



# CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS  
1332 Seward Ave.  
Room 229  
Sitka, AK  
(907)747-1811

## Meeting Agenda

### City and Borough Assembly

*Mayor Mim McConnell*  
*Deputy Mayor Matt Hunter*  
*Vice-Deputy Mayor Benjamin Miyasato*  
*Aaron Swanson, Steven Eisenbeisz*  
*Tristan Guevin, and Bob Potrzuski*

*Municipal Administrator: Mark Gorman*  
*Municipal Attorney: Robin L. Schmid*

---

Tuesday, April 26, 2016

6:00 PM

Assembly Chambers

---

#### REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[16-083](#) Reminders, Calendars and General Correspondence

Attachments: [Reminders and Calendars.pdf](#)

[Vendor report.pdf](#)

V. CEREMONIAL MATTERS

[16-076](#) Service Awards - Citizens' Taskforce Members

Attachments: [Citizens Taskforce Member Certificates.pdf](#)

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

[16-082](#) Convention and Visitor Services Update - Rachel Roy

Attachments: [Convention and Visitor Services Update.pdf](#)

[Visit Sitka Marketing Plan Final 2016 04 18.pdf](#)

**VII. PERSONS TO BE HEARD**

*Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the mayor imposes other time constraints at the beginning of the agenda item.*

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

*All matters under Item IX Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

- A**     [16-074](#)     Approve the minutes of the April 7 and April 12 Assembly meetings  
**Attachments:** [Motions and Minutes.pdf](#)
- B**     [16-069](#)     Approve a liquor license application for a transfer of location (from 326 Lincoln Street to 321-B Lincoln Street) for House of Liquors, Inc. dba Salty Sal's Liquor Cabinet  
**Attachments:** [Salty Sal's.pdf](#)
- C**     [16-073](#)     Approve Amendment No. 1 to the Northern Southeast Regional Aquaculture Association lease agreement as recommended by the Gary Paxton Industrial Park Board and authorize the Municipal Administrator to execute the document  
**Attachments:** [NSRAA Amendment No. 1.pdf](#)  
[NSRAA Lease Agreement May 2006.pdf](#)  
[McDowell Group 2009 Economic Impacts NSRAA.pdf](#)
- D**     [RES 16-08](#)     Supporting the City's application to the Alaska Federal Lands Access Program (FLAP) grant program for \$2,000,000 for construction of phase 6 of the Cross Trail Multimodal Pathway in 2019  
**Attachments:** [Motion, Memo, Res 2016-08.pdf](#)  
[Sitka Trail Works Memo.pdf](#)  
[Memo CBS Fire Department.pdf](#)

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

- E**      [16-075](#)      Reappoint Tamie (Harkins) Parker Song to a term on the Planning Commission and Appoint: 1) Scott Saline to a term on the Historic Preservation Commission, and, 2) Allison Massey to a term on the Parks and Recreation Committee
- Attachments:**   [Motion.pdf](#)  
                                 [Parker Song.pdf](#)  
                                 [Saline..pdf](#)  
                                 [Massey.pdf](#)
- XI.      UNFINISHED BUSINESS:**
- F**      [ORD 16-05](#)      Amending Sitka General Code Title 10 "Public Peace, Safety and Morals" by adding a new Chapter 10.25 entitled, "Cellular Phone Use While Driving"
- Attachments:**   [Motion Ord 2016-05.pdf](#)  
                                 [Memo Ord 2016-05.pdf](#)  
                                 [Ord 2016-05 AMENDED.pdf](#)  
                                 [Ord 2016-05 Original.pdf](#)
- G**      [ORD 16-09](#)      Adjusting the FY16 Budget
- Attachments:**   [Motion Ord 2016-09.pdf](#)  
                                 [Memo Ord 2016-09.pdf](#)  
                                 [Ord 2016-09.pdf](#)
- H**      [ORD 16-10](#)      Amending the City and Borough of Sitka Personnel Policies Handbook to allow the Municipal Administrator, for budgetary reasons, to change daily hours of work and the workweek and establish furlough days
- Attachments:**   [Motion Ord 2016-10.pdf](#)  
                                 [Memo Ord 2016-10.pdf](#)  
                                 [Ord 2016-10.pdf](#)
- I**      [ORD 16-11](#)      Amending Sitka General Code Title 22 "Zoning" by amending Chapter 22.08 "Definitions" by adding Section 22.08.587 "Marijuana", amending Section 22.16.015 "Permitted, Conditional and Prohibited Uses", and amending Chapter 22.24 "Special Use Permits" by adding Section 22.24.026 "Marijuana Conditional Use Permits"
- Attachments:**   [Motion Ord 2016-11.pdf](#)  
                                 [Memo Ord 2016-11.pdf](#)  
                                 [Ord 2016-11.pdf](#)  
                                 [Addtl info Ord 2016-11.pdf](#)

- J      [ORD 16-12](#)      Amending Chapter 3.16 "Procurement Policy" of the Sitka General Code to allow the Municipal Administrator to create detailed purchasing procedures for municipal staff based on and subject to these policies. Further, this revised policy will allow the Municipal Administrator to update municipal procurement procedures on a regular basis

**Attachments:** [Motion Ord 2016-12.pdf](#)  
[Memo Ord 2016-12.pdf](#)  
[Ord 2016-12.pdf](#)

**XII.      NEW BUSINESS:**

**New Business First Reading**

- K      [ORD 16-13](#)      Adjusting the FY16 Budget

**Attachments:** [Motion Ord 2016-13.pdf](#)  
[Ord 2016-13.pdf](#)

- L      [ORD 16-14](#)      Amending Sitka General Code Title 22.16.015 "Permitted, Conditional and Prohibited Uses" to allow short-term rentals in the public zone as a conditional use

**Attachments:** [Motion Ord 2016-14.pdf](#)  
[Memo and docs Ord 2016-14.pdf](#)  
[Ord 2016-14.pdf](#)

- M      [ORD 16-15](#)      Amending Title 15 of the Sitka General Code by adding a new Chapter 15.15 entitled "Municipal Subsidization of Low Income Household Utility Costs" PULLED

**Attachments:** [Motion Ord 2016-15.pdf](#)  
[Ord 2016-15.pdf](#)  
[Community Options for Utility Assistance.pdf](#)

**Additional New Business Items**

- N      [16-070](#)      Discussion/Direction/Decision on the recruitment for a Municipal Attorney

**Attachments:** [Recruitment schedule Municipal Attorney.pdf](#)

**XIII.      PERSONS TO BE HEARD:**

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

**XIV.      EXECUTIVE SESSION**

**XV. ADJOURNMENT**

*Sara Peterson, CMC  
Municipal Clerk  
Publish: April 22*