



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

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

**PORT & HARBOR COMMISSION  
SPECIAL MEETING  
Tuesday, October 15, 2013  
COUNCIL CHAMBERS, P-12 BUILDING  
5:30 pm**

**MINUTES**

**CALL TO ORDER**

Monty Irvin called the meeting to order at 5:30 pm.

**OPENING CEREMONY**

Monty Irvin led the Pledge of Allegiance.

**ROLL CALL**

Ed Hedges	Seat A	P
Vacant	Seat B	
Brad Von Wichman	Seat C	P
Monty Irvin	Seat D	P
Paul Heimbuch	Seat E	A
Larry Bussman	Seat F	P
Vacant	Seat G	

**ADMINISTRATION PRESENT**

Sue Miller, Harbormaster  
Thomas Bolen, City Manager  
Jennifer Rogers, Deputy City Clerk

## **PUBLIC CITIZENS PRESENT**

David Goldstein  
Don Stevens  
Peter Denmark

**MOTION:** Larry Bussman made a motion to excuse Paul Heimbuch from today's Port and Harbor meeting.

**SECOND:** Ed Hedges seconded the motion.

Ed Hedges Y Seat B\_\_ Brad VonWichman Y Monty Irvin Y Seat E\_\_ Larry Bussman Y Seat G\_\_

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

## **APPROVAL OF AGENDA**

**MOTION:** Larry Bussman made a motion to approve the Special Meeting Agenda of July 16, 2013.

**SECOND:** Ed Hedges seconded the motion.

Ed Hedges Y Seat B\_\_ Brad VonWichman Y Monty Irvin Y Set E\_\_ Larry Bussman Y Seat G\_\_

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

**DISCUSSION:** None

## **APPROVAL OF MINUTES**

**MOTION:** Larry Bussman made a motion to approve the Port & Harbor Special Meeting Minutes of June 18, 2013 as is.

**SECOND:** Ed Hedges seconded the motion.

Ed Hedges Y Seat B\_\_ Brad VonWichman Y Monty Irvin Y Seat E\_\_ Larry Bussman Y Seat G\_\_

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

## **ADMINISTRATIVE REPORTS**

### **A. Harbormaster Report**

Sue Miller stated the following in her report:

- Harbor hours have returned to 8 am to 5 pm Monday through Sunday.
- They have begun winter preparations; boats slips have been assigned their winter slips and snow blowers have been tuned up.
- The last of the seasonal staff were laid off as of September 30<sup>th</sup>.
- The office staff members are focusing their attention on the Wait List and Moorage contract renewals.
- The annual awards banquet will be held on December 14<sup>th</sup> at the Anchor Inn.
- SERVS held a shipper's drill, in which was primarily a table-top drill for Whittier contracted vessels, with the exception of 4 seiners that were used to test the loading of boom and equipment stored in Whittier. Sue reported that although they were weathered in, the loading of the boom went well.

Sue added that she gave the City Manager an inventory list of the fingers on each float that needs to be tightened, repaired or removed.

## **B. City Manager Report**

City Manager, Thomas Bolen, asked if the members have had time to review the URS report that was given to them at the last meeting. Monty Irvin replied that it was a great report. Tom stated that one of the roles of the Commission is to make recommendations to the Council about construction, repairs, etc. The intent of the URS report was to find out what the conditions are, and then be able to map out a strategy on what needs to get done and in what order.

### Ports & Harbor Master Plan

He stated the natural follow up to this type of an assessment is to have a Ports & Harbor Master Plan. Many communities have a master plan, and they're convenient because once a project has been completed, they'll work on the next one in line; this makes the grant process a lot easier because we'll have a road map of where we're going. We can hire a consultant to help us develop the master plan, or we can do it internally. He stated that it was up to the Ports & Harbor Commission to make the recommendation to the Council on what they decide.

### Passenger Float

The second item Tom Bolen brought up was the passenger float. He is currently investigating options on how he can advertise this job as a request for proposal and give potential contractors the ability to telling us how they would do the job instead of us telling them how to do the job, in hopes that that might create some cost savings; one of those issues is fabrication here in Whittier. There are folks out there who would be interested in coming out to Whittier to fabricate it. If it turns out that that's a cost effective option then he'll focus on that this winter.

Brad asked if we have an engineer for this plan. Tom responded that we already have the plans. Tom added that he had Jennifer Rogers get quotes for the cost of steel. We had several companies in the Seattle/Portland area that didn't respond. Alaska Steel, a company in Anchorage, reported a cost of \$35,000, which makes the cost of production at \$425,000-\$440,000. Tom wasn't certain if these prices were accurate. Tom contacted Steel Fab, the largest steel fabrication operation in Anchorage. They were the ones who told Tom that this job would run around \$400,000. They did not bid on the project because they had a busy summer.

Tom asked if they would be interested in the project now. They replied that they are. Tom sent them the plans and specifications to review. The range they gave him was around the same numbers that the other companies submitted.

### Head of Passage Canal

Corps of Engineers, harbor study and drilling and sampling will start October 21<sup>st</sup>. Tom got a call from State Harbor Engineer that Whittier's Harbor grant is the number one application of all applications submitted. It will be forwarded to the governor and legislature for funding. The funds should be available shortly after July 1, 2014, which will make it a fall project. Brad Von Wichman asked if we're going for a full replacement. Tom responded that it will be a partial replacement, for the eastern half.

