



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 Knox,
Vice Deputy Mayor Kevin Mosher,
Thor Christianson, Crystal Duncan, Rebecca Himschoot,
David Miller*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Thursday, April 7, 2022

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 5 - Christianson, Mosher, Eisenbeisz, Himschoot, and Miller

Absent: 2 - Knox, and Duncan

V. CORRESPONDENCE/AGENDA CHANGES

None.

VI. PERSONS TO BE HEARD

None.

VII. NEW BUSINESS:

A [22-052](#)

Discussion / Direction / Decision of the FY2023 Draft Administrator's Budget with focus on other governmental funds (Assembly action may be taken)

Finance Director Melissa Haley provided an overview of the Agency Funds, Trust Funds, Permanent Fund, Debt Service Fund, and Special Revenue Funds.

A motion was made by Christianson to increase the expected revenue in the

Utility Subsidization Fund for FY23 from \$236,400 to \$356,400 and increase the FY23 appropriation from \$118,200 to \$198,200. The motion PASSED by the following vote.

Yes: 5 - Eisenbeisz, Christianson, Mosher, Himschoot, and Miller

Absent: 2 - Knox and Duncan

From the public, Kent Barkhau suggested the money be appropriated for a heat pump rebate program.

A motion was made by Christianson to direct the Municipal Administrator to fund Visit Sitka at the base rate of \$300,000 as well as an additional amount of \$225,000 for FY23 for additional services as described during the work session on March 22, 2022 and reflect these amounts in the annual budget for the Visitor Enhancement Fund. The motion PASSED by the following vote.

Yes: 5 - Eisenbeisz, Himschoot, Mosher, Miller, and Christianson

Absent: 2 - Knox and Duncan

Laurie Booyse of Visit Sitka told of the original request for an additional \$275,000 and what a reduction to \$225,000 would mean for operations.

A motion was made by Christianson to direct the Municipal Administrator to formally notify the Sitka School District that local funding for education for FY2023 will be in the amount of \$8,818,868 total, including, \$7,986,868 to be disbursed monthly/as needed, up to \$500,000 of Secure Rural Schools funding (payable on receipt by the CBS), \$150,000 for reimbursement for maintenance of school buildings, \$122,000 for swimming pool operations, and up to \$60,000 paid by the general fund for PAC utilities. The motion PASSED by the following vote.

Yes: 5 - Christianson, Himschoot, Miller, Mosher, and Eisenbeisz

Absent: 2 - Knox and Duncan

B [22-053](#) Discussion / Direction / Decision of the FY2023 Draft Administrator's Budget as it relates to the General Fund, Enterprise Funds, Internal Service Funds, School Funding, and other Funds (Assembly action may be taken)

Himschoot wondered about the capital project list. Administrator Leach commented the list would be included in the FY23 Budget. Assembly Members thanked Melissa Haley and the staff for their work.

VIII. PERSONS TO BE HEARD:

None.

IX. EXECUTIVE SESSION

None.

X. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:23pm.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk



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David Miller*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, April 12, 2022

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, Knox, Mosher, Eisenbeisz, Himschoot, Duncan, and Miller

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[22-061](#)

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)**

[22-055](#)

Special Reports: 1) Alaska Division of Elections - Director Gail Fenumiai, and 2) Gary Paxton Industrial Park Board - Chair Scott Wagner

Lauri Wilson, Division of Elections Region I Supervisor, provided an overview of the

voting processes for the 2022 nonpartisan top four Primary Election and the 2022 General Election using ranked-choice voting.

Scott Wagner, Chair of the Gary Paxton Industrial Park Board, spoke about the Board's history, projects, and successes.

Amy Ainslie, Planning Director, gave an update on the execution of the short-term tourism plan.

VIII. PERSONS TO BE HEARD

Bridgette Hitchcock spoke about the naming of public places and the importance of diverse representation.

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, Knox, Mosher, Eisenbeisz, Himschoot, Duncan, and Miller

A [22-056](#) Approve the minutes of the March 22 and 29 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA.

