



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,
Thor Christianson, Katie Riley*

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

Tuesday, December 16, 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

[25-175](#) 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)

[25-173](#) Department Quarterly Reports - Human Resources, IT, and Clerk

Attachments: [HR Quarterly Report December 2025](#)

[IT Quarterly Report December 2025](#)

[Clerk Quarterly Report December 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** [25-171](#) Approve the minutes of the November 25 Assembly meeting
Attachments: [Consent Minutes](#)
- B** [25-172](#) Approve the Acting Administrator List for 2026: Josh Branthoover, Amy Ainslie, Sara Peterson, Ron Vinson
Attachments: [Motion Memo Acting List 2026](#)
- 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
Attachments: [Motion Memo Res 2025-14](#)

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
Attachments: [Motion](#)
[Lisa Moore - Tree and Landscape](#)
[Tree and Landscape Roster 103025](#)
[Robin Sherman - Planning](#)
[Planning Commission Roster 102925](#)
[Scott Wagner - LEPC](#)
[LEPC Roster 110325](#)

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

Attachments: [Motion Ord 2025-26](#)

[02 Memo](#)

[03 Ord 2025-26](#)

[04 CenterforCommnonprofitapanddocs992025](#)

[05 CenterforCommLetter992025](#)

[06 DENIALLetterMANDEducationa91825](#)

[07 COMMUNITY PURPOSE EXEMPTIONSProcedure10012025LR](#)

[08 CPCityCodeandAkStatute992025](#)

[09 PropRecord Card](#)

[10 SEARHC Lease Amendment - 04.29.24](#)

[11 Sitka Vision Lease - 2020-23-signed](#)

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

Attachments: [Motion Ord 2025-27](#)

[Memo_Ord 2025-27](#)

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

Attachments: [Motion Ord 2025-28](#)

[Memo_Ord 2025-28](#)

XII. NEW BUSINESS:

New Business First Reading

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

Attachments: [Motion](#)

[Memo_Ord 2025-29](#)

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

Attachments: [Motion](#)

[Memo](#)

[Ord 2025-30](#)

[Draft Contract Terms & Scope of Services](#)

[Visit Sitka RFQ & Responses](#)

[Current Visit Sitka Contract](#)

Additional New Business Items

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

Attachments: [Motion](#)

[Memo](#)

[Res 2025-15](#)

[Sitka Strategic Plan DECEMBER 2025 V3](#)

[2025 Strategic Plan Community Survey Summary](#)

[2025-26 Year 4 Sitka Strategic Plan Snapshot](#)

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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