



# CITY AND BOROUGH OF SITKA

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

## Meeting Agenda

### City and Borough Assembly

*Mayor Gary Paxton  
Deputy Mayor Steven Eisenbeisz,  
Vice Deputy Mayor Valorie Nelson,  
Aaron Bean, Kevin Knox, Dr. Richard Wein, Kevin Mosher*

*Interim Municipal Administrator: Michael Harmon  
Municipal Attorney: Brian Hanson  
Municipal Clerk: Sara Peterson*

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Tuesday, October 8, 2019

6:00 PM

Assembly Chambers

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#### REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[19-229](#) Reminders, Calendar, and General Correspondence

Attachments: [Reminders and Calendars](#)

[Vaughan Service Awards](#)

[State Parks Community Announcement](#)

[PW Assembly Update 10](#)

V. CEREMONIAL MATTERS

[19-216](#) Ceremonial: 1) Proclamation - Indigenous Peoples' Day, and, 2) Service Award - Woody Widmark

Attachments: [Proclamation Indigenous Peoples' Day](#)

[Widmark Service Award](#)

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

**VII. 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.*

**VIII. REPORTS**

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

**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**     [19-215](#)     Approve the minutes of the September 24 and 27 Assembly meetings

**Attachments:** [Consent and Minutes](#)

**X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS**

*See New Business Item H*

**XI. UNFINISHED BUSINESS:**

- B**     [19-224](#)     Approve the Purchase and Sale Agreement, and related documents, for the utility dock transaction between the City and Borough of Sitka and Hanson Maritime Company (possible executive session)

**Attachments:** [Motion Hanson Maritime Company](#)

- C**     [19-225](#)     Approve the Employment Agreement between the City and Borough of Sitka and John Leach as Municipal Administrator

**Attachments:** [Motion Leach Employment Agreement](#)

- D**     [19-217](#)     Approve the Municipal Clerk's Certificate of Election

**Attachments:** [Motion certification of election](#)  
[2019 Certificate of Election](#)

- E**     [19-218](#)     Recognize outgoing Assembly Members - followed by a short recess

**Attachments:** [Recognize Outgoing Members](#)  
[Bean Service Award](#)

**XII. NEW BUSINESS:**

- F**      [19-219](#)      Oath of Office - Newly Elected Officials  
  
                 Attachments: [OATH OF OFFICE Assembly Member](#)
- G**      [19-228](#)      Approve the Assembly Position Subcommittee recommendation from the September 30 meeting regarding the position of Assessor  
  
                 Attachments: [Motion Subcommittee Recommendations](#)  
                                 [2019-09-30 Subcommittee Packet](#)  
                                 [2019-09-30 Draft Minutes](#)
- H**      [19-220](#)      Appoint five members to the SEARHC Sitka Community Health Council: 1) Keith Brady, 2) Mary Ann Hall, 3) David Lam, 4) David Miller, 5) Jay Sweeney, and, 6) Richard Wein  
  
                 Attachments: [Motions SEARHC Sitka Community Health Council](#)  
                                 [Charter for SEARHC Sitka Community Health Council](#)  
                                 [Brady](#)  
                                 [Hall](#)  
                                 [Lam](#)  
                                 [Miller](#)  
                                 [Sweeney](#)  
                                 [Wein](#)
- I**      [19-221](#)      Discussion / Direction on the possibility of Closed Captioning for Assembly meetings  
  
                 Attachments: [Discussion Direction Closed Captioning](#)
- J**      [19-227](#)      Approve Jeff Wheeler as the Interim Electric Utility Director  
  
                 Attachments: [Motion and Memo Interim Electric Utility Director](#)
- K**      [19-222](#)      Discussion / Direction / Decision on Hugh Bevan as a long-term Interim Administrator  
  
                 Attachments: [Long-term Interim Administrator](#)
- L**      [19-223](#)      Assignments: Deputy Mayor, Vice-Deputy Mayor and Assembly Liaisons  
  
                 Attachments: [Appoint Deputy and Vice Deputy Mayor](#)  
                                 [LIAISONS 2018-2019](#)

**XIII.      PERSONS TO BE HEARD:**

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

**XIV.      EXECUTIVE SESSION**

M      [19-226](#)      Financial Matter: Baranof Island Brewing Company debt collection

Attachments: [Motion Executive Session](#)

**XV.      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. Assembly meetings are aired live on KCAW FM 104.7 and via video streaming from the City's website. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.*

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



# CITY AND BOROUGH OF SITKA

## Legislation Details

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**File #:** 19-229      **Version:** 1      **Name:**

**Type:** Item      **Status:** AGENDA READY

**File created:** 10/3/2019      **In control:** City and Borough Assembly

**On agenda:** 10/8/2019      **Final action:**

**Title:** Reminders, Calendar, and General Correspondence

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Reminders and Calendars](#)  
[Vaughan Service Awards](#)  
[State Parks Community Announcement](#)  
[PW Assembly Update 10](#)

Date	Ver.	Action By	Action	Result
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# **REMINDERS**

<b><u>DATE</u></b>	<b><u>EVENT</u></b>	<b><u>TIME</u></b>
Tuesday, October 8	Regular Meeting	6:00 PM
Tuesday, October 22	Regular Meeting	6:00 PM



## **Municipal Election Reminders**

Friday, October 4	Advanced/Absentee/Questioned ballot counting
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# Assembly Calendar

2018   Jan   Feb   Mar   Apr   May   Jun   Jul   Aug   Sep   Oct   Nov   Dec   2020

October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>29</u> <u>Sep</u>	<u>30</u>	<u>1</u> <u>Oct</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
		<b>MUNICIPAL ELECTION</b>	6:00pm Library Commission 6:00pm School Board 7:00pm Planning Commission	12:00pm SEDA Board Meeting		
<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
	12:00pm Assembly Position Subcommittee	12:00pm Parks & Rec <u>6:00pm Regular Assembly Mtg</u>	6:00pm Historic Preservation 6:00pm Port & Harbors Commission	12:00pm LEPC 1:30pm Health Needs & Human Services Commission	6:00am School Board	
<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>
		12:00pm Tree/Landscape	7:00pm Planning Commission		<b>HOLIDAY</b>	
<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>
	12:00pm Assembly Position Subcommittee	<u>6:00pm Regular Assembly Mtg</u>	6:00pm Police and Fire Commission			
<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>1</u> <u>Nov</u>	<u>2</u>



# Assembly Calendar

2018   Jan   Feb   Mar   Apr   May   Jun   Jul   Aug   Sep   Oct   Nov   Dec   2020

November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>27</u> <u>Oct</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>1</u> <u>Nov</u>	<u>2</u>
<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
	12:00pm Assembly Position Subcommittee 6:00pm School Board		6:00pm Library Commission 7:00pm Planning Commission	12:00pm SEDA Board Meeting		
<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
	HOLIDAY	12:00pm Parks & Rec 6:00pm <u>Regular Assembly Mtg</u>	6:00pm Historic Preservation 6:00pm Port & Harbors Commission	12:00pm LEPC 1:30pm Health Needs & Human Services Commission		
<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
	Paxton 12:00pm Assembly Position Subcommittee	Paxton 12:00pm Tree/Landscape	Paxton 7:00pm Planning Commission	Paxton	Paxton	
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u> <u>Dec</u>
		6:00pm <u>Regular Assembly Mtg</u>	6:00pm Police and Fire Commission	HOLIDAY		



# Service Award

*On behalf of the City and Borough of Sitka is hereby awarded to*

***Aubrey Vaughan***

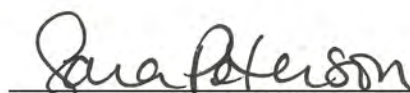
*this expression of grateful acknowledgment for your three years of  
valued service rendered in the public interest while serving on the  
Police and Fire Commission. Thank you!*

Signed and sealed this 8<sup>th</sup> day of October, 2019





Gary L Paxton, Mayor



ATTEST: Sara Peterson, Municipal Clerk


# Service Award

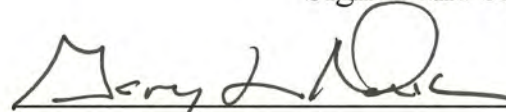
*On behalf of the City and Borough of Sitka is hereby awarded to*

***Aubrey Vaughan***

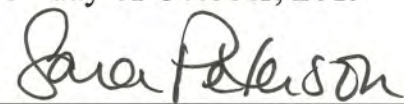
*this expression of grateful acknowledgment for your three years of  
valued service rendered in the public interest while serving on the  
Local Emergency Planning Committee. Thank you!*

Signed and sealed this 8<sup>th</sup> day of October, 2019





Mayor, Gary L. Paxton



ATTEST: Municipal Clerk, Sara Peterson





## Alaska State Park Sitka Community Announcement September 2019

September 16, 2019

With the return of Alaska State Parks active management of the Sitka area State Park units starting July of 2018, we have successfully re-staffed, reopened and are well on our way to reclaiming the park facilities. Seasonal Park Specialist Nick True, returned and had additional assistance of an Alaska Conservation Corp position for most of this summer season, as well as volunteer hosts. The primary focus last season and this summer has been to continually catch up on the backlog of maintenance and services of the road-based park units. Please continue to be patient as we make progress toward regaining and re-establishing management of the parks from the previous 3-year hiatus. The Halibut Point office has been re-opened as a local field office, (907)747-3007, but only offers limited management and administrative duties to the public. In order to allow for the staff to focus on the park needs and maintenance during the limited staff season, the primary contact number for Sitka State Park information and business, will remain with the main Southeast Regional office in Juneau, at (907)465-4563 or [dnr.pkssoutheast@alaska.gov](mailto:dnr.pkssoutheast@alaska.gov). There has been some management and procedural changes that accompanied the re-staffing and re-opening process for the Sitka area State Parks, and we will continue to have more changes over the next few months and years to help ease congestion, minimize impact on the natural, cultural and facility resources in the parks, and generate State Park revenue to hopefully prevent a future shutdown of facilities and services. Some of these new changes will include re-instituting the previous Old Sitka/Starrigavan boat launch fee and initiating the statewide daily use fee or the more convenient and cheaper alternative, an annual decal. A quick summary and more detailed information regarding the Alaska State Park policies, procedures, updates and upcoming changes are outlined and explained below.

### **QUICK REFERENCE SUMMARY:** MORE DETAILED INFORMATION COVERED BELOW FOR THESE SAME TOPICS

- PICNIC SHELTER RESERVATIONS – a **NEW** on-line reservation system is in effect starting 9/10/2019 for all the Halibut Point SRS picnic shelters, at <https://www.reserveamerica.com/camping/halibut-point-state-recreation-site/r/facilityDetails.do?contractCode=AK&parkId=1181650>. Or go to the Reserve America website to locate the Halibut Point SRA reservation page.
- SPECIAL USE PERMITS – are required for most events, activities and gatherings in all state park units, contact the Juneau office, (907)465-4563 or [dnr.pkssoutheast@alaska.gov](mailto:dnr.pkssoutheast@alaska.gov), to submit a permit application or to verify if requirements.
- DAY USE FEE PROGRAM – voluntary support for the Sitka State Parks through on-line purchases of a 2019 annual day-use parking decal at <https://dnr.alaska.gov/parks/passes>, or the same link after early November for the required 2020 calendar year pass. Otherwise a \$5.00-day fee per vehicle is required.
- OLD SITKA/STARRIGAVAN BOAT LAUNCH – The City of Sitka annual boat launch decal is honored and preferred at the Old Sitka/Starrigavan State Park boat launch, otherwise a \$10-day fee for a launch and retrieval. **The annual launch decal or \$10 launch fee covers the day-use parking fee requirement.**
- COMMERCIAL OPERATIONS IN ALASKA STATE PARKS – All commercial activities require an Alaska State Park permit.

- CITIZEN ADVISORY BOARD – We are recruiting for new member for our Sitka area State Park Advisory Board. Meeting are generally held at noon on the second Thursday of the month at Centennial Hall. Applications can be found at <http://dnr.alaska.gov/parks/misc/advisboardapp.pdf>, and submitted at an upcoming meeting or at the Halibut Point SRA office.
- POTENTIAL FUTURE IMPROVEMENTS – as funding becomes available, our project priorities include replacing the Halibut Point SRA main outhouse, building reservable public use cabins, and trail improvements.

## **DETAILED INFORMATION**

### **PICNIC SHELTER RESERVATION SYSTEM:**

As of September 10, 2019, Reservations for the Halibut Point SRA picnic shelters are now exclusively available on-line at: <https://www.reserveamerica.com/camping/halibut-point-state-recreation-site/r/facilityDetails.do?contractCode=AK&parkId=1181650>

Using this link, you can check the availability, then make the reservation and a credit card payment on-line to finalize the transaction. This simpler and quicker on-line process will be the only way to make pavilion reservation, we no longer can process any pavilion request through any of the state park offices. We will be available to answer questions and assist you with the new system at the Juneau office contact information mentioned above. Reservations can be made as far as seven months in advance of your event date, or as short as a few hours the same day, if the pavilion is available. We realize this is a new process for the Halibut Point SRA pavilion rentals, but this streamlined system is more efficient and effective. After completing the on-line transaction, you will receive a receipt and pavilion reservation confirmation by e-mail, please have the confirmation message with you during your reserved pavilion rental time.

The direct link for all four of the Halibut Point SRA pavilions is - <https://www.reserveamerica.com/camping/halibut-point-state-recreation-site/r/facilityDetails.do?contractCode=AK&parkId=1181650>

If any shelter is not reserved, a group up to 19 people can use the shelter on a first come, first serve basis, but must exit the area if a permittee arrives. All pavilion users, whether permitted, temporary walk-ins or first come basis, are required to clean-up the area prior to departing.

The fee and capacity structure outlined in the Alaska State Parks Director's Order #288 for the Halibut Point SRA shelter reservations are:

Large(main)shelter	- \$40 for up to a six-hour block for 1 – 49 people or \$200 for up to a six-hour block for 50 – 150 people maximum
Small shelters	- \$30 for up to a six-hour block for a <u>maximum</u> of 50 people

### **SPECIAL USE PERMITS:**

The non-shelter type of Special Use Permits for all Sitka area State Parks units will continue to be issued from the Southeast Regional Juneau office by submitting the simple permit application form to the Juneau office for processing. The applications can be found on-line at <http://dnr.alaska.gov/parks/permits/supapp.pdf>, by clicking the "Special Use Permit Application (PDF)" link on the page, or by contacting us to receive an application by e-mail. You can submit the filled out application by e-mail to [dnr.pkssoutheast@alaska.gov](mailto:dnr.pkssoutheast@alaska.gov), or calling (907)465-4563 for additional assistance. Special Use Permits generally have a fee associated with them, and the Juneau office can accept credit card payments over the phone. Some examples requiring a permit include, but not limited to, are; any gathering of 20 or more people (other than the pavilion system requirements), organized activities, performances, gatherings or sporting and community events. Special Use Permits must be issued in advance of the event or activity. No gathering of sand, gravel or aquatic vegetation will be allowed without a Special Park Use Permit issued from the SE Regional office, and then, the amount and method will be limited.

Special Park Use Permit - \$25 processing fee and additional charges may apply depending on the event or activity. Educational/student events and certain community events may have the fee waived, but a permit is still required.

Thank you to everyone for supporting the Sitka area State Parks by utilizing the permit program, we have had over 65 permits issued to Sitka community members who have participated in the pavilion reservation or special permit system during the 2019 season.

#### **DAY USE FEE PROGRAM:**

The Alaska State Park day-use parking fee program (AS 41.21.026) was legislatively enacted in 1993 and initiated the following year in most larger parks, since then it has been implemented in most areas of the state park system., It was most recently initiated in the Kodiak area in 2016, and generated over \$67,000.00 in the first year. The Southeast Alaska State Park region has not participated in contributing in this statewide program for over 25 years and relied on the visitor's fee program from all the other state park regions, to generate the revenue contributed to operate the SE Region park units. The lack of revenue generation was a major criterion to determine the elimination of the services and staff to the Sitka State Park areas in July 2015 – July 2018. By re-opening and re-staffing the Sitka State Park units in good faith in mid-July 2018, we voluntarily transferred a staff position, equipment and vehicle to Sitka, without any increase to the SE annual budget or staff, previously lost in 2015 upon the Sitka shutdown. In order to avoid possible future closures, and to keep operating and maintaining the Sitka area road-based State Park units, and strive to make future improvements to the parks and staffing, the Sitka community will spearhead supporting State Parks through the day-use parking fee program starting on January 1, 2020. The day-use vehicle parking program requires a \$5.00 per day per vehicle fee or a much more convenient and economical option of a \$50 annual vehicle decal can be purchased for unlimited use for the entire calendar year at all the park units. We ask community members to support Alaska State Parks early by considering the purchase a 2019 decal for the remainder of 2019 calendar year, at <https://dnr.alaska.gov/parks/passes>. Starting this January 2020, a annual decal or the \$5.00 per day fee, will be required for each vehicle at Halibut Point SRA or Old Sitka SHP. The only exception is the annual boat launch decal or daily launch fee at the Old Sitka/Starrigavan SHP, includes the parking requirement, as described in the boat launch fee section below. The benefits of an annual decal over the day-use payment include - Annual vehicle decals are valid for the full calendar year, allow unlimited visits at the same cost as ten normal day-use visits, eliminate the need to make a cash day-use payment with each visit, will generally be available for on-line purchases at approximately the start of November for the up-coming year at the same above link. The decals are issued for only one vehicle and are non-transferable, they must be affixed to the inside lower driver windshield to be valid and may require multiple decals for households with multiple vehicles.

#### **OLD SITKA/STARRIGAVAN BOAT LAUNCH:**

In a cooperative agreement with the City of Sitka, Alaska State Parks is honoring the City \$75 annual boat launch decal at the Old Sitka State Historic Park boat launch site, otherwise a \$10 one-time boat launch and retrieval fee is required for day users without an annual decal. The City decals can be purchased from the city and must be affixed to trailer tongue per the city instructions. The annual City Launch decal or the \$10 launch payment includes the cost of the parking fee program outlined above, the additional \$5 daily fee or the need for the Alaska State Park annual parking sticker is not required with the decal boat trailer or if the \$10 receipt is clearly displayed right-side up on the vehicle dashboard. Day parking for a vehicle with a trailer is allowed in the legal designated spaces at the launch ramp parking lot, or in the overflow parking lot across the street, which also accommodates extended 10-day maximum parking for vehicles with trailers. **No parking fee payment required with the use of the annual boat launch decal or launch payment.**

#### **COMMERCIAL OPERATIONS IN ALASKA STATE PARKS:**

All commercial operators are required to have a current calendar year Alaska State Park Commercial Use Permit for any activities in any Alaska State Park unit in accordance with 11AAC18.030 non-competitive commercial use permit and abide by all regulations and stipulations.

**CITIZEN ADVISORY BOARD:**

The Alaska State Park Sitka area Citizen Advisory Board (CAB) recommends and assists the Division of Parks and Outdoor Recreation for the planning, management and operation of the state park units with the goal to improve management, recreational opportunities, and user conflicts, while fulfilling the Alaska State Park mission. The Alaska State Park Sitka area Citizen Advisory Board meetings are open to the public to comment, inform and seek information regarding the local Sitka area State Parks, State Marine Parks and Historic Sites, and are normally held at Centennial Hall at noon on the second Thursday of the month.

We are recruiting for new additional members - The board has vacant seats open to fill, this is your opportunity to share your opinions about how best to manage and preserve the unique natural, cultural and historic Sitka community state parks, while enhancing the recreational opportunities and enjoyment for all visitors and future generations.

Applications can be found at <http://dnr.alaska.gov/parks/misc/advisboardapp.pdf>, and submitted at an upcoming meeting or at the Halibut Point SRA office. The advisory board should consist of a wide range of ages, personal interests, recreational users, backgrounds, and career patterns to better provide for diversity of the opinions, feedback and ideas.

Please join us as a board member or as an interested community member or call the Juneau State Park office at 465-4563 or the Sitka field office at 747-3007 for additional information.

**POTENTIAL FUTURE IMPROVEMENTS:**

In addition to the above programs, the Halibut Point SRA double outhouse has been placed as the Southeast region's top priority for replacement on the state park deferred maintenance list, a recommendation for one or more State Park Public Use Cabin (PUC) be built within the next few years, and two trail grant submissions for 2020 trail improvements are among the current planned or recommended projects once funding is secured.

**CLOSING STATEMENT:**

over the few months since re-staffing and resuming operations of the Sitka area state park units, we have accomplished a lot of brushing, mowing, painting and general upkeeping tasks already, The Sitka communities support and voluntary compliance for the purposed measures listed above, will help to maintain, service and eventually improve your surrounding Sitka area State Parks and help prevent the parks from being placed in future non-service management status, which we have effectively been overcoming. We ask for your patients, support and acceptance for these operational improvements, procedural modernization and fee organization, to allow us to continually provide staff and services for the Sitka area State Parks.

Alaska State Parks would like to thank the City of Sitka for the revitalized partnership and cooperation, the active members of the Advisory Board, the US Forest Service and everyone who has enjoyed the state parks and helped to keep the parks clean, safe and useable all these years. Thank you for your support.

Respectfully,

Preston Kroes  
Southeast Region Superintendent

**PUBLIC WORKS ASSEMBLY UPDATE**  
**WORK COMPLETED THROUGH SEPTEMBER 2019**

**Wastewater Treatment Plant (WWTP) Rehabilitation (DESIGN PHASE)**

**Milestones This Period**

- Completing bid documents and working on full set coordination and QC review for the 100% bid set.

**Future Milestones**

- Anticipate project to go out for bid, October 10, 2019.
- Award construction contract and begin construction of the WWTP rehabilitation project, December 2019.
- Anticipated project completion, Spring 2021.

**Background**

The Wastewater Treatment Plant was built in the early 1980's and most of the building systems, especially the HVAC (ventilation air) systems have failed or are past their useful life and require replacement. The air quality within the building is inadequate and corrosive and the exposed piping and metal within the building are corroded. The building's envelope leaks air and does not allow for proper pressurization of the office areas and other clean rooms. Corrosive air in these spaces results in electronics regularly becoming dysfunctional within months, in addition to creating an unhealthy air quality for the WWTP operators. It is the intent of Public Works to move this project forward as quickly as possible as there are life safety issues that need to be addressed in the existing facility. It is anticipated that the current project funding will be insufficient to rehabilitate the building, correct the life safety, code compliance and non-functional existing conditions. The preliminary total project cost is estimated at \$10 million. Funding for this project is provided by the following sources: \$263,000 in Wastewater fund Working Capital and DEC loans for \$2,832,500 and \$1,825,000 (secured) and a third DEC loan of \$5,079,500 (approved and pending signed agreement).

Current Contracts: McCool Carlson Green (design) \$898,284

**Critical Secondary Water Supply (DESIGN PHASE)**

**Milestones This Period**

- Posted Cost Estimate, Sawmill Creek Intake and Backwash Disposal memos on the CBS web site:  
<https://www.cityofsitka.com/government/departments/publicworks/projects.html>
- Issued Request for Proposal (RFP) for membrane filtration equipment on September 26:  
<https://www.cityofsitka.com/government/departments/publicworks/BidRFP.html>

**Future Milestones**

- Filtration equipment proposals due October 30, 2019.
- Evaluate proposals, select supplier, award equipment contract: November 2019.
- Receive 35 percent design package: January 2020.
- Solicit construction bids: November 2020.



- Substantial Completion for secondary water source project anticipated in December 2021.

### **Background**

The project is for design and construction of a secondary water source, for when the primary water source – Blue Lake water treated with ultraviolet (UV) radiation – is unavailable. Blue Lake water will not be available when the Electric Department inspects and maintains the penstock providing water from the dam to the power plant. Blue Lake water may also require filtration – not just UV treatment – if turbidity levels continue to exceed regulatory thresholds. Total project cost is estimated at \$18 million. Funding for the project is provided by:

\$150,000 – Working Capital  
 \$380,000 – transferred from UV Disinfection project Working Capital  
\$17,620,000 – Alaska Clean Water Fund loan  
 \$18,150,000 – Total Available Project Funding

Current Contracts: CRW Engineering Group (design) \$362,780

### **SMC Transmission Main Break Repair (CONSTRUCTION PHASE)**

#### **Milestones This Period**

- Project was completed under budget by 18%.

#### **Future Milestones**

- Working on project closeout.

### **Background**

Public Works has discovered a break in the 24-inch water transmission main to town on Sawmill Creek Road (SMC) by the Indian River Bridge. The Assembly passed Ordinance 2019-28 (second reading) on July 9, establishing a \$400,000 budget for this work.

Current Contracts: Core & Main (materials Purchase Order)	\$76,213
K&E Alaska (construction)	NTE \$250,000
CRW Engineering Group (design support)	\$16,000
Northern Utility Services (leak detection)	\$9,400

### **Crescent Harbor Float Replacement – Phase I (DESIGN PHASE)**

#### **Milestones This Period**

- Review and provided comments on 65% cost estimate, September 3, 2019.
- Authorized procurement of Steel Piling through Progressive Design-Build contract with Turnagain Marine Construction, September 2019.
- 95% Harbor Plans submitted and under reviewed, September 2019.
- Draft Guaranteed Maximum Price submitted for review.

#### **Future Milestones**

- Electrical design submission and review, October 2019.
- Final Guaranteed Maximum Price approval, October 2019.

- State Harbor Matching Grant Agreement, October 2019.
- Construction project scheduled, Fall 2019 to March 15, 2020.

### **Background**

The physical condition of Crescent Harbor has deteriorated to point where in-house repairs are no longer sufficient to adequately maintain the facility. Harbor Department staff and Public Works Department engineers have determined that the harbor now presents an operational and safety risk due to floats sinking, decay of wooden beams, corrosion of metal fixtures and failure of walk-down ramps to meet ADA accessibility requirements. The project has estimated total cost of \$14,025,000. Of this, the harbor grant will provide \$5,000,000. The Harbor Fund working capital has allocated \$1,000,000 for the project. The remaining \$9,025,000 is planned to be provided with \$8,025,000 in harbor revenue bond proceeds and the use of the Harbor Fund working capital in the amount of \$1,000,000 noted above.

Current Contracts:	Jacobs (project admin & Plan review)	\$154,531
	Moffatt and Nichol (third party estimating)	\$79,948
	Turnagain Phase I Design Build Contract	\$700,000
	Turnagain Float Procurement	\$6,282,666
	Turnagain Steel Pile Procurement	\$556,726

### **Sitka Seaplane Base (SPB) (PLANNING PHASE)**

#### **Milestones This Period**

- Executed Professional Services Contract with DOWL.

#### **Future Milestones**

- Develop project schedule with consultants and contact stakeholders, October 2019.

### **Background**

Assembly Resolution supporting the acquisition of the preferred location/land parcel for the Seaplane Base (SPB), October 9, 2018. The Assembly approved Supplemental Appropriations for FY19, Ordinance 2018-49, for the SPB. Finance Department submitted project information to FAA by October 31, 2018 – required step in order to be considered to receive any of the \$1 billion AIP Supplemental funding. Improvement or replacement of the Seaplane Base has been discussed on and off for the past two decades. Part of the due diligence, staff is researching the necessary staffing, money, and land acquisition needed for adequate maintenance, operations and reporting for the project. The Seaplane Base study, which included an Economic Impact Study, showed that property on Japonski Island was the preferred site for the SPB. The AIP grants from FAA could help fund planning, design, land acquisition, and construction costs for the new SPB. \$16 million is the estimated Project Cost submitted to FAA for AIP grant funding, which may require (6.25%) matching funds from CBS, unless the project wins a grant from the Supplemental AIP funding, which funds 100% without any required match.

Current Contracts:	DOWL (E/A & Planning)	\$707,079
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## **Brady, Channel and Eagle Way Lift Station Rehabilitation (DESIGN PHASE)**

### **Milestones This Period**

- Received 65% design drawings, specifications and cost estimate for lift station rehabilitation project.

