# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 336-1490 • Fax (907) 472-2404


**WHITTIER CITY COUNCIL**
**REGULAR MEETING**
**TUESDAY, AUGUST 21, 2018**
**AT 7:00 PM**
**COUNCIL CHAMBERS**
**3rd fl. PUBLIC SAFETY BUILDING**

## AGENDA

1. **CALL TO ORDER**

2. **OPENING CEREMONY**

3. **ROLL CALL**
   A. Council Members Present
   B. Administration Present

4. **APPROVAL OF MINUTES**
   A. July 17, 2018 Regular Meeting Minutes
      July 31, 2018, Special Meeting Minutes
      August 7, 2018, Special Meeting Minutes

5. **APPROVAL OF REGULAR MEETING AGENDA**

6. **MAYOR'S REPORT**
   A. Mayor Report – Daniel Blair
   B. Vice Mayor Report – David Pinquoch

7. **MANAGER'S REPORT**
   A. Interim City Manager's Report – Jim Hunt

   B. Directors' Reports
      1. Harbormaster Report – Kyle Sinclair
      2. Public Safety Report – Greg Russell
      3. Public Works Report – Scott Korbe

8. **COMMISSION/COMMITTEE REPORTS**
   A. Planning Commission
   B. Port & Harbor Commission
   C. Parks & Recreation Committee
   D. Prince William Sound Aquaculture Corp.
   E. Regional Citizen's Advisory Council

9. **CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**

10. **APPROVAL OF THE CONSENT AGENDA**

11. **PUBLIC HEARINGS (NON-ORDINANCE)**

12. RESOLUTIONS

**A. Res. 21-2018 – A Resolution Of The City Council Of The City Of Whittier Alaska, Authorizing The City Manager To Enter Into A Professional Service Agreement With Appraisal Company Of Alaska, LLC. For Assessment Services For The 2019 Tax Year In The Amount Of $10,000**

13. UNFINISHED BUSINESS

14. NEW BUSINESS

**A. Delong Dock Emergency Repair**
**B. Extended Agreement with Caselle**

15. COUNCIL DISCUSSION

16. CITIZEN'S DISCUSSION

17. COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS

18. ADJOURNMENT

# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 336-1490 • Fax (907) 472-2404


**WHITTIER CITY COUNCIL**
**REGULAR MEETING**
**TUESDAY JULY 17, 2018**
**7:00 PM**
**COUNCIL CHAMBERS**
**PUBLIC SAFETY BUILDING**

## MINUTES

1. **CALL TO ORDER**
   Mayor Daniel Blair called the meeting to order at 7:00 p.m.

2. **OPENING CEREMONY**
   Mayor Daniel Blair led the Pledge of Allegiance.

3. **ROLL CALL**
   A. **Council members present and establishing a quorum:** Victor Shen, Debra Hicks, Peter Denmark, Monty Irvin, Dave Dickason, Dave Pinquoch, and Daniel Blair.

   B. **Administration Present:**
   Annie Reeves, Acting City Manager
   Naelene Matsumiya, City Clerk
   John Janik, Finance Officer
   Holly Wells, City Attorney
   Kyle Sinclair, Harbormaster
   Greg Russell, Acting Police Chief

   **Others Present:** Cathy McCord, Dave Goldstein, Charlene Arneson, Kelly Bender, Mike Bender and Don Stevens

4. **APPROVAL OF MINUTES**
   June 19, 2018 Regular Meeting Minutes and June 26, 2018 Special Meeting Minutes
   **MOTION:** Dave Pinquoch made a motion to approve the June 19, 2018 Regular Meeting Minutes and June 26, 2018 Special Meeting Minutes as they are.
   **SECOND:** Dave Dickason
   **DISCUSSION:** None
   **VOTE:** Motion passed unanimously

5. **APPROVAL OF THE REGULAR MEETING AGENDA**
   **MOTION:** Dave Pinquoch made a motion to approve the Regular Meeting Agenda with amendments.
   **SECOND:** Dave Dickason

**DISCUSSION:** Add *Comprehensive Plan* to New Business
**VOTE:** Motion passed unanimously

**6. MAYOR'S REPORT**

**A. Mayor Report**

Dan Blair reported that he and Dave Dickason of the Hiring Committee interviewed a few City Manager candidates. He asked the Council for their patience during this vital time in hiring a new City Manager.

