

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
March 11, 12, 18, 25, and August 26
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, March 11, 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, Ystad, Pike, Carlson, and Saline

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[25-045](#)

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)

[25-039](#)

- 1) Navigating Change: Climate Adaptation Planning for Sitka's Fisheries
- 2) Department Quarterly Reports - Human Resources, IT, and Clerk

Marysia Szymkowiak, representing NOAA Fisheries, presented on strategies for navigating and preparing the community's fishing economy for climate change.

Quarterly reports were given by the Human Resources, IT, and Clerk departments.

VIII. PERSONS TO BE HEARD

None.

IX. CONSENT AGENDA

None.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- A** [25-040](#) Reappoint: 1) Crystal Duncan to a three-year term on the Health Needs and Human Services Commission, 2) Barbara Teepe to a three-year term on the Tree and Landscape Committee and Appoint: Michelle Kavouras to a three-year term on the Police and Fire Commission

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

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

XI. UNFINISHED BUSINESS:

- B** [25-004](#) Approve a Purchase Agreement for Raw Water in Bulk for Export between the City and Borough of Sitka and Global Hydration, LLC (postponed at the 1/14/25 meeting)

Gary Paxton Industrial Park Board Director Garry White summarized the item and said Global Hydration, LLC had requested the Assembly postpone their decision. The Assembly asked questions of Mr. White and Global Hydration, LLC.

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

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

XII. NEW BUSINESS:

- C** [25-041](#) Approve the Sustainability Commission 2025-2026 Goals and Work Plan

Sustainability Commission Members Aurora Taylor and Katie Riley reviewed past and future goals.

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

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

XIII. PERSONS TO BE HEARD:

None.

XIV. REPORTS

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

Mayor - Eisenbeisz stated he'd attended the February 26 Safeguard Sitka event.

Administrator - Leach told of upcoming work travel and commented on the Memorandum of Understanding with the Sitka Dock Company.

Attorney - Jones attended the Animal Code Town Hall.

Liaison Representatives - Christianson reported on the Animal Code Town Hall and Memorandum of Understanding. Carlson reported on the Health Needs and Human Services Commission.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:35 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*

Wednesday, March 12, 2025

6:00 PM

Assembly Chambers

SPECIAL 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. PERSONS TO BE HEARD

VI. NEW BUSINESS:

A [25-044](#) Discussion / Direction / Decision of the FY2026 Capital Improvements Program (Assembly action may be taken)

Electric Utility Director Ron Vinson and Interim Public Works Director/Asset Manager Mark Seavey presented on the capital improvement plan. Assembly Members asked about the following projects: Swan Lake Senior Center, City/State Building, City Hall, Moller Field, and the Animal Shelter.

A motion was made by Saline to eliminate the Animal Shelter HVAC controls from the budget. The motion PASSED by the following vote.

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

No: 3 - Mosher, Carlson, and Pike

B [25-042](#) Discussion / Direction / Decision of the FY2026 Draft Administrator's

Budget with focus on the Enterprise Funds (Assembly action may be taken)

Finance Director Melissa Haley reviewed the Enterprise, Internal Service, and Other Governmental Funds.

C [25-043](#)

Discussion / Direction / Decision, if desired, of the FY2026 Draft Administrator's Budget as it relates to the General Fund, Enterprise Funds, Internal Service Funds, and other Funds (Assembly action may be taken)

Melissa Haley reviewed the current deficit and presented two options for reduction.

A motion was made by Christianson to ADOPT Option 1 for deficit reductions with the exception of the sister city commemorative trip. The motion PASSED by the following vote.

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

VII. PERSONS TO BE HEARD:

None.

VIII. ADJOURNMENT

A motion was made by Mosher to ADJOURN. Hearing no objections, the meeting ADJOURNED at 9:26 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, March 18, 2025

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, Mosher, Eisenbeisz, Ystad, Carlson, and Saline

Absent: 1 - Pike

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

VI. PERSONS TO BE HEARD

None.

VII. NEW BUSINESS:

A [ORD 25-05](#)

Setting a special election on May 28, 2025 and submitting a question to the qualified voters to limit cruise visitation in Sitka and add Title 25 "Tourism" to Sitka General Code

Eisenbeisz stated that the citizen initiative satisfied the requirements for a special election under the Sitka Home Rule Charter. Klaudia Leccese testified, recommending May 15 or May 22 as possible election dates, and noted the Assembly could alternatively adopt the initiative ordinance, thereby eliminating the need for a special

election.

VIII. PERSONS TO BE HEARD:

None.

IX. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:05 p.m.

ATTEST: _____

Sara Peterson, MMC
Municipal Clerk



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City and Borough Assembly

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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, March 25, 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, Ystad, Pike, Carlson, and Saline

V. CORRESPONDENCE/AGENDA CHANGES

Eisenbeisz stated Item E was withdrawn at the applicant's request and would be rescheduled.

[25-055](#)

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)**

[25-046](#)

- 1) Sitka Tribe of Alaska Tribal Council - Yeidikook'áa Dionne Brady-Howard
- 2) Sitka School Board - Phil Burdick
- 3) Department Quarterly Report - Police Department

Reports were given.

VIII. PERSONS TO BE HEARD

Valorie Nelson stated she'd been denied healthcare at SEARHC. Betty Eliason Childcare Board Member Ashley Green spoke to the childcare need and subsidization of operational costs. Eric Jordan stated childcare was essential to the wellbeing of children in the community. Klaudia Leccese commented on care at SEARHC.

IX. CONSENT AGENDA

A motion was made by Ystad to APPROVE THE CONSENT AGENDA consisting of Item A. The motion PASSED by the following vote.

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

- A** [25-047](#) Approve a liquor license renewal application for Allen Marine Tours, Inc. at Lot 6, Finn Island

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- B** [25-048](#) Appoint: Steve Johnson to a three-year term on the Historic Preservation Commission and Reappoint: 1) Sandra Fontaine to a three-year term on the Library Commission, and 2) Tamy Stevenson to a three-year term on the Port and Harbors Commission

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

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

XI. UNFINISHED BUSINESS:

- C** [ORD 25-05](#) Setting a special election on May 28, 2025 and submitting a question to the qualified voters to limit cruise visitation in Sitka and add Title 25 "Tourism" to Sitka General Code

A motion was made by Christianson 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:

- D** [25-049](#) Discussion / Decision on the Gary Paxton Industrial Park Haul Out and Shipyard Operations

Administrator Leach reviewed the history of the multi-year process. The Assembly was asked to consider the March 13 GPIB Board recommendations and the Highmark Marine Fabrication, LLC bid proposal, with the option to accept either the Board's

recommendation (excluding warehouse space) or the proposal as presented.

The Assembly discussed the GPIP Board recommendation. In addition, Highmark Marine Fabrication, LLC spoke to their proposal and answered questions.

Norm Pillen, Lauren Howard, Linda Behnken, Carrie Driver, Jeff Farvour, Eric Jordan, Drew Terhaar, Jeff Turner, Kenneth Rear, Chris Hanson, Keegan Mars, Cody Dahlstrom, Michael Nurco, Jeremy Serka, Mary Magnuson, Woody Cyr, Blake LaPerriere, David Richey, Richard Sprague, Donna Donohoe, Michael Miglini, Stanley Lopata, Brianna Torgeson, Ashley Bolwer, and Travis Peterson commented.

A motion was made by Ystad to ACCEPT the Highmark Marine Fabrication, LLC bid proposal as presented. The motion PASSED by the following vote.

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

No: 1 - Saline

E [25-050](#)

Consideration of an appeal filed by Ryan Nichols of the Planning Commission's decision made February 19, 2025, regarding case file P 24-04, a request for a preliminary plat for a minor subdivision resulting in two lots at 305 Islander Drive in the SFLD single-family low density residential district. The property is also known as Lot Five (5), Harris Island Subdivision. The owner of record is Randall G. Nichols Revocable Trust. (Rescheduled from 3/25/25 at the applicant's request)

Item PULLED. No action taken.

F [25-051](#)

Adopt the 2025 Parks and Recreation Facility Fee Schedule

Parks and Recreation Coordinator Kevin Knox provided an overview of fee changes and revenue projections. Chris Ystad was recused.

Brian Farley, Megan Vinson, Jill Kisaka, Rebekah Carley, Heather Branch, and Tiffany Lebahn commented.

A motion was made by Christianson to AMEND to delay implementation of field fees until August 1, 2025. The amendment PASSED by the following vote.

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

Recused: 1 - Ystad

A motion was made by Mosher to EXTEND the meeting to 11:00 p.m. The motion FAILED by the following vote. (Per Code, if seven members are present, meetings can be extended by a vote of at least six members).

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

No: 2 - Pike and Christianson

A motion was made by Christianson to APPROVE the main motion as AMENDED. The motion PASSED by the following vote.

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

Recused: 1 - Ystad

- G** [25-052](#) Discussion / Direction / Decision to provide a Letter of Support and In-Kind Staff Support for ALFA's Climate Smart Community Initiative Grant application

Linda Behnken and Norm Pillen commented.

A motion was made by Christianson to provide a letter of intent. The motion PASSED by the following vote.

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

No: 1 - Mosher

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

No action taken. Meeting automatically adjourned at 10:30 p.m. Item to be discussed at the April 8 meeting under Unfinished Business.

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

No action taken. Meeting automatically adjourned at 10:30 p.m. Item to be discussed at the April 8 meeting under Unfinished Business.

XIII. PERSONS TO BE HEARD:

None.

XIV. REPORTS

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

None.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

The meeting automatically adjourned at 10:30 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, August 26, 2025

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Mosher arrived at 6:16 p.m.

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

Absent: 2 - Christianson, and Eisenbeisz

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[25-116](#)

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)

[25-111](#)

1) Sitka Tribe of Alaska Tribal Council

2) Department Quarterly Report - Assessing

No report from Sitka Tribe of Alaska. Assessor Larry Reeder provided an update.

VIII. PERSONS TO BE HEARD

Gregg Olson announced efforts to establish a Lion's Club chapter in Sitka. Andrea Thomas commented on the ballot proposition in the upcoming municipal election concerning the requirement for an economic impact study as part of the citizen initiative process.

IX. CONSENT AGENDA

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

Yes: 4 - Ystad, Pike, Carlson, and Saline

Absent: 3 - Christianson, Mosher, and Eisenbeisz

- A** [25-113](#) Approve the minutes of the April 8, 15, 22, and August 12 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA.

- B** [25-112](#) Approve the following liquor license applications: 1) renewal for Totem Marina, LLC dba Marina Pizza & Grill at 201 Katlian Street (non operational); 2) transfer of ownership, premises diagram, and restaurant endorsement from The Galley Restaurant LLC at 485 Katlian Street to Umbria Sunset LLC, dba The Galley Restaurant

This item was APPROVED ON THE CONSENT AGENDA.

- C** [25-114](#) Approve the following marijuana license renewal applications: 1) a standard marijuana cultivation facility license for vanGreen's LLC at 224 Smith Street, 2) a standard marijuana cultivation facility license and marijuana concentrate manufacturing facility license for AKO Farms, LLC at 1210 Beardslee Way, 3) a retail marijuana store license for AKO Farms LLC dba AKO Farms Direct at 1210 Beardslee Way, and 4) a standard marijuana cultivation facility license for AKO Farms, LLC dba AKO 2 at 213 Price Street

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- D** [25-115](#) Reappoint Peter Jurczak to a three-year term on the Building Department Appeals Board

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

Yes: 4 - Ystad, Pike, Carlson, and Saline

Absent: 3 - Christianson, Mosher, and Eisenbeisz

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:

E [25-110](#) Approve the 2025-2028 Collective Bargaining Agreement between the City and Borough of Sitka and the Alaska State Employees Association (ASEA)

Assistant Municipal Administrator Josh Branthoover summarized the primary changes to the agreement and the projected costs to the City under the three-year contract.

Andrea Thomas spoke in support.

A motion was made by Ystad 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

XIII. PERSONS TO BE HEARD:

None.

XIV. REPORTS

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

Administrator - Leach reviewed upcoming travel, recent changes to electric vehicle shipping, and next steps.

Attorney - Jones reported on the August 21 State of Alaska Office of Administrative Hearing and noted that a decision was expected by Judge Garner on September 12.

Liaison Representatives - Saline commented on multiple topics.

Clerk - Peterson reviewed board, commission, and committee vacancies and provided details about the October 7 regular municipal election.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Ystad to ADJOURN. Hearing no objections, the meeting
ADJOURNED at 6:30 p.m.

ATTEST: _____

Sara Peterson, MMC
Municipal Clerk