



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2414

**PORT & HARBOR COMMISSION  
REGULAR MEETING  
Thursday April 2, 2015  
Homeowner's Lounge, BTI Building  
6:00 pm**

## MINUTES

### CALL TO ORDER

Monty Irvin called the meeting to order at 6:03 pm.

### OPENING CEREMONY

Monty Irvin led the Pledge of Allegiance.

### ROLL CALL

Ed Hedges	Seat A	P
Peter Denmark	Seat B	P
Brad Von Wichman	Seat C	P
Monty Irvin	Seat D	P
Larry Gilman	Seat E	P
Arnie Arneson	Seat F	P
	Seat G	Vacant

### ADMINISTRATION PRESENT

Cole Haddock, Harbormaster

Jennifer Rogers, Deputy City Clerk

### PUBLIC CITIZENS PRESENT

Charlene Arneson	Terry Bender	Jean Swingle
Derek Haines	Daniel Blair	

## APPROVAL OF AGENDA

**MOTION:** Larry Gilman made a motion to approve the Regular Meeting Agenda of April 2, 2015 with an Amendment to remove Service Fees under New Business and add Resolution 02-2015 and Resolution 03-2015.

**SECOND:** Peter Denmark

Ed Hedges Y Peter Denmark Y Brad VonWichman Y Monty Irvin Y Larry Gilman Y Arnie Arneson N Seat G Vacant

**VOTE:** Passed 5-1

**DISCUSSION:** Arnie Arneson stated that he is not in favor of adding Resolution #02-2015 and Resolution #03-2015 because it hasn't been posted for the public. Charlene Arneson added that it needs to be posted for the public before it can be discussed.

Larry Gilman withdrew his motion.

**MOTION:** Larry Gilman made a motion to approve the Regular Meeting Agenda of April 2, 2015 with an amendment to remove all items under Item 9, New Business and place it on the May 7<sup>th</sup> agenda.

**SECOND:** Arnie Arneson

Ed Hedges Y Peter Denmark Y Brad VonWichman Y Monty Irvin Y Larry Gilman Y Arnie Arneson Y Seat G Vacant

**VOTE:** Unanimous

**DISCUSSION:** None

## APPROVAL OF MINUTES

**MOTION:** Arnie Arneson made a motion to approve the Port & Harbor Special Meeting Minutes of March 5, 2015 as is.

**SECOND:** Ed Hedges

Ed Hedges Y Peter Denmark Y Brad VonWichman Y Monty Irvin Y Larry Gilman Y Arnie Arneson Y Seat G Vacant

**VOTE:** The vote passed by unanimous decision.

**DISCUSSION:** None

## ADMINISTRATIVE REPORTS

### A. Harbormaster Report

Cole Haddock provided his monthly harbormasters report to the commission members and welcomed any questions. See written report in clerk's packet.

**City Dock** - Larry Gilman asked Cole if the dolphin dock has been repaired. Cole replied that a plan has been put together for the repairs. He is waiting on AML to come up with a date for the repairs, which should be around April 15<sup>th</sup>.

Cole Haddock reported that the handheld devices are up and running and will be tested this weekend. Monty asked if the handheld will be integrated with the Caselle system. Cole replied that no, they will not. They will continue to use the system they have now which is FSM. Caselle will not integrate for the use of the harbor. It won't track boats and it won't track insurance. Monty further asked if Caselle will be used for other city departments. Cole replied that Caselle has not brought a case to him in which other harbors have implemented the Caselle software.

Currently, the harbor staff reports their numbers to Caselle and they are either imported automatically or are entered manually.

Monty asked Peter Denmark if the Council will "Hold their feet to the fire". Adding that the software is not doing what they said it can do. Peter replied that the issue is with the harbor and not in the general city administration. He suggested that if they we want to make a strong statement, that statement can come from this commission. He stated that the Caselle program was supposed to be all encompassing to integrate to all departments. We are finding out it is not the case and that we should pursue recourse aggressively with Caselle. He went on to say that a resolution can be sent from the commission to the council stating that the Caselle program isn't working, fix it or get us something that works.

**MOTION:** Peter Denmark made a motion to negotiate with Caselle aggressively over the software non-compatibility issues as the harbor is going into a new season with no improvement in software capabilities.

**SECOND:** Arnie Arneson

Ed Hedges Y Peter Denmark Y Brad VonWichman Y Monty Irvin Y Larry Gilman Y Arnie Arneson Y Seat G Vacant

**VOTE:** The vote passed by unanimous decision.

**DISCUSSION:** None

Cole stated that he made contact with Caselle and asked them specific questions and told them what they needed. Cole was told that they would have to develop an entire section to accomplish what is needed; Caselle hasn't been very responsive. Cole reported that he has looked into other harbor management programs, but none could be implemented before summer.

Monty suggested that if the council can take action against Caselle, then perhaps we can get money back to purchase another system for the harbor. Peter added that there is a significant monthly maintenance fee.

Cole reported that a lot has happened within the last 72 hours. The RFP for the parking meters closed. The RFP was reviewed by Cole and Dave Schofield. After talking with the city manager, the RFP was awarded to McKay. Two parking meters will be purchased. One will be placed at the harbor office and the other at the launch ramp. The meter at the launch ramp will be able to process boat launch payments to reduce cash handling.

The parking fees are \$12 per day, midnight to midnight and \$250 for an annual pass. Cole reported that he and Scott Korbe will work together to try to map out 40 additional parking spots; having one gangway will add parking spots.

Outside summer jobs have been posted for the harbor assistants and the harbor techs. He will be using some of the old fingers to build new fingers and make repairs where need, specifically B, C, G, H and X floats.

Of the 10 claims submitted to small claims, 2 have been closed. After 30 days, a request for judgment can be requested if the letters have been signed for.

**Harbor Rebuild Update** - Cole asked Derek Haines of Bellingham Marine to give a harbor rebuild update report. Derek reported that they have been working for the last two weeks. Approximately 40% of the materials have arrived; he is expecting more to arrive on the barge this weekend. He stated that

they are on target and expect to have substantial completion by July 3<sup>rd</sup>. AML has agreed to store some of their materials and the flats will be released as needed.

Peter asked if there were any proactive conversations with owners of businesses pinned in by the inventory to determine if it would have an effect on their operations. Derek replied that he told the city the amount of land needed. The only business he is aware of that is being affected by the inventory is Peter's business. Peter replied that the rebuild should have started in January so that it would have been completed by now.

Larry Gilman asked Cole what his plan was to remove injured vessels from the harbor if there are docks stacked up in front? Cole replied that he would use a travel lift and find a spot for the injured vessel when the time comes.

Ed Hedges asked Cole if notifications can be sent out prior to a power outage. Cole stated that letters were sent to dock boarders on D,E and F but failed to notify the two live-aboards. He will send out notifications as close to the power outage as possible, but reminded them that there will be periods of time when the power will be out from 4-6 days. Those days are scheduled and he will notify them prior to the power outage. Arnie Arneson requested that he receive a phone call in addition to the letter sent out.

Letters have been sent to E Float holders to notify them when they should move their boats for the rest of the phase, which will be around the 1<sup>st</sup> of May.

Brad Von Wichman asked Cole how much staff will he have during the summer months. Cole replied that has three full time employees upstairs in the office and three full time employees downstairs. Four will be outside. There will be a harbor parking assistant to help with the boat launch, boat ramps, assisting with the rebuild and moving things around and assisting people with the new parking meters.

Dan Blair asked Cole what his operational schedule will be. Cole replied that he'll work with Dave Schofield for assistance in scheduling to maximize staffing. He added that he would like the harbor to be open during the tunnel hours, but is unsure if he'll be able to make that happen. During the weekdays he states that the hours will be 7am-9pm. The hours will vary for the weekend; opening earlier and closing later.

Arnie Arneson asked Cole to take into consideration the bow pickers that will come in on W Float. Cole replied that dock checks will be performed at infrequent hours. He reminded them that according to code, if you're not a preferential birth holder or an annual transient holder, you're required to pay for the moorage up front. The only other time one would be able to charge it to their account is if they arrive after hours.

#### **B. City Manager's Report**

Mark Lynch was not present for this meeting.

#### **CORRESPONDENCE**

None

#### **UNFINISHED BUSINESS**

##### **A. Status Update on Harbor Rebuild**

Covered under Administrative Reports

**B. Travel Lift Update**

Repairs are complete.

**NEW BUSINESS**

Nothing to discuss

**CITIZENS COMMENTS**

None

**COMMISSION COMMENTS**

Arnie Arneson discussed the harbor moorage rates then made a suggestion of charging \$2.80 per ft. for the slip being applies for. He also suggested that the fee must be paid up front for the 3 months. Cole replied that only 2 or 3 slips have been given out in recent years. He won't know the demand for the slips until the harbor rebuild is complete. Dan Blair suggested that we come up with a solution by September. Cole added that we'll advertise the rates as well since they are not posted on the city website.

Peter Denmark stated that any commission member, in any meeting, can propose a resolution. If it is seconded and passes, it does not require a public hearing. Ordinance change requires a public hearing. Commission boards serve as an advisory to the council, it is up to the council to consider that resolution, propose the ordinance change which then goes to a first reading which allows for a two week public hearing period as a function of the council meetings. There are no public hearing parameters attached to resolutions. Monty Irvin agreed with Peter Denmark.

**MOTION:** Arnie Arneson made a motion to reinstate Item 9, Resolution 02-2015 and Resolution 03-2015.

**SECOND:** Larry Gilman

Ed Hedges Y Peter Denmark Y Brad VonWichman Y Monty Irvin Y Larry Gilman Y Arnie Arneson N Seat G Vacant

**VOTE:** Unanimous

**DISCUSSION:** None

A. Resolution 02-2015 – Recommending that the City Council accept the updates for the Service Fee Chart for 2015.

**MOTION:** Larry Gilman made a motion to recommend that the city council accept the updates for the service fee chart for 2015.

**SECOND:** Arnie Arneson

Ed Hedges Y Peter Denmark Y Brad VonWichman Y Monty Irvin Y Larry Gilman Y Arnie Arneson N Seat G Vacant

**VOTE:** Unanimous

**DISCUSSION:** Peter Denmark replied that there are two changes on the service chart and asked Cole to point them out. Cole stated that there is an error under utilities; billed rate .025 should be removed. Terry Bender added that the rates under storage, winter rate, per ft. per day should be corrected. Cole replied that it should be per day, not by ft. per day. Cole added that the ft. on the dry storage winter, per day should be removed. There was discussion about services that are taxed. Cole added that he included labor fees, minimum call out fees, holiday fee, and labor overtime fees.

B. Resolution 03-2015 – Recommending that the City Council amend the Municipal Code Chapter 12.18 to make the reporting of passenger user fees and the passenger transportation business tax coincide with each other.

Colc Haddock gave a brief report as to why he is suggesting the change in the reporting of passenger user fees to coincide with the reporting of the passenger transportation business tax.

**MOTION:** Larry Gilman made a motion to recommend that the city council amend the Municipal Code Chapter 12.18 to make the reporting of passenger user fees and the passenger transportation business tax coincide with each other.

**SECOND:** Arnie Arneson

Ed Hedges Y Peter Denmark Y Brad VonWichman Y Monty Irvin Y Larry Gilman Y Arnie Arneson N Seat G Vacant

**VOTE:** Unanimous

**DISCUSSION:** None

**NEXT MEETING ATTENDANCE PLANS:** May 7, 2015

**ADJOURNMENT**

**MOTION:** Arnie Arneson made a motion to adjourn the meeting.

**SECOND:** Peter Denmark

Ed Hedges Y Peter Denmark Y Brad VonWichman Y Monty Irvin Y Larry Gilman 0 Arnie Arneson Y Seat G Vacant

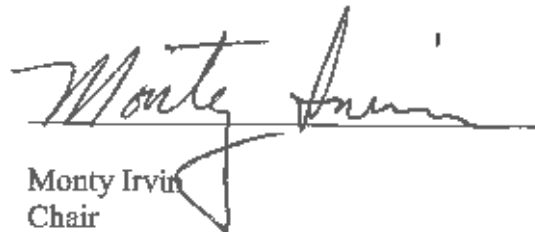
**VOTE:** The vote passed unanimously

Meeting adjourned at 7:25 pm

Attest:



Jennifer Rogers  
Deputy City Clerk



Monty Irvin  
Chair