

CONSENT AGENDA

POSSIBLE MOTION

I MOVE TO APPROVE THE CONSENT AGENDA
CONSISTING OF ITEMS A, B, & C.

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.

If this item is pulled from the consent agenda the following motion would be in order:

POSSIBLE MOTION

I MOVE TO approve the minutes of the April 8, 15, 22, and August 12 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*

Tuesday, April 8, 2025

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 5 - Mosher, Ystad, Pike, Carlson, and Saline

Absent: 2 - Christianson, and Eisenbeisz

V. CORRESPONDENCE/AGENDA CHANGES

Item D pulled and moved to April 22.

[25-061](#)

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)**

[25-058](#)

1) Planning and Community Development Director Amy Ainslie -
Downtown Street Closures & Operations for 2025

2) Department Quarterly Reports - Public Works and Harrigan Centennial Hall

Planning and Community Development Director Amy Ainslie said Lincoln Street would remain open through May, with the Tourism Commission and downtown merchants involved in the decision making. Plans would be reassessed at the end of the month for the remainder of the visitor season. Interim Public Works Director/Asset Manager Mark Seavey and Harrigan Centennial Hall Manager Tony Rosas provided quarterly updates.

VIII. PERSONS TO BE HEARD

None.

IX. CONSENT AGENDA

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

Yes: 5 - Mosher, Ystad, Pike, Carlson, and Saline

Absent: 2 - Christianson, and Eisenbeisz

- A** [25-056](#) Approve liquor license renewal applications for Pioneer Liquor, Inc. dba Pioneer Bar and Pioneer Liquor Store at 216 Katlian Street

This item was APPROVED ON THE CONSENT AGENDA.

- B** [25-057](#) Approve the Health Needs and Human Services Commission 2025 goals

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

- C** [25-053](#) Discussion / Direction / Decision on the Commercial Passenger Vessel Tax Fund balance

Assembly Members discussed possible uses for the balance, such as Crescent Harbor restroom and picnic shelter repairs, while some preferred to reserve the funds for a large-scale project or unforeseen needs.

- D** [25-054](#) Discussion / Direction / Decision on the Annual General Fund Grants for Non-Profit Organizations Program

No action taken. Item pulled and requested to be moved to April 22.

XII. NEW BUSINESS:

New Business First Reading

- E** [ORD 25-07](#) Adopting budgets and capital improvement plan for the General Fund, Internal Service Funds, and Special Revenue Funds for the fiscal year July 1, 2025 through June 30, 2026
- Carlson questioned why the School District capital improvement plan was not included. Acting Municipal Administrator Ron Vinson clarified it was included in the building maintenance area.
- A motion was made by Ystad that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.**
- Yes:** 4 - Moshier, Ystad, Pike, and Saline
- No:** 1 - Carlson
- Absent:** 2 - Christianson, and Eisenbeisz
-
- F** [ORD 25-08](#) Adopting the budget and capital improvement plan for Enterprise Funds for the fiscal year July 1, 2025 through June 30, 2026, amending rates in Title 15 "Public Utilities" of the Sitka General Code and adopting moorage rates and other harbor fees
- Valorie Nelson and Austin Cranford spoke in opposition.
- A motion was made by Moshier that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.**
- Yes:** 5 - Moshier, Ystad, Pike, Carlson, and Saline
- Absent:** 2 - Christianson, and Eisenbeisz
-
- G** [ORD 25-06](#) Amending Title 14 "Streets, Sidewalks and Public Places" of the Sitka General Code by amending Chapter 14.05 "Public Use of Parks and Recreation Facilities, Land, and Trails"
- Parks and Recreation Coordinator Kevin Knox explained that the current code no longer met the community's needs and an update was necessary. He outlined the revisions, which included a policy section, updated definitions, park scheduling and permit procedures, and clearer guidelines for public use cabins, such as residency requirements and online reservations.
- A motion was made by Ystad that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.**
- Yes:** 5 - Moshier, Ystad, Pike, Carlson, and Saline
- Absent:** 2 - Christianson, and Eisenbeisz

Additional New Business Items

- H** [25-060](#) Accept the donation of an AirFloor from the Sitka Recreation Foundation for Parks and Recreation

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

Yes: 5 - Mosher, Ystad, Pike, Carlson, and Saline

Absent: 2 - Christianson, and Eisenbeisz

I [25-059](#) Discussion / Decision on rescheduling the May 27 regular Assembly meeting to May 29

Because of the upcoming May 28 special election, the Municipal Clerk explained that the May 27 regular meeting would need to be rescheduled so staff and election workers could prepare the Assembly Chambers for use as an election precinct.

XIII. PERSONS TO BE HEARD:

Austin Cranford commented on item C.

XIV. REPORTS

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

Administrator - Acting Administrator Ron Vinson said staff would be removing the sidewalk barriers on Katlian Street.

Liaison Representatives - Carlson reported on the Health Needs and Human Services.

Clerk - Peterson gave an update on voting options for the special election.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Ystad to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:54 p.m.

ATTEST: _____

**Sara Peterson, MMC
Municipal Clerk**



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Chris Ystad, Thor Christianson*

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

Tuesday, April 15, 2025

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Pike arrived at 6:45 p.m. and Christianson arrived at 7:45 p.m.

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

V. CORRESPONDENCE/AGENDA CHANGES

None.

VI. PERSONS TO BE HEARD

None.

VII. NEW BUSINESS:

A [25-062](#)

Annual evaluation for Municipal Attorney Rachel Jones (requests evaluation be held in executive session)

A motion was made by Mosher 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 Rachel Jones. In addition, pursuant to customary practice, I move to

exclude the Municipal Administrator and Municipal Clerk. The motion PASSED by the following vote.

Yes: 5 - Eisenbeisz, Ystad, Mosher, Saline, and Carlson

Absent: 2 - Christianson and Pike

The Assembly went into executive session at 6:05 p.m. and invited Jones in from 6:30 p.m. to 7:30 p.m. Pike arrived at 6:45 p.m. The Assembly continued their discussion until 7:50 p.m.

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

Mayor Eisenbeisz stated the Assembly had given the Municipal Attorney an exemplary review and would be offering a 5% increase in her base rate of pay.

B [25-063](#)

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

A motion was made by Ystad 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 Administrator John Leach. In addition, pursuant to customary practice, I move to exclude the Municipal Attorney and Municipal Clerk. The motion PASSED by the following vote.

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

The Assembly went into executive session at 7:55 p.m. and invited Leach in from 8:35 p.m. to 9:35 p.m. The Assembly continued their discussion until 9:44 p.m.

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

Mayor Eisenbeisz stated the Assembly had given the Municipal Administrator an exemplary review and would be offering a salary of \$170,000 per year for the next contract period. He added it was the Assembly's desire to hire a Deputy Administrator and requested the Municipal Administrator start the process.

VIII. PERSONS TO BE HEARD:

None.

IX. ADJOURNMENT

A motion was made by Mosher to ADJOURN. Hearing no objections, the meeting ADJOURNED at 9:47 p.m.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk



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

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

Tuesday, April 22, 2025

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

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

Absent: 1 - Ystad

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[25-067](#)

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)

[25-065](#)

- 1) Sitka School Board - Phil Burdick
- 2) Department Quarterly Reports - Fire, Library, and Electric

Sitka School Board President Phil Burdick provided an update on recent Alaska

Legislative actions affecting school funding and other district matters. The Fire, Library, and Electric Departments presented their quarterly reports. Planning and Community Development Director Amy Ainslie provided an update on the Tourism Commission's discussion of a tourism best management practices program, which she said would be piloted by the Sitka Dock Company this season.

VIII. PERSONS TO BE HEARD

None.

IX. CONSENT AGENDA

None.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- A [25-064](#) Reappoint Kenneth Cameron to a three-year term on the Employment Relations Board (CBS Representative Seat)

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

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

Absent: 1 - Ystad

XI. UNFINISHED BUSINESS:

- B [25-054](#) Discussion / Direction / Decision on the Annual General Fund Grants for Non-Profit Organizations Program

Kevin Mosher said he'd contacted the Sitka Legacy Fund about taking over the Annual General Fund Non-Profit Grant program. The idea would be for the City to provide general guidance while the organization managed applications, distributed funds, and charged a 3% fee. Mosher noted this would offer a more objective approach. Eisenbeisz and Pike saw room for improvement and were open to exploring the idea. Christianson was concerned about giving final award decisions to a third party, preferring Assembly approval, and noted that grant requirements could be burdensome for small awards. Saline emphasized the need for third party objectivity, while Carlson said she used the rubric and strategic plan to guide her decisions. Administrator John Leach reiterated his direction to work with the item's sponsors and the Sitka Legacy Fund, then return with a proposal for Assembly approval. He also added he wanted to consult the Finance team regarding grant follow-up, reporting, and compliance.

- C [ORD 25-06](#) Amending Title 14 "Streets, Sidewalks and Public Places" of the Sitka General Code by amending Chapter 14.05 "Public Use of Parks and Recreation Facilities, Land, and Trails"

Leah Mason commented.

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, Pike, Carlson, and Saline

Absent: 1 - Ystad

- D** [ORD 25-07](#) Adopting budgets and capital improvement plan for the General Fund, Internal Service Funds, and Special Revenue Funds for the fiscal year July 1, 2025 through June 30, 2026

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, Mosher, Eisenbeisz, Pike, Carlson, and Saline

Absent: 1 - Ystad

- E** [ORD 25-08](#) Adopting the budget and capital improvement plan for Enterprise Funds for the fiscal year July 1, 2025 through June 30, 2026, amending rates in Title 15 "Public Utilities" of the Sitka General Code and adopting moorage rates and other harbor fees

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, Pike, Carlson, and Saline

Absent: 1 - Ystad

XII. NEW BUSINESS:

New Business First Reading

- F** [ORD 25-09](#) Authorizing the lease of a portion of Tract 4-B, ASLS 81-21, located on Jarvis Street, to Sitka Community Gardens Association

Joel Hanson and Leah Mason expressed their appreciation to staff for their work, and Planning and Community Development Director Amy Ainslie reviewed the key terms and conditions of the community garden lease.

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

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

Absent: 1 - Ystad

Additional New Business Items

- G** [25-066](#) Approve Assembly Member Carlson as the Assembly representative on the Sitka Walkability Action Institute team

Carlson outlined the team's mission and noted she would be serving in the capacity of a local elected official. Eisenbeisz reminded the importance of bringing any Assembly decisions back to the Assembly.

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

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

Absent: 1 - Ystad

XIII. PERSONS TO BE HEARD:

Barbara Bingham thanked everyone for their work on the community garden lease.
Leah Mason commented on item C.

XIV. REPORTS

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

Mayor - Eisenbeisz reported on the recent lobbying trip.

Administrator - Leach also provided updates on the lobbying trip, the Coast Guard fast cutter response vessel, the marine service center seawall grant, and the haul out operating agreement.

Clerk - Peterson gave an update on the special election.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Mosher to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:04 p.m.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk



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

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

Tuesday, August 12, 2025

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 5 - Christianson, Mosher, Pike, Carlson, and Saline

Absent: 1 - Eisenbeisz

Remote: 1 - Ystad

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[25-108](#)

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)

[25-105](#)

Department Quarterly Report: Public & Government Relations (written report only)

VIII. PERSONS TO BE HEARD

None.

