

**Minutes of Regular Assembly Meeting
Held on April 22, 2025**

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 7:00 p.m., April 22, 2025, in the Borough Assembly Chambers. Assembly Member Powell led the pledge of allegiance.

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

ABSENT –

Borough Manager Villarma and Clerk Lane were also present.

CEREMONIAL MATTERS

Gilbert reported on the award that was presented to former Fire Chief Bunes from the USCG.

PERSONS TO BE HEARD

Ed Caum, Wrangell Chamber of Commerce thanked the Borough Assembly and borough leadership on behalf of the Wrangell Chamber of Commerce for entertaining the move into the Nolan Center.

AMENDMENTS TO THE AGENDA – None.

CONFLICT OF INTEREST

Mach stated that he has a conflict of interest on Item 6e. Gilbert agreed and stated that Item 6e would be removed from the Consent Agenda and acted on separately.

CONSENT AGENDA

6a Minutes from the March 25, 2025 Regular Assembly Meeting

6b RESOLUTION NO. 04-25-1933 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ENDORSING AND ADOPTING THE SOUTHEAST ALASKA 2030 ECONOMIC PLAN: SOUTHEAST CONFERENCE'S COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY 2025-2030

6c RESOLUTION No. 04-25-1936 OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2025 BUDGET IN THE GENERAL FUND BY ACCEPTING A GRANT IN THE AMOUNT OF \$10,000 FROM THE WALKER FOUNDATION AND AUTHORIZING ITS EXPENDITURE FOR MATERIALS AND SUPPLIES FOR THE WRANGELL KIDS CLUB PROGRAM

6d Renewal notice for Liquor License #370 for BPO Elks Lodge #1595

~~6e Corp Permit application notice for Phillip Mach – Commercial Storage Services on Zimovia Hwy~~ (this item was removed from the Consent Agenda and moved to Unfinished Business)

M/S: Powell/Robbins to approve the Consent Agenda, as amended. Motion approved by polled vote.

BOROUGH MANAGER'S REPORT

Manager Villarma's Report was given.

The Finance Director's Fiscal Year 2025 Quarter 3 Budget Report, AR Aging Reports, and Sales Tax Update was provided.

The Harbormaster report was provided.

The Fire Department report was provided.

The Library report was provided.

The Nolan Center report was provided.

The Planning and Zoning Commission Report on Prospective Zoning Designations for WMC was given.

BOROUGH CLERK'S REPORT

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS

Mach asked that borough staff look into putting a Request for Proposal (RFP) out for the development of a residential subdivision for parcel 02-008-500, just east of the Evergreen trailer court; seems to be a lot of interest for residential lots; this would be a good option for in-town residential properties.

Robbins stated that she noticed on the Finance Director report, that we are spending a lot of funds on IT; would like the manager to look at sharing IT services with the school or look at hiring someone to do IT for the borough.

MAYOR AND ASSEMBLY APPOINTMENTS - None.

PUBLIC HEARING

11a RESOLUTION No. 04-25-1931 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE AMENDED FEES AND RATES SCHEDULE AS PER WMC 5.14.025

Mayor Gilbert called the Public Hearing for Resolution No. 04-25-1931 to order.

Gilbert stated that the assembly held a work session where several increases were discussed.

Villarma stated that there had been several years in the past where there were no increases; planning on staying consistent with rate increases, when necessary.

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

M/S: Powell/Robbins to approve Resolution No. 04-25-1931.

M/S: Mach/Powell to amend the Resolution (fee and rate schedule) to decrease the land sale premium from 25% to 10%. Motion failed with Robbins, Dalrymple, Powell, and DeBord voting no; Mach, Ottesen and Gilbert voted yes.

M/S: Mach/Powell to amend the Resolution (fee and rate schedule) to remove the vacation rate on sewer services. Amendment approved unanimously by polled vote.

Motion approved, as amended, with Robbins, Ottesen, Dalrymple, Powell, DeBord, and Gilbert voting yes; Mach voted no.

11b RESOLUTION 04-25-1932 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA APPROVING THE FY 2026 SALES TAX-FREE DAYS

Mayor Gilbert called the Public Hearing for Resolution No. 04-25-1932 to order and asked for an administrative report.

Manager Villarma gave an administrative report on the proposed sales tax-free days.

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

M/S: Robbins/Mach to approve Resolution No. 04-25-1932.

11c ORDINANCE No. 1075 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS OF MULTIPLE CHAPTERS IN TITLE 14 – HARBOR AND PORT FACILITIES FOR THE PURPOSE OF UPDATING TITLE 14, OF THE WRANGELL MUNICIPAL CODE

Mayor Gilbert called the Public Hearing for Ordinance No. 1073 to order and asked for an administrative report.

Villarma stated that this is a rewrite of Title 14 and that the Port Commission has approved these changes.

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

M/S: Robbins/Dalrymple to approve Ordinance 1075. Motion approved by polled vote.

UNFINISHED BUSINESS

6e Corp Permit application notice for Phillip Mach - Commercial Storage Services on Zimovia Hwy (*moved from the Consent Agenda*)

M/S: Dalrymple/Powell to accept the Corp Permit application notice for Phillip Mach. Motion approved by polled vote. (Mach did not vote)

NEW BUSINESS

13a Approval of Sublease Agreement for Marine Service Center Lot #4 between Steve Keller dba Keller Marine (Sublandlord) and Jared Gross dba JG Marine (Subtenant)

M/S: Robbins/Powell to approve a Sublease Agreement for Marine Service Center Lot #4 between Steve Keller, dba Keller Marine (Sublandlord), and Jared Gross, dba JG Marine (Subtenant).

Steve Keller, Keller Marine reported that he has entered into a contract agreement with Mr. Gross and will be carrying the contract for four years; trying to help Mr. Gross to be successful.

Motion approved by polled vote.

13b Acknowledge receipt of the Fiscal Year 2024 Audited Financial Statements

M/S: Powell/Robbins to acknowledge receipt of audited financials. Motion approved by polled vote.

13c RESOLUTION No. 04-25-1934 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CREATION OF THE CRUISE SHIP FACILITY SECURITY OFFICER TEMPORARY POSITION AND AMENDING THE NON-UNION WAGE AND GRADE TABLE

M/S: Powell/Robbins to approve Resolution No. 04-25-1934. Motion approved by polled vote.

13d RESOLUTION No. 04-25-1935 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE PARTICIPATION IN THE ALASKA PUBLIC INSURANCE ALLIANCE JOINT INSURANCE AGREEMENT

M/S: Robbins/Mach to approve Resolution No. 04-25-1935. Motion approved by polled vote.

13e ORDINANCE No. 1076 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.10.035 - PURCHASES AND SALES AND SECTION 5.10.062- DISPOSITION OF PERSONAL PROPERTY FOR ECONOMIC DEVELOPMENT PURPOSES TO UPDATE THE MUNICIPAL CODE FOR CONSISTENCY AND BASED, IN PART, UPON THE RECOMMENDATION AND LEGAL OPINION OF THE BOROUGH ATTORNEY THAT SECTIONS OF 5.10.035 AND 5.10.062 ARE UNCONSTITUTIONAL AND NOT LEGALLY ENFORCEABLE

M/S: Powell/Dalrymple to approve Ordinance No. 1076. Motion approved by polled vote.

13f RESOLUTION No. 04-25-1937 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE SALE OF PUBLIC LAND ON THE PUBLIC SURPLUS WEBSITE IN CONFORMANCE WITH WRANGELL MUNICIPAL CODE CHAPTER 16.12, SPECIFICALLY, LOTS 2 THROUGH 22 (EXCLUDING LOT 10), SHOEMAKER BAY SUBDIVISION II, WRANGELL RECORDING DISTRICT

M/S: Powell/Robbins to approve Resolution No. 04-25-1937. Motion approved by polled vote.

13g RESOLUTION No. 04-25-1938 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE WRANGELL PUBLIC SCHOOL DISTRICT AND THE CITY AND BOROUGH OF WRANGELL

M/S: Robbins/Powell to approve Resolution No. 04-25-1938. Motion approved by polled vote.

13h Approval of the Wrangell Emergency Operations Plan

M/S: Powell/Robbins to approve the Wrangell Emergency Operations Plan. Motion approved by polled vote.

13i Approval of a Memorandum of Understanding between the City and Borough of Wrangell and the Wrangell Chamber of Commerce

M/S: Powell/Robbins to approve a Memorandum of Understanding between the City and borough of Wrangell and the Wrangell Chamber of Commerce. Motion approved by polled vote.

13j Approval of a Facility Use Agreement between the City and Borough of Wrangell and the Wrangell Chamber of Commerce

M/S: Mach/Powell to approve the Facility Use Agreement between the City and Borough of Wrangell and the Wrangell Chamber of Commerce.

Powell spoke in opposition to this agreement; if this passes, would like to see quarterly or biannual reports from both parties; not sure if it's a good fit to put a non-profit business into our facility; giving away space for free; worried that if another non-profit comes to us, what are we going to tell them?

M/S: Powell/DeBord amended the motion to have the Agreement state that a quarterly report be provided by the Directors of both the Nolan Center and the Wrangell Chamber of Commerce to the Assembly. Amendment was approved by polled vote.

Main Motion approved by polled vote.

13k RESOLUTION NO. 04-25-1939 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2025 BUDGET TO ACCEPT THE THRIVING COMMUNITIES SUBAWARD FUNDS

M/S: Robbins/Powell to approve Resolution No. 04-25-1939. Motion approved by polled vote.

13l Approval of a professional services contract with R&M Engineering in the amount of \$36,595 for a boundary survey of the Deep-Water Port industrial site

M/S: Powell/Robbins to approve a professional services contract with R&M Engineering in the amount of \$36,595 for a boundary survey of the Deep-Water Port industrial site. Motion approved by polled vote.

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

EXECUTIVE SESSION - None.

13a Executive Session: To discuss Barge Service with the Borough Manager

M/S: Powell/Robbins pursuant to 44.62.310 (c)(1)&(2), that we recess into executive session to discuss matters involving transportation, trade, commerce, or shipping, the immediate knowledge of which would clearly have an adverse effect upon the finances of the borough, specifically to discuss with the Borough Manager, Barge Service. Motion approved by polled vote.

The regular Assembly meeting recessed into Executive Session at 9:05 p.m.

The regular Assembly meeting reconvened into Regular Session at 9:58 p.m.

The regular Assembly meeting adjourned at 9:58 p.m.

ATTEST: 
Kim Lane, MMC, Borough Clerk



