



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 12, 2016

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[16-062](#) Reminders, Calendars and General Correspondence

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

[Public Works Update.pdf](#)

[Sister City Nemuro Japan.pdf](#)

[Litman Service Award.pdf](#)

V. CEREMONIAL MATTERS

[16-053](#) Athletic Awards - JD Gagner, Josh Geoden, and Sydnee Kimber

Attachments: [Arctic Winter Games.pdf](#)

[16-054](#) Citation - SHS Boys Basketball Team

Attachments: [SHS Boys Basketball Team Citation.pdf](#)

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

[16-055](#) Sitka Sound Science Center Update

Attachments: [Sitka Geotask Force Summary Final 2016.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 [16-056](#) Approve the minutes of the March 22 Assembly meeting

Attachments: [Consent and Minutes.pdf](#)

B [16-059](#) Award a professional services contract to PND Engineers, Inc. for the design of the Landfill and Crescent Lift Stations Improvements Project on a time and materials basis for a not to exceed amount of \$139,534

Attachments: [Landfill and Crescent Lift Stations Project.pdf](#)

C [16-060](#) Award a contract to Caselle Software Solutions for the Property Tax and Sales Tax System Upgrade Project for a not to exceed amount of \$80,000

Attachments: [Property Tax and Sales Tax System Project.pdf](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

D [16-057](#) Reappoint Annabel Lund to a term on the Local Emergency Planning Committee and Appoint 1) Dale Williams to an unexpired term on the Police and Fire Commission, 2) Lorrain Lil to a term on the Library Commission, and 3) Clara Gray to an unexpired term on the Historic Preservation Commission in the category of "STA alternate"

Attachments: [Motion reappoint and appoint.pdf](#)

[LEPC Lund.pdf](#)

[Police and Fire Williams.pdf](#)

[Library Lil.pdf](#)

[Historic Preservation Gray.pdf](#)

XI. UNFINISHED BUSINESS:

- E** [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.pdf](#)

- F** [ORD 16-08](#) Adjusting the FY16 Budget

Attachments: [Motion Ord 2016-08.pdf](#)

[Ord 2016-08.pdf](#)

XII. NEW BUSINESS:**New Business First Reading**

- 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](#)

Additional New Business Items

- K** [16-058](#) Award a professional services contract to Shannon & Wilson, Inc. for the Gary Paxton Industrial Park (GPIP) Debris Flow/Risk Analysis and Conceptual Design of Protective Works Project on a time and materials basis for a not to exceed amount of \$68,505 utilizing GPIP Fund undesignated working capital
- Attachments:** [GPIP Project.pdf](#)
- L** [RES 16-06](#) Submitting a multi parcel State land acquisition request to the State of Alaska
- Attachments:** [Motion and Memo Res 2016-06.pdf](#)
 [Res 2016-06.pdf](#)
 [Land Ownership Map.pdf](#)
 [Minutes.pdf](#)
- M** [RES 16-07](#) Supporting community-wide landslide hazard mapping
- Attachments:** [Motion, Memo, Res 2016-07.pdf](#)
 [Minutes Planning.pdf](#)
 [Shannon & Wilson Inc Report.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 8*