



BOARD OF DIRECTOR'S MEETING

**MONDAY, OCTOBER 21ST, 2019 - AGENDA
3:00 PM**

SEDA Board Room, 329 Harbor Dr., Suite 212

Regular Meeting

3:00 PM

<u>Item</u>	<u>Action</u>
A. Call to Order	Acknowledge
B. Roll Call	Acknowledge
C. Review of Minutes	Motion to Approve
SEPTEMBER 16TH, 2019	
D. Correspondence & Other Information	Acknowledge/Questions
E. Changes/Additions/Deletions to Agenda	Change/Add/Delete
F. Reports	
G. Persons To Be Heard	
H. Unfinished Business	
1. GPIP Access Ramp Project	Discussion/Recommendation
2. Proposed adjustment to Sitka General Code 2.38	Discussion/Recommendation
3. GPIP Strategic Plan	Discussion/Recommendation
I. New Business	
1. GPIP Waterfront Development Discussion related to Utility Dock Sale	Discussion/Recommendation
J. New Business	
K. Adjournment	

EXECUTIVE SESSION POTENTIAL

The Mission

It is the mission of the Gary Paxton Industrial Park Board and management, by direction of the Sitka Assembly, to strategically develop the park in a fiscally responsible manner that maximizes its economic benefit to the community through creation of meaningful jobs in conformance with established community plans and policies.

**Gary Paxton Industrial Park – Board of Directors Meeting
September 16, 2019, 3:00pm – GPIIP Walking Tour
GPIIP – DRAFT MINUTES**

A. CALL TO ORDER: The Chair called the meeting to order at 3:00pm

B. ROLL CALL

Members Present: Sheila Finkenbinder, Vaughn Morrison, Scott Wager, Mike Johnson, Al Stevens

City Representatives: Michael Harmon, Richard Wein, Kevin Mosher

Others Present: Robert Woolsey (KCAW), Garry White, Sarah Nelson.

C. Review of Minutes – July 8, 2019

MOTION: M/S Finkenbinder/Morrison moved to approve the minutes of July 8th, 2019.

ACTION: Motion PASSED 5/0 on a voice vote.

D. Correspondence & Other Information –
None.

E. Changes/Additions/Deletions to Agenda – None

F. Reports – GPIIP
None.

G. Persons to Be Heard – None

H. Unfinished Business – None

I. New Business

1. GPIIP Strategic Plan – Walking Tour

The Board and other present at the meeting walked the GPIIP properties and discuss the current Strategic plan. No official action was taken.

J. Adjournment: M/S Finkenbinder/Johnson moved to adjourn meeting at 4:28pm.

Monday, October 14, 2019

MEMORANDUM

TO: GPIP Board of Directors
FROM: Garry White, Director
SUBJECT: Gary Paxton Industrial Park (GPIP) Management Report

1. GPIP Dock

The GPIP Dock is open for business. The dock had a lot of traffic during the spring of 2019. Most use was related to the commercial fishing fleet with vessel moving nets and other fishing gear across the dock.

Security cameras were installed in April, which allows for better management and tracking of use.

Next steps are to continue to monitor uses and adjust the Port Tariff to accommodate users of the facility. Additionally, prepayment or pay for use electric meters are being investigating to allow for better management of electric use. **(05/06/2019)**

Dock Revenues: FY2018 - \$689, FY2019 - \$10,464, FY2020 (as of 10/9) - \$13,436 **(10/14/2019)**

2. Marine Services Industries at the GPIP.

The CBS is moving forward with design, engineering and permitting of an access ramp to support the marine service sector. **(03/27/2018)**

The Director is researching cost and management options for the storage of fishing gear on GPIP properties. **(07/24/2018)**

The GPIP Board held meetings on June 28th and July 26th to discuss the development of an access ramp at the GPIP to promote the marine service industry. PND Engineers of Juneau is under contract with the CBS to design, engineer and permit an access ramp. PND presented different concepts for the development of an access ramp. The consensus was to develop a ramp at an 8% grade to accommodate both barges and larger commercial vessels. The existing gravel ramp constructed by Northline Seafoods is already at an 8% grade and could be improved to allow more use. PND engineers provided a cost estimate of \$6.7 million dollars to construct a fully operational concrete

access ramp, EPA approved wash down pad, and all the associated upland improvement for a fully operational haul out yard. The Board is in the process of prioritizing development with current funds available. **(07/31/2018)**

The GPIIP Board met and set the priority order for the development of a haul out as the following recommended priorities phases:

1. EPA approved water treatment infrastructure.
2. EPA approved wash down pad or water collection infrastructure.
3. Ramp infrastructure improvements, including installing a concrete ramp.
4. Upland improvements (Electric, water, lighting, etc.).
5. Timber float.
6. Potential CBS owned infrastructure to haul vessel (Hydraulic trailer or lift). **(10/22/2018)**

The GPIIP Board and Assembly approved additional funding of \$22,000 for PND Engineers to provide detailed analysis for the phased development of the haul out facilities. **(05/06/2019)**

The Director has received word from CBS Administration that Halibut Point Marina will be transitioning out of the marine haul out business in the next few years. **(07/03/2019)**

3. Bulk Water

The Director continues to work with entities interested in the export of Sitka's water. **(05/06/2019)**

The CBS Assembly met on April 30th to discuss needed repairs to the Raw Water delivery infrastructure. No funding or repair plan was determined. The CBS's ability to delivery water will need to be fixed before the bulk water export venture can move forward. The Assembly directed the GPIIP Director to continue to work with potential investors and exports to find a funding solution to repair the system. The CBS does not believe that the infrastructure can be repaired until the penstock is shut down and dewatered. Estimate timeframe for penstock shut down is estimated to be the fall of 2021. **(06/03/2019)**

The Director met with Eckert Fine Beverage's engineering firm to finalize the design for the low volume water loading system. The goal is to have Eckert design, engineer, construct, and fund the water loading station. The water loading station will be strategically located on the GPIIP properties next to the Raw Water Meter building. The infrastructure will be turned over to the CBS upon completion for future use of all low volume water exporters. Eckert wishes to have a project completed this summer and start exporting water for vodka production. **(06/03/2019)**

4. Bottled Water

The Director continues to receive inquiries for bottled water. The Director has recently had conversations with entities from China and Costa Rica. **(05/08/2018)**

The Director continues to have conversations with a potential bottling group from Costa Rica. A proposal for operations at the GPIP should be coming forward for the Board's consideration soon. **(10/22/2018)**

5. Public Industrial Water

The Director has met with both NSRAA and the Electric Department to find a way to ensure public industrial water is available to the park for economic development opportunities. **(06/03/2019)**

6. Blue Lake Dam Expansion Project

The Blue Lake Dam Expansion Project has been completed. Evacuated rock from the project is still being stored on park property. Rock needs to be removed from the property for economic development to continue on the site. The CBS is still working on a solution. **(05/12/2015)**

The CBS Electrical Department intends to release a request for proposals of entities interested in purchasing rock stored at GPIP. **(06/29/2015)**

The CBS Electrical Department has recently investigated several plans to remove rock from the property. **(09/22/2015)**

Rock is actively leaving the park via contracts between the CBS Electric Department and various entities. **(07/11/2016)**

The Director is currently working with various groups to continue to remove rock from the industrial site and bring the industrial site condition back to leasable condition. **(05/31/2017)**

The CBS Electric Department reports that a contractor has purchase all the remaining rock left in the GPIP. The rock will be barged out of the park for use in a private waterfront development. The contractor anticipates that all rock will be removed from the park by the end of the calendar year. **(08/01/2017)**

A majority of the rock in the park has been removed. Rock remains on lots 15, 16b, 19, and 20. **(10/16/2017)**

More rock has left the park. Rock only remains on lots 16b, 19, & 20. The Assembly has approved funding to clean up the waterfront and interior lots to bring back to a usable state. **(01/18/2018)**

The GPIP Board met in September and agreed to allow the CBS another 6 months to store rock on lots 16b, 19, & 20. **(10/22/2018)**

The Assembly has approved a MOA between the GPIP and Electric Department to allow the GPIP to charge for use of Lots 16b and 20. Rock has been stored on these lots since the Blue Lake Dam Expansion project. **(06/03/2019)**

