

CONSENT AGENDA

POSSIBLE MOTION

**I MOVE TO APPROVE THE CONSENT AGENDA
CONSISTING OF ITEMS A & B.**

I wish to remove Item(s) _____

REMINDER – When making the motion to approve the consent agenda, please read the title of each item being voted on that is included in the consent vote.

Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve the minutes of the April 4, 9, and 16 Assembly meetings.



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Minutes - Draft

City and Borough Assembly

*Mayor Steven Eisenbeisz,
Deputy Mayor Kevin Mosher,
Vice Deputy Mayor Timothy Pike,
Thor Christianson, Chris Ystad,
JJ Carlson, Scott Saline*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Thursday, April 4, 2024

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 7 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline

V. PERSONS TO BE HEARD

None.

VI. NEW BUSINESS:

A [24-046](#) Discussion/ Direction/ Decision of the FY2025 Draft Administrator's Budget with focus on the General Fund (Assembly action may be taken)

Administrator Leach relayed direction had been given on February 8 to prepare the draft general fund budget to include certain resource proposal requests. Finance Director Melissa Haley explained the budget process, commented on revenue/expense trends, told of potential budget changes, and next steps.

A motion was made by Christianson to allocate \$125K to support the Sitka School District in the administration of the Performing Arts Center. The motion PASSED by the following vote.

Yes: 7 - Eisenbeisz, Christianson, Ystad, Mosher, Saline, Carlson, and Pike

A motion was made by Mosher to add operations of the Blatchley swimming pool into the general fund budget. The motion PASSED by the following vote.

Yes: 7 - Ystad, Eisenbeisz, Carlson, Mosher, Pike, Christianson, and Pike

A motion was made by Carlson to reduce the resource proposal request from 4 FTE's to 2 FTE's for the Fire Department. The motion FAILED by the following vote.

Yes: 3 - Carlson, Ystad, and Eisenbeisz

No: 4 - Christianson, Saline, Pike, and Mosher

A motion was made by Pike to reduce the resource proposal request from 4 FTE's to 3 FTE's for the Fire Department. The motion PASSED by the following vote.

Yes: 5 - Carlson, Ystad, Saline, Mosher, and Pike

No: 2 - Eisenbeisz and Christianson

A motion was made by Carlson to remove the resource proposal request for 1 FTE at the Library for circulation services. The motion PASSED by the following vote.

Yes: 5 - Mosher, Eisenbeisz, Carlson, Christianson, and Ystad

No: 2 - Pike and Saline

A motion was made by Ystad to remove the resource proposal request for a dump truck, unit 413. The motion PASSED by the following vote.

Yes: 7 - Mosher, Pike, Ystad, Christianson, Saline, Eisenbeisz, and Carlson

Other budget items discussed were security gates at the Granite Creek rock pit, public works complex on Jarvis Street and police department body cams. Due to time constraints it was decided discussion of the draft general fund budget would continue at the April 18 budget meeting following discussion of the draft enterprise fund budget.

B [24-047](#) Discussion/ Direction/ Decision, if desired, of the FY2025 Draft Administrator's Budget as it relates to the General Fund, Enterprise Funds, Internal Service Funds, and other Funds (Assembly action may be taken)

No action.

C [24-048](#) Discussion/ Direction/ Decision to 1) schedule Municipal Attorney candidates for interviews, or 2) extend the advertisement period

The Assembly decided to conduct zoom interviews with candidates Annmarie Billingsley and Thomas Cary on April 25.

VII. PERSONS TO BE HEARD:

None.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

A motion was made by Christianson to ADJOURN at 9:26pm.

ATTEST: _____

Sara Peterson, MMC
Municipal Clerk



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JJ Carlson, Scott Saline*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, April 9, 2024

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline

Absent: 1 - Eisenbeisz

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[24-053](#)

Reminders, Calendars, and General Correspondence

VI. CEREMONIAL MATTERS

None.

VII. **SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (five minute time limit)**

None.

VIII. PERSONS TO BE HEARD

Lisa Busch, outgoing Sitka Sound Science Center Director, introduced new Director Dr. Arleigh Reynolds, and thanked the Assembly for their support. Krisanne Rice encouraged an amendment to Sitka General Code All-Purpose Vehicles chapter to allow ATV's to pull utility trailers. Richard Wein thanked Lisa Busch and told of tourism affects on Sitka.

IX. CONSENT AGENDA

A motion was made by Ystad that the Consent Agenda consisting of item A be APPROVED. The motion PASSED by the following vote.

Yes: 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline

Absent: 1 - Eisenbeisz

A [24-049](#) Approve the minutes of the March 26 Assembly meeting

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

B [24-050](#) Reappoint 1) Mike Johnson to a two-year term on the Gary Paxton Industrial Park Board and Appoint 1) Candace Rutledge to an unexpired term on the Historic Preservation Commission and 2) Candace Rutledge to an unexpired term on the Parks and Recreation Committee

Richard Wein commented.

A motion was made by Christianson that this Item be APPROVED. The motion PASSED by the following vote.

Yes: 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline

Absent: 1 - Eisenbeisz

XI. UNFINISHED BUSINESS:

C **ORD 24-07S** Amending Title 4 "Revenue and Finance" of the Sitka General Code by updating Chapter 4.85 "Driver Facility Charge"

Municipal Clerk Sara Peterson stated after the March 26 meeting it was discovered that the effective date of the ordinance should be October 1, 2024. The substitute ordinance included in the packet displayed the correct date. Public Works Director Ron Vinson relayed the department already notified the car rental companies about the forthcoming change.

Richard Wein commented.

Carlson spoke in opposition stating the overall tax percentage, currently 20%, was high.

A motion was made by Carlson that this substitute ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 5 - Christianson, Mosher, Ystad, Pike, and Saline

No: 1 - Carlson

Absent: 1 - Eisenbeisz

XII. NEW BUSINESS:

New Business First Reading

D [ORD 24-08](#) Authorizing a property tax exemption for the Sheldon Jackson Child Care Center ("SJCCC") for the property located at 111 John Brady Drive

Assessor Larry Reeder stated two community purpose exemption applications had been received of which required assembly approval. Municipal Attorney Brian Hanson reiterated that an optional exemption required authorization by the governing body.

Lolly Miller and Allison Hackett of Sheldon Jackson Child Care Center spoke to their application.

Speaking in support were Kari Sagel, Richard Wein, Samantha Connor, and Aiden Lafriniere.

A discussion of the Assembly ensued.

*Municipal Clerk note - after the April 9 meeting, the Assessor determined a nonprofit child care institution qualified for the mandatory education property tax exemption. This ordinance was determined to be unnecessary and therefore no further action was required.

A motion was made by Ystad that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline

Absent: 1 - Eisenbeisz

E **ORD 24-09** Authorizing a property tax exemption for the Youth Advocates of Sitka, Inc. ("YAS") for the property located at 3411 Halibut Point Road

Heather Meuriet, Youth Advocates of Sitka (YAS) Executive Director, spoke to the application. She relayed other YAS properties received the exemption.

Richard Wein commented.

Assembly Members discussed the exemption request and questioned Meuriet about YAS funding and occupancy of the Halibut Point Road facility. Municipal Attorney Brian Hanson reminded Sitka General Code and Alaska Statute gave the Assembly discretion to grant the optional exemption.

A motion was made by Christianson that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 4 - Mosher, Pike, Carlson, and Saline

No: 2 - Christianson, and Ystad

Absent: 1 - Eisenbeisz

Additional New Business Items

- F** [24-051](#) Authorize the Municipal Administrator to apply to the CY23 US Department of Energy Grid Deployment Office Section 242: Hydroelectric Production Incentive Program
- Bri Gabel, Sustainability Coordinator, and Mike Schmetzer, Interim Utility Director, explained the program provided incentive payments to qualified hydroelectric facilities. Gabel stated for calendar years 2021 and 2022, the City received a \$2 million allocation which was used to offset FY25 rate increases. The application was for calendar year 2023 and if received, pending approval from the Assembly with the intention of using the funds.
- A motion was made by Ystad that this Item be APPROVED. The motion PASSED by the following vote.**
- Yes:** 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline
- Absent:** 1 - Eisenbeisz

- G** [RES 24-10](#) Urging Southeast Alaska Regional Health Consortium (SEARHC) to consider re-establishing a Medicare Certified Home Health Care Department
- Cosponsors Mosher and Pike introduced the resolution.
- Speaking in support were Marilyn Corruzi, Connie Kreiss, Elizabeth Faulkner, Pete Karras Jr., Stephanie Swink Weddel, Brian Weddel, Austin Cranford, and Bitsy Mosher. Robert Haddell and Richard Wein commented.
- Assembly Members expressed support for the resolution.
- A motion was made by Pike that this Resolution be APPROVED on FIRST AND FINAL READING. The motion PASSED by the following vote.**
- Yes:** 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline
- Absent:** 1 - Eisenbeisz

XIII. PERSONS TO BE HEARD:

Richard Wein spoke to item G and offered comments on tourism. Austin Cranford commented on the April 4 budget meeting and resource proposal requests for the Fire Department and Police Department.

XIV. REPORTS

a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other

Liaison Representatives - Saline commented on the copier at the Library, Carlson

reported on the Tourism Task Force.

XV. EXECUTIVE SESSION

H [24-052](#) Financial Matter: Finance Department Operations

A motion was made by Christianson to go into executive session with Finance Director Melissa Haley and Acting Administrator Amy Ainslie concerning finance department matters, the immediate knowledge of which would adversely affect the finances of the municipality. The motion PASSED by the following vote.

Yes: 6 - Ystad, Carlson, Mosher, Pike, Christianson, and Saline

Absent: 1 - Eisenbeisz

A motion was made by Christianson to reconvene as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

XVI. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:58 p.m.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk



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JJ Carlson, Scott Saline*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, April 16, 2024

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 6 - Christianson, Mosher, Eisenbeisz, Pike, Carlson, and Saline

Absent: 1 - Ystad

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

VI. PERSONS TO BE HEARD

None.

VII. NEW BUSINESS:

A [24-057](#)

Annual evaluation for Municipal Attorney Brian Hanson (requests evaluation be held in executive session)

A motion was made by Christianson to go into executive session under the statutory categories of discussing subjects that 1) may tend to prejudice the reputation and character of an individual, and, 2) may have an adverse effect upon the finances of the City and Borough of Sitka and invite in, when ready, Municipal Attorney Brian Hanson. In addition, pursuant to customary practice,

I move to exclude the Municipal Administrator and Municipal Clerk. The motion PASSED by the following vote.

Yes: 6 - Eisenbeisz, Christianson, Mosher, Saline, Carlson, and Pike

Absent: 1 - Ystad

The Assembly was in executive session from 6:05pm to 6:50pm.

A motion was made by Christianson to reconvene as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

Mayor Eisenbeisz stated the Assembly had given Municipal Attorney Brian Hanson an exemplary performance evaluation and a 1.5% pay increase effective July 1 which was customarily given to non represented employees on July 1, 2023. This increment aligns with the customary practice fro non-represented employees.

B [24-056](#)

Annual evaluation for Municipal Administrator John Leach (requests evaluation be held in executive session)

A motion was made by Carlson to go into executive session under the statutory categories of discussing subjects that 1) may tend to prejudice the reputation and character of an individual, and, 2) may have an adverse effect upon the finances of the City and Borough of Sitka and invite in, when ready, Municipal Administrator John Leach. In addition, pursuant to customary practice, I move to exclude the Municipal Attorney and Municipal Clerk. The motion PASSED by the following vote.

Yes: 6 - Christianson, Carlson, Saline, Pike, Mosher, and Eisenbeisz

Absent: 1 - Ystad

The Assembly was in executive session from 6:55pm to 8:55pm.

A motion was made by Christianson to reconvene as the Assembly in regular session. The motion PASSED by a unanimous voice vote.

Mayor Eisenbeisz state the Assembly had given Municipal Administrator John Leach an exemplary performance evaluation, a 1.5% pay increase effective July 1, 2023. This increment aligns with the customary practice for non-represented employees. Mayor Eisenbeisz stated he'd be working with the Municipal Administrator on a contract modification, as per his request and within guidelines provided by the Assembly.

VIII. PERSONS TO BE HEARD:

None.

IX. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 9:00p.m.

ATTEST: _____
Sara Peterson, MMC

Municipal Clerk