**B. Vice Mayor Report by Vice Mayor Dave Pinquoch**

None

**7. MANAGER'S REPORT**

**A. Acting City Manager's Report- Annie Reeves**

See written report in original packet

Annie Reeves reported on her meeting with Senator Mike Shower. She disclosed that Department Directors, the Mayor and the City's Lobbyist were all in attendance during this meeting. She took a moment to thank Gene Gilman from the Public works Department for all his hard work. She mentioned the public notice the U.S. Army Corps of Engineers advertised to the community so that members could express any concerns they may have and ask questions. Annie also reported on the Alaska Wild Guides and clarified that she vetted the situation through legal counsel, the City's code, the comprehensive plan as well as the master lease and said the business was compliant with sales taxes, business license and additional fees due to parking. She asked for direction from the Council.

Council discussed the topic heavily and ultimately and unanimously consented to allow Alaska Wild Guides to finish off the season.

**B. City Attorney's Report – Anmei Goldsmith**

Nothing new to report

**C. School District Report**

Nothing new to report

**D. Director's Reports**

1. **Financial report – John Janik**

See written report in original packet.

Dan Blair thanked John for publishing the grants. He asked John if he can publish the expiration dates for grants for the next regular meeting. John said he will. Dan asked Annie about the Public Safety Building and its expenses so far. Annie spoke to it saying the building is not yet in the budget and that she and Johnny were working together to clean up the City's finances.

John Janik explained the building's expenses and clarified other items that will be expensed in the future. He said that right now, the Acting City Manager and he are currently finding out what those are because the City is operating outside the budget. Dan Blair said that a resolution to appropriate expenses should come before Council soon. John Janik reassured that there's no reason to panic at this point, but the concerns must be addressed.

2. **Harbormaster Report – Kyle Sinclair**
   See written report in original packet

   Monty Irvin asked about the revenue stream and about the fish moving across the Delong Dock. Kyle Sinclair reported back with results from Whittier Seafood saying WSF has moved 1,276,252 lbs of fish on their side. He say that in the following months, Inlet Fish Producers and Copper River Seafood will be reporting. Discussion ensued.

3. **Public Safety Report – Greg Russell**
   See written report in original packet

4. **Public Works Report – Scott Korbe**
   See written report in original packet

   Dan Blair asked about the generator in Scott's report and its location. Scott explained that there is no preliminary plan as of yet, but reminded that it is all inclusive. He spoke about the RFP. Conversation continued.

**8. COMMISSION/COMMITTEE REPORTS**

**A. Planning Commission**
Nothing new to report

**B. Port & Harbor Commission**
Nothing new to report

**C. Parks & Recreation Committee**
Nothing New to Report

**D. Prince William Sound Aquaculture Corp.**
Nothing new to report

**E. Regional Citizen's Advisory Council**
Nothing new to report

**9. CITIZENS COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**
None

**10. APPROVAL OF CONSENT CALENDAR**
A. Liquor License transfer of ownership from Whittier Inn to Whittier Lodging, LLC 4924

**MOTION:** Dave Dickason made a motion to approve the items in the consent calendar.
**SECOND:** Dave Pinquoch
**DISCUSSION:** None
**VOTE:** Motion passed unanimously

**11. PUBLIC HEARINGS (NON-ORDINANCE)**
None

**12. PRESENTATIONS**

None

**13. ORDINANCES**

**14. PUBLIC HEARING (2nd reading)**

None

**15. RESOLUTIONS**

**A. Res. #16-2018 (A) – A Resolution Of The City Of Whittier In Support Of Whittier Manor Acquiring Fee Ownership Of Its Leased Grounds From The Alaska Railroad Corporation, Provided The City Receives Compensation For The City's Leasehold Interest.**

**MOTION:** Peter Denmark made a motion to postpone Res. #16-2018 (A) indefinitely.
**SECOND:** Dave Pinquoch
**DISCUSSION:** Council agreed that more information was needed for clarification before adoption.
**VOTE:** Motion passed unanimously

**B. Res. #17-2018 - A Resolution Of The City Council Of The City Of Whittier Alaska, Supporting The Designation Of The 1964 Earthquake Memorial Monument As A Commemorative Landmark In The Triangle Area On Harbor Road**

**MOTION:** Victor Shen made a motion to adopt Res. #17-2018
**SECOND:** Peter Denmark
**DISCUSSION:** Discussion on where the monument will be placed occurred. Scott Korbe clarified.
**VOTE:** Motion passed unanimously

**C. Res. #18-2018 – A Resolution Of The City Council Of The City Of Whittier, Alaska, Consenting To The Assignment Of The Lease Agreement For Lots 3, 4, And 5 Of The Whittier Triangle Business Area From Gordon P. Heddell And Marilynn Heddell D/B/A Honey Charters And Capt. Cook's Books & Gifts To Michael L. Tonn, And Authorizing The Acting City Manager To Execute Consent Documents**