B [22-054](#) Approve liquor license renewal applications for: 1) Alejandro Vazquez dba Agave Restaurant at 236 Lincoln Street #107, 2) Dove Island Lodge & Sitka Sportfishing Charters, LLC dba Dove Island Lodge at Lot 1 Dove Island, and 3) Talon Charters Inc. dba Talon Lodge at Apple Island

This item was APPROVED ON THE CONSENT AGENDA.

C [ORD 22-08](#) Making supplemental appropriations for fiscal year 2022 (Pet Adoption Fund)

This item was APPROVED ON THE CONSENT AGENDA FOR FIRST READING.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

D [22-057](#) Appoint: 1) Allison Lawrie to a three-year term on the Library Commission, 2) Albert (Alec) Duncan to an unexpired term on the Health Needs and Human Services Commission, and 3) Kenneth Cameron to a three-year term on the Employment Relations Board (CBS Representative Seat)

Duncan disclosed Alec Duncan was her nephew and requested to be recused. Mayor Eisenbeisz agreed. The agenda item was divided.

A motion was made by Knox to APPOINT Allison Lawrie to a three-year term on the Library Commission and Kenneth Cameron to a three-year term on the Employment Relations Board. The motion PASSED by the following vote.

Yes: 7 - Knox, Eisenbeisz, Himschoot, Mosher, Miller, Christianson, and Duncan.

A motion was made by Knox to APPOINT Albert Duncan to an unexpired term on the Health Needs and Human Services Commission. The motion PASSED by the following vote.

Yes: 6 - Christianson, Knox, Mosher, Eisenbeisz, Himschoot, and Miller

Recused: 1 - Duncan

- E** [22-058](#) Assign an Assembly Liaison and appoint the following representatives to the Sitka Bear Task Force: Olivia Magni (Sitka National Historical Park), Martha Moses (Sitka Tribe of Alaska), Lillian Feldpausch (Baranof Island Housing Authority), Andrew Thoms (Sitka Conservation Society), Claire Turner (Fortress of the Bear), Bradley Shaffer (at-large seat), and Trenton Hammock (at-large seat)

Stephen Bethune of the Alaska Department of Fish & Game thanked volunteers for serving. Eisenbeisz hoped there would be a participant from Alaska Waste. Duncan and Miller volunteered to serve as liaisons. Municipal Clerk Sara Peterson announced the Clerk's Office would contact members with the date/time of the first meeting.

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

Yes: 7 - Christianson, Knox, Mosher, Eisenbeisz, Himschoot, Duncan, and Miller

XI. UNFINISHED BUSINESS:

- F** [ORD 22-04S](#) Amending Title 11 "Vehicles and Traffic" of the Sitka General Code by updating Chapter 11.75 "All-Purpose Vehicles" by amending Section 11.75.040 "Operations of APVs on Public Roadways within the City and Borough"

From the public, Valorie Nelson, Mike Finn, and Andy Nye spoke in opposition.

A discussion of the Assembly ensued. Some members were comfortable with UTV's for hire, however, not ATV's. Others expressed hesitation about having either for hire. Municipal Attorney Hanson reminded the code did not cover the distinction between an ATV and UTV.

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

Yes: 3 - Knox, Mosher, and Himschoot

No: 4 - Christianson, Eisenbeisz, Duncan, and Miller

- G** [ORD 22-06](#) Amending Title 2 "Administration" of the Sitka General Code by updating Chapter 2.40 "Elections"

Christianson stated a candidate could still have their name placed on the ballot if they did not submit a photo, bio, and advocacy statement. Municipal Attorney Hanson confirmed that was correct.

A motion was made by Duncan that this Ordinance be APPROVED on SECOND

AND FINAL READING. The motion PASSED by the following vote.

Yes: 7 - Christianson, Knox, Mosher, Eisenbeisz, Himschoot, Duncan, and Miller

- H** [ORD 22-07](#) Authorizing the lease of Granite Creek Industrial Site Lease Areas 2 and 3, a 12.7 acre parcel, for material extraction and sale

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

Yes: 7 - Christianson, Knox, Mosher, Eisenbeisz, Himschoot, Duncan, and Miller

XII. NEW BUSINESS:

- I** [22-059](#) Approve the license agreement between the Sitka Tribe of Alaska and the City and Borough of Sitka for the purpose of the Family Story Totem art display at Harrigan Centennial Hall

Administrator Leach provided an overview. Municipal Attorney Hanson thanked Sitka Tribe of Alaska's (STA) Attorney for their work on the agreement. Knox wondered about the site selection. Leach explained the artist, representatives from STA, and Harrigan Centennial Hall met and selected the location based on everyone's needs.

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

Yes: 7 - Christianson, Knox, Mosher, Eisenbeisz, Himschoot, Duncan, and Miller

- J** [22-060](#) Approve the Purchase and Sale Agreement for Sitka Community Hospital (former) site (possible executive session)

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

Yes: 7 - Christianson, Knox, Mosher, Eisenbeisz, Himschoot, Duncan, and Miller

- K** [RES 22-07](#) Authorizing the Municipal Administrator to apply for a RAISE 2022 Grant with the Department of Transportation for \$7,842,488 with a 20% match commitment to support the reconstruction of the steel pile wall and crane at the Marine Services Center

Administrator Leach explained a great deal of work had been put into the grant applications, including time spent with grant writers and the lobbyist firm Blank Rome.

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, Knox, Mosher, Eisenbeisz, Himschoot, Duncan, and Miller

- L** [RES 22-08](#) Authorizing the Municipal Administrator to apply for a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) 2022 Grant with the Department of Transportation for \$7,350,400 with a 20% match commitment to support haulout infrastructure at the Gary Paxton Industrial Park

Himschoot thanked the staff for their work.

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, Knox, Mosher, Eisenbeisz, Himschoot, Duncan, and Miller

M [RES 22-09](#)

Authorizing the Municipal Administrator to apply for and execute a grant with the Alaska Sustainable Salmon Fund (AKSSF) for \$125,000 to support the Wachusetts Storm Sewer Rehabilitation Project

Knox disclosed he and his mother lived near the project, however, he had no bias. Eisenbeisz ruled no conflict.

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

Yes: 7 - Christianson, Knox, Mosher, Eisenbeisz, Himschoot, Duncan, and Miller

N [RES 22-10](#)

Authorizing the Municipal Administrator to apply for and execute a grant with the US Fish and Wildlife Service (USFWS) National Fish Passage Program (NFPP) for \$100,000 to support the Wachusetts Storm Sewer Rehabilitation Project

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, Knox, Mosher, Eisenbeisz, Himschoot, Duncan, and Miller

XIII. PERSONS TO BE HEARD:

None.

XIV. REPORTS

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

Mayor - Eisenbeisz told of the upcoming lobbying trip and attendance at the SeaTrade Cruise Global convention.

Administrator - Leach told of continued port agreements regarding COVID and possible funding opportunities for shovel-worthy projects.

Liaison Representatives - Knox spoke to the April 12 Parks and Recreation Committee meeting and told of the upcoming Port and Harbors Commission meeting on April 13.

Clerk - Peterson told of upcoming meeting dates, read through the list of board/commission vacancies, and reminded of the April 18 Town Hall Meeting regarding short-term rentals.

Other - Miller mentioned the upcoming High School Baseball Tournament. Mosher reminded of the Short-Term Rental Town Hall Meeting. In regards to item J, Duncan disclosed she was an Alaska Native Tribal Health Consortium employee whose office was housed on the Southeast Alaska Regional Health Consortium Campus.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:59pm.

ATTEST: _____

Sara Peterson, MMC
Municipal Clerk



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David Miller*

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Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, April 19, 2022

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 6 - Christianson, Knox, Mosher, Eisenbeisz, Himschoot, and Duncan

Absent: 1 - Miller

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

VI. PERSONS TO BE HEARD

Richard Wein stressed the need for a boat haulout in Sitka.

