

- a.** Approval of Minutes – Regular City Council Meeting of October 3, 2024

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Regular Ketchikan City Council meeting was called to order by Mayor Kiffer at 7:00 p.m., October 3, 2024, with the following members present: Jai Mahtani, Judy Zenge, Jack Finnegan, Lallette Kistler, Janalee Gage, Riley Gass and Mark Flora.

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

Mayor Kiffer stated the Native Lands Acknowledgement.

Staff present were Manager Walsh, Assistant Manager Simpson (via Webex), Finance Director Johansen, Fire Chief Hines, Water Division Manager Kleinegger, Electric Division Manager Bynum, Deputy Police Chief Mattson, IT Director Hecla, Ted Ferry Civic Center Manager Nelson, Deputy Clerk Lee and City Clerk Stanker.

### **COMMUNICATIONS**

Mayor Kiffer said there were a couple of items laid on the table; including additional information regarding the use of the Ted Ferry Civic Center by the graduating class from Revilla and the Manager's report.

Mayor Kiffer read a proclamation honoring Dave Rubin and his contributions to the community.

Dave Rubin thanked Mayor Kiffer for the proclamation. He said that growing up in New York he was always making his way to Ketchikan. He thanked the Council.

Mayor Kiffer read a proclamation for Indigenous People's Day.

### **PERSONS TO BE HEARD**

Deputy Police Chief Mattson introduced a new police officer, Luke Berkhalter. He informed Officer Berkhalter is originally from South Dakota, spent four years in the Marine Corps, and then earned a bachelor's degree in criminal justice. He recently graduated second overall from the Alaska Law Enforcement Training Academy and recently completed a 14-week field training program.

Officer Berkhalter said it was a pleasure to be here as he really missed living in a small town. He said he has found his home for the foreseeable future and is happy to be here.

Deputy Police Chief Mattson explained the situation involving an officer shooting a black bear this morning on Creek Street.

Bob Sivertsen stated his father worked for the City of Ketchikan for 43 years and he worked for the City for 38 years as well as numerous uncles and cousins working for the City and they all came home at night. He asked the Council to retire the plaque on 3915 Tongass that was dedicated to his father as the Sivertsen Building and asked to rename it the Griffin Building, after Sean Griffin.

Anges Moran, Executive Director for Women In Safe Homes (WISH), thanked Mayor Kiffer for his support over the years. She informed WISH has had its ups and downs over the years but it reached a turning point with its new building, which was completed with the support of the City Council. She stated that WISH serves about 300 people every year and has a real positive impact on the community.

Jeremy Bynum congratulated the individuals who won a seat in the election and thanked Councilmember Gage for her service to the City of Ketchikan. He thanked Mayor Kiffer for his service to the community. He thanked Mayor Kiffer and said he appreciated the letters he would send to him after he spoke at City Council meetings.

**CONSENT AGENDA**

Councilmember Mahtani asked to consider Resolution No. 24-2943 – IT Position Reclassification – Artificial Intelligence Solutions Architect separately, and no objections were heard.

**Approval of Minutes – The Regular City Council Meeting of September 19, 2024**

Moved by Flora, seconded by Kistler for the approval of minutes from the regular meeting of September 19, 2024.

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

**Declare Surplus and Authorize Disposition of Police Vehicle 52-222, 2016 Ford Explorer, via Auction**

Moved by Flora, seconded by Kistler pursuant to Section 3.12.070(b) of the Ketchikan Municipal Code, the City Council declare police vehicle 52-222 as surplus; and authorize the City Manager to dispose of these items via auction on behalf of the City Council.

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

**Budget Transfer from the Appropriated Reserves of the KPU Enterprise Fund in the Amount of \$55,000 to the 2024 KPU Water Division’s Operating Fund**

Moved by Flora, seconded by Kistler the City Council authorize the General Manager to transfer \$55,000 from appropriated reserves of the KPU Enterprise Fund to the Water Division’s 2024 Operating & Capital budget to provide supplemental appropriations as follows: \$20,000 to Chemicals Account No. 510.06, \$10,000 to Telecommunications Account No. 650.01, and \$25,000 to Electric, Water, Sewer & Solid Waste Account No. 650.02.

