

**Minutes of Regular Assembly Meeting
Held on December 17, 2024**

PLEDGE OF ALLEGIANCE led by Assembly Member Powell.

ROLL CALL

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 6:00 p.m., December 17, 2024, in the Borough Assembly Chambers. Assembly Member Powell led the pledge of allegiance.

PRESENT – GILBERT, DALRYMPLE (by phone), ROBBINS, OTTESEN, POWELL, MORRISON

ABSENT – DEBORD

Borough Manager Villarma and Clerk Lane were also present.

CEREMONIAL MATTERS - None.

PERSONS TO BE HEARD

Bruce Smith, resident, stated that he would speak under the Public Hearing item.

AMENDMENTS TO THE AGENDA – None.

CONFLICT OF INTEREST – None.

CONSENT AGENDA

6a Minutes from the November 18, 2024, Regular Assembly Meeting

6b RESOLUTION No. 12-24-1902 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, IN SUPPORT OF RAISING THE MAXIMUM AVAILABLE ALASKA DEPARTMENT OF TRANSPORTATION HARBOR FACILITY GRANT TO \$7,500,000 FOR ELIGIBLE PROJECTS ON AN ANNUAL BASIS

6c CORRESPONDENCE: School Board Action from the December 2, 2024, Special Meeting

M/S: Morrison/Ottesen to approve the Consent Agenda, as submitted. Motion approved by polled vote.

BOROUGH MANAGER'S REPORT

Sarah Scambler, Library Director gave a presentation on the Wrangell Newspaper Archive database.

Manager Villarma presented his report.

Amber Al-Haddad, Capital Projects Director's summarized her submitted report.

BOROUGH CLERK'S REPORT

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS

Ottesen read a thank you letter aloud from the Ketchikan Gateway Borough regarding the loan of the Wrangell Fire Department Ambulance.

Powell reported on the Alaska Municipal League Conference; direct City Manager and City Clerk to hold a special election on outside taxing to assist in funding the school.

Gilbert also reported on her attendance at the Alaska Municipal League Conference.

MAYOR AND ASSEMBLY APPOINTMENTS

10a Code Review Committee Appointments

Dalrymple and Morrison were appointed to the Code Review Committee.

10b Finance Committee Appointments

DeBord and Morrison were appointed to the Finance Committee.

There were no community member letters of interest received for this vacancy.

PUBLIC HEARING

11a ORDINANCE NO 1068 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 5.08 – SALES TAX AND SECTION 5.08.060 – SALES TAX-FREE DAY(S), OF THE WRANGELL MUNICIPAL CODE

Mayor Gilbert called the Public Hearing for Ordinance No. 1068 to order and asked for an administrative report.

Villarma explained that this code update would make it so that the tax-free days would need to be requested by the Chamber and would not automatically be approved; would require a Public Hearing to approve any tax-free days.

Gilbert asked if anyone wanted to speak on this item. Hearing none, Gilbert closed the Public Hearing and asked for a motion.

M/S: Powell/Morrison to approve Ordinance No. 1068. Motion approved by polled vote.

11b ORDINANCE No. 1069 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 20.26, ZIMOVIA HIGHWAY MIXED USE DISTRICT (ZMU) AND AMENDING SEVERAL SECTIONS IN TITLE 20 – ZONING, TO ADD AND REFERENCE ZIMOVIA HIGHWAY MIXED-USE TO THE WRANGELL MUNICIPAL CODE

Mayor Gilbert called the Public Hearing for Ordinance No. 1069 to order and asked for an administrative report.

Villarma explained that this Ordinance would amend the official Borough Map establish a new ZMU district.

Gilbert asked if anyone wanted to speak on this item. Hearing none, Gilbert closed the Public Hearing and asked for a motion.

M/S: Morrison/Ottesen to approve Ordinance No. 1069. Motion approved by polled vote.

11c ORDINANCE No. 1070 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ZONING MAP TO EFFECT A CHANGE TO SEVERAL LOTS OF THE TORGRAMSEN SUBDIVISIONS FROM SINGLE-FAMILY RESIDENTIAL TO ZIMOVIA HIGHWAY MIXED USE AND LOT C OF THE HEALTH CARE SUBDIVISION FROM OPEN SPACE TO ZIMOVIA HIGHWAY MIXED USE

Mayor Gilbert called the Public Hearing for Ordinance No. 1070 to order and asked for an administrative report.

Villarma explained that Ordinance would change the zoning for the lots listed.

Gilbert asked if anyone 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. 1070. Motion approved by polled vote.

11d Request from Bruce Smith to Purchase a portion of Borough-owned property described as a portion of Lot C of the Healthcare Subdivision, Plat 2010-4, Parcel No. 02-035-310 (Wood Street)

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

Kate Thomas, Economic Development Director, stated that Lot C has been rezoned with Ordinance 1070; Mr. Smith is interested in purchasing a small portion to square up his existing lot and creating a buffer for his residential lot and possible mixed use.

Gilbert asked if anyone wanted to speak on this item.

Bruce Smith, applicant stated that when he purchased his lot, Lot A (now owned by WCA), he purchased it with the belief that the surrounding lots would be residential; now that Lot A is owned by a commercial entity, and with the potential sale of Lot C, would like to purchase a portion of that lot (Lot C) to square up his property and add a buffer around his property to protect his home setting.

Gilbert closed the Public Hearing and asked for a motion.

M/S: Ottesen/Morrison to approve moving forward with the sale of borough-owned property to Bruce Smith, described as a portion of Loc C of the Healthcare Subdivision, Plat 2010-4, Parcel 02-035-310 (Wood Street). Motion approved by polled vote.

