



CITY AND BOROUGH OF SITKA

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

Meeting Agenda

City and Borough Assembly

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

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

Tuesday, June 10, 2025

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

V. CORRESPONDENCE/AGENDA CHANGES

[25-084](#) Reminders, Calendars, and General Correspondence

Attachments: [Reminders and Calendars](#)

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)

[25-081](#) 1) Sitka School Board - Phil Burdick
2) Department Quarterly Reports - Human Resources, IT, and Clerk

Attachments: [Special Reports](#)

[HR Quarterly Report June 2025 Final](#)

[IT Quarterly Report June 2025](#)

[Clerk's Quarterly Report June 2025](#)

VIII. PERSONS TO BE HEARD

Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the mayor imposes other time constraints at the beginning of the agenda item.

IX. CONSENT AGENDA

All matters under Item IX Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A** [25-082](#) Approve liquor license renewal applications for Triple C Ventures Inc., doing business as Cascade Convenience Center (1211 A Sawmill Creek Road) and Watson Point Liquors (1867 Halibut Point Road)

Attachments: [CONSENT](#)

[Motion](#)

[Memos](#)

[#4390 Cascade Convenience](#)

[#202 Watson Point](#)

- B** [RES 25-09](#) Authorizing a grant application to the Alaska Department of Transportation and Public Facilities for extrication tools (1st and final reading)

Attachments: [Motion](#) [Memo](#) [Res 2025-09](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:

- C** [25-050](#) Consideration of an appeal filed by Ryan Nichols of the Planning Commission's decision made February 19, 2025, regarding case file P 24-04, a request for a preliminary plat for a minor subdivision resulting in two lots at 305 Islander Drive in the SFLD single-family low density residential district. The property is also known as Lot Five (5), Harris Island Subdivision. The owner of record is Randall G. Nichols Revocable Trust. (Rescheduled from 3/25/25 at the applicant's request)

Attachments: [Appeal Procedures & Potential Motions](#)

[Appellant Submittal](#)

[CBS Submittal](#)

- D** [ORD 25-16](#) Authorizing the vacation and sale of a 14,847 square foot portion of the Neva Street right-of-way (1st reading)
 Attachments: [Motion](#)
 [Memo Ord 2025-16](#)
 [Subdivision Replat & Planning Commission Materials](#)
- E** [ORD 25-15](#) Making supplemental appropriations for fiscal year 2026 (Marine Vessel Haul Out and Shipyard Supplemental Appropriations) 1st reading
 Attachments: [Motion](#)
 [Memo - Haul Out Supplemental Appropriation](#)
 [Ord 2025-15](#)
- F** [ORD 25-13](#) Amending the City and Borough of Sitka Personnel Policies Handbook (1st reading)
 Attachments: [Motion](#)
 [Memo Personnel Policies Handbook Update](#)
 [Ordinance 2025-13](#)
 [Ordinance 2021-41](#)
 [Draft Updated Personnel Policies Handbook Complete](#)
 [Draft Updated Personnel Policies Handbook Color Coded Complete](#)
- G** [ORD 25-14](#) Making supplemental appropriations for fiscal year 2026 (Administration Department Supplemental Appropriations) 1st reading
 Attachments: [00 Motion](#)
 [01 Memo - Reorganization Supplemental Appropriation](#)
 [02 Reorg and Comp Study](#)
 [03 Memo on Sitka Org issue Final Mar 21 2024](#)
 [04 Job Description Assistant Municipal Administrator FINAL 07.01.25](#)
 [05 Ord 2025-14](#)
- H** [25-083](#) Approve the Municipal Clerk's Certificate of Election
 Attachments: [Motion](#)
 [Certificate of Election 2025_special](#)
 [Unofficial Results 2025 0602](#)

XIII. PERSONS TO BE HEARD:

Public participation on any item on or off the agenda. Not to exceed 3 minutes for any individual.

XIV. REPORTS

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

Not anticipated.

XVI. ADJOURNMENT

Note: Detailed information on these agenda items can be found on the City website at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Municipal Clerk's Office at City Hall, 100 Lincoln Street or 907.747.1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Regular and Special Assembly meetings are livestreamed through the City's website and YouTube channel, and aired live on KCAW FM 104.7. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

*Sara Peterson, MMC, Municipal Clerk
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