



CITY AND BOROUGH OF SITKA

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

Minutes - Final

City and Borough Assembly

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

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

Tuesday, April 25, 2023

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 5 - Christianson, Mosher, Ystad, Pike, and Carlson

Absent: 2 - Eisenbeisz, and Duncan

V. CORRESPONDENCE/AGENDA CHANGES

No changes.

[23-063](#)

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)**

Tribal Council Chairman Lawrence Widmark provided a summary of recent action items.

VIII. PERSONS TO BE HEARD

Valorie Nelson commented on the Administrator's evaluation, previous electric department staffing, and the high cost of living in Sitka. Richard Wein discussed the Sitka Economic Development Association economic report.

IX. CONSENT AGENDA

Richard Wein commented.

A motion was made by Christianson that the Consent Agenda consisting of items A & B be APPROVED. The motion PASSED by the following vote.

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

Absent: 2 - Eisenbeisz, and Duncan

A [23-057](#) Approve the minutes of the April 6 and 11 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA.

B [23-056](#) Approve a liquor license renewal application for Trinity Business Services LLC dba Halibut Point Crab & Brew (transfer to Marina Pizza & Grill at 201 Katlian Street effectuated)

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

C [23-061](#) Reappoint Shannon Freitas to a three-year term on the Local Emergency Planning Commission under Category 2 Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Environmental/Hospital, and Transportation Personnel

Richard Wein commented.

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

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

Absent: 2 - Eisenbeisz, and Duncan

D [23-062](#) Appoint Tourism Task Force Members:
1) appoint Camille Ferguson to the Sitka Tribe of Alaska seat,
2) appoint Scott Wagner to the Port and Harbors Commission seat,
3) appoint Barbara Bingham to the Sustainability Commission seat,
4) appoint Jeremy Plank to the Tours and Attractions seat,
5) appoint Chris McGraw to the Sitka Sound Cruise Terminal seat,
6) appoint one to the Business in General seat: Cambria Holmes, Holly Reeder, Noah Rogers,

7) appoint one to the Downtown Business Corridor seat: James Michener, Shirley E. Robards,

8) appoint two to the Community At-Large seats: Larry Edwards, Phyllis Hackett, William (Jerry) Jacobs, Rich McClear, Ronald Reda, Ral T West

A motion was made by Christianson to APPOINT Camille Ferguson to the Sitka Tribe of Alaska seat, Scott Wagner to the Port and Harbors Commission seat, Barbara Bingham to the Sustainability Commission seat, Jeremy Plank to the Tours and Attractions seat, and Chris McGraw to the Sitka Sound Cruise Terminal seat.

Richard Wein commented.

The motion PASSED by the following vote.

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

Absent: 2 - Eisenbeisz, and Duncan

Christianson NOMINATED Cambria Holmes, Holly Reeder, and Noah Rogers for the Business in General seat.

Holmes introduced herself.

A vote of the Assembly was taken. **Holmes received 5 votes and was appointed to the Business in General seat.**

Christianson NOMINATED James Michener and Shirley Robards for the Downtown Business Corridor seat.

From the public, Valorie Nelson and Richard Wein commented on the applicants.

Robards and Michener spoke to their qualifications. A vote of the Assembly was taken.

Robards - 1 vote
Michener - 4 votes

Michener was appointed to the Downtown Business Corridor seat.

Carlson NOMINATED Larry Edwards, Phyllis Hackett, William (Jerry) Jacobs, Rich McClear, Ronald Reda, and Ral T. West for the two Community At-Large seats.

Ron Reda, Phyllis Hackett, Ral West, Rich McClear, Jerry Jacobs, and Larry Edwards discussed their qualifications. From the public, Barbara Bingham and Eric Jordan supported Larry Edwards.

A vote of the Assembly was taken for the two seats:
Edwards - 1 vote
Hackett - 4 votes
Jacobs - 2 votes
McCclear - 3 votes

Hackett received 4 votes and was appointed to one seat. Another round of voting

occurred to determine the second seat.

Jacobs - 1 vote

McCleaer - 4 votes

McCleaer receiving 4 votes was appointed to the second At-Large seat.

The nine applicants appointed to serve on the Tourism Task Force were: Camille Ferguson, Scott Wagner, Barbara Bingham, Jeremy Plank, Chris McGraw, Cambria Holmes, James Michener, Phyllis Hackett, and Rich McCleaer.

XI. UNFINISHED BUSINESS:

- E [ORD 23-05](#) Amending Title 2 "Administration," Chapter 2.40 "Elections" of the Sitka General Code by updating Section 2.40.095 "Candidate Biographical Information" and repealing and replacing Sections 2.40.190-230 "VI. Absentee or Advanced Balloting"

Richard Wein commented.

A motion was made by Carlson that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.

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

Absent: 2 - Eisenbeisz, and Duncan

XII. NEW BUSINESS:

- F [23-058](#) Discussion / Direction / Decision on the City and Borough of Sitka Emergency Procurement procedures

Finance Director Melissa Haley explained procurement surrounding emergencies. She said Sitka General Code/Home Rule Charter required an approved appropriation to spend; however, because an emergency (e.g., lift station failure) was unanticipated, there was only sometimes a budget that could be drawn on to initiate the work. The proposed solution was to include a pool of funding in the budget that could be used for critical and time-sensitive work in an emergency. The funding would be used only until an appropriation was put in place. Once an emergency was determined to exist, the administrator/designee would take the following steps:

Obtain the agreement of both the department head responsible for the asset and the finance director that an emergency requiring immediate action exists, inform the Assembly of the crisis and that the Emergency Unanticipated Repair appropriation in the capital project fund would be used, and authorize any needed procurements, assess the total cost of repair, quickly put forward a supplemental appropriation for Assembly approval, and provide regular Assembly updates.

A discussion with the Assembly, some members expressed concern the proposed three-person concurrence (Administrator and two staff) may not provide sufficient oversight. They suggested involving the Mayor and/or other Assembly Members in the decision-making process. Administrator Leach

reminded the Assembly they act as a body and no one person has the authority to approve or disapprove on their own.

A motion was made by Christianson to add the requirement that any time emergency procedure protocol was activated, the Mayor be notified. The motion PASSED by the following vote.

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

Absent: 2 - Eisenbeisz, and Duncan

G [RES 23-16](#)

Authorizing an application to the fiscal year 2023 Port Security Grant Program

Harbormaster Stan Eliason summarized the project and emphasized installation and transmitting costs.

Richard Wein commented.

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

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

Absent: 2 - Eisenbeisz, and Duncan

H [RES 23-18](#)

Authorizing the Municipal Administrator to apply for the National Renewable Energy Laboratories (NREL) Energy Transitions Initiative Partnership Project

Sustainability Coordinator Bri Gabel told of the Sustainability Commission's recommendation to pursue a second round of technical assistance to support the development of a renewable community strategy.

From the public, Richard Wein commented. Eric Jordan spoke in support.

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

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

Absent: 2 - Eisenbeisz, and Duncan

I [23-060](#)

Authorize the Municipal Administrator to apply to the US Department of Energy Grid Deployment Office Section 242: Hydroelectric Production Incentive Program

Public and Government Relations Director Melissa Henshaw reviewed the details of the program.

Richard Wein commented.

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

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

Absent: 2 - Eisenbeisz, and Duncan

- J** [23-059](#) Authorize the Municipal Administrator to apply to the Alaska Department of Health's Healthy & Equitable Communities Round 2 Funding for supplementing the Crescent Harbor High Low Dock Net Shed project
- Public and Government Relations Director Melissa Henshaw mentioned the Alaska Department of Health funding opportunity. She said staff recommended putting forward the Crescent Harbor High Load Dock Net Shed project.

Richard Wein commented.

Members thanked Henshaw for her work.

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

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

Absent: 2 - Eisenbeisz, and Duncan

- K** [RES 23-17](#) Rescheduling the 2023 Board of Equalization from May 1 to May 9

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

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

Absent: 2 - Eisenbeisz, and Duncan

XIII. PERSONS TO BE HEARD:

Wein told of Sitka's declining population, aging community, and encouraged a cap on the cruise industry.

XIV. REPORTS

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

Administrator - Leach said the Human Resources office was closed through April 28, announced Michael Harmon had assumed the role of Municipal Engineer, and said Senator Murkowski's office had called informing the City a \$2M earmark had been approved for the haul out/shipyard.

Clerk - Peterson reviewed board/commission vacancies and told of the upcoming meeting schedule.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:26pm.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk