

**Office of the City Clerk  
City of Ketchikan, Alaska****Kim Stanker, City Clerk  
Taylor Lee, Deputy City Clerk**

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To: Honorable Mayor and City Council

From: Kim Stanker, City Clerk

Date: January 28, 2021

Subject: Ordinance No. 21-1928 – Creating a Tourism Steering Committee for the Mayor and Council

The attached ordinance was prepared at the request of City Council as a future agenda item. If adopted Ordinance No. 21-1928 would establish a Tourism Steering Committee who would report to the Mayor and City Council. Councilmember Kiffer, the City Attorney and suggestions provided by other Councilmembers were compiled by the Clerk to draft this ordinance to mirror the provisions of the Ketchikan Municipal Code.

**Recommended Motion:**

I move the City Council approve in first reading Ordinance No. 21-1928 by adding a new section to be numbered 2.04.060, entitled “Tourism Steering Committee”, and is hereby added to Title 2, Chapter 04, Mayor – Council to the Ketchikan Municipal Code; providing for the appointment and tenure of the members thereof for the creation of a Tourism Steering Committee for the Mayor and Council.

# THE CITY OF KETCHIKAN, ALASKA

## ORDINANCE NO. 21-1928

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF KETCHIKAN, ALASKA; CREATING A TOURISM STEERING COMMITTEE FOR THE MAYOR AND COUNCIL; ESTABLISHING THE QUALIFICATIONS AND PROVIDING FOR THE APPOINTMENT AND TENURE OF THE MEMBERS THEREOF; PRESCRIBING THE POWERS AND DUTIES OF SAID COMMITTEE; AND ESTABLISHING AN EFFECTIVE DATE.**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KETCHIKAN, ALASKA, AS FOLLOWS:

**Section 1.**     **New Section.** A new section, to be numbered 2.04.060, entitled “Tourism Steering Committee” is hereby added to Title 2, Chapter 04, Mayor - Council of the Ketchikan Municipal Code to read as follows:

“City Council Tourism Steering Committee (a) There is hereby created a Tourism Steering Committee for the purpose of advising the mayor and council on the tourism industry, and such additional matters as the council may from time to time designate. The goal of the committee is to generate economic benefit to as many people in the community, while minimizing impacts to our environment and quality of life.

(b)     The Tourism Steering Committee shall be composed of nine (9) voting members appointed by the mayor with the approval of the council and shall serve without compensation. One (1) shall be a member of the city council, one (1) member shall be of the borough assembly, one (1) member a non-city resident who resides in the borough, one (1) member a city resident, one (1) member transportation operator, one (1) member tour operator, one (1) member hotel/bar/restaurant operator, and two (2) members retail merchants. The committee will have the ability to set up sub-committees to tackle specific subjects, and those committees may be made up of steering committee members or other members of the community.

(c)     The term of a member shall be for three (3) years or until a successor is appointed; provided, however, the terms of members of the committee who are members of the city council or the borough assembly shall be one (1) year only. The first members of the committee, other than those who are members of the city council or borough assembly shall, upon appointment determine by lot the length of the terms so that the terms of two (3) members shall be for (1) year, the terms of three (3) members shall be for two (2) years, and the terms of three (3) members shall be three (3) years, resulting in staggered terms for members subsequently appointed. A vacancy on the committee shall be filled by appointment by the mayor

with the approval of the council for the remainder of the unexpired term.

(d) The committee shall meet monthly as established from time to time by the majority of the committee. The committee may meet at such other times as deemed necessary, at the call of the chair or presiding officer. Reasonable public notice of the time, place and agenda shall be given before each meeting.

(e) Five (5) members of the committee shall constitute a quorum for the transaction of business. Actions of the committee are taken by a majority vote of not less than five (5) members present at a meeting of the committee duly held at which a quorum is present. A majority of the committee is five (5) members. The committee shall keep minutes of its proceedings, showing the vote of each member upon the question, or if absent or failing to vote, indicating such fact and shall also keep records of its official actions. No vacancy in the committee shall impair the rights of the remaining committee members to exercise all the powers of the committee. Robert's Rules of Order shall govern the deliberations and actions of the committee to the extent not otherwise provided by an ordinance or resolution adopted by the council and made applicable to the committee.