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

**2024 CIP Police Vehicle Purchase**

Moved by Flora, seconded by Kistler the City Council approve the purchase of five 2024 Ford Police Interceptors at a cost of \$239,175 and the purchase of their upfitting at a cost of \$108,072; and approve contingency in the amount of \$12,000 with funding to come from Police Department 2024 Operating and Capital Budget – Replace Police Vehicles Project Account 720.00; and direct the City Manager to execute the contract documents on behalf of the City Council.

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

**Purchase of a Replacement Vehicle 185-46 – Pierre Ford**

Moved by Flora, seconded by Kistler Pursuant to paragraph 3.12.35(c) of the Ketchikan Municipal Code, the City Council approve the purchase of a 2024 Ford Escape from Pierre Ford - Seattle, Washington in the amount of \$28,999; authorize funding in the amount of \$30,799 to include \$1,800 for shipping from the 2024 KPU Water Division’s Utility Vehicles Capital Account; and authorize the General Manager to execute the purchase documents on behalf of the City Council.

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

**Liquor License Renewal Applications**

Moved by Flora, seconded by Kistler the City Council approve the following liquor license renewal applications: Beverage Dispensary License No. 810 – Cape Fox Lodge, LLC d/b/a 108 Tap House & Burger Bar, 108 Main Street, Ketchikan, AK; Beverage Dispensary License No. 1930 – Ketchikan Entertainment Center, LLC d/b/a My Office, 2050 Sea Level Drive, Suite 102, Ketchikan, AK 99901.- Package Store License No. 870 – Pioneer Entertainment, LLC d/b/a Red Snapper, 123 Betty King Alley, Ketchikan, AK 99901.

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

**Resolution No. 24-2943 – IT Position Reclassification – Artificial Intelligence Solutions Architect**

Moved by Mahtani, seconded by Kistler the City Council approve Resolution No. 24-2943, amending the City of Ketchikan compensation plan to provide for the classification of the position of Artificial Intelligence Solutions Architect; and establishing an effective date.

IT Director Hecla answered questions from the Council.

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

**UNFINISHED BUSINESS** – None

**NEW BUSINESS**

**Police Department Trimble Demonstration**

Deputy Police Chief Mattson introduced Officer Mitchell and the equipment that he’ll be demonstrating to the Council tonight. He stated the Trimble was implemented in May of 2023 and has been extremely useful and reliable images of scenes whether inside or outside. He said, essentially, this piece of equipment is a highspeed 3D laser scanning system that incorporates the Global Mobile Satellite System (GMSS) and allows them to map scenes with quantifiable and repeatable data and collect evidence efficiently and safely. He stated currently there are six officers trained for the use of the Trimble.

Officer Mitchell demonstrated to the Council the Trimble equipment and explained its many applications. He answered questions from the Council.

Manager Walsh stated the funding for this equipment came from utilizing seizure funds.

Deputy Police Chief Mattson reiterated that funding for training came from seized forfeited drug funds through the US Marshall seizure program. He said it has been a great program for the department and good training. He explained this equipment is utilized when something tragic has happened, such as a criminal investigation or tragic event. He said the goal is to move seamlessly from the scene to a trial later on, the Trimble Forensic combines both reliable hardware with powerful field and office software efficiently and accurately by collecting critical detailed evidence, and that analysis will hold up at a trial.

Mayor Kiffer asked if there were any objections to considering the motion to reconsider before addressing the amendments to the Ted Ferry Civic Center Fee Waiver Policy, and no objections were heard.

**Reconsideration of Ted Ferry Civic Center Fee Waiver  
Application – 2025 Revilla High School Graduation**

Moved by Zenge, seconded by Finnegan the City Council reconsider action taken at the regular Council meeting of September 19, 2024, regarding the request from Revilla High School to waive the fees associated with the use of the Ted Ferry Civic Center (TFCC).

A lengthy discussion ensued.

Manager Walsh clarified that operational funding for the TFCC is through the bed tax, it does not come through the general fund.

TFCC Manager Nelson answered questions from the Council.

