



MUNICIPALITY OF SKAGWAY, ALASKA  
REGULAR ASSEMBLY MEETING

April 18, 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, Deb Potter, Jay Burnham, Orion Hanson, Kate Kolodi

**Absent:**

3. **Approval of Minutes:**

A. March 7, 2024

**Motion/Second: Henry/Potter**

To approve the March 7, 2024, minutes.

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

4. **Approval of Agenda:**

**Motion/Second: Henry/Weddell**

To approve the agenda.

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

5. **Board of Appeals**

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

A. **Mayor's Report:**

**Mayor Bass** indicated that:

- The floating dock repair project continues to move forward with the remanufactured portions currently being installed in Ketchikan and a tow plan is being developed.
- He attended SeaTrade with Port Director Jennings and Deputy Manager Deach and they met with regional and local port partners as well as other municipal port managers from Vancouver, Victoria, and Seattle.

- The clinic will be offering dental services beginning the last week of April and continues to pursue opening a full-service pharmacy.
- The first meeting of the Housing ad hoc committee will be scheduled soon.

**B. Assembly Committee Reports:**

- A. **Assemblymember Jay Burnham** indicated that there is a check run dated April 18, 2024, in the amount of \$5,663,938.08.

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

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

**Assemblymember Jay Burnham** indicated that the Finance Committee met on April 17, 2024, and:

- Reviewed Resolution 24-11 updating fees for the Skagway Rec Center and repealing Resolution 17-20, and the committee proposed an amendment that is in the packet.
- Reviewed Resolution No. 24-12 committing and restricting a portion of commercial passenger vessel excise tax funds to serve as matching funds for a Maritime Administration PIDP grant and recommends Assembly approval.
- Reviewed the rock slope hazard evaluation services proposal and recommends Assembly approval.
- Reviewed a draft ordinance amending 4.04.010 Disbursements and recommends Assembly approval.
- Approved community funding grants to:
  - the Skagway Pride Planning Committee for \$5,000.00; and
  - the Presbyterian Church Open Doors program for \$16,167.00.

**Assemblymember Weddell** indicated that Civic Affairs met on April 9, 2024, and discussed remote participation for the Historic District Commission and the Assembly Executive Sessions. They also discussed Resolution No. 24-10R, Setting the Election Board Salaries and recommends Assembly approval.

**C. Treasurer's Report:**

**Manager Ryan** indicated that there is a treasurer's report in the packet that is a high-level summary of how the year ended.

**D. Manager's Report:**

**Manager Ryan** indicated that his written report is in the packet. He would like to highlight the success of obtaining signed berthing agreements with several cruise lines, which is a significant step for a small community. He appreciates the efforts of White Pass and Cruise Line Agencies to provide accommodation and transportation in Ketchikan as we work through the Ore dock repairs. He indicated thanks to John Binkley and to the Stokely family for allowing the municipality to use their dock in Ward Cove for the repairs.

1. Clinic Executive Director's Report

**Albert Wall, Clinic Executive Director** indicated that he has provided a written report in the packet that outlines some options for response to the HRSA conditions which were issued in January. This process goes beyond what the Clinic Board of Directors can accomplish on their own, so they are seeking guidance and assistance from the Assembly.

6. Communications to the Assembly:

A. **Correspondence:**

**Clerk Burnham** indicated that there was one piece of correspondence regarding Resolution 24-11R, which was placed in the packet in accordance with the Assembly's rules of procedure.

B. **Hear Citizens Present**

**Gloria Munson** requests that adults receiving supplemental security income (SSI) should be able to qualify for the senior rate at the Recreation Center.

**Jon Hillis** indicates that the Assembly should comply with the HRSA requirements to continue to receive funding for the clinic. He further indicates that the cost of living has increased in Skagway and should be considered before further raising the utility rates.

**Kaitlin Jared** indicated that she opposes the utility rate increase resolutions. She does support Resolution 24-12R and would like to see that project move forward.

**Mavis Henrickson** commented on the senior center and expressed her concerns regarding a previous Civic Affairs Committee meeting.

**Mayor Bass** reminded the public that moving forward, citizens who would like to speak must sign up in advance.

7. Ordinances, Resolutions, & Proclamations:

A. Public Hearing and Adoption of Resolution No. 24-07R: Amending Solid Waste Disposal Rates

**Main Motion/Second: Henry/Potter** for public hearing and adoption of Resolution No. 24-07R.

Public Hearing

The Public Hearing closed with no comments.

**Assemblymember Hanson** indicated that this was reviewed by the Public Works Committee; however, public comment and correspondence suggests that this should be further reviewed by the Finance Committee.

**Assemblymember Henry** indicated that historically these rates were not increased for a very long time, and he believes that staff has made a conscientious decision before recommending an increase. While

another study could be done, at some point the municipality will have to decide how to continue to subsidize these services.

**Secondary Motion/Second: Hanson/Weddell** to refer Resolution No. 24-07R to the Finance Committee for further review.

**Assemblymember Potter** indicated that the rate increases are based on a 2015 study, and it would be a good idea to have an updated study done.

**The Secondary Motion passed by roll call vote, 5 yes, 1 no, 0 absent; with Assemblymember Henry dissenting.**

B. Public Hearing and Adoption of Resolution No. 24-08R: Amending Water Utility Rates

**Main Motion/Second: Henry/Potter** for public hearing and adoption of Resolution No. 24-08R.

**Public Hearing**

The Public Hearing closed with no comments.

**Secondary Motion/Second: Potter/Hanson** to refer Resolution No. 24-08R to the Finance Committee for further review.

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

C. Public Hearing and Adoption of Resolution No. 24-09R: Amending Wastewater Utility Rates

**Main Motion/Second: Henry/Potter** for public hearing and adoption of Resolution No. 24-09R.

**Public Hearing**

The Public Hearing closed with no comments.

**Secondary Motion/Second: Potter/Hanson** to refer Resolution No. 24-09R to the Finance Committee for further review.

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

D. Public Hearing and Adoption of Resolution No. 24-10R: Setting the Election Board Salaries

**Motion/Second: Henry/Hanson** for public hearing and adoption of Resolution No. 24-10R.

**Public Hearing**

The Public Hearing closed with no comments.

**Assemblymember Weddell** indicated that this was proposed by the Civic Affairs Committee and the compensation was based on what is paid by the State of Alaska to election workers, except for the higher rate for the chair who has additional duties.

**Borough Clerk Burnham** indicated that the Election Board is appointed by the clerk's office and can end up working long hours. If the municipality chooses to raise the pay to be on par with what the State is offering, more people may want to serve on the election board.

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

- E. Public Hearing and Adoption of Resolution No. 24-11R: Updating Fees for the Skagway Recreation Center and Repealing Resolution No. 17-20R

**Main Motion/Second: Henry/Potter** for public hearing and adoption of Resolution No. 24-11R.

**Public Hearing**

The Public Hearing closed with no comments.

**Secondary Motion/Second: Weddell/Potter** to replace Resolution No. 24-11R with the proposed amendment which is item 8E1 in the packet.

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

**Assemblymember J. Burnham** indicated that the amendment contains fees that are no longer charged by the Recreation Center, and they should be removed.

**Secondary Motion/Second: Burnham/Weddell** to remove the fees beginning at "Daycare Membership" down to "Helmet Rental".

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

**Assemblymember Potter** indicated that adults receiving SSI should benefit from the lower senior rate.

**Manager Ryan** indicated that a person could apply for a hardship grant through the rec center; and indicated that he would prefer the fees be set by staff and not by resolution.

**Assemblymember J. Burnham** indicated that setting fees by resolution provides for public input and should be continued.

**Secondary Motion/Second: Hanson/Potter** to add under the membership plans a fourth star stating that adults receiving SSI qualify for the senior rate.

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

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

- F. Public Hearing and Adoption of Resolution No. 24-12R: Committing and Restricting a Portion of Commercial Passenger Vessel Excise Tax Funds to Serve as Matching Funds for a Maritime Administration PIDP Grant

**Main Motion/Second: Henry/Hanson** for public hearing and adoption of Resolution 24-12R.

**Assemblymember Hanson** indicated that he is concerned about the \$20 million increase for the scope of the project and using CPV funds for the \$8 million match.

**Secondary Motion/Second: Burnham/Hanson** to amend the resolution with the proposed amendment from administration dated April 18, 2024.

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

**Secondary Motion/Second: Hanson/Potter** to refer this resolution to the Ports and Harbors Advisory Board for further review.

8. Unfinished Business:

9. New Business:

A. Approval of Rock Slope Hazard Evaluation Services Proposal

**Motion/Second: Hanson/Weddell** to approve the rock slope hazard evaluation services proposal from Shannon and Wilson in an amount not to exceed \$494,238.00.

**Manager Ryan** indicated that this proposal is outside of the main rockslide chute and will not interfere with the scope of work related to the BRIC grant.

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

B. Authorization to Coordinate Delivery of the Float

1. Executive Session

i. Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity, and matters which by law, municipal charter, or ordinance are required to be confidential: Discussion regarding the Ore Peninsula Cruise Dock Float

**Motion/Second: Potter/Weddell** to enter executive session for matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity and matters which by law, municipal charter or ordinance are required to be confidential: Discussion regarding the Ore Peninsula Cruise Dock Float; and that this executive session admit Manager Ryan, Clerk Burnham, and Deputy Clerk Carr.

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

**Executive Session lasted from 8:24 p.m. to 8:53 p.m.**

**Motion/Second: Potter/Hanson** to provide the manager with authorization to coordinate delivery of the float in an amount not to exceed \$200,000.00.

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

10. Mayor and Assembly Discussion Items:

The Mayor and Assembly discussed property tax in the business historic district, removal of abandoned vehicles on municipal streets, the three resolutions establishing Recreation Center fees, and the memo from Clinic Executive Director Wall.

11. Executive Session

12. Adjournment:

Motion/Second: Henry/Weddell to adjourn at 9:16 p.m.

With no objections from the Assembly, Mayor Bass adjourned the meeting.

ATTEST:

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Sam Bass, Mayor

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Steve Burnham Jr., Borough Clerk

(SEAL)