(f) The committee by majority vote at a meeting duly held at which a quorum is present, shall elect from among its members a chairman, who shall preside at the meetings and shall be responsible for initiating and/or preparing an agenda for each meeting of the committee. The committee shall also select a vice-chairman and a secretary who shall be responsible for ensuring that an accurate record of the proceedings of the committee are kept. The annual election of these officers shall take place at the regular November meeting and these officers shall serve for a term of one (1) year. Officers may serve for two consecutive terms and may thereafter be reelected after an interval of two years.

(g) Any committee member who is absent more than three (3) regular meetings in any twelve (12) consecutive month period without being excused by the committee shall automatically forfeit membership on the committee.

(h) Powers and duties of the committee shall be as follows:

- (1) to provide a community sounding board for tourism related issues and present those issues to the City Council.
- (2) to take a long term view toward the direction of the tourism industry and toward what steps the city government should take in the future development of the tourism industry.
- (3) To reach out to the various tourism and non-tourism sectors in the community to get information that will be helpful to the City Council in determining future government policy towards the tourism industry."

**Section 2.**     **Effective Date.** This ordinance is effective one (1) month after its final passage and publication.

PASSED ON FIRST READING\_\_\_\_\_.

FINAL PASSAGE\_\_\_\_\_.

\_\_\_\_\_  
Robert Sivertsen, Mayor

**ATTEST:**

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Kim Stanker, MMC  
City Clerk

## **CITY CLERK'S FILE**

City Clerk Stanker informed the Council that the ordinance for the Council Tourism Committee was near completion, and she would like to meet with Councilmember Kiffer for input regarding the purpose, powers and objectives of the committee. No objection was heard.

## **CITY ATTORNEY'S FILE**

Report of Significant Activities for the Month of December 2020 – Office of the City Attorney

**FUTURE AGENDA ITEMS** - None

## **MAYOR AND COUNCIL COMMENTS**

Councilmember Gass said he felt bad scrutinize the budget, but when he ran for office he said his goal was to ease the burden on the taxpayer all he could.

Councilmember Kiffer thanked staff for following up on the concerns regarding the hillside along the Tongass Highway near Wolf Point, and with talking to the Department of Transportation (DOT). He said we need to make sure this remains an issue, and it is repaired in the next year or so before it collapses on us.

Mayor Sivertsen thanked the Council for their endurance tonight.

**OTHER NEW BUSINESS** – None

**EXECUTIVE SESSIONS** - None

## **ADJOURNMENT**

As there was no further business, the Council adjourned at 10:50 p.m.

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Robert Sivertsen, Mayor

ATTEST:

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Kim Stanker, MMC  
City Clerk

## **FYI ITEMS INCLUDED**

Love In Action 2020 Annual Activity and Financial Reports

First City Players' Quarterly Activity & Financial Reports – October through December 2020

Quarterly Statistical Report of Ketchikan Public Library Utilization – October Through December 2020

Ketchikan Committee for the Homeless' Quarterly Financial Report – October Through December 2020

Boys & Girls Club of Ketchikan Quarterly Activity & Financial Reports – October Through December 2020

Lake Levels and System Generation Report for the Month of December 2020

Water Utilization Study Report – December 2020



**December 3, 2020**

Alaska we are exploding with new cases. He said in his view the State and the community have dropped the ball by not following other successful models of other places. He said he appreciates the work the EOC is doing and stated we are in good hands.

Councilmember Gass said he disagrees with Councilmember Bergeron on this issue. He indicated when you look at the numbers, Ketchikan is one of the lowest areas, and the State of Alaska is better than the rest of the Country. He felt people are following protocols and felt shutting down the community again would devastate out economy.

Councilmember Gage said she received calls that the testing is behind, and the rumor is one of the machines wasn't working so they got behind. She felt we should make sure all the test results in from the week prior before we change levels.

EOC Incident Commander Hoage said there was a couple of weeks where some of the test were sent off island due to reagent supply issues. He explained the process of how test were reported and collected. He stated the reagent supplies were received as of Monday.

Mayor Sivertsen said the risk level we are at is based on the habits of the community, and it's the community that responds when they need to. He said with the information out there and if folks pay attention to the risk levels and follow the protocols, we can slow the spread, and reduce our cases to a manageable level.

EOC Incident Commander Hoage said he wanted to respond to Councilmember Gass and Bergeron's comments that were made. He said it is important to realize both of you have very good points, and what the EOC is trying to do in a unified command is balance the need of the community and to have a limited amount of COVID in our community with economic, emotional and social impacts. He stated compared to the rest of Alaska, Ketchikan is extremely low.

#### **Discussion of Standing Tourism Committee – Councilmember Kiffer**

Councilmember Kiffer said this committee would not replace the Ketchikan Visitors Bureau (KVB) or replace the bubble committee as they would continue to provide a valuable service to Ketchikan. He explained he would like this committee to be a broader based tourism committee for the Council who will meet, hold public meetings with allow public input and weigh in on proposal that the Council may have. He felt the KVB may have a role in it, but this would be a Council committee representing other facets of the community that aren't represented. He said he would like this standing tourism committee to be a mix of people from the entire community and that weighs in on how the tourism industry is doing. He asked Councilmembers for their comments.

Councilmember Gage said she would like to see more diversity with people that are not in the tourism business to voice their concerns, and would like to see some new faces involved possibly from those who have commented at past Council meetings on this issue.

In response to Councilmember Gage, Councilmember Kiffer stated he has kept track of those who individuals from this last process, and felt they should be contacted first.



December 3, 2020

Councilmember Zenge stated there was a lot of value in a committee like this, but she would like to see the folks it affects the most at the table. She said the tourism industry is far reaching in our community, and felt there are people who don't feel included, and it is important for us to reach out to them. She said this would be a Council committee and she was in support.

City Clerk Stanker explained the process to form a Council committee and by having it codified into the Ketchikan Municipal Code would be by ordinance. She felt the City Attorney would also need to be part of the process.

Mayor Sivertsen asked for the consensus of the Council to have the Clerk send Councilmembers a basic outline to formalize the committee, including a mission statement and what the responsibilities of the committee would be, and no objections were heard.

City Attorney Seaver felt between the clerk and himself we can prepare most of it. He said it would be helpful if the Council could provide direction for any particular sectors or areas of interest they would like to see represented, as this would dictate the number of people on the committee.

Mayor Sivertsen asked Councilmembers to send their comments and areas of interest to the Clerk's office.

Councilmember Bradberry said she would like to involve the Borough, Ward Cove and people who are affected by tourism, as tourism has expanded across the entire island. She stated she has received numerous calls from people who are connected to tourism asking why they haven't been asked to be involved with the reopening process, noting they have lots of questions. She said we need to make sure what is being done is posted for them to see.

Councilmember Gass agreed other comments made were accurate, but we need equal representation from the entire community not just those in the industry. He questioned how the members would be selected.

In response to Councilmember Gass, Mayor Sivertsen informed this process would be advertised requesting interested persons to complete an application. Once the application process is complete, there would be a selection process based on the number of seats to be filled.

Councilmember Flora informed as a member of the Resource "Bubble" Committee and in response to Councilmember Bradberry that he made a post very early on that a social media group had been created and included his contact information for comments from the public. He said to date he has received zero emails or comments. He described how the committee was formed, when they meet, what they are discussing and trying to accomplish for the 2021 cruise season. He informed there was discussion today regarding a public forum and stated several reasons the committee decided to wait. He said he was in support of live streaming the meetings through Facebook, and the request has been sent to the co-chairs. He said if there are questions that aren't being answered, please let him know.

Councilmember Gass asked for clarification on when this groups meets and where, and what they have discussed.

In response to Councilmember Gass, Councilmember Flora indicated their meetings are held by Zoom, and it is not that they don't want public input, it's because the meetings are only one hour.