

## Clerk's Pre-Meeting Brief

From: Steve Burnham Jr., Borough Clerk

Thursday, July 7, 2022

Mayor and Assembly,

I returned to work on Wednesday, July 6 after 7 days of leave that was curtailed by Covid-19. I understand that some of the Assembly may feel that the Clerk's Office has fallen behind during my leave, however I believe this not to be the case—rather I think there is a fundamental misunderstanding as to how our office functions and how meetings are to be scheduled. If any of you have questions or concerns about this, please do not hesitate to contact me.

My thanks go out to Deputy Clerk Lawson for filling in while I was out-of-office. She did an outstanding job and you all should thank her for the work she did for keeping the public's business moving.

Thanks,

Steve

### July 7, 2022 Agenda Recap:

#### 7. Ordinances, Resolutions, & Proclamations:

##### A. Introduction and First Reading of Ordinance No. 22-05 Amending SMC 5.01 Regulations related to the Operation and Use of Currency within the Municipality

The Finance Committee discussed this topic at their July 5, 2022 meeting.

**ASSEMBLY: A motion for "Introduction and First Reading of Ordinance 22-05" is necessary if you are interested in considering this ordinance for adoption.**

##### B. Public Hearing and Adoption of Resolution No. 22-16R Providing Year-Round Subsidies for Licensed Childcare Providers in Skagway, and Repealing Resolution No. 20-45R

The Finance Committee reviewed this topic during their July 5, 2022.

**There is already an active main motion on the table "for public hearing and adoption of Resolution 22-16R."** Therefore, the Assembly can move directly into discussion.

Assemblymember Hylton and staff drafted a "substitute" proposal that could be adopted by a motion **"to amend Resolution 22-16R by replacing it with the Substitute dated June 22, 2022."**

After the motion to amend is considered by roll call vote, the Assembly may then continue its discussion and vote on the active main motion.

##### C. Public Hearing and Adoption of Resolution No. 22-20R Amending the Municipality of Skagway Personnel Policy to Add Juneteenth as a Municipal Holiday

The absence of recognition of Juneteenth as a Municipal Holiday was highlighted at the June 16, 2022 Assembly meeting. Staff responded by drafting Resolution No. 22-20R which amends the personnel policy to add Juneteenth as a recognized Municipal Holiday.

The Assembly could consider a motion **"for public hearing and adoption of Resolution No. 22-20R."**

##### D. Public Hearing and Adoption of Resolution No. 22-21R Amending Accounting Policies and Procedures to Implement a Fund Balance Policy

Staff has proposed this resolution in an effort to keep policies and procedures for accounting and finance management up to date.

The Finance Committee reviewed this resolution at their July 5, 2022 meeting.

The Assembly could consider a motion **"for public hearing and adoption of Resolution No. 22-21R."**

8. Unfinished Business:

A. Consideration of Liquor License Application

1. Garden City Enterprises, LLC, DBA Jewell Gardens, Restaurant/Eating Place—Public Convenience Seasonal, Liquor License #5658 Renewal Application

**An updated memo has been added to your packet.**

9. New Business:

A. KPFF Presentation of Ore Peninsula Redevelopment 30% Design

- **A memo from the Manager has been added to your packet.**

B. Award of Rockslide Assessment Contract

- **A memo from the Manager has been added to your packet.**

C. Award of Cruise Terminal Float Contract

- **A memo from the Manager has been added to your packet.**

D. Award of Small Boat Harbor Boat Launch Extension Contract

- **The only bidder is Hamilton Construction in the amount of \$724,750.75.**
  - The Assembly could consider a motion **"to award the Skagway Small Boat Harbor Boat Launch Extension to Hamilton Construction for \$724,750.75."**

E. Approval of Cox Environmental Phase II Environmental Site and Sampling Assessment Proposals

- **A memo from the Manager has been added to your packet.**

F. Approval of Coors Proposal for Dahl Memorial Clinic Board Education

- The Health, Education and Welfare Committee met on July 6, 2022 and voted to recommend that this proposal be approved.
  - The Assembly could consider a motion **"to approve the agreement with Coors & Associates, Inc. for the amount of \$29,750."**