

CONSENT AGENDA

POSSIBLE MOTION

**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 February 4, 11, and 13 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 4, 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, Ystad, Pike, Carlson, and Saline

Absent: 1 - Eisenbeisz

V. CORRESPONDENCE/AGENDA CHANGES

No changes.

VI. PERSONS TO BE HEARD

None.

VII. NEW BUSINESS:

A [25-017](#) Preliminary Discussion / Direction for the FY2026 Municipal Budget with focus on the Enterprise Funds (Assembly action may be taken)

Municipal Administrator John Leach stated the purpose of the meeting was to review enterprise funds and proposed rate adjustments. Finance Director Melissa Haley reviewed universal challenges for funds supported by ratepayers, the budget development process, resource proposal requests for enterprise funds, the assumptions behind rate recommendations, and a review of each enterprise fund and

the recommended rate recommendations. The Assembly reached consensus to move forward with the recommendations as presented.

B [25-018](#)

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 Saline, Carlson, and Ystad provided an overview of their requests, which included a full-time refrigerant position, visitor industry data collection, and a port district. Consensus of the Assembly was to proceed with incorporating the submitted requests into the draft general fund and enterprise fund budgets. The draft budgets are scheduled for discussion on February 27 and March 12.

VIII. PERSONS TO BE HEARD:

None.

IX. ADJOURNMENT

A motion was made by Carlson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:30 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, February 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: 6 - Christianson, Mosher, Ystad, Pike, Carlson, and Saline

Remote: 1 - Eisenbeisz

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[25-028](#)

Reminders, Calendars, and General Correspondence

VI. CEREMONIAL MATTERS

[25-021](#)

Service Award - Dr. Paul Bahna (Health Needs and Human Services Commission)

Deputy Mayor Pike read and presented a service award to Dr. Paul Bahna.

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

[25-020](#)

- 1) FY2024 ACFR/Audit - BDO, Joy Merriner
- 2) Department Quarterly Reports - Harbors and Public & Government Relations

Joy Merriner shared an overview of the FY24 audit results.

Harbormaster Stan Eliason and Public & Government Relations Director Melissa Wileman gave quarterly updates.

VIII. PERSONS TO BE HEARD

Michael Nurco commented on the future management of Sitka's boat yard.

IX. CONSENT AGENDA

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

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

A [25-022](#)

Approve the minutes of the January 14 and 28 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA.

B [25-023](#)

Approve the liquor license Package Store Delivery Endorsement applications for Triple C Ventures, Inc. dba Watson Point Liquor at 1867 Halibut Point Road and Cascade Convenience Center at 1211 #A Sawmill Creek Road

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

C [25-024](#)

Appoint: 1) Mariana Robertson to a three-year term on the Local Emergency Planning Committee under "Category 3: Media/Broadcast", 2) Joshua Badder to an unexpired term on the Port and Harbors Commission

Reappoint: 1) Lauren Howard to a two-year term on the Gary Paxton Industrial Park Board of Directors in the category of "At-Large" and 2) JoAnn Huff to a three-year term on the Tree and Landscape Committee

Mariana Robertson and Joshua Badder introduced themselves.

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:

- D [ORD 25-03](#) Making supplemental appropriations for fiscal year 2025 (Mid-year Supplemental Appropriations)
- Finance Director Melissa Haley provided an overview of the ordinance.
- 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

XII. NEW BUSINESS:

New Business First Reading

- E **ORD 25-04** Making supplemental appropriations for fiscal year 2025 (Electric Fund repayment of USDA RUS Loan)
- Utility Director Ron Vinson and Finance Director Melissa Haley explained conditions of the loan had changed.
- A motion was made by Christianson 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

Additional New Business Items

- F [25-025](#) Assembly Liaison Assignment: Tourism Commission
- Ystad volunteered to serve as the primary liaison and Saline offered to be the alternate.

XIII. PERSONS TO BE HEARD:

Austin Cranford commented on police department matters.

XIV. REPORTS

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

Mayor - Eisenbeisz gave a recap of topics discussed at the Pacific Northwest Cruise Symposium.

XV. EXECUTIVE SESSION

- G [25-027](#) Legal / Financial Matters - Wampler v. CBS, Mace v. CBS, Cranford v. CBS
- A motion was made by Christianson to go into executive session to receive and discuss attorney client communication from the Municipal Attorney, Legal Assistant Mindy Lowrance, outside legal counsel Megan Sandone of Jermain,**

Dunnagan & Owens, and Kyle Hardin of Alaska Public Entity Insurance, regarding legal and financial matters affecting the Municipality due to the Wampler v. CBS, Mace v. CBS, and Cranford v. CBS litigation. The motion PASSED by the following vote.

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

The Assembly was in executive session from 7:10 p.m. to 8:30 p.m.

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

Deputy Mayor Tim Pike stated a special meeting would be held February 13 to continue the discussion.

XVI. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:32 p.m.

ATTEST: _____

**Sara Peterson, MMC
Municipal Clerk**



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

Thursday, February 13, 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, Ystad, Pike, Carlson, and Saline

Absent: 1 - Eisenbeisz

V. PERSONS TO BE HEARD

None.

VI. UNFINISHED BUSINESS:

A [25-029](#)

Executive Session: Legal / Financial Matters - Cranford v. CBS

A motion was made by Mosher to go into executive session to receive and discuss attorney client communication from the Municipal Attorney and outside legal counsel Megan Sandone with Jermain, Dunnagan & Owens, regarding legal and financial matters affecting the Municipality due to the Cranford v. CBS litigation. Ron Vinson is invited in, serving in the capacity of Acting Municipal Administrator. The motion **PASSED** by the following vote.

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

Absent: 1 - Eisenbeisz

The Assembly was in executive session from 6:05 p.m. to 6:35 p.m.

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

A motion was made by Mosher to APPROVE the Cranford v. SPD settlement terms as agreed upon in mediation. The motion PASSED by the following vote.

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

Absent: 1 - Eisenbeisz

Deputy Mayor Pike made the following statement: "The Assembly of the City and Borough of Sitka has agreed to the settlement reluctantly on the advice of our counsel due to largely extensive potential liability in continuing this case due to some decisions by our insurance carrier. We are with reluctance accepting this, understanding that extinguishing future liability is a driving force behind this."

VII. PERSONS TO BE HEARD:

None.

VIII. ADJOURNMENT

A motion was made by Ystad to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:40 p.m.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk