



City and Borough of Wrangell  
Economic Development Committee Meeting  
AGENDA

Thursday, April 20, 2023  
5:30 PM

Location: Borough Assembly Chambers

Workshop@ 5:30PM-6:00PM  
Wrangell Chamber of Commerce Proposal  
*Regular meeting will begin at 6:00PM*

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. CONFLICT OF INTEREST**

**4. AMENDMENTS TO THE AGENDA**

**5. APPROVAL OF MINUTES**

- [a.](#) Approval of the Economic Development Committee meeting minutes from March 21, 2023

**5. PERSONS TO BE HEARD / CORRESPONDENCE**

- [a.](#) Saint Frances Correspondence. Additional information on the Saint Frances Animal Shelter proposal can be found on pages 6-28 in the Planning and Zoning Meeting Packet from April 13th, 2023. See link: PZ Meeting 4-13-23 | Wrangell Alaska

**6. REPORTS**

- [a.](#) Economic Development Director Report
- [b.](#) Director and Coordinator Job Descriptions
- [c.](#) Borough Property List
- [d.](#) Parliamentary Procedures and Open Meetings Act resources

**7. ITEM(S) OF BUSINESS**

- [a.](#) Review and recommendation for Wrangell Chamber of Commerce Proposal requesting financial support to subsidize the Fourth of July celebration
- [b.](#) Review and discussion on the Six-Mile-Deep Water Port public engagement plan and survey

**8. ADJOURN**



Tuesday, March 21, 2023  
5:30 PM

Location: City Hall

## **CALL TO ORDER: 5:37PM**

**ROLL CALL:** Bob Dalrymple, Brian Ashton, John DeRuyter, Anne Morrison and Caitlin Cardinell

**STAFF PRESENT:** Carol Rushmore and Kate Thomas

## **AMENDMENTS TO THE AGENDA**

- Item "Persons to be Heard" should also include correspondence.
- Include discussion on the overall function of the committee under Business Item A.
- Conflict of interest should be added to the agenda template.

## **APPROVAL OF MINUTES**

- a. Approve the Minutes of January 11, 2023. No objections. All in favor. Approved.

## **PERSONS TO BE HEARD/ Correspondence**

- a. Economic Development Director Department Report March 14, 2023
- b. Resolution 12-22-1733 Priority Projects for FY 24.
- i. Assembly approves the project list each December. The list and support from the Assembly helps guide grants and projects.
- c. Wrangell Visitor Economy, March 2023 by Rain Coast Data
- i. Brief discussion about the report. Staff reported that some of the data collected in pre-pandemic era was not included in the 2022 report. The next annual report should show a great compilation of information related to industry trends.
- d. Additional comments were provided by members. Anne suggested that community members have been inquiring about the Borough's need to attract new business and develop another leg of economic activity. Brian stated that we need to start mining opportunities that aren't already known industries to our community and/region.

## **ITEM(S) OF BUSINESS**

- a. Review of the EDC Bylaws and Committee History
- i. JD requested that the committee consider meeting more frequently. With quarterly meetings it is difficult to accomplish the work necessary. He shared an example regarding the proposal on the old hospital site, questioning what the next steps are going forward. More regular meetings will allow for continuity of thought and outcomes. He also suggested that there are multiple business minded folks that understand economic development and stated that we need to tap into those resources more productively. John also suggested that the committee consider expanding the number from 5 people to 7 to allow for more engagement from those persons of interest. John highlighted his experiences with the school board stating that growing the group creates new ideas and productive discussion that might otherwise not occur. John would like to explore the idea of workshops/work sessions in between meetings.
  - ii. AM agreed that it was a good concept but has concerns about those people having the time to commit to the committee structure. Further stating that if we could engage those individuals, they are full of good ideas. Anne stated that growing the committee size might require personal invitations to join the board. Anne suggested inviting persons of interest to speak to the board at work sessions.

