

**Minutes of Regular Assembly Meeting  
Held on April 23, 2024**

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 7:00 p.m., April 23, 2024, in the Borough Assembly Chambers. Assembly Member Morrison led the pledge of allegiance.

**PRESENT** – GILBERT, MORRISON, OTTESEN, DALRYMPLE, ROBBINS

**ABSENT** – POWELL, DEBORD

Borough Manager Villarma and Clerk Lane were also present.

**CEREMONIAL MATTERS**

Gilbert presented certificates of service to Caitlin Cardinell for her service on the Wrangell Convention & Visitors Bureau and the Economic Development Board and to Mya De Long for her service on the Wrangell Convention & Visitors Bureau.

SEAPA Board Member Steve Prysunka gave a SEAPA report.

**PERSONS TO BE HEARD** – None.

**AMENDMENTS TO THE AGENDA**

Villarma requested that the sales tax discussion item (13d) be removed from new business, to be discussed under the manager's report. There were no objections from the assembly.

**CONFLICT OF INTEREST** – None.

**CONSENT AGENDA**

6a Minutes from the April 9, 2024, Regular Assembly Meeting

*M/S: Morrison/Robbins to approve the Consent Agenda, as presented. Motion approved by polled vote.*

**BOROUGH MANAGER'S REPORT**

Kate Thomas, Economic Development Director's report was provided.

Manager Villarma's report was given.

**BOROUGH CLERK'S REPORT**

Clerk Lane's report was provided.

**MAYOR AND ASSEMBLY BUSINESS** – None.

**MAYOR AND ASSEMBLY APPOINTMENTS** – None.

**PUBLIC HEARING**

**11a RESOLUTION No. 04-24-1858** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE AMENDED FEES AND RATES SCHEDULE AS PER WMC 5.14.025

Gilbert called the Public Hearing to order and asked for an administrative report. Villarma recapped the various increases to rates that were discussed during the Work Session.

Gilbert asked if there was anyone who wanted to speak on this item.

Hearing none, Gilbert closed the Public Hearing and asked for a motion.

***M/S: Robbins/Dalrymple to approve Resolution NO. 04-24-1858.***

Discussion was had regarding how long a power outage would have to be to have the fuel surcharge take affect; the agreement from the assembly was 72 hours; Manager Villarma was tasked with modifying the language in the fee and rate schedule to reflect this and also to reflect that the rate would be prorated for the consumer.

***Motion approved by polled vote.***

**11b ORDINANCE No. 1054** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING SECTION 1.20.045 TITLED "DISPOSITION", ADDING SECTION 1.20.046 TITLED PAYMENT OF FINE WITHOUT COURT APPEARANCE AND AMENDING SECTION 1.20.050, MINOR OFFENSE FINE SCHEDULE, IN THE WRANGELL MUNICIPAL CODE

Gilbert called the Public Hearing to order and asked for an administrative report.

Villarma stated that this ordinance was so that Wrangell PD could submit citations electronically to the state; will streamline the process for submitting citations.

Gilbert asked if there was anyone who wanted to speak on this item.

Hearing none, Gilbert closed the Public Hearing and asked for a motion.

***M/S: Ottesen/Morrison to approve Ordinance No. 1054. Motion approved by polled vote.***

**11c ORDINANCE No. 1055** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SEVERAL SECTIONS IN CHAPTER 15.12 - ELECTRICITY, IN THE WRANGELL MUNICIPAL CODE

Gilbert called the Public Hearing to order and asked for an administrative report.

Villarma stated ordinance would remove fees from the code and place them in the combined fee and rate schedule.

Gilbert asked if there was anyone who wanted to speak on this item.

Hearing none, Gilbert closed the Public Hearing and asked for a motion.

***M/S: Ottesen/Morrison to approve Ordinance No. 1055. Motion approved by polled vote.***

**UNFINISHED BUSINESS** – None.

#### **NEW BUSINESS**

13a Approval of Lease to Trident Seafoods, A Portion of the Old Mill Dock Parcel 02-023-700, more specifically 20ft X 90ft Northwest from the Southernmost portion of the Old Mill Dock including the approach nearest the Trident Seafood Plant

***M/S: Robbins/Morrison to Approve Lease to Trident Seafoods, a Portion of the Old Mill Dock in Parcel 02-023-700, more specifically 20ft x 90ft Northwest from the Southernmost Portion of the Old Mill Dock including the approach nearest the Trident Seafood Plant. Motion approved by pulled vote.***

**13b RESOLUTION No. 04-24-1859** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ACCEPTING A STATE AND LOCAL CYBERSECURITY (SLCGP) GRANT IN THE



AMOUNT OF \$50,000 FROM THE U.S. DEPARTMENT OF HOMELAND SECURITY FOR THE PURPOSE OF COMPOSING A COMPREHENSIVE CYBERSECURITY PLAN

***M/S: Ottesen/Robbins to approve Resolution No. 04-24-1859. Motion approved by polled vote.***

**13c RESOLUTION No. 04-24-1860** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING ARTICLE 13 – TRAINING, OF THE IBEW COLLECTIVE BARGAINING AGREEMENT AND REPEALING RESOLUTUION NO 05-23-1781

***M/S: Ottesen/Morrison to approve Resolution No. 04-24-1860. Motion approved by polled vote.***

~~13d Discussion and Possible Direction regarding Sales Tax (Item removed under amendments to the agenda)~~

13e Approval of Cooperating Agency Status for the Tongass National Forest Plan Revision and to appoint a Principal contact to serve as Primary Liaison

***M/S: Morrison/Robbins to approve the Cooperating Agency status for the Tongass National Forest plan revision and to appoint a principal contact to serve as Primary Liaison.***

Gilbert appointed Assembly Member Dalrymple to serve as Primary Liaison. There were no objections from the assembly.

***Motion approved by polled vote.***

13f Approval of Amendment to the BW Enterprises Contract for Landslide Debris Clearing and Removal, not to exceed \$700,000.

***M/S: Ottesen/Morrison to approve a contract amendment for BW Enterprises for Landslide Debris Clearing and Removal, not to exceed \$700,000. Motion approved by polled vote.***

**13g RESOLUTION NO 04-24-1861** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET IN THE GENERAL FUND ADDING \$20,000 TO THE FINANCE DEPARTMENT INFORMATION TECHNOLOGY EXPENDITURES LINE ITEM FOR ACCOUNTING SOFTWARE AND IMPLEMENTATION

***M/S: Ottesen/Morrison to approve Resolution No. 04-24-1861. Motion approved by polled vote.***

13h Approval of a contract to purchase Tyler Technology ERP Pro cloud-based software as service and implementation services

***M/S: Robbins/Morrison to approve the Tyler Technologies contract for cloud-based accounting software and implementation services in the total amount of \$123,676 and authorizing the purchase of \$69,316 for the financial management module during FY24 and \$54,324 for the customer relationship module during FY25. Motion approved by polled vote.***

13i Approval of a Memorandum of Understanding (MOU) between the City and Borough of Wrangell and the USDA, Forest Service Wrangell Ranger District

***M/S: Robbins/Morrison to approve a Memorandum of Understanding (MOU) between the City and Borough of Wrangell and the USDA, Forest Service Wrangell Ranger District. Motion approved by polled vote.***

**ATTORNEY'S FILE** – Available for Assembly review in the Borough Clerk's office

**EXECUTIVE SESSION** – None.

Meeting adjourned at 8:48 p.m.

*Patricia Gilbert*  
Patricia Gilbert, Borough Mayor

ATTEST: *Kim Lane*  
Kim Lane, MMC, Borough Clerk

