



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 Kevin Mosher,
Kevin Knox, Dr. Richard Wein, Valorie Nelson, Thor Christianson*

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

Tuesday, October 13, 2020

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[20-207](#) Reminders, Calendars, and General Correspondence

Attachments: [Reminders and Calendars](#)

[PW Assembly Update_9 September](#)

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)

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. CONSENT AGENDA

All matters under Item VIII 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** [20-196](#) Approve the minutes of the September 8, 22, and 24 assembly meetings

Attachments: [CONSENT and Minutes](#)

IX. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

See New Business Items I, J, and K

X. UNFINISHED BUSINESS:

- B** [RES 20-28](#) Adopting a new official City and Borough seal; recognizing the artwork of Aaron Traz Hill; and providing for an effective date

Attachments: [Motion Memo Res Exhibit](#)

- C** [ORD 20-49](#) Making supplemental appropriations for fiscal year 2021 (using COVID-19 funds for harbor restrooms)

Attachments: [Motion Ord 2020-49](#)

[Memo Ord 2020-49](#)

[Ord 2020-49](#)

- D** [ORD 20-50](#) Amending Title 11 "Vehicles and Traffic" of the Sitka General Code by adding Chapter 11.80 "Permanent Motor Vehicle and Trailer Registration"

Attachments: [Motion Ord 2020-50](#)

[Memo Ord 2020-50](#)

[Ord 2020-50](#)

- E** [20-197](#) Approve the Municipal Clerk's Certificate of Election

Attachments: [Motion Certificate of Election](#)

[Certificate of Election](#)

- F** [20-198](#) Recognize outgoing Assembly Members

Attachments: [Recognize Outgoing Members](#)

[Paxton Service Award](#)

[Wein Service Award](#)

XI. NEW BUSINESS:

- G** [20-199](#) Oath of Office - Newly Elected Officials

 Attachments: [Oaths of Office](#)
- H** [20-200](#) Approve a standard marijuana cultivation facility license renewal application for Jeremy J. Erickson dba Vern's Wicked Weed at 3872 Halibut Point Road Bay One

 Attachments: [Motion and Memos](#)
 [Renewal - LG Notice - Standard Marijuana Cultivation - Vern's Wicked Weed #1](#)
 [10071 MJ-20 Renewal Application Certifications](#)
 [10071 Online Renewal Application Redacted](#)
 [10071 POPPP](#)
- I** [20-201](#) Reappoint Max Rule to a three-year term on the Investment Committee in the category of Alternate

 Attachments: [Motion Rule](#)
 [Investment Rule Application](#)
- J** [20-202](#) Appoint Chris Ystad to an unexpired term on the Gary Paxton Industrial Park Board of Directors

 Attachments: [Motion Ystad](#)
 [GPIP Ystad Application](#)
- K** [20-203](#) Appoint Adam Chinalski or Catherine Riley to an unexpired term on the Planning Commission

 Attachments: [Process](#)
 [Planning Chinalski Application](#)
 [Planning Riley Application](#)
 [Planning Commission roster](#)
- L** [ORD 20-51](#) Making supplemental appropriations for fiscal year 2021 (Alaska Legislative Grant for Green Lake Phase I Supplemental Capital Project - 1st reading)

 Attachments: [Motion Ord 2020-51](#)
 [Memo Ord 2020-51](#)
 [Ord 2020-51](#)
- M** [20-204](#) Discussion / Direction / Decision on a marine haul out strategy

 Attachments: [Memo Marine Haul Out](#)
- N** [20-205](#) Update / Discussion on the CARES Act Working Group progress (public comment to be taken)

 Attachments: [Update Discussion](#)

O [20-206](#) Assignments: Deputy Mayor, Vice-Deputy Mayor and Assembly Liaisons

Attachments: [Appoint Deputy and Vice Deputy Mayor 2020](#)
[LIAISONS 2019-2020](#)
[November 2020 cbs boards and commissions calendar](#)

XII. **PERSONS TO BE HEARD:**

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

XIII. **REPORTS**

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

XIV. **EXECUTIVE SESSION**

Not anticipated.

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. Regular Assembly meetings are livestreamed through the City's website, aired live on KCAW FM 104.7, and broadcast live on local television channel 11. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

*Sara Peterson, MMC, Municipal Clerk
Publish: October 9*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-207 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 10/9/2020 **In control:** City and Borough Assembly
On agenda: 10/13/2020 **Final action:**
Title: Reminders, Calendars, and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars](#)
[PW Assembly Update 9 September](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, October 13	Regular Meeting	6:00 PM
Wednesday, October 14	Government to Government Dinner Meeting <i>Harrigan Centennial Hall</i>	5:00 PM
Tuesday, October 20	Special Meeting <i>Quarterly Administrator Evaluation</i>	5:00 PM
Tuesday, October 20	Special Meeting <i>CARES Act Grant Appeals</i>	6:00 PM
Tuesday, October 27	Regular Meeting	6:00 PM



Assembly Calendar

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October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>27</u> Sep	<u>28</u>	<u>29</u>	<u>30</u>	<u>1</u> Oct	<u>2</u>	<u>3</u>
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u> 6:00pm Library Commission - Liaison Christianson 6:00pm School Board - Liaison Mosher 7:00pm Planning Commission - Liaison Mosher	<u>8</u> 12:00pm LEPC - Liaison Nelson 1:30pm Health Needs & Human Services - Liaison Wein	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u>	<u>13</u> 12:00pm Parks & Recreation - Liaison Knox 6:00pm Regular Assembly Mtg	<u>14</u> Nelson 5:00pm Tree & Landscape - Liaison Wein 5:00pm Govt to Govt Meeting Dinner - Harrigan Centennial Hall 6:00pm Historic Preservation - Liaison Mosher 6:00pm Port & Harbors Commission - Liaison Knox	<u>15</u> Nelson	<u>16</u> Nelson	<u>17</u> Nelson
<u>18</u> Nelson	<u>19</u> Nelson	<u>20</u> Nelson 5:00pm Special Meeting: Quarterly Administrator Evaluation 6:00pm Special Meeting: Appeals - CARES Act Grants	<u>21</u> Nelson 7:00pm Planning Commission - Liaison Mosher	<u>22</u> Nelson	<u>23</u> Nelson	<u>24</u>
<u>25</u>	<u>26</u>	<u>27</u> 6:00pm Regular Assembly Mtg	<u>28</u> 6:00pm Police and Fire - Liaison Nelson	<u>29</u>	<u>30</u>	<u>31</u> Nov

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November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Nov	2	3	4	5	6	7
			6:00pm Library Commission - Liaison Christianson 6:00pm School Board - Liaison Mosher 7:00pm Planning Commission - Liaison Mosher			
8	9	10	11	12	13	14
		12:00pm Parks & Recreation - Liaison Knox 6:00pm Regular Assembly Mtg	5:00pm Tree & Landscape - Liaison Wein 6:00pm Historic Preservation - Liaison Mosher 6:00pm Port & Harbors Commission - Liaison Knox	12:00pm LEPC - Liaison Nelson 1:30pm Health Needs & Human Services - Liaison Wein		
15	16	17	18	19	20	21
			7:00pm Planning Commission - Liaison Mosher			
22	23	24	25	26	27	28
		6:00pm Regular Assembly Mtg	6:00pm Police and Fire - Liaison Nelson			
29	30	1 Dec	2	3	4	5
			6:00pm Library Commission - Liaison Christianson 6:00pm School Board - Liaison Mosher 7:00pm Planning Commission - Liaison Mosher			

PUBLIC WORKS ASSEMBLY UPDATE
WORK COMPLETED THROUGH SEPTEMBER 2020

Wastewater Treatment Plant (WWTP) Rehabilitation (CONSTRUCTION PHASE)

Milestones This Period

- New insulated metal panel siding & flashing installation.
- Installation of the new electrical service and switch over from the old/existing service and equipment.
- Completion of significant portions of the installation of the new mechanical systems.
- Installation of lighting, life safety devices, heat pumps, and ceiling grid in Administration Area.
- Painted existing overhead doors that are to remain.

Future Milestones

- Installation of flooring and final finishes: October 2020.
- Installation of new casework: October 2020.
- Installation of new fiberglass doors and frames: October 2020.
- Completion of installation of new mechanical, electrical, and SCADA building systems, Winter 2021.
- Substantial Completion required May 20, 2021.

Background

The Wastewater Treatment Plant was built in the early 1980's and many of the building systems, including the building envelope (exterior siding, windows and doors), electrical, plumbing and mechanical, including the HVAC (ventilation air) system, have failed or are past their useful life and require replacement. The air quality within the building is inadequate and corrosive, and as a result the exposed piping and metal within the building have corroded.

Total project cost is currently estimated at \$9,782,000. Funding for this project is provided by the following sources:

\$263,000 – WW Fund Working Capital
(\$218,000) – WW Working Capital moved to the SCADA Control Project
\$9,737,000 – DEC Loans
\$9,782,000 – Total Available Project Funding

Current Contracts: McCool Carlson Green (design)	\$898,284
MCG Constructors, Inc./DCI Joint Venture (w/CO-1)	\$7,432,800

Critical Secondary Water Supply (DESIGN PHASE)

For more information and history on this project, visit the City website at:
www.cityofsitka.com > Public Works Department > Public Works Projects > Critical
Secondary Water Supply – or go directly to:

<https://www.cityofsitka.com/government/departments/publicworks/projects.html>

Milestones This Period

- All future milestones are in progress.

Future Milestones

- Apply for Economic Development Administration grant to support construction of CBS and NSRAA Sawmill Creek water intake: October 2020.
- Facilitate discussion between NSRAA and CBS Administration to establish a project cost sharing structure for potential EDA grant: October 2020.
- Solicit construction bids for Sawmill Creek intake and filter plant: January 2021.
- Award construction contract: March 2021.
- Substantial Completion for secondary water source project anticipated in March 2022.

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:

\$530,000 – Working Capital
\$17,620,000 – Alaska Clean Water Fund loan
\$400,000 – Alaska Clean Water Fund loan
\$18,550,000 – Total Available Project Funding

Current Contracts:	CRW Engineering Group (design)	\$1,104,291
	Jacobs (design review, design management)	\$87,000
	Pall Water (supply filtration equipment)	\$2,341,355

Crescent Harbor Float Replacement – Phase I (CONSTRUCTION PHASE)

Milestones This Period

- Electrical subcontractor installed substations. This largely completed the electrical work.
- All future milestones are in progress.

Future Milestones

- Install marine sewage pump-out: November 2020. CBS has been offered a grant to provide wastewater infrastructure. Grant agreement has been approved.

Background

The physical condition of Crescent Harbor had deteriorated to point where in-house repairs are no longer sufficient to adequately maintain the facility. Harbor Department staff and Public Works Department engineers determined 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 an estimated total cost of \$13 million for design and construction. Funding for this project is provided by the following sources:

\$1,000,000 – Harbor Fund Working Capital

\$5,000,000 – AK DOT Harbor Matching Grant
\$8,025,000 – Harbor Revenue Bonds
\$14,025,000 – Total Available Project Funding

Current Contracts: Jacobs (project administrative support) \$315,905
Turnagain Marine Design-Build Contract \$13,149,652

Sitka Cross Trail Phase 6 (CONSTRUCTION PHASE)

Milestones This Period

- 6876 feet (of 14,000 feet total) of rough trail constructed through September 23, including 730 feet topped with surface course (D-1 gravel).

Future Milestones

- Complete rough trail construction, Winter 2020-21.
- Construction of No Name Creek bridge, Spring 2021.
- Construction of Harbor Mountain Road connector, Summer 2021.
- Construction of Old Sitka Rocks trailhead connector, Summer 2021.
- Substantial Completion, September 2021.
- Open for recreational trail use, October 2021.

Background

The project includes extending the Sitka Cross Trail from Harbor Mountain Road north to the Starrigavan Boat Launch overflow parking lot, adjacent to the USFS Forest & Muskeg trailhead. A small parking lot will be constructed at the Harbor Mountain Trailhead. The project also includes a connector trail in the vicinity of No Name Mountain for users to access the Cross Trail from the Old Sitka cruise ship dock. The total length of new trail to be constructed is 14,000 feet (2.6 miles), increasing the total length of the Sitka Cross Trail system to over 7 miles, including multiple access points throughout.

The project is being constructed by Sitka Trail Works, who has assisted with the development of the project from start to finish. The current funding plan is as follows:

\$ 2,132,698 – Grant from Western Federal Lands
\$ 72,575 – CBS GF and/or CPET Funds
\$ 142,596 – STW contribution
\$ 2,347,869 – Total Available Project Funding

Current Contracts: Sitka Trail Works, Inc. \$2,010,644

Sitka Seaplane Base (SPB) (PLANNING PHASE)

For more information and history on this project, visit the City website at:

www.cityofsitka.com > Public Works Department > Public Works Projects > New Sitka Seaplane Base – or go directly to:

<https://www.cityofsitka.com/government/departments/publicworks/SitkaSeaplaneBaseSitingStudy.htm>

Milestones This Period

- Developed multiple facility layout concepts.
- Pilot Stakeholder tele-meeting to discuss facility layout concepts.
- Refined recommended concept based on pilot input.
- Tele-meeting with Regional FAA to review the project from the early Master Planning through the current project and the proposed facility layout concept and the ROM estimated cost.
- Revised and finalized the Planning Level Facility Layout Concept with changes and phasing reducing the estimated ROM costs.
- Per FAA request, we developed a Wait List of pilots who intend to base aircraft at the new SPB once it is constructed. Currently 12 aircraft with tail numbers and 4 pilots who intend to purchase and base aircraft at the new SPB once it is built are on the Wait List. FAA wanted to see at least 9 or 10 aircraft on the SPB Wait List.
- Regional FAA reviewed the SPB project with FAA Headquarters and the project still has FAA support.
- Preliminary Draft Environmental Assessment review by CBS and FAA.

Future Milestones

- Draft Environmental Assessment (EA) prepared and ready for Public Review: October/November 2020.
- Planning for land acquisition and business plan: October/November 2020.
- Assembly update presentation and public meeting for input on drafts EA, facility layout, and business plan: October/November 2020.
- Prepare and submit AIP grant applications to FAA for next phase Design/Land Acquisition: Spring/Summer 2021 (depends on federal funding cycle).

Background

The existing Seaplane Base has been operating for 65 years and is at the end of its useful life. The Assembly passed an action plan to construct a new facility just inside the breakwater on Japonski Island (end of Seward Street) making this a top priority to secure Federal Funding, land, and ultimately construction. Federal Funding is anticipated to cover 93.75% of the cost of construction and another \$150k per year in annual entitlements for the Airport Capital Improvements Program (ACIP) for long term major maintenance or expansion projects. Developing the SPB ACIP (5-year plan) along with an airport operations plan for airport sustainability are tasks included in the project planning and design development of the project.

There are 5 main phases required to complete to be eligible to proceed to the next stage and receive Federal funding:

1. Planning and Environmental Review (current funded stage):
Complete early 2021
2. Planning Level Layout plan (current funded stage): Complete
3. Land acquisition (not funded until EA is completed and approved):
Complete Summer 2022
4. Design/Final Permitting (must build or give back FAA funds):
Complete Summer 2022
5. Construction: 2023-2024

The preliminary ROM project cost for project without wave attenuators is estimated at \$19 million. Funding for this project is provided by the following sources:

\$842,629 – FAA AIP Grant (E/A & Planning Grant)
\$56,176 – General Fund Working Capital (Req'd CBS Match @ 6.25%)
\$898,805 – Total Available Project Funding

Current Contracts: DOWL (E/A & Aviation Planning) \$707,079

Sitka Sea Walk Phase 2 (PLANNING & DESIGN PHASE)

Milestones This Period

- Federal funding secured for design phase of project.
- All future milestones are in progress.

Future Milestones

- Additional scoping effort has been performed to explore reducing costs estimated for preferred alternatives. (Route described in Background section below is likely too expensive to fit within existing funding. Project may look to build a portion of the route only.)
- Revised scoping has resulted in cost estimate reductions for Segment 2 of the alignment described below (adjacent to O'Connell Bridge).
- A Memorandum of Agreement between CBS, ADOT and Western Federal Lands (WFL) is being finalized to delineate final project scope, funding, ownership and maintenance responsibilities for new facilities and roles of project delivery team.
- Design phase to kick off in late 2020 with plans for multiple meetings throughout the process.
- Construction is estimated to begin 2022.

Background

The project includes extending the Sitka Sea Walk from the Sitka Public Library toward (and under) O'Connell Bridge and terminating at the west end of Lincoln Street at its intersection with Harbor Way. Phase 2 of the Sea Walk, an 8-foot wide handicap accessible multi-use path, will continue the same theme as the first phase of the Sea Walk that extends from Harrigan Centennial Hall East through Crescent Harbor Park toward Sitka National Historical Park. The project is being delivered (managed) by ADOT and WFL in coordination with CBS. The project will be designed in 2020-2021 and construction is expected to begin in 2022. Multiple rounds of public involvement are anticipated throughout the design process. The current funding plan is as follows:

\$ 1,674,713 – Grant from Western Federal Lands
\$158,060 – CBS GF and/or CPET Funds
\$1,832,773 – Total Available Project Funding

Current Contracts: PTS, Inc (project management) \$50,000

Peterson Storm Sewer Rehabilitation (DESIGN PHASE)

Milestones This Period

- All future milestones are in progress.

Future Milestones

- Complete design, September 2020.
- Project to be bid in Fall 2020 and constructed in Summer 2021 when public schools are not in session. The closure of Peterson Street would cause major school-bus delays.

Background

The project includes replacement of deteriorated 60" corrugated metal culvert crossing under Peterson Street with a 15' wide plate arch culvert, allowing for fish passage. Peterson Street is a collector street that provides critical access to side streets and local residences as well as to Sitka High School.

Total project cost is estimated at \$1,215,000. Funding for the project is provided by:

\$1,020,000 – General Fund Working Capital
\$55,000 – National Fish & Wildlife Foundation design grant
\$60,000 – U.S. Fish and Wildlife Service Fish Passage construction grant
\$80,000 – U.S. Fish & Wildlife Service Fish Passage construction grant
\$1,215,000 – Total Available Project Funding

Current Contracts:	DOWL (design)	\$116,070
	PTS, Inc. (project management)	\$41,000

Channel and Eagle Way Lift Station Rehabilitation (CONSTRUCTION PHASE)

Milestones This Period

- Channel and Eagle Way lift stations are under construction.

Future Milestones

- Rehabilitate Channel and Eagle Way lift stations:
 - Commission Channel lift station: late September
 - Commission Eagle Way lift station: early November.
 - Substantial Completion (both sites): November 9, 2020.
 - Physical Completion (both sites): November 16, 2020.

Background

Eagle Way Lift Station is responsible for pumping all sewage east of Eagle Way toward the Wastewater Treatment Plant. Channel Lift Station is responsible for an apartment complex and one private residence on Halibut Point Road. Both 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.

The estimated construction cost for the project is approximately \$1.2 million. Funding for the project is provided by:

\$250,000 – DCCED grant (Eagle Way Lift Station)
\$530,000 – Wastewater Fund Working Capital (Eagle Way Lift Station)

\$108,266 – Wastewater Fund Working Capital (Channel Lift Station)
\$371,109 – ACWF loan (Channel Lift Station)
 \$1,259,375 – Total Available Project Funding

Current Contracts:	DOWL (C-EW portion of bigger design project)	\$100,975
	DXPE (Eagle Way portion of pump supply contract)	\$56,714
	Boreal Control (C-EW portion of control equipment supply contract)	\$97,200
	Marble Construction (construction)	\$829,238
	PTS, Inc (C-EW project management)	\$49,000

Brady Lift Station Rehabilitation (DESIGN PHASE)

Milestones This Period

- All future milestones are in progress.

Future Milestones

- Complete design September 2020
- Bid October 2020.
- Request supplemental appropriation for approximately \$250K. This was missed during the FY21 budget process: October 2020 (after we open bids).
- Issue Notice to Proceed to low bidder: November 2020.
- Construct Brady Lift Station improvements:
 - Start construction: January 2021.
 - Substantial Completion: March 2021.
 - Physical Completion: April 2021.

Background

Brady Lift Station is responsible for pumping all sewage generated north of Brady Street to the Wastewater Treatment Plant. A plug valve in the lift station has failed, making it impossible to isolate one of the three pumps for maintenance. Equipment is outdated and requires excessive maintenance. Project will rehabilitate lift station, re-using existing infrastructure to the extent feasible. Work is scheduled to minimize impacts to True Value. The project will require use of part of their parking lot.

The estimated construction cost for the project is approximately \$900K. Funding for the project is provided by:

\$217,400 – ACWF loan
\$428,759 – Wastewater Fund Working Capital
 \$646,159 – Total Available Project Funding

A supplemental budget request for \$250K will be needed to fully fund the project.

Current Contracts:	DOWL (Brady portion of bigger design project)	\$115,467
	DXPE (Brady portion of pump supply contract)	\$ 53,730
	Boreal Control (Brady portion of control equipment supply contract)	\$ 97,700
	PTS, Inc (project management)	\$37,000

Airport Terminal Improvements (DESIGN PHASE)

Milestones This Period

- Review and mark-up 35% design submittal.
- Consultant tele-meetings for project re-start up.

Future Milestones

- Complete the 35% design revisions/milestone, September/October 2020.
- Complete the 65% design milestone, March/April 2021.
- Resolve the remaining 30% TSA design submittal issues for the TSA Baggage Screening Area during the 35% to 65% design phase, March/April 2021.
- AK DOT involvement during 65% design milestone regarding potential FAA AIP funding & Improvement phasing Fall/Winter 2020/2021.
- Bid phase 1 of project, Fall 2021.
- Construct phase1, 2021/2022.
- Phased construction **subject to funding 2021 through 2024.**
- Identify funding sources for terminal improvements beyond the PFC/Bonding and AIP grant request to AK DOT, like airport terminal user fees, parking fees, curbside and taxi permit fees, which are all typical Airport Revenue sources.
- Phased construction has been delayed to at least 2021 through 2023, due to the Federal Government shutdown at the end of 2018 and difficulties with the completion and approval of the 30% TSA Baggage Screening Area/Equipment design.

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 and a recent grant amendment totaling \$245,385.95 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. The total anticipated revenue collection over the 20-year period of collection is \$6,840,000.00, which will finance the \$4,025,000 revenue bond along with its fees and debt service.

The 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 Secured
• TSA OTA Grant	\$ 158,569	Secured
• TSA OTA Grant Amendment	\$ 86,817	Secured
• TSA Funding	\$3,397,500	Unsecured
• Eligible AIP Grant Request through AK-DOT	\$10,283,954	Unsecured

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

Maintenance Activities

Streets

- Removed a derelict sailboat from the harbor, transported it by trailer to the Granite Creek construction overburden site for demolition.
- Spray patched Katlian Street.
- Ditched Viking Way.
- Removed trees around Sitka High School.
- Repaired a catch basin and graded the road on Kirkman Way.
- Assisted the Electrical Department in installing conduit and prepped the parking lot for paving at the Wastewater Plant.
- Graded gravel roads.
- Sweep streets.
- Assisted the School District with painting lines on the Blatchley Middle School's parking lot.
- Buried bio solids.
- Assisted the Water Department in repairing the waterline on Monastery, Bart Circle, and Edgecumbe Drive.
- Prepped paving patches at the Marine Service Center.
- Watered roads for dust control.
- Removed and scrapped a junk vehicle across from Channel Club and another in the 4500 block of Halibut Point Road.
- Stockpiled recycled asphalt pavement material received from the State Sawmill Creek Road paving project.
- Prepped the crosswalks on Edgecumbe.
- Removed vegetation and ditched Price Street, South Kramer, Lance Dr. and Ross Dr.
- Moved the Baranof statue from the Harrigan Centennial Hall to the museum.
- Removed and scrapped an old bus at Marine Service Center.
- Spray patched Lincoln Street.
- Repaired a sinkhole on Littlefield Way.
- Repaired a catch basin at Sealing Cove for paving.
- Filled in potholes at various locations.
- Painted crosswalks on Edgecumbe Drive.
- Flushed sewer on Monastery St.
- Overlayed Anna Drive with recycled asphalt pavement from the State Sawmill Creek Road paving project.

Central Garage

- Did 36 repairs, mostly minor, on City equipment.
- Replaced drive motors on a Walker mowing machine.
- Inspected the Senior Center Van and serviced it.
- Repaired damaged fenders on Unit 420 case loader.
- Did annual inspections and services on 26 units.

Scrapyard

- Shipped 7 gondolas or 147,660 pounds which equals 73.83 tons and Averages 0.54 tons a gondola.

- Set up to receive fats, oil and grease from the public.
- Shipped another 7 gondolas or 158,330 pounds which equals 79.165 tons or 11.30 tons per gondola.
- Received a new excavator per the FY21 budget.

Grounds Maintenance

Completed

- Preventive maintenance schedule – Normal operations 56 preventative maintenance (PMs)
- Reactive/requested work orders – 4 (logged)
- 350 Gal. Bear hula-hoop installed at Moller, Vilandre, Keet Gooshi Hein Ballfields – proven to date as bear “resistant”. Kimsham trash can only got knocked over once in the last 2 months.
- Temp attendant positions FEMA program ended Sept. 14th due to funding. Retracted from touch point sanitization for restrooms facilities and once a day custodial cleaning services for all recreation and grounds sites to one time per day. Support to harbors as gone strictly to Harbor Dept. Harbors still assisting with locking specific sites at night shift.
- City Hall parking lot satellite dish assist lease personnel with vegetation growing around dish due to for their contracted maintenance person coming to town to provide necessary maintenance work.
- Assisted Trees & Landscape (T&L) Committee with removal of planting from the Totten Building. Stock is stored at Kimsham complex pending spring planting projects with T&L.

Ongoing

- Maintenance programs transitioning into fall rotation.
- Sports programs are operated following state mandates for COVID. Grounds team providing support for field use and groups operations.
- Providing Support, continuing maintenance, repairs based around necessity pertaining to COVID-19.
- Working with CARES funded contract with Sitka Conservation Society project overview and direction.

Building Maintenance

Completed

- Preventive maintenance schedule – Normal Operations – 13 PMs
- Work Requests 15 (logged).
- Harrigan Hall gutter liner installed (punch list items remaining).
- Scrap Yard Bailer Building budgeted lighting upgrade.
- Airport auto-doors and double doors.
- Airport TSA Security Inspection with TSA Engineering Firm – Report will follow.
- Airport SIDA Security Badge updates and report complete

- COVID-19 sneeze guards ordered and installed for voting at Harrigan Hall.
- Transfer Station removal of old sprinkler system (assistance with TEP employee)
- City Hall – Office moves for operations - Planning, Assessing, and Public work relocation office for better customer service and operation needs. Painted 3 office and touchups in 4 others.
- Airport SIDA Security Badge updates and report complete

Ongoing

- Building & Grounds team providing support on Transitional Employment Program, CARES COVID funding. Assisting getting stock, materials, tools, and crews lined up to for work.
- Airport Auto-Doors and double man door installed – punch list items underway and physical completion.
- Touch point sanitization of selected public city buildings. Airport, City Hall, Library, City/State (Public spaces & Courts as needed). Retracted operations due to funding.
- City/State Law Office – District attorney's office paying for the replacement of 7 windows. CBS building maintenance coordinating work. complaints on damaged windows.
- State DOT/PF requesting City/State to no longer be part of their infrastructure. Discussion on option to proceed with City/State 1967 Agreement.
- Working with PTS Engineering Contractor on potential CAREs funded protects including City Hall renovation work for utility suite, ADA touchless door at main entrance, procurement, and purchase of touchless devises for a number of city public facilities.

Monitoring

- Harrigan Centennial Hall – tile floor cracking common areas, waiting to see if weather changes create more issues.
- Harrigan Centennial Hall additional cracks discovered under meeting room 5 carpet tiles. Waiting to see what happens with weather changes and activate on plan for repairs if required.

Transitional Employment Program (TEP):

The PW Department currently has sixteen (16) individuals hired into the Transitional Employment Program (TEP) and will be hiring more in the coming weeks. The TEP is funded with CARES money and its purpose is to employ people who are not working due to COVID and to provide them with on-the-job-training and certifications that could help get them back into the workforce. The program is funded through December 31, 2020.

All of the TEP workers have taken the Flagger Certification course and are working on a variety of projects that includes structure painting and rehab, pressure washing, flagging, etc. The types of projects will continue to expand as the program develops and as weather permits.

TEP Projects worked on to Date:
Sitka Library Campus, power wash – COMPLETE



Harrigan Hall Campus, power wash – parking lot side of building done.



Animal Shelter – prep and pain the exterior – punch list, items working around weather.



Animal Shelter brushing round facility to open up site lines (bears) and pull back vegetation from the building.



Sandy Beach – exposed route and made necessary repairs. Repair the Sandy Beach bathroom due to ant damage. Prep and painted the facility – punch list items working around weather.



- City Hall, power wash back parking lot due to grease from trash truck.
- Corrosion Control Facility – Lab Counter replacement (assisting building maintenance and water dept. teams).
- Streets – provide assistance painting of crosswalks around schools
- Streets- provide assistance with road patches
- Streets – provide assistance with brushing
- Moller Complex brushing alders along roadside and away from infrastructure
- Kimsahm Complex, brushing along roadside and hill to open up driving site lines for pedestrians and drivers – removed other unwanted trees/weeds along road side.
- Whale Park Restroom, Brush around power wash sides in preparation for possible painting based off weather. May look into tenting the facility.



- Whale Park – brush area intended for trail to replace first staircase path to water view platform.
- Senior Center front ramp, hardware replacement underway.



Transfer Station removal of old sprinkler system.

Water/Wastewater

Transitional Employment Program-CARES Funding

The PW Department currently has sixteen (16) individuals hired into the Transitional Employment Program (TEP) and will be hiring more in the coming weeks. The TEP is

funded with CARES money and its purpose is to employ people who are not working due to COVID and to provide them with on-the-job-training and certifications that could help get them back into the workforce. The program is funded through December 31, 2020.

All of the TEP workers have taken the Flagger Certification course and are working on a variety of projects that includes structure painting and rehab, pressure washing, flagging, etc. The types of projects will continue to expand as the program develops and as weather permits.

Wastewater Treatment Plant Rehabilitation Project Update

Significant progress has been made on the Wastewater Treatment Plant Rehabilitation Project and is tracking to be completed by the end of the year. The wastewater treatment plant was built in 1983 and over time the corrosive nature of the gases associated with raw wastewater corroded the heating, ventilation, plumbing and electrical systems within the plant. The exterior of the plant had also taken a beating over time and needed siding and windows. The wastewater treatment equipment inside of the plant is not included in this rehabilitation project.

Photos of the Wastewater Treatment Plant Project-New piping, heat pump, and transformer.





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-196 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/6/2020 In control: City and Borough Assembly

On agenda: 10/13/2020 Final action:

Title: Approve the minutes of the September 8, 22, and 24 assembly meetings

Sponsors:

Indexes:

Code sections:

Attachments: [CONSENT and Minutes](#)

Date	Ver.	Action By	Action	Result
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CONSENT AGENDA

POSSIBLE MOTION

**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 8, 22, and 24 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 Kevin Mosher,
Kevin Knox, Dr. Richard Wein, Valorie Nelson, Thor Christianson*

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

Tuesday, September 8, 2020

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Knox participated by videoconference.

Present: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

IV. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

20-181 Reminders, Calendars, and General Correspondence

V. CEREMONIAL MATTERS

20-177 Proclamation Honoring Posthumously Patricia "Patty" Bickar

Mayor Paxton read and presented a proclamation to Patty Bickar's family honoring Bickar posthumously.

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

Eric Van Cise, Vice President of the School Board, updated the Assembly on the start of the school year.

VII. PERSONS TO BE HEARD**VIII. CONSENT AGENDA**

A 20-178 Approve the minutes of the August 11 and 25 Assembly meetings

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

IX. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

B 20-180 Appoint Ben Hughey to three-year terms on the Police and Fire Commission and the Parks and Recreation Committee

A motion was made by Christianson to appoint Ben Hughey to a three-year term on the Parks and Recreation Committee. The motion PASSED by the following vote.

Yes: 7 - Knox, Paxton, Wein, Mosher, Nelson, Christianson, and Eisenbeisz

A motion was made by Mosher to go into executive session to discuss subjects that tend to prejudice the reputation and character of an individual and invite in Ben Hughey or determine if Ben Hughey desires a public discussion. The motion PASSED by the following vote. Hughey desired the conversation to be held in executive session.

George Paul spoke in support of executive session. Steve Lee and Marshall Albertson spoke in opposition to executive session.

Yes: 7 - Wein, Knox, Eisenbeisz, Mosher, Paxton, Nelson, and Christianson

The Assembly and Ben Hughey were in executive session from 6:24pm to 6:34pm.

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

Dave Nelson, PSEA Chapter President, spoke in opposition to appointing Hughey and spoke to concerns over recent social media posts by Hughey.

Assembly members Nelson, Mosher, and Wein voiced concern of Hughey's social media comments related to defunding the police. Hughey spoke to alternative training for police and told of opportunities to create solutions that respect and support the community. Wein reminded of the challenges the police department had been through and stressed the need for department support. Eisenbeisz reminded of the advisory nature of the Police and Fire Commission. Christianson and Knox spoke in support of Hughey and the need for a diverse membership.

A motion was made by Christianson to appoint Hughey to a three-year term on the Police and Fire Commission. The motion FAILED by the following vote.

Yes: 3 - Christianson, Eisenbeisz, and Knox

No: 4 - Wein, Nelson, Mosher, and Paxton

X. UNFINISHED BUSINESS:

- C ORD 20-45** Amending the official zoning map to rezone Lot 2-2, Sheldon Jackson Campus Subdivision Number 2 from multifamily residential (R-2) to Cemetery (C)

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

- D ORD 20-46** Making supplemental appropriations for fiscal year 2021 (*FY2020 purchase orders*)
- Linda Marlin wondered of the ordinance intent. Nelson relayed the ordinance pertained to housekeeping items. Finance Director Melissa Haley spoke to open purchase orders, mostly due to the pandemic. Items previously ordered hadn't been received - e.g. asphalt recycler, vehicles.

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

- E ORD 20-47** Making supplemental appropriations for fiscal year 2020 and 2021 (re-appropriations and supplemental appropriations)
- A motion was made by Nelson that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.**

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

- F ORD 20-48** Making supplemental appropriations for fiscal year 2021 (*Green Lake Phase I Supplemental Capital Appropriation*)

Municipal Administrator John Leach explained the appropriation was precautionary in the event the loan for Green Lake was not received and emphasized there was no reason to believe the loan would be denied. Finance Director Melissa Haley and Utility Director Scott Elder were hopeful word of the loan would be known in the next few months. Elder relayed the project fit into short-term planning. Haley reiterated if the loan was denied this appropriation would be used in addition to excess working capital due to recent refunding. Wein while understanding of the need for the work, expressed hesitancy for contingency financing. Eisenbeisz wondered if there were utility projects that could not happen because of the request. Elder answered no and didn't anticipate rate increases because of the project. Elder and Leach mentioned the risks of deferring the project, reminded no maintenance had been performed in 39 years, and said insurance coverage was becoming not only increasingly expensive but a problem to obtain.

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

XI. NEW BUSINESS:**G 20-174 Approve hire offer for Michelle Murdock as Human Resources Director**

Municipal Administrator John Leach reminded the position had been vacant for nearly two years. He commended Human Resources Assistant Sharon Joseph for her work and thanked Kimberly Geariety for filling in over the past year. Leach told of Murdock's qualifications. Nelson expressed concern over the salary offered. Wein spoke in opposition to the process and wished to be able to ask the candidate questions. Paxton and Christianson spoke to the importance of filling the position.

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

Yes: 5 - Christianson, Eisenbeisz, Knox, Paxton, and Mosher

No: 2 - Wein, and Nelson

H 20-179 Decision on whether to allow sales tax free day(s) following the Thanksgiving holiday and set date(s)

Eisenbeisz requested to be recused as his business would profit. Finance Director Melissa Haley noted the sales tax free holidays decreased revenue by approximately \$50,000.

A motion was made by Mosher to authorize November 27 and 28 as sales tax free days for 2020 noting the sales tax free days will not be applicable to any sale of fuel, alcoholic beverages, tobacco products, and marijuana, nor affect any sale which is part of a continuing obligation of the buyer to pay the seller over time. The motion PASSED by the following vote.

Yes: 6 - Christianson, Knox, Wein, Paxton, Mosher, and Nelson

Recused: 1 - Eisenbeisz

I 20-173 Update / Discussion on the CARES Act Working Group progress (*public comment to be taken*)

Steve Lee and Linda Marlin spoke to the delay in distributing money to businesses. Marshall Albertson requested to know what businesses had received CARES Act money. Roger Schmidt recommended a second round of support for businesses.

Municipal Administrator John Leach reviewed and provided an update on each of the CARES Act working group categories and established programs. Assembly members offered comments on the programs, suggested ideas for future distribution, and expressed the need for expedient distribution.

J 20-175 Discussion / Direction / Decision on CARES Act appropriations

Finance Director Melissa Haley explained the item was merely a housekeeping measure. She told of Charter requirements, the unknown details of spending at the time the CARES Act appropriations went forward, the need to treat personnel expenses and fixed/capital asset purchases differently from general expenses, and told of two proposed paths forward: 1) a motion giving the Administrator the authority to move existing appropriations between expenses, fixed assets, and personnel, so long

as the thresholds of the categories approved were maintained, limited to CARES Act funding; 2) a motion acknowledging that amounts could not be properly identified for each "accounting bin" and allow the Administrator to come forward after the funding had been spent with a "clean-up" appropriation. Wein suggested the option that would yield the most transparency.

A motion was made by Christianson to give the Municipal Administrator authority to move existing appropriations between expenses, fixed assets, and personnel, so long as the thresholds of the categories approved are maintained, limited to CARES Act funding. The motion PASSED by the following vote.

Yes: 6 - Christianson, Eisenbeisz, Knox, Paxton, Mosher, and Nelson

No: 1 - Wein

XII. PERSONS TO BE HEARD:

Tori Curran spoke to the need for diversity on boards and commissions. Volney Smith told of the poor fishing season. Marshall Albertson expressed concern about CARES Act money distributed to nonprofits. George Paul spoke to CARES Act funding and the importance of board/commission appointments. Linda Marlin stated Sitkans were struggling financially.

XIII. REPORTS

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

Liaison Representatives - Wein spoke to the SEARHC Community Health group meeting, the Emergency Operations Center, and the Sitka Fisheries group. Knox reported on the Parks and Recreation Committee meeting and reminded the first Port and Harbors Commission meeting of the season was September 9.

Clerk - Peterson reported on the voting options available for the October 6 Municipal Election and urged citizens to respond to the 2020 Census.

XIV. EXECUTIVE SESSION

]]K 20-176

Financial Matter - Responses to the Request for Information issued with respect to the 17 acre waterfront parcel of municipal land located at 4951 Halibut Point Road

Municipal Attorney Hanson explained the need to protect the competitive advantage and disadvantages related to the responses.

A motion was made by Mosher to go into executive session to discuss the responses to the Request for Information issued with respect to the 17 acre waterfront parcel of municipal land located at 4951 Halibut Point Road, which involve certain matters the immediate knowledge of which would adversely affect the finances of the municipality, and invite in Planning Director Amy Ainslie and Finance Director Melissa Haley. The motion PASSED by the following vote.

