

# CONSENT AGENDA

## POSSIBLE MOTION

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

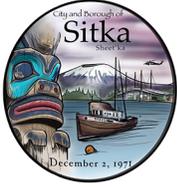
I wish to remove Item(s) \_\_\_\_\_

**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.**

If this item is pulled from the consent agenda the following motion would be in order:

**POSSIBLE MOTION**

**I MOVE TO** approve the minutes of the December 16 and 18 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 Timothy Pike,  
Vice Deputy Mayor JJ Carlson,  
Kevin Mosher, Scott Saline,  
Thor Christianson, Katie Riley*

*Municipal Administrator: John Leach  
Municipal Attorney: Rachel Jones  
Municipal Clerk: Sara Peterson*

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Tuesday, December 16, 2025

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, Pike, Carlson, Saline, and Riley

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[25-175](#)

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)

[25-173](#)

Department Quarterly Reports - Human Resources, IT, and Clerk

Quarterly reports were given by Assistant Administrator Josh Branthoover, IT Director Grant Turner, and Municipal Clerk Sara Peterson.

**VIII. PERSONS TO BE HEARD**

Peter Karras Jr. spoke about unpaid sales tax. Kyle Larson commented about artificial intelligence and the cruise ship passenger industry.

**IX. CONSENT AGENDA**

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

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

**A**     [25-171](#)           Approve the minutes of the November 25 Assembly meeting

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

**B**     [25-172](#)           Approve the Acting Administrator List for 2026: Josh Branthoover, Amy Ainslie, Sara Peterson, Ron Vinson

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

**C**     [RES 25-14](#)        Authorizing a grant application to the Environmental Protection Agency, administered by the Alaska Department of Environmental Conservation, for Lead Service Line Inventory

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

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

**D**     [25-174](#)           Reappoint: 1) Lisa Moore to a three-year term on the Tree and Landscape Committee, 2) Robin Sherman to a three-year term on the Planning Commission, and 3) Scott Wagner to a three-year term on the Local Emergency Planning Committee under Category 5 - Owners/Operators of Facilities

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

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

**XI. UNFINISHED BUSINESS:**

**E**     [ORD 25-26](#)        Authorizing a property tax exemption for the Center for Community for the property located at 700 Katlian Avenue

Center for Community representative Jaclyn Young clarified 90% of the organizations efforts occur in Sitka.

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

**Yes:** 6 - Mosher, Eisenbeisz, Pike, Carlson, Saline, and Riley

**No:** 1 - Christianson

**F**     [ORD 25-27](#)     Making supplemental appropriations for fiscal year 2026 (Replace Harbor Outboards for 32' Munson)

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

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

**G**     [ORD 25-28](#)     Making supplemental appropriations for fiscal year 2026 (E911 Phone Consoles)

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

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

**XII. NEW BUSINESS:**

**New Business First Reading**

**H**     **ORD 25-29**     Making supplemental appropriations for fiscal year 2026 (Airport Terminal Project)

Public Works Director Mark Seavey provided an introduction on the item and summarized Phase 2 costs.

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

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

**I**     **ORD 25-30**     Making supplemental appropriations for fiscal year 2026 (Visit Sitka Supplemental Funding)

Planning and Community Development Director Amy Ainslie provided an introduction, with confirmation that Element Agency, with a subcontractor, was selected. Members voiced both support and concern, citing the need for continuity of tourism services. Some expressed discomfort authorizing the Municipal Administrator to execute the contract after first reading.

**A motion was made by Eisenbeisz to DIVIDE the question to consider the supplemental appropriation and execution of the contract separately. The motion to DIVIDE the question PASSED by the following vote.**

**Yes:** 6 - Eisenbeisz, Christianson, Riley, Saline, Carlson, and Pike

**No:** 1 - Mosher

Supplemental appropriation: Members spoke in support of the supplemental appropriation. Concerns were raised about the allocation of CPV and bed tax funds,

with suggestions for a 50/50 CPV split and more proactive, data-driven use of funds.

**A motion was made by Mosher to APPROVE Ordinance 2025-30 on FIRST READING. The motion PASSED by the following vote.**

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

Contract Execution: The motion on the floor was to authorize the Municipal Administrator to execute the contract.

**A motion was made by Christianson to AMEND the motion to strike the word "execute" and replace it with "negotiate" and bring back a draft contract to the Assembly for approval. The motion FAILED by the following vote.**

**No:** 7 - Riley, Eisenbeisz, Carlson, Mosher, Pike, Christianson, and Saline

Assembly members expressed concern about authorizing the Municipal Administrator to sign the contract without the complete contract being available for review.

**A motion was made by Riley to POSTPONE the execution of the contract to the first meeting in January. The motion PASSED by the following vote.**

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

**Additional New Business Items**

**J**      [RES 25-15](#)      Adopting the third annual update to the Sitka Strategic Plan 2022-2027

Public and Government Relations Director Melissa Lunas provided an introduction.

Sitka Community Land Trust representative Randy Hughey spoke in support.

**A motion was made by Mosher to AMEND Resolution 2025-15 on line 49 to add a new infrastructure goal 4.6 to read: seek external funding sources, including state, federal, and private opportunities to enhance Sitka's athletic and recreational infrastructure. The motion to AMEND FAILED by the following vote.**

**Yes:** 2 - Mosher and Saline

**No:** 5 - Pike, Riley, Christianson, Eisenbeisz, and Carlson

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

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

**XIII. PERSONS TO BE HEARD:**

None.

**XIV. REPORTS**

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

Mayor - Eisenbeisz commented on the Alaska Municipal League Conference.

Administrator - Leach commented on the Alaska Municipal League Conference and noted Eisenbeisz was honored as the Municipal Official of the Year.

Liaisons - Riley commented on the Alaska Municipal League Conference and noted an upcoming Planning Commission meeting. Carlson reported on the Tourism Commission and Port and Harbors Commission.

Clerk - Peterson provided an update on board/commission vacancies and reviewed the upcoming meeting schedule.

**XV. EXECUTIVE SESSION**

None.

**XVI. ADJOURNMENT**

A motion was made by Carlson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 10:02 p.m.

ATTEST: \_\_\_\_\_

Sara Peterson, MMC  
Municipal Clerk



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ASSEMBLY CHAMBERS  
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## Minutes - Draft

### City and Borough Assembly

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Kevin Mosher, Scott Saline,  
Thor Christianson, Katie Riley*

*Municipal Administrator: John Leach  
Municipal Attorney: Rachel Jones  
Municipal Clerk: Sara Peterson*

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Thursday, December 18, 2025

6:00 PM

Assembly Chambers

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#### SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

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

V. CORRESPONDENCE/AGENDA CHANGES

None.

VI. PERSONS TO BE HEARD

VII. NEW BUSINESS:

**A**     [25-168](#)     Preliminary Discussion / Direction for the FY2027 Municipal Budget - Capital Projects (Assembly action may be taken)

Municipal Administrator John Leach provided an introduction of the upcoming budget process. Finance Director Brooke Volschenk shared a presentation which covered procedures of the capital planning process.

Assembly members asked questions regarding the budget process and capital projects, and expressed concerns about potential rate increases.

**B**     [25-169](#)     Discussion / Direction of the FY2027 Municipal Budget, if needed, as it

relates to the General Fund and other Funds (Assembly action may be taken)

None.

**VIII. PERSONS TO BE HEARD:**

None.

**IX. ADJOURNMENT**

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:30 p.m.

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