

February 3, 2022
Regular City Council Meeting

Discussion of Proposed Ward Cove Bus Plan - Councilmember Flora



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TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: January 24, 2022

RE: **Discussion of Proposed Ward Cove Bus Plan – Councilmember Flora**

At the November 4, 2021 meeting, Councilmember Flora requested a future agenda item to discuss a transportation plan for buses transporting cruise passengers originating from the Ward Cove cruise facility north of City limits into downtown Ketchikan.

As indicated in the attached memorandum from Acting Port & Harbors Director Mark Hilson, a transportation plan has been developed with representatives of Holland America Princess (HAP) Alaska-Yukon and the Ward Cove Dock Group. The plan will utilize the block surrounding the Southeast Alaska Discovery Center along Bawden Street, Spruce Mill Way, and Main Street. The plan was presented to the Port & Harbors Advisory Board at their January 11, 2022 meeting, and the Board unanimously endorsed the presented plan as being the most viable for 2022 operations.

To better explain the transportation plan and why it has been determined to be the most practical, Mr. Hilson will give a presentation to the City Council at the meeting of February 3, 2022. This will be the City Council's opportunity to ask questions and offer feedback on the proposed plan.

Following City Council concurrence that the developed plan is the most viable, staff will determine the costs necessary for this operation, which will inform a fee schedule. Staff will bring back this information at a later date for City Council consideration.

PUBLIC WORKS / ENGINEERING DEPARTMENT
Mark Hilson, P.E., Public Works Director
Kara Jurczak, P.E., Acting Public Works Director

CITY OF KETCHIKAN
Administrative Offices
PH: 907.228.4727
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MEMORANDUM

TO: Lacey Simpson, Acting City Manager
FROM: Mark Hilson, P.E., Acting Port & Harbors Director
DATE: January 21, 2022
SUBJECT: **Ward Cove Bus Plan**

In anticipation of the 2022 cruise season, staff has met with representatives from HAP Alaska-Yukon and the Ward Cove Group regarding bussing options from the Ward Cove berths to downtown. After exploring several options and discussing at the Port & Harbors Advisory Board meeting of January 11, 2022, staff and the PHAB recommend bus staging to take place at the Discovery Center. The PHAB noted that the Ketchikan Fire Department should be consulted for potential impacts on Fire Department operations. That coordination effort is ongoing at the time of writing this memo. Should you concur, I will present the updated evaluation of alternatives and their impacts (including any impacts to Fire Department operations) at the meeting of February 3.

Attachment:
Draft Minutes – January 11, 2022 PHAB Meeting

**PORT & HARBORS ADVISORY BOARD
MEETING MINUTES
DATE: 01/11/2022**

CALL TO ORDER:

The Port & Harbors Advisory Board regular meeting was called to order at 7:04 P.M., at the City Council Chambers, in Ketchikan, Alaska.

ROLL CALL:

MEMBERS PRESENT:

<input type="checkbox"/>	Mr. Eric Lunde	(Chairman)
<input type="checkbox"/>	Mr. Andrew Mulder	(Vice-Chairman)
<input checked="" type="checkbox"/>	Mr. Mark Flora	(Council member)
<input checked="" type="checkbox"/>	Mr. Rod Bray	
<input checked="" type="checkbox"/>	Mr. Steve Wilsie	
<input type="checkbox"/>	Mr. Rick Collins	
<input checked="" type="checkbox"/>	Mr. Jim Castle	
<input type="checkbox"/>	Mr. Tim Hemme	
<input checked="" type="checkbox"/>	Mr. Eric Collins	

MEMBERS ABSENT:

Excused

<input checked="" type="checkbox"/>	Mr. Eric Lunde	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Mr. Andrew Mulder	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mr. Mark Flora	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Rod Bray	<input type="checkbox"/>
<input type="checkbox"/>	Mr. Steve Wilsie	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mr. Rick Collins	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mr. Jim Castle	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mr. Tim Hemme	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mr. Eric Collins	<input type="checkbox"/>

Harbor Staff Present:

<input checked="" type="checkbox"/>	Mr. Mark Hilson
<input checked="" type="checkbox"/>	Mr. Dan Berg
<input checked="" type="checkbox"/>	Ms. Angel Holbrook

CHANGES TO AGENDA:

None

MINUTES:

MOTION was made by E. Collins to accept the minutes of the regular meeting of the Port and Harbors Advisory Board from December 14, 2021. **MOTION SECONDED** by Flora. **MOTION PASSED UNANIMOUSLY.**

COMMUNICATIONS:

1. Email Correspondence from Board Member R. Collins stepping down from the Port & Harbors Advisory Board.

PERSONS TO BE HEARD:

None

OLD BUSINESS:

1. Future Port Operations—Chairman Lunde

Item deferred to next meeting.

NEW BUSINESS:

1. Ward Cove Shuttle Operation

Acting Director Mark Hilson presented a PowerPoint presentation on the Ward Cove Shuttle Operation as it was in the 2021 reduced passenger count season, lessons learned, defining the needs of future operations, challenges faced and that could be faced in the future, the non-port operations aspects, future operations recommendations, and three recommendations for future operation locations.

In 2021 the operation took place on Front Street Extension and was congested due to a lack of a staging capacity. Staff identified needs such as more personnel present to direct passengers, an area with less of a bottle neck, and an area where passengers can disperse throughout the downtown area.

Some needs identified were room for safe loading and unloading, shuttling passengers to where they want to be, shuttle bus staging for required number of busses, consistent and predictable operations, and matching the scale of shuttle operations to the street characteristics of the area. Some challenges identified were the state of flux of the cruise industry and the current COVID-19 situation with the omicron variant, the variation in the number of passengers being shuttled in from day to day, and potential traffic control issues associated with construction.

Acting Director Hilson identified four options for the location of the operation:

1. Berth II

2. Discovery Center: Main Street/Spruce Mill Way/Bawden Street
3. Main Street between Mission Street and Dock Street

Discussion followed.

MOTION was made by Flora that the Port and Harbors Advisory Board recommend the Discovery Center: Main Street/Spruce Mill Way/Bawden Street option as the most viable location for the future operation site of the Ward Cove Shuttle Bus operation. **MOTION SECONDED** by Wilsie. **MOTION PASSED UNANIMOUSLY.**

2. Derelict Vessel Action Plan—Board Member R. Collins & Chairman Lunde

Item deferred to next meeting.

Director's Report:

Acting Director Hilson highlighted from the Director's report the following:

- The CDC increased its travel advisory level from 3 to 4 for cruises.
- Acting Director Hilson took part in a meeting with Juneau's new tourism manager, Alex Pierce. The plan is to continue monthly meetings with other Southeast Alaska communities.
- Next meeting will be at Fire Station 1.
- City Council allocated the funds that were for the Stedman Street bathrooms to the berth III mooring dolphin project. These funds will not cover the project, but perhaps be a good portion of a match to a potential grant if one is found.
- All materials have been received for the Bar Harbor South Pump out Station, project is only on hold due to weather.
- Discussions are taking place with potential contractors for the Bar Harbor South Electrical pedestals.
- Potential candidates for the assistant harbormaster position are going to be interviewed next week.
- There is anticipated movement on the director's position in the next month or so.
- Port operations coordinator position interviews will be scheduled in the near future.
- Harbor rates and revenue will be on the agenda for next month.
- Staff has been addressing the garbage dumping issue. 30 people have received letters notifying them that these dumpsters are not for public use. Stickers have been placed on dumpsters, a PSA will be put on the radio and in the newspaper. Ticketing will begin after the PSA has ran.

FUTURE AGENDA ITEMS:

BOARD MEMBER COMMENT

Mr. Tim Hemme:

Mr. Eric Lunde:

Mr. Rod Bray: I enjoyed the presentation. I think the City needs to be compensated for our efforts to accommodate Ward Cove.

Mr. Jim Castle: Thanks for the hard work on the presentation.

Mr. Mark Flora: Thanks everybody, good job. I appreciate the hard work.

Mr. Andrew Mulder:

Mr. Rick Collins:

Mr. Steve Wilsie: Good presentation, it is good to have the pictures included. Thank you.

Mr. Eric Collins: Good presentation.

ADJOURNMENT:

MOTION TO ADJOURN was made by Flora at 8:35 p.m. **MOTION SECONDED** by Wilsie. **MOTION PASSED UNANIMOUSLY.**

Chair/Vice Chair Signature

Date

2022 Proposed General Government and Ketchikan Public Utilities Operating and Capital Budgets

Acting Manager Simpson updated the Council with an expected delivery date of the 2022 draft budget for the week of November 15, 2021.

Acting Manager Simpson informed the Council that it is staff's intent to electronically submit the proposed 2022 General Government and Ketchikan Public Utilities Operating and Capital Budget on or about Thursday, November 4, 2021. She stated hard copies will be made available the week of November 8, 2021.

Suggested Deliberation Dates for the 2022 Draft General Government and Ketchikan Public Utilities Operating and Capital Budgets

Acting Manager Simpson attached for the Council review the suggested deliberation dates for 2022 draft General Government and Ketchikan Public Utilities Operating and Capital Budgets.

Update on the Preparation of a New Wastewater Division National Pollutant Elimination System (NPDES) Permit

Acting Manager Simpson provided the Council a memorandum by Public Works Director Hilson that the Alaska Department of Environmental Conservation (ADEC) has been in communication with the communities including Ketchikan that operate wastewater treatment facilities under a National Pollutant Elimination System (NPDES) permit and 301H waiver to avoid secondary filtration. She said the ADEC with guidance from the EPA will likely be requiring the installation of disinfection systems as part of these permit renewals. She indicated the City's state lobbyist Ray Matiashowski is aware of ADEC's intent to require a disinfection system for Ketchikan and is initiating discussions with the Governor, Alaska State Representative and Alaska Municipal League on this issue. She said it was a little early to tell exactly what those implications are, but it is worth noting that there will be implications of a concerning magnitude. She said staff will keep the Council apprised of that process.

K.P.U. MANAGER'S REPORT – None

CITY CLERK'S FILE

City Clerk Stanker reminded the Council of the special Council meeting on Tuesday, November 9, 2021 at 6:00 p.m., and asked for a show of hands of who might be attending Representative Ortiz's Town Hall Meeting at the Ted Ferry Civic Center on the same night starting a 7:00 p.m., and at least four hands were shown.

CITY ATTORNEY'S FILE

Acting City Manager Simpson supplied the Council a copy of the report of significant activities for the City Attorney for the month of September 2021.

FUTURE AGENDA ITEMS

Councilmember Flora said he has two items; one is to have further discussion regarding insurance for boats in the harbors. He said the other discussion item he would like in early 2022, is the proposed transit plan from Ward Cove to downtown to review, settle on a fee and have the plan codified.