7. Administration Building

The CBS received two responses to its Invitation to Bid process to sell the building. Pat Barker Jr. was the top bidder with a bid of \$20,000.10. The Assembly will be reviewing the purchase agreement to sell the building at its May 14th meeting. **(05/06/2019)**

The Administration building has been sold. **(06/03/2019)**

8. Utility Dock

The CBS Assembly met on April 22, 2019 and voted to reverse the condemnation notice the CBS Building Official issued for the Utility Dock in January 2019. The Assembly directed staff to draft a purchase and sales agreement, using outside legal counsel, to include language specific to requiring Hanson Maritime to complete a conditional assessment of the facility and to repair for safe use of the facility. **(05/06/2019)**

The Director and CBS Attorney has met with outside counsel and is preparing a term sheet of contract details for the Assembly to approve on lieu of preparing a full purchase and sales agreement. **(06/03/2019)**

The Assembly approved a term sheet with Hanson Maritime at its August 27th meeting. A detailed purchase and sales agreement is being drafted for Assembly approval. Additionally, the process to subdivide the lot for sale is moving forward with CBS planning. **(09/03/2019)**

9. GPIIP Dock Fuel Sales

Delta Western has received its build permit to establish a fueling operation on the GPIIP Dock. The fuel tanks will be relocated from the dock itself to the uplands above the dock. **(07/03/2019)**

10. The Sawmill Creek Farm site has been cleaned up. (05/06/2019)



329 Harbor Drive, Suite 212
Sitka, AK 99835
Phone: 907-747-2660

Thursday, October 17th, 2019

MEMORANDUM

To: Gary Paxton Industrial Park (GPIP) Board of Directors
From: Garry White, Director
Subject: GPIP Access Ramp Project

Introduction

The Gary Paxton Industrial Park (GPIP) Board of Directors is in the process of planning for an access ramp to allow vessels and barges to be haul out at the GPIP.

The GPIP Enterprise fund has \$40,000 allocated for design, engineering, and permitting of an access ramp at the GPIP to support the marine services industry.

Background

The CBS has hired PND Engineering Juneau to complete the work.

A representative from PND visited Sitka on June 28th to investigate potential locations for the access ramp, met with potential stakeholders, and discussed future plans for the ramp and development of the GPIP with the GPIP Board.

PND met with the Board again on July 26th to provide a conceptual plan and estimated cost estimate for a fully operational access ramp, including a wash down pad, water treatment system, concrete access ramp, timber float, upland improvements, and 100 ton hydraulic trailer. Cost estimate for the full operation was estimated at ~\$6.8 million dollars.

A representative from Northline Seafoods addressed the Board regarding the access ramp project. Northline is currently leasing a portion of Lot 9a and has constructed a gravel access ramp to haul out its barge for repair work this past winter. Northline suggested that regional barge companies have shown interest in hauling barges at the site. The site needs to have an EPA approved wash down pad installed if the GPIP wishes to get into commercial operations to haul barges.

Board discussion revolved around potential funding sources for the PND fully operational conceptual plan, potential public/private partnerships, and phasing the project with available working capital.

The Board met August 29th to conduct a site visit of the proposed ramp location. The Board discussed potential site locations for a water treatment facility, benefits of a water down pad or water collection fabric that could be versatile for multiple locations and vessel sizes, and the PND conceptual plan. The Board recommended setting project priorities at its next meeting.

The Board met September 24th, 2018 and approved the following priority phases for the access ramp project.

1. EPA approved water treatment infrastructure.
2. EPA approved wash down pad or water collection infrastructure.
3. Ramp infrastructure improvements, including installing a concrete ramp.
4. Upland improvements (Electric, water, lighting, etc.).
5. Timber float.
6. Potential CBS owned infrastructure to haul vessel (Hydraulic trailer or lift).

Action

GPIP Board discussion and recommendations PND Engineer's phase development Preliminary Design Summary.



February 21, 2019

PND 182060.01

Mr. Stephen Weatherman, P.E.
Senior Engineer
City and Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835

Re: Gary Paxton Industrial Park - Ramp Project
Concept No. 3 Operational Narrative

Dear Mr. Weatherman,

PND Engineers, Inc. (PND) has prepared Concept Plan No. 3 illustrating a multi-use ramp facility intended to haulout barges using inflatable rollers and winches as well as vessels up to 100 tons via a hydraulic trailer. The ramp is 60' wide with 40' of that width covered with concrete planks and the remaining surface is covered with crushed aggregate. A moorage float is shown alongside as an added option to allow aligning and queuing of vessels in the water however it is not mandatory for haulout operations. Concept No. 3 also illustrates a large class cruise ship moored at the existing multi-use floating dock along with associated mooring and breasting dolphins. Proposed property boundary options are provided around the existing Utility Dock which is currently being considered for sale to Hanson Marine for tug and salvage operations.

Operational restrictions must be considered when a large cruise ship is in port due to the close proximity of these three facilities. Restrictions will ultimately need to be vetted by ship captains and the USCG and may include the following:

1. Tugs and other vessels may need to be relocated away from the Utility Dock due to potential cruise ship mooring line interferences and bow thruster operations. Note that each ship has multiple mooring lines and not all line configurations are shown on this drawing.
2. Any vessels allowed to moor at the Utility Dock after full consideration of item 1 will not be able to safely depart while the cruise ship is secured to the dock and dolphins. It will likely be impossible or considered unsafe to transit below the ships mooring lines. Further there is minimal navigational clearance between the bow of the cruise ship and the proposed haulout ramp for making vessel turning maneuvers away from the Utility Dock while the ship is at berth.
3. Mooring lines will encroach all proposed property lines as shown. It may be possible to relocate the northerly mooring dolphin further north to mitigate this somewhat, however there still could be additional mooring lines required by the ship captains. Some form of formal easement is recommended to allow encroachment of these mooring lines while the cruise ship is at berth. Alternatively, the proposed property lines could be relocated closer to the dock face and a moorage easement granted for vessel operations at the Utility Dock with consideration for priority usage to each operation.

4. Haulout operations at the proposed ramp will cease during berthing and unberthing of cruise ships. After the ship is securely moored at the berth, it may be possible to haulout smaller vessels at the ramp provided the operations are considered safe by the ship captain and/or USCG. Hauling out or launching larger barges does not appear feasible when a cruise ship is moored at the berth however previously hauled barges working on the ramp should not be impacted.
5. Scheduling of operations at all three facilities will need to be closely coordinated by the managing authority of GPIP with formal operating agreements recommended to all affected parties.

There appear to be a number of options available to allow the three proposed operations to coexist on site provided navigational safety reviews are conducted by all users and the USCG and formal agreements can be reached outlining usage priorities. PND appreciates the opportunity to provide these initial review comments and are available to assist with any further evaluations with the users and USCG or any additional site reconfiguration options deemed necessary for this important waterfront project at GPIP.

Sincerely,
PND Engineers, Inc. | Juneau Office



Dick Somerville, P.E.
Vice President

**CITY AND BOROUGH OF SITKA, ALASKA
GARY PAXTON INDUSTRIAL PARK (GPIP) – RAMP PROJECT
CONCEPT NO. 3
PRELIMINARY DESIGN SUMMARY
Prepared By PND Engineers, Inc. September 13, 2019**

The purpose of this document is to provide the City and Borough of Sitka (CBS) with an overall summary of the scoping, preliminary concept design work and environmental permitting assessment completed for the Gary Paxton Industrial Park (GPIP) project. PND Engineers, Inc. (PND) worked with CBS to obtain background information and input from both the GPIP Board and Public Works Department staff. PND assembled a list of anticipated environmental permits and construction requirements. The objective of these efforts is to provide CBS with a preliminary phased concept plan with owner input to assist with moving the project forward.

Background Information

CBS provided PND with electronic copies of Sawmill Cove/GPIP area showing water and sewer from the GIS system. The information was dated from the early 2000's and no current topographic survey information appears to be available for the area.

CBS Coordination

PND and CBS have conducted two Joint Work Sessions for the GPIP ramp project conducted in Sitka. The culmination of these Joint Work Sessions included two power point presentations that defined Sitka's wishes to proceed with Concept No. 3.