VII. NEW BUSINESS:

A [22-062](#)

Annual evaluation for Municipal Administrator John Leach (requests evaluation be held in public)

Eisenbeisz stated Leach had requested his evaluation be held in public. Assembly members provided comments and offered feedback to Leach.

A motion was made by Knox to offer a 3% salary increase to the Municipal Administrator in the upcoming year. The motion PASSED by the following vote.

Yes: 6 - Eisenbeisz, Christianson, Knox, Mosher, Duncan, and Himschoot

Absent: 1 - Miller

From the public, Richard Wein spoke in support of the pay increase. On the motion to give an "outstanding" mark, Wein reminded there was always room for improvement.

A motion was made by Knox to give the Municipal Administrator an outstanding evaluation. The motion PASSED by the following vote.

Yes: 6 - Christianson, Knox, Mosher, Eisenbeisz, Himschoot, and Duncan

Absent: 1 - Miller

B [22-063](#)

Annual evaluation for Municipal Attorney Brian Hanson (requests evaluation be held in executive session)

Eisenbeisz stated Hanson had requested his evaluation be held in executive session.

A motion was made by Himschoot to go into executive session* under the statutory categories of discussing subjects that 1) may tend to prejudice the reputation and character of an individual, and, 2) may have an adverse effect upon the finances of the City and Borough of Sitka and invite in, when ready, Municipal Attorney Brian Hanson. In addition, pursuant to customary practice, I move to exclude the Municipal Administrator and Municipal Clerk. The motion PASSED by the following vote.

Yes: 6 - Christianson, Himschoot, Duncan, Knox, Mosher, and Eisenbeisz

Absent: 1 - Miller

From the public, Richard Wein spoke in opposition.

The Assembly was in executive session from 6:58pm to 7:45pm. Himschoot left the meeting at 7:45pm.

A motion was made by Knox to convene as the Assembly in regular session. The motion PASSED by unanimous consent.

A motion was made by Knox to give the Municipal Attorney an outstanding evaluation and offer a 3% salary increase for the upcoming year. The motion PASSED by the following vote.

Yes: 5 - Christianson, Knox, Mosher, Eisenbeisz, and Duncan

Absent: 2 - Himschoot, and Miller

VIII. PERSONS TO BE HEARD:

None.

IX. ADJOURNMENT

A motion was made by Knox to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:48pm.

ATTEST: _____

Sara Peterson, MMC
Municipal Clerk



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David Miller*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, April 26, 2022

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Mosher left the meeting at 6:35pm.

Present: 6 - Christianson, Knox, Mosher, Himschoot, Duncan, and Miller

Absent: 1 - Eisenbeisz

V. CORRESPONDENCE/AGENDA CHANGES

None.

[22-065](#)

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)**

[22-064](#)

Special Reports: 1) Sitka Tribe of Alaska - Tribal Chair Lawrence

Widmark, 2) Library Commission - Chair Nicole Filipek, and 3) Walk, Bike, Win Program - Amy Ainslie, Doug Osborne, and Ben Hughey

Sitka Tribe of Alaska Tribal Chairman, Woody Widmark, reported on recent Tribal Council business items.

Library Commission Chair, Nicole Filipek, told of the Commission's work and provided an overview of Library services provided.

Amy Ainslie, Ben Hughey, and Doug Osborne relayed information about the Walk Bike Win program, a downtown commuter challenge starting May 7 and running through September 29. Sitka Trail Works, SEARHC, Sitka Conservation Society, the Sitka Cycling Club, and the City and Borough of Sitka were noted as sponsors.

VIII. PERSONS TO BE HEARD

Marcia Strand told of limited computer use at the Library. Richard Wein spoke to the visitor industry and noted he would be speaking about various historical issues in the future at Assembly meetings. Tyler Green stressed the importance of a boat haulout in Sitka.

IX. CONSENT AGENDA

- A [22-067](#) Approve liquor license renewal applications for the following: 1) American Legion Post #13 at 205 Lincoln Street, and 2) JL Sitka, Inc. dba Westmark Sitka Hotel at 330 Seward Street

Richard Wein spoke to the nonlocal ownership of the Westmark Sitka Hotel.

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

Yes: 6 - Christianson, Knox, Mosher, Himschoot, Duncan, and Miller

Absent: 1 - Eisenbeisz

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

- B [ORD 22-08](#) Making supplemental appropriations for fiscal year 2022 (Pet Adoption Fund)

Richard Wein wondered if the scope of the appropriation was intended for more than kitten adoptions.

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

Yes: 6 - Christianson, Knox, Mosher, Himschoot, Duncan, and Miller

Absent: 1 - Eisenbeisz

XII. NEW BUSINESS:

- C** [ORD 22-09](#) Making supplemental appropriations for fiscal year 2022 (Cross Trail Repair) 1st reading
- From the public, Richard Wein spoke about the \$30,000 appropriation and wondered about the entity responsible for maintenance and repairs. Sitka Trail Works Executive Director Ben Hughey spoke in support of the appropriation and the reasons surrounding the trail failure.

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

Yes: 5 - Christianson, Knox, Himschoot, Duncan, and Miller

Absent: 2 - Mosher, and Eisenbeisz

- D** [22-068](#) Discussion / Direction: 1) Request the Health Needs and Human Services Commission and the Police and Fire Commission provide recommendations on how snow removal can be improved in Sitka, and 2) Request the Health Needs and Human Services Commission provide recommendations on how to improve childcare availability and program services in Sitka

Sponsors Himschoot and Knox explained their intent behind having the Police and Fire Commission make recommendations on snow removal and the Health Needs and Human Services Commission make recommendations on how to improve childcare availability. When queried about specific guidance to each Commission, the sponsors said they didn't want to stifle conversation and creativity by putting a lot of parameters on the topics.

Christianson reminded state roads were outside of the city's jurisdiction. Miller noted there was an exceptional amount of snowfall the past winter and spoke to the need for sidewalk ice and snow removal.

From the public, Richard Wein and Tyler Green spoke to the challenges of snow removal in Sitka.

A motion was made by Himschoot to request the Police and Fire Commission provide recommendations on how snow removal can be improved in Sitka and then refer to the Health Needs and Human Services Commission, as needed. The motion PASSED by the following vote.

Yes: 5 - Himschoot, Knox, Duncan, Miller, and Christianson

Absent: 2 - Mosher and Eisenbeisz

From the public, speaking about the lack of childcare availability in Sitka, were Annette Evans, Tori Hay, Amy Ellis, and Richard Wein. Lolly Miller, Director of the Sheldon Jackson Child Care Center, told of long waitlists and staffing shortages at centers and emphasized this was a nationwide problem.

Duncan, liaison to the Health Needs and Human Services Commission, spoke to their

current projects and wondered about the expected timeline for providing recommendations. Himschoot and Knox hoped over the next nine to twelve months , the Commission would have an opportunity to hear from other community resources, brainstorm, and offer possible solutions.

A motion was made by Christianson to request the Health Needs and Human Services Commission provide recommendations on how to improve childcare availability and program services in Sitka. The motion PASSED by the following vote.

Yes: 5 - Christianson, Knox, Himschoot, Duncan, and Miller

Absent: 2 - Mosher, and Eisenbeisz

XIII. PERSONS TO BE HEARD:

Richard Wein spoke about the lack of childcare availability, encouraged individuals to run for office, and thanked Nicole Filipek for her service on the Library Commission.

XIV. REPORTS

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

Liaison Representatives - Christianson reported on the Planning Commission; Himschoot thanked the Tree and Landscape Committee members for their landscaping work at the Library; Duncan reported on the Sitka Bear Task Force and Police and Fire Commission meetings; and Knox on the Port and Harbors Commission.

Other - Knox reported on the April 18 Town Hall Meeting regarding short-term rentals.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Himschoot to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:53pm.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk