



# 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, February 27, 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

Christianson left the meeting at 8:55 p.m.

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

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[24-030](#)

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)**

Sitka School Board President Tristan Guevin explained Base Student Allocation impacts on the budget.

**VIII. PERSONS TO BE HEARD**

Richard Wein expressed gratitude to Dan Etulain for his service. He wondered of the City's policy for disposal of electric vehicles and requested an update on operations at the Electric Department. Austin Cranford addressed the Peterson Street power outage. Kevin Mosher, Assembly Liaison for the Sustainability Commission, encouraged citizens to share feedback on the Sitka Community Renewable Energy Strategy through a survey available on the City's website. Tristan Guevin thanked Brian Hanson for his dedicated service as Municipal Attorney.

**IX. CONSENT AGENDA**

**A motion was made by Christianson that the Consent Agenda consisting of Item A be APPROVED. The motion PASSED by the following vote.**

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

- A**     [24-025](#)           Approve the minutes of the February 8 and February 13 Assembly meetings

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

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

- B**     [24-026](#)           Reappoint Justin Peeler to a three-year term on the Port and Harbors Commission and appoint JoAnn Huff to an unexpired term on the Tree and Landscape Committee

Richard Wein commented.

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

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

**XI. UNFINISHED BUSINESS:**

None.

**XII. NEW BUSINESS:**

- C**     [RES 24-08](#)           Increasing Cruise Ship Tender and Security Fees for 2024, 2025, and 2026

Harbormaster Stan Eliason relayed the Port and Harbors Commission had recommended a 10% increase for the next three years.

Richard Wein commented.

**A motion was made by Mosher 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

**D**     [24-027](#)           Approve a Successive Land Lease between the City and Borough of Sitka and the State of Alaska Department of Transportation and Public Facilities for the Sitka Airport

Municipal Administrator John Leach explained changes to the lease document, specifically noting that concession revenue could remain within the Airport Terminal Fund. He emphasized following the execution of this lease, staff would move forward with renegotiating the subleases. In closing, he reminded the parking lot falls under State of Alaska jurisdiction.

Richard Wein commented.

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

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

**E**     [24-028](#)           Discussion/ Direction/ Decision on authorizing the Municipal Administrator to execute a Memorandum of Understanding between the City and Borough of Sitka and City and Borough of Juneau regarding the Assistance to Firefighters Grants program

Fire Chief Craig Warren explained the funding opportunity, stated there was no administrative fee, and said the City and Borough of Juneau would be responsible for managing the grant.

**A motion was made by Christianson to direct the Municipal Administrator to execute, when available, a Memorandum of Understanding between the City and Borough of Sitka (CBS) and City and Borough of Juneau (CBJ), enabling the CBJ to seek Assistance to Firefighters Grants funding on behalf of the CBS, contingent on a legal review by the Municipal Attorney. The motion PASSED by the following vote.**

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

**F**     [24-023](#)           Appeal of the Municipal Clerk's response to a public records request filed by Austin Cranford on December 19, 2023 that the requested records don't exist or cannot be located

Municipal Attorney Brian Hanson provided procedural advice.

Appellant presentation: Austin Cranford read the records request he filed on 12/19/23 and presented his argument. Assembly Members questioned Cranford.

Municipal Attorney presentation: Brian Hanson presented arguments, questioned Municipal Clerk Sara Peterson, and answered questions.

Appellant response or clarifying statement: Cranford commented.

Municipal Attorney response or clarifying statement: Hanson commented.

Assembly Deliberation: Members discussed and agreed no evidence had been presented to grant the appeal.

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

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

**G**     [24-024](#)

Appeal of the Municipal Clerk's response to a public records request filed by Austin Cranford on December 20, 2023 that the requested records don't exist or cannot be located

Appellant presentation: Austin Cranford read the records request he filed on 12/20/23 and presented his argument. Witness, Richard Wein testified. Assembly Members questioned Cranford.

Municipal Attorney presentation: Brian Hanson presented arguments, questioned Municipal Clerk Sara Peterson, and answered questions.

Appellant response or clarifying statement: Cranford commented.

Municipal Attorney response or clarifying statement: Hanson commented.

Assembly Deliberation: Members discussed and agreed no evidence had been presented to grant the appeal.

**A motion was made by Mosher that this appeal be DENIED. The motion PASSED by the following vote.**

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

**XIII. PERSONS TO BE HEARD:**

Valorie Nelson spoke to the records request appeals, expressed disappointment in how the Assembly treated the public, and mentioned the City was without linemen. Richard Wein commented on the records request appeals and lessons learned.

**XIV. REPORTS**

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

Administrator - Leach reported on a recent Alaska Municipal League Conference and meeting with Senator Sullivan.

Attorney - Hanson relayed he was working remotely from Seattle and could be contacted by phone or email.

Liaison Representatives - Saline commented on copier issues at the Sitka Public Library, Pike reported on the Police and Fire Commission meeting. Ystad told of topics discussed at the recent Tourism Task Force meeting.

Clerk - Peterson reviewed the upcoming meeting schedule.

**XV. EXECUTIVE SESSION**

H [24-029](#) Legal Matter: Sitka Police Department Operations

**A motion was made by Ystad 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. The motion PASSED by the following vote.**

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

Austin Cranford spoke in opposition. Christianson left the meeting at 8:55 p.m. Assembly Members were in executive session from 8:58 p.m. to 10:00 p.m.

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

XVI. ADJOURNMENT

**A motion was made by Ystad to ADJOURN. Hearing no objections, the meeting ADJOURNED at 10:01 p.m.**

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