Yes: 7 - Paxton, Christianson, Knox, Mosher, Eisenbeisz, Wein, and Nelson

The Assembly was in executive session from 8:40pm to 9:43pm.

**A motion was made by Nelson to reconvene as the Assembly in regular session.
The motion passed by unanimous consent.**

XV. ADJOURNMENT

**A motion was made by Christianson to ADJOURN. Hearing no objections the
meeting ADJOURNED at 9:45pm.**

**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 Kevin Mosher,
Kevin Knox, Dr. Richard Wein, Valorie Nelson, Thor Christianson*

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

Tuesday, September 22, 2020

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Knox participated by videoconference. Municipal Clerk Sara Peterson reminded of proper citizen participation.

Present: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

IV. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

20-193 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)

20-183 SEARHC President Charles Clement: Sitka's Integrated Health Care System - 6 Month Report

Charles Clement SEARHC CEO gave a report of the 6-month integration and merger with Sitka Community Hospital and SEARHC. He explained the expanded services and commitment follow through. He told of the response by SEARHC with regards to the

COVID-19 Pandemic. He gave an update on the hospital project stating a RFP would be going out this fall and construction by spring. He explained the building that was being remediated and demoed for a possible housing site. He told of land acquisition of the hospital and properties with regards to the other areas of the campus. He talked about costs and noted he could provide pre-merger and post-merger pricing.

VII. PERSONS TO BE HEARD

Michelle Putz and Randy Hughey of the Sitka Community Land Trust (SCLT) provided an update on land at the former city shop area. They told of the potential homes, pricing, and the possible future down payment assistance program.

Deb Miller the Tree and Landscape Committee Chair thanked SEARHC for their donation of landscaping plants.

George Paul thanked the city for the utility assistance program, told of concerns with some individuals being denied, and asked the Assembly to waive the denials. He urged all members to be in-person for meetings.

VIII. CONSENT AGENDA

A 20-187 Approve a standard marijuana cultivation facility license renewal application for Darren H. Phillips dba Fiberlite at 120 Jarvis Street Unit C

Wein told of concerns with the paperwork. Municipal Clerk Sara Peterson provided an explanation on the violation, stating that AMCO was unable to comment or state whether it was resolved or not. Municipal Attorney Brian Hanson advised responsibility of the Assembly, not if there were issues with another governmental entity.

Christianson was in support. Nelson stated she was in support unless they were delinquent in city sales tax. Eisenbeisz wondered if the city would be affected as a portion of the permitting fee. Wein was not in support and would like an explanation from the applicant. Knox clarified city jurisdiction to object and noted the business was current with the city. Peterson explained that the application would go to the state Marijuana Board in October.

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

Yes: 6 - Christianson, Eisenbeisz, Knox, Paxton, Mosher, and Nelson

No: 1 - Wein

IX. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

B 20-186 Appoint Wendy Alderson to an unexpired term on the Planning Commission

Christianson thanked the applicant.

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

- C 20-184** Appoint one to a two-year term on the Gary Paxton Industrial Park Board of Directors: Vaughn Morrison (incumbent), Chris Ystad
- Municipal Clerk Sara Peterson announced that Ystad withdrew his application. Wein and Paxton were in support of Morrison's appointment.
- A motion was made by Mosher to APPOINT Vaughn Morrison to a two-year term on the Gary Paxton Industrial Park Board of Directors. The motion PASSED by the following vote.**

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

- D 20-185** Appoint one to a three-year term on the Police and Fire Commission: Gary Oines, Samuel L. Pointer Jr., Wayne Young
- Nelson disclosed applicant Young was her nephew and Eisenbeisz disclosed Young was a volunteer at the Fire Department.
- Public comment: Charles Dean spoke in support of Gary Oines.
- Assembly members asked to hear from the applicants.
- Oines spoke to his interest in law enforcement, racial injustice, and looting. Pointer told of his respect for Police and Fire Department and the people they serve. He told of his history and family history with the service and police employment around the country. Young introduced himself stating he was a volunteer of the Fire Department and wanted to look out for public safety.
- Assembly comment: Wein felt that all applicants would be approved if they were not running against each other and noted the difficult decision. He thanked all the applicants. Nelson spoke in support of Young. Eisenbeisz noted the opportunity to bring in a young person to further public service. Christianson told of the difficult decision but felt that Young was a diverse, valuable addition who grew up in Sitka and wanted to be more invested in the community.
- Municipal Attorney Brian Hanson answered that it would not be a conflict of interest for Young to be on the commission as a volunteer at the Fire Department.
- A motion was made by Christianson to nominate the applicants.**
- A roll call vote was taken. Voting for Oines: Wein. Voting for Young: Christianson, Eisenbeisz, Knox, Paxton, Mosher, Nelson. With 6 votes, Young was appointed.**

X. UNFINISHED BUSINESS:

XI. NEW BUSINESS:

New Business First Reading

- E ORD 20-49** Making supplemental appropriations for fiscal year 2021 (*using COVID-19 funds for harbor restrooms*)
- Municipal Administrator John Leach informed that DEC gave an extension of CPET funds to be spent in three years. Finance Director Melissa Haley stated this was an

existing appropriation to upgrade the Crescent Harbor restrooms reducing working capital from the General, Harbor, and CPET Funds. It was to update the Lake and Lincoln restroom and all Harbor Fund restrooms. Harbormaster Stan Eliason explained the upgrades in detail. Leach mentioned that this was COVID-19 mitigation efforts. He would have to check with DEC if the funds could be used for other projects after Christianson asked about the Crescent Harbor float.

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

F ORD 20-50

Amending Title 11 "Vehicles and Traffic" of the Sitka General Code by adding Chapter 11.80 "Permanent Motor Vehicle and Trailer Registration"

Wein noted this was for vehicles that were 8 years old and older which may not have modern pollution controls as newer ones. He stated it was unclear if the boat trailers were included and that definitions were needed for items. He noted the lack of the fiscal note in the memo and that the city received a portion of the registration fee from the state. Eisenbeisz stated the ordinance allowed the city to ease the burden on citizens without losing much revenue. He said the trailer definition was in the ordinance. He noted that any transfer of ownership would require a new registration. Knox felt this was a common exemption that was up to organized boroughs to adopt as code language and that it was not a large revenue change. He noted it was for non-commercial vehicles and trailers aged 8 years or older. He was hopeful to get data from the state by the second reading. Mosher noted that the amount would be dependent on how many Sitkans apply for it. Christianson noted the average age of vehicles and gave estimates of revenue lost. He was in support especially of a permanent boat trailer registration as it was something that could make the lives of Sitkans easier. Nelson was hoping to get more public comment between now and second reading. She told of her concerns that it could encourage more derelict vehicles.

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

Yes: 4 - Christianson, Eisenbeisz, Knox, and Paxton

No: 3 - Wein, Mosher, and Nelson

Additional New Business Items

G 20-190

Discussion / Direction / Decision of a final City and Borough of Sitka seal design to bring forward for Assembly approval on October 13

Eisenbeisz hoped for consensus for the redesigned seal and thanked Planning Director Amy Ainslie for her work on the project.

Ainslie reminded of the direction from the August 25 Assembly meeting to come back with the top 5 entries. Feedback was relayed to the artists and resubmittals were received with some whom made revisions and some did not. She was hoping tonight to be able to come to consensus on which entry the assembly would like to move forward for Assembly consideration on October 13. She reviewed the entries that were based on public, board/commisison, and Assembly feedback.

Wein appreciated the feedback and different views. His choices were 6 and 12. He

looked at in card form and in context, he felt they were nicely designed. Mosher gave feedback on the designs. Christianson stated he appreciated the boards/commisison comments and according to his own informal poll stated 5 was popular. Eisenbeisz felt that 5 had a lot of community support and liked 10. Nelson preferred 5 with the muted color and liked 12 if the bird was a bald eagle. Knox's preference was 5 and 6. He said he liked the reproduction of 5 and the bright colors, with regards to 6, he felt it had good low resolution production. Paxton like entry 5 with the muted color. This item would come back at the October 13 Assembly meeting under Unfinished Business.

H RES 20-27

Declaring an economic disaster in the City and Borough of Sitka due to COVID-19 and poor regional returns of all salmon species

Eisenbeisz wondered what would be gained by this resolution. Municipal Administrator John Leach stated to publicly recognize an emergency in order to join voices to become a louder voice. To send a message to the state that the poor fishing season had been devastating for the community. Nelson noted it was necessary and hoped it would help for assistance. Wein felt to make needs known as it was clearly problematic for the city and it needed to be announced that it was fact. Christianson felt it created awareness.

A motion was made by Nelson that this resolution be APPROVED on FIRST and FINAL READING. The motion PASSED by the following vote.

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

I 20-191

Approve hire offer for Craig Warren as Fire Chief

Wein spoke of his support of Warren and noted it was important because he's been around for a long time and knows the operations of the department. Eisenbeisz disclosed he was a volunteer member of the Fire Department. Paxton said we were lucky to have Warren. Christianson stated he had worked with Warren and was supportive of the hire.

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

J 20-188

Discussion / Direction / Decision of the Municipal Administrator's annual recommended transfer to the Public Infrastructure Sinking Fund

Finance Director Melissa Haley explained while our financial position was not dire right now, and ended with a fund balance higher than previous year, was recommending a zero transfer to the Public Infrastructure Sinking Fund.

Wein noted the backlog of infrastructure. He spoke to what the city was facing and stated that in the past there was excess but that now were dealing with zero. Paxton noted the cost of infrastructure and cost of city government that would be a conflict in the next few years.

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

K 20-189

Update / Discussion on the CARES Act Working Group progress (*public*)

comment to be taken)

Municipal Administrator John Leach gave a snapshot for each category, the funds remaining, and projected funds remaining in each category. He told of the waiver and exemptions received and that he was sensitive to those concerns, however there were guidelines and rules. If closed out, the remaining balance could be redistributed. He told of sector percentages for category 3 applicants. He relayed the CARES Act Working Group recommendation of another grant round of business and nonprofit grants. He stated the need to move quickly. He cautioned of spending with regards to auditing and funding beyond December. Leach explained the initial proposal amount paid to each position of the Transitional Employment program, that was billed with full number of hours and not to exceed amounts.

Nelson felt that it would take less time to give another grant round for utilities and would be easier to execute. Wein pointed out the cost per hour for hourly wages with the Transitional Employment program. He noted the need to consider structural needs in the city. Knox told of concerns to not out price current jobs in Sitka. Paxton felt that priority should be given to businesses and nonprofits for sustainability and as most critical to the community. Mosher stated as a member of the working group, he would prefer to do a second round of targeted grants to businesses and nonprofits.

Public Comments: George Paul spoke to the utility subsidization program and urged for another round for those citizens in need.

XII. PERSONS TO BE HEARD:

Wein commented that the congressional budget office released a long-term budget outlook for United States and how it was distressing to pile up debt. He stated the importance to deal with and understand as we move forward.

XIII. REPORTS

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

Mayor - Paxton thanked the public, staff for their work and fellow Assembly members.

Administrator - Leach reported on Southeast Conference and relayed that the city did not receive the BUILD grants for the Haulout.

Liaison Representatives - Wein attended the Sitka Community Health meeting, Christianson reported on the Investment Committee and Gary Paxton Industrial Park Board of Directors meetings. Knox reported on the Port and Harbors Commission meeting.

Clerk - Peterson reported on voting options for the municipal election and clarified that the advanced and absentee ballots would be counted beginning October 7. She reminded that the municipal election and the general were separate elections with separate applications.

Other - Wein reported on the Investment Committee noting that a higher return was greater risk. He encouraged the Assembly to understand how the Permanent Fund was invested.

XIV. EXECUTIVE SESSION

None.

XV. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:50 p.m.

ATTEST: _____
Melissa Henshaw, CMC
Deputy 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 Kevin Mosher,
Kevin Knox, Dr. Richard Wein, Valorie Nelson, Thor Christianson

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

Thursday, September 24, 2020

6:00 PM

Assembly Chambers

JOINT WORK SESSION WITH SITKA SCHOOL BOARD 5:00 P.M.

20-194 Joint Work Session: Assembly and School Board

The Assembly and Sitka School Board met from 5:00pm to 5:45pm.

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Assembly Members Knox and Nelson participated by videoconference.

Present: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

IV. CORRESPONDENCE/AGENDA CHANGES

None.

V. PERSONS TO BE HEARD

None.

VI. NEW BUSINESS:

A 20-182 Award FY21 General Fund Non-Profit Grants

Nelson provided an explanation for allocation amounts of zero and expressed a desire

to know how many of the applicants had received CARES Act funding and the amount received. Wein told of the need for fiscal responsibility and stressed retaining as much money in the General Fund as possible. He suggested the School District return the Secure Rural Schools funding to the City and apply for CARES Act funding. Christianson noted he hadn't made allocations to some categories because of the receipt of CARES Act funding. Knox reminded CARES Act money was meant to react to what the Nation was going through and reminded the annual General Fund grants provided leverage for organizations. To delay funding could hamper their ability to find additional funding.

A motion was made by the Assembly to postpone. Those from the public speaking in opposition to postponement were Lynne Brandon, Anne Bills, Michelle Friedman, George Paul, and Rick Petersen.

Municipal Administrator John Leach relayed additional time was needed to gather information related to those organizations who had received CARES Act funding. Knox spoke in opposition to postponement. Christianson and Mosher, while understanding of the disappointment in delaying the awards, reminded it was a postponement not a motion to cancel the awards. Nelson wished to have more information to make an informed decision. Wein stressed fiscal responsibility.

A motion was made by Christianson to POSTPONE the award of the FY21 General Fund Non-Profit Grants to the 1st meeting in November (November 10). The motion PASSED by the following vote.

Yes: 4 - Christianson, Wein, Mosher, and Nelson

No: 3 - Eisenbeisz, Knox, and Paxton

B 20-195

Discussion/Direction/Decision on 1) the Phase 2 CARES Act Small Business and Nonprofit Relief and Recovery grant application, and, 2) the reallocation between funding categories

Municipal Administrator John Leach told of the remaining \$3.8 million CARES Act funds available to allocate to other programs. He recommended allocating \$3 million to category 2 for a second phase of business relief and recovery/stabilization grants and provided an overview of the draft applications. Nelson and Wein expressed a desire to have a second round of utility subsidization.

George Paul spoke in support of another round of utility subsidization.

A motion was made by Eisenbeisz to approve both applications and the suggested allocation amounts (\$3 million total) as provided by the Administrator. The motion PASSED by the following vote.

Yes: 5 - Knox, Paxton, Mosher, Christianson, and Eisenbeisz

No: 2 - Wein and Nelson

A motion was made by Mosher to allocate \$800,000 for another round of utility subsidization for residential accounts.

An amendment was made by Christianson to add the remaining \$200,000 from the CARES Act homeless program to the remaining \$800,000 (part of the \$3.8 million referenced above) to make \$1 million available for utility subsidization.

Wein spoke to the need to provide assistance to the homeless community and spoke in opposition to the amendment.

The AMENDMENT PASSED by the following vote.

Yes: 4 - Eisenbeisz, Mosher, Nelson, and Christianson

No: 3 - Wein, Knox, and Paxton

The main motion as amended PASSED by the following vote.

Yes: 7 - Christianson, Wein, Eisenbeisz, Nelson, Knox, Mosher, and Paxton

VII. PERSONS TO BE HEARD:

George Paul thanked the Assembly and CARES Act Working Group for their time and advocating for those in need. Richard Wein thanked George Paul for his comments and reminded of the need for life to return to normal.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections the meeting ADJOURNED at 7:50 p.m.

ATTEST:

Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 20-28 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 10/6/2020 In control: City and Borough Assembly

On agenda: 10/13/2020 Final action:

Title: Adopting a new official City and Borough seal; recognizing the artwork of Aaron Traz Hill; and providing for an effective date

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Memo Res Exhibit](#)

Date	Ver.	Action By	Action	Result
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Sponsors: Eisenbeisz and Knox

POSSIBLE MOTION

I MOVE TO approve Resolution 2020-28 on first and final reading adopting a new official City and Borough seal; recognizing the artwork of Aaron Traz Hill; and providing for an effective date.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

Thru: John Leach, Municipal Administrator

From: Amy Ainslie, Planning Director

Date: October 5, 2020

Subject: City Seal Adoption

Background

On January 28, 2020 the Assembly approved the process for updating the city seal, which was to include a contest open to the public for entrants of any age to submit their ideas for a new seal. The Design Review Committee (DRC) comprised of the Assembly sponsors Eisenbeisz and Knox, along with the Administrator, Clerk, Planning Director, and an STA representative was formed to provide guidance and preliminary screening of contest entries. The contest was open and advertised from February 14th to March 31st. Due to the pandemic response, the review of those entries was put on hold until June, at which time the DRC met and advanced 7 of the 13 entries on for consideration by CBS boards and commissions, STA Tribal Council and subcommittees, and the general public. The feedback was presented to the Assembly on August 25th, at which time the Assembly directed staff to narrow the entries to the top five and provide artists with feedback. This was completed, and the final five entries were reviewed by the Assembly on September 22nd. After discussion and deliberation, the Assembly agreed that "Entry #5", depicting Mt. Edgecumbe, the O'Connell Bridge, a troller, a totem pole, and a USCG helicopter was the top choice for a new city seal.

Analysis

A resolution was prepared to finalize adoption of the City Seal. Early in the process, the Assembly indicated a strong preference that the transition be managed through attrition to minimize expenses. Upon passage of the resolution, a memo will be sent to all city staff reinforcing the direction to use all existing stocks of letterhead, business cards, and any other office supplies bearing the seal before ordering anything with the new city seal. A provision was included in the resolution to allow for at least a three year "overlap" period in which both seals will be recognized as the official seal, and this period can be extended by the Assembly if needed.

Fiscal Note

Award for winning design approved and advertised in contest as \$1,000, to be paid from the Mayor's contingency fund (total of \$3,000 for FY21 budgeted).

Embossers and a stamp for plat Mylars will be a total of \$130, paid from the Clerk's budgeted supplies.

Stationary and other office supplies to be replaced through attrition and expensed normally through budgeted departmental supply budgets. Most letterhead is generated electronically, so adoption of the new seal for the majority of correspondence should happen within a few weeks of adoption. Flags are approximately \$180 each, and will namely be replaced through attrition as well.

There is no budget for replacing all the decals of CBS vehicles in the FY21 budget; staff will explore if it is possible/feasible for the FY22 budget or later. It was anticipated at the beginning of the process that decals for the 33 eligible vehicles would cost approximately \$1,250 (plus ordinary staff time for removal and installation). The new seal will be used if new vehicles/equipment are purchased, or for any decal replacements that would ordinarily be done due to poor condition.

Recommendation

Approve the resolution to adopt the new official seal of the City and Borough of Sitka.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2020-28

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA ADOPTING A NEW
OFFICIAL CITY AND BOROUGH SEAL; RECOGNIZING THE ARTWORK OF AARON TRAZ
HILL; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, in 1971, the City and Borough of Sitka Assembly adopted a commemorative coin depicting the transfer of Alaska from Russia as the official seal; and

WHEREAS, said coin and seal depicted a cannon atop the historic Castle Hill site pointed out over Sitka Sound; and

WHEREAS, the community wishes to be represented in its official symbols in a way that is reflective of Sitka's rich history, society, culture, geography, flora, fauna, economy, and other important characteristics of the area and people within the boundaries of the City and Borough of Sitka; and

WHEREAS, a contest was open to the public from February 14th, 2020 to March 31st, 2020, inviting individuals to design a new official seal for the City and Borough of Sitka; and

WHEREAS, of the thirteen responses to the contest that were received, seven were selected to be reviewed by City and Borough of Sitka boards and commissions, the Sitka Tribe of Alaska, and the general public; and

WHEREAS, the City and Borough of Sitka Assembly, after consideration of feedback from its boards and commissions, the Sitka Tribe of Alaska, and the general public, selected an entry depicting Mt. Edgecumbe, the O'Connell Bridge, a totem pole, a troller, and a U.S. Coast Guard helicopter which was created by artist Aaron Traz Hill and included as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the Assembly of the City and Borough of Sitka, Alaska, hereby adopts the design created by artist Aaron Traz Hill as the Official Seal of the City and Borough of Sitka; and

BE IT FURTHER RESOLVED that there will be a transition period of three (3) years in which both the old and new seals shall be recognized as the official seal of the City and Borough of Sitka.

