

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 February 25, 27, and July 22 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, February 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: 6 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, and Carlson

Absent: 1 - Saline

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[25-035](#)

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)

[25-032](#)

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

3) Public Works - Sitka Seaplane Base Update

4) Department Quarterly Reports - Planning & Community Development and Assessing

Tribal Council Chairwoman Yeidikook'aa Dionne Brady Howard provided an update on Tribal Council business, activities, and events. Sitka School Board President Phil Burdick and Superintendent Deidre Jensen spoke to the Assembly about recent events. Airport Terminal Manager Joseph Bea gave an update on the design and planning of the Seaplane Base. Planning and Community Development Director Amy Ainslie and Assessor Larry Reeder provided quarterly reports.

VIII. PERSONS TO BE HEARD

Anne Pollnow spoke in opposition to the proposed location of the seaplane base due to its potential impact on historic structures. Wendy Alderson commented on the grant program mentioned earlier by Yeidikook'aa Dionne Brady-Howard.

IX. CONSENT AGENDA

A motion was made by Christianson that the Consent Agenda consisting of item A be APPROVED. The motion PASSED by the following vote.

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

Absent: 1 - Saline

A [25-031](#) Approve the minutes of the February 4, 11, and 13 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA.

B [RES 25-06](#) Supporting House Bill 69 An Act Related To Education Funding (1st and final reading)

Mosher encouraged residents to contact the Alaska State Legislators.

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, Ystad, Pike, and Carlson

Absent: 1 - Saline

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

C [25-030](#) Reappoint Casey Campbell to a two-year term on the Gary Paxton Industrial Park Board

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

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

Absent: 1 - Saline

XI. UNFINISHED BUSINESS:

- D** [ORD 25-04](#) Making supplemental appropriations for fiscal year 2025 (Electric Fund repayment of USDA RUS Loan)

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, Ystad, Pike, and Carlson

Absent: 1 - Saline

XII. NEW BUSINESS:

- E** [25-034](#) Approve a Memorandum of Understanding between the City and Borough of Sitka and Friends of Sitka Animal Shelter

Municipal Administrator John Leach reviewed the key updates to the new Memorandum of Understanding (MOU) for operation of the Sitka Animal Shelter. Friends of the Sitka Animal Shelter representatives Kristina Tirman and Dusty Kidd thanked everyone for their work and spoke in support of the new MOU.

Kate Johnson, Amara Johnson, Galen Paine, and Austin Cranford spoke in support.

Assembly Members thanked everyone for their efforts.

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

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

Absent: 1 - Saline

- F** [25-033](#) Approve a Letter of Agreement between the City and Borough of Sitka and the Public Safety Employees Association (agreement extension with hourly rate modifications for Sitka Police Department Staff)

Local Public Safety Employees Association Chapter President Lance Ewers spoke in support and stated the Union had ratified the tentative LOA on February 19, 2025.

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

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

Absent: 1 - Saline

XIII. PERSONS TO BE HEARD:

Austin Cranford and Breezy Cranford commented on item E and urged a third party investigation of the Sitka Animal Shelter operations.

XIV. REPORTS

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

Mayor - Eisenbeisz shared a report on his attendance at the Southeast Conference and the Alaska Municipal League Winter Conference.

Administrator - Leach also reported on Southeast Conference and the Alaska Municipal League Winter Conference.

XV. EXECUTIVE SESSION**G [25-036](#) Legal / Financial Matters - Dick v. CBS**

A motion was made by Mosher 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 Dick v. CBS litigation. The motion PASSED by a unanimous voice vote.

The Assembly was in executive session from 7:50 p.m. to 8:00 p.m.

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

XVI. ADJOURNMENT

A motion was made by Mosher to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:03 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*

Thursday, February 27, 2025

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Saline arrived at 8:00 p.m.

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

Absent: 1 - Pike

V. PERSONS TO BE HEARD

None.

VI. NEW BUSINESS:

- A** [25-037](#) Discussion / Direction / Decision of the FY2026 Draft Administrator's Budget with focus on the General Fund (Assembly action may be taken)

Municipal Administrator John Leach briefly reviewed the budget and the deficit presented. Finance Director Melissa Haley reviewed the budget process, deficit, revenue projections, FY26 expenditures, FY26 capital appropriations, Sitka School District capital projects, and potential budget changes.

A motion was made by Eisenbeisz to remove the replacement of vehicle #458 from the budget. The motion PASSED by the following vote.

Yes: 4 - Eisenbeisz, Christianson, Mosher, and Carlson

No: 1 - Ystad

Absent: 2 - Pike, and Saline

A motion was made by Ystad to remove lifepak 35 from the Fire Department budget. The motion PASSED by the following vote.

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

Absent: 2 - Pike, and Saline

The Assembly gave direction to the Administrator to look for ways to reduce the Parks and Recreation operational and/or capital projects by \$100,000.

A motion was made by Ystad to reduce contract support for the commercial recreational land use plan from \$50,000 to \$15,000. The motion PASSED by the following vote.

Yes: 6 - Carlson, Ystad, Saline, Mosher, Eisenbeisz, and Christianson.

Absent: 1 - Pike

A motion was made by Ystad to add Kanopy and Mango language programs back into the Library budget. The motion PASSED by the following vote.

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

Absent: 1 - Pike

B [25-038](#)

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)

Assembly Members commented on several topics, including Saline on the resource proposal request for a refrigeration FTE, Ystad on haul out operations, and Carlson on the capital improvement plan.

VII. PERSONS TO BE HEARD:

None.

VIII. ADJOURNMENT

A motion was made by Mosher to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:57 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, July 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, Ystad, Carlson, and Saline

Absent: 1 - Pike

V. CORRESPONDENCE/AGENDA CHANGES

[25-102](#)

Reminders, Calendars, and General Correspondence

No agenda changes.

VI. CEREMONIAL MATTERS

[25-097](#)

Citation - Honoring U.S. Coast Guard Day

Mayor Eisenbeisz presented U.S. Coast Guard representatives with a citation honoring U.S. Coast Guard Day.

VII. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (five minute time limit)

[25-101](#)

- 1) Sitka Tribe of Alaska Tribal Council, Yeidikook'áa Dionne Brady-Howard
- 2) Department Quarterly Reports - Fire, Library, Electric

Tribal Council Chairwoman Yeidikook'áa told of recent measures and resolutions. Quarterly reports were given by Fire, Library, and Electric.

VIII. PERSONS TO BE HEARD

Chamber of Commerce Executive Director Rachel Roy shared information about the Southeast Leadership Summit. Michelle Kavouras, representing Sitka Counseling, spoke about a suicide prevention watch party hosted by the State of Alaska. Fire Chief Craig Warren invited the public to attend the Sitka Volunteer Fire Department's fundraising event on July 26. Drew Wilson announced plans to open a craft distillery in the former Columbia Bar location.

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: 6 - Christianson, Mosher, Eisenbeisz, Ystad, Carlson, and Saline

Absent: 1 - Pike

A [25-099](#)

Approve the minutes of the May 13, May 29, and July 8 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA.

B [25-098](#)

Approve a liquor license renewal application for ZenHen, LLC dba the Channel Club at 2906 Halibut Point Road

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

C [ORD 25-18A](#)

Proposing to amend Section 20.01 "Sitka Community Hospital Dedicated Fund" of the Home Rule Charter and, submitting the question of such an amendment to the qualified voters at the regular election on October 7, 2025 (third and final reading)

Austin Cranford spoke in opposition. Jeremy Strong, Brian Farley, and Brian McLaughlin spoke in support.

Finance Director Brooke Volschenk provided an overview of the Sitka Community Hospital (SCH) Dedicated Fund. She explained that the fund's largest expenditure was the remaining obligation for the former hospital's participation in the Public Employees' Retirement System (PERS). Volschenk noted the fund still owed \$3.125 million to the

General Fund - an advance used to settle the OIG Stark liability in FY20. Once that liability was fully resolved, escrow accounts funded by SEARHC's annual \$700,000 payments would be released. At that point, the fund was expected to have enough equity to repay the General Fund and begin building a positive unassigned fund balance. However, until those liabilities were resolved and the escrow funds were released, there would not be sufficient unrestricted capital to repay the General Fund. She reminded the group that revenue sources for the SCH Fund included tobacco tax proceeds, SEARHC's annual payments, bad debt collections, and interest earnings. Tobacco tax revenue, which currently brought in about \$750,000 per year, had been declining. SEARHC's \$700,000 annual payments were expected to continue through FY41, provided the PERS liability remained in place. She cautioned that excess funding for other purposes may not be available for many years.

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

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

Absent: 1 - Pike

D [ORD 25-19](#)

Making supplemental appropriations for fiscal year 2026 (Chamber/Visit Sitka Supplemental Funding)

Members discussed the Chamber of Commerce's offer to provide temporary services for Visit Sitka. Planning and Community Development Director Amy Ainslie said the goal was to have a new vendor in place by January, allowing for a one-month overlap between the two.

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, Carlson, and Saline

Absent: 1 - Pike

E [ORD 25-20](#)

Making supplemental appropriations for fiscal year 2026 (E911 Phone Consoles)

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

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

Absent: 1 - Pike

F [ORD 25-21](#)

Making supplemental appropriations for fiscal year 2026 (Library / Electric / Central Garage Custodial Services)

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

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

Absent: 1 - Pike

XII. NEW BUSINESS:

- G** [25-100](#) Approve the promotion of Mark Seavey from Asset Manager to Public Works Director

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

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

Absent: 1 - Pike

XIII. PERSONS TO BE HEARD:

Austin Cranford spoke to item C.

XIV. REPORTS

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

Administrator - Leach noted upcoming travel.

Attorney - Jones told of the cell tower appeal with the State of Alaska Office of Administrative Hearings scheduled for August 21.

Clerk - Peterson announced that Brian Schoenfelder had joined the Clerk's Office as Assistant Municipal Clerk. She also provided information on upcoming candidate filing dates and the seats open in the October 7 regular municipal election.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:53 p.m.

ATTEST: _____

**Sara Peterson, MMC
Municipal Clerk**