



CITY AND BOROUGH OF SITKA

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

Meeting Agenda

City and Borough Assembly

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

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

Tuesday, December 11, 2018

6:00 PM

Assembly Chambers

REGULAR MEETING

- I. CALL TO ORDER
- II. FLAG SALUTE
- III. ROLL CALL
- IV. CORRESPONDENCE/AGENDA CHANGES

[18-235](#) Calendars, Reminders and General Correspondence

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

[Letter Governor Walker](#)

[Letter Essential Air Service](#)

[Public Works Update](#)

[Electric Department Update](#)

[Financial Review](#)

[General Fund](#)

[Electric Fund](#)

[Water Utility](#)

[Wastewater Utility](#)

[Solid Waste Disposal Utility](#)

[Harbor System.pdf](#)

[Airport Terminal Fund](#)

[Marine Service Center](#)

[Gary Paxton Industrial Park](#)

[MIS Fund](#)

[Central Garage Fund](#)

[Building Maintenance Fund](#)

V. CEREMONIAL MATTERS

None anticipated.

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

[18-224](#) Special Report: SCH/SEARHC Strategic Affiliation Process - Steve Huebner

Attachments: [Special Report](#)

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** [18-227](#) Approve the minutes of the November 27 Assembly meeting

Attachments: [Consent and Minutes](#)

- B** [18-225](#) Approve liquor license renewal applications for: 1) House of Liquors, Inc. dba Salty Sal's Liquor Cabinet at 321-B Lincoln Street and 2) Triple C Ventures, Inc. dba Cascade Convenience Center at 1211-A Sawmill Creek Road

Attachments: [Motion and memo liquor license renewals](#)

[Salty Sal's application](#)

[Cascade Convenience Center application](#)

- C** [18-226](#) Approve an application for a new marijuana concentrate manufacturing facility license for Justin Brown dba AKO Farms, LLC at 1210 Beardslee Way

Attachments: [Motion and memos AKO Farms](#)

[New - LG Notice - Marijuana Concentrate Manufacturing Facility - AKO Farms L](#)

[16767 Entity Documents \(1\)](#)

[16767 Food Safety Permit Application \(1\)](#)

[16767 MJ-00 Application Certifications \(1\)](#)

[16767 MJ-01 Operating Plan \(1\)](#)

[16767 MJ-02 Premises Diagram \(1\)](#)

[16767 MJ-05 Manufacturing Supplemental \(1\)](#)

[16767 MJ-07 Public Notice Posting Affidavit \(1\)](#)

[16767 MJ-08 Local Government Notice Affidavit \(1\)](#)

[16767 MJ-09 Statement of Financial Interest_Redacted \(1\)](#)

[16767 Online Application_Redacted](#)

[16767 POPPP \(1\)](#)

[16767 Publisher Affidavit \(1\)](#)

- D** [18-229](#) Approve the Acting Administrator list for 2019

Attachments: [Acting Administrator List](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- E [18-230](#) Appoint Becky Meiers to a three-year term on the Local Emergency Planning Commission
Attachments: [Motion Appointment](#)
[Meiers Application](#)
- XI. **UNFINISHED BUSINESS:**
- F [ORD 18-52S](#) Amending Title 13 "Port and Harbors" of the Sitka General Code by adding Chapter 13.16 "Commercial Marine Trade Permit" and amending Chapter 13.04 "Definitions"
Attachments: [Motion and Ord 2018-52S](#)
[Informational Only](#)
- G [ORD 18-54](#) Making supplemental appropriations for Fiscal Year 2019 (City Hall Customer Service Counter)
Attachments: [Motion Memo and Ord 2018-54](#)
- XII. **NEW BUSINESS:**
- New Business First Reading**
- H [ORD 18-55](#) Making supplemental appropriations for Fiscal Year 2019 (Senior Citizen Van Match Donation)
Attachments: [Revised Memo Motion and Ord 2018-55](#)
[Sitka - Van Match Request for Assembly 12.11.18](#)
[Sitka Van Match to Mayor & Assembly for Nov 8 10.29.18 ewt](#)
- Additional New Business Items**
- I [RES 18-25](#) Authorizing the City and Borough of Sitka Municipal Administrator to develop and execute a Compliance Order by Consent with the Alaska Department of Environmental Conservation (ADEC) to promote design and construction of a secondary water treatment plant
Attachments: [Motion and Memo Res 2018-25](#)
[Res 2018-25](#)
[CSW.FAQ+slides.120418\(Assembly.presentation.copy\)](#)
- J [18-232](#) Approval of the 2019-2021 Sitka Fire Fighters Union, International Association of Fire Fighters, Local 5168 Collective Bargaining Agreement
Attachments: [Motion and Memo](#)
[Final Summary of Terms](#)
[IAFF Collective Bargaining Agreement](#)

- K** [18-233](#) Discussion / Decision on sending an Assembly member or the Municipal Administrator to attend the Seatrade Cruise Global event in Miami, FL April 8-11

Attachments: [Motion and memo](#)
[Letter Halibut Point Marine Services](#)

- L** [18-234](#) Update / Discussion on the December 8, 2018 Assembly Visioning Session and scheduling of next Visioning Session

Attachments: [Visioning](#)
[Agenda for Assembly Visioning Dec 2018](#)
[Top Two Priorities](#)
[Action Plan Format Update 2018 CBS use](#)

XIII. PERSONS TO BE HEARD:

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

XIV. EXECUTIVE SESSION

- M** [18-231](#) Financial / Legal Matters - Phase 3 of the CBS / SCH-SEARHC Affiliation Process (if needed)

Attachments: [If needed - Executive Session Motion](#)

XV. ADJOURNMENT

Note: Detailed information on these agenda items can be found on the City website at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Municipal Clerk's Office at City Hall, 100 Lincoln Street or 747-1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Assembly meetings are aired live on KCAW FM 104.7 and via video streaming from the City's website. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

*Sara Peterson, MMC, Municipal Clerk
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