**MOTION:** Victor Shen made a motion to adopt Res. #18-2018
**SECOND:** Dave Dickason
**DISCUSSION:** Council thanked Pete Heddel for all his work during his time in the City and said their goodbyes.
**VOTE:** Motion passed unanimously

**D. Res. #19-2018 – A Resolution Of The City Council Of The City Of Whittier, Alaska, Appointing The City Election Officials For The October 2, 2018 Regular City Election**

**MOTION:** Victor Shen made a motion to adopt Res. #18-2018
**SECOND:** Monty Irvin

**DISCUSSION:** None
**VOTE:** Motion passed unanimously

**E. Res. #20-2018 - A Resolution Of The City Council Of The City Of Whittier, Alaska Authorizing The Issuance Of A Series Of Harbor Revenue Bonds In The Principal Amount Of Not To Exceed $4,400,000 And To Appropriate $1,000,000 For The Purpose Of Financing The Design, Construction And Acquisition Of Harbor And Related Capital Improvements; Establishing The Terms Of The Bonds; And Authorizing The Sale Of The Bonds**

Dave Pinquoch explained that there is an application fee that was amended before and he was clarifying the fee so as to save Administration from going back to amend it a second time. Annie Reeves said that she would prefer a more robust discussion regarding this. She re-stated that she is not comfortable with the numbers in the budget. Victor Shen stated his agreement. John Janik presented CVP funds. Peter Denmark asked if this had to be decided on tonight as this is all new information.

Council recessed at 8:27
Council resumed the Regular Meeting at 8:38

John Janik distributed copies of the funds committed to the CVP fund. Council discussed the numbers. Annie Reeves reminded Council that the Public Safety Building and the Delong Dock is not currently in the budget. Peter Denmark encouraged that this go before the Port and Harbor Commission. Victor Shen agreed and said he'd like to see groups come together to contribute to the brainstorming on coming up with funds to pay for the rest of the rebuild. Peter reiterated that this has to go before the Port and Harbor Commission. Dave Pinquoch stated that it will be more expensive to do this again. Discussion ensued.

**MOTION:** Peter Denmark made a motion to postpone Res. #20-2018 indefinitely.
**SECOND:** Victor Shen
**DISCUSSION:** None
**VOTE:** Motion passed 6-1

**16. EXECUTIVE SESSION**
None

**17. UNFINISHED BUSINESS**
None

**18. NEW BUSINESS**

**A. Comprehensive Plan Discussion**
Annie Reeves introduced the proposal for the Comprehensive plan for the city costing $33,500. She clarified that the City is budgeted $20,000 and the reason for the additional expenses is because the City is contemplating mater plans as well. She explained how it will be funded if it will be approved. Dan Blair stated that from his observations, with the finances of the city needing some cleaning and Administration department understaffed and over extended, it would be best to revisit the comprehensive plan once there is a new City Manager in place.

No action was taken.

**19. COUNCIL DISCUSSION**

**20. CITIZEN'S DISCUSSION**

Dave Goldstein asked about the future of the lot on Glacier Avenue and recommended a boat storage. He talked about Pruhs Construction and their blocking off the Emerald Cove trail.

Kelly Bender updated the council on the filming crew for the Alaska Channel and said they will be in Whittier for the next few days. She mentioned the defective weather buoy and asked for assistance in constructing a letter to NOAA for its repair.

**21. COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS**

**22. ADJOURNMENT**

All were in favor of adjourning the meeting at 9:43 p.m.

**ATTEST:**

| | |
|---|---|
| **Naelene Matsumiya** | **Daniel Blair** |
| **City Clerk** | **Mayor** |

# THE CITY OF WHITTIER

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**WHITTIER CITY COUNCIL**
**SPECIAL MEETING**
**TUESDAY, JULY 31, 2018**
**7:00 PM**
**COUNCIL CHAMBERS**
**PUBLIC SAFETY BUILDING**

**MINUTES**

1. **CALL TO ORDER**
   Mayor Daniel Blair called the meeting to order at 7:00 p.m.

2. **OPENING CEREMONY**
   Mayor Daniel Blair led the Pledge of Allegiance.

