

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 November 12 and 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, November 12, 2024

6:00 PM

Assembly Chambers

WORK SESSION 5:00 PM

[24-170](#) Joint Work Session: Assembly & Sustainability Commission (2025 goals)

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

Municipal Administrator John Leach announced Mayor Eisenbeisz was awarded the National League of Cities Centennial under 40 Impact Award.

[24-175](#) 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)

VIII. PERSONS TO BE HEARD

Austin Cranford expressed concerns regarding the reporting and recording of controlled substances at the shelter, and questioned whether the records were being maintained.

IX. CONSENT AGENDA

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

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

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

- A** [24-171](#) Approve the minutes of the October 22 Assembly meeting

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- B** [24-172](#) Appoint Robert Hattle to 1) a three-year term on the Police and Fire Commission, and 2) a three-year term on the Local Emergency Planning Committee under Category 6 "Members of the Public"

A motion was made by Christianson 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 24-24](#) Making supplemental appropriation for fiscal year 2025 (Airport Terminal Project)

A motion was made by Ystad 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

- D** [24-168](#) Approve a Memorandum of Understanding between the City and Borough of Sitka and the Sitka Dock Company, LLC (postponed at the October 22 Assembly meeting)

The Assembly discussed the Memorandum of Understanding (MOU) between the City and Borough of Sitka and Sitka Dock Company. Some members expressed concerns the document was too favorable to the company, potentially leading to a loss of revenue for the city. However, others saw the MOU as a positive step in implementing the Tourism Task Force recommendations and considered it a valuable starting point for shaping the city's docking policy. It was also noted the MOU would be reviewed and updated as more information becomes available.

Leah Mason and Valorie Nelson commented.

A motion was made by Mosher to approve the Memorandum of Understanding between the City and Borough of Sitka and the Sitka Dock Company, LLC and authorize the Municipal Administrator to execute the document. The motion PASSED by the following vote.

Yes: 4 - Mosher, Eisenbeisz, Ystad, and Pike

No: 3 - Christianson, Carlson, and Saline

XII. NEW BUSINESS:

E [24-173](#) Approve a Memorandum of Agreement between the City and Borough of Sitka and the Sitka School District for Facility Maintenance

Municipal Administrator John Leach noted this was approved in the current fiscal year's budget. He explained the agreement consolidates the school district's building maintenance with the city's maintenance structure, specifying maintenance priorities, responsibilities, and communication processes. The document also outlined a capital improvement process, maintenance priorities, and a dispute resolution procedure. Leach mentioned the agreement had been reviewed and approved by the School Board.

Electric Utility Director Ron Vinson provided an overview of the agreement, and reviewed the general scope of services.

The Assembly acknowledged the need for adjustments and improvements in the agreement, particularly in defining maintenance and distinguishing between repairs and replacements. They mentioned this agreement was seen as a positive step towards better collaboration between the city and the school district, with potential for future improvements.

A motion was made by Mosher approve a Memorandum of Agreement between the City and Borough of Sitka and the Sitka School District for Facility Maintenance and authorize the Municipal Administrator to execute the document.

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

F [24-174](#) Approve the promotion of Brooke Volschenk from Controller to Finance Director

Municipal Administrator John Leach explained Brooke Volschenk's promotion.

Assembly members expressed their appreciation for Melissa Haley's contributions and her resignation, and they expressed satisfaction with the succession plan. They also acknowledged Melissa's upcoming departure and emphasized the importance of an overlap period to ensure a smooth transition.

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

G [ORD 24-25](#)

Making supplemental appropriations for fiscal year 2025 (Finance Department - Personnel & Contract/Purchased Services)

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

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

H [ORD 24-26](#)

Making supplemental appropriations for fiscal year 2025 (Marine Vessel Haul Out and Shipyard Project - Disaster Relief Payment)

Municipal Administrator John Leach explained this appropriation was not just for accepting the funding but also to address the financial needs of the marine vessel haul out and shipyard project at GPIIP. He further noted that, given the project's requirements, it would be appropriate to recommend that once the funding is appropriated, it be allocated to the haul out project to help cover part of the funding gap.

Garry White and Austin Cranford commented.