PND's technical memorandum dated July 19, 2019 addresses wash water industry standard effluent and allowable influent flows. The estimated maximum daily flow is 2,000 gpd. Subsequent to issuing the memorandum, Shilo Williams, CBS Environmental Superintendent provided verbal authorization of the onsite treatment methodology and discharge of the wash water to the municipal sewer system.

PND's coordination with Brian Doyle, CBS Chief Waste Water Operator yielded sewer force main input parameters including that the existing force main elevation is approximately at 6' below grade and an adjacent Eone pump station services The Boat Company in Sawmill Cove. An equivalent pump station will be required at GPIP. The pump station should be equipped with a local high water warning light but is not required to be built to CBS Standards.

PND's technical memorandum dated August 23, 2019 addresses on site wash water schematics, equipment information and temporary (relocatable) wash down facilities. The information includes the wash water route, required equipment and cut sheets. The temporary wash down pad is a PVC liner and associated costs are included in the preliminary cost estimate for the facility.

PND's letter dated February 21, 2019 addresses Concept No. 3 operational issues and it recommended that an easement be established for encroaching mooring lines and vessel operations for the existing Utility Dock.

Project Development Phasing

The rough order magnitude (ROM) budget estimate for Concept No. 3 and temporary wash down pad are divided into three construction phases and are summarized as follows:

Phase I brings the facility into limited operation. Improvements include: a gravel ramp, armor rock, storm drain improvements, water service, a temporary wash down pad (summertime use), on site pretreatment of wash water and discharge of wash water into the municipal sewer system and electrical power.

The estimated budget for Phase I is **\$1,055,219.00**, including indirect costs and 10% contingency.

Phase II improvements include uplands site grading, storm drain improvements, water services, asphalt repairs, concrete ramp planks, concrete apron, concrete wash down pad with hydronic piping, power and lighting over a portion of the site. **Note:** wash down pad is a summer time use for Phase II.

The estimated budget for Phase II is **\$2,511,430.00**, including indirect costs and 10% contingency.

Phase III improvements include additional upland grading and drainage, connecting the hydronic piping from the wash down pad, constructing a utility building with restroom (Note: wash down pad is a wintertime use), timber boarding float with concrete abutment, 100 ton self-propelled submersible hydraulic trailer, power and lighting.

The estimated budget for Phase III is **\$3,977,388.00**, including indirect costs and 10% contingency.

An overall estimated budget of the GPIP project is \$7,544,038.00, including indirect costs and 10% contingency.

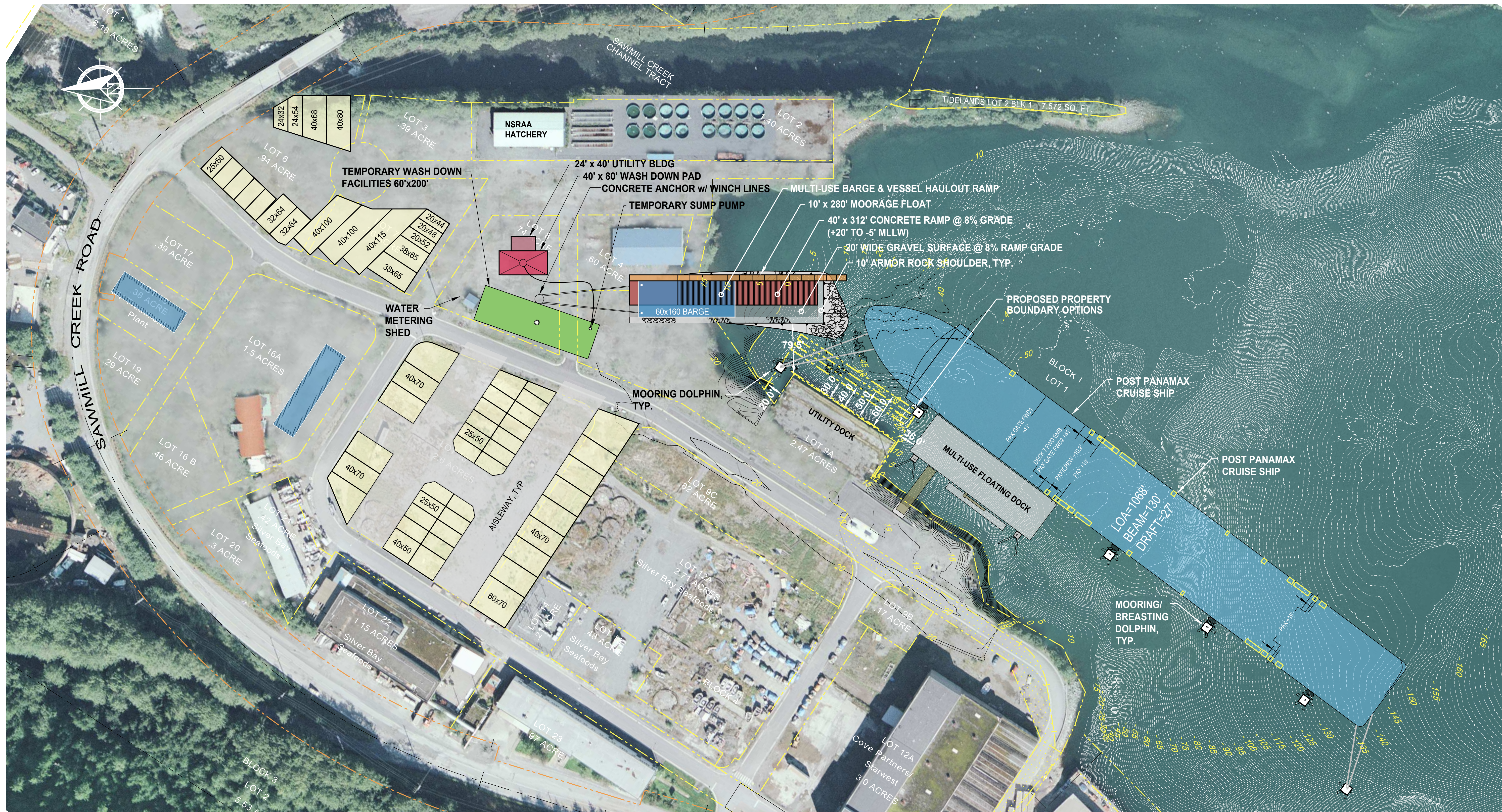
Project Permitting

List of environmental and operational permits required include:

1. USACE – Section 10 and Section 404 Authorizations
2. ADFG Fish Habitat Permit
3. ADEC Stormwater Treatment & Runoff Design Review
4. ADEC Water & Sewer Utilities
5. ADEC MSGP Operational SWPPP for Boatyards
6. Local Building Permits
7. Access Easement to define the ramp and existing Utility Dock operations, see PND letter dated February 21, 2019.

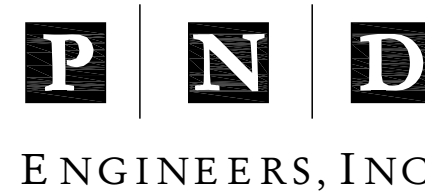
Attachments

ROM Budget Estimate – Concept No. 3
Concept No. 3, Sheet 1 of 3
Ramp Profile, Sheet 2 of 3
Schematic Plan, Sheet 3 of 3
PND technical memorandum dated July 19, 2019
PND technical memorandum dated August 23, 2019
PND Letter Dated February 21, 2019



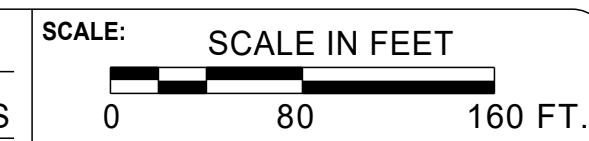
REVISIONS

REV.	DATE	DESCRIPTION	DWN.	CKD.	APP.



9360 Glacier Highway Ste 100
Juneau, Alaska 99801
Phone: 907-586-2093
Fax: 907-586-2099
www.pnd-anc.com

DESIGN: PLR CHECKED: CRS
DRAWN: KLL APPROVED: CRS



DATE: AUG. 23, 2019

**CITY & BOROUGH OF SITKA
GARY PAXTON RAMP PROJECT**

SHEET TITLE:
CONCEPT PLAN NO. 3

PN&D PROJECT NO.: 182060



(ROM) Design Build List of Boat Haul Out Facility Items:

1. Washwater on-site pre-treatment facility: Vault with filter, water service, sewer lift station and electrical hookup to the sewer system

Item	Item Description	Units	Quantity	Unit Cost	Amount	Cumulative Sub-Total
1000.1	Contractor Design Services	LS	All Req'd	7%	\$18,529	
1505.1	Mobilization	LS	All Req'd	8%	\$17,200	
2202.2	Class A Shot Rock Borrow	CY	300	\$25	\$7,500	
2204.2	Base Course, Grading C-1	CY	500	\$50	\$25,000	
2601.1	Water Service	LS	All Req'd	\$25,000	\$25,000	
2601.2	Sewer Service and Lift Station	LS	All Req'd	\$75,000	\$75,000	
11000.1	Grit Chamber, O/W Separator, Filter Vault	LS	All Req'd	\$75,000	\$75,000	
16000.1	Power and Lighting	LS	All Req'd	\$40,000	\$40,000	
ESTIMATED CONSTRUCTION BID PRICE					\$283,229	
Contingency (10%)					\$28,323	
Environmental Permitting					\$50,000	
Topographic Survey & Geotechnical Investigation					\$50,000	
Design Build - RFP Documents					\$30,000	
Contract Administration and Construction Inspection					\$19,826	
TOTAL RECOMMENDED PROJECT BUDGET - SITE IMPROVEMENTS					\$461,378	\$461,378

2. Washwater collection and wash down facility: Temporary wash down pad system and concrete wash down pad with hydronic piping

Item	Item Description	Units	Quantity	Unit Cost	Amount	Cumulative Sub-Total
1000.1	Contractor Design Services	LS	All Req'd	7%	\$18,756	
1505.1	Mobilization	LS	All Req'd	8%	\$17,440	
2202.2	Class A Shot Rock Borrow	CY	300	\$25	\$7,500	
2204.2	Base Course, Grading C-1	CY	500	\$50	\$25,000	
2601.3	Temporary Wash Down Pad	LS	All Req'd	\$75,000	\$75,000	
3306.1	Concrete Wash Down Pad w/ Hydronic Piping	CY	130	\$1,100	\$143,000	
ESTIMATED CONSTRUCTION BID PRICE					\$286,696	
Contingency (10%)					\$28,670	
Environmental Permitting					\$10,000	
Topographic Survey & Geotechnical Investigation					\$25,000	
Design Build - RFP Documents					\$20,000	
Contract Administration and Construction Inspection					\$28,670	
TOTAL RECOMMENDED PROJECT BUDGET - SITE IMPROVEMENTS					\$399,035	\$860,413

3. Boat Ramp: Upgrade to 8% ramp, increase width, concrete ramp planks, concrete apron

Item	Item Description	Units	Quantity	Unit Cost	Amount	Cumulative Sub-Total
1000.1	Contractor Design Services	LS	All Req'd	7%	\$102,117	
1505.1	Mobilization	LS	All Req'd	8%	\$108,060	
2202.2	Class A Shot Rock Borrow	CY	12,000	\$25	\$300,000	
2204.1	Base Course, Grading A	CY	500	\$50	\$25,000	
2205.1	Armor Rock	CY	3,000	\$55	\$165,000	
2205.2	Underlayer Rock	CY	350	\$45	\$15,750	
2714.1	Geotextile Fabric	SY	5,000	\$7	\$35,000	
3305.2	Concrete Approach Apron	LS	All Req'd	\$60,000	\$60,000	
3305.2	Precast Concrete Ramp Planks	SF	12,500	\$60	\$750,000	
ESTIMATED CONSTRUCTION BID PRICE					\$1,560,927	
Contingency (10%)					\$156,093	
Environmental Permitting					\$30,000	
Bathymetric & Topographic Survey & Geotechnical Investigation					\$50,000	
Design Build - RFP Documents					\$40,000	
Contract Administration and Construction Inspection					\$109,265	
TOTAL RECOMMENDED PROJECT BUDGET - SITE IMPROVEMENTS					\$1,946,284	\$2,806,697

4. Upland Improvements: Utility building with hydronic heating boilers, restroom, site paving repairs, site power & lighting, site grading

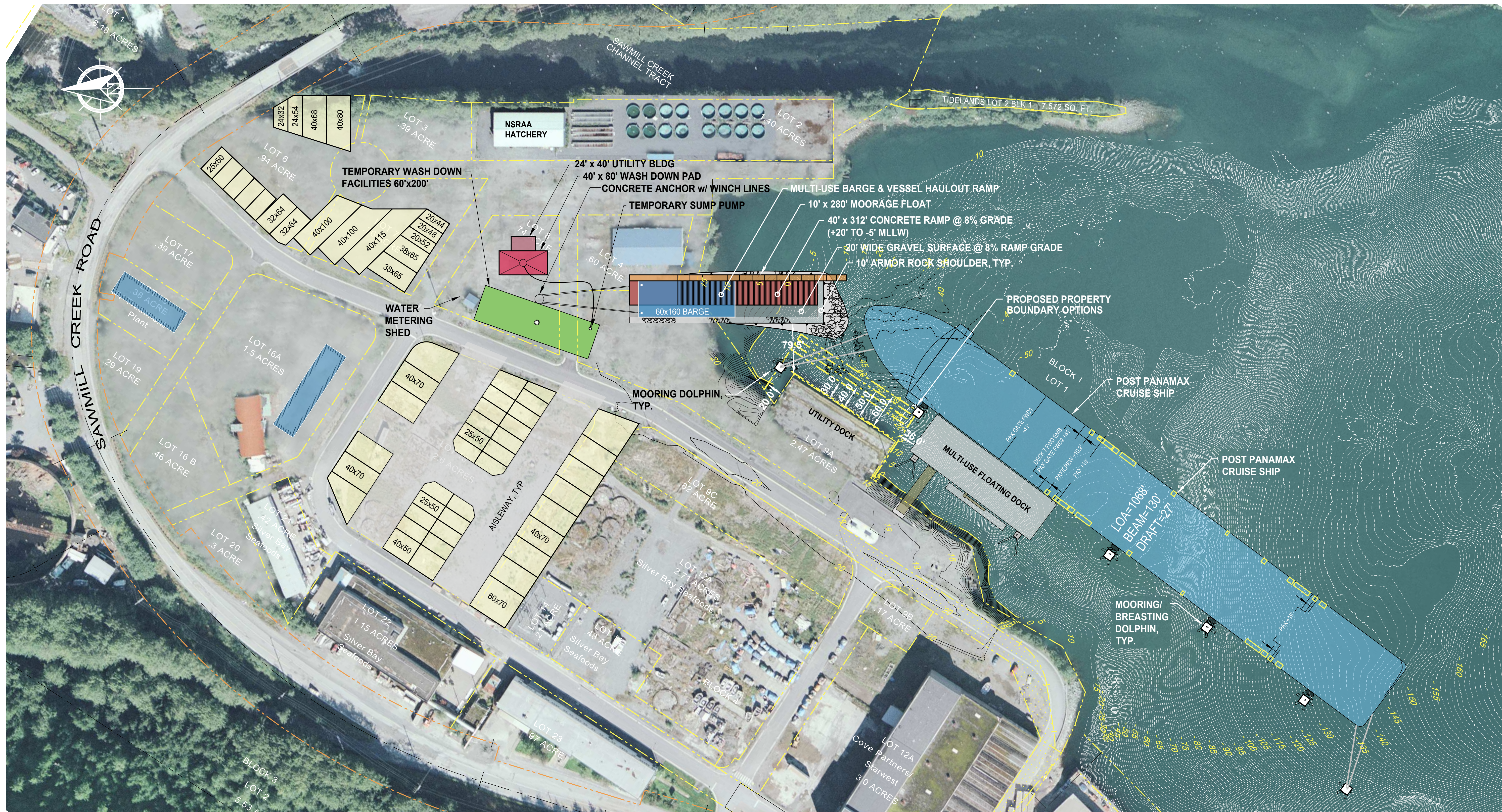
Item	Item Description	Units	Quantity	Unit Cost	Amount	Cumulative Sub-Total
1000.1	Contractor Design Services	LS	All Req'd	8%	\$164,274	
1505.1	Mobilization	LS	All Req'd	8%	\$69,920	
2060.1	Demolition and Disposal	LS	All Req'd	\$100,000	\$100,000	
2202.1	Excavation	CY	6,300	\$15	\$94,500	
2202.3	Class B Shot Rock Borrow	CY	5,000	\$20	\$100,000	
2204.1	Base Course, Grading A	CY	500	\$50	\$25,000	
2204.2	Base Course, Grading C-1	CY	6,300	\$50	\$315,000	
2501.1	Storm Drainage Improvements w/ BMP's	LS	All Req'd	\$250,000	\$250,000	
2601.1	Water Services and Yard Pedestals	LS	All Req'd	\$225,000	\$225,000	
2801.1	ACP Patch Repairs	LS	All Req'd	\$50,000	\$50,000	
13000.1	Utility Building w/ Hydronic Boiler	SF	960	\$400	\$384,000	
16000.1	Power and Lighting	LS	All Req'd	\$440,000	\$440,000	
ESTIMATED CONSTRUCTION BID PRICE					\$2,217,694	
Contingency (10%)					\$221,769	
Environmental Permitting					\$10,000	
Topographic Survey & Geotechnical Investigation					\$15,000	
Design Build - RFP Documents					\$40,000	
Contract Administration and Construction Inspection					\$75,000	
TOTAL RECOMMENDED PROJECT BUDGET - SITE IMPROVEMENTS					\$2,579,463	\$5,386,160