### **Future Milestones**

- Bid period: October to November 2019.
- Construction notice-to-proceed, November 2019.
- Rehabilitate lift station, Winter 2019 - Spring 2020.

### **Background**

Eagle Way Lift Station is responsible for pumping all sewage east of Eagle Way toward the Wastewater Treatment Plant (WWTP). Brady Lift Station is responsible for all sewage north of Brady Street. Channel Lift Station is responsible for an apartment complex and one private residence on Halibut Point Road. All three lift stations require excess maintenance due to corrosion and/or outdated pumping equipment. Project will rehabilitate lift stations, re-using existing infrastructure to the extent feasible. Funding for the project is provided by:

#### *Eagle Way Lift Station*

\$250,000 – DCCED grant

\$220,000 – Wastewater Fund Working Capital

#### *Brady Lift Station*

\$217,400 – ACWF loan

\$165,000 – Wastewater Fund Working Capital

#### *Channel Lift Station*

\$300,000 – ACWF loan (left over from larger, four-lift station loan)

\$100,000 – Wastewater Fund Working Capital

\$1,222,400 – Total Available Project Funding

Current Contracts: DOWL (design)

\$128,930

## **Bio-solids Municipal Landfill Expansion (PLANNING & DESIGN PHASE)**

### **Milestones This Period**

- COE permit completed advertisement stage.
- Permit draft prepared for submission to District Engineer by COE reviewer.

### **Future Milestones**

- COE permit expected, October 2019.
- Bid Construction project, October 2019.
- Construction planned to start, Fall 2019.

### **Background**

The project is required because the existing limits of the Bio-Solids Landfill are nearing available storage limits. A COE permit is required to expand the limits of the landfill to the current DEC permit. The project is funded in fiscal year 2018 for \$500,000.00.

Current Contracts: Stantec (design)

\$48,019

## **Peterson Storm Sewer Rehabilitation (DESIGN PHASE)**

### **Milestones This Period**

- Received 65% design submittal for Peterson Street culvert.

### **Future Milestones**

- USFW NEPA Evaluation.
- Bid construction project, August 2020.
- Complete construction work, November 2020.

### **Background**

The project includes replacement of deteriorated 60" corrugated metal culvert crossing under Peterson Street, allowing for fish passage. Funding for the project is provided by:

\$150,000 – General Fund FY2019

(\$50,000) – transferred to Davidoff Street Sewer Rehab project

\$ 60,000 – U.S. Fish and Wildlife Service Fish Passage Program grant

\$ 55,000 – U.S. Fish and Wildlife Service Fish Passage construction grant

\$215,000 – Total Available Project Funding

Current Contracts: DOWL (design)

\$78,072

## **Nelson Logging Road Upgrades (CONSTRUCTION PHASE)**

### **Milestones This Period**

- No significant milestones achieved.

### **Future Milestones**

- DNR Survey by North 57 Surveying to prepare easement plan complete, October 2019.
- Final Project pay request, October 2019.
- Final Project closeout, October 2019.

### **Background**

The project includes replacing both inadequate bridges, realignment at HPR intersection to raise the road elevation out of the stream floodplain, upgrading Nelson Logging Road to include drainage improvements, resurfacing, widening, and pedestrian amenities. Funding for the project is provided by a \$2,343,000 State of Alaska Department of Commerce Community and Economic Development Grant.

Current Contracts: LEI Engineers & Surveying (design)  
K & E Alaska, Inc (construction)

\$471,120  
\$1,544,280

### **Katlian Street (DESIGN PHASE)**

#### **Milestones This Period**

- No significant milestones achieved.

#### **Future Milestones**

- Project currently on hold, pending direction from Administrator and Assembly.

#### **Background**

The project includes replacing non-ADA compliant curb ramps, failing storm drain, and limited curb, gutter and sidewalk and all asphalt pavement on Katlian Street from Halibut Point Road to the MSC. Currently, funding for the project is provided by:  
Total Available Project Funding: \$747,868 (General Fund).

Current Contracts: Professional and Technical Services, Inc. \$394,986  
(Lincoln & Katlian design projects, combined)

### **Knutson Drive Road Repair (INVESTIGATION PHASE)**

#### **Milestones This Period**

- No significant milestones achieved.

#### **Future Milestones**

- Review DOWL geotechnical exploration and recommendations report internally and discuss next steps: funding, design and repair plan, October 2019.

#### **Background**

CBS engaged with DOWL in June 2019 to investigate evidence of road failure in two locations on Knutson Drive. The outside edge of the roadway is settling and the guardrail is slowly sinking and falling away from the street. The consultant was hired to study the road failure, potential causes, and evaluate the potential risk of a more significant road failure.

Current Contracts: DOWL \$47,549.50

### **Gary Paxton Industrial Park Access Ramp (PLANNING PHASE)**

#### **Milestones This Period**

- PND completed Draft Report for all components of Boat Haul Out Project.

#### **Future Milestones**

- Complete change order tasks and scoping study, October, 2019.

#### **Background**

The project includes planning and design for a multipurpose boat ramp for the Gary Paxton Industrial Park. The ramp is to be associated with the new existing barge ramp constructed adjacent to the Boat Building Lot. Project funding of \$40,000 provided in Gary Paxton Industrial Park Budget. Additional funding approved by Assembly March 3, 2019 for \$21,960 for a total of \$61,960.

Current Contracts: PND Engineers Inc. (design) \$49,716

## **Airport Terminal Improvements (DESIGN PHASE)**

### **Milestones This Period**

- No approval of the 30% TSA design submittal, following 30% review meeting.

### **Future Milestones**

- Complete the 35% revisions for the 'rest of the terminal improvements design' & move into the Design Development Phase (65%) where the Improvements will be developed & defined in separate phases for construction & funding.
- ADOT involvement 65%, especially regarding potential FAA AIP funding & Improvement staging.
- Other funding sources for terminal improvements beyond the PFC/Bonding and AIP grant requests are being developed for consideration, including airport terminal user fees and TSA grants for screening/security improvements.
- Phased construction has been delayed to 2020 through 2023 due to the Federal Government shutdown at the end of 2018.
- Still awaiting and anticipating the State of Alaska DOT sending the CBS information about the upcoming parking lot management changes and options.

### **Background**

The Airport Terminal Improvement Project is intended to remedy some of the existing critical problems identified in the Airport Terminal Master Plan 2008-2011, including working conditions in the baggage make-up area and TSA baggage screening area, as well as problems with congested passenger queuing, screening, baggage, fish boxes, waiting areas and passenger flow. CBS accepted a TSA design grant in the amount of \$158,569.25 to design specific improvements to the TSA Baggage Screening Area. Other areas impacted by these design changes are ineligible for the TSA design funding. The Assembly approved moving forward to the 65% Schematic Design Milestone for the preferred concept plan that was presented in the Assembly work-session August 8, 2017. Passenger Facility Charges (PFC) were applied for and approved by ADOT and FAA. Collection of the PFCs began May 1, 2018 and will. The total anticipated revenue collection over the 20-year period of collection is \$6,840,000.00, which is anticipated to finance the \$4,025,000 revenue bond along with its fees and debt service.

The current estimated cost for the project as identified is approximately \$15-million. The current funding plan outlines the following components:

- |                                     |              |                                |
|-------------------------------------|--------------|--------------------------------|
| • Passenger Facility Charge Revenue | \$4,025,000  | Bond in progress               |
| • TSA Funding                       | \$3,397,500  | Unsecured                      |
| • Eligible AIP Grant Request        | \$10,283,954 | Unsecured                      |
| • Potential User Fees & Airline     | TBD          | – dependent on securing grants |

Current contracts: MCG Architects (design) \$449,069

## **Police Station Planning Study (PLANNING PHASE)**

### **Milestones This Period**

- Police Station Planning Study final report completed and posted on the City website.

### **Future Milestones**

- This project (phase) is complete.

### **Background**

The Sitka Police Department and jail occupies one-third of the first floor in the City/State Court/Office Building and does not meet current industry standards. The City/State Building was built in 1974-76 in partnership with the State of Alaska. It is unsafe and severely inhibits the effective delivery of police service to Sitka. Expenses for maintenance and operations, per 1993 December agreement, are split (34% CBS and 66% State) based on the occupancy remaining within the building. Maintenance of the facility and its building systems, along with replacement of non-functional and obsolete infrastructure, has not kept pace with facility needs. Repairs to the facility to address its deferred maintenance are conservatively estimated to exceed \$1 million. How these costs are to be shared is to be determined, and is complicated by the shared ownership of the facility with the State of Alaska. Given Alaska's current fiscal status, reaching a timely cost-sharing agreement is a point of significant concern.

Current Contracts: Stantec (planning)

\$57,558

## **Lincoln Street Paving – Harbor Way to Harbor Drive (DESIGN PHASE)**

### **Milestones This Period**

- No significant milestones achieved.

### **Future Milestones**

- Project currently on hold, pending direction from Administrator and Assembly.

### **Background**

The project includes replacing non-ADA-compliant curb ramps, failing storm drain, limited curb, gutter and sidewalk and all asphalt pavement on Lincoln Street from approximately Harbor Way to Harbor Drive. Red concrete crosswalks are planned to be bid as an additive alternate. Funding for the project is provided by:

\$1,760,000 – General Fund

\$105,000 – CPET Funding

\$20,000 – Water Fund

\$20,000 – Sewer Fund

\$1,905,000 – Total Available Project Funding

Current Contracts: Professional and Technical Services, Inc.

\$394,986

(Lincoln portion of Lincoln & Katlian contract)

Anderson Land Planning (design)

\$5,000



## **MAINTENANCE ACTIVITIES**

### **Streets**

- Graded gravel roads and dust control.
- Overlaying gravel roads.
- Street sweeping.
- Painted crosswalks, stop bars, and no parking curbs City Hall parking lot
- Ditching and planning for Winter.
- Buried approximately 80yds of bio-solid material from WWTP.
- Removed bulb-out at Monastery and Biorka Streets.
- Picked up approximately 30 abandoned vehicles around town for Police Department.

### **Central Garage**

- Performed 34 repairs on vehicles and equipment mostly routine maintenance.
- We had two dump trucks that developed serious airline leaks, one is still being repaired.
- Central Garage personnel returned from Scrapyard on September 9<sup>th</sup>.

### **Scrapyard**

- Six gondolas shipped a total of 120,460 lbs or 60.23 tons.
- Received approximately 30 abandoned vehicles from Sitka Police Department.

### **Grounds Maintenance**

#### **COMPLETED:**

- Seasonal rotation for mowing and maintenance on grounds and athletic fields.
- Prepared athletic fields for special events/games and completed the following:
  - Fall baseball program Moller.
  - Football programs Moller and Kimsham.
  - Soccer program on Kruger Field and Moller.
- Fall Seasonal preparation and Preventative work:
  - Plantings and fertilization of key locations.
  - Closing up and winterizing sites.
- Harrigan Centennial Hall sidewalk brick work – repoint joints and level concaved bricks in decorative square sections.
- Herring Cove parking lot and fire pit area, cleanup – ongoing problem.
- Provided mulch and tools to Americorp Volunteer Group and students of Sitka High School to weed and mulch beds the school campus on September 11<sup>th</sup>.
- Assisted Sitka Bike Friendly Coalition with Fix-It unit installation on corner of Lake and Lincoln Streets.
- Pioneer Park necessary cleanup due to the large shelter site being used by prohibited individual camping.
- Tree and Landscape Committee support by helping CBS weed beds along the Crescent Harbor Community Playground and SeaWalk viewing site.
- Rain storm damage management of assessing erosion of parks and grounds and maintenance of drainage systems around athletic complexes and other facilities.

#### ONGOING:

- Damage to the hot water supply line at Goddard Hot Springs. No action taken yet because repairs will be made in the Fall, when site is not heavily used and rains fill cold water supply source.
- Kimsham Complex needs attention on Field D (Kruger) to fill-in settling areas.
- Policy and procedure updates for training, rotation plans, and work management for next season's crew.

#### **Building Maintenance**

##### COMPLETED:

- Annual inspections complete for fire suppression system, fire alarms, and back flow preventers – follow up with necessary repairs.
- City/State building repair water line leak.
- Investigated and made necessary repairs to the City/State building roof leak and damaged due to water infiltration. Hole discovered in roof due to birds pecking in a corner and possible roof duct/louver needs to be modified. Will continue to monitor until issue has been resolved.
- Coordinated with IT, Electric, and Fire Departments and removed the old data supply line between City/State building and Fire Hall.
- Waste Water Treatment Plant – investigate issue with heat detector due to corrosion. Found a replacement device is necessary and need to locate reputable supplier.
- Airport Holding Room toilet leaking – pulled toilet and replaced seals.
- City Hall Restroom water leak.
- Airport backflow preventer – seal replacement.
- Normal operation of preventive maintenance schedule. **NOTE:** Due to limited staffing, resources, and other priorities, a number of monthly & quarterly PM work had to be deferred.

#### ONGOING:

- Replacement of two broken windows at the Police Department. Coordinating with contractor.
- Maintenance of Airport luggage cart.
- City Hall utility counter renovation, carpet repairs, and IT networking.
- Harrigan Centennial Hall gutter membrane installation.
- Library interior LED lighting – issue with restroom corridor fixture.
- Marine Service Center asphalt patches around exterior of building, work scheduling in process.
- Marine Service Center interior lighting – having to work around schedule of occupants – busy season.
- Marine Service Center condenser – construction bid packet being finalized. Final Review by Engineering firm underway before packet goes out to bid.

- Police Department quote for heat pump option and HVAC plan for short term solution and long term planning.
- Researched security camera options for athletic and recreation facilities. Stock on order.
- Transfer Station building project continuation by Sitka High School. Working with contractors on Electrical, Mechanical, Plumbing plans/bids.
- Senior Center kitchen hood suppression – scheduling work with contractor.