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

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

I [ORD 24-27](#)

Making supplemental appropriations for fiscal year 2025 (Solid Waste Vehicle)

Acting Public Works Director Amy Ainslie provided an overview of the request.

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

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

J [ORD 24-28](#)

Making supplemental appropriations for fiscal year 2025 (Crescent Harbor Courts)

Acting Public Works Director Amy Ainslie gave an overview of the request.

Austin Cranford commented.

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

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

K [24-176](#)

Discussion/ Direction/ Decision on EV Transit Van Procurement for Parks and Recreation Division

Acting Public Works Director Amy Ainslie explained the need for the EV Transit Van, emphasizing it would provide a more reliable, long-term solution

to transportation-related barriers, allowing for expanded program access. She also mentioned the Sitka Recreation Foundation had committed to raising \$70,000 - \$75,000 to contribute toward the purchase of a Ford Transit 14-passenger van.

The Assembly discussed the potential purchase of an electric vehicle (EV) for the Parks and Recreation Department, focusing on its cost, maintenance, and usage. Concerns were raised about the higher upfront cost, the vehicle's range, and the need for charging infrastructure. However, others highlighted the EV's efficiency, lower maintenance costs, and environmental advantages.

A motion was made by Mosher to direct the Parks Recreation Department to purchase an EV Transit Van for their recreational division. The motion PASSED by the following vote.

Yes: 4 - Christianson, Mosher, Pike, and Saline

No: 3 - Eisenbeisz, Ystad, and Carlson

L [24-177](#)

Discussion/ Direction/ Decision on the Mayor signing on behalf of City and Borough of Sitka to support AML's op-ed on Build America, Buy America Act (BABA) waiver for Alaska

Municipal Administrator John Leach explained this is a challenging issue for Alaska due to limitations in sourcing materials and the logistics of transporting them, particularly when it comes to meeting spending deadlines. He pointed out this concern had been discussed at several AML meetings, as many municipalities are facing similar difficulties.

A motion was made by Christianson on the Mayor signing on behalf of City and Borough of Sitka to support AML's op-ed on Build America, Buy America Act (BABA) waiver for Alaska. The motion PASSED by the following vote.

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

XIII. PERSONS TO BE HEARD:

Austin Cranford spoke on item L and to the Baranoff Taxi lawsuit. Leah Mason spoke on item D.

XIV. REPORTS

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

Mayor - Eisenbeisz expressed gratitude to the Deputy Mayor for stepping in as Mayor at the previous Assembly meeting and provided an update on the recent GPIP meeting.

Administrator - Leach thanked the Assembly for attending the Strategic Planning sessions.

Attorney - Jones mentioned she was still in the process of getting settled into her role.

Clerk - Earnshaw reported on the boards and commissions vacancies, and reminded the Assembly about the upcoming assembly training. and government-to-government dinner event.

XV. EXECUTIVE SESSION

XVI. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:45 p.m.

ATTEST: _____
Jessica Earnshaw, CMC
Acting Municipal Clerk



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
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Minutes - Draft

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, November 26, 2024

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

Remote: 1 - Ystad

V. CORRESPONDENCE/AGENDA CHANGES

[24-183](#)

Reminders, Calendars, and General Correspondence

VI. CEREMONIAL MATTERS

[24-179](#)

Service Awards - Ted Laufenberg (Building Department Appeals Board)
and James Mellema (Police and Fire Commission)

Mayor Eisenbeisz read and presented service awards to Laufenberg and Mellema.

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

[24-180](#)

1) Sitka Tribe of Alaska Tribal Council Chairman Lawrence Widmark
2) Update on SEARHC - Mt. Edgecumbe Medical Center Construction,

Hospital Administrator Bill Spivey

No Sitka Tribe of Alaska report. Bill Spivey, Administrator of Mt. Edgecumbe Medical Center shared the project history and provided an overview of the new hospital construction, which began in 2022. Phil Burdick, President of the Sitka School Board, provided an update on the board's recent accomplishments, outlined upcoming initiatives, and expressed appreciation to staff.

VIII. PERSONS TO BE HEARD

Representatives from the Alaska Native Sisterhood and Alaska Native Brotherhood announced their upcoming community dinner, adding that turkeys were still available for any Assembly Members interested in preparing one for the event.

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** [24-178](#) Approve the following liquor and marijuana license applications: 1) a transfer of ownership application, premises diagram application, and restaurant endorsement application from Marina Pizza & Grill LLC to Totem Marina LLC dba Marina Pizza & Grill at 201 Katlian Street, 2) a renewal application for SOE, LLC dba Little Tokyo at 327 Seward Street, and 3) a standard marijuana cultivation facility license renewal application for Jeremy J. Erickson dba Vern's Wicked Weed at 3872 Halibut Point Road Bay One

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- B** [24-181](#) Appoint Nicole D. Caraway to a three-year term on the Animal Hearing Board and Reappoint 1) Amanda Roberts to a three-year term on the Health Needs and Human Services Commission and 2) Leslie Young to a three-year term on the Police and Fire Commission

A motion was made by Christianson 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 24-25](#) Making supplemental appropriations for fiscal year 2025 (Finance Department - Personnel & Contract/Purchased Services)

A motion was made by Mosher 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

- D** [ORD 24-26](#) Making supplemental appropriations for fiscal year 2025 (Marine Vessel Haul Out and Shipyard Project - Disaster Relief Payment)

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

- E** [ORD 24-27](#) Making supplemental appropriations for fiscal year 2025 (Solid Waste Vehicle)

A motion was made by Carlson 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

- F** [ORD 24-28](#) Making supplemental appropriations for fiscal year 2025 (Crescent Harbor Courts)

A motion was made by Mosher 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:

- G** [ORD 24-29](#) Making supplemental appropriations for fiscal year 2025 (Marine Vessel Haul Out and Shipyard Project) 1st reading

Michael Harmon, Municipal Engineer, reviewed the primary objectives of the Project Charter approved in July 2023, highlighted escalating costs, and told of the need for a contingency fund. He also discussed the Gary Paxton Industrial Park Board's request to include a concrete washdown pad-originally excluded to prioritize other project needs-back into the plan.

Assembly Members discussed the request, emphasizing the importance of constructing the haul out correctly from the start. Carlson supported a contingency fund but desired more details about the washdown pad.

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, Pike, and Saline

No: 1 - Carlson

- H** [ORD 24-30](#) Amending Title 14 "Streets, Sidewalks and Public Places" of the Sitka General Code by amending Chapter 14.10 "Commercial Recreational use of Municipal Lands and Facilities" (1st reading)

Kevin Knox, Parks and Recreation Coordinator, summarized the ordinance and explained the existing permitting provisions and processes in Sitka General Code no longer fit the current recreation management needs.

Austin Cranford commented.

Assembly Members shared their thoughts and sought clarification on several topics, including staffing needs, permit transferability, enforcement, and the timeline of the Commercial Land Use Plan. They also questioned whether the Plan should have been addressed prior to discussing the ordinance. Knox stated the Plan was scheduled to go before the Parks and Recreation Commission on December 10 and be presented to the Assembly on December 17.

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

I [ORD 24-31](#)

Making supplemental appropriations for fiscal year 2025 (Data Center Uninterruptible Power Supply) 1st reading

Grant Turner, IT Director, explained the reason for the request.

A motion was made by Carlson 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

XIII. PERSONS TO BE HEARD:

Austin Cranford commented on the haul out and the number of police officers leaving the Sitka Police Department.

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, Sitka Tribe of Alaska annual meeting, and told of upcoming travel to the Alaska Municipal League Conference.

Administrator - Leach spoke of topics from the recent Government-to-Government dinner meeting and said he'd be in attendance at the Alaska Municipal League Conference.

Attorney - Jones mentioned trial work and said she would also be attending the Alaska Municipal League Conference.

Liaisons - Christianson reported on the Investment Committee and Carlson on the Health Needs and Human Services Commission.

Clerk - Peterson reviewed board/commission vacancies, reminded of the December meeting schedule change, and announced Clerk's Office staff would be attending the Alaska Association of Municipal Clerk's Conference December 8-11.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Carlson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:19 p.m.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk