

Minutes of Regular Assembly Meeting

Held on September 10, 2019

Vice-Mayor Patty Gilbert called the Regular Assembly meeting to order at 6:01 p.m., September 10, 2019, in the Borough Assembly Chambers. The pledge was led by Member DeLong and the roll was called.

PRESENT: MORRISON, GILBERT, DELONG, DEBORD

ABSENT: PRYSUNKA, DECKER, POWELL

Borough Manager Von Bargen and Deputy Borough Clerk Mollen were also in attendance.

CEREMONIAL MATTERS - None.

PERSONS TO BE HEARD -

Don McConachie presented an invocation.

Clint Kolarich was present with the USFS. He provided a brief introduction, informed Assembly Members about the Resource Advisory Committee and the opportunity for an elected official to be on that board, and proposed a standing Agenda Item for a USFS update to improve communication and keep the Assembly updated with what is valuable to them. The Assembly agreed that this would be a great idea and would work this out.

DeLong asked about the time commitment for the RAC. Kolarich stated that there are standing meetings, but not monthly and that they review community and USFS proposed projects and ideas.

AMENDMENTS TO THE AGENDA -

Gilbert proposed moving Mayor and Assembly Business to after Conflict of Interest to respect Steve's time on the phone. There were no objections.

CONFLICT OF INTEREST - None.

MAYOR AND ASSEMBLY BUSINESS

Mayor Prysunka gave an update on the Prince Rupert situation that is leading to a ferry shut down at that time. He also provided a copy of a letter that he wrote to the mayor of Prince Rupert that was reviewed by the Borough Manager and sent to Representative Ortiz and US Senator Murkowski. There is a meeting tomorrow in Prince Rupert that Rep Ortiz will take this letter to. Mayor Prysunka stated that it has been extremely difficult to gather information about this.

CONSENT AGENDA

- a. Assembly Minutes - Regular from August 27, 2019

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

BOROUGH MANAGER'S REPORT

Manager Von Bargaen's reported on the following items:

- SEARHC check for closeout from WMC should be arriving soon. There could still be some Medicare reconciliation.
- DOT will be keeping the retainage for Shoemaker at 2.5% instead of 10%. This may allow for additional work on the launch float and parking lot. This is a savings of \$375,000.
- FY18 Audit is on the agenda tonight and BDO will be here October 14th and they have committed to being complete by December end.
- Financial Reports will be presented monthly going forward with the new Finance Director.
- Lisa is meeting with WCA this week.
- Lisa is also meeting with Chere Klein from Sen Murkowski's office this week.
- AML will be shift to the winter schedule the week of October 14th.
- Alaska Municipal Sales Tax Authority work is continuing and will be reported to the Assembly in a Work session on Sept 24th.
- There will be an Executive Session on Sept 24 for the purchase of the Mill Property.
- Update on the Public Safety Building
- Compensation Study committee will meet with the proposer tomorrow and a contract will be available on Sept 24th.
- Personnel Regulations forthcoming
- Police Chief position will be reposted tomorrow.
- Upcoming Travel Report

Gilbert asked if a meeting with the school personnel was scheduled for cooperative efforts. Von Bargaen stated that it is in the works.

BOROUGH CLERK'S FILE

Clerk Lane's report was provided. Deputy Borough Clerk Mollen provided an update on the election and absentee voting.

MAYOR AND ASSEMBLY APPOINTMENTS – None.

PUBLIC HEARING

11a ORDINANCE No 968 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING SECTION 15.18.070, COLLECTION OR DISPOSAL FEES, IN ITS ENTIRETY AND ESTABLISHING A NEW PROCESS FOR FEES IN CHAPTER 15.18 GARBAGE OF THE WRANGELL MUNICIPAL CODE

Vice-Mayor Gilbert declared the Public Hearing open on this item.

There were no public comments on this item.

Administrative Report – Von Bargen noted that the public hearing on fees clause was added and a “may” was changed to “shall.”

Vice-Mayor Gilbert declared the Public Hearing closed on this item.

M/S: DeLong/Morrison to approve Second reading of Ordinance No. 968. Motion approved unanimously by polled vote.

11b RESOLUTION No 09-19-1477 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ESTABLISHING THE FEE SCHEDULE FOR COLLECTION OR DISPOSAL FEES

Vice-Mayor Gilbert declared the Public Hearing open on this item.

Administrative Report – mostly the changes are to disposal of vehicles. Even though the Ordinance just passed, we wanted to follow the spirit of intent with this.

Gilbert asked Public Works Director Rolland Howell about the fees and there are a few incorrect fees on the website, but are being billed correctly. This will update the fees.

There were no public comments on this item.

Vice-Mayor Gilbert declared the Public Hearing closed on this item.

M/S: DeLong/DeBord to approve Resolution No 09-19-1477. Motion approved unanimously by polled vote.

UNFINISHED BUSINESS – None.

NEW BUSINESS

13a Approval of the FY 2018 Audit

M/S: DeLong/Morrison to approve the FY 2018 Audit.

Von Bargen stated that there were 2 material findings in the audit. There were 3 departments with overages in the budget and there should have been budget amendments.

