
Regular Ketchikan City Council meeting was called to order by Vice-Mayor Flora at 7:00 p.m., January 20, 2022, with the following members present: Riley Gass, Jai Mahtani, Abby Bradberry (via WebEx), Lalette Kistler and Judy Zenge (via WebEx). Mayor David Kiffer and Councilmember Janalee Gage were absent.

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

Vice-Mayor Flora stated the Recital of Native Lands Acknowledgement.

Staff present were Acting City Manager Simpson, City Attorney Seaver, Acting Public Works Director Jurczak, Acting Police Chief Mattson, Library Director Tully (via WebEx), Acting Electric Division Manager Bynum, Assistant Water Division Manager Brakke (via WebEx), Assistant Telecommunications Division Manager Lindgren (via WebEx), Deputy Clerk Lee and City Clerk Stanker.

COMMUNICATIONS

Vice-Mayor Flora informed there were a couple items laid on the table, including; a request to withdraw the discussion item regarding electric fees and a request for a support letter to Southeast Conference's grant application to Community Wood Energy Grant Program.

PERSONS TO BE HEARD

Bobbie McCreary encouraged the Council to continue the good work they are doing in the community and emphasized the need to bring the community together to work on the opioid crisis in Ketchikan. She read from her handout regarding the opioid crisis and the need for community action.

Robert Christopher said he is a lifelong resident of Ketchikan and works for Community Connections. He said he has heard the numerous reports regarding the heroin and fentanyl issues in Ketchikan, and voiced his concerns on finding solutions for this community. He indicated he appreciated everything the Council is doing, and offered his services to help. He said this town needs a detox center at the very least, and thanked the Council for their time.

Ryan McHale said he was here to address his concerns regarding the City Council strengthening their ban on camping on City owned parking lots, and suggested revisions to the proposed ordinance. He said forced removal, possible destruction of personal property and increased fines do not resolve the underlining conditions that create the need for camping, and will only serve to take away resources for those already living on the edge. He cited the current organizations in the community who are currently working on this issue, and said we need to continue and expand our support for these organizations. He questioned where will these individuals go, to the next neighborhood or parking lot until that neighborhood complains. He said in summary the key changes that he has proposed are to maintain the fine at \$100.00 and remove language that says personal property would be considered abandoned and possibly destroyed. He encouraged the Council to consider his proposals before voting on this ordinance.

Norman Arriola expressed his concerns with KPU raising their TV rates by \$10.00 and asked if someone could explain the increase. He said prices are increasing on everything especially groceries. He stated Ketchikan Indian Community (KIC) is looking into building a treatment center. He felt the City, Borough, Saxman, Metlakatla and Prince of Wales should all contribute to help build a detox facility. He asked for an ordinance to prohibit boats and trailers from parking on City streets stating it creates a hazard.

Don Wright said the drug issues Ketchikan is facing is destroying our community. He said he is here tonight to discuss where Harris Street joins Park Avenue. He stated the drain in that area is above the height of the water flow and now there is 5.5 inches of ice built-up. He passed photos around for the Council of the area of concern. He stated he has spent days trying to chop the ice up because it has been a hazard for people driving down that road especially with the recent freezing temperatures.

Vice-Mayor Flora asked Acting City Manager Simpson if someone from the Public Works Department could look into this concern.

Acting City Manager Simpson said she will have them look into it.

CONSENT AGENDA

Vice-Mayor Flora suggested moving a few items to the Consent Agenda; including; Appointments to Board and Commissions, the 2022 Police Department Vehicle Acquisition and Ordinance No. 22-1940 regarding "Parking violations" and Camping. Councilmember Gass said he would like to consider Ordinance No. 22-1940 separately, and no objections were heard.

Approval of Minutes – Regular City Council Meeting of January 6, 2022

Moved by Bradberry, seconded by Kistler, for approval of minutes from the regular City Council meeting of January 6, 2022.

