

# **CONSENT AGENDA**

## **POSSIBLE MOTION**

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

**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 May 13, May 29, and July 8 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, May 13, 2025

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**

No agenda changes.

[25-072](#)

Reminders and Calendars

**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 Community Land Trust (SCLT) Executive Director Randy Hughey shared an update on the SCLT's projects. Chamber of Commerce/Visit Sitka Executive Director Rachel Roy reviewed the 3-year Strategic Marketing Plan. Harbormaster Stan Eliason and Public and Government Relations Director Melissa Wileman provided quarterly reports.

[25-069](#)

- 1) Sitka Community Land Trust, Randy Hughey
- 2) Visit Sitka 3-Year Strategic Marketing Plan, Rachel Roy
- 3) Department Quarterly Reports - Harbors and Public & Government Relations

#### **VIII. PERSONS TO BE HEARD**

Alaska Permanent Fund Corporation Executive Director Deven Mitchell announced meetings would be held in Sitka May 28 and 29.

#### **IX. CONSENT AGENDA**

**A motion was made by Mosher that the Consent Agenda consisting of Item A be APPROVED. The motion PASSED by the following vote.**

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

- A**     [ORD 25-10](#)     Making supplemental appropriations for fiscal year 2025 (Homeland Security Grant - Travel for AlaskEx and Fire Department Radios)

**This item was APPROVED ON THE CONSENT AGENDA - first reading.**

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

None.

#### **XI. UNFINISHED BUSINESS:**

- B**     [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

**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:**

##### **New Business First Reading**

- C**     [ORD 25-11](#)     Making supplemental appropriations for fiscal year 2025 (Procurement of EV Transit Van for Parks and Recreation Division)

Parks and Recreation Manager Kevin Knox reviewed the request and told of the donation from the Sitka Recreation Foundation.

President of the Sitka Recreation Foundation Andrew Friske, commented.

Assembly Members discussed the item. Some wondered if there would be increased insurance costs for a passenger van.

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

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

**D**     [ORD 25-12](#)

Amending Title 10, "Public Peace, Safety and Morals", and Title 22, "Zoning" of the Sitka General Code by modifying certain sections throughout these titles to add and regulate onsite marijuana consumption facilities

Planning & Community Development Director Amy Ainslie stated in April 2019, State of Alaska Alcohol and Marijuana Control Office regulations allowing for onsite marijuana consumption came into effect. Ainslie explained the endorsement, and said the proposed ordinance sought to incorporate those regulations, and provide for local permitting oversight through zoning authority.

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

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

**No:** 1 - Pike

**Additional New Business Items**

**E**     [25-070](#)

Accept the donation of a scoreboard for Moller Park from Holland America Line

Connor Dunlap reported the existing scoreboard at Moller Park had long-standing issues and was difficult to maintain. Holland America had generously donated a new scoreboard with no contingencies. While the donation covered the equipment, the City would incur some costs for removal and disposal of the old board by the Electric Department.

Municipal Administrator John Leach expressed appreciation to the donors and staff.

Rachel Roy commented.

Assembly Members thanked Holland America.

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

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

**F**     [25-071](#)

Approve the First Amendment to Lease Agreement between the City and Borough of Sitka and Sitka Maritime Heritage Society, Inc. regarding Japonski Island Boathouse

Planning and Community Development Director, Amy Ainslie reviewed the lease and amendment.

Keith Nyitray commented.

**A motion was made by Ystad 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:**

Austin Cranford commented on the City's social media policy and a recent lawsuit settlement. Bruce Gazaway thanked the Assembly for approving the lease amendment for the Sitka Maritime Heritage Society.

### **XIV. REPORTS**

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

Mayor - Eisenbeisz reported on the recent Government-to-Government dinner meeting and a town hall hosted by Safeguard Sitka and Small Town Soul.

Administrator - Leach said negotiations with collective bargaining units were ongoing.

Liaison Representatives - Ystad reported on the GPIP Board, and Mosher gave an update on the Parks and Recreation Committee.

Clerk - Peterson told of the location and hours for early voting.

Other - Carlson shared an update on the Sitka Walkability Institute Team.

### **XV. EXECUTIVE SESSION**

None.

### **XVI. ADJOURNMENT**

**A motion was made by Mosher to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:30 p.m.**

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

**Sara Peterson, MMC  
Municipal Clerk**



# CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS  
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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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Thursday, May 29, 2025

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

**Absent:** 1 - Ystad

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[25-080](#)

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)**

[25-076](#)

- 1) Alaska Permanent Fund Corporation
- 2) Sitka Tribe of Alaska Tribal Council, Alana Peterson
- 3) Sitka School Board - Phil Burdick

#### 4) Department Quarterly Reports - Assessing

Sitka Tribe of Alaska Council Member Alana Peterson shared recent updates and upcoming events; City and Borough of Sitka Assessor Larry Reeder gave a quarterly report; and Alaska Permanent Fund Corporation Executive Director Deven Mitchell and Board Chair Jason Brune provided an overview of the Fund. Sitka School Board President Phil Burdick was absent.

### VIII. PERSONS TO BE HEARD

Representative Rebecca Himschoot provided a legislative report.

### IX. CONSENT AGENDA

**A motion was made by Christianson to APPROVE THE CONSENT AGENDA consisting of Items B & C. The motion PASSED by the following vote.**

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

**Absent:** 1 - Ystad

- A**     [RES 25-08](#)     Supporting Federal Workers & Agencies, Urging Alaska's Congressional Delegation to oppose cuts, and encouraging Congress to work in a collaborative bipartisan way

Sponsors Mosher and Pike commented.

**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

**Absent:** 1 - Ystad

- B**     [RES 25-07](#)     Setting the millage rates for the fiscal year July 1, 2025 through June 30, 2026

**This item was APPROVED ON THE CONSENT AGENDA - first and final reading.**

- C**     [25-075](#)     Approve a liquor license renewal application for Ernie's Bar at 130 Lincoln Street

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

### X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- D**     [25-078](#)     Reappoint Wendy Alderson to a three-year term on the Planning Commission

**A motion was made by Christianson 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:**

- E**     [ORD 25-10](#)     Making supplemental appropriations for fiscal year 2025 (Homeland Security Grant - Travel for AlaskEx and Fire Department Radios)
- 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
- 
- F**     [ORD 25-11](#)     Making supplemental appropriations for fiscal year 2025 (Procurement of EV Transit Van for Parks and Recreation Division)
- A motion was made by Carlson that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.**
- 
- G**     [ORD 25-12](#)     Amending Title 10, "Public Peace, Safety and Morals", and Title 22, "Zoning" of the Sitka General Code by modifying certain sections throughout these titles to add and regulate onsite marijuana consumption facilities
- A motion was made by Christianson that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.**
- Yes:** 5 - Christianson, Mosher, Eisenbeisz, Carlson, and Saline
- No:** 1 - Pike
- Absent:** 1 - Ystad

**XII. NEW BUSINESS:**

- H**     [25-079](#)     Authorize the sale of two pieces of equipment valued at over \$25,000 each, in accordance with Sitka General Code 18.10.020
- Administrator John Leach explained that per code, the Assembly had to authorize the sale. Interim Public Works Director and Asset Manager Mark Seavey reviewed the equipment.
- A motion was made by Mosher that this Item be APPROVED.**
- Yes:** 6 - Christianson, Mosher, Eisenbeisz, Pike, Carlson, and Saline
- Absent:** 1 - Ystad
- 
- I**     [25-073](#)     Board of Adjustment: Consideration of an appeal filed by Central Council of the Tlingit & Haida Indian Tribes of Alaska dba Tidal Network for the Planning Commission's denial of a height variance for a communications tower located on 116 Nancy Court
- A motion was made by Christianson to convene as the Board of Adjustment. The motion PASSED by a unanimous voice vote.**