#### **MONITORING:**

- WWTP boiler circulation pump 1 has leaking flanges (we are going to monitor due to renovations). Pump can be isolated, if needed. We have back up circulation using pump 2.
- WWTP fan unit 2 failed and temporary fan was installed (we will continue to monitor until renovation). Fan unit is for storage area exhaust.
- Harrigan Centennial Hall heating in room 117.
- Harrigan Centennial Hall – tile floor cracking common areas.

#### **Water/Wastewater**

##### **Blue Lake Turbidity:**

On 9/21 at 4:40am, the turbidity at the Blue Lake Water Plant rose to 4.15 nephelometric turbidity units (NTU's) causing the system to shut down and crews were called out. Water operators turned treatment back on to keep tanks full, as the turbidity has not yet exceed the level specified in the filtration avoidance waiver. At 6:25am the same day, the turbidity dropped to 3.27 NTU's and looked to be on a downward trend, so the equipment was put back into automatic operation and crews returned home. On 9/22 at 12:30am, the turbidity at the Blue Lake water plant rose to 4.04 NTU's, again the plant shut down and crews were called out. Following the same procedure, the plant was turned back on to keep tanks as full as possible. Turbidity did not drop as quickly this time. Once it was apparent that levels would not be rising, the shutdown set points were adjusted to 4.5 NTU's and the plant was put back into automatic operations. At 4:00am on 9/22, the turbidity had dropped to 3.37 NTU's and the crew went home. The turbidity has remained slightly elevated, ranging from 1.0 NTU's to 3.3 NTU's. Neither of the spikes in levels are considered a turbidity event because they did not rise above 5.49 NTU's, which is the level set in our filtration avoidance waiver. Our filtration avoidance waiver allows five turbidity events in 10 years; we have had four at this point, one in each year 2015, 2016, 2017, and 2018. We have one more "freebie" as it could be called, a sixth event could result in the loss of our filtration waiver from ADEC.

##### **Liftstation #7 Pump Installation:**

In early May 2019, the pumps at lift station #7, located on Alice Loop, were failing. Investigation revealed, the discharge elbows and flanges were excessively worn causing loss of pumping. Additional research and consultation with the Flygt pump representative confirmed, while the pumps had the power to do the job, they did not physically weigh enough to sustain a solid seal against the discharge line. Based on this

assessment and the condition of the pumps, new discharge parts and pumps were ordered. One of the pumps was repaired to a point it could somewhat function during dry weather but was insufficient for wet weather flows. Liftstation #7 operated on a combination of the repaired pump and a diesel-powered bypass pump as back up. The new larger pumps arrived on September 17<sup>th</sup>. Work commenced on September 22<sup>nd</sup> to clean the wet well and replace the worn discharge parts.

During the cleaning there was a significant amount of gravel in the wet well. Once the discharge parts were installed, wastewater crew televised the collection system served by lift station #7 to determine the source of the gravel. Start-up was postponed until the source of the gravel could be determined to prevent damage to the new pumps. The source of the rocks appears to be from the RV dump station near the Wastewater Treatment Plant. The rocks were removed by the vacuum truck and the lines were cleaned. The wet well was cleaned one last time, prior to pump start up. The new pumps were tested and put into service on September 30<sup>th</sup>.



# CITY AND BOROUGH OF SITKA

## Legislation Details

File #: 19-216 Version: 1 Name:

Type: Ceremonial Status: AGENDA READY

File created: 10/1/2019 In control: City and Borough Assembly

On agenda: 10/8/2019 Final action:

Title: Ceremonial: 1) Proclamation - Indigenous Peoples' Day, and, 2) Service Award - Woody Widmark

Sponsors:

Indexes:

Code sections:

Attachments: [Proclamation Indigenous Peoples' Day](#)  
[Widmark Service Award](#)

Date	Ver.	Action By	Action	Result
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OFFICE OF THE MAYOR  
City and Borough of Sitka

# Proclamation

## REAFFIRMING INDIGENOUS PEOPLES' DAY

**WHEREAS,** the City and Borough of Sitka recognizes that the Indigenous Peoples of the lands that would later become known as the Americas have occupied these lands since time immemorial; and

**WHEREAS,** the City and Borough of Sitka recognizes the fact that Sitka is built upon the homelands and villages of the Tlingit people, who have occupied this land they called Sheet'ka since time immemorial, and without whom the building of the City would not have been possible; and

**WHEREAS,** the City and Borough of Sitka values the many contributions made to our community through Indigenous Peoples' knowledge, labor, technology, science, philosophy, arts and the deep cultural contribution that has substantially shaped the character of the City and Borough of Sitka; and

**WHEREAS,** the City and Borough of Sitka has a responsibility to oppose the systematic racism towards Indigenous people in the United States and the City and Borough of Sitka, which perpetuates high rates of poverty and income inequality, exacerbating disproportionate health, education, and social crises; and

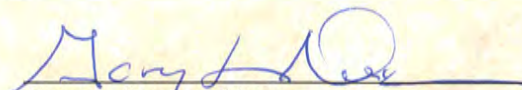
**WHEREAS,** the City and Borough of Sitka strives to promote the closing of the equity gap for Indigenous Peoples through policies and practices that reflect the experiences of Indigenous Peoples, ensure greater access and opportunity, and honor our community's indigenous roots, history, and contributions; and

**WHEREAS,** in 2017, the Assembly of the City and Borough Sitka passed Resolution 2017-20 declaring the second Monday in October as Indigenous Peoples' Day and this Assembly desires to continue those commitments.

**NOW, THEREFORE, BE IT PROCLAIMED** that the Assembly of the City and Borough of Sitka firmly commits to continue its efforts to promote the well-being and growth of Sitka's Alaska Native, American Indian and Indigenous community.

**BE IT FURTHER PROCLAIMED** as Mayor of the City and Borough of Sitka that I do hereby reaffirm the second Monday in October as Indigenous Peoples' Day and encourage other businesses, organizations, and public institutions to recognize Indigenous Peoples' Day and call upon Sitkans to commemorate this day with appropriate programs, activities, and celebrations.

*Signed and sealed on this 8<sup>th</sup> day of October, 2019.*

  
Gary L. Paxton, Mayor

ATTEST:

  
Sara Peterson, MMC  
Municipal Clerk



# Service Award

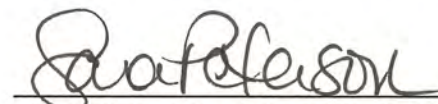
*On behalf of the City and Borough of Sitka is hereby awarded to*

**Woody Widmark**

*this expression of grateful acknowledgment for your three years of  
valued service rendered in the public interest while serving on the  
Parks & Recreation Commission. Thank you!*

Signed and sealed this 8<sup>th</sup> day of October, 2019

  
\_\_\_\_\_  
Mayor Gary L. Paxton

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







# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 19-215      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 10/1/2019      In control: City and Borough Assembly

On agenda: 10/8/2019      Final action:

Title: Approve the minutes of the September 24 and 27 Assembly meetings

Sponsors:

Indexes:

Code sections:

Attachments: [Consent and Minutes](#)

Date	Ver.	Action By	Action	Result
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# **CONSENT AGENDA**

## **POSSIBLE MOTION**

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**I MOVE TO APPROVE THE CONSENT AGENDA  
CONSISTING OF ITEM A**

**I wish to remove Item(s) \_\_\_\_\_**

**REMINDER – Read aloud a portion 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 minutes of the  
September 24 and 27  
Assembly meetings.



# CITY AND BOROUGH OF SITKA

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

## Minutes - Draft

### City and Borough Assembly

*Mayor Gary Paxton  
Deputy Mayor Steven Eisenbeisz,  
Vice Deputy Mayor Valorie Nelson,  
Aaron Bean, Kevin Knox, Dr. Richard Wein, Kevin Mosher*

*Interim Municipal Administrator: Michael Harmon  
Municipal Attorney: Brian Hanson  
Municipal Clerk: Sara Peterson*

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Tuesday, September 24, 2019

6:00 PM

Assembly Chambers

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#### REGULAR MEETING

#### I. CALL TO ORDER

#### II. FLAG SALUTE

#### III. ROLL CALL

**Present:** 6 - Eisenbeisz, Knox, Bean, Wein, Paxton, and Nelson

**Absent:** 1 - Mosher

#### IV. CORRESPONDENCE/AGENDA CHANGES

None.

**19-208**

Reminders, Calendars, and General Correspondence

#### V. CEREMONIAL MATTERS

None.

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

None.

#### VII. PERSONS TO BE HEARD

None.

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

Mayor - Paxton thanked staff for their role in helping make Southeast Conference a successful event.

Interim Administrator - Harmon relayed he had emailed a three week action plan to the Assembly, noted Public Works engineering staff was assisting Garry White with the technical analysis of a ramp for the haulout, thanked Electric Department staff for the quick response to bringing power back on after the Green Lake Road landslide event, stated there was a turbidity event over the weekend, and provided an update on the recruitment process for several department heads.

Attorney - Hanson reported he had been involved in ongoing litigation matters and working on the airport leasing project.

Liaison Representatives - Knox reported on the Port and Harbors Commission meeting.

Clerk - Peterson reviewed board and commission vacancies, told of the upcoming meeting schedule and provided an overview of polling locations for the October 1 Municipal Election.

Other - Wein reported on his attendance at the UAS Advisory Board meeting and noted it was a valuable asset. Nelson reported on her attendance at the White House Regional State Leadership Day.

**IX. CONSENT AGENDA**

- A 19-209** Approve the minutes of the September 5, 10, and 12 Assembly meetings

A motion was made by Knox that this Item be APPROVED. The motion PASSED by unanimous consent.

**X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS**

None.

**XI. UNFINISHED BUSINESS:**

None.

**XII. NEW BUSINESS:**

- B 19-210** Discussion / Direction / Decision of the Administrator's annual recommended transfer to the Public Infrastructure Sinking Fund

Chief Finance and Administrative Officer Jay Sweeney explained the goal of the Public Infrastructure Sinking Fund (PISF) legislation, in 2012, was to maintain a stable balance in the General Fund and to ensure that any extra cash built up in the General

Fund was transferred to the PISF for use in paying infrastructure repair. Sweeney reported since the passing of the legislation in 2012, \$5,740,539 had been transferred to the PISF while maintaining an average General Fund balance of \$15,011,848. The highest amount transferred in any year was \$1,650,000 in 2015; the smallest amount was \$0 in 2017. The average amount transferred had been \$820,077. Sweeney believed the legislation had successfully achieved its original intent. He noted in FY2020, the City faced a variety of risks that could serve to lower the balance of the General Fund, in particular, the need to pay funds to the federal government out of the Sitka Community Hospital sale escrow funds, which were a portion of the General Fund balance. Sweeney estimated the escrow amount to be between \$2,000,000 and \$4,000,000. In addition, he noted other legislation-driven requirements such as the liquidity reserve had risen. Therefore, he recommended no transfer to the PISF in FY2020. Sweeney reminded that the nature of the annual analysis ensured that if too conservative of a balance was transferred, it would be part of the balance identified for transfer in subsequent years. In addition, he reminded the Assembly was not restricted to transferring money into the PISF just once a year; a transfer could occur at any time. Controller Melissa Haley noted there was currently \$500,000 in the PISF.

**A motion was made by Knox to transfer \$0 based on the recommendation of the Interim Municipal Administrator. The motion PASSED by the following vote.**

**Yes:** 5 - Eisenbeisz, Knox, Bean, Paxton, and Nelson

**No:** 1 - Wein

**Absent:** 1 - Mosher

**C 19-211** Discussion / Direction on Assembly per diem (\$200) for municipal business held in Sitka

Consensus of the Assembly was to not pay per diem of \$200 per day for municipal business held in Sitka.

**D 19-212** Approve the Assembly Position Subcommittee recommendations from the September 16 meeting for the following positions: Library Director, Electric Utility Director, Fire Chief, Assistant Fire Chief, Fire Engineer, and Grounds; Maintenance Specialist

Interim Administrator Harmon relayed Fire Chief Miller had asked that the Assistant Fire Chief request be removed and brought forward at a future date. At the September 16 subcommittee meeting, the motion to recommend the hire of an Assistant Fire Chief failed. Eisenbeisz reminded Sitka General Code 2.20 required the position of Assistant Fire Chief. He recommended it be removed from the Code if the Assembly was not in support of the position. Wein expressed appreciation of the subcommittee work and noted it allowed for a greater understanding of the work employees do.

**A motion was made by Knox to approve the recommendations of the Assembly Position Subcommittee as outlined in the draft meeting minutes of September 16, 2019 and forward to the Interim Administrator.**

**\*recommend the hire of a Library Director**

**\*recommend the hire of an Electric Utility Director**

**\*recommend the hire of a Fire Chief**

**\*recommend the hire of a Fire Engineer only if a vacancy occurs within the next month**

**\*recommend the hire of a Grounds Maintenance Specialist**



The motion PASSED by the following vote.

**Yes:** 6 - Eisenbeisz, Knox, Bean, Wein, Paxton, and Nelson

**Absent:** 1 - Mosher

**E 19-213 Approve Interim Administrator's Transition Team**

Interim Administrator Harmon recognized those employees who were helping fill some of the vacant department head duties: Erin Clay (Electric), Sharon Joseph (Human Resources), Joanna Perenovich (Library), Amy Ainslie (Planning) and, Shilo Williams (Public Works). Wein expressed appreciation to the employees. Harmon explained his approach was to maintain continuity.

Nelson suggested Bob Dryden be considered for the position of Interim Utility Director. Bean and Wein suggested his resume be evaluated. Eisenbeisz stated he was uncomfortable recommending interim appointments to the Administrator. Eisenbeisz noted it was beyond his role as an Assembly Member. Municipal Attorney Hanson reminded the Charter prohibited the Assembly from appointing department heads; it was under the purview and the power of the Administrator to appoint department heads then subsequently the assembly approved those appointments.

**No action taken.**

**F 19-214 Discussion / Direction on the Administrator recruitment process**

Paxton said the topic of Interim Administrator would be discussed September 27. Nelson stated the need for the Assembly to decide on an Administrator. She reminded the Planning Director candidate was waiting for the Assembly to decide prior to making her decision on whether or not to accept the position. Nelson noted the absence of a Planning Director was affecting development.