Motion passed with Gass, Zenge, Bradberry, Flora, Mahtani and Kistler voting yea; Gage absent.

Exempting Purchase of Maintenance Services from SirsiDynix from Competitive Bidding/Quotation Requirements of the Ketchikan Municipal Code

Moved by Bradberry, seconded by Kistler, pursuant to Subparagraph 6 of Section 3.12.050(a) of the Ketchikan Municipal Code, the City Council exempt the purchase of a maintenance services agreement for the Library Department's First City Libraries Division from the requirements of competitive bidding or obtaining written quotations and; approve funding in the amount of \$27,137 from the 2022 Library's First City Libraries Division's Software Maintenance Services Account No. 635.04; and authorize the Acting City Manager to enter into an agreement to purchase the maintenance services from SirsiDynix in an amount not to exceed \$27,137.

Motion passed with Gass, Zenge, Bradberry, Flora, Mahtani and Kistler voting yea; Gage absent.

Resolution No. 22-2835 – Adopting an Alternative Allocation Method for the FY22 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in the Fisheries Management Area 19: Southern Southeast

Moved by Bradberry, seconded by Kistler, the City Council approve Resolution No. 22-2835 adopting an alternative allocation method for the FY22 Shared Fisheries Business Tax Program; certifying that this allocation method fairly represents the distribution of significant effects of fisheries business activity in the Fisheries Management Area 19: Southern Southeast and establishing an effective date.

Motion passed with Gass, Zenge, Bradberry, Flora, Mahtani and Kistler voting yea; Gage absent.

Liquor License Renewal Applications – Annabelle’s Famous Keg & Chowder House, The Landing Hotel, Restaurant & Jeremiah’s and The American Legion Post #3

Moved by Bradberry, seconded by Kistler, the City Council approve the liquor license renewal applications for Beverage Dispensaries License No. 1840 – Ketchikan Hospitality, Inc. d/b/a Annabelle’s Famous Keg & Chowder House 326 Front St. Ketchikan, AK 99901 and License No. 518 – The Landing Restaurant LLC d/b/a The Landing Hotel, Restaurant & Jeremiah’s P.O. Box 6814 Ketchikan, AK 99901 and Club License No. 52 – Joseph T Craig Post No. 3 The American Legion Inc. d/b/a American Legion Post #3 PO Box 5121 Ketchikan, AK 99901.

Motion passed with Gass, Zenge, Bradberry, Flora, Mahtani and Kistler voting yea; Gage absent.

Appointments to Boards and Commissions – Mayor Kiffer

Mayor Kiffer submitted the name of John Kremer for appointment to the Port & Harbors Advisory Board, and no objections were heard.

2022 Police Department Vehicle Acquisition – Kendall Ford

Moved by Bradberry, seconded by Kistler, pursuant to Section 3.12.050(a)(9) of the Ketchikan Municipal Code, the City Council authorize the purchase of one vehicle for the police Department under State Contract No. CA2217-20 from Kendall Ford of Anchorage, Alaska at a cost not to exceed \$37,803; equip the vehicle with required police equipment under State Contract No. CA2073-17 at a cost not to exceed \$12,512; approve funding in the amount of \$50,315 from the Police Department’s 2022 Vehicle Replacement Capital Account; and direct the Acting City Manager to execute the contract documents on behalf of the City Council.

Motion passed with Gass, Zenge, Bradberry, Flora, Mahtani and Kistler voting yea; Gage absent.

Exempting the Procurement of Email, Network Monitoring and Customer Support Services for the Telecommunications Division From Competitive Bidding/Written Quotation Requirements of the Ketchikan Municipal Code – NeoNova

Moved by Bradberry, seconded by Kistler, pursuant to subparagraph 6 of Section 3.12.050(a) of the Ketchikan Municipal Code, the City Council exempt the procurement of email, network monitoring and customer support services from the competitive bidding/written quotation requirements of the Ketchikan Municipal Code; authorize the Acting General Manager to purchase such services from the Telecommunications Division from NeoNova at a cost not to exceed \$100,487; approve funding from the Telecommunications Division’s 2022 Technical Services Account No. 635.12; and direct the Acting General Manager to execute the contract documents on behalf of the City Council.

Motion passed with Gass, Zenge, Bradberry, Flora, Mahtani and Kistler voting yea; Gage absent.

Five-Year Equipment and Material Storage Yard Lease Agreement – Elliot Enterprises, Inc.

Moved by Bradberry, seconded by Kistler, the City Council authorize the Acting General Manager to enter into a five-year real property lease agreement between the City of Ketchikan d/b/a Ketchikan Public Utilities and Elliot Enterprises, Inc. for the rental of 2,100 sq. ft. of tent-covered property located at 7306 North Tongass Highway at a cost of \$1,500 per month and approve funding from the Electric Division’s Rents & Leases-Land & Buildings Account No. 645.01.

Motion passed with Gass, Zenge, Bradberry, Flora, Mahtani and Kistler voting yea; Gage absent.

Request to Declare Obsolete Telecommunications Equipment as Surplus, and Authorizing the Sale of Such Equipment

Moved by Bradberry, seconded by Kistler, pursuant to Section 3.12.070(b) of the Ketchikan Municipal Code, that the City Council declare obsolete Open Mesh telecommunications equipment as surplus, and authorize the Acting General Manager to sell said equipment at a cost of \$3,000 in accordance with the Acting General Manager's memorandum dated January 11, 2022.

Motion passed with Gass, Zenge, Bradberry, Flora, Mahtani and Kistler voting yea; Gage absent.

UNFINISHED BUSINESS

Ordinance No. 22-1940 – Repealing Subsection (A)(5) of Ketchikan Municipal Code Section 10.88.080 Entitled, “Parking Violations”; and Adding a New Section 10.60.055 Entitled “Regulation of Camping” to Title 10, Chapter 60 of the Ketchikan Municipal Code – Second Reading

Copies of Ordinance No. 22-1940 were available for all present.

Moved by Gass, seconded by Kistler, the City Council approve in second reading Ordinance No. 22-1940 repealing Subsection (A)(5) of Ketchikan Municipal Code Section 10.88.080; entitled, “Parking Violations;” and add a new section 10.60.055 entitled, “Regulation of Camping” to Title 10, Chapter 60 of the Ketchikan Municipal Code; and establish an effective date.

Councilmember Gass said he didn't enjoy the thought of handing out tickets to people, but we do have to have consequences to illegal camping, and said he would be in support of the motion.

Councilmember Kistler said the fine is up to \$300 and at the judges' discretion. She said the ordinance states they would have 90-days to reclaim their personal property.

Motion passed with Mahtani, Kistler, Gass, Zenge, Bradberry and Flora voting yea; Gage absent.

NEW BUSINESS

Contract No. 21-19 – City Manager/General Manager Recruitment Services, Strategic Government Resources, Inc.

Moved by Kistler, seconded by Mahtani, the City Council accept the proposal of Strategic Government Resources, Inc. in an amount not to exceed \$24,900 for Contract No. 21-19, City Manager/General Manager Recruitment Services; establish a contingency of \$30,100, bringing the total initial project cost to \$55,000; authorize funding from the City Manager's and KPU Administration's 2022 Management & Consulting Services Accounts Nos. 640.04 in the amounts of \$27,500 respectively; and direct the Acting City Manager to execute the contract documents on behalf of the City Council.

Acting City Manager Simpson summarized the recruitment efforts that was started back in late 2021, which necessitated the City issue an RFP for services, and the City received four proposals. She indicated a staff level committee was established to review and score the proposals. She stated the recommendation of that committee was unanimous in selecting Strategic Government Resources Inc. (SGR) and is the recommendation before you. She said they specialize in hiring municipal managers and have significant experience recruiting in the Northwest.