5. Timber Float: Timber boarding float & associated steel pipe piles

Item	Item Description	Units	Quantity	Unit Cost	Amount	Cumulative Sub-Total
1000.1	Contractor Design Services	LS	All Req'd	7%	\$47,628	
1505.1	Mobilization	LS	All Req'd	8%	\$50,400	
2893.1	Timber Boarding Float	SF	2,800	\$200	\$560,000	
2896.1	Furnish and Install Steel Pipe Pile	EA	7	\$10,000	\$70,000	
ESTIMATED CONSTRUCTION BID PRICE					\$728,028	
Contingency (10%)					\$72,803	
Environmental Permitting					\$10,000	
Bathymetric & Topographic Survey & Geotechnical Investigation					\$20,000	
Design Build - RFP Documents					\$30,000	
Contract Administration and Construction Inspection					\$50,000	
TOTAL RECOMMENDED PROJECT BUDGET - SITE IMPROVEMENTS					\$910,831	\$6,296,991

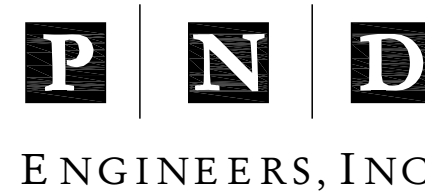
6. Equipment: Self-propelled submersible hydraulic boat trailer

Item	Item Description	Units	Quantity	Unit Cost	Amount	Cumulative Sub-Total
1000.1	Contractor Design Services	LS	All Req'd	5%	\$54,000	
1505.1	Mobilization	LS	All Req'd	8%	\$80,000	
13130.1	100 T Self Propelled Submersible Hydraulic Trailer	LS	All Req'd	\$1,000,000	\$1,000,000	
ESTIMATED CONSTRUCTION BID PRICE					\$1,134,000	
Contingency (10%)					\$113,400	
Design Build - RFP Documents					\$20,000	
Contract Administration and Construction Inspection					\$10,000	
TOTAL RECOMMENDED PROJECT BUDGET - SITE IMPROVEMENTS					\$1,277,400	\$7,574,391



REVISIONS

REV.	DATE	DESCRIPTION	DWN.	CKD.	APP.



9360 Glacier Highway Ste 100
Juneau, Alaska 99801
Phone: 907-586-2093
Fax: 907-586-2099
www.pnd-anc.com

DESIGN: PLR CHECKED: CRS
DRAWN: KLL APPROVED: CRS

SCALE: SCALE IN FEET
0 80 160 FT.

DATE: AUG. 23, 2019

**CITY & BOROUGH OF SITKA
GARY PAXTON RAMP PROJECT**

SHEET TITLE:
CONCEPT PLAN NO. 3

PN&D PROJECT NO.: 182060





329 Harbor Drive, Suite 212
Sitka, AK 99835
Phone: 907-747-2660

Wednesday, October 16th, 2019

MEMORANDUM

To: Gary Paxton Industrial Park (GPIP) Board of Directors
From: Garry White, GPIP Director
Subject: Proposed adjustment to Sitka General Code 2.38

Introduction

This agenda item is for the GPIP Board to revisit suggested changes to Sitka General Code (SGC) 2.38. Attached are the suggested changes the Board approved in May 2019 and the new proposed revised changes.

Background

The GPIP Director recommended at the May 2019 GPIP meeting, that Sitka General Code (SGC) 2.38 be modified to capture how the GPIP Board and the management service contract had been performing for the past 19 years.

Disputes between GPIP Board actions and CBS staff has highlighted the rationale to have SGC 2.38 reflect actual operations versus what currently is detailed in current SGC 2.38.

Additionally, CBS administration has presented SEDA with a modified new agreement between the CBS and SEDA for assistance with development and marketing of the Gary Paxton Industrial Park (GPIP).

The new proposed contract's scope of work has been greatly changed from the existing work SEDA has provided for management of the park for the past 19 years. The CBS is stating that the change in scope of work requirements is being made to reflect Sitka General Code (SGC) 2.38, which defines GPIP Directors duties and requirements.

The SEDA/GPIP Director has met with the SEDA Board to discuss the proposed new agreement. Likewise, the SEDA/GPIP Director has met with CBS administration and upper management regarding the proposed changes as well.

The SEDA Board discussed the new proposed management service contract and came to the conclusion SEDA could not meet the proposed contractual requirements. The SEDA Board requested that a similar management service contract be structure to follow how GPIP Board management and service contract has performed over the past 19 years.

Revised Suggested Revision to SGC 2.38

In May, the GPIIP Director suggested revisions to SGC 2.38 that essentially removed authority from the GPIIP Board and made the board more of an advisory board. The suggested changes mirrored the reality of past actions of how the GPIIP Board has been operating.

The suggested changes in May allowed the CBS to enter into a service agreement for defined specific duties, such as tenant management and marketing. The CBS had the option to hire a GPIIP Department Head Director in-house to fulfill all the duties of the GPIIP Director as outlined in Section 2.38.120. If the CBS wished to continue to operate with the service agreement option, as it has done in the past, all duties not covered in a service agreement became a responsibility of the Administrator and/or their staff.

The revised suggestions do not remove authority from the GPIIP Board, but do allow the CBS to enter a service agreement for specific services and duties. All other duties not covered in the service agreement still become a responsibility of the Administrator and/or staff.

Action

- GPIIP Board discussion and recommendations concerning the proposed revised adjustments to SGC 2.38

Proposed MAY Changes

Chapter 2.38 GARY PAXTON INDUSTRIAL PARK

Sections:

- [2.38.010](#) Designation.
- [2.38.020](#) Gary Paxton industrial park board of directors.
- [2.38.030](#) Board of directors organization.
- [2.38.040](#) Vacancies.
- [2.38.050](#) Meetings.
- [2.38.060](#) Coordination.
- [2.38.070](#) Membership in associations.
- [2.38.080](#) General powers.
- [2.38.090](#) Leasing powers.
- [2.38.100](#) Adoption of regulations.
- [2.38.110](#) Gary Paxton industrial park director designated appointment.
- [2.38.120](#) Director duties and responsibilities.
- [2.38.130](#) Schedule of fees and charges.
- [2.38.140](#) Industrial park fees.
- [2.38.150](#) Preparation and submission of a budget.
- [2.38.160](#) Other fiscal matters.
- [2.38.170](#) Employee relations.
- [2.38.180](#) Definitions.