3. **ROLL CALL**
   A. **Council members present and establishing a quorum:**
   Debra Hicks, Dave Pinquoch (telephonic), Peter Denmark, Monty Irvin and Daniel Blair

   B. **Council Members Absent:**
   Victor Shen and Debra Hicks

   C. **Administration Present:**
   Annie Reeves, Acting City Manager
   Naelene Matsumiya, City Clerk
   Johnny Janik, Finance Officer
   Kyle Sinclair, Harbormaster
   Greg Russel, Interim Police Chief

   **Others Present:** Cathy McCord, Pat Reeves, Anna Dickason, Lindsey Erk, and Tupe Smith

4. **APPROVAL OF THE SPECIAL MEETING AGENDA**
   **MOTION:** Peter Denmark made a motion to approve the July 31 Special Meeting agenda with amendments.
   **SECOND:** Debra Hicks
   **DISCUSSION:** None
   **VOTE:** Motion passed unanimously

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

6. **PRESENTATION**
   None

7. **EXECUTIVE SESSION**

None

**8. ORDINANCE (Introduction)**
None

**9. RESOLUTION**
None

**10. UNFINISHED BUSINESS**
None

**11. NEW BUSINESS**

**A. Appointment of Interim City Manager – James Hunt**
Council discussed the following: Contract, housing, insurance, Interim CM's working schedule, City's priorities.

**MOTION:** Peter Denmark made a motion to appoint Jim Hunt as Interim City Manager
**SECOND:** Debra Hicks
**DISCUSSION:** None
**VOTE:** Motion passed unanimously

**12. COUNCIL DISCUSSION**
Dave Pinquoch exited the meeting at 7:39

**13. CITIZENS DISCUSSION**
Cathy McCord pointed out a typo in the drafted contract.

**14. ADJOURNMENT**

All were in favor of adjourning the meeting at 7:43 p.m.

**ATTEST:**

| | |
|---|---|
| **Naelene Matsumiya** | **Daniel Blair** |
| **City Clerk** | **Mayor** |

# THE CITY OF WHITTIER

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**WHITTIER CITY COUNCIL**
**SPECIAL MEETING**
**TUESDAY, AUGUST 7, 2018**
**7:00 PM**
**COUNCIL CHAMBERS**
**PUBLIC SAFETY BUILDING**

**MINUTES**

1. **CALL TO ORDER**
   Mayor Daniel Blair called the meeting to order at 7:00 p.m.

2. **OPENING CEREMONY**
   Mayor Daniel Blair led the Pledge of Allegiance.

3. **ROLL CALL**
   A. **Council members present and establishing a quorum:**
   Debra Hicks, Dave Dickason, Dave Pinquoch, Victor Shen, Monty Irvin and Daniel Blair

   B. **Council Members Absent:**
   Peter Denmark

   C. **Administration Present:**
   James Hunt, Interim City Manager
   Annie Reeves, Assistant City Manager
   Naelene Matsumiya, City Clerk
   Scott Korbe, Director of Public Works
   Kyle Sinclair, Harbormaster
   Greg Russell, Interim Director of Public Safety

   **Others Present:** Anna Dickason, Brenda Dickason and Allen Dickason

4. **APPROVAL OF THE SPECIAL MEETING AGENDA**
   **MOTION:** Dave Pinquoch made a motion to approve the August 7, 2018 Special Meeting agenda with amendments.
   **SECOND:** Dave Dickason
   **DISCUSSION:** Add *Contract for Special Services – Whittier Dept. of Public Safety* to New Business and move Executive Session to 12 a.
   **VOTE:** Motion passed unanimously

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

6. **PRESENTATION**

None

**7. EXECUTIVE SESSION**
See item 12(A).

**8. ORDINANCE (Introduction)**
None

**9. RESOLUTION**
None

**10. UNFINISHED BUSINESS**
None

**11. NEW BUSINESS**

**A. Contract for Special Services – Whittier Dept. of Public Safety**
Greg Russell gave a presentation on the contract and addressed Council questions. Contract agreement articulates dispatch services from Cordova so as to respond to 911 calls for the City of Whittier.

**MOTION:** Dave Pinquoch made a motion to approve the Contract for Special Services
**SECOND:** Dave Dickason
**DISCUSSION:** None
**VOTE:** Motion passed unanimously

**12(A). EXECUTIVE SESSION**

**A. Discussion of City Manager Candidates – Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; AS 44.62.310 (2)**

**B. Discussion of Disposal of P-12 Building – Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity; AS 44.62.310 (1)**

**MOTION:** Dave Pinquoch made a motion to enter into Executive Session at 7:41 p.m.
**SECOND:** Dave Dickason
**DISCUSSION:** None
**VOTE:** Motion passed unanimously

**Council entered into Executive Session at 7:41**

**MOTION:** Dave Pinquoch made a motion to come out of Executive Session and resume the Special Meeting at 8:48 p.m.
**SECOND:** Monty Irvin
**DISCUSSION:** None
**VOTE:** Motion passed unanimously

**Council Resume Special Meeting at 8:48**

**12. COUNCIL DISCUSSION**
Council offered Interim City Manager, James Hunt an interview. James

**13. CITIZENS DISCUSSION**

Cathy McCord pointed out a typo in the drafted contract.

**14. ADJOURNMENT**

All were in favor of adjourning the meeting at 7:43 p.m.

**ATTEST:**

| | |
|---|---|
| **Naelene Matsumiya** | **Daniel Blair** |
| **City Clerk** | **Mayor** |

# CITY OF WHITTIER HARBOR

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


August 15, 2018

From: Harbormaster
To: City Manager

Subj: Monthly Harbor Report

Administration:

- Billing and maintaining records for DeLong Dock operations and usage
- Emergency funding request for repairs to DeLong Dock
- Recommendation to continue with completion of Phase 3 or Harbor rebuild

Harbor:

- Day to day operational support in small boat harbor
- Delong dock sustained major damage during storm on the 12th and 13th of August. Emergency repairs completed to allow continue operations.
- Gathering information and cost for repairs/replacement of all pilings.

Meetings attended:

- City Council meeting

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# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 336-1490 • Fax (907) 472-2404


**PLANNING COMMISSION**
**SPECIAL MEETING**
**WEDNESDAY, APRIL 18, 2018**
**COUNCIL CHAMBERS**
**PUBLIC SAFETY BUILDING**
**6:00 p.m.**

## MINUTES

1. **CALL TO ORDER**
   Charlene Arneson called the meeting to order at 6:00 pm and led the opening ceremony.

2. **ROLL CALL**
   Charlene Arneson, Dyanna Pratt, Lindsey Erk and Jean Swingle and Ed Hedges

3. **ADMINISTRATION PRESENT**
   Naelene Matsumiya, City Clerk

   **PUBLIC PRESENT**
   Hai Han Ye

4. **APPROVAL OF SPECIAL MEETING AGENDA**
   **MOTION:** Lindsey Erk made a motion to approve the April 18, 2018 Special Meeting Agenda as is.
   **SECOND:** Dyanna Pratt
   **DISCUSSION:** None
   **VOTE:** Passed Unanimously

5. **APPROVAL OF MINUTES**
   **MOTION:** Lindsey Erk made a motion to approve the Regular Meeting Minutes of January 3, 2018.
   **SECOND:** Jean Swingle
   **DISCUSSION:** None
   **VOTE:** Passed unanimously

(Clerk's note: The Commission recessed for 5 minutes at 6:06 and resumed at 6:11)

6. **CORRESPONDENCE**
   None

7. **UNFINISHED BUSINESS**
   None

3. NEW BUSINESS

A. Public Hearing for Hai Han Ye's request for a lot line vacation

Charlene Arneson moved to make a motion to close the regular hearing and open up the public hearing.

**MOTION:** Dyanna Pratt made a motion to open up the Public Hearing for Jai Jan Ye at 6:11 p.m.
**SECOND:** Lindsey Erk
**DISCUSSION:** None
**VOTE:** Motion passed unanimously.

Charlene Arneson called to order the public hearing for Hai Han Ye's request to vacate lot lines 13 & 1, Block 2 of Harbor Loop Road. She asked the Commission if they'd like to:
Abstain; none.
Declare a conflict of interest; none.
Report any significant ex-parte contact; none.

She asked the Commission if they've familiarize themselves with the application.
No audience member was present to protest and no staff member was there to make a presentation.
Dyanna Pratt gave a brief history on the lot lines and referenced the minutes from when a previous lot line was vacated. She directed the Commission to the map that was included in the packet. She stated that in April, Hai Han Ye came to a Planning Commission meeting with the request to eradicate a lot line from lots 12 and 13. She reminded that it was done, but never recorded. She updated the Commission by saying if this lot line vacation is approved, lot 12, 13 and 1 will be re-labeled as lot 1a as a whole lot. No other comments.

Charlene Arneson called upon the applicant to present. Hai Han Ye explained that his plan is to open up a brewery and in order to do so, according to the liquor law, the alcohol license has to be distributed from one entity. He explained that liquor will not be served out of the Kittiwake Corner lot.

Charlene Arneson asked about the Utilities in the area. Hai Han Ye said there are no issues.

Charlene Arneson asked if there was anyone in the room that would like to:
Speak in opposition; none.
Speak neutrally; none.
Rebuttal; none.

