

**WHITTIER CITY COUNCIL  
WILL HOLD  
A REGULAR MEETING  
TUESDAY, AUGUST 16, 2016  
AT 7:00 PM**

**COUNCIL CHAMBERS  
P-12 BUILDING**

**AGENDA**

**Page #**

- 1. CALL TO ORDER**
- 2. OPENING CEREMONY**
- 3. ROLL CALL**
  - A. Council Members Present
  - B. Administration Present
- 4. APPROVAL OF MINUTES**
  - A. July 19, 2016 – Regular Meeting Minutes 1
- 5. APPROVAL OF REGULAR MEETING AGENDA**
- 6. MAYOR’S REPORT**
  - A. Mayor Report - Dan Blair
  - B. Vice Mayor Report - Dave Pinguoch
- 7. MANAGER’S REPORT**
  - A. City Manager’s Report – Mark Lynch 6
    1. Financial Report – Lynette Dennis
  - B. City Attorney’s Report – Holly Wells
  - C. School District Report – Bob Crumley
  - D. Directors’ Reports
    1. Harbor Report – Andy Dennis 7
    2. Public Safety Report – Dave Schofield
    3. Public Works Report – Scott Korbe
    4. PS Building Report – Moe Zamarron 8
- 8. COMMISSION/COMMITTEE REPORTS**
  - A. Planning Commission
  - B. Port & Harbor Commission
  - C. Park & Recreation Committee
  - D. PWSAC
- 9. CITIZENS COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**

- 10. APPROVAL OF CONSENT CALENDAR**
- 11. PUBLIC HEARINGS (NON-ORDINANCE)**
- 12. PRESENTATIONS**
- 13. ORDINANCES**
  - A. Introduction (1st reading)**
  - B. Public Hearing (2<sup>nd</sup> reading)**
- 14. RESOLUTIONS**
- 15. COUNCIL DISCUSSION**
- 16. CITIZEN DISCUSSION**
- 17. EXECUTIVE SESSION**
  - A. Discussion of Whittier Manor Lease – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City.
  - B. DeLong Dock Management – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City.
- 18. UNFINISHED BUSINESS**
  - A. Shotgun Cove Road project
  - B. ARRC/COW land swap
  - C. Improve Salmon sport fishing in Northwest PWS
  - D. Whittier Manor Lease
  - E. Public Safety Complex – Phase 2
    1. Will the clinic be included?
    2. Will the clinic provider's housing be included?
    3. Will administrative housing be included?
    4. Add concrete for 2<sup>nd</sup>/3<sup>rd</sup> floors?
  - F. Paddle Craft Launch
- 19. NEW BUSINESS**
- 20. ADJOURNMENT**



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

**WHITTIER CITY COUNCIL  
REGULAR MEETING  
TUESDAY, JULY 19, 2016  
7:00 PM  
COUNCIL CHAMBERS  
P-12 BUILDING**

## MINUTES

### 1. CALL TO ORDER

Mayor Daniel Blair called the meeting to order at 7:05 p.m.

### 2. OPENING CEREMONY

Dan Blair led the Pledge of Allegiance.

### 3. ROLL CALL

**A. Council Members Present:** Debra Hicks, Monty Irvin, Dan Blair, and Ata Ma'ae (telephonically).

**B. Council Members Absent:** Victor Shen, Peter Denmark and David Pinguoch

**C. Administration Present:** Mark Lynch, City Manager, Jennifer Rogers, City Clerk, Scott Korbe, Public Works Director, Andy Dennis, Harbormaster, Dave Schofield, Public Safety Director, Moe Zamarron, Public Safety Bldg. Mgr., Holly Wells (Telephonically)

**MOTION:** Monty Irvin made a motion to excuse Victor Shen, Peter Denmark and David Pinguoch from tonight's Council meeting.

**SECONDED:** Debra Hicks

Monty Irvin: Yes, Debra Hick: Yes, Ata Ma'ae: Yes, Dan Blair: Yes

**VOTE:** 4-0

### 4. APPROVAL OF MINUTES

A. June 21, 2016

**MOTION:** Monty Irvin made a motion to approve the Regular Meeting Minutes of June 21, 2016.

**SECOND:** Debra Hicks

**VOTE:** Monty Irvin: Yes, Debra Hicks: Yes, Ata Ma'ae: Yes, Daniel Blair: Yes

**Motion passed 4-0**

**5. APPROVAL OF REGULAR MEETING AGENDA**

**MOTION:** Monty Irvin made a motion to approve the July 19, 2016 agenda as is.

**SECOND:** Debra Hicks

**VOTE:** Monty Irvin: Yes, Debra Hicks: Yes, Ata Ma’ae: Yes, Dan Blair: Yes

**Motion passed 4-0**

**A. PRESENTATIONS**

None

**6. MAYOR’S REPORT**

**A. Mayor’s Report**

None

**B. Vice-Mayor’s Report**

None

**7. MANAGER’S REPORT**

**A. City Manager’s Report- Mark Lynch**

See written manager’s report in original council packet.

Mark Lynch announced that he hired Jennifer Rogers as City Clerk. She has done a great job as acting city clerk these last few months and feel that she will continue to do a good job for the city. He also stated that the Corps will be in town every Thursday to work on the monument until it’s complete.

**1. Financial Report- Lynette Dennis**

See Revenues with Comparison to Budget for the month ending June 30, 2016.

**B. City Attorney’s Report – Holly Wells**

None

**C. Directors Reports**

**● Harbor Report- Andy Dennis**

See written report in original council packet.

**● Public Safety Report- Dave Schofield**

See written report in original council packet.

**● Public Works Report – Scott Korbe**

See written report in original council packet.

**● Public Safety Building Report- Moe Zamarron**

See written report in original council packet.

**8. COMMISSION REPORTS**

**● Planning Commission**

None

**● Port and Harbor Commission**

None

Monty Irvin asked Andy Dennis if signs have been placed at the harbor to identify the floats. Andy replied that the signs have been up for a couple of months.

Dan Blair asked Debra Hicks if the Port & Harbor considered lifting the fee for the human powered craft. Debra replied that she has no recollection of that conversation. Mark Lynch added that he spoke to Dan about this. After Mark spoke to Victor and Andy, he suggested that we do away with the kayak launch fees for next season because very little money is collected from it and it's a big hassle for everyone, not to mention that it's almost unenforceable. There is a \$10 charge for each kayak. Andy reported that they've collected fees for three kayaks this year. Mark added that most people aren't paying and the police department have no way of knowing who has paid.

- Parks & Recreation Committee  
None

- PWSAC  
None

**8. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**  
None

**9. CONSENT CALENDAR**  
None

**10. PUBLIC HEARING (NON-ORDINANCE)**  
None

**11. ORDINANCES**

**A. Introduction (1<sup>st</sup> reading)**  
None

**B. PUBLIC HEARING (2<sup>ND</sup> reading)**  
None

**12. RESOLUTIONS**

**1. Resolution #22 -2016- A resolution supporting USFS's efforts to control and eradicate the European Black Slugs.**

**MOTION:** Monty Irvin made a motion to adopt Resolution #22-2016.

**SECONDED:** Debra Hicks

**DISCUSSION:** None

Monty Irvin: Yes, Debra Hicks: Yes, Ata Ma'ae: Yes, Dan Blair: Yes

**VOTE:** 4-0

**2. Resolution #23-2016- A resolution authorizing the City Manager to enter into a professional services agreement with Peek Architects for design and engineering for Phase 2 of the Public Safety Building in the amount of \$79,507.00.**

**MOTION:** Monty Irvin made a motion to adopt Resolution #23-2016.

**SECONDED:** Ata Ma'ae

**DISCUSSION:** There was discussions about whether or not the clinic, the condo for the medical provider, housing for temp employees and the city manager's condo should be included in the new

building. Mark added that the architects won't be able to complete the plans until council decide what they want.

Monty Irvin: Yes, Ata Ma'ae: Yes, Debra Hicks: Yes, Dan Blair: Yes

**VOTE:** 4-0

**3. Resolution # 24-2016- A resolution authorizing payments \$100,000 by August 5, 2016 and another payment of up to \$150,000 by November 1, 2016 from the Harbor Reserve Fund to the Army Corps of Engineers for completion of the feasibility study for a break water and turning basin at the head of Passage Canal.**

**MOTION:** Monty Irvin made a motion to adopt Resolution #24-2016.

**SECONDED:** Debra Hicks

**DISCUSSION:** Harbormaster, Andy Dennis reported on the parking overflow the city has experienced this summer. Mark Lynch added that a boat repair area could be created there.

Monty Irvin: Yes, Debra Hicks: Yes, Ata Ma'ae: Yes, Dan Blair: Yes

**VOTE:** 4-0

### **13. COUNCIL DISCUSSION**

Debra Hicks reported that there will be a group arriving on Thursday to do community clean-up and activities.

### **14. CITIZEN'S DISCUSSION**

None

### **15. EXECUTIVE SESSION**

**MOTION:** Debra Hicks made a motion to enter into executive session at 7:45 pm to discuss the Whittier Manor lease. Matters that, if immediately disclosed, would tend to adversely affect the finances of the city.

**SECONDED:** Monty Irvin

Debra Hicks: Yes, Monty Irvin: Yes, Ata Ma'ae: Yes, Dan Blair: Yes

**VOTE:** 4-0

**MOTION:** Monty Irvin made a motion to end the executive session and return to the regular meeting at 8:02 p.m.

**SECONDED:** Debra Hicks

Monty Irvin: Yes, Debra Hicks: Yes, Ata Ma'ae: Yes, Dan Blair: Yes.

**VOTE:** 4-0

### **16. UNFINISHED BUSINESS**

#### **A. Shotgun Cove Road Project**

Not discussed during this meeting.

