



MUNICIPALITY OF SKAGWAY, ALASKA  
REGULAR ASSEMBLY MEETING

February 15, 2024  
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1. **Call to Order:**

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

Mayor Bass 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, Dan Henry, Orion Hanson, Kate Kolodi, Jay Burnham, Deb Potter

**Absent:**

3. **Approval of Minutes:**

A. January 18, 2024

**Motion/Second: Henry/Potter**

To approve the January 18, 2024, meeting minutes.

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

4. **Approval of Agenda:**

**Motion/Second: Potter/Henry**

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** read the press release issued by the manager's office for the record:

"February 15th, 2024. Dear Residents and Stakeholders,

The Port of Skagway wishes to provide an important update regarding a recent incident involving the transportation of Skagway's new Cruise Dock Float destined for the Ore Peninsula facility. As many of you are aware, the Cruise Dock Float has been en route to Skagway since Friday, February 2, 2024. Over the weekend, it was stationed in the Ketchikan area, awaiting suitable weather conditions to proceed with its journey to Skagway.

On the morning of February 12, 2024, the tug captain notified Pacific Pile & Marine (PPM) that they would resume the tow. However, later in the morning, PPM informed us that the dock had unexpectedly suffered damage during the towing process and separated into three sections.

Currently, the separated sections of the dock are secured in Ward Cove for a thorough evaluation of the damage. Representatives from the manufacturer, KPFF, PPM, and Skagway are involved in this assessment process.

We have a tentative plan to replace the two broken sections while the dock is in Ketchikan and deliver the dock before the 2024 cruise ship season.

We understand the importance of the Cruise Dock Float to our community and visitors alike, and we are committed to resolving this situation promptly and effectively.”

**Mayor Bass** thanked Manager Ryan for his quick response getting down to Ketchikan to assess the situation. It appears that the damage can be repaired, and things are in motion to determine how, when, where, and to what extent repairs will be conducted.

Mayor Bass established an ad hoc Committee on Housing. The purpose of this committee is to research, develop, and review concepts that will help to alleviate housing issues in Skagway. Mayor Bass indicated that tonight he is appointing Mike Healy, Charity Pomeroy, and Charles Doland, and indicated that he will appoint six more committee members for a total of nine. Mayor Bass indicated that anyone interested in serving on this committee should submit a request to the clerk’s office.

Mayor Bass attended a meeting in the Yukon last week with Mayor Laura Cabot, Premier Pillai, members of the Yukon Legislature, as well as Governor Dunleavy and his staff. Discussed during the meeting was: Skagway’s role in the Yukon’s access to oceanic shipping, the Governor’s signed agreement with the Yukon to offer \$31 million in Alaska funds for road improvements between Destruction Bay and the U.S. boarder near Tok and developing a regular flight from Whitehorse to Anchorage.

**B. Assembly Committee Reports:**

**A. Assemblymember Jay Burnham:**

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

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

**Assemblymember Jay Burnham** indicated that Finance met on February 14, 2024, and:

- Reviewed and recommends Assembly acceptance of the FY22 State and Local Cybersecurity Program Grant.
- Reviewed and recommends Assembly approval of Ore Peninsula Redevelopment Project Change Order No. 4.
- Reviewed and recommends Assembly approval of FY23 Audit proposal.
- Reviewed and recommends Assembly approval of the CAT 140 all-wheel drive motor grader quote.

**Assemblymember Kolodi** indicated that Parks & Recreation met February 8, 2024, and discussed the manager’s memo regarding updates on current trail projects. They also spoke to a representative of the Haines Huts and Trails Board regarding a possible route for a Haines to Skagway traverse.

**Assemblymember Weddell** indicated that Civic Affairs will take the recommendations from Planning & Zoning.

**C. Treasurer’s Report:**

**Deputy Manager Deach** indicated that there is a treasurer's report through October 31, 2023, in the packet.

**D. Manager's Report:**

**Deputy Manager Deach** indicated that her written report is in the packet.

**6. Communications to the Assembly:**

**A. Correspondence:**

**Clerk Burnham** indicated that correspondence was received from:

- Planning & Zoning Commission re: Housing Recommendations
- David Brena re: Multi-family Housing on the Old Clinic Lots

**B. Hear Citizens Present**

**Michelle De Kennedy** commented on the disposal of municipal properties.

**Sherry Corrington** indicated that there should be surveys and town halls to find out what the year-round community wants.

**Janilyn Heger** suggested that the municipality should look to other tourist communities for inspiration on how they have dealt with some of the same housing issues that Skagway faces.

