



MUNICIPALITY OF SKAGWAY, ALASKA  
REGULAR ASSEMBLY MEETING

December 7, 2023  
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1. **Call to Order:**

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

Mayor Bass formally acknowledged that the Assembly is gathered on the traditional land of the Chilkoot Tlingit people.

The pledge of allegiance was recited.

Mayor Bass read the preamble of the Alaska State Constitution.

2. **Roll Call:**

**Present:** Mayor: Sam Bass **Assembly Members:** Jay Burnham, Deb Potter, Orion Hanson, Alex Weddell (via telephone), Kate Kolodi (via telephone), Dan Henry (via telephone)

**Absent:**

3. **Approval of Minutes:**

A. November 2, 2023 Assembly

**Motion/Second: Potter/Hanson**

To approve the November 2, 2023 Assembly minutes.

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

4. **Approval of Agenda:**

**Main Motion/Second: Potter/Burnham**

To approve the agenda.

**Secondary Motion/Second: Weddell/Potter** to remove item 7A from the agenda to allow Civic Affairs further review and postpone item 7A until February 1, 2024.

**Assemblymember Kolodi** indicated that she is the only seated assemblymember who has not been able to discuss this issue at a committee level and she would like to have that opportunity. Additionally, she believes that "first time homebuyer" should be defined within the resolution.

The Secondary Motion passed by roll call vote, 4 yes, 2 no, 0 absent; with Assemblymembers Hanson and Henry dissenting.

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

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

A. **Mayor's Report:**

**Mayor Bass** indicated that:

- He would like to see some action on the Garden City RV Park to address housing concerns.
- The 2024 Alaska Marine Highway summer ferry schedule has been released and it has a substantial increase in service to Skagway. AMHS DOT is accepting comments until December 18th and if there is no objection from the Assembly, he will send a letter of support from the mayor's office.

**B. Assembly Committee Reports:**

**A. Assemblymember Jay Burnham:**

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

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

**Assemblymember Burnham** indicated that Finance met on November 15, 2023, and did the following:

- Approved a community funding grant application from the Skagway Elk's Lodge in the amount of \$3,500.
- Reviewed and recommends approval of Ordinance No. 23-26: Amending the FY23 Sales Tax and Port Fund Budgets to Adjust for Loan and Bond Proceeds.
- Reviewed and recommends approval of Resolution No. 23-33R: Updating Accounting Policies and Procedures.
- Reviewed Resolution No. 23-34R: Setting a Priority List for Capital Improvement Projects.
- Reviewed and recommends approval of Resolution No. 23-35R: Requesting Commercial Passenger Vessel (CPV) Excise Tax Funding for Capital Improvements.
- Reviewed and recommends approval of Resolution 23-36R: Authorizing the Municipality of Skagway to Join the Alaska Remote Seller Sales Tax Commission for the Purpose of Developing, Implementing, and Enforcing a Remote Sellers Sales Tax Code.

**Assemblymember Hanson** indicated that the State Street assessment that was discussed at the Public Works Committee is in the packet.

**C. Treasurer's Report:**

**Treasurer Rodig** indicated that her report through September is in the packet.

**D. Manager's Report:**

**Manager Ryan** indicated that:

- He will provide a weekly update on the port project.
- Only one bid of \$25,000 was received for the Truck in Ground equipment. The minimum bid was \$50,000 so he will need direction regarding going out to bid again or awarding that bid.
- He attended the Alaska Municipal League conference where the use of artificial intelligence was discussed. He intends to provide the assembly and staff with some guidance on using this tool.
- He intends to invite other communities to join the AP&T rate filing case.

- Housing seems to be a hot topic among many Alaska Communities, with some turning to pallet housing and housing development plans. The municipality will continue to investigate these plans to determine if there is something that might work in Skagway.

6. **Communications to the Assembly:**

A. **Correspondence:**

Clerk Burnham indicated that there was no correspondence added to the packet.

B. **Hear Citizens Present**

Michael Yee indicated that he would like to see a municipal employee position that is dedicated to creating outdoor spaces and activities for locals to improve quality of life.

Charity Pomeroy indicated that she appreciates the mayor giving an opportunity to speak to those who did not sign up before the meeting.

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

- A. ~~Public Hearing and Adoption of Resolution No. 23-30R: Expressing Intent to Dispose of Blocks 95 and 102, Known as the Garden City RV Park~~
- B. **Public Hearing and Adoption of Resolution No. 23-33R: Updating Accounting Policies and Procedures**

Motion/Second: Potter/Weddell for public hearing and adoption of Resolution No. 23-33R.

**Public Hearing**

The Public Hearing closed with no comments.

Treasurer Rodig indicated that the federal award procurement method policy needed to be updated and reviewed by the assembly.

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

- C. **Public Hearing and Adoption of Resolution No. 23-34R: Setting the Priority List for Capital Improvement Projects**

Motion/Second: Potter/Hanson for public hearing and adoption of Resolution No. 23-34R.

**Public Hearing**

The Public Hearing closed with no comments.

Manager Ryan indicated that he put the ore terminal demolition at number one after being advised by the governor's staff to enter it into CAPSIS for an opportunity to receive matching funds.

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

- D. **Public Hearing and Adoption of Resolution No. 23-35R: Requesting Commercial Passenger Vessel (CPV) Excise Tax Funding for Capital Improvement Projects**

**Motion/Second: Potter/Hanson** for public hearing and adoption of Resolution No. 23-35R.

**Public Hearing**

The Public Hearing closed with no comments.

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

- E. **Public Hearing and Adoption of Resolution No. 23-36R: Authorizing the Municipality of Skagway to Join the Alaska Remote Seller Sales Tax Commission for the Purpose of Developing, Implementing, and Enforcing a Remote Sellers Sales Tax Code**

**Motion/Second: Potter/Burnham** for public hearing and adoption of Resolution No. 23-36R.

**Public Hearing**

The Public Hearing closed with no comments.

**Assemblymember Potter** indicated that the commission would pursue sales tax owed from online sellers to the municipality and in return the commission would be paid a percentage of money recovered.

**Assemblymember Weddell** indicated that the municipality can withdraw from the agreement at any time.

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

- F. **Introduction and First Reading of Ordinance No. 23-26: Amending the FY23 Sales Tax and Port Fund Budgets to Adjust for Loan and Bond Proceeds**

**Motion/Second: Burnham/Potter** for first reading of Ordinance No. 23-26.

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

- G. **Third Reading and Adoption of Ordinance No. 23-24: Providing for the Establishment and Adoption of the Budget for the Fiscal Year 2024**

**Main Motion/Second: Hanson/Potter** for third reading and adoption of Ordinance No. 23-24.

**Secondary Motion/Second: Potter/Burnham** to amend Ordinance No. 23-24 to include \$170,280 under salaries and benefits in the rec center budget and increase the CPV allocation from 50% to 57% for the fire department to add the position of an outdoor recreation specialist at \$141,880 and a second seasonal rec worker II at \$28,400.

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

**Secondary Motion/Second: Hanson/Potter** to amend Ordinance No. 23-24 to add \$20,000 for helicopters and supplies for the cabin pier base.

**Assemblymember Hanson** indicated that the Dyea Community Advisory Board and the Log Cabin Ski Society have indicated that the cabin could be built using volunteers, which is why the original line item of \$150,000 was removed; however, there will be a need to contract helicopter deliveries of materials, and this would cover that.

**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.**

- H. **Public Hearing, Second Reading, and Adoption of Ordinance No. 23-25: Authorizing the Municipality of Skagway to Lease Property to Electronic Design & Development, Inc., dba Skagway Network TV**

**Motion/Second: Potter/Burnham** for public hearing, second reading, and adoption of Ordinance No. 23-25.

**Public Hearing**

The Public Hearing closed with no comments.

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

**8. Unfinished Business:**

**9. New Business:**

- A. Confirmation of Appointments to Board, Commissions, and Committees

**Motion/Second: Potter/Hanson** for the appointments as noted in the December 7, 2023 packet.

**Assemblymember Hanson** indicated that he hopes the new member of the Dyea Community Advisory Board understands that they are representing the community and is not acting as a representative of their employer.

**Mayor Bass** indicated his thanks to all volunteers willing to serve the community in this way.

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

**10. Mayor and Assembly Discussion Items:**

**The Mayor and Assembly** discussed the RFB for the port truck in ground machine.

The Mayor and Assembly discussed the clinic budget and the possible reduction due to the hiring of an Executive director.

The Mayor and Assembly discussed travel for the Assembly and Mayor.

11. Executive Session:

12. Adjournment:

Motion/Second: Hanson/Potter to adjourn at 8:37 p.m.

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

ATTEST:

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Sam Bass, Mayor

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Steve Burnham Jr., Borough Clerk  
(SEAL)

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