
Regular Ketchikan City Council meeting was called to order by Mayor Sivertsen at 7:00 p.m., April 3, 2025, with the following members present: Jai Mahtani, Judy Zenge, Jack Finnegan, Lalette Kistler, Riley Gass (via WebEx), Abby Bradberry and Dick Coose.

The Pledge of Allegiance was given by all persons in the Chambers.

Mayor Sivertsen stated the Native Lands Acknowledgement.

Staff present were Acting Manager Simpson (via WebEx), Acting Assistant Manager Hart, Finance Director Johansen, Tourism Manager Booyse, Public Works Director Brakke, Fire Chief Hines, Port & Harbors Director Phillips, KPU Telecommunication Division Director Lindgren, Library Director Tully, PT Network Technician Utterback and Deputy Clerk Lee.

COMMUNICATIONS

**PUBLIC HEARING ORDINANCE NO. 25-2001 –
INCREASING SCHEDULE B, SCHEDULE C, SCHEDULE D,
SCHEDULE F AND SCHEDULE G WATER RATES BY FIVE
AND TWO TENTHS PERCENT (5.2%)**

Mayor Sivertsen called the public hearing on Ordinance No. 25-2001 to order at 7:01 p.m. and requested public testimony.

As there was no testimony, Mayor Sivertsen declared the public hearing closed at 7:01 p.m.

Mayor Sivertsen read a proclamation declaring April as the Month of the Military Child and urged all citizens to wear purple on April 11, 2025, as Purple Up Day and presented it to Lisa DeLaet and her family.

Ms. DeLaet said she is thankful that Ketchikan is a Coast Guard City and this is the third time her and her family have been stationed here. She stated the people are very welcoming and feel like we belong. She said her kids attend a Purple Ribbon School, which means they help families transition within the school district. She said this is a great place to live, to work and to raise kids.

Mayor Sivertsen read a proclamation to honor the Kayhi Kings Boys' Basketball Team, and the Kayhi Kings Cheer Team for their exceptional achievements in 2025 and presented it to Kayhi's Head Coach Eric Stockhausen.

Mayor Sivertsen stated there is one communication regarding Council direction for staff to draft a letter to Senator Stedman's office opposing the allocation of Ocean Ranger funds to Whittier and private ports throughout Alaska.

PERSONS TO BE HEARD

Library Director Tully stated that Ketchikan Charter School (KCS) had to close their library and therefore the district's consortium representative froze the school's library accounts of KCS' students and teachers. She explained that all accounts in the system must be associated with an existing library, so they are working with the district's consortium representative to develop a procedure to reactivate KCS accounts as Public Library accounts. She detailed the difference in the Alaska State Statutes rules regarding privacy for public libraries vs. school libraries. She said

"UNAPPROVED" April 3, 2025

to reactivate an account a parent or guardian needs to stop by the Public Library with their child and a current ID, fill out and sign a form agreeing to be responsible for the child's library checkouts and library use. Alternatively, a parent or guardian can call the Public Library and request their child's name be added to their account. She informed the Public Library is open 7-days a week from 10:00 a.m. to 6:00 p.m. on Monday, Thursday, Friday and Saturday, 10:00 a.m. to 8:00 p.m. on Tuesday and Wednesday, and noon to 6:00 p.m. on Sunday. She answered questions from the Council.

Kayla Livingston, Principal for KCS, said she is here to voice her disappointment with the Ketchikan Public Library freezing student's library accounts. She explained the reasoning behind closing KCS's library including the cost of hiring, training and the need for space at the school. She stated the closing of the accounts was never addressed to her or the staff and she never declined a meeting with the Ketchikan Public Library. She expressed the need for children in this community to be able to have access to books.

Becky King said she is a kindergarten teacher at KCS. She stated that KCS is having to make cuts without the benefit of being able to consolidate closed schools or use multi-grade level classrooms. She informed that KCS has been renting space from Holy Name but is trying to move back into the Valley Park Building, which means kindergarten will be in the old boy's locker room. She feels that there should have been a solution discussed before freezing accounts as well as an easier system for all Ketchikan School District students to have library cards.

