
Regular Ketchikan City Council meeting was called to order by Mayor Kiffer at 7:00 p.m., March 16, 2023, with the following members present: Riley Gass, Janalee Gage (via WebEx), Jai Mahtani (via WebEx), Lallette Kistler, Mark Flora and Jack Finnegan. Abby Bradberry absent.

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

Mayor Kiffer recited the Native Lands Acknowledgement.

Staff present were City Manager Walsh, Finance Director Johansen, City Attorney Seaver, Fire Chief Hines, Assistant Fire Chief Brainard, Deputy Police Chief Mattson, Acting Electric Division Manager Bynum, Telecommunications Division Manager Lindgren, Deputy Clerk Lee and City Clerk Stanker.

COMMUNICATIONS

Mayor Kiffer informed there was a Council Committee Report update from Councilmember Finnegan regarding the Ketchikan Campus Advisory Council.

PERSONS TO BE HEARD

Abner Hoage, former Fire Chief, said he had the privilege of working with Assistant Fire Chief Scott Brainard for six years. He stated Scott was a great assistant and someone he could rely on. He said the assistant chief is the backbone of the Fire Department. He wished Scott well in his retirement.

Kate Govaars, Marketing and Communication Manager with PeaceHealth, said the hospital is celebrating its centennial year, and the City of Ketchikan and PeaceHealth have enjoyed a long and deep relationship. She thanked the Tongass Historical Museum staff for helping provide information regarding the hospital's history over the years. She thanked KPUTV staff for helping create the video for PeaceHealth that included interviews and stories. She thanked the Ted Ferry Civic Center staff for hosting the event they recently held.

Dan Lindgren introduced Matt McClaren as the new Assistant Telecommunications Division Manager.

Mr. McClaren said he has been in Ketchikan for 13 years and has a background in accounting, business administration and finance. He recently was working for the ferry system as the Chief Financial Officer. He stated he is used to working with politics, governments and various agencies and is excited to now be working with the City and KPU.

Lonnie Guthrie explained he is trying to start a shuttle service from downtown to Walmart, but was told that shuttle service is not in the code therefore he cannot operate the type of business. He asked the Council to consider allowing him to operate a shuttle service. He thanked the Clerk's office for all of the information. Mr. Guthrie answered questions from the Council.

Clerk Stanker explained that the Ketchikan Municipal Code only defines four types of public vehicles; limousine, taxi, sightseeing tours and airport shuttle. She stated that is why the busses from Ward Cove are dropping off/picking up at the Berth 4 lot, because they could not drop off anywhere else in the City per the Ketchikan Municipal Code.

Manager Walsh informed the Ketchikan Gateway Borough recently purchased four new buses that will now be making stops every half-hour.

CONSENT AGENDA

Mayor Kiffer suggested moving Appointments to Boards and Commissions to the Consent Agenda. No objections were heard.

Approval of Minutes – Regular Council Meeting of March 2, 2023

Moved by Kistler, seconded by Flora for the approval of minutes from the Regular Council meeting of March 2, 2023.

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

Establishing 2023 Spring Clean-Up Week

Moved by Kistler, seconded by Flora the City Council designate Saturday, April 22nd through Saturday, April 29th, 2023 as Ketchikan Spring Clean-Up Week.

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

Exempting the Procurement of E911 Services from Competitive Bidding/Written Quotation Requirements of the Ketchikan Municipal Code – Bandwidth, Inc.

Moved by Kistler, seconded by Flora pursuant to Subparagraph 6 of Section 3.12.050 (a) of the Ketchikan Municipal Code, the City Council exempt the procurement of E911 services from the competitive bid and written quotation requirements of the Ketchikan Municipal Code from Bandwidth, Inc. in the amount of \$16,800 and authorize funding from the Telecommunications Division's 2023 Rents and Leases – Infrastructure Account No. 645.04.