PASSED, APPROVED AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 13th day of October, 2020.

Gary L. Paxton, Mayor

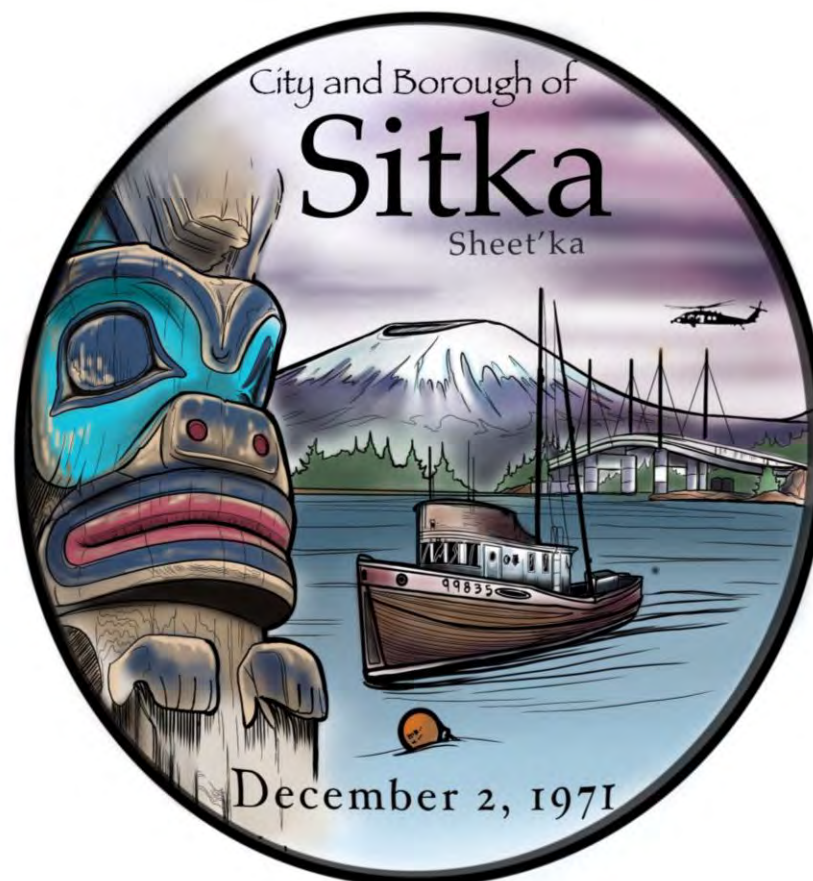
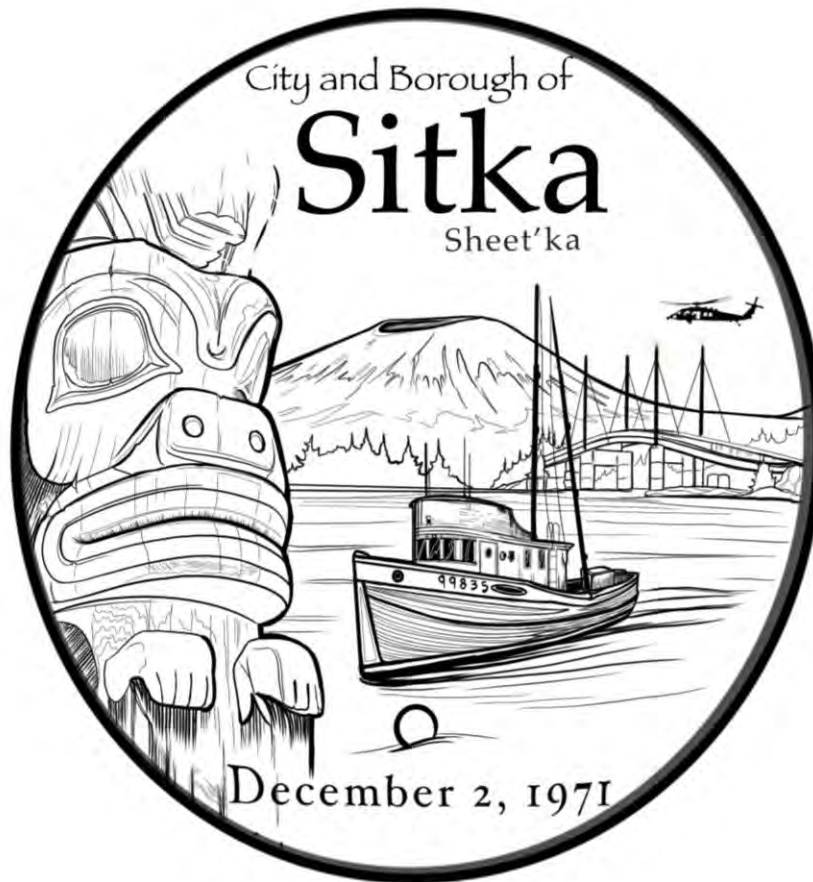
ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st and final reading 10/13/2020

Sponsors: Eisenbeisz/Knox

Exhibit A





CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-49 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 9/15/2020 In control: City and Borough Assembly

On agenda: 10/13/2020 Final action:

Title: Making supplemental appropriations for fiscal year 2021 (using COVID-19 funds for harbor restrooms)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2020-49](#)
[Memo Ord 2020-49](#)
[Ord 2020-49](#)

Date	Ver.	Action By	Action	Result
9/22/2020	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2020-49 on second and final reading making supplemental appropriations for fiscal year 2021 (*using COVID-19 funds for harbor restrooms*).




City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Stan Eliason, Harbormaster

Date: September 1, 2020

Subject: COVID-19 Mitigation Funds for Harbor Restrooms

Background

The CBS received \$367,905 from the State of Alaska Department of Commerce, Community, and Economic Development, for the purpose of mitigating the spread of COVID-19. The sources of these funds, totaling \$8.5 million, are the commercial passenger vessel environmental compliance fund (AS 46.03.482) and the commercial vessel passenger tax account (AS 43.52.230(a)). AS 46.03.482 governs the Department of Environmental Conservation and states that the monies in the fund are primarily intended “for the department’s operational costs necessary to carry out activities under AS 46.03.460 — 46.03.490 relating to commercial passenger vessels.” These activities primarily consist of monitoring wastewater discharges from commercial passenger vessels for compliance with water quality standards.

AS 43.52.230(a) is a statute of the Department of Revenue governing the “commercial vessel passenger tax account.” Subject to appropriation, under (b) of this section monies may be distributed to cities and boroughs “for port facilities, harbor infrastructure, and other services provided to the commercial passenger vessels and the passengers on board those vessels.” Under (d) of this section, appropriations may be made to “(1) improve port and harbor infrastructure, (2) provide services to commercial passenger vessels and the passengers on board those vessels, or (3) improve the safety and efficiency of the interstate and foreign commerce activities in which the vessels and the passengers on board those vessels are engaged.”

Analysis

Sitka, like many other coastal communities rely on tourism to support the tax base. Sitka is also home to one of the largest commercial fishing fleets in Southeast Alaska.

The grant funding would be used to upgrade our restroom facilities by installing motion activated fixtures. The restrooms (5) primarily serve the boating community. However, tourists often use them prior to, and after their guided charter. Non guided tourists are also attracted to the many diverse commercial fishing vessels moored in the harbor system. Simply said. the restrooms are shared.

Fiscal Note

Restroom facilities located at the various harbors are owned by both the general fund and the harbor fund. There is an existing appropriation in the general fund (funded from working capital from the General Fund, the Harbor Fund and the CPET fund). After meeting other harbor restroom safety upgrades, we will be able to reduce some of existing appropriations of working capital. We propose the following:

General Fund:

Decrease capital appropriations for the Crescent Harbor Restroom Update of working capital by \$70,000 (with \$24,000 returning to the General Fund and \$24,000 returning to the Harbor Fund and \$22,000 returning to the CPET fund) and increase capital appropriations for grant funds by \$87,905. Increase capital appropriation of grant funds for the Lake and Lincoln restrooms by \$65,000

Harbor Fund:

Increase appropriations for grant funds to upgrade to all other Harbor Fund restrooms by \$215,000.

Recommendation

Approve ordinance 2020-49 making supplemental capital appropriations to upgrade the harbor restrooms to prevent the spread of COVID-19.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-49

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2021
(Using COVID-19 Funds for Harbor Restrooms)**

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.

3. **PURPOSE.** The purpose of this ordinance is to make a supplemental capital appropriation for FY2021.

4. **ENACTMENT.** In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2020 and ending June 30, 2021.

<u>FISCAL YEAR 2021 EXPENDITURE BUDGETS</u>
<u>CAPITAL PROJECTS</u>
<p>Fund 700 – Crescent Harbor Restroom upgrade-decrease appropriation of working capital by \$70,000 (with funds returning to the Harbor Fund (-\$24,000), the General Fund (-\$24,000), and to the CPET fund (-\$22,000)) and increase appropriation by \$87,905 with funds coming from State of AK COVID-19 grant funding.</p> <p>Fund 700 – Lake and Lincoln Restroom Upgrade: Increase appropriations in the amount of \$65,000 with funds coming from State of AK COVID-19 grant funding</p> <p>Fund 750 – Harbor Restrooms Upgrade Project: Increase appropriations in the amount of \$215,000 with funds coming from the State of AK COVID-19 grant funding.</p>

Explanation

The grant funding would be used to upgrade our restroom facilities by installing motion activated fixtures. The restrooms primarily serve the boating community. However, tourists often use them prior to, and after their guided charter. Non guided tourists are also attracted to the many diverse commercial fishing vessels moored in the harbor system. The upgrade to the restrooms will help prevent the spread of COVID-19.

5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 13th Day of October 2020.

ATTEST:

Gary L. Paxton, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 9/22/2020

2nd and final reading 10/13/2020

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-50 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 9/16/2020 In control: City and Borough Assembly

On agenda: 10/13/2020 Final action:

Title: Amending Title 11 "Vehicles and Traffic" of the Sitka General Code by adding Chapter 11.80 "Permanent Motor Vehicle and Trailer Registration"

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2020-50](#)
[Memo Ord 2020-50](#)
[Ord 2020-50](#)

Date	Ver.	Action By	Action	Result
9/22/2020	1	City and Borough Assembly		

Sponsors: Knox / Eisenbeisz

POSSIBLE MOTION

I MOVE TO approve Ordinance 2020-50 on second and final reading amending Title 11 "Vehicles and Traffic" of the Sitka General Code by adding Chapter 11.80 "Permanent Motor Vehicle and Trailer Registration".



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members
John Leach, Municipal Administrator

From: Assembly Members Knox and Eisenbeisz

Date: September 16, 2020

Subject: Approval of Ordinance 2020-50: Permanent Vehicle and Trailer
Registration "Z" Tabs

The State of Alaska allows unorganized boroughs and organized boroughs that pass code language allowing local residents to be eligible for permanent registration for noncommercial trailers and 8 year-old or older vehicles. To date there are 8 organized boroughs and the Municipality of Anchorage, opting into eligibility.

This option will provide Sitka residents the option of applying for permanent registration or a "Z" tab, providing convenience and potential savings over time if owner retains the vehicle or trailer for several years.

While the City and Borough of Sitka does not have registration fees for vehicles or trailers, the State of Alaska levies such fees and shares some of that revenue with the city in which the vehicle is registered. Enacting this ordinance would mean a reduction of the revenue shared with the CBS. Past total revenue shared with Sitka is as follows:

FY 2018 - \$92,790
FY 2019 - \$84,188
FY 2020 - \$76,607

Revenue totals include all passenger vehicles, trucks, buses, vans, motorhomes, motorcycles, boats, ATV's, snowmachines and commercial and non commercial trailers. The actual reduction in CBS shared revenue will depend on how many residents take advantage of their eligibility and how often a vehicle changes ownership. A request has been submitted to Alaska DOT for data to put together estimates on revenue loss to the CBS.

Alaska program eligibility and rules as follows:

- *If eligible, and your registration expires January 31, 2015, or later, you can pay a one-time \$25 permanent registration fee along with registration fees and motor vehicle registration taxes. At that time you will be issued a permanent "Z" tab and will not have to renew your registration again.*
- *The effective date of this bill is January 1, 2015, so only vehicles with registrations expiring January 31, 2015, or later are eligible for permanent registration. If your registration expired in October 2014 and you want to wait until January to permanently register your vehicle, you will not be allowed because the law was not in effect when your registration expired. Instead, you will be required to renew your biennial registration for another cycle because the option for a permanent registration did not exist at the time your registration expired.*
- *If you purchase a vehicle with a permanent tab, you must pay full registration fees and motor vehicle registration taxes (if applicable). If you wish to permanently register the vehicle you must also pay an additional \$25.*
- *If you sell a vehicle with a permanent tab, the new owner may elect to permanently register the vehicle by paying \$25, full registration fees, and motor vehicle registration taxes (if applicable).*

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-50

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 11
“VEHICLES AND TRAFFIC” OF THE SITKA GENERAL CODE BY ADDING CHAPTER
11.80 “PERMANENT MOTOR VEHICLE AND TRAILER REGISTRATION”**

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code.

2. SEVERABILITY. If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstance shall not be affected.

3. PURPOSE. The purpose of this ordinance is to permit the permanent registration of non-commercial motor vehicles if the motor vehicle is at least eight years old and the owner resides in the City and Borough of Sitka (the “CBS”). It is also the purpose of this ordinance to permit the permanent registration of non-commercial trailers if the owner resides in the CBS. AS 28.10.155(a) and AS 28.10.421(j) permit such permanent registrations when authorized by passage of an appropriate ordinance of the unorganized borough or municipality seeking permanent registrations. This is such an appropriate ordinance. The intent of this ordinance to take advantage of the State of Alaska permanent registration laws which would provide the benefits of convenience and reduced fees and taxes to eligible motor vehicle and trailer owners within the CBS. The CBS does not require the registration of motor vehicles and trailers. The State of Alaska does require the registration of motor vehicles and trailers, along with the payment of attendant fees and taxes.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 11, entitled “Vehicles and Traffic”, be amended by adding Chapter 11.80, entitled “Permanent Motor Vehicle and Trailer Registration”, and Sections 11.80.010, entitled “Motor vehicles”, Section 11.80.020, entitled “Trailers”, and Section 11.080.030, entitled “Application, fees and taxes”, to read as follows (deleted language stricken, new language underlined):

**Title 11
VEHICLES AND TRAFFIC**

Chapters:

* * *

11.80 Permanent Motor Vehicle and Trailer Registration

* * *

**Chapter 11.80
PERMANENT MOTOR VEHICLE AND TRAILER REGISTRATION**

Sections:

11.80.010 Motor vehicles.
11.80.020 Trailers.

11.80.030 Application, fees and taxes.

* * *

11.80.010 Motor vehicles.

Pursuant to the authority granted under AS 28.10.155(a), the owner of a motor vehicle, other than a commercial motor vehicle, that is required to be registered under Title 28, Chapter 10, of the Alaska Statutes, may elect to register the motor vehicle permanently in lieu of registration under AS 28.10.108 if the vehicle is at least eight years old and owner resides in the city and borough of Sitka. The permanent registration expires when the owner transfers or assigns the owner's title or interest in the vehicle. A permanent registration may not be renewed.

11.80.020 Trailers.

Pursuant to the authority granted under AS 28.10.421(j), when a person registers a trailer not used or maintained for the transportation of persons or property for hire or for other commercial use, including a boat trailer, baggage trailer, box trailer, utility trailer, house trailer, travel trailer, or trailer rented or offered for rent, the person may choose to register the trailer permanently if the person resides in the city and borough of Sitka.

11.80.030 Application, fees, and taxes.

The proper application, fees, and taxes required for permanent registration of motor vehicles and trailers, as well as issuance of a permanent registration, shall be as required and provided under Title 28, Chapter 10, of the Alaska Statutes.

* * *

5. EFFECTIVE DATE. This ordinance shall become effective the date after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska, this 13th day of October, 2020.

Gary L. Paxton, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading 9/22/2020

2nd and final reading 10/13/2020

Sponsors: Knox and Eisenbeisz



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-197 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/8/2020 In control: City and Borough Assembly
On agenda: 10/13/2020 Final action:
Title: Approve the Municipal Clerk's Certificate of Election
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Certificate of Election](#)
[Certificate of Election](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO formally accept the Certificate of Election for the October 6, 2020 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 12. This will allow for the canvass board/election officials to complete the advanced / absentee / question ballot counting on October 9.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

CERTIFICATE OF ELECTION

THIS IS TO CERTIFY THAT the results of the Regular Election held on October 6, 2020, have been audited and certified by the Municipal Clerk and accepted by the Assembly on October 13, 2020 at a regular meeting.

Total number of ballots issued: 3407

Total number of ballots NOT counted: - 95
(Not registered, registered elsewhere, not returned,
spoiled etc.)

Total number of ballots counted: 3312

The following are the final results:

For Mayor (one to be elected: 1 – two year term):

Steven Eisenbeisz	1850 ELECTED
Gary L. Paxton	1407

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

Crystal Duncan	1964 ELECTED
Rebecca Himschoot	1789 ELECTED
Amy Bethune	902
Marshall Albertson	801
Diana Dapceovich	453
Frederick Olsen, Jr.	233
Steve Lee	147
Leo Jimmy	85

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

Andrew Hames	2648	ELECTED
Blossom J. Twitchell	1665	ELECTED
Cass Pook	1450	

Dated this 13th day of October, 2020

ATTEST



Sara Peterson, MMC
Municipal Clerk

Attachment

MUNICIPAL REGULAR ELECTION - OFFICIAL RESULTS OCTOBER 6, 2020								
CANDIDATES	PRECINCT	PRECINCT	Total Precinct 1 & 2	ABSENTEE/ QUESTION		Total Absentee	TOTALS	PERCENTAGES
	NO. 1	NO. 2		COUNT OCT. 7	COUNT OCT. 9			%
MAYOR (1 - TWO YEAR TERM)								
GARY L PAXTON	420	353	773	625	9	634	1407	43.0%
STEVEN EISENBEISZ	397	404	801	1030	19	1049	1850	56.5%
Write-ins	4	3	7	9	0	9	16	0.5%
ASSEMBLY (2 - THREE YEAR TERMS)								
STEVE LEE	43	39	82	64	1	65	147	2.3%
DIANA DAPCEVICH	120	130	250	198	5	203	453	7.1%
CRYSTAL DUNCAN	422	436	858	1083	23	1106	1964	30.8%
LEO JIMMY	22	24	46	39	0	39	85	1.3%
FREDERICK OLSEN, JR.	55	43	98	133	2	135	233	3.7%
MARSHALL ALBERTSON	277	210	487	313	1	314	801	12.6%
AMY BETHUNE	277	247	524	373	5	378	902	14.1%
REBECCA HIMSCHOOT	363	358	721	1050	18	1068	1789	28.0%
Write-ins	1	3	4	3	0	3	7	0.1%
SCHOOL BOARD (2 - THREE YEAR TERMS)								
BLOSSOM J. TWITCHELL	352	354	706	943	16	959	1665	28.8%
CASS POOK	390	358	748	685	17	702	1450	25.0%
ANDREW HAMES	636	611	1247	1382	19	1401	2648	45.7%
Write-ins	10	10	20	7	1	8	28	0.5%



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-198 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/8/2020 In control: City and Borough Assembly

On agenda: 10/13/2020 Final action:

Title: Recognize outgoing Assembly Members

Sponsors:

Indexes:

Code sections:

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

Date	Ver.	Action By	Action	Result
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Recognize Outgoing Assembly Members –

*Thank
You*

Service Award

is hereby awarded to

Gary Paxton

On behalf of the citizens of Sitka we hereby express our sincere appreciation to Gary Paxton for his diligence, dedication, and community service during his tenure as Mayor serving the City and Borough of Sitka from 2018 to 2020.




