

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
October 24th Assembly meeting.



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

*Mayor Matthew Hunter
Deputy Mayor Steven Eisenbeisz,
Vice Deputy Mayor Bob Potrzuski,
Aaron Bean, Kevin Knox, Dr. Richard Wein,
Benjamin Miyasato*

*Municipal Administrator: Keith Brady
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, October 24, 2017

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

IV. CORRESPONDENCE/AGENDA CHANGES

17-177 Reminders, Calendars and General Correspondence

None.

V. CEREMONIAL MATTERS

None.

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

Dr. McNichol, President of the Sitka School Board, briefed the Assembly. She announced the Board had appointed new officers at their recent meeting, set goals for the upcoming year, and spoke to Resolution 2017-01 (Tobacco 21). McNichol thanked the Assembly for its support.

VII. PERSONS TO BE HEARD

Alene Henning stated people continued to use their cellphones while operating vehicles. She reminded the police were issuing tickets for the offense.

Sharon Sullivan spoke to the Sitka Community Hospital Board meeting scheduled for October 26th and the potential impacts to obstetric services. She expressed the desire for a birthing center and announced she was facilitating a public meeting on the topic October 25th at Harrigan Centennial Hall.

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

Mayor - Hunter announced City staff had received an email from the out of state recycling contractor stating China would no longer be accepting plastics and mixed paper in the very near future.

Administrator - Brady spoke of the Alaska Day festivities including the recertification ceremony for USCG City status, invited citizens to bid on the surplus vehicles, announced the annual audit was in progress, and relayed he had met with the Sitka School District to discuss heavy rain protocols.

Liaisons - Mayor Hunter reminded Assembly members if they were unable to attend their appointed Liaison commission meetings to notify the alternate liaison or contact the Municipal Clerk's office. Dr. Wein reported on the following meetings: Port and Harbors Commission, Local Emergency Planning Committee, Historic Preservation Commission, Planning Commission, and Health Needs and Human Services Commission. Potrzuski reported on the Tree and Landscape Committee meeting and Gary Paxton Industrial Park Board meeting.

Clerk - Peterson reminded the November 14th Assembly meeting had been moved to November 7th due to Assembly attendance at the Alaska Municipal League Annual Conference November 13-17.

Other - Dr. Wein offered comments regarding the recent Gary Paxton Industrial Park Board meeting. Bean clarified that per the Charter, Assembly members had the right to make inquiries. He invited staff to approach him at anytime about Assembly or Administrative matters. In addition, Bean announced he had received an email from Captain Davis of the United States Air Force regarding the Northern Edge Exercise. Bean suggested the Assembly be debriefed on the exercise, environmental impacts, and record of any king salmon being killed.

IX. CONSENT AGENDA

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

Yes: 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

A 17-174 Approve the minutes of the October 10 Assembly meeting

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

- B 17-175** Approve a standard marijuana cultivation facility license for Justin Brown dba AK O Farms LLC at 1210 Beardslee Way

Wein asked for an explanation of the application process.

Planning Director, Michael Scarcelli, spoke to the rigorous standards in the Sitka General Code and stated the applicant had gone through the conditional use permitting process. He noted the applicant was in compliance with conditions of approval and that City staff had no concerns with the license.

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

Yes: 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- C 17-176** Reappoint Doug Osborne to a three-year term on the Health Needs and Human Services Commission and Appoint: 1) Vera Gibson to an unexpired term on the Health Needs and Human Services Commission and, 2) Robert Hattle to an unexpired term on the Sitka Community Hospital Board

Miyasato thanked the applicants for their interest in serving. Dr. Wein and Bean asked questions of Sitka Community Hospital Board applicant, Robert Hattle.

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

Yes: 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:

New Business First Reading

- D ORD 17-35** Adjusting the FY18 Budget (*Reappropriations and Harbor Meter Project*)

Chief Finance and Administrative Officer, Jay Sweeney explained the Ordinance 1) reappropriated encumbered funds which were unexpended in FY17 and 2) appropriated \$75,000 for an Electric Department capital project. The project was intended to be included in the FY18 budget and was not.

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

Yes: 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

- E ORD 17-36** Adjusting the FY18 Budget (*CPET Funds Sitka History Museum*)

Mayor Hunter noted the money had been appropriated last year, however, the project to complete the interior of Sitka History Museum wasn't finished and a new appropriation for FY18 was necessary. Eisenbeisz and Dr. Wein expressed concern regarding risk to the City. Eisenbeisz wondered of competitive bidding requirements. Municipal Attorney, Brian Hanson, stated he was unaware of a competitive bidding process for CPET (Commercial Passenger Excise Tax) funding. Mayor Hunter reminded there were no clear guidelines in the use of the CPET funds as was seen with the Sea Walk project. Hanson added that inquiries were made of State auditors to determine guidelines, however, he was instructed the City would need to make its own determinations. Hanson requested the Historical Society complete a cost approach methodology analysis to try and eliminate risk. Through the analysis, it was determined the project benefitted cruise ship passengers and Hanson and the Chief Finance and Administrative Officer, Jay Sweeney, recommended support.

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

Yes: 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

Additional New Business Items

F RES 17-21 Supporting Sitka Sound Science Center's application under the FY18 Historic Preservation Fund Grant Program for Certified Local Governments

Mayor Hunter reminded agenda items F, G, H, and I were pass-through grants from the State.

Lisa Busch of the Sitka Sound Science Center explained the grant request. Administrator Keith Brady clarified that the grant request was for \$25,000; for a total project cost of \$50,000.

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

Yes: 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

G RES 17-22 Supporting Sitka Historical Society's application under the FY18 Historic Preservation Fund Grant Program for Certified Local Governments

Mayor Hunter clarified that the grant request was for \$6,147; for a total project cost of \$10,246.

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

Yes: 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

H RES 17-23 Supporting Alaska Arts Southeast's application under the FY18 Historic Preservation Fund Grant Program for Certified Local Governments

Rebecca Poulson of Alaska Arts Southeast explained the project and thanked the Assembly and City staff for their support. Mayor Hunter reminded the grant request was for \$25,000; for a total project cost of \$41,667.

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

Yes: 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

I RES 17-24

Supporting Sitka Maritime Heritage Society's application under the FY18 Historic Preservation Fund Grant Program for Certified Local Governments

Sitka Maritime Heritage Society board member, Rebecca Poulson, explained the project and thanked the Assembly and City staff.

Knox thanked the applicant, and other grant applicants on the agenda, for their work in preserving Sitka's history. Knox recognized the Finance Department staff for their work and implementation of changes associated with federal guidelines. It was noted the grant request was for \$25,000; for a total project cost of \$41,667.

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

Yes: 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

XIII. PERSONS TO BE HEARD:

None.

XIV. EXECUTIVE SESSION

None.

XV. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:22pm.

ATTEST: _____

Sara Peterson, CMC
Municipal Clerk