- iii. KT stated that committee members serve a couple of different purposes, liaison between the community and staff, and the Assembly. Kate encouraged continued communication with businesses and individuals that have an interest in the development of our community. She shared that it is difficult to get quorums and that there are other ways to productively engage the public such as special meetings, surveys, focused groups, public events and town halls. These options allow the committee to trail different avenues without locking the body into more routine meetings or expansion of committee size. Kate highlighted that the committee was not established by code and that there was a need to formalize the group moving forward. Kate also highlighted the purpose of the committee to be a sounding board and to make recommendations. The committee should review and approve actionable items and that there should be structure for discussion to remain productive. Kate suggested that the group consider an annual calendar of action and topics that the committee wishes to deliberate on to ensure that all ideas and concepts are explored. Kate's concern is in having too broad of topics or discussion that doesn't value the time of volunteers and staff. Kate shared her experiences in crafting the Board annual workplan through Parks & Recreation and the productivity that came from that structure. Kate provided examples on topics such as the deep-water port development, attracting new businesses etc. Kate recommended that the committee remain a 5 person body with quarterly meetings with a request from the board to provide topics that they wish to review.
- iv. BA shared his experiences with the school parent advisory board showcasing the growing interest in participation. He highlighted that there was a disconnect between the administration and parents and that the committee was working to remedy that. The group is building synergies within the school that are changing the culture in a positive direction. Brian understands that the frequency of meetings and content cannot overwhelm the new leadership, although he wants to see the engagement and action of the committee grow as has the school advisory board. Brian suggested that the committee meet without the staff present. He stated if we have conflicts of members not being able to attend contingencies and rescheduling could occur. Brian wants to ensure we are tapping into all resources and getting more people involved.
- v. CC stated as someone who has been sitting on the committee, there have been a lot of transients keeping just 5 members sitting on this committee. Do see merit in attracting 7-person committee having bodies to have a quorum (although a higher number of people are required to meet the quorum. She has noticed that a quarterly meeting didn't feel congruent. too much time between meetings. What are we accomplishing? She is open to meetings more often but wants them to be purposeful. Wondering about formation of subcommittees? If a certain project or initiative – i.e. mill property public engagement – I could see a subcommittee meeting (1 or 2 folks) meeting with Director to bring back to the full Committee.
- vi. BD I am on committee and interested in economic development because of my former role as District Ranger. Many programs need to have public representation and I would meet with the Committee to discuss items. It is the sound board that is needed. More informal the better without constraints. I don't get out of the Assembly meeting dialog without structure. Would love to have more conversation on items with the community, but the public doesn't always come, and it seems difficult to gain participation. Need this committee as a sounding board. My goal is to have a purposeful start-up time to help Kate. What can we do to help. Take minutes? Bob requested flexibility from committee members and suggested that the group not immediately proceed with a change. Prefer free style. Do quarterly and create our own schedule. Should invite others in. Tribe. USFS. I have asked Bill Willard to come talk about Tribal transportation program. Julie Decker for maritime. He highlighted the power of in person presentation referencing the hospital proposal from Jimboy group.
- vii. **Group consensus to keep bylaws as they are for now.**

b. Project Updates (listed in Director Report)

- i. Institute Update: Sitka spruce across the street appears to be a healing tree before pedestrian bridge. Might be a great place for their healing/reflection.
- ii. Tourism Best Management Practices: Meeting is Thursday. CVB has been working proactively on the program. Establishes protocols for complaints. Trying to identify areas of potential conflict and provide best practices for these areas.

