



City of Hoonah

P.O. Box 360 Hoonah, AK 99829 (907) 945-3663 Fax (907) 945-3445

COMMITTEE AS A WHOLE MEETING MINUTES

February 6, 2018

7:00pm

In Council Chambers

Agenda:

I. Call to Order- 7:00 pm

II. Roll Call- A. Wilson- present, J. Murray-present, S. McConnell-present, G. Skaflestad-present, E. Phillips-present, S. Savland-present. City Administrator Gray, Clerk McKillican and members of the community also present.

III. Agenda Revisions – none

IV. Items of Business:

- a. **City Business License-** Administration presented the first draft(s) Chapter 5.01 General Provisions and Chapter 5.04 Business Licenses for Committee to review/discuss.

City Treasurer Billie Jack reiterated that according to how our code is written we are very limited on what we can do on past due accounts. The city needs to update our ordinance so that we have more control and an enforcement method. We are experiencing a lot of accountability issues with business not paying sales tax. Setting up a city business license with a fee would help with tracking and give the city more options to collect from business that aren't paying sales tax.

Councilmember Skaflestad questioned the intent of adding more fees to businesses by requiring them to obtain a City business license when they should already have one filed with the State.

Finance Chair Murray asked what the current practice is monitor who is required to submit Sales Tax and how are those that are delinquent identified? City Treasurer replied that current practice is tracking the monthly submission of Sales Tax forms and letters are sent to those that are delinquent.

Skaflestad agrees the tax collection process needs to be addressed through ordinance or policy change but to not charge a City business license fee and to increase penalties for only those that are delinquent. Vice Mayor Wilson discussed that for those businesses that are delinquent, increasing penalties will not help the City to collect on something they're already not paying to begin with and that by enforcing the Business license requirement, it will enable us to take action such as close down their business until they are in good standing with paying their sales tax.

1. Public Comment—Resident Bill Miller agrees that this needs to be addressed as the economy is growing and that there have been businesses



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that come in to town and conduct business then leave sometimes without paying their Sales Tax which has in effect caused the perceived hardship of these penalties to those businesses that are in good standing.

2. Public Comment—Businessowner, Kristi Styers discussed that there is a perception that the City governing body is anti-business and perhaps adding a business license fee would not be accepted very well.

Moved by McConnell, Seconded by Savland to have City Administration request feedback from City Attorney and to return findings to Committee

- b. **Sales Tax Code Update-** City Treasurer provided suggested edits of Chapter 4.04 Sales Tax—the suggested edits include:

4.04.080 Sales tax to be remitted and return to be filed monthly—Delinquency.

Paragraph A: In order to align due date with other standard monthly collection practices the City follows, recommend 1) adding on or before the last “Business” day and 2) remove the last sentence which extends due dates.

4.04.090 Penalty and interest for delinquency. To 1) Paragraph A: add for each month the sales tax return is delinquent. Adding that would 2) eliminate paragraphs B and C and 3) Adding paragraph F which identifies the action the city treasurer will make in writing to the business that is delinquent.

4.04.150 Time limitations—Duty to keep books—Investigation: Change Paragraph C to protect the confidentiality of businesses financial records and what information can be made to the public.

1. Public Comment—Discussion on clarification of acceptable exemptions and the optional discount if filed and paid timely.
2. Public Comment—Would like clarification of when/how we can post public notifications regarding those businesses that are delinquent.

Moved by Phillips, Seconded by Savland to have City Administration request feedback from City Attorney and to return findings to Committee

- c. **Traffic Plan: Harbor Way** – Committee reviewed the Pedestrian Safety Study: Inspection of Gartina Highway and Harbor Way draft prepared by PDC Engineers that provided three (3) options for the City to address the increased vehicle and pedestrian traffic during tourist season that creates protentional conflicts at the intersection located between Hoonah High School and the Hoonah Youth Center. City Administrator recommends Committee forward to Council approval to go forward with Option A work with ANS/ANB of using Lot 3 (the corner adjacent to Gartina Highway) as a staging area for loading and unloading passengers away from both Gartina Highway and Harbor Way. The busses will then return to Gartina Highway via Harbor Way.



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1. Public Comment—Also why not have the option of using the church parking lot?
2. Public Comment—also will the City be painting the crosswalk from the school to the youth center that was discussed prior?
3. Public Comment—understanding that this a temporary solution because A) the new Water Treatment plant and B) the safety of the corner lot along with the Tideland Tackle corner

Moved by McConnell, Seconded by Skaflestad to instruct Administration to contact all parties involved, get cost estimates/approvals and return findings to Committee.

- d. Shotter Creek Lots 3 & 4** – City Administrator reports that P & Z has approved and submitted recommendation to Council to sell Lots 3 & 4 of Shotter Creek Subdivision, directly below Whitestone tract that are about an acre each & valued about \$63K each. Lot 1 and 2 will not be sold because they being held in P & Z for greenbelt. Councilmember Savland indicates he is not in support of the sale of these lots until there is a plan in place to provide water/sewer services. In other words, lands being sold and not being developed. He also discussed the need to ensure the buyer has a business plan so that we can ensure they are contributing Sales tax to the City.

1. Public Comment—Will this be done in the normal disposal process – sealed bid sale process? Yes, but if no bids then it will go to over-the-counter.
2. Public Comment—also need to discuss if there is a fire out there having water services available.

Moved by McConnell, Seconded by Murray to forward Ordinance 18-02-05 to Council for approval.

- e. Bruin Subdivision Plat Work-** City Administrator is seeking approval to finish platwork on remaining lots in order to address long-term issue of supplying water/sewer to residents on Eagle Drive. Approximately ten (10) lots need to be platted, then will put in 6 inch main about 1,400 feet.

1. Public Comment— none

Moved by McConnell, Seconded by Phillips to have Administration move forward with the Bruin Subdivision plat work.

- f. Engineer Report: Police Department** –City Administrator provided a status update on the condition of the Police Station facility. There are structural, ground and building code issues. Finance Chair and Vice Chair asked about Federal grants or Rasmussen grants to fund one/more of the engineer's recommendations.



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Councilmember McConnell request from Chief to provide an itemized list of actual unsafe conditions and/or possible fixes that can be done with what funding we do have available to make repairs and reduce liability.

1. Public Comment— Chief McKillican stresses this is a safety/liability issue that has been before Council/Committee as long as ten years ago. Requests City come up with a viable action plan to address the safety and liability issues.
2. Public Comment— Mr. Lewis said there are State and Federal programs (Rasmussen/Denali Commission) that are providing grants to update/upgrade these community public safety issues. Who is lobbying or Grant Writing for these public safety capital improvement projects?

Moved by Skaflestad, Seconded by McConnell to direct Administration to pursue funding opportunities to move this higher up on the Capital Improvement project priority list to determine if we will fix the existing building or build a new one and provide detailed updates and project plans to Committee.

g. Community/Council Comments-

1. Public Comment— Mr. Miller requested consideration of the Committee to evaluate/change the ordinance/code regarding Pet Registration requirement of renewing pet licenses/fees from one-year to three or five years. Chief McKillican is agreeable to every other year to ensure that records do not become outdated and in consideration of the budget.
2. Public Comment—Mr. Miller also requested that the Police department have access to cameras at the Harbor so that dispatch can be monitoring activities to improve public safety especially as we have tourism season about to start again.

V. Adjourn- 9:24 pm