

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 September 5, 10, and 13 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 Clerk: Sara Peterson*

Thursday, September 5, 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. NEW BUSINESS:

A [24-129](#) Municipal Attorney applicant interview - Cheryl McKay (via zoom)

The Assembly interviewed Cheryl McKay.

B [24-130](#) Municipal Attorney applicant interview - Rachel Jones (via zoom)

The Assembly interviewed Rachel Jones.

C [24-131](#) Discussion/ Direction/ Decision regarding tonight's interviews (possible executive session)

A motion was made by Carlson to go into executive session to discuss subjects that may tend to prejudice the reputation and character of Municipal Attorney Candidates Cheryl McKay and Rachel Jones and invite in Human Resources Director Josh Branthoover. The motion PASSED by the following vote.

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

Pat Alexander commented.

The Assembly was in executive session from 8:04 p.m. to 9:00 p.m.

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

D [24-132](#) Discussion/Direction/Decision on next steps for each applicant

Consensus of the Assembly was to move Rachel Jones forward for a community meet and greet.

VI. PERSONS TO BE HEARD:

None.

VII. ADJOURNMENT

A motion was made by Mosher to ADJOURN. Hearing no objections, the meeting ADJOURNED at 9:05 p.m.

ATTEST: _____
 Sara Peterson, MMC
 Municipal Clerk



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*Municipal Administrator: John Leach
Municipal Clerk: Sara Peterson*

Tuesday, September 10, 2024

6:00 PM

Assembly Chambers

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

Municipal Administrator John Leach discussed the letter from the Department of Energy included in the packet.

[24-138](#)

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)**

VIII. PERSONS TO BE HEARD

Richard Wein requested an update on the Mud Bay repeater project and emphasized the need for improved communication in the area. He also suggested hosting an Internet-free day to encourage community interaction..

IX. CONSENT AGENDA

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

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

A [24-133](#) Approve the minutes of the August 22 and 27 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA.

B [24-134](#) Approve a liquor license renewal application for Beak, LLC dba Beak Restaurant at 2 Lincoln Street, Suite 1A

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:

New Business First Reading

C [ORD 24-22](#) Making supplemental appropriations for fiscal year 2025 (EECGB - Recycling and Municipal Fleet Electrification)

Sustainability Coordinator Bri Gabel announced the Department of Energy (DOE) had approved the application submitted in April. CBS been awarded \$75,300, which was used to collaborate with staff on project identification. The Sustainability Commission reviewed this and provided recommendations. To access this funding, CBS needs to first spend the project funds, requiring a supplemental appropriation of \$75,300. Receipts will then be submitted to the EECBG program for reimbursement, which would be recorded as revenue to offset costs.

A motion was made by Christianson 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

D [24-136](#) Award of the FY25 Annual General Fund Non-Profit Grants

A motion was made by Christianson to award the following FY25 General Fund Non-Profit Grants in the category of Human Services. The motion PASSED by the following vote.

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

**Brave Heart Volunteers \$9,921
 Sitka Counseling and Prevention Services \$3,764
 Sitka Homeless Coalition \$5,407
 Southeast Alaska Independent Living \$4,493
 United Methodist Church of Sitka \$1,129**

A motion was made by Carlson to award the following FY25 General Fund Non-Profit Grants in the category of Cultural & Educational Services. The motion PASSED by the following vote.

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

**Alaska Arts Southeast (Sitka Fine Arts Camp) \$2,622
 Outer Coast \$1,061
 Sitka Conservation Society \$1,847
 Sitka Maritime Heritage Society \$2,837
 Sitka Music Festival \$1,490**

A motion was made by Mosher to award the following FY25 General Fund Non-Profit Grants in the category of Community Development. The motion PASSED by the following vote.

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

**Alaska Heat Smart \$2,143
 Friends of the Sitka Animal Shelter \$2,357
 Greater Sitka Fine Arts Council \$1,429
 Sitka Trail Works \$4,071**

E [24-137](#) Discussion/ Direction/ Decision on Visitor Industry Data Collection

Assembly member Carlson reviewed the memo included in the packet. Ystad highlighted the Tourism Task Force's concerns about the urgent need for data in the visitor industry to guide effective decision-making. Carlson pointed out the last comprehensive state survey was conducted in 2016, and the necessity for updated information. She outlined two key recommendations: First, to conduct an online community survey managed by the Planning and Community Development Department to gather insights from local residents, and second, to collaborate with an independent research firm to conduct studies, including economic impact assessments, aiming to launch these efforts by summer 2025. Ystad emphasized the Tourism Task Force's primary goal was to accurately assess tourism, which depends on obtaining reliable data.

The discussion concluded with a consensus on the need for more information before making decisions, to ensure actions are based on sound data. Municipal Administrator John Leach would develop a Request for Information (RFI) for visitor industry data collection services and will report back to the Assembly with findings and a potential budget.

F [24-135](#) Decision on whether to allow sales tax free day(s) following the Thanksgiving holiday and set date(s)

Eisenbeisz recused himself.

Richard Wein and Rachel Roy commented.

A motion was made by Christianson to authorize November 29 and November 30 as Sales Tax Free Days for 2024 noting the sales tax free days will not be applicable to any sale of fuel, alcoholic beverages, tobacco products, and marijuana, nor affect any sale which is part of a continuing obligation of the buyer to pay the seller over time. The motion PASSED by the following vote.

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

Recused: 1 - Eisenbeisz

XIII. PERSONS TO BE HEARD:

Austin Cranford spoke to item E. Richard Wein spoke to items E and F. Robert Hattle expressed his gratitude to Assembly members Carlson and Ystad on their work on item E and urged the Assembly to consider hiring a third party for data collection. Rachel Roy spoke about professional development and thanked Assembly members Carlson and Ystad for their efforts on item E.

XIV. REPORTS

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

Mayor - Eisenbeisz discussed his attendance at the summer Alaska Municipal League meeting in Kodiak and mentioned he would be unavailable for the September 24 Assembly meeting due to the Southeast Conference.

Administrator - Leach provided an update on the Southeast Conference, noted staffing levels have improved, and on law enforcement recruitment efforts have increased.

Liaison representatives - Saline spoke about the lack of air conditioning at the library and the windows being closed up.

Clerk - Peterson reviewed the voting options for eligible voters, discussed vacancies on boards and commissions, and outlined the upcoming meeting schedule.

Other - Carlson and Pike will continue working on addressing e-bikes and e-bike rentals, including developing code language and signage.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Mosher to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:45 p.m.

ATTEST: _____
Jessica Earnshaw, CMC
Municipal Deputy Clerk



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*Municipal Administrator: John Leach
Municipal Clerk: Sara Peterson*

Friday, September 13, 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

Keith Nyitray, of the Sitka Maritime Heritage Society (SMHS), expressed gratitude to the Assembly for the grant and thanked the staff for their assistance with the SMHS covenant document.

VI. NEW BUSINESS:

A [24-139](#)

Discussion/ Direction/ Decision regarding Municipal Attorney Candidate Rachel Jones and next steps

A motion was made by Mosher to go into executive session to discuss subjects that may tend to prejudice the reputation and character of Municipal Attorney Candidate Rachel Jones and invite in Human Resources Director Josh Branthoover. The motion PASSED by the following vote.

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

The Assembly was in executive session from 6:07 p.m. to 6:41 p.m.

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

A motion was made by Ystad to select Rachel Jones as the Municipal Attorney pending successful employment agreement negotiations and authorize the Mayor to work directly with Human Resources Director Josh Branthoover to facilitate employment agreement terms. The motion **PASSED** by the following vote.

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

VII. PERSONS TO BE HEARD:

None.

VIII. ADJOURNMENT

A motion was made by Ystad to **ADJOURN**. Hearing no objections, the meeting **ADJOURNED** at 6:46 p.m.

ATTEST: _____

Sara Peterson, MMC
Municipal Clerk