Mayor Eisenbeisz presented the agenda item and stated the need to review conflicts of interest and recusals. Eisenbeisz stated he was a homeowner in the area and was recused by Deputy Mayor Pike. Pike disclosed that he was approached by individuals with an interest in the matter who attempted to communicate information to him outside of the official channel, and to avoid an appearance of impropriety, he asked to be recused. Vice Deputy Mayor Carlson, presiding, said she didn't have any conflicts. She asked Assembly Member Mosher, Christianson, and Saline if they had conflicts, ex-parte communications, or apparent bias or appearance of impropriety. Mosher stated he had ex-parte communication and asked to be recused. Christianson remained. Saline said he had conflicts and was recused. Carlson explained that with only two members remaining, the Board of Adjustment could not proceed with the appeal and would need to adjourn. All members were invited back to the table.

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

Municipal Attorney Jones said that on a previous appeal she had reached out to the State of Alaska Office of Administrative Hearing Board. She advised the Assembly direct the Municipal Administrator to contact the State of Alaska Office of Administrative Hearing to hear the appeal. Eisenbeisz stated this was the first time in his memory the Assembly had conflicted itself out.

Hal Spackman, Paul Clements, Jay Stelzenmuller, Scott Saline, and Marilyn Corruzi commented.

**A motion was made by Mosher to direct the Municipal Administrator to reach out/contract with the State of Alaska Office of Administrative Hearing to hear the appeal. The motion PASSED by the following vote.**

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

**Absent:** 1 - Ystad

**J**     [25-077](#)     Discussion/Direction on Lincoln Street closures for the remainder of the visitor season

Planning & Community Development Director Amy Ainslie shared observations with having the street open. Assembly consensus was to keep it open through June, place temporary restrooms on Maksoutoff Street, and receive a recommendation from the Tourism Commission.

**K**     [25-074](#)     Discussion/Direction/Decision of terms for new Visit Sitka contract

Planning & Community Development Director Amy Ainslie provided an overview of the process and the sole response received. She explained the purpose of the discussion was to determine whether to proceed with drafting a contract. Assembly Member Mosher was recused due to a conflict related to his employer. Assembly Members discussed the proposal; some expressed disinterest in the response, while others requested additional information before making a decision, and wanted the Tourism Commission to weigh in. Assembly Member Pike said he wanted to move forward to learn more details and expressed concern that the Assembly was waffling on whether to support the RFP process - questioning the point of issuing it in the first place if they weren't going to follow through.

**A motion was made by Eisenbeisz to REFER the Item back to the Tourism**

Commission for their recommendation. The motion **PASSED** by the following vote.

**Yes:** 5 - Christianson, Eisenbeisz, Pike, Carlson, and Saline

**Absent:** 1 - Ystad

**Recused:** 1 - Mosher

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

Charles Horan, Christine Horan, Austin Cranford, and Rachel Roy commented on keeping Lincoln Street open. Marilyn Corruzi, Austin Cranford, Carol Voisin, Mary Todd Anderson, Jay Stelzenmuller, Hal Spackman, Paul Clementz, and Kelly Sweeney spoke of cell towers.

### **XIV. REPORTS**

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

Mayor - Eisenbeisz said the special election results would be certified June 10 and that he was committed to working on the tourism issue.

Administrator - Leach said it had been an extraordinary busy few weeks and expressed thanks to the Clerk's Office and election volunteers for a job well done with the special election.

Attorney - Jones commended the Clerk's Office for the work on the citizen initiative and election.

Clerk - Peterson thanked Deputy Municipal Clerk Jess Earnshaw and Assistant Municipal Clerk Holley Bayne along with the election workers. The May 28 special election had been the first in 21 years and the first to test the Home Rule Charter signature requirements for a special election.

### **XV. EXECUTIVE SESSION**

None.

### **XVI. ADJOURNMENT**

A motion was made by Eisenbeisz to **ADJOURN**. Hearing no objections, the meeting **ADJOURNED** at 10:10 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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Tuesday, July 8, 2025

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

**Absent:** 1 - Pike

**V. CORRESPONDENCE/AGENDA CHANGES**

No agenda changes.

[25-095](#)

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)**

[25-088](#)

Department Quarterly Reports - Public Works and Harrigan Centennial Hall

Interim Public Works Director and Asset Manager Mark Seavey, along with Harrigan

Centennial Hall Manager Tony Rosas, provided updates on their respective departments.

#### VIII. PERSONS TO BE HEARD

Sitkans Against Family Violence Executive Director Natalie Wojcik and Board Chair Emma Bruhl expressed their gratitude to the Assembly for its financial support.

#### IX. CONSENT AGENDA

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

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

**Absent:** 1 - Pike

- A**     [25-089](#)     Approve the minutes of the June 10 and June 24 Assembly meetings
- This item was **APPROVED ON THE CONSENT AGENDA.**
- B**     [25-090](#)     Approve a liquor license renewal application for BPO Elks Lodge #1662 at 412 Sawmill Creek Road
- This item was **APPROVED ON THE CONSENT AGENDA.**
- C**     **ORD 25-20**     Making supplemental appropriations for fiscal year 2026 (E911 Phone Consoles)
- This item was **APPROVED ON THE CONSENT AGENDA - first reading.**
- D**     **ORD 25-21**     Making supplemental appropriations for fiscal year 2026 (Library / Electric / Central Garage Custodial Services)
- This item was **APPROVED ON THE CONSENT AGENDA - first reading.**

#### X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

#### XI. UNFINISHED BUSINESS:

- E**     **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)
- A motion was made by Ystad to APPROVE this Ordinance on SECOND AND FINAL READING.**
- Bart Meyer spoke in support. Lauren Wild commented.

**A motion was made by Ystad to AMEND this Ordinance by adding the words "and recreational" after "athletic" on lines 28, 47, 57, and 70. The amendment PASSED by the following vote.**

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

**Absent:** 1 - Pike

Members expressed support for expanding the language to include both athletic and recreational facilities.

**A motion was made by Ystad to AMEND this Ordinance by adding the words "and capital expenditures" after "bond debt" on lines 28, 47, 56, and 69. The amendment PASSED by the following vote.**

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

**Absent:** 1 - Pike

Members spoke in support of expanding the allowed uses of the Sitka Community Hospital Dedicated Fund to include, in addition to debt service related to the former Sitka Community Hospital, bond debt and capital expenditures for athletic and recreational facilities. Carlson noted the language may be too vague for the actual intent.

**At the Municipal Clerk's request, and to clarify the existing ballot question and informational note following the adoption of the amendments, a motion was made by Ystad to amend this Ordinance on lines 56 and 57 after the words "to be used only for" to read, 1) debt expenses of the former Sitka Community Hospital and 2) bond debt and capital expenditures associated with athletic and recreational facilities" and on lines 68 through 70 after the words "Sitka Community Hospital employees" to read, "funding is anticipated to be available that could be used to help pay bond debt and capital expenditures associated with new and revitalized athletic and recreational facilities, subject to Assembly and voter approval." The amendment PASSED by the following vote.**

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

**Absent:** 1 - Pike

The Assembly further discussed the ordinance. Some commented that it did not align with the Strategic Plan.

**On the MAIN MOTION AS AMENDED, the motion PASSED by the following vote.**

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

**No:** 2 - Eisenbeisz, and Carlson

**Absent:** 1 - Pike

**F**      [25-091](#)

Discussion / Direction on Lincoln Street closures for the remainder of the visitor season (follow up to the May 29 Assembly meeting)

Planning & Community Development Director, Amy Ainslie shared that the Tourism

Commission had recommended leaving Lincoln Street open for the remainder of the visitor season.

**Assembly consensus was to accept the Tourism Commission's recommendation.**

**G**      [ORD 25-17](#)

Authorizing the Administrator to contract with the State of Alaska Office of Administrative Hearings re: appeal of Planning and Zoning Commission's decision on cell tower variance (P&Z No. Var 25-01)

**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, Carlson, and Saline

**Absent:** 1 - Pike

**XII. NEW BUSINESS:**

**H**      [25-094](#)

Approve Amendment No. 1 to Arctic Blue Waters Alaska, Inc. Purchase Agreement for Raw Water in Bulk for Export (agreement extension)

Director of the Gary Paxton Industrial Park, Garry White explained a contract extension was being requested due to delays from both parties. Fred Paley responded to questions from Assembly Member Mosher.

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

**Yes:** 5 - Christianson, Eisenbeisz, Ystad, Carlson, and Saline

**No:** 1 - Mosher

**Absent:** 1 - Pike

**I**      [25-092](#)

Approve the proposed adjustments to the Gary Paxton Industrial Park Port Tariff Fee Schedule (Port Tariff #6)

Director of the Gary Paxton Industrial Park, Garry White explained this was a routine adjustment intended to stay aligned with current harbor fees.

**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

**J**      **ORD 25-19**

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

Planning and Community Development Director, Amy Ainslie explained a recent Request for Proposals for Visit Sitka services was unsuccessful. Although the Chamber of Commerce had previously terminated its contract, it has expressed interest in temporarily continuing operations through the end of 2025. Ainslie noted efforts were underway to find a collaborative solution. The Municipal Administrator clarified there was no active contract with the Chamber - only a temporary extension

with a 60-day shut down period. A supplemental appropriation was needed to maintain Visit Sitka services through 2025. Without it, those responsibilities would either lapse or shift to existing municipal staff, including Planning, Harrigan Centennial Hall, IT, and Administration. Assembly members discussed the matter.

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

**Yes:** 4 - Christianson, Mosher, Ystad, and Carlson

**No:** 2 - Eisenbeisz, and Saline

**Absent:** 1 - Pike

**K**     [25-093](#)

Discussion / Direction on issuing a Request for Information for Visit Sitka services

Planning & Community Development Director Amy Ainslie explained that at the May 29 meeting, the Assembly reviewed the only proposal received in response to the City's Request for Proposals (RFP) for Visit Sitka operations. The Assembly had referred the proposal to the Tourism Commission for review and recommendation before deciding whether to move forward with contract negotiations. However, the proposer withdrew their response prior to the Commission's June 12 meeting.

The Tourism Commission recommended issuing a Request for Information (RFI) to gauge broader interest in providing Visit Sitka services. Ainslie outlined the RFI process and timeline, noting that the Assembly could alternatively skip the RFI and proceed directly to a new RFP or RFQ.

Assembly members shared differing views - some felt the Assembly was too involved in the process, while others believed its involvement was necessary until a Tourism Manager was hired. The consensus was to move forward with issuing an RFQ, with Ainslie to return with a negotiated agreement in the fall and a goal of having a permanent operator in place by January.

**XIII. PERSONS TO BE HEARD:**

Holly Meyer explained why the Chamber had decided to help temporarily with Visit Sitka.

**XIV. REPORTS**

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

Mayor - Eisenbeisz relayed information from the recent Investment Committee meeting.

Administrator - Leach highlighted key topics from recently passed federal legislation, noted the City staff reorganization was underway, and announced Josh Branthoover had accepted the promotion to Assistant Municipal Administrator.

Liaison Representatives - Mosher reported on the Parks and Recreation Committee meeting. Saline mentioned better ventilation was needed at the Library.

Clerk - Peterson commended Deputy Municipal Clerk Holley Bayne for completing the

third and final session toward her Certified Municipal Clerk designation, announced that Brian Schoenfelder would begin as Assistant Municipal Clerk on July 21, and reviewed upcoming vacancies and the candidate filing period for the October 7 regular municipal election.

**XV. EXECUTIVE SESSION**

None.

**XVI. ADJOURNMENT**

A motion was made by Christianson to ADJOURN. Hearing no objection, the meeting ADJOURNED at 9:35 p.m.

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

Sara Peterson, MMC  
Municipal Clerk