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

**Should the motion to reconsider pass, the motion before the Council is:**

Moved by Finnegan, seconded by Gage pursuant to Section VI of the Ted Ferry Civic Center Fee Waiver Policy No. COK 5.02, the City Council waive the facility rental fees associated with the use of the Ted Ferry Civic Center for the 2025 Revilla High School Graduation, taking place May 28, 2025.

Revilla High School Principal Kurt Lindemann explained the rationale for having the graduation at TFCC versus other locations. He stated that if they had to pay for the use of the TFCC then that money would come from other areas, such as the money they use to help provide meals, shoes or jackets to the kids that attend as well as educational expenses. He said there are 35 kids expected to graduate in 2025. He answered questions from the Council.

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

**Amending Ted Ferry Civic Center Fee Waiver Policy No. COK  
5.02 (Version 2)**

Moved by Flora, seconded by Gage the City Council approve the amended Ted Ferry Civic Center Fee Waiver Policy (COK 5.02) version No. 2.

A lengthy discussion ensued.

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

**Resolution No. 24-2942 – Recognizing the Efforts and Accomplishments of Mayor Kiffer**

Moved by Finnegan, seconded by Mahtani the City Council approve Resolution No. 24-2942 recognizing the efforts and accomplishments of Mayor Dave Kiffer.

Councilmembers took turns reading the resolution honoring Mayor Kiffer.

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

**APPROVAL OF VOUCHERS**

Mayor Kiffer passed the gavel to Vice-Mayor Gage, due to a conflict of interest.

Moved by Kistler, seconded by Finnegan the City Council for approval of vouchers to Parnassus Books in the amount of \$114.83

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

Vice-Mayor Gage passed the gavel back to Mayor Kiffer.

**MANAGER’S REPORT**

**Manager’s Report to Council**

Manager Walsh thanked and commended the Ketchikan Police Department regarding the ABC News 2020 feature on a crime that occurred in Ketchikan and the Police Departments response. She said the program segment highlighted the professionalism, skills and commitment of the Ketchikan Police Department. She informed staff has a meeting with FEMA next week on a possible declaration. The state is moving forward with an assessment of the landslide. The Telecommunications Division has sunset KPUTv. The Friends of the Library is having their annual book sale this weekend at The Plaza. She informed the Cost Allocation Study is complete from the McKinley Group and will be presented at the October 17, 2024 meeting. She reminded the Council that this study shows the costs and the impacts of the cruise industry and cruise visitors on our community, so the next step is to take this information and build it into the agreement with Cruise Lines International Association (CLIA). She said the skeleton agreement is done which will allow the City to use wharfage fees to support activities impacted by the cruise industry.

Councilmember Mahtani requested the CLIA representatives attend in person versus virtually.

Councilmember Gage questioned the status and expected amount of the third quarter sales tax.

Finance Director Johansen explained the third quarter sales tax is the biggest quarter the City receives and is due by the end of October. She explained we are right on target for what was budgeted for revenues. She and Manager Walsh answered questions from the Council.

Councilmember Finnegan asked about the revocation of Public Vehicle permits and if that applied to the person operating the vehicle or to the entire business.

Manager Walsh explained that there was one revocation of an operation due to a vehicle purposefully accessing the landslide area. The operator went through the appeal process, and she reinstated their permit on the condition that the driver not operate for the rest of the year, which they agreed to.

Mayor Kiffer questioned if there was an update regarding Women In Safe Homes Executive Director Agnes Moran’s comments from the last meeting regarding PeaceHealth’s treatment of sexual assault cases.

Assistant Manager Simpson informed she spoke with the interim hospital administrator at PeaceHealth and that he plans on reaching out directly to Ms. Moran. She said this item will be discussed at the next Healthcare Advisory Committee meeting.

Manager Walsh provided the following information in her Manager’s Report:

- Remitted request for warming shelter funding letter to the Ketchikan Gateway Borough.
- Landslide update: staff is working to substantiate documents to remit to the State DHSEM Assistance Office. The Third Avenue Bypass reopened on October 1, 2024. The landslide Technologies report is attached.
- Moving forward department heads will provide quarterly reports with a new informational format.
- The USCG did a surprise inspection at the Port and no deficiencies were noted.
- There was a public meeting to review the Guard Shack design.
- Provided the Council with the September’s Staff Travel Report.

**Schedule of General Government and KPU Appropriated Reserves Through September 19, 2024**

Manager Walsh provided for Council review a schedule of the current balance of Appropriated Reserves of the various funds of General Government and Ketchikan Public Utilities through September 19, 2024.

**Public Works Director’s Project Status Report – September 2024**

Manager Walsh attached for City Council review the September 2024 Project Status Report from the Public Works Director.

**2024 Sales Tax Report No. 7**

Manager Walsh attached for City Council review a memorandum from Finance Director Johansen regarding the 2024 sales tax collections.

**2024 Q2 Performance Metrics & Summary of Activities Report – Ketchikan Visitors Bureau**

Manager Walsh attached for City Council review is the Ketchikan Visitors Bureau (KVB) Q2 performance metrics and summary of activities report and the 2024 agreement between the KVB and the City.

**Report on Police Chief Employment Expenses**

Assistant Manager Simpson attached the Councilmember agenda request form from Councilmember Zenge and Gass requesting information regarding the total expenses associated with the hiring, employment, and retirement of Police Chief Walls. She attached a report compiled by Human Resources Manager Alderson addressing the request and noted that the expenditures for Chief Walls, from recruitment to retirement, are in line with adopted policies and rules for non-represented employees and are reflective of actions taken with other employees under the same circumstances.

Councilmember Gass asked if administrative pay and benefits is a policy the Council can vote on or if that is part of union contracts.

Manager Walsh clarified that department heads are not union employees, they are regular classified employees. She reminded the Council that as a government entity an employee has a constitutional right to their job, therefore they have the right to a hearing in order to be terminated, demoted or any sort of loss wage. She said she could follow up with the Human Resources Department regarding the City’s policy on administrative leave.

**PeaceHealth Ketchikan Community Health Board Town Hall and Healthcare Advisory Committee Meeting**

Assistant Manager Simpson provided the Council information regarding the PeaceHealth Ketchikan Community Health Board that has scheduled a public town hall-style meeting to receive public comment per Section 7, subsection h of the lease agreement between the City and PeaceHealth for operation and occupation of the Ketchikan Medical Center. She informed the meeting will take place, on Tuesday, October 15, 2024, beginning at 6:00 p.m. at the Ted Ferry Civic Center. She also noted prior to this meeting that the City-PeaceHealth Healthcare Advisory Committee (HAC) will hold its quarterly meeting, beginning at 5:00 p.m. in the Civic Center Conference Room. She said this meeting is open to the public and is in-person only.

**COUNCIL COMMITTEE REPORTS** – None

**CITY CLERK’S FILE**

City Clerk Stanker informed that the Canvass Board will meet on October 8, 2024, at 10:00 a.m. to canvass the absentee and questioned ballots from the Municipal Election that was held on October 1, 2024, in Council Chambers, and the public is invited to attend. There will be a special meeting on Thursday, October 10, 2024, at 6:00 p.m. to certify the elections.

**CITY ATTORNEY’S FILE**

Manager Walsh supplied the Council with a report of significant activities for the month of August 2024 from the City attorney's office.

**FUTURE AGENDA ITEMS**

Councilmember Flora said he, along with Councilmember Zenge, submitted a future agenda request to the Manager’s office regarding staff training.



**MAYOR AND COUNCIL COMMENTS**

Councilmember Finnegan said one of the items that jumped out at him from Mayor Kiffer’s resolution was the duration of his service in various capacities to the community over the years. He said he admires his dedication to the community and notes that when a person serves in offices like these it’s not always to win favor or popularity contests, but it speaks to his dedication to this community. He wished Mayor Kiffer all the best in the months and years to come.

Councilmember Mahtani thanked Mayor Kiffer and said it has been a pleasure and honor to serve with him. He said that he and Mayor Kiffer were elected the same year, and that was his first year serving on the Council and he has learned a lot from him. He wished him well in his future endeavors and urged him to continue as a historian for the community of Ketchikan. He gave kudos to Public Works for opening the Third Avenue Bypass, as well as the Police and Fire Departments. He stated that we have received accolades from across the state and from across the country for how we handled the landslide, which is all because of our manpower, our people who work for the City and KPU.

Councilmember Flora said when he was brand new on the Council, appointed to a seat in October 2016, he sat next to Mr. Kiffer and for the first few months was scared to death to be there. He said he learned a lot from him over the years. He stated your first year on the Council can be an overwhelming endeavor and he helped him navigate through that and thanked him for his help. He wished him all the best and hoped his complete retirement was everything that he wants it to be.

Councilmember Gass congratulated Councilmember Mahtani on his reelection and said it has been an honor to serve with him and is looking forward to serving again. He gave a shoutout to all of the candidates that ran and thanked them for putting their names out there to try and serve the community, and said it often takes a few tries and encouraged those who didn’t win to try again. He said it has been an honor to serve with Vice-Mayor Gage, he appreciates her passion and hopes she has a nice break and wishes her the best on whatever comes next. He said when he was elected Mayor Kiffer was one of the more seasoned Councilmembers, and it's been nice to learn from him. He commented on the number of years he has served in the community in various capacities and the community is better for it. He hopes he will be able to take some time to watch baseball, wished him the best and thanked him for serving his community.

Councilmember Kistler said she worked with Mayor Kiffer when he was the Mayor of the Borough working on funding for the performing arts center and thanked him for his support on that. She hopes he enjoys his retirement.

Councilmember Zenge congratulated Councilmember Mahtani on his reelection and said while she will miss working with Councilmember Gage, she knows she will see her. She echoed comments made by other Councilmembers and said she appreciated serving with Mayor Kiffer and thanked him for his service. She thanked the Police Department, specifically Deputy Police Chief Mattson, for introducing new police officers and for demonstrating their new equipment. She said she appreciates them keeping the Council informed. She thanked Mayor-Elect Sivertsen and appreciated his suggestion to rename the building and feels this would be a good way to honor Mr. Griffin.

Councilmember Gage thanked everyone and said Mayor Kiffer has been an amazing mentor. She said this position definitely makes you learn that you are not everyone’s best friend and that you’re not always going to be liked and sometimes you’re going to stand alone in your decisions. She stated that Mayor Kiffer has always shown integrity, and she has always appreciated sitting at the table with him. She congratulated everyone that won. She agreed that the building should be renamed in honor of Mr. Griffin because the loss of life is unfathomable, especially in a small town.

Mayor Kiffer said that he wanted to go out with a bang and spent about two hours reading every political farewell speech that had been written but decided after writing about six pages to shred the whole thing and just keep it short and sweet. He congratulated Councilmember Mahtani on being reelected and wished him luck in the next three years, as well as to Mr. Sivertsen and Mr. Coose. He said the Council and community will miss Councilmember Gages’ passion. He stated in his 21 years, he hasn’t seen anyone who has been more passionate at a governmental table in Ketchikan. He thanked the 13,246 people who voted for him over the years and is grateful folks trusted him enough to put him in these positions and to keep him there over the years. He stated in 21 years he has served with roughly 192 Council and Assembly members, and even though they didn’t always agree that is part of the process and a good thing. He said whether he agreed with them or not, they were doing what they could to make Ketchikan a better place. He said what we do up here works because we hire good managers, clerks and attorneys and they then turn around and hire other good people. It is the City and Borough employees who have truly made things work. He thanked his family who has always been very supportive. He thanked everyone and said where we have gotten over the past 21 years as a community is a really good place and looks forward to where it goes.

**OTHER NEW BUSINESS** – None

**EXECUTIVE SESSIONS** - None

As there was no further business the Council adjourned at 9:17 p.m.

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David Kiffer, Mayor

ATTEST:

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Kim Stanker, MMC  
City Clerk

**FYI**

- Case No. 24-039 – Ketchikan Gateway Borough, Department of Planning and Community Development – Consolidate Lots
- Case No. 24-040 – Ketchikan Gateway Borough, Department of Planning and Community Development – Major Variance
- Case No. 24-041 – Ketchikan Gateway Borough, Department of Planning and Community Development – Major Variance