**MOTION:** Lindsey Erk made a motion to close the Public Hearing at 6:23.
**SECOND:** Jean Swingle
**DISCUSSION:** None
**VOTE:** Motion passed unanimously

Charlene Arneson opened the Public Hearing to the Commission. Commission agreed the topic was explained thoroughly. Charlene told Mr. Ye that in the future, the process can be reversed. Lindsey Erk inquired about taxes and if there will be changes. Dyanna said there will not be any changes. No further comments. Jean Swingle asked if, in the future the lots were sold, the next owner will get all three lots. Charlene replied that it is one lot after it gets approved.

**MOTION:** Dyanna Pratt made a motion to approve the vacation of the lot lines from lots 13 and 1 of Block 2 on Harbor Loop Road.
**SECOND:** Lindsey
**DISCUSSION:** None

VOTE: Dyanna Pratt, yes; Ed Hedges, yes; Jean Swingle, yes; Lindsey Erk, yes; Charlene Arneson, yes. Motion passed unanimously.

9. **MISCELLANEOUS BUSINESS**
None

10. **PUBLIC COMMENTS**
None

11. **COMMISSION COMMENTS**
None

12. **NEXT MEETING AGENDA ITEMS**
Items are undetermined at this point.

13. **NEXT MEETING ATTENDANCE PLANS**
None

14. **ADJOURNMENT:**

**MOTION:** Ed Hedges made a motion to adjourn the meeting
**SECOND:** Lindsey Erk
**DISCUSSION:** None
**VOTE:** Unanimous

Charlene Arneson adjourned the meeting at 6:30 pm.

ATTEST:

Neelene Matsumiya
Office Assistant

Charlene Arneson
Commission Chairperson

# THE CITY OF WHITTIER

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**PORT & HARBOR COMMISSION**
**SPECIAL MEETING**
**TUESDAY, JUNE 12, 2018**
**Council Chambers, Public Safety Building**
**6:00 p.m**

## MINUTES

1. **CALL TO ORDER**
   Greg Clifford called the meeting to order at 6:00

2. **ROLL CALL**
   Greg Clifford, Ed Hedges, Annie Arneson, Brad VonWichman, Dave Goldstein, and Mark Mitchell.

   **MOTION:** Brad VonWichman made a motion to excuse Ron Graham from tonight's meeting.
   **SECOND:** Ed Hedges
   **DISCUSSION:** None
   **VOTE:** Motion passed unanimously

3. **ADMINISTRATION PRESENT**
   Kyle Sinclair, Harbormaster
   Naelene Matsumiya, City Clerk
   John Janik, Finance Officer
   Greg Russell, Interim Police Chief

   **PUBLIC PRESENT**
   Michael C. Howard, Clayton Hevly, Peter Denmark, Brooke Whip and Daniel Blair

4. **APPROVAL OF REGULAR MEETING AGENDA**
   **MOTION:** Dave Goldstein made a motion to approve the April 23, 2018 Regular Meeting as amended: Add agenda item 7a and name it Public Comments on Agenda Items not Scheduled for public Hearing.
   **SECOND:** Ed Hedges
   **DISCUSSION:** None
   **VOTE:** Motion passed unanimously

5. **APPROVAL OF MINUTES**
   **MOTION:** Ed Hedges made a motion to approve the Regular Meeting Minutes of April 23, 2018.

**SECOND:** Greg Clifford
**DISCUSSION:** None
**VOTE:** Motion passed unanimously

6. **CORRESPONDENCE**
None

7. **NON-ACTION BUSINESS**
None

**A. Citizens Comments Not Scheduled for Public Hearing**
Peter Denmark reported that he was approached by Mr. Michael C. Howard of Glacier Jet ski Adventures and Brooke Whip of Epic Charters about issues pertaining to the Harbor use infrastructure. Peter specified that he directed them to approach the issues at the appropriate venue and process. He thanked the Port and Harbor Commission for their time.

Michael C. Howard of Glacier Jet Ski Adventures mentioned the mobile vendor, Alaska Wild Guides, conducting business at the Head of Passage Canal. He commented that when he first came to Whittier, he was interested in his business being down at the head of the bay, but the City advised him that he cannot conduct business in the area. He disclosed that he did not want to seem like he was attempting to take down the competition, he just wanted to get some answers as to why and how the Commission could address his concerns.

Dave Goldstein asked Michael who he had checked with on the use of Head of the Bay.

Michael C. Howards replied Dyanna.

Arnie Arneson stated that there is a lot of discussion before the Port and Harbor Commission could do anything right now.

Michael C. Howard stated that he understands. He asked the Commission to consider that everyone gets equal opportunities for utilizing the harbor.

Brooke Whip of Epic Charters gave a brief history of himself and his business. He addressed traffic on the passenger dock and a recent incident that occurred over the weekend. He explained that use of the passenger dock and its intentions for loading and unloading passengers. He continued by saying there was a boat parked at the passenger dock that was neither loading nor unloading passengers. He mentioned that the people who owned the boat, parked the vessel at the dock and had a meal at the Inn at Whittier.

Kyle Sinclair addressed the issue and stated it was due to the lack of parking. Item was discussed further.

8. **NEW BUSINESS**
**A. Delong Dock**
Kyle Sinclair reported that there is no update as of yet. He said that the City of Whittier still owns half of the dock, however wharfage for the dock has not been determined.

**B. Head of The Bay**
Kyle Sinclair said that some final paperwork was pending. Greg Clifford asked about the U.S. Army

Corps of Engineers and the status of their request for more funding. Kyle replied that it is currently in the works.

Dave Goldstein had a Power Point presentation.

C. Harbor Stage 3 Bid from Bellingham Marine Industries Inc.

Greg Clifford reported that he and Kyle walked the docks with Bellingham Marine Industries Inc. (BMI) and Councilman David Pinquoch. He said one they discussed the moving C and D back to their original spot. Kyle briefed that since the meeting he has been working on getting funding for the project. Greg Clifford decided that the Commission make a motion and roll call vote on the two options and then a motion to recommend the continuation with the project. Their recommendations will advise the City Council.

**MOTION:** Ed Hedges made a motion to recommend to the Council to accept option I
**SECOND:** Dave Goldstein
**DISCUSSION:** Brad VonWichman asked about water on the floats. Kyle stated that he had talked to Scott, but they're trying to find a way to bring water to the float that will not freeze.
**VOTE:** Motion passed unanimously

**MOTION:** Ed Hedges made a motion to recommend to the Council to accept option II
**SECOND:** Dave Goldstein
**DISCUSSION:** None
**VOTE:** Motion failed unanimously

**MOTION:** Brad VonWichman made a motion to recommend to the Council to continue as planned as planned with the 3rd Phase of the Harbor Replacement.
**SECOND:** Mark Mitchell
**DISCUSSION:** Dave Goldstein expressed his concerns with the vacant fingers in the winter time. He stated that he does not see any justification for doing anything as of right now.
**VOTE:** Motion passed 5-1

D. Handicapped Parking by Harbor Ramp

Arnie Arneson stated that the item doesn't have to be discussed at the moment, but he would like to discuss it the next time he will be in attendance. Item will be discussed at the next regular meeting.

E. Parking Lot Reconfiguration by Former West Ramp

Item will be discussed at the next regular meeting.

9. MISCELLANEOUS BUSINESS
None

10. PUBLIC COMMENTS
None

11. COMMISSION COMMENTS
Dave Goldstein: Passenger Dock and the Ocean Dock. Kyle replied that he and the Acting City Manager are currently working on wharfage rate and ways to get revenue.

12. NEXT MEETING AGENDA ITEMS
Items are undetermined at this point.

13. **NEXT MEETING ATTENDANCE PLANS**
Next Meeting August 31, 2018.

14. **ADJOURNMENT:**
Meeting was adjourned at 7:14 pm.

**ATTEST:**

Naelene Matsamiya
**City Clerk**

Greg Clifford
Commission Chairperson

# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 336-1490 • Fax (907) 472-2404


**PORT & HARBOR COMMISSION**
**SPECIAL MEETING**
**MONDAY, JULY 23, 2018**
**Council Chambers, Public Safety Building**
**7:00 p.m.**

## MINUTES

1. **CALL TO ORDER**
   Greg Clifford called the meeting to order at 7:00

2. **ROLL CALL**
   Greg Clifford, Ed Hedges, Arnie Arneson, Ron Graham, Dave Goldstein, and Mark Mitchell.