**XIII. PERSONS TO BE HEARD:**

Bob Dryden spoke to his prior service at the Electric Department, spoke unfavorably of a chain of command system and micromanagement, and urged the Assembly to get the City back to a cooperative organization.

**XIV. EXECUTIVE SESSION**

None.

**XV. ADJOURNMENT**

**A motion was made by Knox to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:12 p.m.**

**ATTEST:** \_\_\_\_\_  
Sara Peterson, MMC  
Municipal Clerk





# CITY AND BOROUGH OF SITKA

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

## Minutes - Draft

### City and Borough Assembly

*Mayor Gary Paxton  
Deputy Mayor Steven Eisenbeisz,  
Vice Deputy Mayor Valorie Nelson,  
Aaron Bean, Kevin Knox, Dr. Richard Wein, Kevin Mosher*

*Interim Municipal Administrator: Michael Harmon  
Municipal Attorney: Brian Hanson  
Municipal Clerk: Sara Peterson*

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Friday, September 27, 2019

6:00 PM

Assembly Chambers

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#### SPECIAL MEETING

#### I. CALL TO ORDER

#### II. FLAG SALUTE

#### III. ROLL CALL

**Present:** 6 - Knox, Bean, Wein, Paxton, Mosher, and Nelson

**Absent:** 1 - Eisenbeisz

#### IV. NEW BUSINESS:

##### A 19-204 Municipal Administrator applicant interview - Craig Cugini

The Assembly interviewed candidate Craig Cugini from 6:03 p.m. to 7:30 p.m.

##### B 19-205 Discussion / Direction / Decision regarding Municipal Administrator candidate interviews (Craig Cugini and John Leach) and next steps (*possible executive session*)

Mayor Paxton thanked the Assembly for their work interviewing the candidates.

**A motion was made by Bean to go into executive session to discuss subjects that may tend to prejudice the reputation and character of Municipal Administrator Candidates Craig Cugini and John Leach. The motion PASSED by the following vote.**

**Yes:** 5 - Paxton, Bean, Mosher, Wein, and Nelson

**No:** 1 - Knox

**Absent:** 1 - Eisenbeisz

Knox reminded the Assembly had informally agreed to wait on making a decision until all members were present.

Shannon Haugland of the Daily Sitka Sentinel asked the Assembly to give a summary after coming out of executive session.

The Assembly was in executive session from 7:44 p.m. to 8:10 p.m.

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

Mayor Paxton announced consensus of the Assembly to offer the position of Municipal Administrator to John Leach.

Knox reiterated he was more comfortable having this discussion with the full body present. Bean thanked both candidates and reminded the Planning Director candidate was waiting to make a decision on whether or not to accept the job based on the actions of the Assembly with regards to hiring an Administrator. Wein stated it would have been nice to have Assembly Member Eisenbeisz present however the will of the body was clear.

**A motion was made by Bean to direct the Municipal Attorney to negotiate an offer with John Leach as discussed in executive session. The motion PASSED by the following vote.**

**Yes:** 6 - Knox, Bean, Wein, Paxton, Mosher, and Nelson

**Absent:** 1 - Eisenbeisz

**C 19-207**

Discussion / Direction / Decision on future plans for a long-term Interim Administrator (*if needed*)

Mayor Paxton noted there were individuals in Sitka willing to serve as a long-term Interim Administrator. In addition, he noted Don Moore, an applicant from out of town, was willing to serve. Paxton stated Moore would come to town with no biases. Nelson stated she had reached out to former Administrator Hugh Bevan; he was experienced and it would be a cost savings as opposed to bringing in someone from out of town. Bean concurred. Knox hoped for a decision to be made after hearing whether or not John Leach had accepted.

**A motion was made by Nelson to direct Human Resources, through the Interim Administrator, to contact Hugh Bevan to see if he's interested in serving as the Interim Administrator (until such time John Leach assumes duties as Municipal Administrator) and request Bevan submit a letter of intent. Item to be discussed under new business at the October 8 Assembly meeting. The motion PASSED by the following vote.**

**Yes:** 6 - Knox, Bean, Wein, Paxton, Mosher, and Nelson

**Absent:** 1 - Eisenbeisz

**V. PERSONS TO BE HEARD:**

None.

**VI. EXECUTIVE SESSION**

See item B.

**VII. ADJOURNMENT**

A motion was made by Mosher to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:25 p.m.

ATTEST: \_\_\_\_\_

Sara Peterson, MMC  
Municipal Clerk



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 19-224      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 10/2/2019      In control: City and Borough Assembly

On agenda: 10/8/2019      Final action:

Title: Approve the Purchase and Sale Agreement, and related documents, for the utility dock transaction between the City and Borough of Sitka and Hanson Maritime Company (possible executive session)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Hanson Maritime Company](#)

Date	Ver.	Action By	Action	Result
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\*At the time of packet production, the negotiations were not finalized. Information will be forthcoming.

## **Possible Motions**

### **Step 1**

**I MOVE TO** go into executive session with the Municipal Attorney, and outside legal counsel Clay Keene, to discuss communications regarding a legal matter affecting the municipality, specifically the purchase and sale agreement for the utility dock transaction between the City and Borough of Sitka and Hanson Maritime Company, and invite in, if and when ready, Garry White and Lee Hanson.

### **Step 2**

**I MOVE TO** reconvene as the Assembly in regular session.

### **Step 3**

**I MOVE TO** approve the purchase and sale agreement, and related documents, for the utility dock transaction between the City and Borough of Sitka and Hanson Maritime Company.



# CITY AND BOROUGH OF SITKA

## Legislation Details

File #: 19-225 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/2/2019 In control: City and Borough Assembly

On agenda: 10/8/2019 Final action:

Title: Approve the Employment Agreement between the City and Borough of Sitka and John Leach as Municipal Administrator

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Leach Employment Agreement](#)

Date	Ver.	Action By	Action	Result
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\*At the time of packet production, the negotiations were not finalized. Information will be forthcoming.

## **POSSIBLE MOTION**

**I MOVE TO** approve the Employment Agreement between the City and Borough of Sitka and John Leach as Municipal Administrator.



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 19-217      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 10/1/2019      In control: City and Borough Assembly

On agenda: 10/8/2019      Final action:

Title: Approve the Municipal Clerk's Certificate of Election

Sponsors:

Indexes:

Code sections:

Attachments: [Motion certification of election](#)  
[2019 Certificate of Election](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE** to formally accept the Certification of Election for the October 1, 2019 Regular Municipal Election according to the results set forth in the attached election certification prepared by the Municipal Clerk and request that the official tally be included in the minutes as part of the permanent record.

Note: The certification will be emailed to you and uploaded on Monday, October 7. This will allow for the canvass board/election officials to complete the advanced / absentee / question ballot counting on October 4.



# City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

*Coast Guard City, USA*

## CERTIFICATE OF ELECTION

**THIS IS TO CERTIFY THAT** the results of the Regular Election held on October 1, 2019, have been audited and certified by the Municipal Clerk and accepted by the Assembly on October 8, 2019 at a regular meeting.

Total number of ballots issued: 2307

Total number of ballots NOT counted: - 44  
(Not registered, registered elsewhere, not returned, spoiled etc.)

**Total number of ballots counted: 2263**

The following are the final results:

For Assembly (two to be elected: 2- three year terms):

**Kevin Knox 1395 ELECTED**

**Thor Christianson 1126 ELECTED**

Benjamin Miyasato 735

Steve Lee 562

Aaron D. Bean 340

For School Board (one to be elected: 1 - three year term):

**Paul Rioux 1367 ELECTED**

Cass Pook 769

Proposition No. 1 (prohibition plastic bags):

Yes 915

**No 1322**

Dated this 8<sup>th</sup> day of October, 2019

ATTEST

\_\_\_\_\_  
Sara Peterson, MMC  
Municipal Clerk

Attachment

\_\_\_\_\_  
*Providing for today ... preparing for tomorrow*

**MUNICIPAL REGULAR ELECTION - OFFICIAL RESULTS OCTOBER 1, 2019**

CANDIDATES	PRECINCT	PRECINCT	ABSENTEE/ QUESTION	TOTALS	PERCENTAGES
	NO. 1	NO. 2	COUNT OCT. 4		%
ASSEMBLY (2 - THREE YEAR TERMS)					
THOR CHRISTIANSON	499	449	178	1126	26.8%
KEVIN KNOX	543	597	255	1395	33.2%
STEVE LEE	239	244	79	562	13.4%
AARON D. BEAN	139	119	82	340	8.1%
BENJAMIN MIYASATO	288	291	156	735	17.5%
Write-ins	22	18	7	47	1.1%
SCHOOL BOARD (1 - THREE YEAR TERM)					
PAUL RIOUX	576	566	225	1367	63.8%
CASS POOK	308	308	153	769	35.9%
Write-in	4	2	1	7	0.3%
PROPOSITION NO. 1 (PLASTIC BAGS)					
YES	334	405	176	915	40.9%
NO	596	503	223	1322	59.1%



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 19-218      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 10/1/2019      In control: City and Borough Assembly

On agenda: 10/8/2019      Final action:

Title: Recognize outgoing Assembly Members - followed by a short recess

Sponsors:

Indexes:

Code sections:

Attachments: [Recognize Outgoing Members](#)  
[Bean Service Award](#)

Date	Ver.	Action By	Action	Result
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**Recognize Outgoing Assembly Members –  
followed by a short recess**

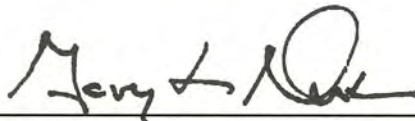
*Thank  
You*

# Service Award

*is hereby awarded to*

**Aaron Bean**

*On behalf of the citizens of Sitka we hereby express our sincere appreciation to  
Aaron Bean for his diligence, dedication, and community service during his tenure  
as an Assembly Member serving the City and Borough of Sitka from  
2016 to 2019.*



Mayor Gary L. Paxton

10-8-2019

Date





# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 19-219      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 10/1/2019      In control: City and Borough Assembly

On agenda: 10/8/2019      Final action:

Title: Oath of Office - Newly Elected Officials

Sponsors:

Indexes:

Code sections:

Attachments: [OATH OF OFFICE Assembly Member](#)

Date	Ver.	Action By	Action	Result
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## OATH OF OFFICE

*I, \_\_\_\_\_, do solemnly affirm that I will support and defend the Constitution of the United States of America, the Constitution of the State of Alaska, and the Laws and Ordinances of the City and Borough of Sitka, and that I will faithfully discharge my duties as Assembly Member for the City and Borough of Sitka, Alaska, to the best of my ability.*

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*Name*

*Subscribed and sworn to before me this 8<sup>th</sup> day of October, 2019.*

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*Sara Peterson, MMC, Municipal Clerk  
City and Borough of Sitka*



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 19-228      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 10/3/2019      In control: City and Borough Assembly

On agenda: 10/8/2019      Final action:

Title: Approve the Assembly Position Subcommittee recommendation from the September 30 meeting regarding the position of Assessor

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Subcommittee Recommendations](#)  
[2019-09-30 Subcommittee Packet](#)  
[2019-09-30 Draft Minutes](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE TO** approve the recommendation of the Assembly Position Subcommittee as outlined in the draft meeting minutes of September 30, 2019 and forward to the Interim Municipal Administrator.

Informational – motion:

### **Assessor**

A motion was made by Wein to recommend to the Assembly to accept Wendy Lawrence's suggestion to continue as Assessor and do so remotely as needed to complete her tax valuations but also afford her the opportunity to contract with the City when this task is done should she so desire. The motion PASSED by the following vote.\*

Yes: 2 – Wein and Nelson

\*It was clarified the subcommittee was in support of advertising for the position of Assessor, however, they recommended the position not be filled until Wendy Lawrence had solidified her long-term plan.

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## **Assembly Position Subcommittee Agenda**

Monday, September 30, 2019          Noon  
City Hall - 3<sup>RD</sup> Floor Conference Room

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**Subcommittee Members:**  
**Steven Eisenbeisz, Valorie Nelson, and Dr. Richard Wein**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. CORRESPONDENCE /AGENDA CHANGES**
- IV. PERSONS TO BE HEARD – for any item off the agenda *(not to exceed 3 minutes)***
- V. APPROVAL OF MINUTES**
  - A. September 16, 2019
- VI. UNFINISHED BUSINESS (None)**
- VII. NEW BUSINESS**
  - B. Review of vacant positions:
    - 1. Assessor
- VIII. PERSONS TO BE HEARD – for any item on or off the agenda *(not to exceed 3 minutes)***
- IX. ADJOURNMENT**

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# Assembly Position Subcommittee Minutes

Monday, September 16, 2019

Noon

Harrigan Centennial Hall

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## Subcommittee Members:

Steven Eisenbeisz, Valorie Nelson, and Dr. Richard Wein

### I. CALL TO ORDER

Chair Eisenbeisz called the meeting to order at 12:01 p.m.

### II. ROLL CALL

Subcommittee Members Present: Steven Eisenbeisz; Dr. Richard Wein.

Subcommittee Members Absent: Valorie Nelson (excused)

Others in attendance: KCAW Katherine Rose; Interim Municipal Administrator/Public Works Director Michael Harmon; Fire Chief Dave Miller; Maintenance and Operations Superintendent Harold Greene; Building, Grounds, and Parks Supervisor Michael Colliver; Deputy Clerk Melissa Henshaw

### III. CORRESPONDENCE /AGENDA CHANGES

None.

### IV. PERSONS TO BE HEARD *(not to exceed 3 minutes)*

Richard Wein spoke to oil prices and the importance of keeping track of them.

### V. APPROVAL OF MINUTES

#### A. August 19, 2019

A motion was made by Wein to approve the minutes of August 19, 2019. The motion **PASSED** by the following vote:

Yes: 2 – Wein and Eisenbeisz

### VI. UNFINISHED BUSINESS

None.

