

**Sawmill Cove Industrial Park
Board of Directors Meeting
May 06, 2008 – 7:00 PM
SEDA Board Room
329 Harbor Drive Suite 212, Sitka AK 99835**

A. CALL TO ORDER

The Chair called the meeting to order at 7:00 pm.

B. ROLL CALL

Board Members Present: Nancy Davis Trevor Harang Grant Miller
Charles Horan Chris Fondell

Absent:

Others Present: Linda Wilson John Sherrod Jack Ozment
Leslie and Evelyn Kinnear – Fortress of the Bear

City Staff: Jim Dinley Scott Brylinsky (via phone) Joe Castro

C. REVIEW OF MINUTES – April 10th, 2008 meeting

MOTION: M/S Horan/Miller moved to approve the minutes from the April 10th, 2008 meeting.

ACTION: Motion PASSED unanimously by a voice vote

D. CORRESPONDENCE & OTHER INFORMATION

Ms. Davis distributed noted the letter from the Municipal Administrator to Richard Kearns, President of True Alaska Bottling. The letter formalizes expectations the City has regarding lease compliance.

E. CHANGES/ADDITIONS/DELETIONS TO THE AGENDA

Addition under New Business

1. Report on Fortress of the Bear by Leslie and Evelyn Kinnear. Item moved forward for hearing before Unfinished Business.

Additions under Other Business

1. Response to e-mail from Wendell Adams re. purchase of bulk water
2. Motion for a new SCIP Board Chair

F. UNFINISHED BUSINESS

1. Marine Industries – RFP Concepts

On consensus of the Board this item was moved forward for to a future meeting after the Strategic Planning Session.

2. Multi-purpose Dock

Mr. Fondell suggested that construction of a multi-purpose dock at Sawmill Cove be brought forward again through a voter initiative in October 2008. Such an initiative should include:

- construction of a single berth multi-purpose dock at SCIP – with any additional docks requiring a vote

- that revenue to build the dock come from the cruise visitor head tax
- that no retail sales would take place at SCIP except those allowed through current or ammended zoning regulations

With the consensus of the Board to form a multi-purpose dock sub-committee, Mr. Fondell and Mr. Miller volunteered to work on developing a plan and to work with the City Attorney on drafting the initiative. Due to legal requirements regarding public meeting notice, Mr. Fondell will speak with the City Attorney by himself first and get guidelines.

Ms. Davis reminded the Board that they could not “advocate” any position regarding a multi-purpose dock – only present information.

3. Update tenant lease status

Ms. Wilson informed the Board that a request for a status report on lease payments for SCIP tenants had been submitted to the City Finance Director, Dave Wolff. Mr. Wolff had agreed to work this, but no report has been received.

G. NEW BUSINESS (Heard out of order, before Unfinished Business)

1. SCIP Strategic Plan

Mr. Brylinsky and Mr. Castro suggested that the job responsibilities of SCIP management positions be well defined and follow the original ordinance 00-1568 – Chapter 2.38.120 of the City Code as closely as possible.

Mr. Castro pointed out that the original ordinance and the contract between the City and SEDA are not in alignment. Since the contract period ends with the fiscal year in June, this would be the time to revise the contract to conform to the ordinance.

The Board agreed and set this as an agenda item for the strategic planning meeting. The Board requested copies of both the ordinance and City contract for use at the strategic planning meeting.

Mr. Fondell noted that timely reports on the status of leases and any associated problems would be helpful, allowing Board members the opportunity to work with tenants before problems get out of hand.

Mr. Miller suggested that this should be the responsibility of the Executive Director.

Mr. Brylinsky recommended holding a small work session to review the ordinance and contract and bring a summary and suggestions back to the Board at the strategic planning meeting. Scott Brylinsky, Joe Castro, and Charles Horan volunteered to do this.

Ms. Davis requested formal consensus from the Board to move forward on the strategic plan as per the letter from Mr. Horan. On consensus of the Board the Strategic Planning meeting was scheduled for, Thursday, May 22nd from 3:00 to 7:00pm at the SEDA office.

2. SCIP Management System

Discussed under G.1. On consensus of the Board this item was moved forward for further discussion to a future meeting after the Strategic Planning Session.

3. Communications improvements – Rural Development Grant

Ms. Wilson advised the Board the Executive Director was working with Lori Blood of ACS on a plan to improve the communication infrastructure at SCIP (phone/internet). She informed the Board that a Rural Business Enterprise grant might be available to help fund this work.

Mr. Castro informed the Board that he is already working with ACS on communications upgrades at SCIP for the City and offered to consolidate the planning to negotiate the best deal.

4. Fortress of the Bear – report (heard out of order at beginning of meeting)

Mr. and Mrs. Kinnear appeared before the SCIP Board to inform them of two new issues related to the Fortress of the Bear property.

A woman is now boarding her horses at the farm site and is paying \$100 per month on a month-to-month basis for this service. There is a memorandum of understanding between the two parties with option for either party to sever the relationship at any time. The Kinnears asked if this affects their lease in any way, particularly if this would be considered a sublease. The woman intends to offer buggy rides and has a City permit for this that allows her to run the buggy on the roadway from SCIP up Green Lake Road and on the highway from SCIP as far as Whale Park.

After brief discussion the Board determined that this is not a sublease. However, due to liability issues, the Board requested that the Kinnears present evidence of insurance that includes a “hold harmless” clause specifically naming the City of Sitka. The Board also asked for a copy of the woman’s business plan.

The Board was also informed that Sharon Keeley will be demonstrating chainsaw carving at the Fortress of the Bear. The Kinnears have a memo of understanding with Ms. Keeley and no money will be paid for her use of the property.

The Board requested proof of insurance that includes a “hold harmless” clause specifically naming the City of Sitka.

The Kinnears agreed to provide the information requested.

H. OTHER BUSINESS

1. Response to e-mail from Wendell Adams re. purchase of bulk water

After brief discussion, the Board decided that any response to Mr. Adams needed to come from Hugh Bevan. Ms. Wilson was directed to contact Mr. Adams via e-mail to let him know that a response would be forthcoming after May 13 when Mr. Bevan returns to the office.

2. Motion for a new SCIP Board Chair

MOTION: M/S **Fondell/Horan** moved to make Mr. Miller the SCIP Board Chair, effective immediately upon approval.

ACTION: Motion **PASSED** unanimously by a voice vote

Mr. Harang will serve as Vice-Chair.

I. REPORTS (NONE)

J. ADJOURNMENT

MOTION: M/S **Harang/Miller** moved to adjourn the meeting.

ACTION: Motion **PASSED** unanimously on a voice vote.

The meeting adjourned at 9:00 pm.