Port & Harbors Director Phillips introduced Gavin Buendia as the new Assistant Port Operations Coordinator. He informed Mr. Buendia has worked as a temp Assistant Harbormaster and a temp Port Security on the docks.

Mr. Buendia said he is excited and grateful to be part of this team. He said he has been part of Port & Harbors for a couple of seasons, and it has been a great experience and is looking forward to another season.

Eryn Brooks discussed previous experiences she has had at the Ketchikan Public Library and stated concerns regarding the freezing of KCS students' library accounts. She questioned why personal library cards were cancelled when they received a school library card. She answered questions from the Council.

Library Director Tully answered additional questions from the Council. The City Council requested the Library Director to work with the school district to try and find a resolution so that KCS students can have access to the library and report back to the Council.

CONSENT AGENDA

Approval of Minutes –The Special Meeting of March 17, 2025 and Regular Meeting of March 20, 2025

Moved by Mahtani, seconded by Bradberry for the approval of minutes from the special meeting of March 17, 2025, and the regular meeting of March 20, 2025.

Motion passed with Gass, Zenge, Bradberry, Mahtani, Kistler, Finnegan and Coose voting yea.

Procurement of Pump-out Station Replacement – Marina Dock Parts, LLC

Moved by Mahtani, seconded by Bradberry pursuant to section 3.12.035 (a)(6) of the Ketchikan Municipal Code, the City Council authorize the procurement of a marine pump-out station from Marina Dock Parts, LLC in the amount of \$14,961.76; authorize funding from the Harbor Construction Fund from the 2025 Pump Out Station Capital Account; and authorize the Acting City Manager to execute the procurement documents on behalf of the City Council.

Motion passed with Gass, Zenge, Bradberry, Mahtani, Kistler, Finnegan and Coose voting yea.

Temporary Construction Easement – Alaska Department of Transportation and Public Facilities (ADOT) N. Tongass Hwy Resurface, Project No. SFHWY/0920031

Moved by Mahtani, seconded by Bradberry the City Council approve a Temporary Construction Easement for the Alaska Department of Transportation and Public Facilities' Ketchikan – N. Tongass Hwy Resurface Project in the forms and at the locations presented by staff; accept \$1,300 in compensation for the easement; and authorize the Acting City Manager to execute the easement documents on behalf of the City Council.

Public Works Director Brakke answered questions from the Council.

Motion passed with Gass, Zenge, Bradberry, Mahtani, Kistler, Finnegan and Coose voting yea.

Procurement of Annual Software Subscription & Support Services –Ericsson, Inc.

Moved by Mahtani, seconded by Bradberry pursuant to section 3.12.050(a)(6)(A) of the Ketchikan Municipal Code, the City Council approve the procurement of Ericsson annual software subscription and support services in the amount of \$74,935; approve funding from the KPU Telecommunications Division 2025 Software and Equipment Maintenance Services Account No. 635.04; and direct the Acting General Manager to execute the purchase contract documents on behalf of the City Council.

Telecommunications Division Manager Lindgren answered questions from the Council.

Motion passed with Gass, Zenge, Bradberry, Mahtani, Kistler, Finnegan and Coose voting yea.

Resolution No. 25-2960 – Endorsing and Adopting the Southeast Alaska 2030 Economic Plan: Southeast Conference's Comprehensive Economic Development Strategy 2025-2030

Moved by Mahtani, seconded by Bradberry the City Council approve Resolution No. 25-2960, Endorsing and Adopting the Southeast Alaska 2030 Economic Plan: Southeast Conference's Comprehensive Economic Development Strategy 2025-2030 and establishing an effective date.

Motion passed with Gass, Zenge, Bradberry, Mahtani, Kistler, Finnegan and Coose voting yea.

"UNAPPROVED" April 3, 2025

Ordinance No. 25-2001 – Increasing Schedule B, Schedule C, Schedule D, Schedule F and Schedule G Water Rates by Five and Two Tenths Percent (5.2%) – Second Reading

Copies of Ordinance No. 25-2001 were available for all present.

Moved by Mahtani, seconded by Bradberry the City Council approve Ordinance № 25-2001 in second reading: an Ordinance of the Council of the City of Ketchikan, Alaska; increasing Schedule B, Schedule C, Schedule D, Schedule F, and Schedule G Water rates by five and two-tenths percent (5.2%); and establishing an effective date.

Motion passed with Gass, Finnegan, Coose, Mahtani, Kistler, Zenge and Bradberry voting yea.

Appointments to Boards and Commissions – Historic Commission and Councilmember Appointment to Boards and Commissions – Mayor Sivertsen

Mayor Sivertsen submitted the name of Deborah Hayden for the reappointment to a three-year seat on the Ketchikan Historic Commission.

Mayor Sivertsen appointed Abby Bradberry to replace Judy Zenge on the Cooperative Relations Committee and Jai Mahtani to the Port & Harbors Advisory Board due to the resignation of Mark Flora; both positions are to expire in October 2025. No objections were heard.

Budget Transfer – Portable Restroom Rental at Centennial Parking Lot

Moved by Mahtani, seconded by Bradberry the City Council authorize a budget transfer in the amount of \$9,000 from the appropriated reserves of the CPV Fund to the Tourism Management Department's 2025 Contractual Services Machinery & Equipment Maintenance Services Account No. 635.07 in order to fund the portable restroom rental at the Centennial Lot during the Museum closure.

Motion passed with Gass, Finnegan, Coose, Kistler, Zenge, Bradberry and Mahtani voting yea.

UNFINISHED BUSINESS – Moved to Consent Agenda

NEW BUSINESS

Presentation by Alaska Department of Transportation (ADOT) on Upcoming Tongass and Water Street Viaduct Project

Public Works Director Brakke introduced representatives from the ADOT, Project Manager James Brown, Construction and Structural Advisor Todd Boris, Senior Right-of-Way Chief Greg Weinert, Right-of-Way Property Management Officer Michael Schuler, and ADOT's consultants with Parametrix, Engineering Manager Gordon MacDonald and Senior Engineer Yuri Mereszczak.

ADOT and consultants presented the following information to the Council:

- Provided an update on the Wolfe Point Landslide

"UNAPPROVED" April 3, 2025

- Discussed upcoming DOT &PF Projects around Ketchikan and why these projects are needed and what proposed work for each project:
 - 2025 Construction:
 - Revilla/Gravina Ferry Terminal
 - Herring Cove Bridge Improvement
 - Tongass Avenue Improvements
 - Wolfe Point
 - Sayles/Gorge Streets Viaduct
 - KTN North Tongass Stage 1
 - Stedman/Deermount Intersection
- Detailed possible concerns regarding the projects including:
 - How to keep traffic moving.
 - How response time for emergency services will be affected.
 - Timeline for each project.
 - Possibility of avoiding cruise ship/tourist season.
 - Least possible impacts on businesses.
 - How to minimize traffic delays.
 - Ability to provide parking.
 - How to guide visitors and cruise ship passengers to desired destinations.
 - Best way to communicate/coordinate with the public.
- Cooperation and Collaboration:
 - Working with the City to coordinate projects.
 - Public outreach
 - Website, social media, open houses prior to construction, community outreach during construction.
- Detailed Traffic Signal at the Schoenbar Road and Water Street Intersection:
 - Construction required reconfiguring the intersection.
 - Intersection context and volumes.
 - Traffic signal warrants.
 - Design vehicles and intersection design.

Representatives answered questions from the Council. A lengthy discussion ensued, and the Council stated possible concerns regarding a traffic light being placed at Schoenbar Road and Water Street intersection and pedestrian movement. They suggested installing a camera on one of the nearby buildings to watch the traffic flow at that intersection.

CPV Funding Request Submittals to the Ketchikan Gateway Borough – Update

Moved by Finnegan, seconded by Kistler the City Council direct staff to take such action regarding the February 20, 2025, CPV funding request submittal to the Ketchikan Gateway Borough as determined appropriate.

Mayor Sivertsen explained that the first seven port of call communities in Alaska receive \$5.00 passenger fee and communities like Ketchikan split their CPV funds, \$2.50 to the Ketchikan Gateway Borough and \$2.50 to the City of Ketchikan. The Borough receives the whole \$5.00 for ships docked at Ward Cove. He stated these funds are to be used for port infrastructure and to help the tourism industry.

"UNAPPROVED" April 3, 2025

Acting Assistant Manager Hart said the City's request was presented to the Borough Assembly a few weeks ago, and from their discussion, it seemed that they have no interest in moving forward on infrastructure projects. Staff is bringing this forward again to see if we can revamp the Stedman Street bathroom request. He said staff feels, based on conversations with Borough staff, that this will be better received by the assembly.

A lengthy discussion ensued regarding the Stedman Street bathroom and possible other options. The Council directed staff to pursue funding requests for the Stedman Street bathrooms as well as the original three requests: Port electrification project, cathodic protection repairs at the Port of Ketchikan, and passenger amenities at the Port.

Motion passed with Gass, Finnegan, Coose, Kistler, Zenge, Bradberry and Mahtani voting yea.

Mayor Sivertsen said in the past the Council has sent letters to the governor's office regarding the use of Ocean Ranger's money to investment in private enterprise and private docks. He said personally he does not think that is the intent of the CPV funding. He informed originally these CPV funds were used for the Ocean Rangers program was established to monitor discharge on cruise ships, but now the intent is for the communities to utilize it to assist with their electrical and water infrastructure that is heavily impacted by tourism. He said several communities have wastewater waivers that could potentially go away, and while this pot of money won't fix this, it could be utilized to help communities address, plan and engineer to a point where we can start thinking about how we are going to manage our wastewater. He said this funding should be used for upgrades in the communities that support the cruise industry. He asked for a show of hands to have staff write a letter to Senator Stedman and Representative Bynum stating those funds should not be used for private docks, and at least four hands were shown.

APPROVAL OF VOUCHERS – None

MANAGER'S REPORT

Manager's Report to Council

Acting Assistant Manager Hart said in his short time in this position he has been thrown into the EOC and gave kudos to everyone that was involved as it ran very smoothly. He informed of the listening sessions put on by Tourism Manager Booyse on April 10, one at 12:00 p.m. in Council Chambers and another at 5:30 p.m. at the Public Library, along with Public Works and Port & Harbors to discuss updates on Port activities and projects.

Acting Manager Simpson provided the following information for Council review:

- Informed the following items deferred at the March 20, 2025, meeting will be placed on the April 17, 2025 meeting agenda for further consideration:
 - Resolution No. 25-2958 amending the City of Ketchikan Compensation Plan to provide for pay equity adjustments and reclassification for Police Department personnel.
 - Discussion of Ketchikan Public Library lost and damaged item charges on student accounts – Mayor Sivertsen and Councilmember Zenge
- Informed with respect to the downtown portable restroom options and City Council direction, Tourism Manager Booyse will prepare a request for proposals that will allow for either a portable restroom or a Conex solution distributor to submit a bid to meet the City's needs of providing 10 regular units and 1 ADA-compliant unit.

"UNAPPROVED" April 3, 2025

- Informed that Tourism Manager Booyse had begun efforts to host a start-of-season public information session to apprise residents, tour operators, and others of any notable changes or considerations for the 2025 cruise visitor season.
- Provided the Council with a summary report of all actions taken regarding the Wolfe Point Landslide that happened on March 20, 2025.
- Informed of the status of the Charter language changes. She indicated the proposed language changes are under review by the City Manager's office, City Clerk and Finance Director. She said the proposed language changes will be submitted for Council review at the April 17, 2025, meeting and then a public engagement process will begin per Council direction.
- Provided the Council with an update regarding the City Manager/General Manager recruitment. She said the Human Resources Manager will be the City's primary contact and project manager and that he is currently working with Ms. Barboza to provide more information to the Council on next steps.
- She said staff has received a draft services contract from Advastar, Inc., the firm identified to provide interim utility manager placement services. She informed the Human Resources Manager is currently reviewing this agreement with the City Attorney, which will need Council approval once finalized.

Schedule of General Government and KPU Appropriated Reserves Through March 20, 2025

Acting Manager Simpson provided for Council review a schedule of General Government and KPU Appropriated Reserves through March 20, 2025.

Public Works Department – March 2025 Report

Acting Manager Simpson submitted to the Council for their review the March 2025 report from Public Works Director Brakke.

COUNCIL COMMITTEE REPORTS

Mayor Sivertsen said there has been a request for two Councilmembers to join the 125th Anniversary Celebration committee. Councilmembers Zenge and Kistler volunteered to join the committee.

CITY CLERK'S FILE – None

CITY ATTORNEY'S FILE – None

FUTURE AGENDA ITEMS

Councilmember Mahtani questioned the three positions that are currently open within Public Works.

Public Works Director Brakke informed of the three open positions they will be filling the Engineering Tech position and they have a candidate for the Project Engineer position. Regarding the Project Manager position, they are actively recruiting and accepting applications.

"UNAPPROVED" April 3, 2025

MAYOR AND COUNCIL COMMENTS

Councilmember Kistler said having the transportation people speak tonight made her realize that we are going to have a rough few months and reminded everyone to be patient.

Councilmember Finnegan thanked the public for their patience with the ongoing repairs at Wolfe Point and understands it has been frustrating for our neighbors north of the slide but is grateful to those folks who have been creative and patient and endured while this problem has been addressed.

Councilmember Gass said he is glad to see so many people working on different pieces of the puzzle and solutions. The last few days have been a reminder of what we're in for, and while it can be brutal, hopefully we get through it and traffic will start to flow a little more quickly and freely.

Councilmember Mahtani thanked the EOC and the crews that handled the transportation of moving the people after the landslide. He thanked everyone for working together to make this a seamless situation rather than a complicated one.

Councilmember Coose informed he read in today's paper something about a preparedness meeting taking place tonight at the same time as the Council meeting. He said he would like to know what is going on and felt the Council should have known about this meeting.

Fire Chief Hines said we are required to update our all-hazard joint mitigation plan every five years and this year, we were awarded by the state to do this for us, and it is a joint effort with the Borough. He apologized that the Council did not receive adequate notice, though they did put some notices out. He informed the City does not have a Public Information Officer (PIO) but the Borough's PIO did provide notice of this meeting. He stated that many of the City's plans are out of date, for example we need a Continuity of Operations Plan (COOP) for example if a landslide hit City Hall, how would we get that up and running. He said the Fire Department has been inundated recently and we need bandwidth, availability and timing to complete all these projects. He said he will be better in the future of noticing these to the Council.

Councilmember Coose questioned the status of toilets near the Discovery Center.

Acting Assistant Manager Hart said they plan on bringing options to the Council at the April 17, 2025 regular meeting. He stated due to the potential costs and the City's procurement code, it had to be put out as an RFP and then be reviewed by the legal department.

Councilmember Coose said if the toilets are permanently installed behind the Federal Building we would need to have a dock installed there and questioned how much this will cost and requested this information from the Public Works Director.

Mayor Sivertsen thanked Fire Chief Hines for his hard work representing the City and the EOC and all the staff. He feels the City of Ketchikan stepped up to the plate to a hazard that was really more of the state's issue than ours but responding to the community is our job. He stated the state did not declare this a disaster but they did stand up their EOC so we will try to recoup the costs that we incurred. We went above and beyond to support the community where the need was evident. He appreciates the EOC and the time that they spent on this because they all have other jobs. He thanked Councilmember Zenge for spending her anniversary with us and wished her a happy anniversary. He stated we are going to be under road construction for a number of years, till probably 2030, so the early interaction we're having with DOT is important, to keep these

"UNAPPROVED" April 3, 2025

conversations going and tell them what we think and the needs of the community so we can work towards a mutual solution. He said traffic has always been an issue on Tongass Highway but we will try to mitigate this as best as we can. While there is going to be work done for the next few years, he is thankful that they are working on it. He said he will be meeting with Representative Begich on April 12 and potentially Senator Stedman regarding issues we need to work on pending legislation so if anyone has anything they wish to bring up to please let him know.

EXECUTIVE SESSIONS – None

As there was no further business, the Council adjourned at 9:26 p.m.

Bob Sivertsen, Mayor

ATTEST:

Taylor Lee, Deputy City Clerk, CMC

FYI

Ketchikan Community Action Plan – March 21, 2025, Meeting Minutes and Community Agency Event Fliers

Ketchikan Gateway Borough, Department of Planning/Community Development – Case Numbers: 25-021 and 25-022

Ketchikan Gateway Borough Assembly Ordinance No. 2063 – Rezoning Lots