Lynn Barboza, Senior Vice-President and Cindy Stanfield, Director of Recruitment Services introduced themselves and gave a brief overview of SGR.

Lynn Barboza and Cindy Stanfield answered questions from the Council.

Motion passed with Zenge, Bradberry, Flora, Gass, Kistler and Mahtani and voting yea; Gage absent.

Discussion of Grant Writing – Councilmember Bradberry

Councilmember Bradberry stated in the near future there will be a lot of grant opportunities and after going through the budget we are at the point where we need any and all help we can get to fix our aging infrastructure. She said tonight she would like to know from the Council which projects that are at the top of our list that we would want to put out for bid , however, staff has made it very clear the City does not have the staffing for grant writing. She said we need to ensure for the future that our docks are not falling apart, Beaver Falls generators are replaced and other important projects. She asked for Council support tonight to put out a request for proposal (RFP) to hire a contractor to assist in grant writing to get our infrastructure to a decent level without a cost to our citizens. She informed her top two projects would be the Schoenbar Culvert and the Port Cathodic Protection.

Acting City Manager Simpson clarified that Councilmember Bradberry would like staff to prepare an RFP for a grant writing contractor. She stated staff intends to look at all of these projects to determine which ones would make viable grant candidates that staff can write and submit, but there are a lot of projects and needs that staff could not possibly write grants for and administer. She said the first step is determining which projects staff can reasonably handle in house. She said the cost is based on how they structure their proposal, noting it could be a percentage or a flat fee.

Vice-Mayor Flora said if the Council decides to bring this back as an action item, then we would ask staff to give us their top priority list, have them define the RFP process and whatever else the Council would like to see to move forward.

Vice-Mayor Flora asked for a show of hands to have staff review the list of City projects, define the RFP process for a grant writer and bring it back to the Council, and at least four hands were shown.

Offer of Employment – Port & Harbors

Moved by Bradberry, seconded by Kistler, the City Council authorize the Acting City Manager to offer the position of Port & Harbors Director to Darryl Verfaillie of Valdez, Alaska based upon a compensation level of Grade 778, Step T an annual salary of \$129,571, an annual vacation accrual rate of 15 working days and use of a take-home vehicle.

Acting City Manager Simpson answered questions from the Council.

Councilmember Gass expressed his concerns of not hiring local candidates and the extra costs in bringing them here.

Motion passed with Mahtani, Kistler, Zenge, Bradberry and Flora voting yea; Gass voting nay; Gage absent.

**Letter of Support for Southeast Conference's Grant Application
to the Community Wood Energy Grant Program**

Moved by Kistler, seconded by Mahtani, the City Council authorize a letter from Mayor Kiffer on behalf of the City to the United States Forest Service Community Wood Energy Grant Program in support of Southeast Conference's grant application to fund a containerized wood pellet mill in Ketchikan.

Motion passed with Flora, Zenge, Gass, Mahtani, Kistler and Bradberry voting yea; Gage absent.

**Ordinance No. 22-1942 – Amending Chapter 11.12,
Telecommunications Service and Rates of the Ketchikan
Municipal Code – First Reading**

Copies of Ordinance No. 22-1942 were available for all present.

Moved by Kistler, seconded by Mahtani, the City Council approve in first reading Ordinance No. 22-1942 amending Chapter 11.12, Telecommunications Service and Rates of the Ketchikan Municipal Code; providing for a public hearing; and establishing an effective date.

Assistant Telecommunications Division Manager Dan Lindgren answered questions from the Council.

Councilmember Bradberry said this is not an essential service, but she would like to see during budget time that all departments provide a more structured rate plan, so it is not a rate shock.

Motion passed with Kistler, Gass, Zenge, Bradberry and Flora voting yea; Mahtani voting nay; Gage absent.

Discussion of Electric Fees – Councilmember Gage

A request to withdraw this item from the agenda, and no objections were heard.

VOUCHERS - None

CITY MANAGER'S REPORT

Acting City Manager Simpson informed she has had conversations with Patti Mackey of the Ketchikan Visitors Bureau (KVB) to organize a work session between the Council and the different local players that are involved with the cruise industry in terms of planning and development. She said the date selected for the work session with the Ketchikan Visitors Bureau is tentatively scheduled for Tuesday, February 22, 2022 at 6:00 p.m. at the Ted Ferry Civic Center. It was the consensus of the Council to have staff move forward with that date.

**Schedule of General Government and KPU Appropriated
Reserves Through the City Council Meeting of January 6, 2022**

Acting City Manager Simpson attached for Council review a schedule of General Government and KPU Appropriated Reserves through the City Council meeting of January 6, 2022.

Status of Recruitment Efforts for Vacant Department Head/Division Manager Positions

Acting City Manager Simpson provided an update to the Council regarding the status of recruitment efforts for vacant department head and division manager positions.

Councilmember Bradberry questioned if staff is re-advertising for the Fire Chief position.

Acting City Manager Simpson said staff has resumed the recruitment efforts for this position as the first go round ended in a dead-end. She stated there were no local candidates in the first round. She informed the prospective Police Chief accepted the position and is off the list.

K.P.U. MANAGER'S REPORT

Project Status Reports of the KPU Division Managers – December 2021

Acting General Manager Simpson included for Council review the project status reports of the KPU division managers for the month of December 2021.

Report of December 12, 2021 Power Outage

Acting General Manager Simpson for Council review a memoranda from Acting Electric Division Manager Bynum regarding the power outage of December 12, 2021.

Ketchikan Lakes Dam Safety and Emergency Planning

Acting General Manager Simpson attached a memorandum by Electric Division Principal Project Engineer Holstrom on the dam's status from a regulatory and emergency action plan (EAP) perspective.

CITY CLERK'S FILE – None

CITY ATTORNEY'S FILE

Acting City Manager Simpson supplied the Council a copy of the report of significant activities for the office of the City Attorney for the Month of December 2021.

FUTURE AGENDA ITEMS

Councilmember Gass asked for a policy proposal for adopting local preference when hiring for City positions. He said he would contact the City Attorney regarding his request.

MAYOR AND COUNCIL COMMENTS

Councilmember Bradberry thanked staff for answering questions and was excited to move forward with the work session. She felt this meeting with Patti Mackie and other industry players is a step forward in planning for our Port rather than just putting out fires. She said this will better our community and actively support our citizens.

Councilmember Gass thanked staff for all the work they do.

Councilmember Kistler said she attended her first Ketchikan Visitors Bureau meeting. She reported they discussed the February 22, 2022 meeting, and said their biggest concern regarding the Council discussions on the hiring of a tourism manager is that it could duplicate some of the services they already provide.

Councilmember Flora stated at the advice of the City Attorney he would be resigning from the Community Agency Grant Committee due to a conflict of interest that could exist with an immediate family member. He said last year he had started a discussion regarding the topic of food security in our community, and he was recently contacted by some folks in the community that felt this topic may be worth revisiting. He said he would draft a short letter and forward to the Borough Mayor explaining the rationale for why this can be a good thing. He said this would be a civil emergency food supply, as we have had zero interruption in our barge service and our shelves are empty. He was open for comments and would bring back to the Council for discussion.

OTHER NEW BUSINESS – None

EXECUTIVE SESSIONS – None

ADJOURNMENT

As there was no further business, the Council adjourned at 8:40 p.m.

Mark Flora, Vice-Mayor

ATTEST:

Kim Stanker, MMC
City Clerk

FYI ITEMS INCLUDED

Lake Levels and System Generation Report for the Month of December 2021
Water Utilization Study Report – December 2021