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

Exempting the Procurement of UV Facility Backup Batteries from the Competitive Bid/Written Quotation Requirements of the Ketchikan Municipal Code – Toshiba International Corporation

Moved by Kistler, seconded by Flora pursuant to Subparagraph 6 of Section 3.12.050(a) of the Ketchikan Municipal Code, the City Council exempt the procurement of backup batteries for the Water Division's UV facility from the competitive bidding and written quotation requirements of the Ketchikan Municipal Code in an amount not to exceed \$38,320 through Toshiba International Corporation and approve funding from the Water Division's 2023 UV Facility – UPS Battery Replacement Capital Account.

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

Appointments to Boards and Commissions

Mayor Kiffer submitted the name of Lee Bethel for appointment to the Port & Harbors Advisory Board.

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

UNFINISHED BUSINESS

This item was moved to the Consent Agenda.

NEW BUSINESS

Resolution No. 23-2876 – Recognizing Assistant Fire Chief Scott Brainard for His Service to the City of Ketchikan

Moved by Flora, seconded by Finnegan the City Council approve Resolution No. 23-2876 recognizing Assistant Fire Chief Scott Brainard for his service to the City of Ketchikan; and establishing an effective date.

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

Mr. Brainard thanked his wife for wanting to move to Ketchikan, and stated they plan on staying here as they love this community. He thanked Robin and Abner Hoage as he went through the hiring and promotion process, as well as the City Council for having faith in him. He thanked the Fire Department crew that stood by him every day. He thanked Deputy Police Chief Mattson, as he has been great to work with. He thanked the North and South Fire Departments and their chiefs, and Fire Chief Hines. He thanked the KPU and City departments that help make everything work when we have a disaster in town, everyone works together to get it taken care of.

Fire Chief Hines thanked Mr. Brainard for his knowledge, willingness and love that he possesses for this City, the Fire Department and the people that we serve. He said Mr. Brainard is an asset and he will be missed.

APPROVAL OF VOUCHERS – None

MANAGER'S REPORT

Manager Walsh informed that she won a scholarship to attend the Northwest Manager's Conference in Fairbanks at the end of the month, which will include topics relevant to all of Alaska such as growing economic development, recruitment and development of staff.

Manager Walsh reminded the work session to discuss Council priorities is scheduled for Thursday, March 23rd at 6:00 p.m. and the value statement work session is scheduled for Saturday, March 25th at 1:00 p.m. She said there will be a poll sent to the Council to select a date to schedule the work session to discuss the dock vendor lease purpose.

Manager Walsh thanked Finance Director Johansen and Controller Hart for their participation in a public Q&A session regarding the seasonal sales tax. She stated they are accepting comments on the proposed 2023 berthing schedule, which will be compiled and shared with the cruise line agency and the Council. She informed there will be a traffic input meeting on Tuesday, March 21st at the Ted Ferry Civic Center from 4:00 to 6:00 p.m. and we have released a public input survey regarding this topic. She said the City will not be making any traffic changes at this time,

this is to ensure for the 2023 cruise season there are dedicated loading and unloading zones so people are not being dropped off anywhere in town except at those locations. She plans on issuing another survey after the season to see if there are any suggestions that can be implemented in the future.

Manager's Report to Council

Manager Walsh provided the Council with a report on staff news, completed and scheduled activities, Council priorities, future agenda items, tasks in progress and other identified items not yet in progress.

Sales, Marketing & Customer Service Division Report, February 2023

Manager Walsh attached for Council review the project status report from the KPU Sales, Marketing & Customer Service Division for the month of February 2023.

Telecommunication Division Manager's Report, February 2023

Manager Walsh attached for Council review the project status report from the KPU Telecommunication Division for the Month of February 2023.

Water Division Manager's Report, February 2023

Manager Walsh included for Council review the project status report from the KPU Water Division from the month of February 2023 and the Water Utilization Study Report for January 2023.

Electric Division Manager's Report, February 2023

In her report, Manager Walsh attached for Council review from the KPU Electric Division for the month of February 2023.