IX. CONSENT AGENDA

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

Yes: 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline

Absent: 1 - Eisenbeisz

- A** [25-104](#) Approve the minutes of the February 25, 27, and July 22 Assembly meetings
This item was APPROVED ON THE CONSENT AGENDA.
- B** [25-106](#) Approve the following liquor license applications: 1) new distillery manufacturer and retail licenses for Sitka Spirits LLC at 328 Lincoln Street; 2) new distillery manufacturer and retail licenses for Harbor Mountain Brewing Company LLC at 1209 Sawmill Creek Road, Suite A
This item was APPROVED ON THE CONSENT AGENDA.
- C** [25-107](#) Approve renewal applications for a standard marijuana cultivation facility license and a retail store license for Northern Lights Indoor Gardens, LLC at 1321 Sawmill Creek Road
This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:

- D** [RES 25-11](#) Petitioning the Alaska State Alcoholic Beverage Control Board to issue up to six additional Restaurant or Eating Place Licenses under Alaska Statute (AS) 04.11.405
- Christianson summarized the request for additional Restaurant and Eating Place Licenses (REPLs) for beer and wine. The Assembly engaged in discussion, asking questions of Planning and Community Development Director Amy Ainslie. Several members felt the process was rushed and suggested reducing the number of licenses requested.

Lenise Henderson, Christian Litten, and Cambria Goodwin spoke in support. Jasmine Wolfe read a letter from local CHARR President, Stan Filler Sr. opposing the resolution. Mary Magnuson and Patti MacPike spoke in opposition.

A motion was made by Christianson to AMEND the resolution by reducing the number of additional REPL's from six to three. The amendment PASSED by the following vote.

Yes: 5 - Christianson, Carlson, Pike, Ystad, and Mosher

No: 1 - Saline

Absent: 1 - Eisenbeisz

Drew Wilson, Lenise Henderson, Cambria Goodwin, and Luke Bruckert spoke in support. Mary Magnuson, Patti MacPike, and Peter Menendez spoke in opposition.

Mosher expressed concern about the number of unknowns associated with requesting additional licenses, particularly the potential economic impacts. He also emphasized the importance of notifying all license holders and providing them an opportunity to comment. The Assembly recommended further public outreach and review by the Planning Commission.

It was suggested that consideration of the item be postponed until late October to allow for additional public outreach. It was noted that, when the resolution returned, its two sponsors (Ystad and Christianson) might no longer be serving on the Assembly. Ystad's term would have ended, and as he was not seeking re-election, his sponsorship would lapse. Christianson was seeking re-election, but the outcome would not be known until the October 7 municipal election. The Clerk would contact Assembly Members to confirm at least two additional sponsors.

Speaking to the motion to postpone, Lenise Henderson, Cambria Goodwin, and Drew Wilson spoke in opposition. Mary Magnuson and Peter Menendez spoke in support.

A motion was made by Mosher to POSTPONE the AMENDED RESOLUTION to the October 28 Assembly Meeting. The motion PASSED by the following vote.

Yes: 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline

Absent: 1 - Eisenbeisz

E [25-103](#)

Approve the Operating Agreement between the City and Borough of Sitka and Highmark Marine Fabrication for Marine Vessel Haul-Out and Shipyard Operations

Gary Paxton Industrial Park Director Garry White reviewed the operating agreement and exhibits.

Linda Behnken, Mary Magnuson, Megan Pasternak, Ben Matthys, and Jonathan Wolf commented.

Assembly Members acknowledged the milestone, commended the effort involved, and thanked all who contributed.

A motion was made by Christianson that this Item be APPROVED. The motion

PASSED by the following vote.

Yes: 5 - Christianson, Mosher, Ystad, Pike, and Carlson

No: 1 - Saline

Absent: 1 - Eisenbeisz

XIII. PERSONS TO BE HEARD:

None.

XIV. REPORTS

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

Mayor - Pike thanked everyone for their work on the haul out and the community discussion.

Administrator - Acting Administrator Josh Branthoover provided a progress update on the Gary Paxton Industrial Park haul out and washdown pad.

Attorney - Jones announced the cell phone tower appeal was scheduled for August 21.

Liaison Representatives - Christianson reported on the recent Planning Commission meeting.

Clerk - Peterson provided an update on the recent citizen initiative filing and the upcoming municipal election.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:30 p.m.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk