



MUNICIPALITY OF SKAGWAY, ALASKA  
REGULAR ASSEMBLY MEETING

May 4, 2023  
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1. **Call to Order:**

Mayor Cremata called the meeting to order at 7:00 p.m.

Mayor Cremata formally acknowledged that the Assembly is gathered on the traditional land of the Chilkat people.

The pledge of allegiance was recited.

2. **Roll Call:**

**Present:** Mayor: Andrew Cremata **Assembly Members:** Deb Potter, Sam Bass, Orion Hanson, Dan Henry, Jay Burnham, Alex Weddell

**Absent:**

4. **Approval of Agenda:**

**Main Motion/Second: Henry/Bass**

To approve the agenda.

**Secondary Motion/Second: Burnham/Hanson** to remove items 7A and 9C from the agenda.

Assemblymember Burnham indicated that finance will be revisiting Ordinance 23-11 so item 7A will be brought back to the Assembly table at a later date. Assembly Assignments are done by the mayor and code does not require Assembly approval so item 9C is unnecessary.

The Secondary Motion passed by roll call vote, 6 yes, 0 no, 0 absent.

The Main Motion passed as amended by roll call vote, 6 yes, 0 no, 0 absent.

3. **Approval of Minutes:**

A. April 6, 2023

**Motion/Second: Henry/Potter**

To approve the April 6, 2023 Assembly Meeting Minutes.

The Motion passed by roll call vote, 6 yes, 0 no, 0 absent.

5. **Reports of Officials and Committees:**

A. **Mayor's Report:**

Mayor Cremata indicated that:

- His written report is in the packet.
- He would like to highlight the item regarding local student Mason Jennings' essay on "My American Dream" winning the Elk's State Association Essay Contest and will be submitted to the national competition.

**B. Assembly Committee Reports:**

**A. Assemblymember Jay Burnham:**

**Motion/Second: Burnham/Bass** to approve the check run.

**Motion passed by roll call vote, 6 yes, 0 no, 0 absent.**

**Assemblymember Burnham** indicated that Finance met on May 3, 2023 and did the following:

- Reviewed Ordinance 23-11: Amending the Senior Citizen's Property Tax Exemption.
  - Finance will continue to work on the ordinance and bring it back to the Assembly.
- Reviewed the Library's grant award.
  - Finance recommends Assembly acceptance.
- Reviewed the award of the Solid Waste Transfer Station Construction Contract.
  - Finance recommends rejection of Ames1 apparent low bid and move to the next responsive bidder.
- Reviewed the Solid Waste Transfer Station Construction Administration Proposal.
  - Finance will add this to their next agenda for further discussion.
- Discussed the of Cost-of-Living Adjustment.
  - Finance will add this to their next agenda for further discussion.

**Assemblymember Hanson** indicated that Public Works met on April 26, 2023 and they did the following:

- Reviewed a draft ordinance addressing fats, oils, and grease and how they affect the wastewater treatment plant.
- Reviewed the BEACH Grant MOU and the Kutí Project MOU with the Skagway Traditional Council.
- Reviewed the water, sewer, and solid waste rates.
- Reviewed the Comp Trail Plan from the ad hoc committee.

**Assemblymember Bass** indicated that:

- Public Safety will be meeting on May 16, 2023.
- The Clinic Board has approved to extend Clinic hours to 7:00 a.m. to 7:00 p.m., Monday through Friday; and Saturday from 8:00 a.m. to 4:00 p.m.
- The Clinic is working on a grant to provide a community health worker.

**Assemblymember Henry** indicated that Health, Education and Welfare will be meeting soon to consider daycare subsidy applications.

**C. Treasurer's Report:**

**D. Manager's Report :**

**Manager Ryan** indicated that, following his report, he has invited Port Director Jennings to provide a verbal update on the cruise schedule. Manager Ryan indicated that there are a few items that did not make it into his written report:

- The access road to Smuggler's Cove is currently closed due to easement upgrades.
- The pre-bid notice for the cruise ship dock on the ore peninsula has been published. A mandatory walkthrough for all bidders will occur on May 16th with the bid closing on June 21st.
- Speed humps have arrived and will be installed on Spring Street soon.

- The Police Department has been busy with parking enforcement and there will be more citations this year.
- The Coast Guard was in today to discuss port security.

**Port Director Jennings** indicated that:

- Cruise Line Agencies sent an update to notify that Royal Caribbean's Quantum of the Seas has canceled all calls to Skagway for the 2023 season. Although this is a loss, it will help to keep the amount of "hot berthing" days to a minimum, if at all.
- The Norwegian Encore will do a test run on May 17th to ensure they can adequately tie up while other ships are in port.

**6. Communications to the Assembly:**

- A. **Correspondence:**
- B. **Hear Citizens Present**

**Jennifer Thuss** indicated that:

- The Municipality should provide appropriately placed booths for the shore excursion staff from the cruise ships.

**Lisa Hollander** indicated that:

- The Municipality should consider bringing back the sprinkler grant program; most downtown businesses do have sprinklers installed since it is required, however the maintenance and repairs are costly.

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

- A. ~~Introduction and First Reading of Ordinance No. 23-11: Amending SMC 4.10.030 Exemption for Senior Citizen and Disabled Veteran Property Tax~~
- B. **Public Hearing and Adoption of Resolution No. 23-18R: Amending Solid Waste Disposal Rates**

**Motion/Second: Henry/Hanson** to adopt Resolution No. 23-18R.

**Public Hearing**

The Public Hearing was closed with no comments.

**The Motion passed by roll call vote, 6 yes, 0 no, 0 absent.**

- C. **Public Hearing and Adoption of Resolution No. 23-19R: Amending Water Utility Rates**

**Motion/Second: Henry/Hanson** to adopt Resolution No. 23-19R.

**Public Hearing**

The Public Hearing was closed with no comments.

**Assemblymember Hanson** indicated that one change is related to the tariff document, which has already been passed by the Assembly. The others are related to water connection services, which involve cutting the street to install, and is therefore more expensive.

**The Motion passed by roll call vote, 6 yes, 0 no, 0 absent.**

**D. Public Hearing and Adoption of Resolution No. 23-20R: Amending Wastewater Utility Rates**

**Motion/Second: Henry/Hanson** to adopt Resolution No. 23-20R.

**Public Hearing**

The Public Hearing was closed with no comments.

**Assemblymember Hanson** indicated that this increase will mostly affect vacant lots, since developed lots already have sewer lines. It is less cost than the water lines because typically the sewer lines run through the alleys so pavement does not need to be removed.

**The Motion passed by roll call vote, 6 yes, 0 no, 0 absent.**

**8. Unfinished Business:**

**9. New Business:**

A. Consideration of Assemblymembers on the Clinic Board

**Motion/Second: Bass/Henry** to rescind the directive that requires two Clinic Board seats are filled by Assemblymembers.

**Assemblymember Bass** indicated that the Clinic Board has received training on board operations and the Clinic has a temporary Executive Director with the experience to push the clinic to achieve a higher standard, so there is no longer a need to require two Assemblymembers be seated on the Clinic Board.

**The Motion passed by roll call vote, 6 yes, 0 no, 0 absent.**

B. Consideration of Clinic Board Members

**Motion/Second: Bass/Henry** to appoint Ethan Jansen and Joel Jorgensen from the alternate seats to the full-time seats on the Clinic Board.

**Assemblymember Bass** indicated that Mr. Jansen and Mr. Jorgensen have been alternates on the board and will bring dedication and experience.

**Assemblymember Potter** indicated that Mr. Jansen and Mr. Jorgensen have attended all meetings and will be a valuable addition as full-time seats.

**The Motion passed by roll call vote, 6 yes, 0 no, 0 absent.**

~~C. Approval of Assembly Assignments: Boards, Commissions, Committees & Liaisons~~

D. Approving Acceptance of Accessible Libraries Grant Award

**Motion/Second: Potter/Hanson** to approve the acceptance of the Accessible Libraries Grant Award.

**Assemblymember Potter** indicated that she is proud of our Library Director for finding this grant opportunity.

**Assemblymember Hanson** indicated his thanks to Library Director Dewan for applying for this grant. Rough estimates indicate that there may be an approximate deficit of \$1,500, and that can be included in the library budget.

**Mayor Cremata** indicated that he would like to acknowledge that Director Dewan and a member of her staff are in attendance and that it is appreciated when staff attend the meeting at which their good work will be acknowledged.

**The Motion passed by roll call vote, 6 yes, 0 no, 0 absent.**

E. Award of Solid Waste Transfer Station Construction Contract

**Motion/Second: Hanson/Burnham** to reject the low bid and move the second in line bid to the May 18 meeting for consideration.

