied for funding for the FY24 funding cycle in the amount of \$8,236,815 dollars in match funding.

Fisherman's Work Float was designed by Construction Engineering Services and Kennedy Engineering in 1987 and was constructed in 1988. The work float serves our valued commercial fishing industry.

Fisherman's Work Float was evaluated as a part of the Harbor System Master Plan in late 2011. At that time, it was concluded that the overall condition of the facility was good. The useful life at that time was 10 years. The facility is now 34 years old.

Over the years the dock has had considerable work done to it. The dock has been re-decked, bull rails replaced, structural hardware replaced. Currently fasteners are failing because of corrosion, fascia boards are nearly nonexistent because of rot, and failing floatation. Deck boards are splitting because of age, and the span between stringers cause the deck boards to flex.

Analysis

Given competing needs for the Harbor Fund's infrastructure, the fund is very reliant on state funding to be able to replace failing infrastructure. Should the state fully fund the program this year, Sitka's work float project would be included in that funding.

Fiscal Note

Sitka will receive \$2,077,775 if the Governor fully funds the program, or if Sitka scores high enough in the ranking process. TBD early November by AK/DOT. The grant program funds 50% of construction costs, but the CBS must fund the other 50% and must cover design. This will significantly lower available working capital in the fund but is much better than having to fully fund the project.

Recommendation

Approve Resolution 2022-29.

Sponsor: Administrator

**CITY AND BOROUGH OF SITKA
RESOLUTION NO. 2022-29**

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA SUPPORTING FULL FUNDING
(\$8,236,815) FOR THE STATE OF ALASKA MUNICIPAL HARBOR FACILITY GRANT
PROGRAM IN THE FY24 STATE CAPITAL BUDGET**

WHEREAS, the majority of the public boat harbors in Alaska were constructed by the State during the 1960s and 1970s; and

WHEREAS, these harbor facilities represent critical transportation links and are the transportation hubs for waterfront commerce and economic development in Alaskan coastal communities; and

WHEREAS, the State of Alaska over the past nearly 30 years has transferred ownership of most of these State-owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities; and

WHEREAS, the municipalities took over this important responsibility even though they knew that these same harbor facilities were in poor condition at the time of transfer due to the state's failure to keep up with deferred maintenance; and

WHEREAS, consequently, when local municipal harbormasters formulated their annual harbor facility budgets, they inherited a major financial burden that their local municipal governments could not afford; and

WHEREAS, in response to this financial burden, the Governor and the Alaska Legislature passed legislation in 2006, supported by the Alaska Association of Harbormasters and Port Administrators, to create the Municipal Harbor Facility Grant program (AS 29.60.800); and

WHEREAS, the Department of Transportation and Public Facilities utilizes a beneficial administrative process to review, score and rank applicants to the Municipal Harbor Facility Grant Program, since state funds may be limited; and

WHEREAS, for each harbor facility grant application, these municipalities have committed to invest 100% of the design and permitting costs and 50% of the construction cost; and

WHEREAS, the municipalities of the Sitka, Whittier, and Wrangell/Meyers Chuck have committed to contribute \$8,236,815 in local match funding for FY2024 towards harbor projects of significant importance locally as required in the Harbor Facility Grant Program; and

WHEREAS, completion of these harbor facility projects is dependent on the 50% match from the State of Alaska's Municipal Harbor Facility Grant Program; and

WHEREAS, during the last fifteen years the Municipal Harbor Facility Grant Program has only been fully funded twice; and

WHEREAS, a survey done by the Alaska Municipal League of Alaska's ports and harbors found that from the respondents, the backlog of projects necessary to repair and replace former State-owned harbors has increased to at least \$500,000,000; and

WHEREAS, given that Alaska is a maritime state and that our harbors are foundational to both our way of life and the economy of this great State it is in the public's best interest to maintain this critical infrastructure by using State, Local and Federal funds to recapitalize the crucial harbor moorage infrastructure statewide.

NOW, THEREFORE, BE IT RESOLVED that the Alaska Association of Harbormasters and Port Administrators urges full funding in the amount of \$8,236,815 by the Governor and the Alaska Legislature for the State of Alaska's Municipal Harbor Facility Grant Program in the FY 2024 State Capital Budget in order to ensure enhanced safety and economic prosperity among Alaskan coastal communities.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska, on this 8th day of November 2022.

Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st and final reading: 11/08/22

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-163 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 11/2/2022 In control: City and Borough Assembly

On agenda: 11/8/2022 Final action:

Title: Financial Matter: Sales Tax Debt Settlement

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Executive Session](#)

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

Executive Session

POSSIBLE MOTIONS

Step 1:

I MOVE to go into executive session* to discuss settling a sales tax debt, the immediate knowledge of which would adversely affect the finances of the municipality and invite in Finance Director, Melissa Haley.

Step 2:

I MOVE to reconvene as the Assembly in regular session.

*Sitka General Code 2.04.020 Meetings

D. All meetings shall be open to the public except that the following may be discussed in closed executive session:

1. Matters, the immediate knowledge of which would adversely affect the finances of the municipality;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. Matters which by law, municipal Charter or ordinances are required to be confidential;
4. Communications with the municipal attorney or other legal advisors concerning legal matters affecting the municipality or legal consequences of past, present or future municipal actions.