### Hobo Bay Trading Company Lease

This lease was executed nine years ago. The lease was revised and renewed May 2009. At the time it was revised, there was a letter written by City Manager, Mark Earnest authorizing the suspension of the language of section 8 of the lease which says, at a minimum, the lessee must be physically present on the property four months out of the year, in other words, the summer season.

Mark Earnest gave a five year extension on the provisions of section 8, renewing that deadline to December 31, 2013. The lessee, Babs Reynolds, approached Tom and requested an extension on the provision. She has also mentioned that part of her challenge to develop a business involves that at one point she tried to connect to the city sewer, but was unable to connect to it because the sewer wasn't where it was supposed to be. Tom stated that on the map there is a manhole near her property, so the pipe has to be nearby.

She also complained about the fact that the city operates a waste oil removal next to the property behind the EVOS building. Tom spoke to Sue Miller about this and suggested that we relocate that operation to a different area. The last issue that was mentioned was the specific use of the property. On the lot, the specific use is for a restaurant. The indication is that there is some desire from the lessee or a sub-lessee to not use it for that purpose. So she would to change the language on the lease.

Dave Goldstein suggested that if we're going to look at one lease then we should look at all the leases. He mentioned several leases that are not being used as was originally agreed upon. He further added that the leases that are not being used should be taken back by the City and should be made available to people who want to put businesses on it. The whole purpose of the lease projects was to get lease payments and to enable a business to generate revenue for the City; a lot of these lots meet these conditions. Monty Irvin agreed with David Goldstein.

Monty stated that since the decision will be made by the City Council, he felt that the Ports & Harbor Commission shouldn't have to deal with this issue. Monty stated that he makes a recommendation that we don't give an extension to the lease.

Peter Denmark stated that there are other lease holders that the City should be more concerned about rather than Babs Reynolds, such as Jim Barnett. From a historical perspective, there was a strong argument that the City should buy out Barnett's parking lot and operate throughout the head of passage canal, including the head of the bay, so that there isn't one parking authority in town. The precedence set with the Barnett lease can set the stage for all other actions for all other lease holders. Peter perceived Ed Barnett's lease as, "The elephant in the room."

The point of the discourse is that all the lease holders have been stumbling over developmental issues for numerous issues. Babs is a little bit unique in that her building was basically hanging over the harbor before the breakwall went. He went on to say that she is not the big game in the room. He said that she won't be able to sell her lot with a one year umbrella. Dave Goldstein reminded Peter that she has had a five year extension already.

David Goldstein said that the city administration works best with a manager and an assistant; an assistant can take care of a lot of these little issues. He suggested that the Ports & Harbor Commission make a recommendation to the Council for the city manager to hire an assistant.

Don Stevens asked Tom to clarify when Babs' lease expires. Tom clarified that her lease goes through 2027; she is asking for an extension on just one part of her lease. Tom stated that this is an area of city government that has not been managed very well over time. He also mentioned that in his 2014 budget, he has requested that he hire an assistant manager just as was suggested.

## **OLD BUSINESS**

### **a. Harbor Parking**

Sue Miller stated that they have taken inventory of signs and will put more signage up within the next year to help with the parking issues.

### **b. Facility Assessment-**

Covered in City Manager's Report

### **c. Passenger Floating Dock Repairs**

Covered in City Manager's Report

**MOTION:** Monty Irvin made a motion to recommend to the City Council to have the passenger floating dock resolved and in the water by May 1, 2014.

**SECOND:** Larry Bussman seconded the motion.

Ed Hedges Y Seat B \_\_ Brad VonWichman O Monty Irvin Y Seat E \_\_ Larry Bussman Y Seat G \_\_

**VOTE:** The vote passed unanimously

## **NEW BUSINESS**

**a. Resolution #01-2013-** A Resolution recommending that the Shakespeare Creek basin be included in the Whittier Navigation Study as a potential site for the new harbor and requesting that the Council direct US Army Corps of Engineers to include this site in the study.  
This has been approved by City Council.

### **b. Harbor Name Change**

The harbor's name has been changed from Whittier Small Boat Harbor to Whittier Harbor.

### **c. Declaration of Interest Forms**

Those who've submitted declaration of interested forms will be selected by the City Council at their next meeting.

## **CITIZENS COMMENTS**

None

## **COMMISSION COMMENTS**

The members spent a few minutes discussing what day they should schedule their next meeting date and a work shop to go over the Ports & Harbor section of Title 2. Monty encouraged the members to contact Jennifer Rogers with a date and time that would be convenient for them to meet.

**NEXT MEETING AGENDA ITEMS**

- A. Lease Extensions**
- B. Facility Assessment**
- C. Passenger Floating Dock Repairs**

**NEXT MEETING ATTENDANCE PLANS:**

**MOTION:** Ed Hedges made a motion to cancel the regular meeting date of November 16, 2003 and hold a Special Meeting on November 11, 2013 at 5:30 pm.

**SECOND:** Brad Von Wichman seconded the motion.

Ed Hedges Y Seat B \_\_ Brad VonWichman Y Monty Irvin Y Seat E \_\_ Larry Bussman Y Seat G \_\_

**VOTE:** The vote passed unanimously

**ADJOURNMENT**

**MOTION:** Larry Bussman made a motion to adjourn the meeting.

**SECOND:** Monty Irvin seconded the motion.

Ed Hedges Y Seat B \_\_ Brad VonWichman Y Monty Irvin Y Seat E \_\_ Larry Bussman Y Seat G \_\_

**VOTE:** The vote passed unanimously

Meeting adjourned at 6:45 pm.

Attest:

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Jennifer Rogers  
Deputy City Clerk

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Monty Irvin  
Vice-Chair