Municipal Administrator, John Leach

10/13/2020
Date

Service Award

is hereby awarded to

Dr. Richard Wein

*On behalf of the citizens of Sitka we hereby express our sincere appreciation to
Dr. Richard Wein for his diligence, dedication, and community service during his
tenure as Assembly Member serving the City and Borough of Sitka
from 2017 to 2020.*





Mayor Gary L. Paxton

10.13.2020
Date



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-199 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/8/2020 In control: City and Borough Assembly
On agenda: 10/13/2020 Final action:
Title: Oath of Office - Newly Elected Officials
Sponsors:
Indexes:
Code sections:
Attachments: [Oaths of Office](#)

Date	Ver.	Action By	Action	Result
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OATH OF OFFICE

I, Steven Eisenbeisz, 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 Mayor for the City and Borough of Sitka, Alaska, to the best of my ability.

Steven Eisenbeisz

Subscribed and sworn to before me this 13th day of October, 2020.

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



OATH OF OFFICE

I, Crystal Duncan, 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.

Crystal Duncan

Subscribed and sworn to before me this 13th day of October, 2020.

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



OATH OF OFFICE

I, Rebecca Himschoot, 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.

Rebecca Himschoot

Subscribed and sworn to before me this 13th day of October, 2020.

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



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-200 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/8/2020 In control: City and Borough Assembly

On agenda: 10/13/2020 Final action:

Title: Approve a standard marijuana cultivation facility license renewal application for Jeremy J. Erickson dba Vern's Wicked Weed at 3872 Halibut Point Road Bay One

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and Memos](#)
[Renewal - LG Notice - Standard Marijuana Cultivation - Vern's Wicked Weed #10071](#)
[10071 MJ-20 Renewal Application Certifications](#)
[10071 Online Renewal Application_Redacted](#)
[10071 POPPP](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION


I MOVE TO approve a standard marijuana cultivation facility license renewal application for Jeremy J. Erickson dba Vern's Wicked Weed and forward this approval to the Alcohol and Marijuana Control Office without objection.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members
Thru: John Leach, Municipal Administrator 
From: Sara Peterson, Municipal Clerk
Date: October 8, 2020
Subject: Approve standard marijuana cultivation facility license renewal application for Vern's Wicked Weed at 3872 Halibut Point Road

Our office has received notification from the Alcohol and Marijuana Control Office of the following license renewal:

License #:	10071
License Type:	Standard Marijuana Cultivation Facility
Licensee:	Jeremy J. Erickson
D.B.A.:	Vern's Wicked Weed
Physical Address:	3872 Halibut Point Road Bay One
Designated Licensee:	Jeremy J. Erickson

A memo was circulated to the various departments who may have a reason to protest. No departmental objections were received.

Recommendation: Approve a standard marijuana cultivation facility license renewal application for Jeremy J. Erickson dba Vern's Wicked Weed at 3872 Halibut Point Road Bay One and forward this approval to the Alcohol and Marijuana Control Office without objection.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Memorandum

To: Planning Department
Collections - Carolyn
Municipal Billing – Diana
Utility Billing Clerk – Diana
Sales Tax/Property Tax – Justin
Public Works Department – Shilo
Fire Department
Police Department
Electric Department
Building Official

From: Sara Peterson, Municipal Clerk

Date: September 29, 2020

Subject: Renewal Standard Marijuana Cultivation Facility – Vern's Wicked Weed

The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of a renewal for a standard marijuana cultivation facility license submitted by:

License #: 10071
License Type: Standard Marijuana Cultivation Facility
Licensee/Applicant: Jeremy J. Erickson
D.B.A.: Vern's Wicked Weed
Physical Address: 3872 Halibut Point Road Bay One
Designated Licensee: Jeremy J. Erickson

Please notify me **no later than noon on Friday, October 2** of any reason to protest this request. This license renewal is scheduled to go before the Assembly on October 13.

Thank you.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

September 29, 2020

City & Borough of Sitka
Attn: City & Borough of Sitka
Via Email: sara.peterson@cityofsitka.org
melissa.henshaw@cityofsitka.org

License Number:	10071
License Type:	Standard Marijuana Cultivation Facility
Licensee:	JEREMY J ERICKSON
Doing Business As:	VERN'S WICKED WEED
Physical Address:	3872 Halibut Point Road Bay One Sitka, AK 99835
Designated Licensee:	JEREMY J ERICKSON
Phone Number:	907-738-4456
Email Address:	Vern_erickson@hotmail.com

☒ **License Renewal Application** ☐ **Endorsement Renewal Application**

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a "conditional protest" as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board's satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to me the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Glen Klinkhart', with a stylized, cursive script.

Glen Klinkhart, Interim Director

amco.localgovernmentonly@alaska.gov



Alaska Marijuana Control Board

Form MJ-20: Renewal Application Certifications

What is this form?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's main office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Jeremy J. Erickson	License Number:	10071		
License Type:	Standard Marijuana Cultivation				
Doing Business As:	Vern's Wicked Weed				
Premises Address:	3872 Halibut Point Road Bay One				
City:	Sitka	State:	Alaska	ZIP:	99835

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Jeremy Erickson
Title:	Owner

Section 3 – Violations & Charges

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

Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years.

JE

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.

JE

I certify that a notice of violation has **not** been issued to this license between July 1, 2019 and June 30, 2020.

JE

Sign your initials to the following statement only if you are unable to certify one or more of the above statements:

Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

**Form MJ-20: Renewal Application Certifications****Section 4 – Certifications**

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

Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

JE

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

JE

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

JE

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

JE

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

JE

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

JE

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

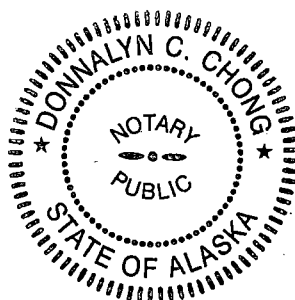
JE

As an applicant for a marijuana establishment license renewal, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Marijuana Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff may result in additional fees or expiration of this license.

Signature of licensee

Jeremy Erickson

Printed name of licensee



Notary Public in and for the State of Alaska

My commission expires: 12-08-2020

Subscribed and sworn to before me this 8th day of June, 2020.

Alcohol & Marijuana Control Office

License Number: 10071

License Status: Active-Operating

License Type: Standard Marijuana Cultivation Facility

Doing Business As: VERN'S WICKED WEED

Business License Number: 1030744

Designated Licensee: JEREMY J ERICKSON

Email Address: Vern_erickson@hotmail.com

Local Government: Sitka (City and Borough of)

Local Government 2:

Community Council:

Latitude, Longitude: 57.061490, -135.230000

Physical Address: 3872 Halibut Point Road
Bay One
Sitka, AK 99835
UNITED STATES

Licensee #1

Type: Individual

Name: JEREMY J ERICKSON

[REDACTED]

[REDACTED]

Phone Number: 907-738-4456

Email Address: Vern_erickson@hotmail.com

Mailing Address: 3870 B Halibut Point Road
Sitka, AK 99835
UNITED STATES

Note: No entity officials entered for this license.

Note: No affiliates entered for this license.

ALASKA LEASE AGREEMENT FOR COMMERCIAL SPACE

This 5 year Lease agreement, entered into effective April 1, 2016, by and between Lee Craft/Storage, Marcus and Faith Lee owners with its principal property located at 3872 Halibut Point Rd, Sitka, Alaska and Lessee Jeremy Erickson. Lessor Lee Craft/Storage provides as follows;

Lessor warrants and represents that it owns that certain parcel of land and building located in Sitka Alaska, more particularly described as 3872 Halibut Point Road attached to this Lease and incorporated for the purposes of description and;

Lessor will to lease to Lessee and Lessee will lease from Lessor, under the terms and conditions of this agreement, approximately eight hundred and fifteen square feet of commercial space in the Storage Building;

Therefore, the parties agree as follows:

1. The Premises. Lessor hereby agrees to lease to Lessee, and Lessee hereby leases from Lessor, the following described premises:

That a certain 815 square feet of floor space on the ground floor of the storage Building, hereto and made a part of this lease for description purposes, more commonly known as Bay One of Storage Units, which floor space shall be completed by Lessee for his use to start a business of which the purpose is a standard marijuana cultivation facility.

2. Term. The term of this lease shall commence on the date of occupancy of the Premises by Lessee, and shall continue for a period of 5 (five) years thereafter, unless sooner terminated as provided in this Lease by mutual consent.

3. Rent. Lessee agrees to pay Lessor a minimum monthly rent during the term of this Lease in the amount of \$ 650 per month, payable on the first day of each month during the term of this Lease, with payments to be made by personal delivery, no later than the tenth day of each month during the term of this lease.

4. Escalation of Minimum Monthly Rent and Additional Rent. On the first day of the 2nd calendar year during the term of this lease, beginning April 1, 2017 the

minimum monthly rent may be increased to match local commercial rental rate, and every other year thereafter.

- a. The term "lease year" as used in this lease means the period of one (1) year between the date of commencement of the term of this lease and the first anniversary of the commencement, and thereafter the term shall refer to each similar one (1) year period commencing with an anniversary of the date of commencement of this lease and ending with the last day of the one (1) year period following that date.
 - b. Lessee shall pay the entire total storage bay 1, building electrical operating expenses for the lease year. The term "building operating expenses" includes but is not limited to the following costs and expenses incurred in the cost of operating and maintaining the building: unit electrical consumption.
5. Possession. Lessor promises to place Lessee in peaceful possession of the Premises, and Lessee, by taking possession of the Premises, will have acknowledged that the Premises are in satisfactory and acceptable condition.
 6. Use. Lessee shall use the Premises as a standard marijuana cultivation facility and shall not use or permit the Premises to be used for any other purpose.
 7. Compliance with Laws. Lessee agrees to observe all laws and governmental regulations applicable to its use of the Premises, together with all reasonable rules and regulations that may be promulgated by Lessor from time to time.
 8. Alterations by Lessee. Lessee agrees that except for the tenant improvements contemplated in this Lease, Lessee will make no alterations to the Premises without the prior consent of the Lessor.
 9. Hazards. Lessee shall not use the Premises, nor permit them to be used, for any purpose which shall increase the existing rate of insurance upon the Building, or cause the cancellation of any insurance policy covering the Building, or sell or permit to be kept, used, or sold in or about the Premises, any article that may be prohibited by Lessor's insurance policies.

- a. Lessee further agrees that except for the tenant improvements contemplated in this Lease, Lessee will not install or construct within the Premises or Building electrical wires, water or drain pipes, machinery, or other permanently installed devices, including, but not limited to, alarm systems, private music systems, or special ventilation, without the prior consent of Lessor.

10. Care of the Premises. Lessee agrees to take good care of the Premises.

11. Liability. Lessee agrees that Lessor shall not be liable for any damage or injury to persons or property arising out of the use of the Premises by Lessee, its agents and employees, invitees, or visitors except that occasioned by the negligence or act of Lessor, its agents, employees, servants, contractors, or subcontractors.

- a. Lessee will indemnify and save Lessor harmless from all liability and loss on account of any such damage or injury; but Lessee shall not be liable for any damage or injury occasioned by any failure of Lessor to comply with its obligations under this Lease or by reason of the negligence of the Lessor, its agents, servants, employees, contractors, or subcontractors.
- b. Lessee shall furnish to Lessor a certificate of liability insurance, and a certificate of renewal of such insurance from time to time throughout the term of this lease, insuring Lessees against liability for personal injury and against liability for property damage.
- c. Lessee agrees that Lessor shall be entitled to post any notice of non-liability required by its insurance carrier or mortgagee in a space that complies with any ordinance or insurance policy approved by the State, throughout the term of this lease.

12. Destruction of Premises. If at any time during the term of this lease, the Premises or any part of the Building or Parcel shall be damaged or destroyed by fire in a way that does not render the premises unfit for the conduct of Lessee's business or that does not injure Lessee's business, Lessor shall promptly and through the exercise of reasonable diligence repair the damage and restore the premises..

13. In the event any part of or interest in the Premises, Building, or Parcel is condemned, this lease shall terminate at the option of either Lessor or Lessee as of the date title or actual possession vests in the condemner, whichever first occurs, and rent under this Lease shall be payable only to that date. Lessor shall return to Lessee any rent paid beyond that date.

14. Lessor shall give Lessee written notice promptly after receiving notice of any contemplated condemnation and Lessee shall have thirty (30) days after receipt of the notice to terminate this lease, provided the contemplated condemnation will render the Premises unfit for use by Lessee in the ordinary conduct of its business or will in Lessee's opinion injure Lessee's business.

15. Assignment and Subletting. Lessee may not sublet or assign its interest under this Lease without the written consent of Lessor, except to a business entity that is owned or controlled by Lessee.

16. In the event that this Lease is terminated as permitted under the terms of this Lease, Lessor shall refund to Lessee any prepaid rent accrued as of the date of damage or destruction, less any sum then owing Lessor by Lessee. If Lessor is required under this Lease to repair and reconstruct the Premises, the lease term shall be extended by a period of time equal to the period of time reasonable required completing the repair and reconstruction. This lease shall stand in effect for a minimum of 5 years even in the event of death of the Lessors; their estate will honor this timeline to Lessee.

17. Default by Lessee. Should Lessee at any time be in default with respect to payment of rent for a period of ten (10) days after written notice from Lessor; or should Lessee be in default in the performance of any other of its obligations under this Lease for thirty (30) days after written notice from Lessor specifying the particulars of the default; or should Lessee vacate and abandon the Premises; or if a petition in bankruptcy or other insolvency proceeding is filed by or against Lessee, without dismissal within thirty (30) days of filing; or if Lessee makes any general assignment for the benefit of creditors or composition; or if a petition or other proceeding is instituted by or against the Lessee for the appointment of a trustee, receiver, or liquidator of Lessee or of any of Lessee's property pursuant to laws for the benefit of creditors; or if a proceeding is instituted by any governmental authority for the dissolution or liquidation of Lessee; then and in any such events, Lessor, in addition to other rights or remedies it may have, shall have the immediate right of reentry in the Premises, and after five (5) days prior written notice to Lessee and

Alcohol & Marijuana Control Office, may remove all persons and property from the premises, does not include marijuana as defined in AS 17.38.

- a. The property may be removed and stored in a public warehouse or elsewhere at the cost of, and for the account of, Lessee.
- b. Should Lessor elect to reenter, this lease shall be deemed terminated; provided, however, that Lessor shall be entitled as against Lessee to the measure of damages provided by law, namely the difference between the rent for the balance of the term of this lease following the day of reentry and the amount of rent Lessor receives during that period from any subsequent tenant of the Premises.
- c. Lessor shall in such event have no obligation to relet the Premises.

18. Should Lessor at any time terminate this lease under Lessor's express rights set forth in this Lease for any breach, Lessor may, in addition to any other remedy it may have, recover from Lessee all damages incurred by reason of the breach, including the cost of recovering the Premises.

19. Redelivery of Premises. Lessee agrees to redeliver to Lessor the physical possession of the Premises at the end of the term of this Lease, or any extension of this Lease, in good condition, excepting reasonable wear and tear, and damage by fire or from any other cause not attributable to the willful or negligent act of the Lessee, or its employees, agents, invitees, or visitors.

20. Attorneys' Fees. If either party is required to place the enforcement of all or any part of this Lease, the recovery of possession of the Premises, or damages in the hands of an attorney, or if legal proceedings are commenced by either party against the other party to protect or enforce rights or obligations under this Lease, the prevailing party, whether as Plaintiff or Defendant, shall be entitled to recover its reasonable attorneys' fees and costs.

21. Time of Essence. Time is of the essence in this lease.

22. Mutuality. All covenants and conditions in this Lease are mutually dependent.

23. Refurbishment's. Paragraph 12 notwithstanding, Lessor shall be responsible


for returning the Premises to its original storage unit layout.

24. Option to Renew. Lessee is hereby given an option to renew this lease for an additional term of two (2) years by giving Lessor notice on or before ninety (90) days before the expiration of the primary term of this lease. The renewal lease is to be upon the same terms, covenants, and conditions contained in this Lease except as to Rent as provided in Paragraph 3 above and Tenant Improvements.

This instrument is executed as of the above date in multiple counterparts, each of which shall constitute an original.

 Faith Lee
LESSEE

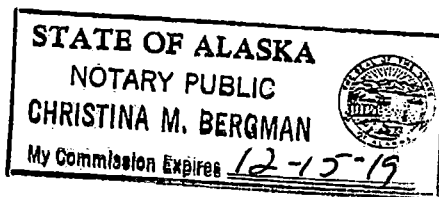
 Marcus Lee
LESSEE

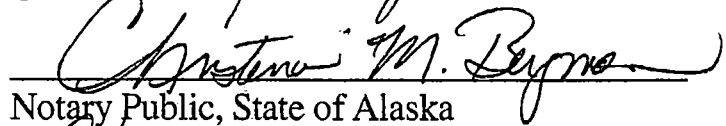
 Jeremy Erickson
LESSOR

State of Alaska

This instrument was acknowledged before me on July 18, 2016 by

Faith Lee, Marcus Lee & Jeremy Erickson




Notary Public, State of Alaska

Christina M. Bergman
Notary's typed or printed name

My commission
expires: 12-15-2019

[or Notary's Stamp]



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-201 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/8/2020 In control: City and Borough Assembly
On agenda: 10/13/2020 Final action:
Title: Reappoint Max Rule to a three-year term on the Investment Committee in the category of Alternate
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Rule](#)
[Investment Rule Application](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO reappoint Max Rule to a three-year term on the Investment Committee in the category of Alternate.



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

Board/Commission/Committee: INVESTMENT COMMITTEE

Name: MAXWELL RULE

Preferred Phone: _____

Address: _____

Alternate Phone: _____

Email Address: _____

Fax Number: _____

Length of Residence in Sitka: 16 YEARS 2 MONTHS Registered to vote in Sitka? X Yes ___ No

Employer: WAMES CORPORATION

Organizations you belong to or participate in:

PLEASE SEE ATTACHED RESUME AND PERSONAL BIOGRAPHY.

Explain your main reason for applying:

OFFER MY SKILLS, EDUCATION AND EXPERIENCE TO THE CITY AND BOROUGH OF SITKA INVESTMENT COMMITTEE.

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

PLEASE SEE ATTACHED RESUME.

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

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

NONE

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

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

Date: 9/18/2020

Signature: [Signature]

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

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

Return to:

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

Maxwell S. Rule Personal Biography

Maxwell S. Rule is President/COO/CFO at Hames Corporation, a third-generation owned grocery retailer with operations in Southeast Alaska.



His accounting, finance and retail experience has spanned 30+ years and includes work in public, governmental, private, and non-profit accounting, business ownership and retail management and operations.

Mr. Rule is a Certified Public Accountant, Chartered Global Management Accountant, member of the American Institute of CPAs and the Washington Society of CPAs.

As an executive at Hames Corporation, a position he has held for 25+ years, Mr. Rule is responsible for financial reporting, strategic planning, budgeting, project management, IT, and human resources. He serves at the direction of the Chairman/CEO and is a decision maker in all matters related to the operations of the company. Hames Corporation operates under several trade names, including Sea Mart Quality Foods, Market Center, Watson Point Liquors, Cascade Convenience Center and Silver Basin.

Mr. Rule's past board membership has included both for profit entities and non-profits. As Chairman of the Board, in 2014 he led the sale and merger of Alaska Pacific Bank to Northrim Bank. Mr. Rule was awarded a 2014 *Ventana Research Business Innovation Award*. These awards identify business and IT leaders who are using technologies and applying best practices to provide the best possible outcomes in productivity, performance and support of an organization's goals and objectives. Mr. Rule is currently a Board Member with Northwest Grocers, LLC. and past and current non-profit service has included the Alaska Raptor Center, Sitka Trial Works and various boards and commissions with the City and Borough of Sitka.

Originally from Montana, Mr. Rule is proud to call Sitka, Alaska home where he enjoys the outdoors including fishing, boating, hiking, backpacking, running and photography. He and his wife of 30 years, Carol Sue have two children; Matthew, 29 and Andy, 21.

www.linkedin.com/in/maxwellrule/

MAXWELL S. RULE

I am results driven, passionate, goal oriented and highly motivated professional financial and business manager with a diverse business background encompassing public and private sector accounting, business ownership and executive leadership.

EXPERIENCE

1993 TO PRESENT

PRESIDENT, CHIEF FINANCIAL OFFICER AND CHIEF OPERATING OFFICER, HAMES CORPORATION - SITKA, ALASKA

- Responsible for management and oversight of all areas of operations and business functions including, finance, banking, financial and management reporting, investor and key vendor relationships, operations, human resources, acquisitions/divestitures, capital planning and expenditures, and marketing.
- Championed a set of company-wide core values and competencies including customers first, dignity and respect, integrity, diversity, teamwork, employee development, culture, safety, community and profitability.
- Serve as a key strategic business advisor and mentor to multiple family owned businesses.
- Developed and executed company-wide initiatives with focus on customer service, investments in human capital, gross margin management, store standards and conditions, cost to serve, documentation of procedures and processes and leveraging investments in technologies and digital strategies.
- Under my leadership, the company historically delivered exemplary results and measures against key metrics and performance indicators.
- Successfully navigated the company through major supply chain disruptions and established alternative key long-term relationships with secondary suppliers.

1994 TO PRESENT

CO-FOUNDER, CAROL SUE & COMPANY, SITKA, ALASKA

Co-founded Carol Sue & Company with my spouse and successfully completed a management buyout that included four retail stores located in Ketchikan, Alaska. Due to declining sales and high occupancy costs, the original stores were partially liquidated and reopened into two new successful formats; Silver Basin and Matty's World Toys. Working closing with my spouse, we developed the new stores from the ground up including financial and reporting systems, point of sale and inventory management, buying, merchandising, key vendor and supplier relationships, marketing, employee relations and facilities. After opening a second Silver Basin location in Sitka, Alaska in 2006, the Ketchikan store assets were sold to a private party in 2005 and the Sitka location was sold to Hames Corporation in 2014.

1985 TO 1993

ACCOUNTING MANAGER, CITY OF KETCHIKAN, ALASKA

- Managed day-to-day finance and accounting operations related to general, special revenue, fiduciary, and enterprise funds and related capital budgets.
- Lead role and oversaw the closing of the City's year end accounting systems and prepared year end schedules for annual audit by external Certified Public Accountants.
- Developed monthly and quarterly accounting reports for the City Assembly, executive and management teams.
- Reviewed fiscal reports prepared by various City agencies to ensure the completeness and accuracy of the information. Reviewed and analyzed budget expenditures and revenue reports for accuracy and completeness
- Maintained existing internal control policies and procedures consistent with municipal requirements, codes and regulations. Created new accounting policies and assisted in developing and implementing City accounting policies and procedures and new GASB pronouncements.
- Took an active role in producing the annual budgets for General Government and Ketchikan Public Utilities, as well as the City's Comprehensive Annual Financial Report.

1985 – 1991

STAFF/SENIOR ACCOUNTANT, HOGAN, MECHAM, RICHARDSON & COMPANY, CPAS – KETCHIKAN, ALASKA

- Conducted financial statements audits, reviews and compilations in various industries including distribution, not-for-profit, governmental units and manufacturing.
- Developed and adjusted audit plans based on risk assessment for the client and audit areas.
- Managed team activities and delegated assignments to ensure timely issuance of audit reports.
- Communicated issues or status of projects with client personnel and team management.
- Supervised, trained, evaluated and provided feedback to junior staff to ensure their future development.
- Identified and communicated accounting and auditing matters to managers and discussed audit findings with clients.
- Created management representation letter recommendations and drafted audit reports for management review.
- Prepared individual, partnership and corporate tax returns.

EDUCATION

BS, BUSINESS ADMINISTRATION, UNIVERSITY OF MONTANA – MISSOULA, MONTANA, 1985

PROFESSIONAL CERTIFICATIONS AND AWARDS

- Certified Public Accountant – State of Alaska
- Chartered Global Management Accountant, AICPA
- Ventana Research Leadership Award, October, 2014
- Featured in **For the Single Store Owner** Better Budgeting, October, 2013

BOARD AND PHILANTHROPIC ACTIVITIES

2/2020 TO PRESENT

NATIONAL RETAILER ADVISORY BOARD MEMBER (NRAB), INDEPENDENT GROCERS ALLIANCE (IGA), CHICAGO, IL.

11/2019 TO PRESENT

SOUTHEAST ALASKA ADVISORY BOARD MEMBER, WELLS FARGO BANK

2015 TO PRESENT

BOARD MEMBER, NORTHWEST GROCERS LLC – SEATTLE, WA

Northwest Grocers LLC (NWG) was formed in 2004 to assist independent grocers in Washington, Oregon and Alaska operate more efficiently and economically. NWG is directed by a board of retail owners and operators and staffed with professionals in all disciplines of retail grocery operations. I am the only Certified Public Accountant on the Board and am a key team member for audit committee, finance oversight and board governance issues.

2018 TO PRESENT

COMMITTEE MEMBER, CITY AND BOROUGH OF SITKA INVESTMENT COMMITTEE – SITKA, AK

As an member of investment committee and working closely with the City and Borough of Sitka's (CBS) staff and external investment managers, we are responsible for recommending updates to the CBS investment policy, reviewing current investments, recommending actions to be taken on investments that are downgraded or put on a negative credit watch and recommending appropriate benchmarks for portfolio performance.

2013 TO 2017

BOARD MEMBER, ALASKA RAPTOR CENTER – SITKA, AK

The Alaska Raptor Center, a 501(c) 3 organization, provides medical treatment to 100-200 injured bald eagles and other birds each year with the goal to release them back into the wild. During my tenure on the Board, I was instrumental in formulating financial policy, internal controls and oversight. I served on multiple committees including Finance and participated extensively in the search and placement a new executive director.

2015 TO 2016

CO-CHAIR, CITY AND BOROUGH OF SITKA CITIZENS TASK FORCE – SITKA, AK

As part of a concerned citizens' group and in corroboration with the City and Borough of Sitka (CBS) Administrator, I was instrumental in the formation of the Citizens Task Force by the CBS Assembly in, 2015. Its primary responsibility was to; 1) Recommend core services CBS must maintain, 2) Determine what funding is required to maintain core services including depreciation and capital improvements, 3) recommend revenue stream and fees that would be most equitable and sustainable in order to maintain the services into the future, and 4). educate and engage citizens as to the financial challenges and seek community ideas for solutions.

2015 TO 2016

COMMITTEE MEMBER, CITY AND BOROUGH OF SITKA CENTENNIAL HALL BUILDING STEERING COMMITTEE – SITKA, AK

As part of a citizens' group and in corroboration with the City and Borough of Sitka (CBS) staff, I was an active member of the Centennial Hall Building Steering Committee. Working with City staff, architects and engineers, the Committee was charged with the responsibility for soliciting public comment related to a \$16.3 million reconstruction and renovation of the Centennial Hall; a multipurpose community and convention center, including a new museum. The project was approved in April, 2014 and completed in 2016.

2008 TO 2014

CHAIRMAN OF THE BOARD (2012-2014)/BOARD MEMBER (2008-2014), ALASKA PACIFIC BANK, JUNEAU, AK

Alaska Pacific Bank was a publicly traded, federally chartered savings bank headquartered in Juneau, Alaska with branches in Juneau, Ketchikan and Sitka, Alaska. The bank had approximately \$172.1 million in assets. As Chairman of the Board, I successfully led the organization through the merger and acquisition with Northrim Bank in April, 2014 in a transaction valued at approximately \$14 million. During my time on the board, I was exposed to SEC reporting requirements and corporate governance issues. My committee membership and leadership included Chair of the Audit Committee and a member of the Compensation Committee and Corporate Governance Committee.

2004 TO 2011

PRESIDENT/BOARD MEMBER, SITKA TRAIL WORKS, ALASKA

Sitka Trail Works (<http://sitkatrailworks.org>) is a 501(c)3 non-profit organization which relies on grants and membership donations to create and maintain its efforts in the Sitka, Alaska area on multi-use trail projects on Baranof, Kruzof and Chichagof Islands in Southeast Alaska. During my time on the board, Sitka Trail Works was successful in negotiation of cooperative agreements with the Federal, State and local agencies in securing funding for the expansion of trails in the Sitka area including the Ft. Rousseau State Historical Park (<http://sitkatrailworks.org/fort-rousseau-state-historical-park-the-causeway>) , Sitka Cross Trail, Herring Cover/Beaver Lake and others.

PROFESSIONAL AND PERSONAL REFERENCES

Confidential references provided upon request.



INVESTMENT COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
MICHAEL REIF PO Box 2346	738-6016 reifmike55@gmail.com	10/14/14	11/26/16 11/22/19 11/12/22	CHAIR
JERE CHRISTNER 1201 Georgeson Loop	738-4053 toss@ak.net	1/14/14	1/14/17 1/10/20 1/28/23	VICE-CHAIR
BERT STEDMAN 1806 Sawmill Creek Rd.	747-8905 h 747-8620 fax In Juneau: 907-465-3873 h 907-465-3922 business Bstedman@gci.net	6/10/03 6/14/05 6/24/08 6/28/11 6/24/14 6/27/17 7/14/20	6/10/05 6/14/08 6/24/11 6/28/14 6/24/17 6/27/20 7/14/23	
MAX RULE 110 Donna Drive	738-3239 maxrule@me.com	9/26/17	9/26/20	ALTERNATE
Jay Sweeney 100 Lincoln Street	747-1836 w jay.sweeney@cityofsitka.org			Finance Director/ Ex-Officio
Thor Christianson 500 Lincoln Street A9	738-2491 assemblychristianson@cityofsitka.org			Assembly Liaison

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

Established by Ordinance 01-1651

Revised: July 15, 2020



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-202 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/8/2020 In control: City and Borough Assembly
On agenda: 10/13/2020 Final action:
Title: Appoint Chris Ystad to an unexpired term on the Gary Paxton Industrial Park Board of Directors
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ystad](#)
[GPIP Ystad Application](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO appoint Chris Ystad to an unexpired term on the Gary Paxton Industrial Park Board of Directors.



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

Board/Commission/Committee: Gary Paxton Industrial Park Board
Name: Chris Stad Preferred Phone: [REDACTED]
Address: [REDACTED] Alternate Phone: [REDACTED]
Email Address: [REDACTED] Fax Number: _____
Length of Residence in Sitka: 15 years Registered to vote in Sitka? ☒ Yes ☐ No
Employer: Self-employed
Organizations you belong to or participate in: I am the vice chair of the Port and Harbors Commission. I am on the board for the Northern Southeast Regional Aquaculture Association.

Explain your main reason for applying:

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

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

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

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

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

Date: 9/1/2020 Signature: Chris Stad

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

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

Return to:

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

Explain your main reason for applying:

Over the past few years my involvement out at the GPIIP has grown. I am a Silver Bay fisherman, and being so, much of my fishing business is conducted out at the GPIIP. I currently sit on two boards, Port and Harbors, and NSRAA, that have interests out at the GPIIP. I also have lots of attentiveness in the new haul out facility and ensuring that Sitka gets the haul out that it needs. My hope is that in my becoming a member of the GPIIP board I could help make decisions that will benefit the people of Sitka.

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

As stated above I have been spending more and more of my time at the GPIIP, giving me first hand knowledge of how the park is being used. That knowledge could help in future projects the GPIIP may have. Being a member of two boards has given me tools and experience so that I may join the GPIIP board and instantly be a contributing member. Another benefit of being on the Port and Harbors commission and NSRAA board is that I have developed relationships with much of the fishing fleet and other community members, and they already come to me with their thoughts, concerns, and ideas. I believe these relationships will be extremely important on developing a haul out facility or any other projects that may occur at the GPIIP.

Please disclose any potential conflicts of interest that may arise from your appointment:

I have four potential conflicts of interest I should disclose. I am a member of Silver Bay Seafoods. I periodically work for Hanson Maritime. I periodically work for other local contractors that have in the past and may in the future do business with the city and or the GPIIP. I am a member of the NSRAA board. Though these may at times be considered a conflict of interest I think it has also given me a good understanding of how the GPIIP is being used, and will aid me and the board in making future decisions in developing and improving the park.

Chris Ystad

Professional Summary

Early in life I knew I wanted to own my own business someday, even though I did not yet know what that business would be. In high school I began collecting the tools I would need to make that happen by taking multiple accounting classes, finance classes, and joining the future business leaders of tomorrow club. I continued collecting my tools when I attended Pacific Lutheran University with the thought of obtaining my CPA license. In 2004 fate happened and I traveled to Sitka Alaska to work as a deckhand on a charter boat. I had found the livelihood and business direction I wanted to pursue, catching and selling fish from the north pacific.

Highlights

- Business owner
- College educated
- Good grasp of accounting and finance
- Port and Harbor commissioner
- Self-motivated
- Well rounded
- Business leader of tomorrow
- NSRAA board member

Experience

Self-employed fisherman

June 2004 to Present

- Deckhand for Alaskan Reel Affair Charters from 2004 to 2005
- Deckhand/Deckboss on F/V Cloud Nine for salmon seine, power troll, and longline from 2006 to 2012
- Owner/ Captain of F/V Dixie II power troller 2009 to 2010
- Deckhand/Engineer/Skiffman on F/V Lisa Jean for salmon seine, and longline 2010 to 2020
- Owner/Captain of F/V Ocean Cape seiner 2017 to present

Island Enterprise Inc

October 2006 to March 2015

- Equipment operator and carpenter

Pellett Enterprise Inc

October 2015 to March 2016

- Carpenter

Pacific Services

October 2016 to Present

- Equipment operator

Hanson Maritime

2019 to Present

- Equipment operator

Education

Pacific Lutheran University

Graduated 2006

Bachelor of Arts degree in History with a minor in business, emphasis in accounting and finance



GARY PAXTON INDUSTRIAL PARK BOARD OF DIRECTORS

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
SCOTT WAGNER 304 Nicole Drive	747-6850 w 747-3791 h scott_wagner@nsraa.org	11/25/14 6/28/16 6/26/18 7/14/20	6/24/16 6/28/18 6/26/20 7/14/22	CHAIR
VAUGHN MORRISON 114 Toivo Circle	738-0294 vmorrison26@yahoo.com	9/25/18 9/22/20	9/25/20 9/22/22	VICE CHAIR
MIKE JOHNSON 2017 Cascade Creek Road	747-1401 966-4042 southeastmike@hotmail.com	8/27/19 4/14/20	4/24/20 4/14/22	
JAMAL FLOATE 4600 Sawmill Creek Road A	738-6699 renbuilt@gmail.com	8/11/20	3/26/21	At-Large
<i>AL STEVENS 2606 Sawmill Creek Road</i>	<i>747-7996 738-8237 c al.stevens@silverbayseafoods.com</i>	<i>8/27/19</i>	<i>3/26/21</i>	<i>Parrish's term Resigned 9/22/20</i>
Garry White 329 Harbor Drive, #202	747-2660 747-7688 fax garrywhite@gci.net			GPIP Director
John Leach City & Borough of Sitka 100 Lincoln Street	747-1808 747-7403 fax john.leach@cityofsitka.org			Municipal Administrator
Thor Christianson 100 Lincoln Street	738-2491 assemblychristianson@cityofsitka.org			Assembly Liaison
Steven Eisenbeisz 208 Lincoln Street	738-9075 assemblyeisenbeisz@cityofsitka.org			Alternate Assembly Liaison
Makena Hardwick 329 Harbor Drive, #202	747-2660 747-7688 fax sedasitka@gmail.com			Secretary

Established by Ordinance 00-1568

Five members appointed by the Assembly for 2-year terms, one designated At-Large

Revised: September 23, 2020



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-203 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/8/2020 In control: City and Borough Assembly

On agenda: 10/13/2020 Final action:

Title: Appoint Adam Chinalski or Catherine Riley to an unexpired term on the Planning Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Process](#)
[Planning Chinalski Application](#)
[Planning Riley Application](#)
[Planning Commission roster](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

Step 1

I NOMINATE Adam Chinalski and Catherine Riley to serve on the Planning Commission.

Step 2

Discussion if desired

Step 3

Be prepared to vote for one applicant.
The Municipal Clerk will call the vote by random order.
The applicant receiving four votes will be appointed.

	Chinalski	Riley
Mayor Eisenbeisz		
Ms. Himschoot		
Mr. Mosher		
Mr. Knox		
Ms. Duncan		
Ms. Nelson		
Mr. Christianson		

	Chinalski	Riley
Mayor Eisenbeisz		
Ms. Himschoot		
Mr. Mosher		
Mr. Knox		
Ms. Duncan		
Ms. Nelson		
Mr. Christianson		

	Chinalski	Riley
Mayor Eisenbeisz		
Ms. Himschoot		
Mr. Mosher		
Mr. Knox		
Ms. Duncan		
Ms. Nelson		
Mr. Christianson		

	Chinalski	Riley
Mayor Eisenbeisz		
Ms. Himschoot		
Mr. Mosher		
Mr. Knox		
Ms. Duncan		
Ms. Nelson		
Mr. Christianson		



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

Board/Commission/Committee: PLANNING Commission
Name: ADAM Chinalski Daytime Phone: [REDACTED]
Address: [REDACTED] Evening Phone: [REDACTED]
Email Address: [REDACTED] Fax Number: —
Length of Residence in Sitka: 13 yrs Registered to vote in Sitka? ☒ Yes ☐ No
Employer: Self - Chinalski HOME REPAIR & MAINTENANCE
Organizations you belong to or participate in:
8yr member of Sitka Church of Nazarene.

Explain your main reason for applying: To contribute in helping to make Sitka A BETTER PLACE to live in.

What background, experience or credentials will you bring to the board, commission, or committee membership?
35 yrs. in Construction Industry.

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

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

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

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

Date: Sept/22/2020 Signature: Adam Chinalski

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

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

Return to:

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



Planning Commission member application :

Hello,

This is a general outline of my experience acquired over last 35 years in construction industry.

- 2 yrs. @ Electro-Mechanical Technical College - major in Bridge engineering, Drafting, Tooling, Machining.
- 5 yrs. Finish carpentry @ Barmon Door & Millwork,
- 5 yrs. Landscaping Services Contracting Business - Involved in operating most Heavy equipment required for drainage, topsoil application and landscaping.
- 3 yrs. @ Tulailup Indian Reservation Housing Authority Maintenance Department - Involved in all phases of home repairs and maintenance.
- 22 yrs. General Contractor Business in WA. & AK. - Involved in Home construction, Remodels, Additions, Repairs and Maintenance.
- Extensive knowledge in most Residential and Commercial Codes, Operation of heavy equipment , all facets of Home Construction.
-
- Also I would like to point out that I personally renovated several unlivable houses here in Sitka and turned them into affordable family homes.

Thank you for your consideration.

Adam Chinalski.