- iii. USFS: Cabin Environmental Assessment for new roadside cabins going on for over a year and has gone nowhere. CBW asked to be cooperating agency, Bob was designated to sit in on the IDT. No urgency or timeline. There are funds and hopefully will be one new cabin in each community. Anan Cabin got demolished by a tree that fell.
- iv. Anan: New platform and trail is there. BA is helping USFS to map and drone the new trail.
- v. Blueberry project: Contract awarded but not sure when they will be to do the thinning. Identified areas of easy access.
- vi. SBA Hubzone: BA said that Wrangell is a designated HUBZone, not just an opportunity zone.
- vii. Former hospital site: BA: appreciate creative thoughts from proposal. Concerned about how they are here to help us. If someone takes on in a creative way and fails, City will own it again. Should be high percent of hazard abatement be required in the proposal so that we don't risk assuming liability later on. There is a lot of risk in the current proposal for the Borough. Request that if a true proposal is brought forward that the committee put time into the review. AM felt the proposal underestimated the true costs for renovation. Concerns about interest in stay due to location and lack of view.
- viii. Kate reported that the department hired a new staff person. Matt Henson. Background in marketing. Been in Wrangell for about a year. Also, a musician. Headed to DMAWest together for training. He will be formally introduced at the next meeting. Position scope and responsibilities prioritize visibility. Community needs to see action within the position and for it to be visible.
- ix. BA suggested considering contacting the Coast Guard for a port. Restrictions are not going to be easy. Childcare could be an issue. 30 years ago, they had 30 ports. Now they have 7. To restart those would be challenging because the community has changed. The Navy needs new ships and maintenance. Need smaller support vessels. We meet check list for needs in most areas. Skeletal infrastructure that could be built out. Cassiar highway has rail and road. Connected to international grid. Sitting in a great spot for Coast Guard and Navy. Might be pie in sky. Have talked to Sen. Sullivan when he was here. List bullet points of asset and potential for Sullivan's office. AM: should send off a letter of introduction listing all the assets for interest.
- c. Review of the 2023-2025 Workplan
  - i. Anne moves to accept the workplace as presented. John 2<sup>nd</sup>. All in favor.

**NEXT MEETING** April 18<sup>th</sup>, 2023 @ 5:30PM. Bob stated that he wants to limit the meetings to two hours maximum. At closing Bob thanked Kate for assuming the position and asked how the committee could help. Kate will consider what might be productive moving forward.

**ADJOURN MEETING @ 7:38**



St. Frances Animal Rescue  
 P. O. Box 2142  
 Wrangell, Alaska 99929  
 Contact: Joan Sargent, [jsargent143@gmail.com](mailto:jsargent143@gmail.com)

April 12, 2023

Economic Development Committee Members  
 City of Wrangell  
 P. O. Box 531  
 Wrangell, Alaska 99929

Dear Economic Development Committee Members,

St. Frances Animal Rescue is in process of attempting to place/built an animal shelter on a portion of parcel 02-028-105 in the Industrial Park. This lot is currently the police department impound lot. To date, all of the city department heads associated with the use of the lot have supported the placement of a shelter at this site.

The board and members of St. Frances Animal Rescue are asking the Economic Development Committee to draft a resolution of support and submit it to the assembly. Yes, the work of St. Frances volunteers has had and continue to have an impact on the economy of Wrangell.

St. Frances Animal Rescue has been in existence since 2006 and incorporated as a non-profit in 2009. Since its inception, the volunteers associated with the rescue eliminated the feral cat problem in the downtown corridor and outlying areas. Over 700 cats have passed through the shelter over the past 17 years. In addition, an uncounted number of rabbits and dogs have been processed. This has improved the perception of our care for our animals by our visitors. It has also heightened the sense of responsibility that community members have for their pets and Wrangell at large.

If one were to assess the monetary value of the years of operation and volunteer service, St. Frances has saved the city well over \$1,000,000. It cost approximately \$15,000/year to provide the rescue, ½ off spay/neuter and rehoming services. Hypothetically, add to that a fulltime city employee with benefits at an average of \$75,000/year and donated rent and property. The 17 years of operation would have cost at least \$1,500,000.

The City of Wrangell is the only community with a population over 2000 where the city does not provide some sort of support (land, space, \$) for their non-profit rescue. Thus, the request for a location for a shelter is not an unreasonable request.

An association with the City of Wrangell would improve our chances of receiving grants for construction, for operating expenses and for expansion of programs.

The board members of St. Frances are asking that the contract/lease be modeled after the City of Petersburg assembly resolution and lease contract. The terms state that the land shall be leased at the rate of \$1.00/year for a period of 55 years.

Thank you so much for considering our request and for your service on the Economic Development Committee. If you have any questions, please contact Joan Sargent, [jsargent143@gmail.com](mailto:jsargent143@gmail.com) or 907-874-4593.