#### **B. ARRC/COW Land Swap**

Not discussed during this meeting.

#### **C. Improve Salmon Sport Fishing in Northwest PWS**

Not discussed during this meeting.

#### **D. Whittier Manor Lease**

Discussed during executive session.

**E. Public Safety Complex- Phase 2**

Discussed under Director's Reports Section 4, Public Safety Building-Moe Zamarron

**F. Paddle Craft Launch**

Not discussed during this meeting.

**17. NEW BUSINESS**

None

**18. ADJOURNMENT**

**MOTION:** Dan Blair moved to adjourn the meeting at 8:03 p.m.

**VOTE:** Motion passed unanimously.

**Attest:**

\_\_\_\_\_  
Jennifer Rogers  
City Clerk

\_\_\_\_\_  
Daniel Blair  
Mayor



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

To: Mayor and Council  
From: Mark Lynch, City Manager  
Subject: Manager's report  
Date: August 10, 2016 (for 8/16/16 Council meeting)

**ARRC/DeLong Dock:** The City is currently working on an assessment of the condition of the DeLong Dock in anticipation of the deed transfer from Federal ownership and potential City management of the Dock.

**Personnel:** The Assistant City Manager job has been posted, and applicants are being evaluated. It is currently advertised as open until filled.

**Harbor:** I am awaiting updated quotes from Bellingham Marine for the work that will be included in the Tier II Harbor Grant.

**IRT (Innovative Readiness Training):** We are on their list of projects for the summer of 2017.

**Tideland Zoning:** We are working on creating maps to identify the tidelands and the appropriate zoning.

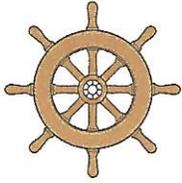
**Lease Issues:** I continue to go through lease files.

**Girdwood Policing:** I have worked with Chief Schofield and Attorney Holly Wells on the Girdwood policing contract. Several of the original agreements made with Girdwood have been removed or amended by Anchorage. The process has been slow due to changes made by Anchorage to the original agreement we had made with Girdwood. Additionally, there continues to be public opposition in Girdwood, which is disappointing since it was Girdwood that originally asked for our help to provide policing to them.

**Public Safety Building:** Foundation work should be complete on August 11 and steel should start being erected about seven days after that. Progress can be monitored by going to the Whittier Alaska homepage and scrolling down to the link for the Public Safety Building.

**Historic Railroad Monument:** Significant progress has been made on relocation of the historic Railroad Monument to the area near the South entrance to the pedestrian tunnel. We anticipate the Corps to return soon to complete the project.

**Audit:** I anticipate the audit presentation of the 2015 audit to Council will occur at the September Council meeting.



**HARBORMASTER  
CITY OF WHITTIER**

P.O. Box 639 Whittier, Alaska 99693  
907-472-2327, ext 6; Fax 907-472-2472  
E-Mail: harbormaster@whittieralaska.gov

August 10, 2016

From: Harbormaster  
To: City Manager

Subj: Monthly Harbor Report

Administration:

- More than 90% of second half annual moorage has been collected.
- Continuing to work on changes to harbor policies for next year.
- The internet outage on August 10-11 left the harbor unable to process credit card payments and it took the parking meters out of service.

Harbor:

- The concrete pad for the new generator was poured last week. We're getting quotes for the electrical installation. The new generator should leave the factory on September 2.
- A water line failed on "W" float and flooded a client's boat. Damages were reported to our insurance company. The cause of the failure appeared to be poor workmanship. All connections on "W" float were inspected and found to be in poor condition. Repairs on "W" float are complete. Repairs are ongoing on the remainder of the floats. Connections on the new floats are in good condition.
- Working with ARRC to schedule a material inspection of the DeLong dock, tentatively scheduled for August 15.

Meetings attended:

- Continuing to support Army Corps of Engineers as needed for the study regarding the additional breakwater and boat launch at the head of Passage Canal. Errors were discovered in the study, which reveal the overall cost of the project will be less than expected. The completion date for the study has moved to the middle of December 2016.
- Bellingham Marine, discussing remaining harbor rebuild.
- Small claims court.

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# Whittier Public Safety Facility Construction Project

Monthly Report: 16 August 2016

Prepared by Moe Zamarron, Project Manager

## **DESIGN:**

Received elevator submittals July 14, returned with comments July 19

Received lighting submittals July 19, returned Aug 5

Received electrical submittals July 25, returned Aug 5

Received controls submittals Aug 1, returned Aug 5

Received radiant floor submittals Aug 2, returned Aug 5

Received overhead door submittals Aug 3, returned Aug 4

## **ON-SITE**

Poured 190 cubic yards of concrete, July 19

Poured 90 cubic yards in the perimeter stem wall August 2

Set to pour the balance of the piers in the center of the building on Aug 11

All metal building components have arrived in Whittier

Backfill around the footings has begun

Backfill around the perimeter stem wall will begin August 12

Erection of the metal building frame is set to begin the week of August 15