**Manager Ryan** indicated that it is a bid requirement that all subcontractors are listed, and this was not the case for Ames1. For this reason, the Municipality should follow the bid process and reject their bid. The next low bidder will be requested to provide the same information and a recommendation will be made to the Assembly for the May 18 meeting.

**The Motion passed by roll call vote, 6 yes, 0 no, 0 absent.**

F. Approval of Solid Waste Transfer Station Construction Administration Proposal

**Motion/Second: Hanson/Weddell** to postpone the approval of Solid Waste Transfer Station Construction Administration Proposal to the May 18th meeting.

**The Motion passed by roll call vote, 6 yes, 0 no, 0 absent.**

G. Approval of BEACH Grant MOU with Skagway Traditional Council

**Motion/Second: Bass/Hanson** to approve the BEACH Grant with the STC.

**Assemblymember Bass** indicated that this MOU will provide increased pathogen monitoring programs from quarterly to weekly testing.

**Assemblymember Hanson** indicated his thanks to the local tribal government for bringing this collaborative opportunity to the Assembly.

**The Motion passed by roll call vote, 6 yes, 0 no, 0 absent.**

H. Approval of SSSC K̓utí Project MOU with Skagway Traditional Council

**Motion/Second: Bass/Hanson** to approve the MOU with Skagway Traditional Council.

**Assemblymember Bass** indicated that the goal of this project is to identify geohazards in the local area and find solutions for long-term monitoring. K̓utí is the Tlingit word for weather.

**Assemblymember Potter** indicated that she is excited that the Municipality is partnering with the Skagway Traditional Council on these projects.

**The Motion passed by roll call vote, 6 yes, 0 no, 0 absent.**

10. Executive Session:

11. Mayor and Assembly Discussion Items:

**Motion/Second: Hanson/Henry** to continue to allow sales of tours on Municipal land only through the Municipal brokerage.

**Mayor Cremata** indicated that he is a wage earner for the tour broker and he would like to recuse himself from the discussion.

**There was no objection to Mayor Cremata's recusal and Vice-Mayor Hanson assumed as presiding officer.**

**Assemblymember Potter** indicated that she understands code and she is in support of this motion.

**Assemblymember Bass** indicated that he would like to have some historic knowledge of the creation of the code that does not allow the sale of tours on Municipal property.

**Assemblymember Henry** provided some background on the aggressive tour sales strategies that existed leading up to the codification of creating a municipal tour brokerage contract.

**Assemblymember Weddell** indicated that the code has some gray areas and she would like to see this discussed at a Civic Affairs Committee meeting.

**Manager Ryan** indicated that he is looking for direction regarding White Pass and whether or not tour sales should be allowed within the easement.

**Vice-Mayor Hanson** indicated that he would like give the manager direction to uphold code by approving this motion.

The Motion passed by roll call vote, 6 yes, 0 no, 0 absent.

Mayor Cremata re-joined the table.

Assemblymember Hanson indicated that:

- Citizen correspondence should also be sent to the Borough Clerk.
- It is exciting to see the season ramping up because Skagway thrives when everyone is busy.

Assemblymember Bass indicated that:

- He would like to congratulate Mason Jennings for his essay win.

Assemblymember Potter indicated:

- Shore Excursion staff are ambassadors of Skagway and she would like to see them made more comfortable by providing booths for weather protection.
- She would like to see the site of the former Pius X Mission returned to the Tlingit people.

Assemblymember Weddell indicated that:

- She appreciates her appointment and she will strive to continue to learn and work hard for the people of Skagway.

Assemblymember Burnham indicated that:

- It was suggested to him that a small economical pool, only four feet deep, could be built on private land somewhere and be available to the community. A non-profit group could get funding for this by applying for a community grant.

Mayor Cremata indicated that:

- He would like to discuss the possibility of having the clinic operate like the school board, becoming an autonomous entity that would advocate their needs during the budget cycle. Then when disciplinary matters arise, it does not become a political matter. The Board would be elected officials and that would give them autonomy and the ability to handle things internally. He is not advocating for or against that, but he believes it is worthy of discussion.

12. Adjournment:

With no more business on the agenda and receiving no objection from the table, Mayor Cremata adjourned the regular Assembly meeting of May 4, 2023 at 8:29 p.m.

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Andrew Cremata, Mayor

ATTEST:

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Steve Burnham Jr., Borough Clerk  
(SEAL)