Schedule of General Government and KPU Appropriated Reserves Through March 2, 2023

Manager Walsh attached for Council review the new operational policy establishing minimum open hours for the Ketchikan Public Library. She informed the Library will open for a minimum of 50 hours a week for 48 weeks a year, and when possible, a maximum of 58 hours a week for 50 weeks a year. She stated this policy ensures sufficient hours to meet the community's needs and eligibility for state funding.

Calls and Response to First City Homeless Services – 632 Park Avenue

Manager Walsh attached for Council review memorandums from the Police and Fire Departments that address the calls for service and responses to First City Homeless Services/Park Avenue Safe Shelter for January and February 2023.

Councilmember Gass questioned the report regarding Calls and Response to First City Homeless Services, and the cost to the City to run an ambulance to that location.

Fire Chief Hines explained the cost per call is around \$3,169, and Medicaid or Medicare will pay out about \$268 per call.

Fire Chief Hines and Manager Walsh answered questions from the Council.

CITY COUNCIL COMMITTEE REPORTS

Councilmember Mahtani provided the Council with the Ketchikan Tourism Strategy committee report from their meeting on Thursday, March 2, 2023.

CITY CLERK'S FILE – None

CITY ATTORNEY'S FILE

City Attorney Seaver provided the Council with a report of significant activities for the month of February 2023.

FUTURE AGENDA ITEMS

Councilmember Gass asked staff to look into adding a shuttle service to the Public Vehicle Section of the Ketchikan Municipal Code.

Councilmember Gage requested information be added to the City's website detailing the permitting process for someone to operate a public vehicle.

Clerk Stanker explained the City Clerk's office issues the public vehicle certificates, and will work on compiling and updating this information on the website for easy access.

MAYOR AND COUNCIL COMMENTS

Councilmember Mahtani thanked Scott for his work because during COVID, and the last few years, he has been the point man with various responsibilities. He said while it is sad to see him go, it is good he will stay in the community.

Councilmember Gage thanked Scott and said she will miss seeing him at meetings. She said she appreciates all of the staff from the Fire Department.

Councilmember Kistler thanked Manager Walsh for getting the scholarship to attend the Northwest Manager's Conference and is excited to hear what she learns. She thanked the KPU Marketing Staff who held a Tech Talk for Seniors at the Ketchikan Public Library. She said it was nice to see Abner Hoage in front of us again, and while she was not on the Council when he was Fire Chief, she watched the meetings with his COVID updates and is very proud of how our City responded. She thanked Scott for stepping up and for all of his hard work.

Councilmember Finnegan saluted Assistant Fire Chief Brainard and congratulated him on his retirement. He said it speaks to the magnetism of this community that you have found a home here and will stay. He commented on Ms. Govaars with PeaceHealth statement, and the three City departments that were so essential in the hospital putting together their program in celebration of the centennial, which makes him proud to be a member of this community. He said regarding the earlier conversation about the calls to First City Homeless Shelter, it is informative and helpful to have these numbers, and it is important to remember the individuals who are making use of these services, whether for necessary cause or another ride to the hospital, they are members of this community. He indicated the fact that they congregate at the shelter is out of a given necessity considering their circumstances. He stated, in the important and necessary work on figuring out how to best provide services to those people, let's not forget their needs and humanity as Fire Chief Hines stated from the details in his report, this isn't the full figure.

Councilmember Finnegan went on to say the City is incurring an incredible cost and he would like to find some way to provide these individuals the services they need without creating such an expense. He mentioned the Ketchikan Wellness Coalition's work on putting together a crisis response team that would be able to respond to responses like these, which would free up the Fire Department and Police Department. He said it is imperative for us to think of creative ways to address these concerns, and would love to find a way to mitigate this expense to the City while remembering the people that utilize those services.