11e Request from Wrangell Cooperative Association (WCA) to Purchase a portion of Borough-owned property described as Lot C of the Healthcare Subdivision, Plat 2010-4, Parcel No. 02-035-310 (Wood Street), adjacent to WCA Lot A-1A and Lot A

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

Kate Thomas, Economic Development Director, reiterated the appreciation of the relationship between the City and WCA; given the nature of the proposed development, the city is in favor of this sale.

Gilbert asked if anyone wanted to speak on this item.

Esther Reese, Tribal Administrator – WCA, stated that this project would benefit tourism; because the carving shed is being used for totem carving, need another meeting for office and meeting space.

Gilbert closed the Public Hearing and asked for a motion.

M/S: Morrison/Ottesen to approve moving forward with the sale of borough-owned property to Wrangell Cooperative Association, described as a portion of Borough-owned property described as Lot C of the Healthcare Subdivision, Plat 2010-4, Parcel No. 02-035-310 (Wood Street), adjacent to WCA Lot A-1A and Lot A and approve the Borough Manager negotiating and executing a Purchase & Sale Agreement with WCA for the property. Motion approved by polled vote.

UNFINISHED BUSINESS - None.

NEW BUSINESS

13a Approval of Assembly Goals for Calendar Year 2025

M/S: Powell/Ottesen to approve the Assembly Goals for Calendar Year 2025. Motion approved by polled vote.

13b RESOLUTION No. 12-24-1897 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FISCAL YEAR 2025 BUDGET BY TRANSFERRING \$27,500 FROM THE GENERAL FUND RESERVE TO THE GENERAL FUND FINANCE BUDGET FOR ADDITIONAL COSTS RELATED TO THE SINGLE AUDIT REQUIREMENTS FOR TWO NEW MAJOR FEDERAL PROGRAMS AND UPDATED ESTIMATES OF AUDIT PROFESSIONAL HOURS

M/S: Ottesen/Morrison to approve Resolution No. 12-24-1897. Motion approved by polled vote.

13c RESOLUTION No. 12-24-1898 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, STRONGLY SUPPORTING ALASKA AIRLINES IN CONTINUING TO PROVIDE ESSENTIAL AIR SERVICE FOR WRANGELL AND ALL SOUTHEAST ALASKA COMMUNITIES WITH JET AIRCRAFT SERVICE

M/S: Ottesen/Morrison to approve Resolution No. 12-24-1898. Motion approved by polled vote.

13d RESOLUTION No. 12-24-1899 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2025 BUDGET IN THE INDUSTRIAL CONSTRUCTION FUND FOR THE 5TH AND 6TH AVENUE ROAD CONSTRUCTION PROJECT

M/S: Ottesen/Morrison to approve Resolution No. 12-24-1899. Motion approved by polled vote.

13e RESOLUTION No. 12-24-1900 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2025 BUDGET BY TRANSFERRING \$44,000 FROM GENERAL FUND RESERVES TO THE PARKS & RECREATION CIP FUND FOR THE SWIMMING POOL SIDING REPLACEMENT PROJECT AND AUTHORIZING ITS EXPENDITURES

M/S: Morrison/Powell to approve Resolution No. 12-24-1900. Motion approved by polled vote.

13f RESOLUTION No. 12-24-1901 OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE WASTEWATER TREATMENT LEAD POSITION JOB DESCRIPTION AND AMENDING THE UNION WAGE AND GRADE TABLE

M/S: Morrison/Powell to approve Resolution No. 12-24-1901. Motion approved by polled vote.

13g Approval of Change Order No. 1 to Ketchikan Ready Mix & Quarry, Inc. in an amount not to exceed \$105,500 for the 5th and 6th Avenues Road Construction project

M/S: Powell/Morrison to approve Change Order No. 1 to Ketchikan Ready Mix & Quarry, Inc. in an amount not to exceed \$105,500 for the 5th and 6th Avenues Road Construction project. Motion approved by polled vote.

13h Approve Amendment 3 to the Professional Services Agreement to Shannon & Wilson, Inc. for Upper Dam Safety & Stabilization Project in the amount of \$114,450

M/S: Morrison/Ottesen to approve Amendment 3 to the Professional Services Agreement to Shannon & Wilson, Inc. for Upper Dam Safety & Stabilization Project in the amount of \$114,450. Motion approved by polled vote.

13i Approval of Amendment 3 to the Professional Services Agreement with PND Engineers in the Amount of \$156,719 for the Meyers Chuck Harbor Replacement Project

M/S: Morrison/Ottesen to approve Amendment 3 to the Professional Services Agreement with PND Engineers in the Amount of \$156,719 for the Meyers Chuck Harbor Replacement Project. Motion approved by polled vote.

13j Approval to Authorize Borough Manager to enter into a MOU with the Alaska Mental Health Trust Land Office


M/S: Powell/Ottesen to approve authorizing the Borough Manager to Enter into a MOU with the Alaska Mental Health Trust Land Office. Motion approved by polled vote.

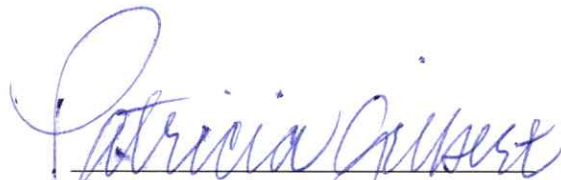
ATTORNEY’S FILE – Available for Assembly review in the Borough Clerk’s office

EXECUTIVE SESSION – None.

Meeting adjourned at 8:24 p.m.

ATTEST:


Kim Lane, MMC, Borough Clerk


Patricia Gilbert, Borough Mayor