2.38.010 Designation.

The former Alaska Pulp Corporation mill site is designated as the Gary Paxton industrial park (GPIP), as described in Exhibit A, attached to the ordinance codified in this chapter and incorporated herein by reference. The Gary Paxton industrial park is a municipal department subject to assembly general oversight. (Ord. [14-21](#) § 4 (part), 2014; Ord. [00-1568](#) § 4 (part), 2000.)

2.38.020 Gary Paxton industrial park board of directors.

A. There is established the board of directors of the city and borough of Sitka, which shall be known as the city and borough of Sitka Gary Paxton industrial park board of directors. The Gary Paxton industrial park board shall consist of five members appointed by the assembly to serve without compensation for staggered two-year terms. Terms shall commence on June 1st.

B. No employee or the spouse of an employee or a member of the immediate family or household of a member of the board of the Gary Paxton industrial park may be a member of the board. To the extent possible, appointments to the board shall include persons having marine, engineering, financial or other skills relevant to industrial park matters. One member of the board shall hold a seat at large. The conflict of interest provisions set out in this code and the Charter shall apply to actions of the board of directors. A written disclosure by each board member of his or her ownership interests in lessees and lessee applicants shall be filed with the municipal clerk by March 15th annually.

C. Members of the board of directors shall serve at the pleasure of the assembly and may be removed by the assembly at any time.

(Ord. [14-21](#) § 4 (part), 2014; Ord. [00-1568](#) § 4 (part), 2000.)

2.38.030 Board of directors organization.

The board shall elect annually from its members a chair and vice chair and such other officers as it deems necessary. (Ord. [00-1568](#) § 4 (part), 2000.)

2.38.040 Vacancies.

A. A vacancy shall exist under the following conditions:

1. If a person appointed to membership fails to qualify and take office within thirty days of appointment;
2. If a member departs from the city and borough with the intent to remain away for a period of ninety or more days;
3. If a member submits his or her resignation to the assembly;
4. If a member is physically unable to attend board and standing committee meetings for a period of more than ninety days; or

5. If a member misses more than forty percent of the board and standing committee meetings in a twelve-month period.

B. The chair of the board shall notify the assembly of any vacancy on the board. Upon notification, the assembly shall appoint a new member for the unexpired term.

(Ord. [00-1568](#) § 4 (part), 2000.)

2.38.050 Meetings.

The board shall meet at least once each month at a place and time to be designated by the chair. Meetings of the board or any duly constituted committee of the board shall be subject to the state and local open meeting laws. (Ord. [00-1568](#) § 4 (part), 2000.)

2.38.060 Coordination.

A. The board shall submit to the assembly, at least quarterly, a report on industrial park operations and pending issues.

B. The municipal administrator or his designee shall be made an ex-officio member of the board.

C. The board shall ~~adopt~~ recommend safety policies acceptable to the municipal risk manager or such other officer as the director may designate.

D. In emergencies, the industrial park shall, to the extent necessary to resolve the emergency, be under the control of the fire chief or such other officer as the municipal administrator may designate.

(Ord. [00-1568](#) § 4 (part), 2000.)

2.38.070 Membership in associations.

The board of directors may maintain membership in any local, state or national group or association organized and operated for the promotion, improvement, or assistance in the administration of port and harbor facilities, or industrial park facilities and, in connection therewith, pay dues and fees thereto. The assembly shall select one of its members to serve as the liaison to the board. (Ord. [00-1568](#) § 4 (part), 2000.)

2.38.080 General powers.

A. Subject to state laws and municipal ordinances, the board of directors shall generally exercise all powers necessary and incidental to operation of all Gary Paxton industrial park facilities in the public interest and in a sound business manner. In particular, and without limitation on the foregoing, the board:

1. Shall ~~recommend policies be responsible~~ for the operation, maintenance, development, and marketing of the municipally owned and operated Gary Paxton industrial park, including such facilities as site development, docks, and facilities appurtenant thereto;
2. Shall approve annual budgets prepared by the industrial park director to be submitted to the assembly for final approval and adoption;
3. Shall formulate and prepare planning documents for the ongoing development of the industrial park;
4. Shall ~~recommend policies for enforce~~ all rules and regulations necessary for the administration of the facilities under its management. Such rules and regulations shall be prepared and amended by the board and subject to the final approval of the assembly before implementation;
5. Shall ~~recommend~~~~prescribe~~ the terms under which persons and vessels may use the facilities and shall establish and enforce standards of operation, consistent with the prospective purchasers agreement and the state of Alaska Department of Environmental Conservation Management Plan and the conveyance agreement with Alaska Pulp Corporation;
6. Shall, within the industrial park appropriation and in general conformity with the rates of pay established for municipal positions of similar responsibility, establish and may amend, the pay plan for industrial park municipal employees;
7. Shall ~~make recommendations concerning the~~ ~~administ~~~~ioner~~ and dispose of tideland, submerged land, and other land identified by the assembly by ordinance as subject to Gary Paxton industrial park administration, subject to the following limitations:
 - a. Any sale, purchase, or trade of land other than short term lease (which may be approved by the municipal administrator) shall be subject to approval by the assembly by resolution.

b. All land transactions by the board in accordance with this section shall be governed by this chapter rather than Title [18](#) of this code, as follows:

i. The long term leasing of all of the property at the Gary Paxton industrial park is authorized regardless of value.

ii. Leases or the sale of property shall be granted to the highest responsible bidder unless the assembly determines that because of the nature of the trust to be leased, the nature of the business being sought for the lease or seeking a lease, or the number of jobs to be produced, that competitive bidding is inappropriate and the terms of the proposed lease, including price, should be negotiated. Applications for non-bid dispositions shall be referred to the board for recommendations;

8. May propose capital improvement projects to and apply for funding from state and federal agencies; provided, that such request shall be subject to prioritization by the assembly with other municipal capital improvement funding requests;

9. Shall recommend that the CBS, on behalf of the municipality, enter into memoranda of understanding, permit negotiations and similar agreements with public agencies for industrial park purposes. The board may negotiate and enter into contracts for goods and services pursuant to regulations set out in this chapter; provided, that all legal services shall be provided by or under the supervision of the municipal attorney. All services provided by a municipal agency other than the municipal attorney shall be pursuant to a memorandum of understanding or other instrument providing for payment or such other settlement as the municipal administrator and board may approve. Contracts for public improvements and, whenever practicable, other purchase of supplies, materials, equipment, and services, except professional services and services of officers and municipal employees, shall be by competitive bid and awarded to the lowest qualified bidder according to the procedures established in Title [18](#). All contracts and purchased items specifically identified within the Gary Paxton industrial park budget shall not require prior assembly approval. All contracts and purchases shall require municipal administrator approval.

(Ord. [14-21](#) § 4 (part), 2014; Ord. [00-1568](#) § 4 (part), 2000.)

All leases of land, whether uplands or tidelands, within the Gary Paxton industrial park are subject to the leasing provisions set forth in this chapter. (Ord. [14-21](#) § 4 (part), 2014: Ord. [00-1568](#) § 4 (part), 2000.)

2.38.100 Adoption of regulations.

The board of directors shall ~~recommend~~ **adopt** regulations for the administration of the industrial park. The board shall submit regulations to the assembly for review prior to final adoption. (Ord. [00-1568](#) § 4 (part), 2000.)

2.38.110 Gary Paxton industrial park director designated appointment.

A. The director of the Gary Paxton industrial park shall be the director appointed by the assembly upon the affirmative recommendation of a majority of the entire board. The board shall interview and recommend candidates to assembly for final approval. The director serves at the pleasure of the board. For purposes of Title [2](#), the director shall have the status of a department head as defined in Chapter [2.08](#). The assembly shall establish the compensation and benefits to be provided to the director.

B. The assembly may alternatively elect to enter into a services contract with another entity to perform contractual specific duties related to the management of the of the Gary Paxton Industrial Park, -all other duties and functions of the director of the Gary Paxton industrial park as described in Section [2.38.120](#)- not covered by the services contract will the responsibility of the CBS Administrator and/or designee.

(Ord. [14-21](#) § 4 (part), 2014: Ord. [00-1568](#) § 4 (part), 2000.)

2.38.120 Director duties and responsibilities.

A. The director is responsible for the overall supervision and direction of the affairs of the Gary Paxton industrial park. The authority and duties of the director shall include the following:

1. To be responsible for carrying out all applicable laws, ordinances, rules, and regulations;
2. To be responsible for carrying out policies established by the board of directors and assembly;
3. To prepare and submit to the board of directors for approval a plan of organization and a job classification plan for the personnel employed in the Gary Paxton industrial park;
4. To prepare an annual budget as required by municipal ordinance;

5. To select, employ, control, and discharge all Gary Paxton industrial park employees and such other employees as the assembly by ordinance hereafter places under the supervision of the director subject to the provisions of the municipal personnel policies, except that the director may recommend changes to the personnel plan to allow for the peculiarities of the operation of Gary Paxton industrial park;
6. To prepare such reports as may be required on any phase of industrial park activity;
7. To attend all meetings of the board of directors;
8. To perform any other duty that may be necessary in the interest of the industrial park area.

(Ord. [14-21](#) § 4 (part), 2014; Ord. [00-1568](#) § 4 (part), 2000.)

2.38.130 Schedule of fees and charges.

- A. A schedule of fees and charges for use of the industrial park public dock and other industrial park facilities shall be submitted to the assembly annually or more often as deemed necessary, for approval.
- B. The assembly, prior to imposing any fee on activities related principally to or property located in the Gary Paxton industrial park, shall consider the extent to which such fee is necessary to support municipal services delivered by or facilities provided by the municipality.

(Ord. [14-21](#) § 4 (part), 2014; Ord. [00-1568](#) § 4 (part), 2000.)

2.38.140 Industrial park fees.

(Leave blank for now. To be determined). (Ord. [00-1568](#) § 4 (part), 2000.)

2.38.150 Preparation and submission of a budget.

The director shall prepare the budget in accordance with approved city and borough procedure and format and shall submit it to the board of directors for approval and recommendation to the assembly. The board of directors shall modify the budget as it deems necessary and forward it to the municipal administrator for transmittal to the assembly. The board shall annually prepare and submit to the municipal administrator a proposed six-year capital improvements program for submittal to and consideration by the assembly. (Ord. [00-1568](#) § 4 (part), 2000.)

2.38.160 Other fiscal matters.

All other fiscal matters, including, but not limited to, custody of and expenditure of funds, accounting, and collection shall be governed by the municipal charter and ordinances. (Ord. [00-1568](#) § 4 (part), 2000.)

2.38.170 Employee relations.

For purposes of that chapter, the director is a municipal employee department head as defined in Title [2](#), who formulates, determines or effectuates management policies. (Ord. [00-1568](#) § 4 (part), 2000.)

2.38.180 Definitions.

Whenever the following words and terms are used in this title, they shall have the meaning ascribed to them in this chapter, unless the context clearly indicates otherwise.

“Board” or “board of directors” means the Gary Paxton industrial park board.

“Boats” means all vessels, ships, boats, skiffs, and water craft of every kind and description, and aircraft using or present in the boat harbor. The essential element of a boat is that its purpose and use is navigation as a means of transportation.

“City and borough” means the city and borough of Sitka, Alaska. (Ord. [14-21](#) § 4 (part), 2014; Ord. [00-1568](#) § 4 (part), 2000.)

Proposed Revised October Changes

Chapter 2.38 GARY PAXTON INDUSTRIAL PARK

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C. Members of the board of directors shall serve at the pleasure of the assembly and may be removed by the assembly at any time.

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4. If a member is physically unable to attend board and standing committee meetings for a period of more than ninety days; or
5. If a member misses more than forty percent of the board and standing committee meetings in a twelve-month period.

B. The chair of the board shall notify the assembly of any vacancy on the board. Upon notification, the assembly shall appoint a new member for the unexpired term.

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B. The municipal administrator or his designee shall be made an ex-officio member of the board.

C. The board shall adopt safety policies acceptable to the municipal risk manager or such other officer as the director may designate.

D. In emergencies, the industrial park shall, to the extent necessary to resolve the emergency, be under the control of the fire chief or such other officer as the municipal administrator may designate.

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2.38.070 Membership in associations.

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1. Shall be responsible for the operation, maintenance, development, and marketing of the municipally owned and operated Gary Paxton industrial park, including such facilities as site development, docks, and facilities appurtenant thereto;
2. Shall approve annual budgets prepared by the industrial park director to be submitted to the assembly for final approval and adoption;
3. Shall formulate and prepare planning documents for the ongoing development of the industrial park;
4. Shall enforce all rules and regulations necessary for the administration of the facilities under its management. Such rules and regulations shall be prepared and amended by the board and subject to the final approval of the assembly before implementation;
5. Shall prescribe the terms under which persons and vessels may use the facilities and shall establish and enforce standards of operation, consistent with the prospective purchasers agreement and the state of Alaska Department of Environmental Conservation Management Plan and the conveyance agreement with Alaska Pulp Corporation;
6. Shall, within the industrial park appropriation and in general conformity with the rates of pay established for municipal positions of similar responsibility, establish and may amend, the pay plan for industrial park municipal employees;
7. Shall administer and dispose of tideland, submerged land, and other land identified by the assembly by ordinance as subject to Gary Paxton industrial park administration, subject to the following limitations:
 - a. Any sale, purchase, or trade of land other than short term lease (which may be approved by the municipal administrator) shall be subject to approval by the assembly by resolution.
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 - ii. Leases shall be granted to the highest responsible bidder unless the assembly determines that because of the nature of the trust to be leased, the nature of the business being sought for the lease or seeking a lease, or the number of jobs to be produced, that

competitive bidding is inappropriate and the terms of the proposed lease, including price, should be negotiated. Applications for non-bid dispositions shall be referred to the board for recommendations;

8. May propose capital improvement projects to and apply for funding from state and federal agencies; provided, that such request shall be subject to prioritization by the assembly with other municipal capital improvement funding requests;

9. Shall, on behalf of the municipality, enter into memoranda of understanding, permit negotiations and similar agreements with public agencies for industrial park purposes. The board may negotiate and enter into contracts for goods and services pursuant to regulations set out in this chapter; provided, that all legal services shall be provided by or under the supervision of the municipal attorney. All services provided by a municipal agency other than the municipal attorney shall be pursuant to a memorandum of understanding or other instrument providing for payment or such other settlement as the municipal administrator and board may approve. Contracts for public improvements and, whenever practicable, other purchase of supplies, materials, equipment, and services, except professional services and services of officers and municipal employees, shall be by competitive bid and awarded to the lowest qualified bidder according to the procedures established in Title [18](#). All contracts and purchased items specifically identified within the Gary Paxton industrial park budget shall not require prior assembly approval. All contracts and purchases shall require municipal administrator approval.

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2.38.090 Leasing powers.

All leases of land, whether uplands or tidelands, within the Gary Paxton industrial park are subject to the leasing provisions set forth in this chapter. (Ord. [14-21](#) § 4 (part), 2014; Ord. [00-1568](#) § 4 (part), 2000.)

2.38.100 Adoption of regulations.

The board of directors shall adopt regulations for the administration of the industrial park. The board shall submit regulations to the assembly for review prior to final adoption. (Ord. [00-1568](#) § 4 (part), 2000.)

2.38.110 Gary Paxton industrial park director designated appointment.

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candidates to assembly for final approval. The director serves at the pleasure of the board. For purposes of Title 2, the director shall have the status of a department head as defined in Chapter 2.08. The assembly shall establish the compensation and benefits to be provided to the director.

B. The assembly may alternatively elect to enter into a services contract with another entity to perform contractual specific duties related to the management of the of the Gary Paxton Industrial Park, all other duties and functions of the director of the Gary Paxton industrial park as described in Section 2.38.120, not covered by the services contract will the responsibility of the CBS Administrator and/or designee.

(Ord. 14-21 § 4 (part), 2014; Ord. 00-1568 § 4 (part), 2000.)