Councilmember Gass thanked and congratulated Scott Brainard for his years of service, and wished him the best in his retirement. He said he agrees with Mr. Guthrie who spoke earlier about trying to help local people make some money off of the tourists, and he raised some good points about all of the red tape, and worth looking into. He hopes to make it a little easier for people who are looking to start a business, or at least take away some barriers that might prevent people from starting a business. He said as to the calls down to Park Avenue, he drives down that area a lot and we keep talking about the problems down there. He stated he doesn't know the answer, and isn't sure what necessarily caused it, but in the time that the facility has opened and the services extended, and no rules regarding intoxicants, the problem has gotten much worse. He said seeing those numbers in the report from the Fire Chief was an eye-opener, because the people who are paying taxes are now paying \$189K to that one property over two months is unacceptable.

Councilmember Flora thanked and congratulated Assistant Fire Chief Brainard as he will certainly be missed and wished him all the best in his retirement. He said the best testament to his service to our community is the wonderful support he received tonight from his department.

Mayor Kiffer echoed all of the comments made tonight to Scott and that we will see you around. He wished him luck and said he is glad to see and it reminds us that departments are not just people, they are families.

EXECUTIVE SESSION - None

ADJOURNMENT

As there was no further business, the Council adjourned at 7:55 p.m.

Dave Kiffer, Mayor

ATTEST:

Kim Stanker, MMC
City Clerk

FYI ITEMS INCLUDED

2023 NOAA Brochure & Letter
Ketchikan Wellness Coalition Newsletter
Ketchikan Visitors Bureau
Love in Action March 2023 Newsletter
Thank you Letter from PeaceHealth

Ketchikan City Council work session was called to order by Mayor Kiffer at 6:00 p.m., March 23, 2023, with the following members present: Mark Flora, Riley Gass, Janalee Gage, Jai Mahtani, Abby Bradberry, Lallette Kistler and Jack Finnegan.

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

Mayor Kiffer recited the Native Lands Acknowledgement.

Staff present were City Manager Walsh, Assistant Manager Simpson, Deputy Clerk Lee and City Clerk Stanker.

COMMUNICATIONS

PERSONS TO BE HEARD - None

NEW BUSINESS

Work Session – Priority Setting

Manager Walsh provided a list of future agenda items Councilmembers have requested. She informed her priorities are: staff retention and compensation, along with employee development, career plans and training programs; define relationships and objectives regarding the Community Grants Program and Ketchikan Visitors Bureau; rate-setting policy. She stated a lot of the Council's future agenda items are in progress, but what she would like from the Council discussion tonight are the high-time and investment priorities.

Each of the Councilmembers explained their top priorities:

Councilmember Bradberry – Personnel, retention and compensation; defining relationship with the Ketchikan Visitor's Bureau, and finalize the tourism manager position; identifying and developing revenue sources within each department.

Councilmember Mahtani – Personnel, retention and compensation.

Councilmember Kistler – Personnel, retention and compensation; establishing a grant writer position; shore power to the Port of Ketchikan; determining the best use of Bawden Street lot.

Councilmember Gass – Developing a strategic business plan and budget policy; shore power to the Port of Ketchikan; establishing yearly Port fee rate increases; impacts of tourism on the community.

Councilmember Finnegan – Personnel, retention and compensation; shore power to Port of Ketchikan; tourism manager position; establishing a grant writer position; establishing a vehicle maintenance and acquisition policy.

Councilmember Flora – Personnel, retention and compensation; review of Ketchikan Visitor Bureau and economic development code; analysis of impacts of tourism on every department; develop a budget process based on a performance based budget; finalize the tourism manager position with a focus on capacity and impact management of tourism on the community.

Councilmember Gage – Shore power to Port of Ketchikan; personnel retention; establish a grant writer position; finalize tourism manager position; establish a vehicle maintenance and acquisition policy.

Councilmember Kiffer – Shore power to Port of Ketchikan.

Manager Walsh answered questions from the Council and summarized the Council's top priorities based on discussion as:

1. Addressing staff issues – employee satisfaction, retention and recruitment.
2. Budget policy – vehicle acquisition, rate structure, policy sessions.
3. Tourism – tourism manager position, long-term analysis, infrastructure.
4. Grant writer position

Manager Walsh said she will provide a list with bullet points for the next Council meeting for the Council to vote on. She stated this work session has been helpful and has given her direction moving forward.

MAYOR AND COUNCIL COMMENTS

Councilmember Bradberry said she appreciates everyone and thanks them for taking the time to prepare and come to this work session.

Councilmember Mahtani stated this is a good start to help us streamline what we do for the City, and moving forward on actions we take during Council meetings. He said he is excited and looking forward to the Saturday work session and hopefully we will continue to achieve similarly what we achieved today.

Councilmember Finnegan, congratulated Councilmember Gass on the birth of his child. He said this meeting is essential to how we operate as a Council and having the opportunity to sit and talk with each other and staff about what we feel is important and why, makes the rest of the work we have to do that much easier. He stated going from a work session to a regular meetings gives him a much clearer sense of purpose. He felt this meeting was of value for both the Council and staff. He hopes work sessions like this become a regular occurrence.

Councilmember Gass said he found this work session useful and helpful, and was happy to see a lot of overlap between everyone's priorities. He felt there is more agreement between all of the Councilmembers lately, which will make it easier for staff. He reiterated he would like to see moving forward a reasonably responsible budget as possible and liked the Mayor's idea of providing a specific growth percentage for departments. He thanked everyone for the kind words on the birth of his daughter.

Councilmember Flora said he is becoming a fan of these work sessions as the Council operates pretty well in this format. He liked being able to hear Councilmember's elaborate on their priorities and is nice to see us all land in mostly the same place. He feels this was a productive work session.

Councilmember Gage said it is good to be back and it was a good meeting.

Mayor Kiffer said it is nice to look around the table and have everyone here and in person. He stated in Juneau they are offering police officers a \$30K bonus if they complete four years of service, which is what we are up against. He informed when he was up in Juneau a few weeks ago and one of his friends from up north made the comment that the problem with Ketchikan is that the population is just too stagnate, and thanked Councilmember Gass and Councilmember Finnegan for adding to the population of Ketchikan.

ADJOURNMENT

The Council adjourned the work session at 7:02 p.m.

Dave Kiffer, Mayor

ATTEST:

Kim Stanker, MMC
City Clerk

Ketchikan City Council work session was called to order by Mayor Kiffer at 1:06 p.m., March 25, 2023, with the following members present: Janalee Gage, Jai Mahtani, Abby Bradberry, Mark Flora, Lalette Kistler and Jack Finnegan. Riley Gass absent.

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

Mayor Kiffer recited the Native Lands Acknowledgement.

Staff present were City Manager Walsh, Assistant Manager Simpson, Deputy Clerk Lee and City Clerk Stanker.

PERSONS TO BE HEARD - None

NEW BUSINESS

Work Session – Presentation by Brad Hofmann, Head First

Brad Hofmann, owner of Head First, explained the next step of this process is to help the Council develop the first draft of their own core ideology and vision goals. He stated effective organizations have a strong sense of where they are headed, which allows them to be proactive and provides touchstones that help the organization to be consistent and focused in terms of making decisions.

A lengthy discussion ensued. The full work session is available at <https://www.ktn-ak.us/current-agendas-and-minutes>

MAYOR AND COUNCIL COMMENTS

Councilmember Finnegan thanked Mr. Hofmann for his time and for the presentation.

Councilmember Mahtani thanked Mr. Hofmann and the Manager for putting this session together.

Councilmember Bradberry said she feels really good about this week with the two work sessions. She stated she is looking forward to the next steps and thinking about these goals as we make decisions and having more guidance in what we do.

Councilmember Kistler said she is excited at the idea of having long-term goals instead of just running around putting out fires.

Councilmember Flora thanked Mr. Hofmann, the managers and clerks and all of the Council for being here and for the hard work.

Mayor Kiffer echoed other Councilmembers comments, and thanked everyone for being here.

ADJOURNMENT

The Council adjourned the work session at 5:30 p.m.

Dave Kiffer, Mayor

ATTEST:

Kim Stanker, MMC
City Clerk