

Should this item be pulled from the Consent Agenda the following motion is suggested:

## **POSSIBLE MOTION**

**I MOVE TO** approve the minutes of the December 17, 30 and January 9 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 Timothy Pike,  
Vice Deputy Mayor JJ Carlson,  
Kevin Mosher, Scott Saline,  
Chris Ystad, Thor Christianson*

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

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Tuesday, December 17, 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**

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

**V. CORRESPONDENCE/AGENDA CHANGES**

Mayor Eisenbeisz requested to move Item E to follow Item I, to allow for discussion of the Commercial Land Use Plan prior to a decision on Item E. There were no objections.

[24-189](#)

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)**

None.

**VIII. PERSONS TO BE HEARD**

Austin Cranford commented on the Clerk's Office quarterly report.

## 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, Ystad, Pike, Carlson, and Saline

- A**     [24-184](#)     Approve the minutes of the November 12 and 26 Assembly meetings

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

- B**     [24-185](#)     Approve the Acting Administrator list for 2025: Amy Ainslie, Josh Branthoover, Sara Peterson, Ron Vinson

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

- C**     [24-186](#)     Approve a liquor license renewal application for Sitka Lodge No. 1350 Loyal Order of Moose, Inc.

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

## X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

## XI. UNFINISHED BUSINESS:

- D**     [ORD 24-29](#)     Making supplemental appropriations for fiscal year 2025 (Marine Vessel Haul Out and Shipyard Project)

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

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

**No:** 1 - Carlson

- F**     [ORD 24-31](#)     Making supplemental appropriations for fiscal year 2025 (Data Center Uninterruptible Power Supply)

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

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

## XII. NEW BUSINESS:

- G**     [RES 24-18](#)     Adopting the second annual update to the Sitka Strategic Plan 2022-2027

**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, Ystad, Pike, Carlson, and Saline

**H**      [RES 24-17](#)

Opposing Proposal 156 to be considered at the January 28 - February 9, 2025, Alaska Board of Fisheries meeting

Ystad, a board member of two hatchery organizations, was recused.

Justin Peeler, Chris Ystad, and Scott Wagner spoke in support.

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

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

**Recused:** 1 - Ystad

**I**      [24-188](#)

Adopt the 2024 Commercial Land Use Plan

Amy Ainslie, Planning and Community Development Director, and Kevin Knox, Parks and Recreation Coordinator, provided an overview of the plan.

Bethany Lowrance, Linda Olsen, Sarah Hadad-Dembs, Ryan Harris, and Keith Dundas spoke in opposition. Austin Cranford commented. Anne Marie LaPalme spoke in support.

The Assembly had numerous questions and discussed components of the plan extensively.

**A motion was made by Christianson to POSTPONE this Item to the first meeting in January. The motion FAILED by the following vote.**

**Yes:** 2 - Eisenbeisz and Pike

**No:** 5 - Christianson, Ystad, Mosher, Saline, and Carlson

**A motion was made by Christianson to delay implementation of the Commercial Land Use Plan to 2026. The motion FAILED by the following vote.**

**Yes:** 1 - Saline

**No:** 6 - Ystad, Eisenbeisz, Carlson, Mosher, Pike, and Christianson

**A motion was made by Pike to POSTPONE this Item to the second meeting in January. The motion PASSED by the following vote.**

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

Clerk Note: A modified Commercial Land Use Plan will come back to the Assembly in late summer/early fall for adoption and implementation for the 2026 season. See related notes on item E, Ordinance 2024-30.

**E**      [ORD 24-30](#)

Amending Title 14 "Streets, Sidewalks and Public Places" of the Sitka

General Code by amending Chapter 14.10 "Commercial Recreational use of Municipal Lands and Facilities"

It was noted this item was intertwined with Item I.

**A motion was made to POSTPONE second reading of Ordinance 2024-30 to January 28, 2025. The motion PASSED by the following vote.**

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

Clerk Note: Under the newly proposed process, permit applications and issuance take a minimum of 60 days. Were Ordinance 2024-30 to be passed on second and final reading January 28, 2025, and take effect on that date, operators would not receive their commercial recreational land use permits for 2025 until early to mid-April which coincides with the beginning of the visitor season. Due to the impacts that would result from implementation of the new process in late-January 2025 on both operators and staff, the CBS staff sponsors of Ordinance 2024-30, (after the December 17, 2024 meeting,) decided to submit a revised version of this ordinance (Ordinance 2025-02). Ordinance 2025-02 would not take effect until November 1, 2025, thereby implementing the new process, if approved by the Assembly, beginning in 2026. This decision was made to honor the Assembly's desire for additional review of this new process, to make revisions to the Commercial Land Use Plan, and optimize its implementation for both operators and municipal staff. A modified Commercial Land Use Plan will come back to the Assembly approximately summer/early fall 2025 for adoption and implementation for the 2026 season.

### **XIII. PERSONS TO BE HEARD:**

Austin Cranford spoke of the Baranof Taxi & Tours, LLC, and Thaddeus & Melissa A. Lara v. Robert M. Baty litigation. Bethany Lowrance commented on the Commercial Land Use Plan.

### **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.

Attorney - Jones commented on the Alaska Municipal League Conference. In addition, she provided an update on the animal shelter memorandum of understanding.

Liaison Representatives - Christianson suggested sending all assembly members to Alaska Municipal League. Carlson reported on the Health Needs and Human Services Commission. Ystad reported on the Gary Paxton Industrial Park Board.

### **XV. EXECUTIVE SESSION**

**J**      [24-187](#)

Legal / Financial Matters - Wampler v. McGrath/CBS and Dick v. CBS

**A motion was made by Christianson to go into executive session to receive and discuss attorney client communication from the Municipal Attorney regarding**

legal and financial matters affecting the Municipality due to the Wampler v. McGrath/CBS and Dick v. CBS litigation. The motion PASSED by the following vote.

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

Austin Cranford expressed opposition.

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

## **XVI. ADJOURNMENT**

**A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 10:11 p.m.**

**ATTEST:** \_\_\_\_\_

**Sara Peterson, MMC  
Municipal Clerk**



# CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS  
330 Harbor Drive  
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## Minutes - Draft

### City and Borough Assembly

*Mayor Steven Eisenbeisz,  
Deputy Mayor Timothy Pike,  
Vice Deputy Mayor JJ Carlson,  
Kevin Mosher, Scott Saline,  
Chris Ystad, Thor Christianson*

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

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Monday, December 30, 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

**Present:** 4 - Christianson, Eisenbeisz, Ystad, and Saline

**Absent:** 3 - Mosher, Pike, and Carlson

V. CORRESPONDENCE/AGENDA CHANGES

[24-194](#) Reminders, Calendars, and General Correspondence

No agenda changes.

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 Phil Burdick shared an update.

**VIII. PERSONS TO BE HEARD**

Joel Hanson thanked the Assembly and staff for their work. Austin Cranford commented on the animal shelter.

**IX. CONSENT AGENDA**

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

**Yes:** 4 - Christianson, Eisenbeisz, Ystad, and Saline

**Absent:** 3 - Mosher, Pike, and Carlson

- A**     [24-190](#)     Approve the following liquor license renewal applications: 1) HPR Group Inc. dba Halibut Point Crab and Chowder at 4513 Halibut Point Road, Suite 102 and 2) Our Town Catering LLC at 265 Katlian Street

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

- B**     [24-191](#)     Approve a standard marijuana cultivation facility license renewal application for Eric Van Veen dba Vangreen's LLC at 224 Smith Street, Units B,C,D,E

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

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

None.

**XI. UNFINISHED BUSINESS:**

None.

**XII. NEW BUSINESS:**

- C**     [ORD 24-32](#)     Amending Title 2 "Administration" of the Sitka General Code by updating Chapter 2.35 "Library Commission"

Library Commission Chair Sandy Fontaine and Library Director Jess Ieremia provided an overview and noted the ordinance reflects the current activity of the Commission.

