



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*

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

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

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[25-175](#)

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)**

[25-173](#)

Department Quarterly Reports - Human Resources, IT, and Clerk

Quarterly reports were given by Assistant Administrator Josh Branthoover, IT Director Grant Turner, and Municipal Clerk Sara Peterson.

VIII. PERSONS TO BE HEARD

Peter Karras Jr. spoke about unpaid sales tax. Kyle Larson commented about artificial intelligence and the cruise ship passenger industry.

IX. CONSENT AGENDA

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

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

A [25-171](#) Approve the minutes of the November 25 Assembly meeting

This item was APPROVED ON THE CONSENT AGENDA.

B [25-172](#) Approve the Acting Administrator List for 2026: Josh Branthoover, Amy Ainslie, Sara Peterson, Ron Vinson

This item was APPROVED ON THE CONSENT AGENDA.

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

This item was APPROVED ON THE CONSENT AGENDA.

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

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

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

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

Center for Community representative Jaclyn Young clarified 90% of the organizations efforts occur in Sitka.

A motion was made by Mosher that this Ordinance be APPROVED and SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 6 - Mosher, Eisenbeisz, Pike, Carlson, Saline, and Riley

No: 1 - Christianson

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

A motion was made by Riley that this Ordinance be APPROVED ON SECOND AND FINAL READING. The motion PASSED by the following vote.

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

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

A motion was made by Riley that this Ordinance be APPROVED ON SECOND AND FINAL READING. The motion PASSED by the following vote.

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

XII. NEW BUSINESS:

New Business First Reading

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

Public Works Director Mark Seavey provided an introduction on the item and summarized Phase 2 costs.

A motion was made by Christianson that this Ordinance be PASSED ON FIRST READING. The motion PASSED by the following vote.

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

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

Planning and Community Development Director Amy Ainslie provided an introduction, with confirmation that Element Agency, with a subcontractor, was selected. Members voiced both support and concern, citing the need for continuity of tourism services. Some expressed discomfort authorizing the Municipal Administrator to execute the contract after first reading.

A motion was made by Eisenbeisz to DIVIDE the question to consider the supplemental appropriation and execution of the contract separately. The motion to DIVIDE the question PASSED by the following vote.

Yes: 6 - Eisenbeisz, Christianson, Riley, Saline, Carlson, and Pike

No: 1 - Mosher

Supplemental appropriation: Members spoke in support of the supplemental appropriation. Concerns were raised about the allocation of CPV and bed tax funds, with suggestions for a 50/50 CPV split and more proactive, data-driven use of funds.

A motion was made by Mosher to APPROVE Ordinance 2025-30 on FIRST

READING. The motion PASSED by the following vote.

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

Contract Execution: The motion on the floor was to authorize the Municipal Administrator to execute the contract.

A motion was made by Christianson to AMEND the motion to strike the word "execute" and replace it with "negotiate" and bring back a draft contract to the Assembly for approval. The motion FAILED by the following vote.

No: 7 - Riley, Eisenbeisz, Carlson, Mosher, Pike, Christianson, and Saline

Assembly members expressed concern about authorizing the Municipal Administrator to sign the contract without the complete contract being available for review.

A motion was made by Riley to POSTPONE the execution of the contract to the first meeting in January. The motion PASSED by the following vote.

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

Additional New Business Items

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

Public and Government Relations Director Melissa Lunas provided an introduction.

Sitka Community Land Trust representative Randy Hughey spoke in support.

A motion was made by Mosher to AMEND Resolution 2025-15 on line 49 to add a new infrastructure goal 4.6 to read: seek external funding sources, including state, federal, and private opportunities to enhance Sitka's athletic and recreational infrastructure. The motion to AMEND FAILED by the following vote.

Yes: 2 - Mosher and Saline

No: 5 - Pike, Riley, Christianson, Eisenbeisz, and Carlson

A motion was made by Christianson that this Resolution be APPROVED ON FIRST AND FINAL READING. The motion PASSED by the following vote.

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

XIII. PERSONS TO BE HEARD:

None.

XIV. REPORTS

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

Mayor - Eisenbeisz commented on the Alaska Municipal League Conference.

Administrator - Leach commented on the Alaska Municipal League Conference and noted Eisenbeisz was honored as the Municipal Official of the Year.

Liaisons - Riley commented on the Alaska Municipal League Conference and noted an upcoming Planning Commission meeting. Carlson reported on the Tourism Commission and Port and Harbors Commission.

Clerk - Peterson provided an update on board/commission vacancies and reviewed the upcoming meeting schedule.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Carlson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 10:02 p.m.

ATTEST: _____

**Sara Peterson, MMC
Municipal Clerk**