



MUNICIPALITY OF SKAGWAY, ALASKA  
REGULAR ASSEMBLY MEETING

December 21, 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:** Alex Weddell (via telephone), Deb Potter, Dan Henry (via telephone), Kate Kolodi, Orion Hanson, Jay Burnham

**Absent:**

**3. Approval of Minutes:**

- A. November 16, 2023 Assembly
- B. November 20, 2023 Special

**Motion/Second: Hanson/Potter**

To approve the November 16, 2023 Assembly and November 20, 2023 Special meeting minutes.

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

**4. Approval of Agenda:**

**Motion/Second: Potter/Burnham**

To approve the agenda.

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

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

**A. Mayor's Report:**

Mayor Bass indicated that:

- There have been intermittent 911 outages and there will likely be a budget amendment to purchase a permanent fix to the issue. If anyone has difficulty reaching 911 try their dispatch cell phone at 907-612-1071.
- A report from the local food bank was received detailing the amount of assistance delivered to the community this year.

**B. Assembly Committee Reports:**

A. Assemblymember Jay Burnham:

**Motion/Second: Burnham/Hanson** to approve the check run dated December 21, 2023, in the amount of \$3,953,074.38.

**Assemblymember Burnham** indicated that Finance met on December 20, 2023, and did the following:

- Reviewed and recommends approval of Resolution No. 23-37R: Certifying that the Municipality Did Suffer Significant Effects During the Program Base Year from Fisheries Business Activities that Occurred Within the FMA-17: Northern Southeast Area Fisheries Management Area.
- Reviewed and recommends approval of Resolution No. 23-38R: Amending the Personnel Policy Regarding Chapter 9, Training and Travel.
- Reviewed and recommends approval of Ordinance No. 23-27: Amending SMC 4.08 Sales Taxation and Adopting the Alaska Remote Seller Sales Tax Code.
- Reviewed and recommends approval of the Ore Peninsula Redevelopment Project Change Order No 2.
- Reviewed and recommends approval of the Field Order for Pile Driving Leads.
- Reviewed the Port Truck in Ground (TIG) Machine Request for Bids. Finance recommends acceptance of the \$25,000 bid.
- Discussion of banking in Skagway. Finance requests to add an item on the January 4, 2024, Assembly meeting to request staff contact Alaska based credit unions and banks for information on opening a branch in Skagway.

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

**Assemblymember Kolodi** indicated that she will be meeting with the manager and public works director to discuss trail projects and hopes to schedule a Parks and Recreation Committee meeting in January.

**Assemblymember Hanson** recapitulated the December 14, 2023, Planning & Zoning meeting.

C. **Treasurer's Report:**

D. **Manager's Report:**

**Manager Ryan** indicated that:

- His written report containing department head updates is in the packet.
- The port project will have a 2-week hiatus for the holidays.

6. **Communications to the Assembly:**

A. **Correspondence:**

**Clerk Burnham** indicated that there was no correspondence.

B. **Hear Citizens Present**

**Jon Hillis** expressed his concerns regarding housing in Skagway.

7. Ordinances, Resolutions, & Proclamations:

- A. **Public Hearing and Adoption of Resolution No. 23-37R: Certifying That the Municipality Did Suffer Significant Effects During the Program Base Year from Fisheries Business Activities That Occurred Within the FMA 17: Northern Southeast Area Fisheries Management Area**

**Motion/Second: Potter/Hanson** for public hearing and adoption of Resolution No. 23-37R.

Public Hearing

The Public Hearing closed with no comments.

**Assemblymember Hanson** indicated that the population of Skagway is listed as 8,350 and receiving \$467.57; this is an inaccuracy that is being investigated.

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

- B. **Public Hearing and Adoption of Resolution No. 23-38R: Amending the Personnel Policy Regarding Chapter 9, Training and Travel**

**Motion/Second: Burnham/Potter** for public hearing and adoption of Resolution No. 23-38R.

Public Hearing

The Public Hearing closed with no comments.

**Manager Ryan** indicated that the intent is to have a reference to the travel expense policy that can change with inflation rather than return it to the assembly every time the per diem rate needs to be increased.

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

- C. **Introduction and First Reading of Ordinance No. 23-27: Amending SMC 4.08 Sales Taxation and Adopting the Alaska Remote Seller Sales Tax Code**

**Motion/Second: Burnham/Potter** for the introduction and first reading of Ordinance No. 23-27.

**Assemblymember Potter** indicated that this is an efficient way to collect sales tax from online sellers.

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

- D. **Public Hearing, Second Reading, and Adoption of Ordinance No. 23-26: Amending the FY23 Sales Tax and Port Fund Budgets to Adjust for Loan and Bond Proceeds**

**Main Motion/Second: Potter/Burnham** for public hearing, second reading, and adoption of Ordinance No. 23-26.

Public Hearing

The Public Hearing closed with no comments.

**Secondary Motion/Second: Hanson/Potter** to amend Ordinance No. 23-26 to include the amendment 7D.1 in the packet from the finance department.

**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.**

**8. Unfinished Business:**

**9. New Business:**

A. Appointment of Bidding Review Board

**Motion/Second: Hanson/Potter** to extend the appointments of Gary Heger, Charles Doland, and Jaimie Lawson to the Bidding Review Board to the end of October 2024.

**Assemblymember Hanson** indicated that this allows the one-year terms of the Bidding Review Board to end at the same time of year as other municipal appointments.

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

B. Approval of Ore Peninsula Redevelopment Project Change Order No. 2

**Motion/Second: Potter/Hanson** to approve the Ore Peninsula Redevelopment Project Change Order No. 2 in the amount of \$26,476.08.

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

C. Consideration of Field Order for Pile Driving Leads

**Motion/Second: Burnham/Hanson** to approve field order for pile driving leads in an amount not to exceed \$244,568.42.

**Manager Ryan** indicated that the pile driving leads will assist with aligning piles as they are impacted.

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

D. Direction re: Port Truck in Ground (TIG) Machine Request for Bids

**Motion/Second: Hanson/Burnham** to accept the bid of \$25,000 for the Port Truck in Ground (TIG) machine.

**Assemblymember Hanson** indicated that while the bid is lower than the \$50,000 minimum, it may cost more to dispose of it and the municipality should move forward with the \$25,000 bid that was received.

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

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

The Mayor and Assembly discussed student art in municipal buildings; 911 communications technology; and housing in Skagway.

11. **Executive Session:**

12. **Adjournment:**

Motion/Second: Potter/Kolodi to adjourn at 8:24 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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