   **MOTION:** Arnie Arneson made a motion to excuse Brad VonWichman from tonight's meeting.
   **SECOND:** Dave Goldstein
   **DISCUSSION:** None
   **VOTE:** Motion passed unanimously

3. **ADMINISTRATION PRESENT**
   Kyle Sinclair, Harbormaster
   Naelene Matsumiya, City Clerk
   Annie Reeves, Acting City Manager

   **PUBLIC PRESENT**
   Dave Dickason, Victor Shen

4. **APPROVAL OF REGULAR MEETING AGENDA**
   **MOTION:** Ed Hedges made a motion to approve the July 23, 2018 Special Meeting Agenda as is.
   **SECOND:** Mark Mitchell
   **DISCUSSION:** None
   **VOTE:** Motion passed unanimously

5. **APPROVAL OF MINUTES**
   **MOTION**: Mark Mitchell made a motion to approve the June 12, 2018 Special Meeting Minutes 2018.
   **SECOND:** Arnie Arneson
   **DISCUSSION:** None
   **VOTE:** Motion passed unanimously

DRAFT

6. **CORRESPONDENCE**
None

7. **NON-ACTION BUSINESS**
None

8. **NEW BUSINESS**

**A. Bonds for Harbor Rebuild**

Kyle Sinclair opened up the discussion by explaining the purpose for the bond was to go to the 3rd Phase for the Harbor rebuild project as it was already approved. He mentioned funds left over from the previous project and asked Council if the money can be combined and if a one-time payment could be done. He said that if this was an option, a public notice for a public hearing will be advertised. He explained further.

The Commission discussed the topic heavily.

Annie Reeves told the Commission that the City cannot forecast their finances and there is not a clear understanding at this point. She stated that she cannot give very clear direction as she does not have confidence as to the City's finances. She reported that she is working with the City's accounting/firm program (Caselle) to help reconcile the City's books so that she can see where the City stands financially. She continued and asked the Commission to discuss and contemplate before moving forward.

Greg Clifford summarized the income from the Harbor from previous years and inquired about the $400,000. Dave Goldstein shared similar concerns.

Ron Graham asked about the Cruise Ship head tax. Annie stated that during the City Council meeting, a question was raised as to what portion of the CVP funds were already encumbered. She explained further by reminding the Commission that the Delong Dock and the City Building are not currently in the budget. She indicated that on top of these 2 unknown quantities, adding $500,000 worth of debt to the City while not having a clear understanding of the City's finances is not how the City should move forward.

Mark Mitchell mentioned a grant writer for the City and asked if it was possible. Annie replied that it was. Commission agreed that a grant writer will be best for the City.

**MOTION:** Arnie Arneson made a motion to support Resolution No. 20-2018 that was presented to the Council.
**SECOND:** Dave Goldstein
**DICUSSION:** None
**VOTE:** Motion failed unanimously

9. **MISCELLANEOUS BUSINESS**
None

10. **PUBLIC COMMENTS**
None

11. **COMMISSION COMMENTS**
Dave Goldstein announced the July 28 meeting with the U.S. Army Corps of Engineers.

Mark Mitchell recommended adding the topic of a grant writer under new business of the next meeting.
Greg Clifford stated that he's willing to wait for it in order for the Harbor to move forward.

12. **NEXT MEETING AGENDA ITEMS**
Grant Writer

13. **NEXT MEETING ATTENDANCE PLANS**
Not Determined

14. **ADJOURNMENT:**
Meeting was adjourned at 8:05 pm.

**ATTEST:**

Naelene Matsumiya
City Clerk

Greg Clifford
Commission Chairperson

DRAFT

**CITY OF WHITTIER, ALASKA**
**RESOLUTION #21-2018**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER ALASKA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT WITH APPRAISAL COMPANY OF ALASKA, LLC. FOR ASSESSMENT SERVICES FOR THE 2019 TAX YEAR IN THE AMOUNT OF $10,000**

**WHEREAS,** the City of Whittier ("the City") is the municipal government of the community of Whittier, Alaska; and

**WHEREAS,** the City is empowered by the Alaska Statutes and the Whittier Municipal Code to collect taxes, including personal property tax; and

**WHEREAS,** the City routinely employs a professional Assessor to set valuations on taxable property; and

**WHEREAS,** the Whittier Municipal Code provides that professional services may be contracted by a sole source, non-competitive method; and

**WHEREAS,** the Appraisal Company of Alaska, LLC has previously performed assessment work for the City of Whittier with good result; and

**WHEREAS,** the City desires to utilize Appraisal Company of Alaska, LLC for assessment services in 2018; and;

**NOW THEREFORE BE IT RESOLVED**; the City Council authorizes the City Manager to enter into a professional services agreement with Appraisal Company of Alaska, LLC to provide appraisal services for the FY2019 tax year, for a sum not to exceed $10,000 plus reimbursable expenses.

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 20th day of August, 2019.

**Introduction Date:** October 18, 2016 **Introduced by: James Hunt, Interim City Manager**

_____
Daniel Blair, Mayor

**ATTEST:**

_____
Naelene Matsumiya
City Clerk

Ayes:
Nays:
Absent:
Abstain: