



# CITY AND BOROUGH OF SITKA

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

## Minutes - Final

### 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, November 25, 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

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**Present:** 6 - Christianson, Mosher, Eisenbeisz, Pike, Saline, and Riley

**Absent:** 1 - Carlson

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[25-170](#)

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)**

[25-163](#)

- 1) Sitka School Board - Phil Burdick
- 2) Early Childhood Coalition - Kari Sagel and Rachel Roy
- 3) Department Quarterly Reports - Planning & Community Development, Assessing, and Finance

No report from Sitka School Board. Early Childhood Coalition representatives Rachel Roy and Ellen Hughes presented a video about childcare in Sitka and provided an update on their work. Department reports were given by Planning and Community Development Director Amy Ainslie, Assessor Larry Reeder, and Finance Director Brooke Volschenk.

#### VIII. PERSONS TO BE HEARD

Sitkans For Community Outdoor Recreation Enhancement representative Brian McLaughlin spoke of progress on a sports complex in Sitka. Thor Christianson told of a community dinner with STA.

#### IX. CONSENT AGENDA

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

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

**Absent:** 1 - Carlson

**A** [25-164](#)

Approve the minutes of the November 10 Assembly meeting

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

**B** [25-165](#)

Approve a retail marijuana store license renewal application for Island Girl Cannabis, LLC at 224 Smith Street Suite A

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

**C** [ORD 25-27](#)

Making supplemental appropriations for fiscal year 2026 (Replace Harbor Outboards for 32' Munson)

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

**D** [ORD 25-28](#)

Making supplemental appropriations for fiscal year 2026 (E911 Phone Consoles)

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

#### X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

**E** [25-159](#)

Reappoint: 1) Joshua Badder to a three-year term on the Port and Harbors Commission and 2) Devon Calvin to a three-year term on the Tourism Commission, and

Appoint: Adam Vail to a three-year term on the Sustainability

Commission

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

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

**Absent:** 1 - Carlson

**XI. UNFINISHED BUSINESS:**

None.

**XII. NEW BUSINESS:**

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

Assessor Larry Reeder stated an application for property tax exemption had been received from Center for Community, which required assembly approval.

Center for Community Representatives Jaclyn Young and Bryan O'Callaghan spoke to their application.

A discussion of the Assembly ensued. The members concluded that the applicants met the qualifications; however, it was agreed that any changes in the building's use should be addressed at a time of renewal, with the potential for an amendment to the code.

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

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

**Absent:** 1 - Carlson

**G**     [25-166](#)     Approve the 2025-2028 Sitka Fire Fighters Union International Association of Fire Fighters (IAFF), Local 5168 Collective Bargaining Agreement

Assistant Administrator Josh Branthoover reviewed the process and changes made in the agreement to help with recruitment and retention. Members spoke in support of the changes and thanked Josh for his work on the agreement.

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

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

**Absent:** 1 - Carlson

**H**     [25-167](#)     Discussion / Direction / Decision on the recruitment process for a Municipal Administrator

A discussion was held. The consensus was that no changes were needed to the job description, the base salary would be \$200,000, the position would be advertised as

soon as possible and remain open until filled, with a first review after 60 days.

**XIII. PERSONS TO BE HEARD:**

None.

**XIV. REPORTS**

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

Mayor - Eisenbeisz noted dates he would be absent in December, which included upcoming travel to the Alaska Municipal League Conference.

Administrator - Leach told of upcoming travel to the Alaska Municipal League Conference.

Liaison Representatives - Saline noted bear concerns raised at the recent Government-to-Government meeting.

Clerk - Peterson announced the clerk's office staff would be attending the Alaska Association of Municipal Clerk's Conference December 7-10, reported on board, commission, and committee vacancies and read the upcoming meeting schedule.

**XV. EXECUTIVE SESSION**

None.

**XVI. ADJOURNMENT**

A motion was made by Eisenbeisz to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:38 p.m.

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