### VII. NEW BUSINESS

#### B. Review of vacant positions:

##### 1. Library Director

Eisenbeisz noted that turn over for this position seemed high. Harmon stated he would meet with Library staff this week to determine an interim. Wein stated the position was needed and noted the job description required a Masters in Library Sciences which may be difficult to fill. He felt the library was a key organization in performing services to the public.



Eisenbeisz suggested a change in the job description to include equivalent experience. Harmon saw flexibility in the job description.

**A motion was made by Wein to recommend to the Assembly to hire a Library Director. The motion PASSED by the following vote.**

**Yes:** 2 – Wein and Eisenbeisz

## **2. Electric Utility Director**

Eisenbeisz would like to advertise for this position as soon as possible. Wein agreed and felt it would be a difficult position to fill at a difficult time and listed the great costs of projects. Eisenbeisz stated the Assembly had received a letter of interest from an individual for the interim position.

Eisenbeisz hoped to have a discussion at the Assembly meeting of hiring an interim. Harmon noted he had had a meeting with one individual and there was no one who had expressed interest in being the interim within the department. He indicated that this position would be challenging to fill an interim from within the department and that outside support may be needed. He stated the importance of finding an experienced electrical engineer who had experience of managing electrical projects.

**A motion was made by Eisenbeisz to recommend to the Assembly hiring an Electric Utility Director. The motion PASSED by the following vote.**

**Yes:** 2 – Eisenbeisz and Wein

## **3. Fire Chief**

Eisenbeisz noted the need to have the position filled. Wein believes that it could be filled within the department and agreed that it needed to be filled. Eisenbeisz thought it a good idea to advertise prior to the current Fire Chief's departure.

Miller stated he would retire in the next 6 to 7 months.

**A motion was made by Eisenbeisz to recommend to the Assembly hiring a Fire Chief. The motion PASSED by the following vote.**

**Yes:** 2 – Eisenbeisz and Wein

## **4. Assistant Fire Chief**

Eisenbeisz wondered of any budget constraints and noted this position was eliminated. He told of the Sitka General Code section 2.20 in which an Assistant Fire Chief was listed and stated either the Code needed to be changed or there needed to be the hiring of an Assistant Fire Chief. Wein thought the Code could be changed from "shall" to "may". He stated this was a new full time equivalent (FTE) which also needed approval of the

Assembly and was not in support. He wondered how to pay for the position. Harmon spoke in favor of the position. He felt that the current Fire Chief was untraditional, very involved, and spent many hours' day and night at work. He noted the need for this position for continuity within the department.

Miller stated that calls were up 85 to 90 more than at this time last year. He told that he filled in many extra hours to avoid overtime costs. He spoke to the tasks not being accomplished without the Assistant Fire Chief position. Eisenbeisz informed he was a volunteer at the Fire Hall and commented that the Assembly had previously declared no conflict. Wein agreed. He felt the position was vital. Harmon noted that the Fire Marshall position was currently housed/under the Public Works department and wondered if there were an Assistant Fire Chief if it could be put back under the Fire Hall. He stated the importance of the position during emergency situations.

**A motion was made by Eisenbeisz to recommend to the Assembly hiring an Assistant Fire Chief. The motion FAILED by the following vote.**

**Yes:** 1 –Eisenbeisz

**No:** 1 – Wein

#### **5. Fire Engineer**

Eisenbeisz explained that there is a Fire Engineer that is expected to go to work for the Sitka Police Department and therefore, there would be a vacancy. Miller stated there was a seasonal employee that could fill the vacancy. Harmon supported maintaining current staffing levels. Eisenbeisz noted that overtime could add up with lower staffing levels.

**A motion was made by Eisenbeisz to recommend to the Assembly to hire a Fire Engineer only if a vacancy occurs within the next month. The motion PASSED by the following vote.**

**Yes:** 1 – Wein and Eisenbeisz

#### **6. Grounds Maintenance Specialist**

Eisenbeisz questioned the title switch from a supervisor to a specialist, noted the job description had discrepancies and questioned the transition of the retiring employee. Colliver explained the position was changed to focus on the rotation plans which would be similar to the building maintenance structure. He stated the two positions would be a team with a lead but not a supervisor. Harmon elaborated that there should be a budget savings and there would be two peer positions with the structure change. He stated the position would be downgraded from a supervisor to a specialist.

Eisenbeisz noted that the reorganization would not create a new FTE and that this was a job re-classification. Harmon would make sure that ASEA was aware.

**A motion was made by Eisenbeisz to recommend to the Assembly to hire a Grounds Maintenance Specialist. The motion PASSED by the following vote.**

**Yes: 2 – Wein and Eisenbeisz**

**VIII. PERSONS TO BE HEARD**

Richard Wein commented on the use of the tennis courts.

**IX. ADJOURNMENT**

**Seeing no objections, Chair Eisenbeisz adjourned the meeting at 12:52 p.m.**

---

Attest: Melissa Henshaw, CMC  
Deputy Clerk

## City and Borough of Sitka

### Recruitment Information for September 30, 2019 Subcommittee

Position	Department	Date of Vacancy	Grade/ Union	Salary Range (Matrix A-O) Union vacancy (current pay)	Full Time (F/T) Part-Time (PT) Seasonal (S)	Notes
Assessor	<b>Assessing</b>	Next couple of months	<b>Grade 36</b>	\$86,132 to \$\$121,680	<b>F/T Exempt</b>	Resignation of Assessor in the near future. Request to fill vacancy, approve advertising, and approve hiring Wendy as a temp on an as needed basis.

ITEM AGENDA FOR SUBCOMMITTEE POSITION MEETING

September 30, 2019

Requested Position submitted by:

Department: Assessing

Supervisor: Michael Harmon, Interim Administrator

Department Head: Wendy Lawrence, Assessing Director

Information about proposed position:

Job Title: Assessor

New Position? ☐ Yes ☒ No

Existing position to replace vacancy ☒ Yes ☐ No

Date existing position became/becomes open: **To be Determined**

Justification for this request: **Wendy Lawrence will be resigning as Assessor.**

**Authorization is sought from the Subcommittee to approve recruitment for the position of Assessor and allow Wendy Lawrence to provide assistance in training the new Assessor.**

Additional information helpful for consideration: **Wendy Lawrence is attaching to this subcommittee packet a proposal for consideration.**

Wendy Lawrence  
Department Head

9/25/19  
Date

**Please route this request to Sharon Joseph at Human Resources by NOON on Tuesday, September 24.**



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

## MEMORANDUM

**To:** Mayor Paxton and Assembly Members  
Michael Harmon, Interim Municipal Administrator  
Sharon Joseph, Human Resources Assistant

**From:** Wendy Lawrence, Assessing Director

**Date:** February 26, 2019

**Subject:** Assessing Department Succession Planning

---

Planning for the succession of a new Assessor should begin as soon as possible and shall be initiated by this official statement of my intent to depart this position. The establishment of a succession plan will determine my departure date.

Succession planning is key because there are significant projects currently in process that will bring the entire tax base to market value for Tax Year 2020. The primary project being a complete revaluation of all parcels to market value utilizing mass-appraisal modeling, and secondly a complete revaluation and application review of the Community Purpose Exemption program for your review later this year. Stopping either one of these projects at this time would be detrimental to your tax base and hugely problematic for the assessing staff and taxpayers.

The financial challenges we face as a city are significant and restoring the tax base to market value should be a top priority given the economic outlook. The Assessing Department's work product accounts for approximately 25% of the General Fund Revenue, and bringing all properties to market value is expected to generate conservatively at least \$7,000,000 annually in revenue at the current 6 mills. More importantly, once all properties are at market value, there will be taxation equities between like properties.

Option 1: I can remain in my capacity as the Assessor working remotely, and on-site as needed, until the Tax Year 2020 valuation and the Community Purpose Exemption review are complete, with a no-later-than departure date of March 15, 2020, or until an Assessor is hired and feels comfortable taking over the revaluation process. This option will afford the time it may require to hire a new Assessor, will allow time for transition overlap for the new Assessor, will ensure assessing staff are fully supported through a full market revaluation, and will allow for the full revaluation to happen.

Option 2: I can accommodate a 30-day departure notice and simply finish out what projects I am able prior to. This option could be accommodated but would not be ideal as hiring an Assessor



mid-stream of an established revaluation without any overlap can be done, but the process would be very challenging for the Assessor, the assessing staff and taxpayers.

In any event, it is highly recommended that you hire a qualified Assessor as soon as possible, in addition to at least two temporary administrative positions for the Tax Year 2020 appeal period of March through May in anticipation of the first full market value revaluation in over sixteen years. You may also want to appoint a Board of Equalization of qualified laypersons who are knowledgeable about real estate and valuations, as you may have many more appeals than the typical 150 that occur each year. Appointment of a lay-board will require the establishment of standard procedures and regulations via ordinance, and the eventual appointment of Board Members.

The Assessing Department has typically managed on average 150 valuation inquiries each year, and has historically resolved 99% of those during the informal appeal period of March 15<sup>th</sup> to April 15<sup>th</sup>, with historically very few unresolved appeals reaching your purview for the official Board of Equalization hearing typically held the first Monday in May. This is not expected to be the case this coming year, given the projects at hand. Your case load as the current Board of Equalization may increase, and as such you have the authority to appoint a lay board and hearing procedures to better manage this process and allow all parties to know what to expect. The Board of Equalization process is a quasi-judicial process guided by statutory regulations, and should be framed by outlined best-practice procedures. The City and Borough of Sitka currently has no formal BOE procedure in place; it has followed customary procedures that have been outlined by the State Assessor's Office and those established as best-practices in the industry but these have not yet been codified. It is highly recommended that this project be undertaken as well by the new Assessor.

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Assessor</b>
<b>Class Code Number</b>	<b>2170</b>
<b>FLSA Designation</b>	<b>Exempt (Administrative)</b>
<b>Pay Grade and Range</b>	<b>36</b>
<b>Effective Date</b>	<b>November 2014</b>

### General Statement of Duties

Under the general direction of the Administrator, the Assessor is responsible for planning, organizing and directing an effective and efficient program for the continual assessment of property in the City and Borough. Provide for consistent application of State statutes and City and Borough ordinances relative to the appraisal process.

### Distinguishing Features of the Class

The principal function of an employee in this class is to plan, organize and direct the appraisal and assessment functions. The work is performed under the direct supervision of the Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. Responsible for the overall direction of the department employees, including but not limited to hiring, training, discipline, and employee evaluation. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, contractors, agencies and other taxing jurisdictions and the public. The principal duties of this class are performed in a general office work environment and an outdoor environment that may involve adverse weather conditions and related hazards.

### Examples of Essential Work (Illustrative Only)

- Plans, organizes and directs all necessary activities to accomplish field and office appraisals of real and personal property, property assessment and notification to taxpayers of assessed values;
- Measures and inspects real property, observes construction, building and land data and photographs real property;
- Analyzes and adjusts cost basis manuals and applies cost basis data to appraised properties;
- Collects and confirms sales comparison data and applies sales comparison data to appraised properties;
- Certifies the tax roll and notifies taxpayers of assessed values of property;
- Performs re-inspections as necessary and as required by code;
- Oversees the preparation of real and personal property tax declaration mailings;
- Reviews and audits personal and business property declarations;
- Performs tideland lease price determination;
- Compiles appraisal and assessment data for the Board of Equalization;
- Testifies before the Board of Equalization as necessary;



- Directs the answering of citizen, agency and other jurisdiction inquiries regarding property description, property ownership, assessments and assessment policies and procedures;
- Performs ratio studies and statistical justification for quality control;
- Develops and maintains departmental budget;
- Oversees the preparation of all required state reports;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Comprehensive knowledge of the principles and practices of real and personal property appraisals;
- Comprehensive knowledge of mass appraisal tax assessment practices and policies;
- Thorough knowledge of legal land description platting and mapping techniques;
- Proficient use of Marshall & Swift residential and commercial cost estimators;
- Ability to gather analyze and maintain accurate real and personal property data;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Business Administration, Economics or related field;
- Considerable experience in real and personal property appraisal, customer service and supervision;  
or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Ability to obtain the designation of Alaska Certified Assessor Appraiser Level 3 within 18 months of hire and maintain thereafter.
- Possess and maintain of a valid driver's license issued by the State of Alaska.

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with citizens and other employees both over the telephone and in person;
  - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect and evaluate real and personal property and to produce and review a wide variety of written reports and other materials in both hard copy and electronic form;
  - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to perform real and personal property measurement and inspection and to operate a computer keyboard;
  - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to monitor and supervise department operations, to visit and inspect facilities and construction sites in all weather conditions and to attend meetings at various locations.
- • • END • • •

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# Assembly Position Subcommittee Minutes

Monday, September 30, 2019      Noon  
City Hall Conference Room

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**Subcommittee Members:**  
**Steven Eisenbeisz, Valorie Nelson, and Dr. Richard Wein**

**I. CALL TO ORDER**

Chair Nelson called the meeting to order at 12:01 p.m.

**II. ROLL CALL**

Subcommittee Members Present: Valorie Nelson and Dr. Richard Wein

Subcommittee Members Absent: Steven Eisenbeisz (excused)

Others in attendance: Interim Municipal Administrator Michael Harmon, Assessor Wendy Lawrence, and Municipal Clerk Sara Peterson

**III. CORRESPONDENCE /AGENDA CHANGES**

None.

**IV. PERSONS TO BE HEARD – for any item off the agenda (not to exceed 3 minutes)**

Dr. Wein announced the value of nickel ore had increased.

**V. APPROVAL OF MINUTES**

**A. September 16, 2019**

A motion was made by Wein to approve the minutes of September 16, 2019. The motion PASSED by a unanimous voice vote.

**VI. UNFINISHED BUSINESS**

None.

**VII. NEW BUSINESS**

**B. Review of vacant positions:**

**1. Assessor**

Wein believed there to be three options: 1) to accept a 30 day notice from the current Assessor, Wendy Lawrence, 2) have Lawrence continue the City property assessment and then telecommute, or, 3) have Lawrence contract long-term to be the Assessor through telecommuting with occasional visits to Sitka. Wein preferred option 2 and also to give Lawrence the opportunity to telecommute long-term, e.g. several years. Nelson referred to option 1 in Lawrence's memo: remain in capacity as the Assessor working remotely, and on-site as needed, until the Tax Year 2020 valuation and the Community

Purpose Exemption review were complete, with a no-later-than departure date of March 15, 2020, or until an Assessor was hired and felt comfortable taking over the revaluation process. Lawrence clarified this option would afford the time it may require to hire a new Assessor, would allow time for transition overlap for the new Assessor, would ensure assessing staff were fully supported through a full market revaluation, and would allow for the full revaluation to happen.

**A motion was made by Wein to recommend to the Assembly to accept Wendy Lawrence's suggestion to continue as Assessor and do so remotely as needed to complete her tax valuations but also afford her the opportunity to contract with the City when this task is done should she so desire. The motion PASSED by the following vote.\***

**Yes: 2 – Wein and Nelson**

\*It was clarified the subcommittee was in support of advertising for the position of Assessor, however, they recommended the position not be filled until Wendy Lawrence had solidified her long-term plan.

**VIII. PERSONS TO BE HEARD – for any item on or off the agenda (not to exceed 3 minutes)**  
None.

**IX. ADJOURNMENT**

**A motion was made by Wein to adjourn. Hearing no objections, the meeting adjourned at 12:14 p.m.**

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Attest: Sara Peterson, MMC  
Municipal Clerk



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 19-220      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 10/1/2019      In control: City and Borough Assembly

On agenda: 10/8/2019      Final action:

Title: Appoint five members to the SEARHC Sitka Community Health Council: 1) Keith Brady, 2) Mary Ann Hall, 3) David Lam, 4) David Miller, 5) Jay Sweeney, and, 6) Richard Wein

Sponsors:

Indexes:

Code sections:

Attachments: [Motions SEARHC Sitka Community Health Council](#)  
[Charter for SEARHC Sitka Community Health Council.](#)  
[Brady](#)  
[Hall](#)  
[Lam](#)  
[Miller](#)  
[Sweeney](#)  
[Wein](#)

Date	Ver.	Action By	Action	Result
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# **Appointments:**

## **SEARHC Sitka Community Health Council**

### **I. Organization.**

#### **I. Membership.**

a. The Council shall consist of eleven (11) members, as follows:

i. **Five (5) At-Large Members.** The initial five At-Large members shall be appointed by the Assembly, as follows:

1. Three members who are active members of the Sitka Community Hospital Board on February\_, 2019. The initial three of these members shall be appointed for initial terms as follows:
  - a. One shall be appointed for a one-year term,
  - b. One shall be appointed for a two-year term, and
  - c. One shall be appointed for a three-year term.
2. Two At-Large members. The initial two of these members shall be appointed for initial terms as follows:
  - a. One shall be appointed for a one-year term, and
  - b. One shall be appointed for a two-year term.

## **Step 1**

### **Appointment of former Sitka Community Hospital Board members**

Applications have been received from David Lam and Mary Ann Hall for this category. Three members were to be appointed in this category. It is staff's recommendation that the third seat be appointed from the At-Large candidates. See Step 3.

**I NOMINATE** (David Lam or Mary Ann Hall) to serve a \_\_\_(one, two, or three)\_\_\_ year term on the SEARHC Sitka Community Health Council under the category of former Sitka Community Hospital Board member.

**I NOMINATE** (David Lam or Mary Ann Hall) to serve a \_\_\_(one, two, or three)\_\_\_ year term on the SEARHC Sitka Community Health Council under the category of former Sitka Community Hospital Board member.

## **Step 2**

### **Appointment of At-Large members**

Applications have been received from Keith Brady, David Miller, Jay Sweeney, and Richard Wein for this category

**I NOMINATE \_\_\_\_\_** to serve a one-year term on the SEARHC Sitka Community Health Council under the category of At-Large.

**I NOMINATE \_\_\_\_\_** to serve a two-year term on the SEARHC Sitka Community Health Council under the category of At-Large.

## **Step 3**

### **Appointment of At-Large member for a one-year term to fill the remaining seat**

**I NOMINATE \_\_\_\_\_** to serve a one-year term on the SEARHC Sitka Community Health Council under the category of At-Large.

## **Exhibit I**

### **SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM SITKA COMMUNITY HEALTH COUNCIL CHARTER**

This Council Charter (“Charter”) sets forth the duties and responsibilities and governs the operations of the Sitka Community Health Council (the “Council”), an advisory body of the SouthEast Alaska Regional Health Consortium (“SEARHC”).

#### **I. Purpose.**

The Council’s purposes are: (i) to advise SEARHC on the needs regarding the health and welfare of the people of Sitka, Alaska, and (ii) to advise SEARHC regarding the operations of SEARHC’s clinic(s) and its hospital(s) located in Sitka, Alaska (the “Sitka Clinical Facilities”).

#### **II. Duties and Responsibilities.**

The Council’s primary duties and responsibilities are as follows:

1. Advise SEARHC as to the strategic plan and the direction of its health care services in Sitka;
2. Provide input concerning quality, patient access to care, and patient experience at the Sitka Clinical Facilities;
3. Review the practices and policies of the Sitka Clinical Facilities and recommend to SEARHC changes or adjustments to such practices or policies;
4. Provide information and input from the community of Sitka to SEARHC on the specific geographic, social, health, and welfare needs of the Sitka community;
5. Recommend policies and courses of action to SEARHC that are designed to further the health needs of the people treated in the Service Area; and
6. Provide that once a year, a portion of the Council meeting is open to the general public for its input.

#### **III. Organization.**

##### **1. Membership.**

a. The Council shall consist of eleven (11) members, as follows:

- i. Five (5) At-Large Members. The initial five At-Large members shall be appointed by the Assembly, as follows:

1. **Three members who are active members of the Sitka Community Hospital Board** on February \_\_, 2019. The initial three of these members shall be appointed for initial terms as follows:
    - a. One shall be appointed for a one-year term,
    - b. One shall be appointed for a two-year term, and
    - c. One shall be appointed for a three-year term.
  2. **Two At-Large members.** The initial two of these members shall be appointed for initial terms as follows:
    - a. One shall be appointed for a one-year term, and
    - b. One shall be appointed for a two-year term.
- ii. The Municipal Administrator of the City and Borough of Sitka (the “Municipal Administrator”). The Municipal Administrator shall serve during his/her tenure as the chief administrative officer of the City and Borough of Sitka.
  - iii. SEARHC Representative. One member appointed by SEARHC (the “SEARHC Representative”). The SEARHC Representative shall serve at the pleasure of SEARHC and shall be subject to removal by SEARHC, solely at its discretion. SEARHC shall appoint replacements for the SEARHC Representative.
  - iv. **Four Additional At-Large Members.** Four additional At-Large members shall be appointed for initial terms as follows:
    1. SEARHC shall appoint two initial At-Large members for initial terms as follows:
      - a. One shall be appointed for a one-year term, and
      - b. One shall be appointed for a three-year term.
    2. The Sitka Tribe of Alaska shall appoint two initial At-Large members for initial terms as follows:
      - c. One shall be appointed for a two-year term, and
      - d. One shall be appointed for a three-year term.

2. Removal of At-Large Council Members.

Any At-Large member of the Council may be removed from the Council following a determination by the majority vote of the Council that the continued service of such person is inappropriate due to a conflict of interest, inability to attend meetings, or other good cause. Council member expectations regarding code of conduct are as follows:

- a. Participate in Council orientation process;
- b. Attend at least 75% of regularly scheduled meetings (and Council Committee meetings if/as applicable);
- c. Be continuously informed about SEARHC’s organization, mission, programs and services;
- d. Abide by SEARHC’s confidentiality and conflict of interest policies;
- e. Disclose potential conflicts of interest;

- f. Respect the confidentiality of Council discussions and information that may affect SEARHC's competitive position; and
- g. Practice ethical behavior at all times consistent with SEARHC's mission and core values.

3. Manner of Appointment of Subsequent At-Large Council Members.

- a. Each member of the Council shall hold office until the expiration of the term for which he/she was appointed or: (i) until removed, or (ii) in the event of resignation, upon resignation, or if agreeable to the Member, until his/her successor has been qualified and appointed.
  - b. Upon expiration of the initial term of an At-Large member seat, the At-Large member seat shall be filled for subsequent terms of three (3) years each, as set out below.
  - c. Open seats for At-Large members of the Council shall be filled as follows:
    - i. Nominations for the election of At-Large Members shall be proposed by a Nominating Committee composed of three (3) members of the Council. One member of the Nominating Committee shall be the SEARHC Representative, one the CBS Administrator, and one shall be any At-Large member appointed to the Nominating Committee by the Council.
    - ii. The Nominating Committee shall be responsible for fully vetting all At-Large candidates and ensuring their commitment to participate as active Council members if so elected and to assure that each such candidate meets the following criteria:
      - 1. At all times at least one member of the Council is a physician on the active medical staff of Mt. Edgecumbe Hospital.
      - 2. All such candidates shall:
        - a. Have familiarity with the Sitka Community;
        - b. Have availability/time for (fully participation);
        - c. Be representative of the community at large; and
        - d. Have a commitment to act in the best interests of SEARHC and community (and shall not be a representative of a political or individual interest).
  - d. From the slate of nominees advanced to the Council by a unanimous vote of the Nominating Committee, the Council shall elect At-Large members to open At-Large Council positions.
4. Chair. A majority of the members of the Council may select or replace the chair of the Council (the "Chair"). The Chair shall be responsible for coordinating and overseeing the meetings of the Council. In the event the Chair is absent for a meeting, a majority of the quorum may select a person to serve as acting Chair for the duration of that meeting.
5. Reports to the Accreditation Governing Body ("AGB"). A written report of the Council shall be provided to the SEARHC AGB at each regularly scheduled meeting of the AGB. Further, the Chair

shall annually attend the quarterly meeting of AGB that is held in Sitka, Alaska and at such meeting the Chair shall report on the activities of the Council.

6. Report to the Public: A written report of the Council, approved by SEARHC, shall be made available to the public on an annual basis.
7. Compensation and financial interest. Council members shall not receive compensation from SEARHC for their service on the Council and shall not have a material financial interest in an entity doing business with SEARHC.
8. Frequency of meetings. The Council shall meet four times a year and keep minutes. Except once a year—when a portion of the Council meeting will be open to the public—meetings of the Council are not open to the public and minutes and other records of the Council shall be deemed confidential business records of SEARHC.
9. Quorum. A majority of the members of the Council shall constitute a quorum for the Council to act in the discharge of its duties.
10. Teleconference. The members of the Council may participate in a meeting by means of a conference telephone or similar communication equipment by means of which all members participating in the meeting can hear each other at the same time, and participation by which means shall be conclusively deemed to constitute presence in person at such meeting.

New members shall receive a copy of this Charter upon appointment and shall receive appropriate orientation from current Council members.

#### **IV. Resources and Authority of the Council**

The Council's role is advisory in nature. Thus, the Council has no authority to bind or represent SEARHC. However, the Council shall have the resources and authority appropriate to discharge its duties and responsibilities.

#### **V. Council Effectiveness**

Every two years, the Council shall invite the Chair of the AGB to participate with the Council in evaluating the Council's performance and effectiveness (the "**Effectiveness Review Cycle**"). The Chair of the Council shall be responsible for implementing improvement opportunities that emerge from the evaluation. Following the second Effectiveness Review Cycle the Council shall determine if it should continue to exist or sunset. A decision to sunset must be recommended by the Council Chair, based on the majority vote of the Council members present at a regularly scheduled meeting of the Council, and with the written approval of the SEARHC President/Chief Executive Officer, or his/her designee.

## **VI. Amendment**

This Charter shall not be amended except by recommendation of the Council Chair, based on the majority vote of the Council and the written approval of the SEARHC President/Chief Executive Officer, or his/her designee.

I, the undersigned, being the Secretary of Southeast Alaska Regional Health Consortium hereby certify that the foregoing was adopted by the Board of Directors on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Secretary  
Southeast Alaska Regional Health Consortium



October 1, 2019

Honorable Mayor Paxton and Assembly,

Please accept this letter as interest in and ability to serve on the Sitka Community Health Council, an advisory body of SEARHC. I have read the SEARHC Sitka Community Health Council Charter and understand the purpose, duties, and responsibilities.

I have had the pleasure to serve on public, private, advisory and executive boards; including Chamber of Commerce, Planning and Zoning, Economic Development Board, Health Department and as a Medical Clinic liaison.

Being part of the SEARHC/SCH negotiating team I made the hospital transition a priority for over a year. From the start the three main goals of the Assembly were:

1. To make sure that the SCH employees were taken care of.  
I have been happy to hear from all of my conversations with SEARHC and former SCH employees, they have said that the transition has been and is going very well.
2. PERS liability was covered.  
The PERS liability has been significantly mitigated through the contracted price and payment of the agreement.
3. That Sitka would have enhanced and expanded healthcare.  
Last September SEARHC signed a letter of intent with Swedish Medical Center for the purpose of expanding specialty services and clinics in Southeast Alaska. According to the agreement, they will expand services in Sitka by building a new facility in 3-5 years.

I would like to be a part of the transition and continue to see it move forward positively for the community.

Thank you for your consideration of membership on the Sitka Community Health Council.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Brady', with a stylized, flowing script.

P. Keith Brady

Assembly

yes, I am interested in  
serving on the HEALTH  
ADVISORY COUNCIL with  
SEARITC

Mary Ann J. Hall

RECEIVED

SEP 11 2019

City & Borough of Sitka-  
Clerk's Office

P.O. Box 1324  
Sitka, Alaska 99835  
3 September 2019

TO: Sitka City and Borough Assembly

SUBJECT: Expression of interest in serving on the SEARHC Sitka Community Health Council

1. This letter is to express my interest in serving as a member of the SEARHC Sitka Community Health Council .
2. As a physician, past CEO of three hospitals, and most recently a member and Chairman of the Hospital Board of Sitka Community Hospital, I understand the needs of Sitka and of hospital management.
3. I am willing to serve in this capacity if the Assembly desires.