Adam Chinalski
Home Repair & Maintenance
General Contractor



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

Board/Commission/Committee: Planning Commission

Name: Catherine Riley Preferred Phone: [REDACTED]

Address: [REDACTED] Alternate Phone: _____

Email Address: [REDACTED] Fax Number: _____

Length of Residence in Sitka: 28 years Registered to vote in Sitka? ☒ Yes ☐ No

Employer: Sitka Conservation Society

Organizations you belong to or participate in:

- Member and employee of the Sitka Conservation Society
- Player and Board Member (Treasurer and Secretary) of the Sitka Sockeyes Rugby Club
- Member of United Fishermen of Alaska
- Volunteer with AFS International Exchange Student Program

Explain your main reason for applying:

I am interested in contributing to the development of the community in which I was born and raised, and where I plan to spend my life. I want to contribute my time, skillset, and community service to helping devise solutions for Sitka to develop in a manner that increases affordability for young families, creates opportunities for the next generation, encourages economic opportunity and small business development, and exemplifies long-term thinking and planning.

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

I would bring a unique ability to convey and relate the perspectives, concerns, and struggles of Sitka's younger generation to the commission. The Planning Commission contributes to the decisions that will shape the future of our town and it is essential that the future inhabitants of Sitka are represented in these discussions. I have experience in working with different stakeholders and colleagues to address concerns and build consensus. I also have experience working with a variety of team members to get the job done.

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

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

N/A

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

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

Date: 9/22/2020 Signature: Kate [Signature]

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

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

Return to:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street

Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Catherine (Katie) Riley

Profile Dedicated and hard-working fisherwoman and policy advocate with a focus on sustainable community development, natural resource and land management, effective and pragmatic consensus-building, and community engagement in both local and international settings.

Education

2011-2015 Master of Arts (with Honors) in International Relations and Italian, *University of St Andrews*, St Andrews, Scotland

2009-2010 AFS Year –Long Study Abroad Program; *Liceo Scientifico Vittorio Veneto*, Milan, Italy

2007-2011 *Mt. Edgecumbe High School*, Sitka, Alaska

Work Experience

Policy Director, *Sitka Conservation Society*, Sitka, Alaska. August 2019 – Present.

- Responsible for managing policy engagement, legislative action, and advocacy campaigns for SCS on a local, state, and federal level
- Works with a broad coalition of advocacy groups, tribal governments, Alaska Native corporations, local business owners, and youth to create and promote collaborative solutions for land management and community development
- Responsible for supervising and management of 3 policy team members and interns
- Fundraising and grant writing for SCS policy work
- Messaging, communications and strategy development for Tongass National Forest policy

Policy Engagement Coordinator, *Sitka Conservation Society*, Sitka, Alaska. November 2018 – August 2019

- Managed SCS's Roadless Rule campaign with a focus on engaging a diverse range of stakeholders to participate in public policy process
- Increase in responsibilities of managing staff and internships, fundraising, strategy development

Policy Researcher, *Sitka Conservation Society*, Sitka, Alaska. March 2018 – November 2018.

- Research grassroots solutions to long-standing policy issues with a focus on collaborative engagements and encouraging community participation in decision-making processes
- Track legislative action related to Tongass land management, analyze impacts on local use areas
- Create talking points, white papers, and messaging strategies
- Assist with advocacy efforts in regards to implementation of the 2016 Amendment to the Tongass Land Management Plan

Commercial Fishing Experience

Deck Boss, *F/V Montana*, Bristol Bay, AK. June 2020- July 2020

Dive Tender, *F/V Vulcan*, Craig, AK. September 2017-November 2017

- Assist with commercial diving operation for sea cucumbers; responsible for operating and maintaining a 22' aluminum skiff in addition to product quality

Deckboss, *F/V Anita*, Sitka, AK. June-October 2015

Deckhand/Deckboss, *M/V Eyak LLC*, Sitka, AK.

July 2019

July-September 2018

June - September 2017

October 2015

June-September 2014 (deckboss)

May-September 2013 (deckhand)

- Manage the daily operations of summer troll tendering program (including training and supervision of all deckhands)
- Engine maintenance, wheel watch, mail and freight deliveries to remote communities on South Baranof Island

Volunteer Coordinator / Community Project Coordinator, *ReefDoctor.Org LTD (RD)*, Ifaty, Madagascar. June 2016 – May 2017

- Responsible for management and on-camp support of all RD volunteers/interns
- Gather feedback with volunteers/interns, present correlated results to staff
- Coordinate and chair all general meetings on camp, including agenda setting, timekeeping, and recording of minutes
- Create project tracking system and evaluation system for ReefDoctor community projects

Volunteer Experience

January 2018 – Present

AFS International Student Exchange Program Volunteer

January 2018 – Present

Team Development Director, Secretary/Treasurer, Sitka Sockeyes Rugby, Inc.

Professional Development

September 2020

USCG Master of Motor Vessels 100 Tons: Inland Waters

January 2020

Facilitation Training, Seattle, WA. *Training Resources for the Environmental Community*

September 2019 - February 2020

Stepping Up to Leadership program, Montana. *Training Resources for the Environmental Community*

September 2019

PADM 635: Natural Resource Policy (Graduate class at UAS)

References

- Andrew Thoms, Executive Director, *Sitka Conservation Society*.

- David Castle, Owner/Operator of *M/V Eyak LLC*.

- Ashley Young, Chief Financial Officer, *NXL Group, Inc.* Captain of F/V Montana.



PLANNING COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
CHRIS SPIVEY 109 Lillian Drive	738-2524 c spi3050@yahoo.com	12/11/12	2/8/14 1/28/17 1/24/20 1/14/23	CHAIR
DARRELL WINDSOR PO Box 1973	738-4046 c dwindsor@gci.net	6/28/11	6/28/14 6/24/17 7/25/20 8/11/23	VICE CHAIR
STACY MUDRY PO Box 1366	738-8693 stacym@sitkareadymix.com	8/27/19	8/27/22	
WENDY ALDERSON 714 Etolin Street	752-0246 wendyalderson@gci.net	9/22/20	5/14/22	
<i>RANDY HUGHEY 220 Lakeview Drive</i>	<i>738-2999 c randywhughey@gmail.com</i>	<i>2/24/15</i>	<i>10/23/15 10/13/18 10/23/21</i>	<i>Resigned 10/8/20</i>
Amy Ainslie Planning Director	747-1815 amy.ainslie@cityofsitka.org			Staff Liaison
Ben Mejia Planner I	747-1814 ben.mejia@cityofsitka.org			Secretary
Kevin Mosher 100 Lincoln Street	752-0467 assemblymosher@cityofsitka.org			Assembly Liaison
Kevin Knox PO Box 6415	738-4664 assemblyknox@cityofsitka.org			Alternate Assembly Liaison

5 members from public, 3-year terms

Established by Ordinance 74-118/SGC2.18 & Charter Article VIII

Must be registered to vote

First and Third Wednesday at 7:00 p.m. – Harrigan Centennial Hall, 330 Harbor Drive

CONFLICT OF INTEREST FORMS OATHS OF OFFICE

Revised: October 8, 2020



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-51 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 10/8/2020 In control: City and Borough Assembly

On agenda: 10/13/2020 Final action:

Title: Making supplemental appropriations for fiscal year 2021 (Alaska Legislative Grant for Green Lake Phase I Supplemental Capital Project - 1st reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2020-51](#)
[Memo Ord 2020-51](#)
[Ord 2020-51](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2020-51 on first reading making supplemental appropriations for fiscal year 2021 (Alaska Legislative Grant for Green Lake Phase I Supplemental Capital Project).




City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Melissa Haley, Finance Director
Scott Elder, Utility Director

Date: October 5, 2020

Subject: **Increase appropriations for the Phase 1 Green Lake Hydro Plant Rehabilitation Project to recognize grant reallocation.**

Background

In 2012 the electric department secured a \$770,000 Alaska legislative grant to look into the feasibility of a hydroelectric plant at Takatz lake. The project is complete, but there is \$395,506.73 remaining on the grant. After trying for multiple years to have the funds reallocated to an active project, our request was granted. As the first phase of the Green Lake Hydro Plant Rehabilitation Project is a very high priority, the funds have been reallocated to this project.

Analysis

Ultimately this reallocation of grant funding will allow for more availability of working capital to spend on future capital needs, including subsequent phases of renovating the Green Lake plant.

Fiscal Note

This will increase appropriations for the project by \$395,506.73. Adding these grant funds to the capital appropriation means that staff are very likely to come forward at a later date to decrease the working capital appropriated for this phase of the project.

Recommendation

Approve supplemental appropriation to recognize reallocation of AK Legislative Grant from the Takatz Lake project to the Green Lake Phase 1 project in the amount of \$395,506.73.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-51

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2021

(Alaska Legislative Grant for Green Lake Phase I Supplemental Capital Project)

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.

3. **PURPOSE.** The purpose of this ordinance is to make a supplemental capital appropriation for FY2021.

4. **ENACTMENT.** In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2020 and ending June 30, 2021.

:

<u>FISCAL YEAR 2021 EXPENDITURE BUDGETS</u>
CAPITAL PROJECTS
Fund 710 – Green Lake Phase 1 Rehabilitation #90839: Increase appropriations in the amount of \$395,507.00 for a Alaska Legislative Grant.

EXPLANATION

This is a supplemental appropriation to recognize reallocation of AK Legislative Grant from the Takatz Lake project to the Green Lake Phase 1 project in the amount of \$395,507.

5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 27th Day of October 2020.

ATTEST:

Steven Eisenbeisz, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading: 10/13/2020

2nd and final reading: 10/27/2020

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-204 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/8/2020 In control: City and Borough Assembly

On agenda: 10/13/2020 Final action:

Title: Discussion / Direction / Decision on a marine haul out strategy

Sponsors:

Indexes:

Code sections:

Attachments: [Memo Marine Haul Out](#)

Date	Ver.	Action By	Action	Result
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Discussion / Direction / Decision
on a marine haul out strategy.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Gary Paxton and Assembly Members

From: John Leach, Municipal Administrator

Date: October 5, 2020

Subject: GPIIP Vessel Haul-Out Strategy

Background

The CBS has long recognized the importance of the fishing and maritime industry to the community of Sitka. The GPIIP Board and CBS have been working together on vessel haul out development concepts since the GPIIP properties were acquired.

The public announcement in the fall of 2019, that Halibut Point Marine (HPM) will cease public haul out operations in the summer of 2021 has intensified the priority of establishing a marine haul out facility.

Summary of project development to date:

- January 30, 2020 GPIIP Board and Assembly held a joint work session to discuss different concepts regarding; ownership of facility and operations, infrastructure needed to support the fleet, and funding for the haul out construction and operations. The Assembly gave direction to develop an RFP to investigate private ownership and operations of a haul out.
- February 27, 2020 GPIIP Board met to recommend approval of the RFP.
- March 10, 2020 CBS Assembly met and approved the RFP for release.
- On March 11th, 2020 City and Borough of Sitka (CBS) released a Request for Proposal (RFP) for the Construction and Operation of a Marine Haul Out and Shipyard.
- April 15, 2020 the RFP closed. The CBS received two proposals from the RFP process.
- April 27, 2020 GPIIP Board met to discuss and score both proposals as part of the CBS RFP Selection Committee. The CBS Selection Committee scored the proposal from WC Enterprises (now SIMS) with the highest score.
- May 12, 2020 CBS Assembly accepted the GPIIP Board's recommendation to move forward with negotiating terms to move forward on a haul out at the GPIIP

- b. **Haul Out Task Force (HTF):** The HTF would have a diverse knowledge of GPIIP, the regions vessel fleet and CBS finances along with having the time to commit to detailed reviews. The HTF is proposed to consist of 2 GPIIP Board Members, 2 Port and Harbors Commission Members, 2 Assembly members (as appointed by the Assembly), the GPIIP Director and the Administrator. This group's focus will be largely proofing the economics, business plan and customer base assumptions. They will also provide focused first-line feedback to refine assumptions before draft options go public in the more formal GPIIP Board meetings and work sessions.
 - c. **GPIIP Board:** The GPIIP Board will review all work products developed by TWG and reviewed by the HTF and will be the interface between these plans and obtaining public input and Assembly action. The GPIIP Board may need to have several work sessions to include public input and, at times, may bring in the Port and Harbors Commission. The GPIIP Board will give ultimate direction to task the HTF to refine and improve work products as needed.
3. **Set our course:** Finalize a basis of design document that becomes the core framework to develop the project (size of boats, type of haul out and machine, etc.)
 4. **Execute:** Develop a draft RFP (likely design/build) to execute a project in accordance with the approved basis of design.

We have set a goal to complete Stage-1 by the end of April 2021 if we need to secure a general obligation bond.

Part of the Stage-1 deliverable involves developing an RFP plan or strategy. There are three clear options that the Assembly should consider pursuing prior to putting the TWG or HTF to work. The three strategies are:

1. Full Private Sector Development RFP

This option assumes the CBS will sell GPIIP property to an outside entity for full private sector development of a vessel haul out.

Property (Please see the attached map - orange)

- CBS would agree to sell the following upland Lots for private development of a haul out:
 - Lot 6 41,028 SF
 - Lot 7 32,879 SF
 - Lot 9b 7,583 SF
 - Lot 15 113,369 SF

194,859 SF or 4.47 Acres uplands
- CBS would agree to sell limited waterfront property and tidelands for marine haul out pier access. (See attached map - orange)

Mitigation

- Local marine trade vendors and stakeholders work together and submit a proposal to control their own destiny.
- CBS develops construction and operations regulations to address potential safety and environmental concerns.

3. CBS Developed Haul Out

This option assumes the CBS continues to search for outside funding support via Federal/State Grants or borrows funds to develop a vessel haul out.

Pros

- The CBS would fully control the site and development.

Cons

- No funding has been identified for the project.
 - Without outside funding, a CBS subsidy will be required.
- Potential for a longer time frame before a vessel haul out is put into operation.

Fiscal Note

We have secured an appropriation of \$100,000 to support specialized consultant services for the technical analysis and design related to the development of a haul out basis of design and RFP. Funding for this work will come from the Economic Development Fund when/if it's necessary.

The following is a beginning phase high-level ROM Cost for a haul out to get to the point of hauling and washing boats (assuming 150-ton). It is important to note there are other major elements/costs to developing the uplands not included in these costs.

Haul out pier:	\$2,600,000
Concrete washdown pad and water treatment:	\$1,000,000
150-ton travel lift:	\$1,200,000
Total:	\$4,800,000

Recommendation

Recommend the Assembly choose, by motion, one of the three strategies for haul out development as previously detailed:

1. Full Private Sector Development RFP
2. Partial Private Sector Development RFP
3. CBS Developed Haul Out

Encl: (1) GPIP memo of September 29, 2020 and all enclosures.



329 Harbor Drive, Suite 202
Sitka, AK 99835
Phone: 907-747-2660

Tuesday, September 29, 2020

MEMORANDUM

To: John Leach, CBS Administrator
From: Garry White, GPIIP Director
Subject: GPIIP Vessel Haul-Out Development

Introduction

The CBS and GPIIP Board have taken multiple steps over the past two decades to develop a vessel haul out at the GPIIP properties.

The biggest hurdle to the development of a vessel haul out at the GPIIP has been the lack of funding for the project. The CBS has been unsuccessful in obtaining outside funding for this project.

The CBS has released multiple Request for Proposals (RFPs) for private sector development of a vessel haul out. Past proposals from the private sector for development of a haul out have not come to fruition due to either; 1) the proposer requesting financial support from the CBS, which was not deemed feasible, or 2) the CBS did not want to give up ownership and/or control of GPIIP property to a third party.

The GPIIP Board met on September 17th to discuss next steps to develop the haul out with the recent news that the CBS was not successful in obtaining a USDOT Build Grant for haul out development. After hearing public comments, the Board suggested that another RFP for private sector development be released. The Board stated that the RFP should be clear that no CBS funding is available for the project. The issue of property ownership/control was not discussed in detail during the Board discussion.

The GPIIP Director is recommending that the Assembly provide direction on the following options for a vessel haul out RFP, considering funding and control.

1. Full Private Sector Development RFP

This option considers the CBS is willing to sell GPIIP property to an outside entity for full private sector development of a vessel haul out.

Property (Please see the attached map - orange)

- CBS would agree to sell the following upland Lots for private development of a haul out:
 - Lot 6 41,028 SF
 - Lot 7 32,879 SF

- Lot 9b 7,583 SF
- Lot 15 113,369 SF
194,859 SF or 4.47 Acres uplands

- CBS would agree to sell limited waterfront property and tidelands for marine haul out piers access. (See attached map - orange)

Pros

- The benefit of a full private sector development is potentially more private sector developers will be willing to propose as they can realize control over their investment and potentially earn a better return on their investment.
- Faster development than public sector development.

Cons

- Potential loss of local control of the site.
- Potential for local marine trade vendors to not have access to site.

Mitigants to Cons

- CBS adjusts zoning code to require that all property can only be used for public haul out operations.
- CBS includes contract language which requires property be used as a public haul out operation only.
- CBS enters into a lease to purchase agreement that allows private sector to own property once certain benchmarks have been completed, such as construction of haul out piers, wash down infrastructure, etc.

2. Partial Private Sector Development RFP

This option considers that the CBS wishes to continue to control the GPIIP property via long term leases. This type of RFP would be similar to the RFP the CBS released in April 2020. (All proposals submitted required some sort of financial support from the CBS. No private entity proposed using 100% outside funding.)

Property (Please see the attached map)

- All GPIIP property will be leased to entities or held in reserve.
- CBS allows access ramp to be used “as is” or with minimal improvements.
- CBS could consider building EPA approved wash-down facility.
- CBS could agree to sell a small portion of waterfront property (in green on the map) for private sector development of a marine haul out piers.
 - Location of access is related to conversation regarding a private sector haul out on Lot 5.

Pros

- The CBS would continue to control the site.

Cons

- This method of RFP has been tried without success.

- Potential for local marine trade vendors to not to have access to site.
- Potential liability risk with private haul out operations being completed on public property.

Mitigants to Cons

- Local marine trade vendors and stakeholders work together and submit a proposal to control their own destiny.
- CBS develops construction and operations regulations to address potential safety and environmental concerns.

3. CBS Developed Haul Out

This options considers that the CBS controls its own destiny and continues to search for outside funding support via Federal/State Grants or borrows funds to develop a vessel haul out.

Pros

The CBS would fully control the site and development.

Cons

- No funding has been identified for the project.
 - Without outside funding, a CBS subsidy will be required.
- Potential for a longer time frame before a vessel haul out is put into operation.

Background

The GPIIP Board has long recognized the importance of the fishing and maritime industry to the community of Sitka.

The GPIIP Board and CBS have been working on vessel haul out development concepts since the GPIIP properties were acquired. Every Legislative Priorities list from FY2005 through FY2016 included a reference to development of a marine industry and infrastructure at the GPIIP and/or a specific funding request. The CBS most recently applied for a USDOT Build Grant in May 2020.

In 2009, the CBS released a RFP for private sector development of a vessel haul at the GPIIP. The RFP was mailed directly to a list of over 60 targeted clients and advertised globally. The GPIIP Director met with various marine service providers throughout the state and in the Puget Sound area that were interested in operating a marine haul out, but many were not interested in providing the funding for the base infrastructure needed for a haul out operations. The CBS received one proposal to the RFP from Puglia Engineering Inc. out of Bellingham, WA. Puglia and the CBS could not come to terms on the proposal and investment, due to large capital requirement (~\$21 million) requested to be funded by the CBS. (*Note: There was a global recession in 2009, access to capital was limited)

In 2014, Silver Bay Seafoods proposed to construct a haul out at the GPIIP properties. After months of negotiations the venture did not move forward due to multiple reasons, including lack of waterfront ownership, infrastructure funding, and having other GPIIP lots being leased to other ventures in GPIIP.