**Jan Tronrud** expressed her concerns regarding the lack of programming and facilities for the retired population.

**Rocky Outcalt** indicated the importance of the community working together.

**Tim Cochran** expressed his concern regarding municipal spending.

**Mavis Henrickson** indicated that Skagway needs more than one industry for the economy.

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

**8. Unfinished Business:**

**9. New Business:**

- A. Acceptance of FY22 State and Local Cybersecurity Program (SLCGP) Grant

**Motion/Second: Potter/Henry** to accept \$28,000 for the FY22 Cybersecurity Program Grant.

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

- B. Approval of Ore Peninsula Redevelopment Project Change Order No. 4

**Motion/Second: Potter/Henry** to approve the Ore Peninsula Redevelopment Project Change Order No. 4 in the amount of \$35,982.42.

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

C. Approval of FY23 Audit Proposal

**Motion/Second: Potter/Henry** to approve the FY23 Audit Proposal in the amount of \$107,700.00.

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

D. Approval of CAT 140 AWD Motor Grader Quote

**Motion/Second: Potter/Hanson** to approve the purchase of a CAT 140 AWD Motor Grader in the amount of \$465,391.00.

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

E. Appointment of "Housing Task Force" Ad Hoc Committee

**Mayor Bass** indicated that he has appointed Mike Healy, Charity Pomeroy, and Charles Doland.

F. Consideration of Drafting an RFP for High Density Housing at Old Clinic Site to Include Senior Housing

**Main Motion/Second: Hanson/Potter** to request staff to prepare an RFP for housing development at the old clinic site to include senior housing and consider a conceptual housing trust with long term lease at the old clinic site.

**Assemblymember Hanson** indicated that the old clinic site is shovel ready for housing development. He would like to see staff develop a draft RFP that can then be reviewed by committee. Hanson indicated that a housing trust would reduce the cost because the municipality would allow use of the land free of charge without relinquishing ownership.

**Assemblymember Weddell** indicated that the original resolution designating this site references protecting the trees. Weddell indicated that there is also a stream on the property, that salmon run in, and she would like to see the trees and the stream protected.

**Secondary Motion/Second: Weddell/Burnham** to amend to add "request staff to draft a timeline and lay out steps for the development of a community land trust."

**Assemblymember Kolodi** indicated that Resolution 13-06R declares that the property will be the future location of the Skagway Senior Citizen Center and that should be addressed before moving forward with an RFP to build housing.

**Assemblymember Weddell** indicated that it is an unusual request in that RFPs are usually developed after all the steps of the project are aligned.

**Assemblymember Henry** indicated that this request is different than what is outlined in Resolution 13-06R and agrees that should be addressed.

**Assemblymember Hanson** indicated that the needs of the community have changed since Resolution 13-06R was passed.

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

**Primary Amendment/Second: Burnham/Weddell** to amend and replace with “recommend staff identify sites for high density housing and establish a community land trust, including an RFP with senior housing.”

**Assemblymember Jay Burnham** indicated that there are issues with the old clinic site, such as trees that are supposed to be saved, and staff should be directed to identify all possibilities of municipal land.

**Assemblymember Hanson** indicated that requesting an RFP should be limited to a specific piece of land, not the entire municipality.

**Assemblymember Kolodi** indicated that it would make more sense to further define the Assembly’s goal before requesting an RFP to be drafted.

**Secondary Amendment/Second: Weddell/Burnham** to change “high-density” to “multi-family” housing.

**Assemblymember Weddell** indicated that “high-density housing” is not defined in code so “multi-family housing” is more appropriate.

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

**Assemblymember Henry** indicated that he does not anticipate that staff will have the time to complete such a large task that lacks an acute target with the current workload they are experiencing.

**Mayor Bass** indicated that his hope for the RFP process would be to determine the level of interest that private builders will have to partner with the municipality to develop multi-family housing.

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

**The Main Motion passed as amended by roll call vote, 5 yes, 1 no, 0 absent; with Assemblymember Potter dissenting.**

G. Scheduling a Board of Appeals Hearing

**Motion/Second: Potter/Hanson** to schedule a Board of Appeals hearing for Tuesday, March 5th at 6:00 p.m.

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

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

The Mayor and Assembly discussed: tourism numbers in Skagway; housing; the housing ad hoc committee; previously adopted Resolution No. 23-09.

11. **Executive Session:**

12. **Adjournment:**

**Motion/Second: Henry/Weddell** to adjourn at 9:16 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)