Finance Director Joyce Mason reviewed the audit and the three departments that were over budget. Gilbert asked about the process when the Assembly approves a Budget Amendment and Mason explained the process for this, revised budgets, and transfers between line items.

Mason also addressed the 2 findings and how she will correct those going forward.

Motion approved unanimously by polled vote.

13b Approval to Sole Source Purchase Total Marina Package Harbor Software in the Amount of \$15,832 in Conformance with Wrangell Municipal Code Section 05.10.050 (F).

M/S: DeLong/Morrison to approve a Sole Source purchase from Total Marina Package, for the total budgeted amount of \$18,000.

Von Bargen updated the section of the Code that addresses sole sourcing and why it was OK in this instance.

Mason stated that she has been aware of this software since 2012 in her former employment.

Morrison asked about the future support of this software and Mason stated that it is a stable program. They have been in business since 2010 and have several harbors, including Homer.

Motion approved unanimously by polled vote.

13c RESOLUTION No 09-19-1483 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE METER READER POSITION AND PROVIDING FOR THE AMENDMENT OF THE UNION WAGE & GRADE TABLE

M/S: DeLong/DeBord to approve Resolution 09-19-1483.

Von Bargen confirmed the wage and grade tables that are being adjusted.

Electrical Superintendent Rod Rhoades provided updates on the purpose of the change.

Von Bargen stated that we will update the job descriptions with a box indicating the type of position.

Motion approved unanimously by polled vote.

13d RESOLUTION No 09-19-1484 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE ADDITION OF THE JOB DESCRIPTION FOR THE DIESEL ELECTRIC MECHANIC APPRENTICE AND PROVIDING FOR THE AMENDMENT OF THE UNION WAGE & GRADE TABLE

M/S: DeLong/Morrison to approve Resolution No. 09-19-1484.

Von Bargen explained the change and purpose and confirmed that these 2 resolutions net a .25 FTE increase to the WMLP staff.

Rhoades stated that the main gain is keeping institutional knowledge in the department.

Motion approved unanimously by polled vote.

13e RESOLUTION No 09-19-1485 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2020 BUDGET IN THE ELECTRICAL UTILITY FUND IN THE AMOUNT OF \$33,500 FOR WAGE AND SALARIES AND AUTHORIZING ITS EXPENDITURE

M/S: Morrison/DeLong to approve Resolution No. 09-19-1485. Motion approved unanimously by polled vote.

13f RESOLUTION No 09-19-1486 OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE NON-UNION WAGE & GRADE TABLE BY ADDING GRADES 31-35

M/S: DeLong/DeBord to approve Resolution No. 08-19-1486.

Von Bargen stated that this is a result of the recruiting of a Police Chief and possible realignment of executive staff.

Motion approved unanimously by polled vote.

13g RESOLUTION No 09-19-1487 OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE NON-UNION WAGE & GRADE TABLE MOVING THE POSITION OF POLICE CHIEF FROM GRADE 30 TO GRADE 35

M/S: DeLong/Morrison to approve Resolution No. 08-19-1487.

Von Bargen provided background on comparisons for the Police Chief position and what the new grade will encompass.

The Assembly agreed that this would be an appropriate step for a visible position such as this. DeLong stated that since this is the 3rd posting, this is a good statement.

Motion approved unanimously by polled vote.

13h Approval of Contract with Alaska Permanent Capital Management for Investment Management of the Permanent Fund & Pool Fund

M/S: Morrison/DeLong to approve Contract with Alaska Permanent Capital Management for Investment Management of the Permanent Fund and Pool Fund.

Von Bargen stated that the filled in amounts were not included in the version uploaded to the packet due to a technical error. Those amounts were recapped and the new contract date will be added.

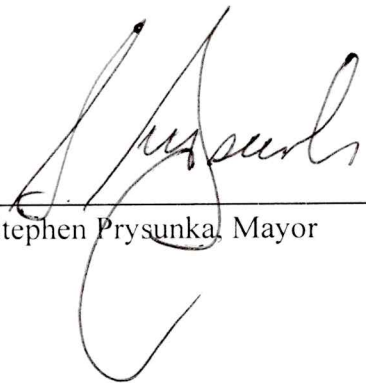
Gilbert asked about short-term, no-risk investments for General Fund monies. Von Bargen stated that this is for Permanent Fund and Pool Fund, but that they will be working towards that in the upcoming months to come up with options and code changes.

Gilbert asked about the Liability Insurance on Exhibit B and the limits. Von Bargaen stated that these are not unusual amounts. She also stated that these insurance policies are not insuring our money, but are insuring against negligence and malfeasance.

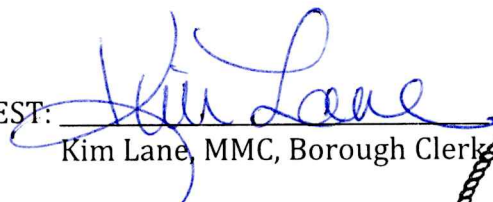
Motion approved unanimously by polled vote.

EXECUTIVE SESSION – None.

Regular Assembly meeting adjourned at 7:12 p.m.



Stephen Prysunka, Mayor

ATTEST: 
Kim Lane, MMC, Borough Clerk