In the spring of 2020, the CBS released another RFP for private sector development of a haul out. The RFP was structured for long term leases only.

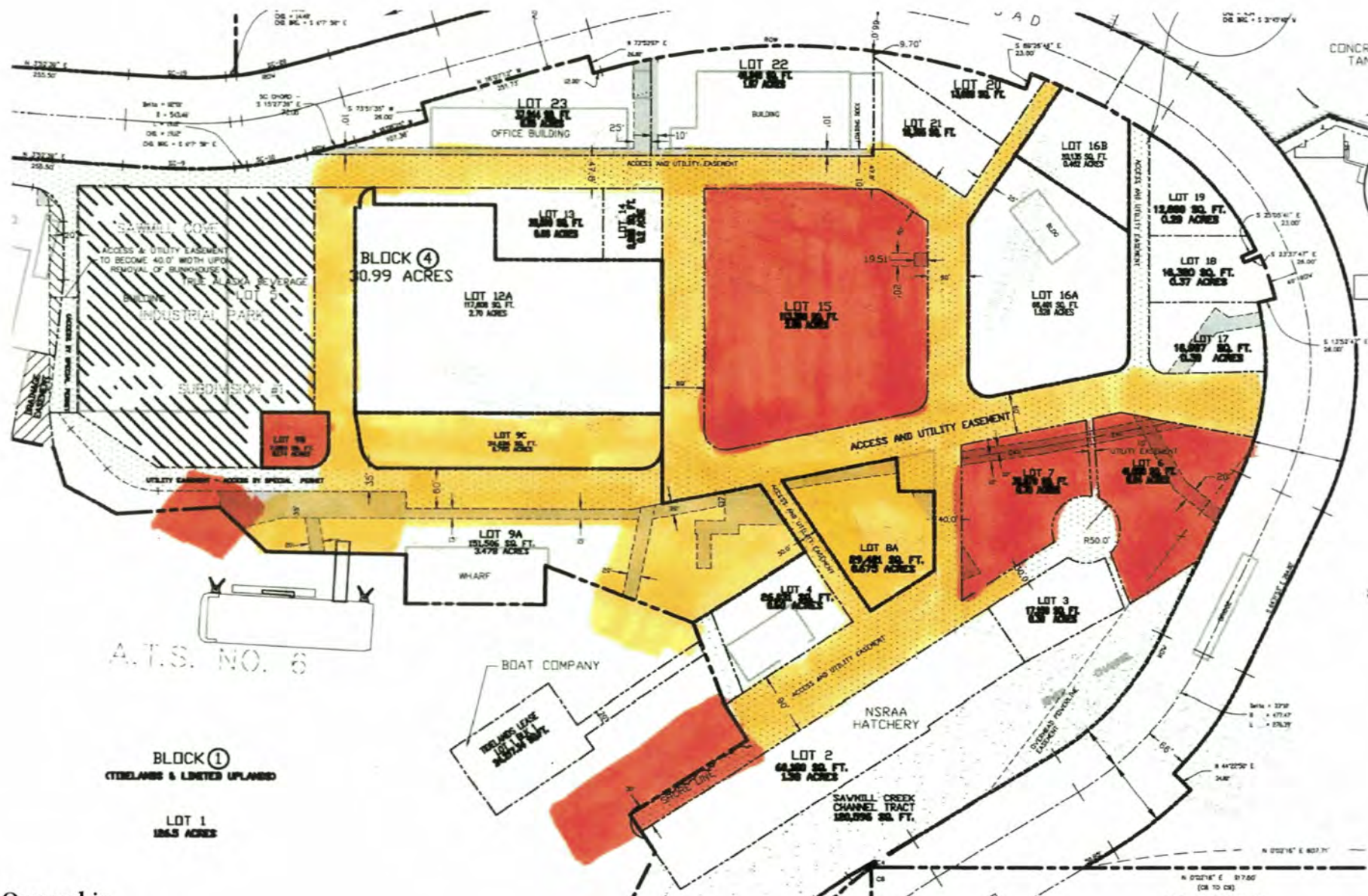
The CBS received two proposals from the RFP process. The GPIIP Board met on April 27th to discuss and score both proposal as part of the CBS RFP Selection Committee. The CBS Selection Committee scored the proposal from WC Enterprises/SIMS with the highest score. The CBS Assembly accepted the GPIIP Board's recommendation to move forward with negotiating terms to move forward on a haul out at the GPIIP with WC/SIMS at its May 12th, 2020 meeting.

The CBS negotiation team consisting of the CBS Administrator, CBS Public Works Director, and the GPIIP Director met multiple times in May and June with the WC/SIMS' principal owners. After considering all available information, listening to public stakeholder comments, and investigating more in-depth on the financial costs to move forward with a proposal; WC/SIMS concluded that the associated costs to complete a haul would require a larger financial subsidy from the CBS. A modified proposal was brought to the Assembly. The CBS Assembly rejected the modified proposal by WC Enterprises due to substantial changes to WC request for financial support.

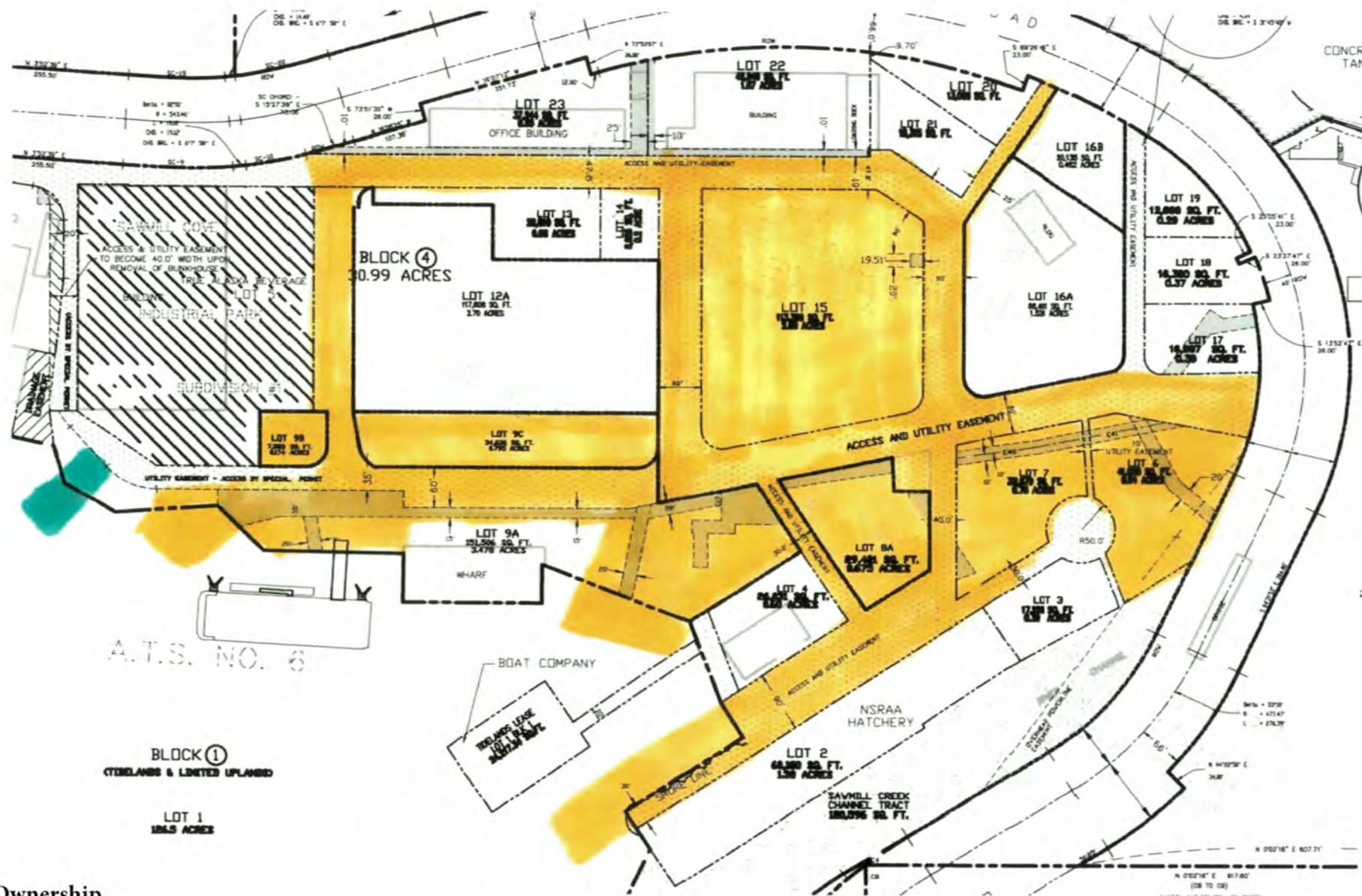
Action

- Assembly discussion/direction on what option of RFP should be released.
- Assembly discussion/direction on potential for CBS developed haul out.

Legend:
Yellow- CBS Ownership
Orange- Private Ownership



Option 2



Legend:
Yellow- CBS Ownership
Green- Private Ownership

Gary Paxton Industrial Park – Board of Directors Meeting
September 17, 2020 3:00pm – Harrigan Centennial Hall
DRAFT Meeting Minutes

A. CALL TO ORDER: The Chair Scott Wagner, called the meeting to order at 3:00 pm

B. ROLL CALL

Members Present: Scott Wagner, Mike Johnson, Jamal Float, Vaughn Morrison

Members Absent: Al Stevens

Staff Present: Garry White, Makena Hardwick

City Representatives: Thor Christianson (Assembly Liaison), John Leach (Administrator), Michael Harmon (Public Works Director)

Others Present: Jeremy Serka, Marsh Skeele, Baker Ainslie, Jeff Farvour and others present in person and via Zoom

C. Review of Minutes – June 22, 2020

Motion: M/S Float/Morrison to approve the minutes of June 22, 2020

Action: Motion Passed 4/0 on a voice vote

D. Correspondence & Other Information- Mr. White added that the USDOT Build Grant was not received

E. Changes/Additions/ Deletions to Agenda- None

F. Reports – Mr. White reported a lot of use in the dock, bulk water potential deal in the works. Fuel Sales have been providing cash flow and positive revenue. Last night P&Z Commission address zoning codes. Mr. White will bring zoning code tables back to Board for input as haul out priority has changed.

G. Persons to Be Heard- None

H. Unfinished Business

1. Gary Paxton Industrial Park (GPIP) Waterfront Development/Haul Out Proposals

Mr. White stated that this has been a long process. In November of 2019 received notification that HPR Marine haul out would close. Mr. White went over a brief summary of the process up to this point. Mr. White went over design concepts from previous planning for the haul out. We have the option of going back to the private industry. Private industry presents the issue of control. Or develop it through the City to maintain control, however the City does not have the

Gary Paxton Industrial Park Board Meeting
September 17, 2020

funds to support this project currently. Another option that happened in Petersburg, tradespeople came together with private capital to bring a haul out.

Mr. Leach spoke to the funding of the project. Sales tax is at a huge loss from previous years. Projected \$85 million loss from lack of visitors due to Covid. Could potentially loan some funds. \$1.4 left in economic development fund. Mr. Leach Summarized the reasoning behind the high cost of development.

Mr. Harmon came forward to explain that the traditional approach costs \$4.8 million to get a haul out started. Cost of wash down pad and treatment is \$1 million. Treatment could be simplified, and could be a temporary wash down set up. However, the City must ensure that wherever the wash down pad is you can deal with the contaminants.

Mr. Christianson suggested that all involved parties need to decide how much control they are willing to give up. The Petersburg model has more political capital and it would involve more Sitkans.

Mr. Harmon Suggested bringing a team in that can help with that. Other options include waiting for the opportunity to apply for future grants, working multiple potential paths, or trying to find a public/private partnership.

Mr. Christianson Asked Mr. Harmon, "From where we are now, and all the work we have done, how close are we to having a shovel ready proposal?"

Mr. Harmon replied "We have the McGraw drawings, and 2007 plans, we aren't there, but if we said we were, we could get everything together quickly. No Bid Package is ready."

Chair Wagner asked to hear from the public:

Baker Ainslie came forward to say that he would love to repurpose his design, it does not require the grant. Would need the economic develop money to buy a trailer. The big problem now is time there are only 10 months until the next fishing season starts.

Jeremy Serka came forward and stated the he still plans to help the project move forward by working the industry on the sidelines. And that he would continue to talk to people in the community about building a haul out without City funds. Mr. Serka also said that he would like to avoid repeating the previous situation.

Jeff Farvour was the final member of the public to come forward he added that he hopes the City does not sell the land and lose control of the project. He suggested that local fishermen would like to hear from the City more formally.

Chair Wagner invited discussion from the board upon hearing no one else from the public come forward.

Mr. Float would like to see a phased in approach. Could put out an RFP, potentially long-term 99-year lease, reviewed in accordance with a mission statement put forward with the RFP.

Mr. White provided a brief historic review. Mr. White also stated that he is looking for the community to come together, go out and find their financing. If someone wants to build their own haul out I don't think anyone would say no.

Mr. Christianson suggested they use that as a framework to get stakeholders together in a formal meeting to jumpstart the co-op instead of waiting for the groups to do it on their own. Having a meeting with the 3 fish plants and the people from this group is a good start.

Mr. Morrison said we can't move forward until we have a substantial financial investment.

Chair Wagner suggested that interested parties work with Mr. Harmon on the group he is forming. Create options based on potential scenarios

Mr. White would like to open another RFP, but put out that there is no city money.

Mr. Leach stated that if the economic development money from the city was used, it would be loaned, and there is no budget for future use.

Mr. Harmon suggested that the RFP be very clear on what type of partnership the city is bringing to the table. Mr. Harmon would like to wait to get the task force started if they are unsure which direction they are going in to pick up the project.

Mr. White asked if it would be beneficial to do an RFI.

Mr. Leach stated that they have had problems with RFIs in the past. They are supposed to be confidential, but they received requests for competitor's information.

Mr. Harmon explained that an RFI is the traditional route, and then an RFP once you get into a competitive and narrowed down stage.

Board decided to put together another RFP for the haul out.

I. New Business

1. Delta Western Fuel Sales Proposal

Mr. Johnson recused himself from the Board discussion and spoke on behalf of Delta Western. Delta Western provides service for the fleet, revenue to the dock and revenue to town.

Traffic has increased, one stipulation for an unattended dock is that it cannot be open to the public. Proposal due to that was based on only serving Silver Bay Seafoods. Have been approached by other fleets to service them as well. Nothing would change, except opening up to more fleets. Not open to the public, because there is no attendant there.

Mr. Float asked why can it not be open to the public?

Mr. Johnson explained that it is Coast Guard EPA regulated, can service a "fleet", exempted fishing boats recently.

Chair Wagner asked if DW is proposing adding another tank?

Mr. Johnson responded, "Not as of right now, but we will look into that later."

Mr. Christianson asked if the board can add language that says DW can sell to anyone legally?

Chair Wagner voiced that his only concern is potential competitor's being upset by seemingly preferential treatment.

Motion: M/S Float/Morrison to allow DW to provide service to other fleets

Action: **Motion PASSED** 4/0 on a voice vote.

2. Sitka Salmon Shares Proposal

Mr. Skeelee spoke on behalf of Sitka Salmon Shares. Sitka Salmon Shares would like to store a movable freezer container and movable crane at GPIP 8 months a year. SSS would be willing to pay for the use of the dock. And the cost to bring potable water down to the freezer container.

Mr. Christianson stated that he has no problems with the concept, possibility allow the crane to be available for rent to the public. Would have to prove that it can be done with the space restrictions.

Mr. White voiced concern over the use of the land by one operator.

Mr. Leach added that the City has thought of putting a crane down there for additional revenue and public use.

Mr. White invited Mr. Skeelee to come back to the next meeting with a full proposal.

J. Adjournment: The Chair, Scott Wagner, adjourned the meeting at 4:41pm



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-205 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/8/2020 In control: City and Borough Assembly

On agenda: 10/13/2020 Final action:

Title: Update / Discussion on the CARES Act Working Group progress (public comment to be taken)

Sponsors:

Indexes:

Code sections:

Attachments: [Update Discussion](#)

Date	Ver.	Action By	Action	Result
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Update / Discussion
on the CARES Act Working Group progress.
(public comment to be taken)

Note: Public comment will be taken after an update from the Municipal Administrator.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-206 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/8/2020 In control: City and Borough Assembly

On agenda: 10/13/2020 Final action:

Title: Assignments: Deputy Mayor, Vice-Deputy Mayor and Assembly Liaisons

Sponsors:

Indexes:

Code sections:

Attachments: [Appoint Deputy and Vice Deputy Mayor 2020](#)
[LIAISONS 2019-2020](#)
[November 2020 cbs boards and commissions calendar](#)

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

I nominate _____, _____, _____ for Deputy Mayor

DEPUTY				
MAYOR EISENBEISZ				
MS. DUNCAN				
MR. CHRISTIANSON				
MR. KNOX				
MR. MOSHER				
MS. HIMSCHOOT				
MS. NELSON				

I nominate _____, _____, _____ for Vice-Deputy Mayor

VICE DEPUTY				
MAYOR EISENBEISZ				
MS. DUNCAN				
MR. CHRISTIANSON				
MR. KNOX				
MR. MOSHER				
MS. HIMSCHOOT				
MS. NELSON				

Municipal Boards/Commissions/Committees Monthly Meeting Schedule 2019-2020					
ENTITY	CHAIR	Day of Month	Time	Location	Liaisons
Animal Hearing	Susan Royce	Meets as needed			*NA
Building Department Appeals		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	Christianson/Eisenbeisz
Health Needs/Human Services	Charlie Woodcock	2nd Thursday	1:30 PM	Harrigan Centennial Hall	Wein/Knox
Historic Preservation	Roberta Littlefield	2nd Wednesday	6:00 PM	Harrigan Centennial Hall	Mosher
Investment Committee	Mike Reif	Meets as needed	Varies	City Hall Conference Room	Christianson
Library	Nicole Filipek	First Wednesday	6:00 PM	Sitka Public Library	Christianson
Local Emergency Planning	Craig Warren	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	Mosher/Knox
Police & Fire	Loyd Platson	4th Wednesday	6:00 PM	Harrigan Centennial Hall	Nelson/Christianson
Port & Harbors <i>(no summer meetings)</i>	Dave Gordon	2nd Wednesday	6:00 PM	Harrigan Centennial Hall	Knox
Tree & Landscape	Deb Miller	2nd Wednesday	5:00 PM	Zoom	Wein
Informational					
SEDA	Trevor Harang	1st Thursday	Noon	329 Harbor Drive	Paxton/Mosher
Sitka Tribe of Alaska (STA)	Kathy Hope-Erickson	3rd Wednesday	6:30 PM	Community House	Christianson/Eisenbeisz
School Board		1st Wednesday	6:00 PM	SHS Library	Mosher/Nelson
Emergency Operations Center		Meets as needed	varies	Fire Department Classroom	Wein
Bolded Boards/Commissions/Committees Liaison Required by Ordinance.					
*Don't meet often enough to need a liaison					Revised: October 9, 2020

November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Library Commission 6pm School Board 6pm Planning Commission 7pm	5 SEDA Noon	6	7
8	9	10 Parks & Recreation Committee Noon	11 Tree and Landscape Committee 5pm Historic Preservation Commission 6pm Port and Harbors Commission 6pm	12 Local Emergency Planning Committee Noon Health Needs & Human Services Commission 1:30pm	13	14
15	16	17	18 Planning Commission 7pm Sitka Tribe of Alaska 6:30pm	19	20	21
22	23	24	25 Police & Fire Commission 6pm	26	27	28
29	30				Gary Paxton Industrial Park Board of Directors VARIES 3pm Investment Committee VARIES	