2.38.120 Director duties and responsibilities.

A. The director is responsible for the overall supervision and direction of the affairs of the Gary Paxton industrial park. The authority and duties of the director shall include the following:

1. To be responsible for carrying out all applicable laws, ordinances, rules, and regulations;
2. To be responsible for carrying out policies established by the board of directors and assembly;
3. To prepare and submit to the board of directors for approval a plan of organization and a job classification plan for the personnel employed in the Gary Paxton industrial park;
4. To prepare an annual budget as required by municipal ordinance;
5. To select, employ, control, and discharge all Gary Paxton industrial park employees and such other employees as the assembly by ordinance hereafter places under the supervision of the director subject to the provisions of the municipal personnel policies, except that the director may recommend changes to the personnel plan to allow for the peculiarities of the operation of Gary Paxton industrial park;
6. To prepare such reports as may be required on any phase of industrial park activity;
7. To attend all meetings of the board of directors;
8. To perform any other duty that may be necessary in the interest of the industrial park area.

(Ord. 14-21 § 4 (part), 2014; Ord. 00-1568 § 4 (part), 2000.)

2.38.130 Schedule of fees and charges.

A. A schedule of fees and charges for use of the industrial park public dock and other industrial park facilities shall be submitted to the assembly annually or more often as deemed necessary, for approval.

B. The assembly, prior to imposing any fee on activities related principally to or property located in the Gary Paxton industrial park, shall consider the extent to which such fee is necessary to support municipal services delivered by or facilities provided by the municipality.

(Ord. [14-21](#) § 4 (part), 2014; Ord. [00-1568](#) § 4 (part), 2000.)

2.38.140 Industrial park fees.

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2.38.150 Preparation and submission of a budget.

The director shall prepare the budget in accordance with approved city and borough procedure and format and shall submit it to the board of directors for approval and recommendation to the assembly. The board of directors shall modify the budget as it deems necessary and forward it to the municipal administrator for transmittal to the assembly. The board shall annually prepare and submit to the municipal administrator a proposed six-year capital improvements program for submittal to and consideration by the assembly. (Ord. [00-1568](#) § 4 (part), 2000.)

2.38.160 Other fiscal matters.

All other fiscal matters, including, but not limited to, custody of and expenditure of funds, accounting, and collection shall be governed by the municipal charter and ordinances. (Ord. [00-1568](#) § 4 (part), 2000.)

2.38.170 Employee relations.

For purposes of that chapter, the director is a municipal employee department head as defined in Title [2](#), who formulates, determines or effectuates management policies. (Ord. [00-1568](#) § 4 (part), 2000.)

2.38.180 Definitions.

Whenever the following words and terms are used in this title, they shall have the meaning ascribed to them in this chapter, unless the context clearly indicates otherwise.

“Board” or “board of directors” means the Gary Paxton industrial park board.

“Boats” means all vessels, ships, boats, skiffs, and water craft of every kind and description, and aircraft using or present in the boat harbor. The essential element of a boat is that its purpose and use is navigation as a means of transportation.

“City and borough” means the city and borough of Sitka, Alaska. (Ord. [14-21](#) § 4 (part), 2014; Ord. [00-1568](#) § 4 (part), 2000.)



Gary Paxton Industrial Park (GPIP)

Strategic Plan

Adopted by the GPIP Board
July 31, 2017

Introduction

The GPIP Board developed this Strategic Plan at planning sessions held in Winter/Spring of 2017. The GPIP Board recognizes that multi-purpose dock and future infrastructure improvements within the park will influence the future development of the site.

Guiding principles

1. Preserve public access and marshalling areas to the waterfront, as it is the most commercially viable waterfront left in Sitka.
2. Make lease, buy/sell or other land use decisions based on the mission of the Park – to create family wage jobs for Sitkans in a financially responsible manner.
3. Consistent with principles 1 & 2, identify and create a positive cash flows to the City from the operation of the Park.

Plan Priority Items

The GPIP Board plans to address the following items. (Items are listed in random order)

❖ **Develop a Port Facility to accommodate the Maritime Industry.**

- Continue with development of multi-purpose dock.
- Develop a water access ramp in the northern portion of Lot 9A.
- Develop a tariff schedule to include fees for tideland and upland use.
- Designate and retain Lots 3, 7, 8, 9a, 9C, & 15 in public ownership, to be developed as uplands to support marine services sector and multi-purpose dock.
- Designate and promote Lot 6 for future private or public development to support maritime industry.
- Designate and utilize Lot 9b to support management of port facility.
- Research Utility Dock and adjacent uplands for further re-purpose or sale.
- Research additional development opportunities for tidelands seaward of GPIIP Uplands.
- Research if existing dolphins in the tidelands can be useful or need to be removed.
- Develop a marketing plan that presents the park to local, regional and national markets with a web-based advertising program, supplemented with other media as appropriate.
- Determine the MARSEC rules for fencing at the GPIIP.

❖ **Develop and Market remaining uplands outside of Port Facility**

- Advertise to sell or lease Lots 17, 16b, 19 and 20 in the industrial park.
- Establish access point for Lots 19 and 20.
- Release RFP for sale of the Administration Building lot.
- Remove area of GPIIP sign from Administration Building lot.
- Dispose of remaining rock at GPIIP by bringing interested parties together for discussion.

❖ **Market Sitka's Water Export Asset to the world**

- Continue to work with potential partners in exporting Sitka's water in Bulk.
- Continue to work with potential partners that wish to establish water bottling facilities in Sitka.
 - Identify property in vicinity of the park to locate water bottling facilities.
- Continue to research and track water export ventures around the globe.

- Investigate alternative methods of marketing water and water purchase agreements.
- Investigate additional infrastructure needed to transport, load, and off load water.

❖ **Research the development of a rock quarry in the Sawmill Cove vicinity.**

This quarry would generate revenue for the City as well as provide less expensive rock for use on Park projects.

- Market Lot 1 / blk 2 as a rock source and Lot 3 / blk3 as possible rock source.

❖ **Continue to pursue the development of a private marina in Herring Cove.**

❖ **Develop Exit Strategy for existing GPIIP Development Board.**

- Research different management concepts and entities.



329 Harbor Drive, Suite 212
Sitka, AK 99835
Phone: 907-747-2660

Wednesday, October 16th, 2019

MEMORANDUM

To: Gary Paxton Industrial Park (GPIP) Board of Directors
From: Garry White, Director
Subject: GPIP Waterfront Development Discussion related to Utility Dock Sale

Introduction

The Gary Paxton Industrial Park (GPIP) Board of Directors recommended that the City and Borough of Sitka (CBS) sell the former Utility Dock at the GPIP to Hanson Maritime Company on February 27th, 2019. The Board approved the following motion:

MOTION: M/S Finkenbinder/Morrison moved to sell the dock to Hanson Maritime with 10 feet of tidelands on each side and 60 feet tidelands in front. With a budget of up to \$20,000 to hire an outside attorney to write the purchase agreement to address potential easement language and language to allow all parties to work together.

CBS Administration, CBS Legal and outside counsel have struggled to come up with terms of the purchase and sales agreement that have been acceptable to Hanson Maritime, CBS Administration, and the Assembly.

The main issues revolve around finding contractual language that protects the CBS's interest for future development on the waterfront that doesn't greatly limit Hanson Maritime's ability to develop and use the property. Attached is the proposed purchase and sales agreement that was presented to the Assembly on October 8th. Hanson Maritime and some Assembly members had issues with the document and the sale was postponed until both sides could come to an agreement on terms.

This agenda item is to further discuss and come to a strategic decision on the GPIP Waterfront.

Discussion points for the Board's consideration and recommendation to the Assembly:

1. Board's position on reserving the GPIP Waterfront for future large vessel operations.
 - a. Focus on expansion of current GPIP Multipurpose Dock to include but not limited to Cruise Ships, Bulk Water Ships, Ocean going vessels.
 - b. Potential demolition of Utility Dock.

2. Board's position on reserving the GPIIP Waterfront for smaller operations.
 - a. Moving forward with sale of Utility Dock to Hanson Maritime, but with less restrictions.
 - b. Focus on overall marine services industries.

Additional Information

- February 21st, 2019 memo from PND Engineers, Inc. titled GPIIP – Ramp Project Concept No. 3 Operational Narrative.
- Concept No. 3 Drawing

Action

- Board discussion and recommendations of GPIIP Waterfront development.