Sincerely,

David M. Lam, MD

Sincerely,

October 1, 2019

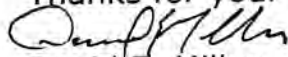
To whom it may concern,

I am interested in serving on the SEARHC Sitka Community Health Council in the category of At-Large. I have been in Sitka for 31 years and have been involved with the fire department as a volunteer and paid staff that whole time. As a member of the department we have taken lots of patients to both hospitals for medical care and I just want to see the merger of the hospitals succeed in a great way.

So far, I have heard nothing but great things in the care that people have received, and I would like to help make sure that continues.

If I may be of any assistance to this council, please feel free to sign me up.

Thanks for your time.

A handwritten signature in black ink, appearing to read "David E. Miller".

David E. Miller  
Fire Chief

September 13, 2019

Mayor Paxton and Assembly Members

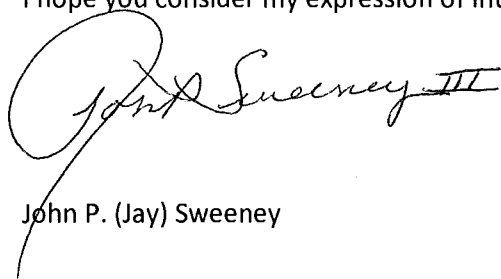
Re: Interest in Serving on Sitka Community Health Council

Mayor Paxton and Assembly Members, I would like to express my interest in being appointed an At-Large member of the Sitka Community Health Council. I have read the establishing charter for the Council and I feel that my experience in governance oversight of health care institutions, combined with experiences I have had as a consumer of specialized health care services in Sitka, qualify me for consideration.

My experience in governance oversight of health care institutions was gained through serving 6 years on the Sitka Community Hospital Board, from 1996 through 2002, with one year as Board Chairman. In addition, I served 2 years as the ex-officio City and Borough of Sitka representative on the board from 2017 through 2019. I was also a member of the City and Borough of Sitka negotiating team for the sale of Sitka Community Hospital's business to SEARHC.

I also have experience as a consumer of specialized health care services, many not available in Sitka. I understand what it is like not to have specialty medical services available in Sitka, as I have had to travel elsewhere for cardiology, dermatology, endocrinology, sleeping disorders, and oncology services. I feel I can be a strong advocate for bringing much-needed specialty medical services to Sitka, based on my personal life experiences.

I hope you consider my expression of interest favorably.

A handwritten signature in black ink, reading "John P. Sweeney III". The signature is written in a cursive style with a large, looping initial "J".

John P. (Jay) Sweeney

**Sara Peterson**

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**From:** Richard Wein (Assembly)  
**Sent:** Sunday, September 29, 2019 8:12 PM  
**To:** Sara Peterson  
**Subject:** Letter of Interest for the SEARHC/SCH Community Health Council Membership

This letter represents my interest in being a member of the SEARHC/SCH Community Health Council. I am a practitioner of medicine and surgery with greater than 40 years of experience. I have served in numerous medical leadership positions during my career including being a member of the board of trustees of a large healthcare group and president/chief of the medical staff. But my most important attribute is that I have always been a strong patient advocate. Patient advocacy cannot be effective without the ability to understand and analyze medical records and data. I believe that I can represent the interests of our Sitka patients in a powerful and knowledgeable way. Only a letter of intent was requested. I would be happy to supply whatever additional information that might be needed. Thank you for your consideration.

Richard Wein

Sent from my iPad



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 19-221      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 10/1/2019      In control: City and Borough Assembly

On agenda: 10/8/2019      Final action:

Title: Discussion / Direction on the possibility of Closed Captioning for Assembly meetings

Sponsors:

Indexes:

Code sections:

Attachments: [Discussion Direction Closed Captioning](#)

Date	Ver.	Action By	Action	Result
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**Sponsors: Kevin Mosher and Dr. Wein**

## **Discussion / Direction**

on the possibility of Closed Captioning for Assembly meetings.



# City and Borough of Sitka

## Information Technology Department

100 Lincoln Street • Sitka, Alaska 99835

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### MEMORANDUM

**To:** Mayor Paxton and Assembly Members  
Michael Harmon, Interim Municipal Administrator

**From:** Grant Turner, Information Technology Director

**Date:** October 2, 2019

**SUBJECT:** OPTIONS FOR CLOSED CAPTIONING ASSEMBLY MEETINGS

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#### **Background**

Public requested that closed captioning be provided for the public. The IT department has researched available options.

#### **Analysis**

There are three options available for providing closed captioning for live assembly meetings. Each of the options would require some sort of display for the captions; this would be either a large display somewhere in the room or a handheld device checked out for the meeting by the members of the public.

The options are as follows:

- Granicus live captioning
  - The video encoding service that the city already uses has an additional service available where they provide live captioning of the video as it is streamed to the web through their service.
  - This option would require that the member of the public would have a handheld device for viewing the stream with the captioning.
  - The accuracy of the captions from this service would be high.
  - The video stream tends to have about a thirty second delay vs. real time.
- Closed captioning encoder
  - This option would require the purchase of a new video encoder to be installed in parallel with the Granicus service. This new encoder would take the audio input from the microphones and convert it to text.
  - The accuracy of the captions from this service would be high, including automatic designation of line breaks due to new speakers and various other high-end features.
  - This option would require the purchase of a new captioning server, a

- closed captioning encoder and large format display for the room.
  - The captions from this service would be very close to real time.
- Text to speech apps
  - There are apps available for mobile devices that convert speech to text. These apps could be connected to large display to present this text during the meeting.
  - The accuracy of the captions from this service would be the lowest of the three options.
  - The text would be presented nearly in real-time.

### **Fiscal Note**

Each of the three options have prices commensurate with the quantity and quality o of services provided.

- Granicus live captioning
  - This service is charged hourly on an annual basis. For instance, you would pay \$7,500 up front for up to 50 hours for the year or \$20,250 for up to 150 hours.
  - Based on average meeting lengths, the city would need roughly 150 hours, or \$20,250.

Terms	Rate	Overage
Hourly	\$ 150.00	-
>50 Hrs	\$ 143.50	\$ 145.00
50 Hrs > 100 Hrs	\$ 140.00	\$ 143.50
100 Hrs > 150 Hrs	\$ 137.50	\$ 140.00
150 Hrs > 200 Hrs	\$ 135.00	\$ 137.50
200 Hrs >	\$ 130.00	\$ 135.00

- 
- Closed Captioning Encoder
  - This would require the purchase of a captioning server and a video encoder to display the text on new large display in the room.
  - There are two pricing models for this, a monthly lease of \$1,250 or outright purchase at \$30,000. A large display would cost around \$1,000.

Product Description	Monthly Lease w/ 1-Year License	Full Purchase – 1 Server	Full Purchase – 2 Servers	Full Purchase – 3 or more Servers
Live CC Appliance	\$1,250	\$30,000/ea.	\$25,000/ea.	\$20,000/ea.
Workbench Lite	Included	Included	Included	Included
Maintenance & Support	Included	20% annual after 1 <sup>st</sup> year	20% annual after 1 <sup>st</sup> year	20% annual after 1 <sup>st</sup> year
<b>Cost</b>	<b>\$15,000</b>	<b>\$30,000</b>	<b>\$50,000</b>	<b>TBD</b>

- Text to Speech Apps
  - This is the least expensive option, requiring only a device and a large display for the presentation of the captions.
  - Mobile device \$500, large display \$1,000



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 19-227      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 10/2/2019      In control: City and Borough Assembly

On agenda: 10/8/2019      Final action:

Title: Approve Jeff Wheeler as the Interim Electric Utility Director

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and Memo Interim Electric Utility Director](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE TO** approve Jeff Wheeler as the Interim Electric Utility Director as recommended by the Interim Municipal Administrator.




# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

## MEMORANDUM

**To:** Mayor Paxton and Assembly Members

**From:** Michael Harmon, Interim Municipal Administrator 

**Date:** October 2, 2019

**Subject:** Approval of Interim Administrator's Interim Electric Utility Director

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### Recommendation

Approval of Interim Administrator's recommendation for Interim Electric Utility Director.

### Summary

Currently the City and Borough's Electric Department has a vacant Director. Until such time a permanent department head can be appointed, it is critically important to have an Interim Director to help fill some of the duties of the vacant position and assist the Administrator in maintaining continuity in the chain of command and day to day functions.

I would like to thank and recognize General Foreman Jeff Wheeler for his willingness to help the organization by performing his normal duties while also assisting the Administrator for the duration the position is vacant. This role is vital in maintaining stability in the organization and providing leadership within the department.

### Background

Sitka's Home Rule Charter 4.04(1) requires Assembly approval to appoint heads of administrative departments. Technically these positions will remain vacant with no formal appointments being made to assume the full duties of a department head. However, I would like to stress the importance of us moving forward diligently to appoint either interim or permanent department heads. Especially in the Electric Department due to the magnitude of budget, responsibility, span of control, technical nature of the position, and length of time it may take to fill the position.



# CITY AND BOROUGH OF SITKA

## Legislation Details

File #: 19-222 Version: 1 Name:  
Type: Item Status: AGENDA READY  
File created: 10/1/2019 In control: City and Borough Assembly  
On agenda: 10/8/2019 Final action:  
Title: Discussion / Direction / Decision on Hugh Bevan as a long-term Interim Administrator  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Long-term Interim Administrator](#)

Date	Ver.	Action By	Action	Result
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## **Discussion / Direction / Decision**

on Hugh Bevan as the long-term Interim Administrator.

October 3, 2019

To: The Assembly of the City and Borough of Sitka

Subject: Interim Municipal Administrator

Letter of Intent

I am willing to assist you as Interim Administrator during your transition process for hiring a permanent Administrator.

I am comfortable with the salary you paid the last permanent Administrator.

If I am selected by the Assembly, I look forward to hearing your goals for the interim period and I have a few of my own.

Thank you,

Hugh R. Bevan



# CITY AND BOROUGH OF SITKA

## Legislation Details

File #: 19-223 Version: 1 Name:  
Type: Item Status: AGENDA READY  
File created: 10/1/2019 In control: City and Borough Assembly  
On agenda: 10/8/2019 Final action:  
Title: Assignments: Deputy Mayor, Vice-Deputy Mayor and Assembly Liaisons  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Appoint Deputy and Vice Deputy Mayor  
LIAISONS 2018-2019](#)

Date	Ver.	Action By	Action	Result
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## Appoint Deputy and Vice-Deputy Mayor

I nominate \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ for Deputy Mayor

<b>DEPUTY</b>				
MR. EISENBEISZ				
MAYOR PAXTON				
MR. CHRISTIANSON				
MR. KNOX				
MR. MOSHER				
DR. WEIN				
MS. NELSON				

I nominate \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ for Vice-Deputy Mayor

<b>VICE DEPUTY</b>				
MR. CHRISTIANSON				
DR. WEIN				
MS. NELSON				
MR. MOSHER				
MAYOR PAXTON				
MR. KNOX				
MR. EISENBEISZ				

Municipal Boards/Commissions/Committees Monthly Meeting Schedule 2018-2019					
ENTITY	CHAIR	Day of Month	Time	Location	Liaisons
Animal Hearing	Susan Royce	Meets as needed			*NA
Building Department Appeals	Gary Smith	Meets as needed			*NA
Employment Relations Board	Leigh Kainulainen	Meets as needed	Varies	Harrigan Centennial Hall	*NA
Gary Paxton Industrial Park Board	Scott Wagner	Varies	3:00 PM	SEDA Board Room	Mosher
Health Needs/Human Services	Charlie Woodcock	2nd Thursday	1:30 PM	Harrigan Centennial Hall	Wein
<b>Historic Preservation</b>	Roberta Littlefield	2nd Wednesday	6:00 PM	Harrigan Centennial Hall	Nelson
Investment Committee	Mike Reif	Meets as needed	Varies	City Hall Conference Room	Wein
Library	Nicole Filipek	First Wednesday	6:00 PM	Sitka Public Library	Wein
<b>Local Emergency Planning</b>	Dave Miller	2nd Thursday	Noon	Fire Hall	Nelson
Parks & Recreation	James Poulson	2nd Tuesday	Noon	Harrigan Centennial Hall	Knox
Planning & Zoning	Chris Spivey	1st and 3rd Wednesday	7:00 PM	Harrigan Centennial Hall	Bean/Knox
Police & Fire	Loyd Platson	4th Wednesday	6:00 PM	Harrigan Centennial Hall	Nelson/Mosher
Port & Harbors ( <i>no summer meetings</i> )	Dave Gordon	2nd Wednesday	6:00 PM	Harrigan Centennial Hall	Knox
Tree & Landscape	Deb Miller	3rd Tuesday	Noon	Sitka Public Library	Eisenbeisz/Wein
<b>Informational</b>					
SEDA	Trevor Harang	1st Thursday	Noon	329 Harbor Drive	Paxton
Sitka Tribe of Alaska (STA)	Kathy Hope-Erickson	3rd Wednesday	6:30 PM	Community House	Mosher/Bean
School Board	Dr. Jennifer McNichol	1st Tuesday	6:00 PM	SHS Library	Mosher/Nelson
		3rd Tuesday - work session	6:00 PM	District Office Board Room	
<b>Bolded Boards/Commissions/Committees Liaison Required by Ordinance.</b>					
*Don't meet often enough to need a liaison					<i>Revised: October 1, 2019</i>



# CITY AND BOROUGH OF SITKA

## Legislation Details

File #: 19-226 Version: 1 Name:  
Type: Item Status: AGENDA READY  
File created: 10/2/2019 In control: City and Borough Assembly  
On agenda: 10/8/2019 Final action:  
Title: Financial Matter: Baranof Island Brewing Company debt collection  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Motion Executive Session](#)

Date	Ver.	Action By	Action	Result
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## **Executive Session**

### **POSSIBLE MOTIONS**

#### **Step 1:**

**I MOVE** to go into executive session with Chief Finance and Administrative Officer Jay Sweeney to discuss matters related to Baranof Island Brewing Company debt collection, the immediate knowledge of which would adversely affect the finances of the City and Borough of Sitka.

#### **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.