

# **CONSENT AGENDA**

## **POSSIBLE MOTION**

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**I MOVE TO APPROVE THE CONSENT AGENDA  
CONSISTING OF ITEM A.**

**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 January 9 and January 23 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*

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Tuesday, January 9, 2024

6:00 PM

Assembly Chambers

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#### 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.

[24-007](#)

Reminders, Calendars, and General Correspondence

VI. CEREMONIAL MATTERS

[24-006](#)

Executive Proclamation by Governor Mike Dunleavy - Alaska Law  
Enforcement Appreciation Day

Deputy Mayor Mosher read the proclamation signed by Governor Dunleavy.

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**

Mike Finn commented on the Sitka Police Department (SPD), specifically All-Purpose Vehicles permitting.

Sam Pointer spoke of employment issues at the SPD.

**IX. CONSENT AGENDA**

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

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

**Absent:** 1 - Eisenbeisz

**A**     [24-002](#)             Approve the minutes of the December 26 Assembly meeting

**This item was APPROVED ON THE CONSENT AGENDA.**

**B**     [RES 24-02](#)             Adopting an alternative allocation method for the FY24 Shared Fisheries Business Tax Program and certifying that this allocation method fairly represents the distribution of significant effects of fisheries business activity in FMA 18: CENTRAL SOUTHEAST AREA

**This item was APPROVED ON THE CONSENT AGENDA.**

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

**Absent:** 1 - Eisenbeisz

**C**     [RES 24-03](#)             Authorizing an application to the Department of Homeland Security and Emergency Management

**This item was APPROVED ON THE CONSENT AGENDA.**

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

**Absent:** 1 - Eisenbeisz

**X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS**

**D**     [24-001](#)             Appoint Steve Lee to an unexpired term on the Police and Fire Commission

Application withdrawn. No action taken.

**XI. UNFINISHED BUSINESS:**

**E**     [ORD 23-27](#)             Making supplemental appropriations for fiscal year 2024 (Homeland Security Grant - Upgrade Security Doors and Police Radios)

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

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

**Absent:** 1 - Eisenbeisz

## **XII. NEW BUSINESS:**

### **New Business First Reading**

**F      ORD 24-01A**      Amending Title 11 "Vehicles and Traffic" of the Sitka General Code by updating Chapter 11.75 "All-Purpose Vehicles"

Sponsors Ystad and Pike provided an overview of the amendments.

Mike Finn, Charity Bacon, Nick McGraw, Gary Cranford, Richard Williams, Roberta Bernhardt, and Valorie Nelson spoke in support.

**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

**G      ORD 24-02**      Making supplemental appropriations for fiscal year 2024 (Fishermen's Work Float Fortification)

Harbormaster Stan Eliason stated the intent was to extend the life of the facility.

**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

### **Additional New Business Items**

**H      RES 24-01**      Supporting House Bill 201: an act changing the residency requirements for hunting, trapping, and sport fishing privileges

Sponsor Ystad provided a summary.

**A motion was made by Christianson 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

**I      24-005**      Discussion / Direction / Decision on the Alaska Housing Finance Corporation's Last Frontier Housing Initiative Funding Opportunity

Carlson disclosed employment details related to affordable housing and indicated her employment would end by the conclusion of January. Deputy Mayor Mosher ruled there was no conflict with Carlson's participation. Municipal Administrator Leach summarized the program details and requirements. The Assembly discussed, the majority of members expressed support, and decided Leach would send a non binding letter of intent.

Will Peterson, Lillian Feldpausch, Robin Sherman, Cliff Richter, Annette Evans, and Leah Mason spoke in support.

**J**      [24-004](#)

Formally accept the retirement notice of Municipal Attorney Brian Hanson and begin the recruitment process

Members thanked Municipal Attorney Brian Hanson for his service. Deputy Mayor Mosher outlined next steps.

**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

**K**      [24-003](#)

Discussion / Direction on conducting an organization, job classification, and compensation study

Municipal Administrator Leach told of plans for a reorganization and compensation study. Members expressed support.

### **XIII. PERSONS TO BE HEARD:**

Sam Pointer spoke of employment issues at the Sitka Police Department. Austin Cranford thanked Municipal Attorney Brian Hanson and asked if candidates for the Municipal Attorney position would be informed about ongoing litigation.

### **XIV. REPORTS**

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

Liaison Representatives - Carlson provided the latest information regarding the Tourism Task Force.

### **XV. EXECUTIVE SESSION**

None.

### **XVI. ADJOURNMENT**

**A motion was made by Ystad to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:52pm.**

**ATTEST:** \_\_\_\_\_  
Sara Peterson, MMC  
Municipal Clerk



# CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS  
330 Harbor Drive  
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## 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*

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Tuesday, January 23, 2024

6:00 PM

Assembly Chambers

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#### REGULAR 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. CORRESPONDENCE/AGENDA CHANGES**

No agenda changes.

[24-015](#)

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 Chairman Lawrence Widmark told of the annual retreat and December business meeting items.

[24-010](#)

FY2023 ACFR/Audit - BDO, Joy Merriner

Joy Merriner provided a summary of the FY23 audit.

**VIII. PERSONS TO BE HEARD**

Sam Pointer commented on City leadership. Richard Wein commented on Department of Education and tourism in Sitka.

**IX. CONSENT AGENDA**

None.

**X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS****A**     [24-009](#)     Appoint one to an unexpired term on the Tourism Task Force: 1) Ian Dempster 2) Ryan Gluth

Ian Dempster and Ryan Gluth were nominated for the at-large seat.

Richard Wein, Klaudia Leccese, and Barb Bingham commented.

A vote of the Assembly was taken.

Dempster - 1 vote

Gluth - 6 votes

**Ryan Gluth was appointed to the At-Large seat.**

**XI. UNFINISHED BUSINESS:****B**     **ORD 24-01A**     Amending Title 11 "Vehicles and Traffic" of the Sitka General Code by updating Chapter 11.75 "All-Purpose Vehicles"

Mike Finn and Richard Wein commented.

**A motion to AMEND was made by Ystad to strike "Section G. Hours of Operation." The motion PASSED by the following vote.**

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

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

**C**     [ORD 24-02](#)     Making supplemental appropriations for fiscal year 2024 (Fishermen's Work Float Fortification)

Richard Wein commented.

Members commented on benefits of having a work float and suggested exploring a fee structure.

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

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

**No:** 1 - Eisenbeisz



**XII. NEW BUSINESS:****New Business First Reading**

- D     ORD 24-03**     Making supplemental appropriations for fiscal year 2024 (Mid-Year Supplemental Appropriations)
- Finance Director Melissa Haley told of fiscal implications.
- Richard Wein and Austin Cranford commented.
- Staff answered questions regarding line items.
- A motion was made by Mosher that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.**
- Yes:** 7 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline
- E     [ORD 24-04](#)**     Making supplemental appropriations for fiscal year 2024 (Thomsen Harbor Lift Station Replacement)
- Public Works Director Ron Vinson stated the lift station, in operation since 1984, had reached the end of its lifecycle. Vinson reviewed the cost increase drivers and risk analysis. Finance Director Melissa Haley added this ordinance combined the appropriation and authorization to apply for additional loan funding.
- Richard Wein and Austin Cranford commented.
- The Assembly discussed the need to proceed, project contingencies, and possible rate increases.
- A motion was made by Carlson that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.**
- Yes:** 7 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline

**Additional New Business Items**

- F     [24-011](#)**     Discussion/ Direction/ Decision on the recruitment process for a Municipal Attorney
- Eisenbeisz gave a summary of the process. Consensus was to finalize the job description, advertise in Alaska and the Pacific Northwest, with the first review of applications April 1.
- G     [RES 24-04](#)**     Authorizing the Municipal Administrator to apply for the Alaska Energysched Project
- Bri Gable, the Sustainability Coordinator, discussed a funding opportunity that would require a relatively small City match and assist in creating an Electric Department inventory database.
- Richard Wein commented.
- A motion was made by Ystad that this Resolution be APPROVED on FIRST**

**AND FINAL READING. The motion PASSED by the following vote.**

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

**H**     [RES 24-05](#)

Submitting City and Borough of Sitka FY2025 State Legislative Priorities to State of Alaska and 2024 Legislature

Public and Government Relations Director Melissa Henshaw reviewed the FY25 legislative priorities and unfunded mandates.

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

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

**I**     [24-012](#)

Discussion/ Direction/ Decision on convention and visitor bureau services

Sponsors Carlson and Mosher briefed the Assembly on the timeline, existing contract, and suggested a review to determine alignment with current needs and whether a change in scope was warranted. Assembly consensus was a change of scope was needed and decided to schedule a work session for further discussion.

**J**     [24-013](#)

Discussion/ Direction/ Decision on the Katlian Street sidewalk closure

Sponsors Saline and Christianson wished to review risk analysis, expressing concerns regarding pedestrian safety on the streets. Municipal Administrator John Leach commented on the different agencies involved and conversations he'd had with Municipal Attorney Brian Hanson regarding risk management and public safety. Alexandra Schauer Sitka Tribe of Alaska (STA) Realty and Tero Officer conveyed that the properties were held in trust requiring approval from the Federal Government for any action taken. Schauer noted STA had been working with the property owners for several years and were actively engaged in ongoing discussions with both the Bureau of Indian Affairs and the owners to determine next steps.

**XIII. PERSONS TO BE HEARD:**

Peter Hagan commented on tourism impacts in Sitka. Robert Moelder commented on issues at the Police Department. Richard Wein commented on agenda items G and J. Austin Cranford commented on agenda items B, C, and J. Gary Cranford commented on agenda items B and J.

**XIV. REPORTS**

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

Administrator - Leach reviewed upcoming travel.

Liaison Representatives - Carlson reported on the Tourism Task Force and Ystad on the Port and Harbors Commission.

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

Other - Mosher talked about recent changes to SEARHC Home Health.

**XV. EXECUTIVE SESSION****K**     [24-014](#)

1) Legal Matter: Sitka Police Department Operations 2) Legal Matter: Labor Relations Issues

A motion was made by Saline to go into executive session to receive a verbal report from Police Chief Robert Baty concerning legal matters involving operations of the Sitka Police Department affecting the municipality and invite outside legal counsel Kimberly Gearity to participate telephonically. The motion PASSED by the following vote.

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

Austin Cranford spoke in opposition. Robert Molder requested to be invited into executive session.

The Assembly was in executive session from 9:45pm to 10:25pm.

A motion was made by Mosher to reconvene as the Assembly in regular session. The motion PASSED by unanimous consent.

A motion was made by Mosher to extend the meeting to 11:00pm. The motion PASSED by the following vote.

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

A motion was made by Carlson to go into executive session to discuss with outside legal counsel Kimberly Gearity, legal matters, specifically labor relations issues, affecting the municipality or legal consequences of past, present or future municipal actions, and invite in Police Chief Robert Baty and Interim Utility Director Mike Schmetzer. The motion PASSED by the following vote.

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

The Assembly was in executive session from 10:30pm to 10:56pm.

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

**XVI. ADJOURNMENT**

A motion was made by Pike to ADJOURN. Hearing no objections, the meeting ADJOURNED at 10:58pm.

ATTEST: \_\_\_\_\_  
Sara Peterson, MMC  
Municipal Clerk