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

**Yes:** 4 - Christianson, Eisenbeisz, Ystad, and Saline

**Absent:** 3 - Mosher, Pike, and Carlson

- D**     [24-193](#)     Discussion/Direction/Decision of partnership with the Alaska Longline Fishermen's Association for a NOAA energy transition planning and pilot testing grant to support the Sitka fishing industry

Cosponsor Christianson informed the group about the grant opportunity, noting that no commitments were required at this time. Linda Behnken requested the Assembly's approval to submit a letter of interest. If selected to participate, the group would return to the Assembly for further direction. Members raised questions regarding the City's role, the expected scope and scale of the project, the grant applicant and manager, and the availability of staff resources.

**A motion was made by Christianson to request staff submit the letter of interest to CSCI before January 10. The motion PASSED by the following vote.**

**Yes:** 4 - Christianson, Saline, Ystad, and Eisenbeisz

Austin Cranford, Eric Jordan, and Joel Hanson spoke in support.

### **XIII. PERSONS TO BE HEARD:**

Joel Hanson Jarvis Street Community Garden Project Manager stated the lease terms and conditions were expected to be addressed at an upcoming Assembly meeting.

### **XIV. REPORTS**

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

None.

### **XV. EXECUTIVE SESSION**

#### **E     [24-192](#)     Legal / Financial Matters - Cranford v. CBS, Wampler v. CBS, Mace v. CBS**

**A motion was made by Ystad to go into executive session to receive and discuss attorney client communication from the Municipal Attorney, and outside legal counsel Jermain, Dunnagan & Owens, regarding legal and financial matters affecting the Municipality due to the Cranford v. CBS, Wampler v. CBS, and Mace v. CBS litigation. The motion PASSED by the following vote.**

**Yes:** 4 - Ystad, Saline, Eisenbeisz, and Christianson

The Assembly was in executive session from 6:45 p.m. to 7:45 p.m.

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

### **XVI. ADJOURNMENT**

**A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:46 p.m.**

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



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## Minutes - Draft

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Kevin Mosher, Scott Saline,  
Chris Ystad, Thor Christianson*

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

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Thursday, January 9, 2025

6:00 PM

Assembly Chambers

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#### SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Christianson arrived at 6:10 p.m.

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

V. CORRESPONDENCE/AGENDA CHANGES

None.

VI. PERSONS TO BE HEARD

Jeremy Twaddle advocated for paving the remainder of Price Street. Nicholas McGraw mentioned street repairs, crosswalks, and power supply to Old Sitka Dock. Tyler Cropley, with Secon, encouraged the City to build a road maintenance program so bids could be submitted.

VII. NEW BUSINESS:

A [25-001](#)

Preliminary Discussion / Direction for the FY2026 General Fund Budget  
(Assembly action may be taken)

Municipal Administrator John Leach stated staff was seeking guidance on building the draft budget. Finance Director Melissa Haley reviewed the FY26 budget process, new

initiative requests, and net impacts of those requests.

Assembly consensus was to move forward with preparation of the Administrator's draft General Fund budget based on information presented.

**B**      [25-002](#)

Discussion / Direction of the FY2026 Municipal Budget, if needed, as it relates to the General Fund and other Funds (Assembly action may be taken)

The Assembly discussed various topics including the paving of Price Street and Local Improvement District possibilities; street signage; revenue projections; use of reserves; and safety training.

**VIII.    PERSONS TO BE HEARD:**

Austin Cranford supported a fiscally conservative budget approach. Klaudia Leccese spoke of the importance of cruise tourism, the importance of diverse economy, and clarified sales tax revenue is not directly linked to cruise visitation.

**IX.      ADJOURNMENT**

**A motion was made by Mosher to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:16 p.m.**

**ATTEST:** \_\_\_\_\_

**Sara Peterson, MMC  
Municipal Clerk**