

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 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*

Tuesday, March 12, 2024

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

[24-032](#) Reminders, Calendars, and General Correspondence

Attachments: [Reminders and Calendars](#)

[Clerk's Quarterly Report](#)

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

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** [24-033](#) Approve the minutes of the February 27 and February 29 Assembly meetings
- Attachments:** [00 consent](#)
 [01 Motion Minutes](#)
 [02 February 27 Minutes](#)
 [03 February 29 Minutes](#)
- B** [24-034](#) Approve a liquor license renewal application for House of Liquors, Inc. dba House of Liquor at 705 Halibut Point Road, Suite D
- Attachments:** [01 Motion and Memos](#)
 [02 Liquor License Renewal Application](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:

- C** [ORD 24-06](#) Making supplemental appropriations for fiscal year 2024 (Thomsen Harbor Lift Station Replacement)
- Attachments:** [01 Motion Ord 2024-06](#)
 [02 Assembly Memo -Thomsen Harbor Lift Station Supplemental 2nd](#)
 [03 Ord 2024-06 Thomsen Harbor Lift Station](#)

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

D [24-035](#) Financial Matter: Employee Benefits

Attachments: [Motion Exec Session](#)

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.

*Jessica Earnshaw, CMC, Deputy Clerk
Publish: March 8*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-032 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 3/6/2024 **In control:** City and Borough Assembly
On agenda: 3/12/2024 **Final action:**
Title: Reminders, Calendars, and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars](#)
[Clerk's Quarterly Report](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Thursday, March 7	Work Session <i>Convention and Visitor Bureau Services</i>	6:00 PM
Tuesday, March 12	Regular Meeting	6:00 PM
Tuesday, March 26	Annual Work Session <i>Chamber/Visit Sitka</i>	5:00 PM
Tuesday, March 26	Regular Meeting	6:00 PM

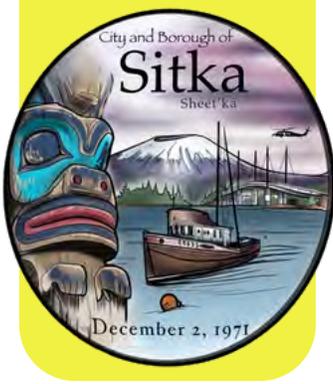


March 2024

Sunday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	Feb	26	27	28	29	1	Mar
		6:00am <u>Tourism Task Force-Liaison Carlson</u>	6:00pm <u>Regular Assembly Mtg</u>	5:30pm <u>Police and Fire Commission-Liaison Pike</u>	6:00pm <u>Special Budget Meeting</u>		
3		4	5	6	7	8	9
		6:00pm <u>Sustainability Commission-Liaison Mosher</u>		6:00pm <u>School Board-Liaison Mosher</u> 6:00pm <u>Library Commission-Liaison Saline</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>	6:00pm <u>Work Session: Convention and Visitor Bureau Services</u>		
10		11	12	13	14	15	16
			12:00am <u>Parks and Recreation Committee-Liaison Mosher</u> 6:00pm <u>Regular Assembly Mtg</u>	5:30pm <u>Tree and Landscape Committee-Liaison Saline</u> 6:00pm <u>Historic Preservation Commission-Carlson</u> 6:00pm <u>Port and Harbors Commission-Liaison Ystad</u>	12:00pm <u>Local Emergency Planning Committee-Liaison Mosher</u>		
17		18	19	20	21	22	23
				12:00pm <u>Health Needs and Human Services Commission-Liaison Carlson</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>	3:00pm <u>Investment Committee-Liaison Christianson</u>		
24		25	26	27	28	29	30
			5:00pm - 5:50pm <u>Annual Work Session: Chamber/Visit Sitka</u> 6:00pm <u>Regular Assembly Mtg</u>	5:30pm <u>Police and Fire Commission-Liaison Pik</u>			

April 2024

Sunday		Monday		Tuesday	Wednesday	Thursday	Friday	Saturday
31	Mar	1	Apr	2	3	4	5	6
		6:00pm <u>Sustainability Commission-Liaison Mosher</u>			6:00pm <u>School Board-Liaison Mosher</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>	6:00pm <u>Special Budget Meeting</u>		
7		8		9	10	11	12	13
		<u>Eisenbeisz</u>		<u>Eisenbeisz</u> 12:00am <u>Parks and Recreation Committee-Liaison Mosher</u> 6:00pm <u>Regular Assembly Mtg</u>	<u>Eisenbeisz</u> 5:30pm <u>Tree and Landscape Committee-Liaison Saline</u> 6:00pm <u>Historic Preservation Commission-Carlson</u> 6:00pm <u>Port and Harbors Commission-Liaison Ystad</u>	<u>Eisenbeisz</u> 12:00pm <u>Local Emergency Planning Committee-Liaison Mosher</u>	<u>Eisenbeisz</u>	
14		15		16	17	18	19	20
				<u>Special Meeting: Evals - Administrator and Attorney</u>	12:00pm <u>Health Needs and Human Services Commission-Liaison Carlson</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>	6:00pm <u>Special Budget Meeting</u>		
21		22		23	24	25	26	27
				6:00pm <u>Regular Assembly Mtg</u>	5:30pm <u>Police and Fire Commission-Liaison Pike</u>			
28		29		30	1	2	3	4
					1	May		
					6:00pm <u>School Board-Liaison Mosher</u> 6:00pm <u>Library Commission-Liaison Saline</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>			



CLERK'S CORNER

CITY AND BOROUGH OF SITKA



LASERFICHE RECORDS MIGRATION & DIGITIZATION

CURRENT STATUS:

The Clerk's Office is starting 2024 off strong with all things records. We're committed to implementing best practices by maintaining records only for their necessary duration. This not only helps us save space but also significantly reduces storage costs and improves staff efficiency by eliminating the need to manage outdated documents. Following a comprehensive update to our retention schedule last year, we were able to recently dispose of records that had fulfilled their legal, fiscal, and administrative purposes. A total of 525 boxes!

These efforts are crucial to achieving our goal of eliminating the need for offsite storage by November. Currently, only 61 boxes remain in offsite storage, identified as permanent records earmarked for digitization. In April, our contractor will undertake the task of indexing and preparing these boxes, along with any onsite records deemed permanent, for scanning.



MEET THE CREW

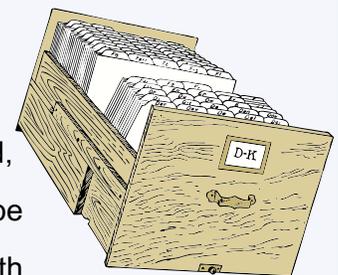
From the base up are:

- Sara Peterson (Municipal Clerk),**
- Jess Earnshaw (Deputy Clerk),**
- Holley Bayne (Administrative Coordinator)**



NEXT STEPS:

During the next quarter, we will be working toward digitization of all records that are considered permanent. This will involve sorting and indexing all items to be scanned, creating a comprehensive folder structure for all scanned records to be placed, as well as defining what metadata needs to be associated with the document to ensure the records can easily be found.



Strategic Plan Goals ~ 2.1 ~ 2.2 ~ 5.3 ~ 5.4 ~ 5.5 Laserfiche will eliminate offsite record storage, create accessibility to CBS records, and automate retention and disposal. This helps us meet the goal to limit the number of locations records are stored at, gain full inventory, and decrease liability.

PUBLIC RECORDS REQUESTS

January: 1 SPD / 14 Other

February: 7 SPD / 8 Other



LOOK AT THIS PROGRESS!



BEFORE...

AFTER!!!



CURRENT STATUS:
The new Sitka General Code site went live
February 21, 2024!

SITKA GENERAL CODE REORGANIZATION & LEGAL REVIEW

Looking for your go-to spots? Look no further! The Cross-Reference Table shows past and present locations.

To view, click through these steps:

- “Contents” at the top of the page
- “General Code” tab
- “Tables” at bottom of the page
- “Cross-Reference” Tables

FUTURE MILESTONE: The Legal Department and Municipal Clerk will develop a plan for meeting with departments to discuss code amendments based on the legal review done by Code Publishing. The target completion date is end of 2025.

NEW

CHECK OUT OUR NEW LOOK!

General Code		Charter	
1	General Provisions		Preamble
2	Administration and Personnel Revised	I	Name, Boundaries and Powers
4	Revenue and Finance Amended Revised	II	The Assembly Revised
6	Business Licenses and Regulations	III	Legislation
8	Animals	IV	Administrator – Executive
9	Health and Safety	V	Nominations – Elections
10	Public Peace, Morals and Welfare	VI	Initiative, Referendum and Recall
11	Vehicles and Traffic Revised	VII	Police and Fire Commission
13	Port and Harbors	VIII	Planning
14	Streets, Sidewalks and Public Places	IX	Municipal Utilities
	View All →		View All →

[HTTPS://SITKA.MUNICIPAL.CODES/](https://sitka.municipal.codes/)

Strategic Plan Goals ~ 2.1 ~ 5.3 ~ 5.4 ~ In 2022, the Legal Department and Municipal Clerk’s office identified need for a legal review, reorganization, and re-codification of the Sitka General Code (SGC).



Municipal Clerk Expense Report

Fiscal Year to Date 06/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
5110										
5110.001	Regular Salaries/Wages	238,258.80	.00	238,258.80	.00	.00	135,246.80	103,012.00	57	202,930.22
5110.002	Holidays	.00	.00	.00	.00	.00	8,668.08	(8,668.08)	+++	7,158.68
5110.003	Sick Leave	.00	.00	.00	.00	.00	4,052.58	(4,052.58)	+++	3,085.74
5110.010	Temp Wages	50,000.00	(50,000.00)	.00	.00	.00	.00	.00	+++	14,133.20
5110 - Totals		\$288,258.80	(\$50,000.00)	\$238,258.80	\$0.00	\$0.00	\$147,967.46	\$90,291.34	62%	\$227,307.84
5120										
5120.001	Annual Leave	6,519.00	.00	6,519.00	.00	.00	11,350.54	(4,831.54)	174	20,741.84
5120.002	SBS	18,106.82	.00	18,106.82	.00	.00	9,833.68	8,273.14	54	15,275.88
5120.003	Medicare	4,282.98	.00	4,282.98	.00	.00	2,326.05	1,956.93	54	3,613.45
5120.004	PERS	52,417.04	.00	52,417.04	.00	.00	35,049.92	17,367.12	67	51,461.60
5120.005	Health Insurance	57,634.20	.00	57,634.20	.00	.00	43,095.24	14,538.96	75	52,281.48
5120.006	Life Insurance	30.24	.00	30.24	.00	.00	20.16	10.08	67	31.63
5120.007	Workmen's Compensation	809.09	.00	809.09	.00	.00	451.69	357.40	56	746.59
5120.011	PERS on Behalf	17,419.13	.00	17,419.13	.00	.00	.00	17,419.13	0	5,707.00
5120 - Totals		\$157,218.50	\$0.00	\$157,218.50	\$0.00	\$0.00	\$102,127.28	\$55,091.22	65%	\$149,859.47
5201										
5201.000	Training and Travel	14,150.00	.00	14,150.00	.00	.00	4,358.31	9,791.69	31	13,443.90
5201 - Totals		\$14,150.00	\$0.00	\$14,150.00	\$0.00	\$0.00	\$4,358.31	\$9,791.69	31%	\$13,443.90
5204										
5204.000	Telephone	500.00	.00	500.00	.00	.00	.00	500.00	0	185.92
5204.001	Cell Phone Stipend	1,500.00	.00	1,500.00	.00	.00	600.00	900.00	40	900.00
5204 - Totals		\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$600.00	\$1,400.00	30%	\$1,085.92
5206										
5206.000	Supplies	10,000.00	.00	10,000.00	.00	.00	5,852.38	4,147.62	59	8,433.37
5206 - Totals		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$5,852.38	\$4,147.62	59%	\$8,433.37
5211										
5211.000	IT Fees	42,012.00	.00	42,012.00	3,501.00	.00	42,012.00	.00	100	45,737.04
5211 - Totals		\$42,012.00	\$0.00	\$42,012.00	\$3,501.00	\$0.00	\$42,012.00	\$0.00	100%	\$45,737.04
5212										
5212.000	Contracted Services	92,468.00	57,400.00	149,868.00	.00	40,167.56	47,441.45	62,258.99	58	19,395.44
5212 - Totals		\$92,468.00	\$57,400.00	\$149,868.00	\$0.00	\$40,167.56	\$47,441.45	\$62,258.99	58%	\$19,395.44
5222										
5222.000	Postage	.00	.00	.00	.00	.00	.00	.00	+++	29.90
5222 - Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$29.90
5224										
5224.000	Dues and Publications	6,595.00	.00	6,595.00	.00	.00	2,339.00	4,256.00	35	5,596.90
5224 - Totals		\$6,595.00	\$0.00	\$6,595.00	\$0.00	\$0.00	\$2,339.00	\$4,256.00	35%	\$5,596.90



Municipal Clerk Expense Report

Fiscal Year to Date 06/30/24

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
5226										
5226.000	Advertising	40,000.00	.00	40,000.00	.00	.00	19,275.75	20,724.25	48	36,367.60
	5226 - Totals	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$19,275.75	\$20,724.25	48%	\$36,367.60
5227										
5227.001	Rent-Buildings	13,066.00	.00	13,066.00	.00	.00	8,834.86	4,231.14	68	1,411.48
	5227 - Totals	\$13,066.00	\$0.00	\$13,066.00	\$0.00	\$0.00	\$8,834.86	\$4,231.14	68%	\$1,411.48
5290										
5290.000	Other Expenses	.00	.00	.00	.00	.00	.00	.00	+++	6.95
	5290 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$6.95
	EXPENSE TOTALS	\$665,768.30	\$7,400.00	\$673,168.30	\$3,501.00	\$40,167.56	\$380,808.49	\$252,192.25	63%	\$508,675.81
	Fund 100 - General Fund Totals	\$665,768.30	\$7,400.00	\$673,168.30	\$3,501.00	\$40,167.56	\$380,808.49	\$252,192.25		\$508,675.81
	Grand Totals	\$665,768.30	\$7,400.00	\$673,168.30	\$3,501.00	\$40,167.56	\$380,808.49	\$252,192.25		\$508,675.81



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-033 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/6/2024 In control: City and Borough Assembly

On agenda: 3/12/2024 Final action:

Title: Approve the minutes of the February 27 and February 29 Assembly meetings

Sponsors:

Indexes:

Code sections:

Attachments: [00 consent](#)
[01 Motion Minutes](#)
[02 February 27 Minutes](#)
[03 February 29 Minutes](#)

Date	Ver.	Action By	Action	Result
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CONSENT AGENDA

POSSIBLE MOTION

I MOVE TO APPROVE THE CONSENT AGENDA
CONSISTING OF ITEMS A and B.

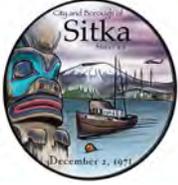
I wish to remove Item(s) _____

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 February 27 and February 29 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 Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, February 27, 2024

6:00 PM

Assembly Chambers

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

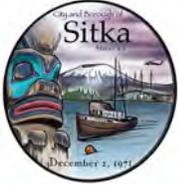
Austin Cranford spoke in opposition. Christianson left the meeting at 8:55 p.m. Assembly Members were in executive session from 8:58 p.m. to 10:00 p.m.

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



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*

Thursday, February 29, 2024

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 6 - Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline

Absent: 1 - Christianson

V. CORRESPONDENCE/AGENDA CHANGES

None.

VI. PERSONS TO BE HEARD

None.

VII. NEW BUSINESS:

- A [24-021](#) Preliminary Discussion/ Direction for the FY2025 Municipal Budget with focus on the Enterprise Funds (Assembly action may be taken)
- Finance Director Melissa Haley reviewed the process and goals around rate setting, discussed overall changes and challenges in the last year, and explained the rate recommendations. Assembly consensus was to develop the draft enterprise fund budget, including resource proposals and proposed rate increases, with the exception of the wastewater fund. They expressed a preference for an FY25 increase of 8.25% over the recommended 7.5%.

- B** [24-022](#) Discussion/ Direction/ Decision, if desired, of the FY2025 Draft Administrator's Budget as it relates to the General Fund, Enterprise Funds, Internal Service Funds, and other Funds (Assembly action may be taken)

The Assembly discussed Alaska's Base Student Allocation, a surplus budget goal, industry volatility, and Visitor Enhancement Fund funding.

VIII. PERSONS TO BE HEARD:

None.

IX. ADJOURNMENT

A motion was made by Ystad to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:46pm.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-034 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/6/2024 In control: City and Borough Assembly

On agenda: 3/12/2024 Final action:

Title: Approve a liquor license renewal application for House of Liquors, Inc. dba House of Liquor at 705 Halibut Point Road, Suite D

Sponsors:

Indexes:

Code sections:

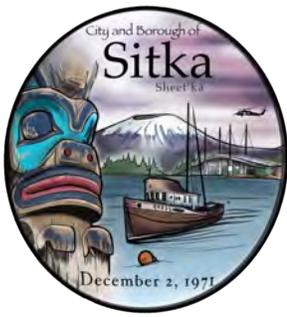
Attachments: [01 Motion and Memos](#)
[02 Liquor License Renewal Application](#)

Date	Ver.	Action By	Action	Result
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Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve a liquor license renewal application for House of Liquors, Inc. dba House of Liquor at 705 Halibut Point Road, Suite D and forward this approval to the Alcoholic Beverage Control Board without objection.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members
Thru: John Leach, Municipal Administrator 
From: Jess Earnshaw, Deputy Clerk
Date: March 6, 2024
Subject: Liquor License Application Renewal – House of Liquors, Inc.

Our office has received notification of the following liquor license renewal application:

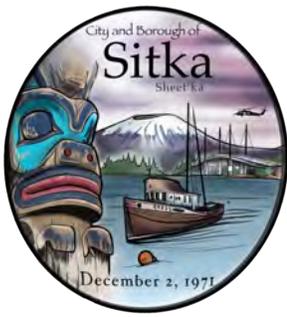
Renewal:

License #: 1366
DBA: House of Liquor
License Type: Package Store
Licensee: House of Liquors, Inc.
Premises Address: 705 Halibut Point Road Suite D

A memo was circulated to the various departments who may have a reason to protest this request. No departmental objections were received.

Recommendation:

Approve a liquor license renewal application for House of Liquors, Inc. dba House of Liquor at 705 Halibut Point Road Suite D and forward to the Alcoholic Beverage Control Board without objection.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Utility Billing Clerk – Carolyn
Collections - Carolyn
Municipal Billings – Brooke
Sales Tax/Property Tax – Justin
Fire Department
Police Department
Building Official(s)
Planning Department

From: Jess Earnshaw, Deputy Clerk

Date: February 22, 2024

Subject: Liquor License #1366 Renewal – House of Liquors, Inc.

The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of the following liquor license renewal application:

Lic #: 1366
DBA: House of Liquor
License Type: Package Store
Licensee: 705 Halibut Point Road Suite D

Please notify me no later than **noon on March 1** of any reason to protest. This request is scheduled to go before the Assembly on March 12.

Thank you.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

February 21, 2024

City and Borough of Sitka

sara.peterson@cityofsitka.org

jessica.earnshaw@cityofsitka.org

Re: Notice of 2024/2025 Alcoholic Beverage License Renewal Application

1366	House of Liquor	Package Store	Sitka	Sitka	705 Halibut Point Rd	907-738-3114 ; 602-549-7468
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We have received completed renewal applications for the above listed licenses within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsement, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had reasonable opportunity to defend the application before the meeting of the local governing body.

Sincerely,

Joan M. Wilson, Director
amco.localgovernmentonly@alaska.gov

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	HOUSE OF LIQUORS, INC.

Entity Type: Business Corporation

Entity #: 41004D

Status: Good Standing

AK Formed Date: 10/21/1987

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2025

Entity Mailing Address: 705 HALIBUT POINT RD, STE D, SITKA, AK 99835

Entity Physical Address: 705 HALIBUT POINT RD, STE D, SITKA, AK 99835

Registered Agent

Agent Name: NATIONAL REGISTERED AGENTS, INC.

Registered Mailing Address: 8585 OLD DAIRY RD STE 208, JUNEAU, AK 99801

Registered Physical Address: 8585 OLD DAIRY RD STE 208, JUNEAU, AK 99801

Officials

Show Former

AK Entity #	Name	Titles	Owned
	Sallie J Reeder	Treasurer, Director, Secretary, Shareholder	50.00
	Steven J Reeder	President, Director, Shareholder	50.00

Filed Documents

Date Filed	Type	Filing	Certificate
10/21/1987	Creation Filing	Click to View	
1/23/1989	Biennial Report		
1/24/1991	Biennial Report		
2/29/1992	Biennial Report		
1/29/1993	Biennial Report	Click to View	
2/20/1995	Biennial Report	Click to View	
12/25/1996	Biennial Report	Click to View	
10/22/1999	Biennial Report	Click to View	
1/02/2001	Biennial Report	Click to View	

Date Filed	Type	Filing	Certificate
1/29/2003	Biennial Report	Click to View	
1/10/2005	Biennial Report	Click to View	
12/31/2006	Biennial Report	Click to View	
12/06/2008	Biennial Report	Click to View	
1/03/2011	Biennial Report	Click to View	
1/11/2013	Biennial Report	Click to View	
2/24/2014	Agent Change	Click to View	
12/23/2014	Agent Change	Click to View	
12/26/2014	Biennial Report	Click to View	
12/04/2016	Biennial Report	Click to View	
7/05/2017	Agent Change	Click to View	
10/06/2018	Biennial Report	Click to View	
12/24/2020	Biennial Report	Click to View	
10/06/2022	Biennial Report	Click to View	
12/06/2022	Certificate of Compliance		Click to View
12/14/2022	Agent Change	Click to View	

[Close Details](#)

 [Print Friendly Version](#)



Document reference ID : 729

Licensing Application Summary

Application ID: 729
Applicant Name: House Of Liquors Inc.
License Type applied for: Package Store License(PSL) (AS 04.09.230)
Application Status: In Review
Application Submitted On: 11/24/2023

Entity Information

Business Structure: Corporation
Alaska Entity Number (CBPL): 41004D

Entity Contact Information

Entity Address: 705 Halibut Point Road St. D, Sitka, AK, USA

Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
House Of Liquors Inc.	Steven J Reeder	President	50
House Of Liquors Inc.	Sallie J Reeder	Secretary, Treasurer	50

Premises Address

Nearest municipality, city, and/or borough: Sitka

Country, State, Zip:

AK, United States,

Basic Business information

Business/Trade Name:

House of Liquor

Local Government and Community Council Details

City/Municipality

Sitka (City and Borough of)

Ninety Day Sign Requirements

Posted the 90 day sign: No

Attestations

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

I certify that all proposed licensees have been listed with Division of Corporation, Business, and Professional Licensing.

I certify that I and any individual identified in the business entity ownership section of this application, has or will read AS 04 and its implementing regulations.

Signature

Electronic Signature not collected; application submitted based on paper form.

Payment Info

Payment Type : CC

PaymentId: 016faf36-74a5-49a9-8d4a-
9a33859df1a4

Receipt Number:

License Renewal

Is this application being made by you for the benefit of someone else? If "YES," indicate below or attach explanation.

No

Has the applicant, applicant's spouse, partner, officer, director or stockholders, of the licensed entity become disqualified by law or by facts and conditions from holding a license or permit under the Alcohol and Cannabis Control Information System Alcoholic Beverage Code ? If "YES" indicate below or attach explanation.

No

Have there been changes since your original application that have not been reported on this or previous applications ? If "YES," indicate below or attach explanation.

No

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2025 and/or 2026?

No

How many hours did you operate in 2022 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

How many hours did you operate in 2023 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

Are you a seasonal license and has your operation times/dates/seasons changed?

No

Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2023 or 2024.?

No

Have any Notices of Violation been issued for this license in 2023 or 2024?

No

License Number:
1366

License Expiration Date:
12/31/2023

License Trade Name:
House of Liquor

Mailing Address:
705 Halibut Point Rd
Sitka , AK
99835



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 24-06 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 3/6/2024 In control: City and Borough Assembly

On agenda: 3/12/2024 Final action:

Title: Making supplemental appropriations for fiscal year 2024 (Thomsen Harbor Lift Station Replacement)

Sponsors:

Indexes:

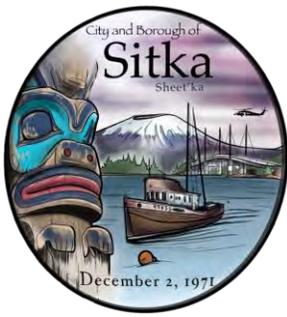
Code sections:

Attachments: [01 Motion Ord 2024-06](#)
[02 Assembly Memo -Thomsen Harbor Lift Station Supplemental_2nd](#)
[03 Ord 2024-06 Thomsen Harbor Lift Station](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2024-06 on first reading making supplemental appropriations for fiscal year 2024 (*Thomsen Harbor Lift Station*).



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members
Thru: John Leach, Municipal Administrator
From: Ron Vinson, Public Works Director
Date: March 5, 2024
Subject: Supplemental Appropriation for Thomsen Harbor Lift Station Replacement

Background

In 2022, the Assembly granted approval for the City and Borough of Sitka to apply for a \$1.3M loan from the Alaska Department of Environmental Conservation (ADEC) to rebuild the Thomsen Harbor Lift Station. At the time of the approval, it was anticipated that the approved amount would be a sufficient amount to complete the project.

In 2023, the project's design and construction estimating process exposed areas of the project that would potentially result in cost increases beyond what was originally estimated for completion of the project. Through contractor estimates and independent-third-party estimates, a guaranteed maximum price of \$2,805,783.94 has been derived. Based upon this updated project price, an additional \$1,700,000 in ADEC loans is needed to complete the project.

In January of 2024 Ordinance 2024-04 approved increased appropriations in the amount of \$1,700,000 to allow for application and execution of additional ADEC loan funding. However, per recent coordination with ADEC, the additional ADEC loans are not expected to materialize before the project breaks ground. In order to maintain the construction schedule, a Supplemental Appropriation of \$1,700,000 from the General Fund is requested. The supplemental appropriation will be shown as working capital until the ADEC loan funds become available; at which time the working capital will be replaced in its original fund.

Fiscal Note

This project needs \$1,700,000 in temporary funding from the Wastewater Fund's available working capital. While the ADEC loan application and approval process for the loan authorized in Ordinance 2024-04 is underway, it is not expected to be completed as soon as the funding is needed. In order to initiate work in time for the optimal construction window, contractual agreements need to be signed before the loan is expected to be executed, thus the need for a temporary appropriation of working capital. When the loan funding is finalized, the working capital being appropriated in this ordinance will be returned to the Wastewater parent fund (fund 220) anticipated May 2024.

Recommendation

It is recommended that the Assembly approve supplemental appropriation of funds for the Thomsen Harbor Lift Station, in the amount of \$1,700,000.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2024-06
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2024
(Thomsen Harbor Lift Station Replacement)

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

1. CLASSIFICATION. This ordinance is not of a permanent nature and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

2. SEVERABILITY. If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.

3. PURPOSE. The purpose of this ordinance is to make a supplemental Capital appropriation for FY2024.

4. ENACTMENT. In accordance with Section 11.10 (a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2023 and ending June 30, 2024.

Table with 2 columns and 4 rows. Headers: FISCAL YEAR 2024 EXPENDITURE BUDGETS, CAPITAL PROJECTS. Content: Fund 730 - Thomsen Harbor Lift Station Replacement: Increase appropriations in the amount of \$1,700,000 funded from the Wastewater Fund (fund 220).

EXPLANATION

This project needs \$1,700,000 in temporary funding from the Wastewater Fund's available working capital. While the ADEC loan application and approval process for the loan authorized in Ordinance 2024-04 is underway, it is not expected to be completed as soon as the funding is needed. In order to initiate work in time for the optimal construction window, contractual agreements need to be signed before the loan is expected to be executed, thus the need for a temporary appropriation of working capital. When the loan funding is finalized, the working capital being appropriated in this ordinance will be returned to the Wastewater parent fund (fund 220). In addition to the \$1,700,000 loan authorization/appropriation, previous appropriations of \$1,300,000 in loan funding and \$1,524,143 in working capital from the Wastewater Fund have previously been secured.

5. EFFECTIVE DATE. This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 26th day of March 2024.

ATTEST:

Steven Eisenbeisz, Mayor

Jessica Earnshaw, CMC
Acting Municipal Clerk

Sponsor: Administrator

1st reading: 3/12/24
2nd and final reading: 3/26/24



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-035 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 3/6/2024 In control: City and Borough Assembly
On agenda: 3/12/2024 Final action:
Title: Financial Matter: Employee Benefits
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Exec Session](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTIONS

Step 1:

I MOVE to go into executive session to discuss employee benefits, the immediate knowledge of which would adversely affect the finances of the municipality.

Step 2:

I MOVE to reconvene as the Assembly in regular session.

*Sitka General Code 2.04.020 Meetings

D. All meetings shall be open to the public except that the following may be discussed in closed executive session:

1. Matters, the immediate knowledge of which would adversely affect the finances of the municipality;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. Matters which by law, municipal Charter or ordinances are required to be confidential;
4. Communications with the municipal attorney or other legal advisors concerning legal matters affecting the municipality or legal consequences of past, present or future municipal actions.