Sincerely,



Joan Sargent, SFAR President



Kelley Decker, SFAR Secretary

Attached:

Application for conditional use permit

St. Frances Animal Rescue Shelter Construction, Needs Assessment, Projected Operating Procedures

City of Petersburg Resolution and Land Lease Agreement

## Economic Development Department Report

**To: Economic Development Committee**

**Cc: Borough Manager and Assembly**

**From: Kate Thomas, ED Director**

**Date: April 14th, 2023**

### GENERAL ADMINISTRATION

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#### New Employee Transitions

- Both Kate Thomas and Matt Henson are on staff, stationed in the Assembly Chambers. Kate and Carol are collaborating on issues and tackling the task-oriented action of the department. Kate has assumed leadership in the Planning and Zoning Commission with Carol's support and will be facilitating meetings with Charter operators and the WCVB later this week, along with the Economic Development Committee. Carol has been notifying all pertinent parties of the staff transition and ensuring operations are handed off as smoothly as possible. There are still items of business to discuss along with physically transitioning out of and into the department's office space.

Matt Henson began work on April 10<sup>th</sup>. He has been working with Kate to mind map the entirety of the departments operations which will be detailed out into individual work plans for both staff with priority issues having actionable steps to ensure that the structure is developed, and objectives are met in a reasonable and timely manner. Once some of the initial training and on-boarding have been tackled, Matt will assume his permanent station at the Nolan Center, Visitor Center.

To aid in the Economic Development Committee's understanding of the role each staff member plays, job descriptions have been provided in the April 20<sup>th</sup> meeting packet.

### ECONOMIC DEVELOPMENT

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#### Wrangell Chamber of Commerce Fiscal Status

- Kate Thomas has been in discussions with the Wrangell Chamber of Commerce regarding their current fiscal status. Kate has been present at two chamber board meetings, with a follow-up exchange between Kate and Brittani, Executive Director of the Chamber.

The Chamber is seeking financial support from the CBW. The Economic Development Committee has been asked to review the proposal and supporting documentation to make a recommendation to the Assembly for consideration. Additional information on the proposal is included in the April 20<sup>th</sup>, 2023, EDC meeting packet.

#### Economic Development Committee Draft Ordinance

- Staff are currently working on a draft ordinance to bring to the Economic Development Committee (EDC) for review. The EDC is the only board, commission or committee that is not codified. The EDC was originally erected as an ad-hoc committee with a specific purpose, mission and goal of supporting the community during the economic downturn that followed after the mill property closed. Since its inception it has tackled a variety of initiatives. The EDC is guided by a set of bylaws and a work plan. That the committee is not detailed in the code is an oversight that must be addressed. The current committee

members will have an opportunity to review the ordinance before it proceeds to the Assembly as an actionable item. Ordinances undergo a first reading as an initial step, then proceeds to the next scheduled meeting for a public hearing and second reading.

#### Six-Mile-Deep Water Port

- Staff are preparing a public outreach plan to follow up on input gathered at the town hall meeting before the new year. The initial outline of a public survey has been crafted and is included in the April 20<sup>th</sup>, EDC meeting. As mentioned below a grant proposal was submitted for funding to assist with planning.

#### Thrive Community Grant

- Wrangell received a preliminary notice of award for the Thriving Community Grant, a proposal submitted by Carol Rushmore to aid in the planning process for the Six-Mile-Deep Water Port development. Staff will learn more in the coming weeks about the process and how the Economic Development Committee will play a role.

#### Alder Top Subdivision

- Staff met with R&M Engineering and True North Designs who are putting together the archaeology monitoring plan based on our preferred construction plans. A draft plan has been submitted to us for review. The plan will be submitted to the COE and State Historic Preservation Office in the next week, and we hope it will be approved in early May 2023.
- The Planning and Zoning Commission has developed some new zoning codes for the former Alder Top Village Subdivision area based on the master planning process. The Commission approved the draft codes at their March meeting, and the first reading before the Assembly was on April 11, 2023.

#### Community Clean Up

- Borough departments are collaborating to host a two-day community clean up event with Parks and Recreation and Public Works Directors at the helm. The event will be held on May 11 and 12, with a focus on cleaning up the downtown corridor. Community members and businesses alike are encouraged to participate. Matt Henson and Parks and Recreation Coordinator, Devyn Johnson are working together to craft the promotional poster as well as direct face-to-face outreach with businesses along front street. Previous community clean-ups have been very successful with the 2021 event having the most noticeable impact, with a complete overhaul of the garden bed bump outs.

#### Comprehensive Plan

- Staff have been working with various committees on individual chapters of the 2010 Comp Plan to outline issues that need to be addressed in an update. The EDC suggested that with all the economic opportunities the Borough has with the former mill site, the old hospital site and the former Institute Property, a strong proposal should be submitted to the Assembly to fund a comprehensive plan update. The document serves multiple purposes as a direction for community development, investment, and critical for grant applications as well.



### Fall Recreation Conference

- The Economic Development, Parks and Recreation and Nolan Center Departments are collaborating to host and facilitate the Annual Alaska Recreation and Parks Association conference in September of 2023 and 2024. Plans to bring in an e-Sports keynote speaker are underway, along with professional development opportunities with the Foraker Group. Community engagement is the focus, with plans to host an e-sports competition and Board Development training that will be open to other agencies. This effort will serve as a pilot to help staff better gauge service needs. The desire is to build the communities visitor economy in the shoulder seasons with locally hosted retreats and conferences for professionals.

## TOURISM

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### Preseason Borough and Charter Operator Meeting

- The annual preseason meeting will be hosted on April 25<sup>th</sup> @ 1:00PM. Stakeholders will gather at the City Dock cul-de-sac to discuss season priorities, concerns, and solutions. Cruise schedules, Tourism Best Management Practices and the site development of the downtown bathrooms will also be discussed.

### Wrangell Convention and Visitors Bureau

- CVB is joining forces with the Wrangell Sentinel to do a joint Travel Planner/Guide this year. This is an experiment to see if this one piece can serve the community for all needs. The new Travel Guide should be available by early May.
- WCVB has begun work on a Tourism Plan that can identify organizational structure for a staff person and/or department, infrastructure needs for improving tourism opportunities and marketing elements to promote the community.

### Tourism Best Management Practices

- The WCVB held a public meeting on March 23, 2023, to discuss the draft Tourism Best Management Practices. This document provides general practices to minimize potential conflicts that could arise between the public and cruise lines or tours or other visitor related activities. This is a voluntary program but outlines best practices and provides residents with a means to offer a complaint (or a positive recognition) and a process to mitigate the concern. This is a proactive opportunity. With the increase in cruise ship passenger numbers, the CVB is attempting to put in place a process to address potential conflicts – it does not mean there are problems now. This is a standard process that was created by Juneau over 20 years ago and is being adopted by most Southeast communities. The Convention and Visitor Bureau approved the document as presented to the Assembly on April 3, 2023.

### Mobile Application

- Staff are currently soliciting information and pricing on service packages for three different mobile applications. April 11<sup>th</sup>, staff met with CEO of Wander Maps about their product. Wander's goal is to make traveling and recreation safer and easier by making it as simple as possible for destinations to share their knowledge with visitors through a custom interactive map experience. Wander is useable on, and offline making is very appealing for Wrangell, where Wi-Fi and cellular services are limited. The cost for

implementation is a one-time \$2,000 with a subscription cost starting at \$6,000. More details can be found online @ <https://www.wandermaps.com/>. Staff intend to draft a comparison report for the WCVB to review, with a recommendation to approve a subscription with one of the providers.

#### Branding Implementation

- Matt Henson is currently working on brand implementation, starting with setting up the font, icons, images, and color schemes into our graphic design online software, Canva. Stakeholders can expect to see the brand reflected in all media publications, socials and otherwise from this point forward. Matt is also gearing up to start designing new street banners to install in the streetlamps along Front Street.

#### Marketing and Advertising

- Kate and Matt have been working with Carol to learn about the previous marketing tactics and outlets that have supported the visitor industry to date. Following the overall strategy development and workplan of the department in full, staff intend on detailing a marketing and advertising plan to include content acquisition, digital media, printed media, publications, advertising, travel writers and influencer priorities. Staff hope to schedule field trips to various attractions and sites through the spring, summer and fall season to continue building the department's portfolio of assets.

#### Downtown Restrooms and Amenities

- Borough departments have been working collaboratively to develop a restroom site that is closer to City Dock for visitor use. Materials for the site are slowly arriving in Wrangell with the remainder of the goods coming in the first two weeks of May. By the end of the month the area behind Samson Tug & Barge that faces Angerman's will be home to two portable trailer bathroom units, benches, flower boxes and signage for public use.

### PLANNING AND ZONING

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#### Ordinances

- Ordinances for the Alder Top Village subdivision are going before the Assembly for the second reading on April 25<sup>th</sup>.
- The Commission is working on draft codes for Accessory Dwelling Units and Planned Unit Developments.
  - There is currently nothing in the code that supports either of these two aspects of planning. The CBW has received several requests for permitting to development Accessory Dwelling units. With the increased popularity of tiny homes and "mother-in-law" units, staff would like to continue with the code development with the expectation that the code is finalized by the year end if not sooner.

#### New Secretary

- Matt Henson has transitioned into the Secretary role for the Planning and Zoning Commission, replacing finance staff Robert Marshall. This will allow Matt to aid and support this division of the department, while creating some synergies in the process of recording minutes and other official documentation.

## City & Borough of Wrangell

## Position Description

Position: Economic Development/ Planning Director	Type: Permanent, Full-Time
Department/Site: City Hall	FLSA: Exempt
Evaluated by: Borough Manager	Salary Grade: 28

### **Summary**

Plans, organizes, and performs Community Development and Planning activities that include the strategic planning process, development and implementation of the comprehensive plan, economic and environmental planning, zoning administration for all current planning, code compliance, housing, and land use issues, and business development assistance. Includes project planning, grant writing, basic geographical information system map preparation, and the coordination and implementation of tourism marketing activities.

### **Distinguishing Career Features**

The Community and Economic Development Planner is responsible for managing, performing and integrating current and advanced planning programs and services that enhance community image and environment. Advancement to this position requires the ability to accomplish all short and long range community development objectives.

### **Essential Duties and Responsibilities**

- Plans, organizes, controls, integrates and evaluates the work of the department. Develops, implements, monitors, and reviews accomplishments against annual performance plans.
- Formulates and recommends policies on development, growth, land use, transportation, environment, and housing. Directs and conducts communications programs to enhance public awareness of growth and planning challenges.
- Consults and sets direction for major projects to ensure compliance with City goals, needs, and applicable planning laws. Ensures that project deadlines are reasonable and attainable, and professional quality work is maintained.
- Advises, manages, and provides staff support to the Planning and Zoning Commission, the Economic Development Committee and the Wrangell Convention and Visitor Bureau.
- Advises City staff, Board, and Committee members on goals, priorities, programs, and regulations for land use, conservation, municipal infrastructure and quality and livability of the City. Discusses, recommends, and seeks direction for complex projects and programs.
- Directs the conduct of surveys, public hearings, and other communication techniques in order to identify community and customer goals, objectives and needs.
- Monitors project planning efforts, overseeing contractor selection for planning projects and adherence to applicable policies. Prioritizes and resolves conflicts to ensure goals are met in a timely and fiscally responsible manner.
- Establishes performance requirements with department subordinate staff, when applicable. Provides coaching and conducts reviews of accomplishments.
- Directs and participates in developing budgets for the department. Monitors and evaluates performance against established budgets. Identifies projects, programs, and priorities. Estimates costs for services, including those proposed for outside contractors and consultants.

- Directs, advises, and participates in preparing analysis and recommendations on legislation, policy issues, and long-range plans. Interprets Planning and City Commission instructions and requests. Interprets city ordinances, policies, laws and regulations. Coordinates tourism and visitor marketing program.
- Serves as a City representative to conferences and meetings with other governmental agencies and industries. Participates in meetings, conferences, conventions and other professional forums to stay current with planning trends and emerging strategies for metropolitan communities, and visitor related services and marketing tools.
- Coordinates and implements the tourism marketing efforts of the city for business development and visitor services, working cooperatively with the Convention and Visitor Bureau, all departments, including Nolan Center, and visitor industry businesses and organizations.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **▪ Knowledge and Skills**

- The position requires knowledge in the theory, principles, practices, and techniques of current and long range urban planning and design, land use, zoning administration, annexation, and urban renewal.
- Requires knowledge of planning department organization design, public administration, public financing, and financial management.
- Requires knowledge of the laws, regulations, codes, and ordinances applicable to the City's planning functions.
- Requires knowledge of, and sensitivity to the social, political and environmental issues influencing planning programs and project development.
- Requires knowledge of research and analysis methods.
- Requires sufficient math skills to perform statistical analysis and interpret complex plans and maps.
- Requires sufficient knowledge of personal computer operations to build relational databases that support departmental operations, and to access and apply common office productivity software.
- Requires knowledge of the methods and techniques used in citizen involvement and external communications.
- Requires advanced knowledge and skill in the English language to prepare and deliver professional and influential written correspondence and reports.
- Requires knowledge of project planning and development, and organizational skills to prepare grant or other funding requests and reports.
- Requires well-developed human relation skills to deliver persuasive talks to large and diverse audiences on matters that can be sensitive, present ideas clearly, resolve conflict, manage and review performance, and conduct advanced negotiations.
- Requires knowledge of marketing and promotional methods to enhance local business and program efforts.
- Requires a basic understanding of the principles and practice of geographic information systems.

#### **▪ Abilities**

- Requires the ability to plan, direct, and integrate the sub-functions within the department, including, but not limited to comprehensive urban planning activities, geographic information systems, permitting, and development engineering.
- Requires the ability to develop and administer business plans and budgets.
- Requires the ability to direct and perform difficult research and analysis.

- Requires the ability to understand, interpret, explain and apply all policies, laws, regulations, codes, and ordinances applicable to community development in the City.
- Requires the ability to analyze, interpret and explain proposed legislation and programs and the implications and impact on City planning.
- Requires the ability to present proposals and recommendations clearly, logically, and persuasively in public meetings.
- Requires the ability to represent the City's interests in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
- Requires the ability to use sound judgement when making decisions, interpretations, and in communications with others.
- Requires the ability to visit remote sites and to work extended hours for the purpose of conducting meetings and public processes.
- Requires the ability to conduct performance reviews of department subordinates in line with the accomplishments of the department.
- Requires the ability to work cooperatively with diverse groups and individuals.
- Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

▪ **Physical Abilities**

- Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires sufficient ambulatory ability to move about to office and remote locations.
- Requires auditory ability to carry on audience, ordinary, and telephonic conversation.
- Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts.
- Requires manual and finger dexterity to write and to operate microcomputers and other office equipment.
- Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations, meet with customers and implement job activities.

▪ **Education and Experience**

The position requires knowledge of urban and environmental planning, business and economic development or similar discipline, general working knowledge of geographic information systems, and progressive experiences in planning activities.

▪ **Licenses and Certificates**

- Requires a valid Alaska Driver's License.
- Encouraged to obtain certification from the American Institute of Certified Planners
- Encouraged to obtain certification from the International Economic Development Council

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

Economic and Community Development Planner

## City & Borough of Wrangell

## Position Description

Position: Marketing and Community Development Coordinator	Type: Full time
Department/Site: City Hall/Nolan Center with remote possibilities	FLSA:
Evaluated by: Economic Development Director	Salary Grade:

### Summary

Assists the Economic Development Director in implementing the Wrangell Convention and Visitor Bureau's marketing plan, other community promotional activities and assists with other community development activities.

### Distinguishing Career Features

This is a community development position with an emphasis on tourism and marketing. Develops, organizes, and implements a tourism plan, social media presence, Tourism Best Management Practices program, and provides outreach to travel writers and influencers. The position will cultivate relationships with local, state and regional organizations, attend tradeshow, conferences and meetings representing Wrangell and the Visitor Industry. This position, under the Economic Development Department will also work on other community development projects assigned and will work cooperatively with other departments to market all economic aspects, assets, and strengths of the community.

### Essential Duties and Responsibilities

- Must be knowledgeable about Wrangell, personable, and willing to visit and communicate with businesses.
- Assists with implementation of community development projects.
- Assists with the development and implementation of a tourism plan, marketing program and Tourism Best Management Program.
- Advises, manages, and provides staff support to the Wrangell Convention and Visitor Bureau.
- Implements the tourism marketing efforts of the city for business development and visitor services, working cooperatively with the Convention and Visitor Bureau, all departments, including Nolan Center, and visitor industry businesses and organizations.
- Build a social media presence, including but not limited to Facebook, Instagram, Twitter and Google directed at Visitor needs and interests
- Develop a database of visitor inquiries
- Develop surveys and analytical tools to track and monitor visitors, activities, inquiries and Key Performance Indicators
- Assists with the development and design of marketing materials, including brochures, signs, travel planners, fliers, display advertising, and banners/popups.
- Direct the ad sales for new travel planners and other cooperative advertising efforts.
- Enhance the travelwrangell.com website.
- Provide office assistance with data input, financial reporting, and customer service.
- Represent Wrangell and the Visitor Industry at tradeshow, travel shows, conferences and other industry meetings and events.
- Generate a photo, video and informational library using User Generated Content, professional services, personal/local photos and videos.

- Directs and participates in developing budgets for the Tourism program. Monitors and evaluates performance against established budgets. Identifies projects, programs, and priorities.
- Network and establish connections and partnerships with other community liaisons, local, state and regional organizations, and Destination Marketing Organizations.
- This position must be versatile and ready to assist with many different tasks and community development projects within the Economic Development Department.

## **Qualifications**

### **▪ Knowledge and Skills**

- Should be knowledgeable about Wrangell.
- Requires well-developed human relation skills to deliver persuasive talks and presentations to large and diverse audiences.
- Requires ability to plan and outline steps for project development and implement the requirements
- Requires knowledge of marketing and promotional methods to enhance local business and program efforts.
- Should have experience with Key Performance Indicators
- Knowledge of and skills in social media platforms including Facebook, Instagram, Twitter, and Google My Business and Analytics with a focus on strategic business promotion. Also requires understanding of professional social media etiquette.
- Should have experience with graphic design programs.
- Requires knowledge of how to gather content and ideas for postings, schedule postings, and create a calendar for planned events.
- Must be able and willing to take local photos and videos for posting.
- Should have copy writing, editing and publishing skills.
- Should be knowledgeable in Microsoft Office – specifically Word, Excel and Publisher.
- Requires knowledge of and sensitivity of the social, legal and political issues influencing tourism programs including online marketing, asset management, and UGC.
- Requires knowledge of research and analytics.
- Experience with identifying program funding needs and funding availability from various local, state or federal sources and applying as appropriate.

### **▪ Abilities**

- Requires the ability to work independently and be self-motivated.
- Requires excellent interpersonal skills and the ability to communicate effectively with persons of diverse backgrounds.
- Requires the ability to write effectively.
- Requires the ability to use sound judgement when making decisions.
- Requires the ability to work productively and cooperatively and convey a positive image of Wrangell and its services.
- Requires computer skills.

### **▪ Physical Abilities**

- Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires sufficient ambulatory ability to move about to remote locations and attend conferences and tradeshow.

- Requires auditory ability to carry on audience, ordinary, and telephonic conversation.
- Requires near and far visual acuity to read detailed maps, other printed material, computer screens, and observe physical layouts.
- Requires manual and finger dexterity to write and to operate microcomputers and other office equipment.

▪

▪ **Education and Experience**

The position requires a high school degree; Associates degree or higher preferred; Knowledge and/or experience of visitor marketing and destination branding, and community development project implementation.

▪ **Licenses and Certificates**

Requires a valid Alaska Driver's License and reliable transportation.

▪ **Working Conditions**

Work is performed mostly indoors where minimal safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*



Parcel Number	Detail	Site Description	Description	Description	Description	Description	Info	Current Owner	Name Combined
12-006-010	435		ZAREMBO ISLAND						CITY AND BOROUGH OF WRANGELL
12-005-010	495		ZAREMBO ISLAND						CITY AND BOROUGH OF WRANGELL
12-004-010	115		ZAREMBO ISLAND						CITY AND BOROUGH OF WRANGELL
12-003-010	320			GL 1					CITY AND BOROUGH OF WRANGELL
12-002-010	240.63			GL 1					CITY AND BOROUGH OF WRANGELL
03-002-503	1929			1	2015-2				SEALEVEL SEAFOODS, LESSEE CITY AND B
02-023-740	2000	BOAT YARD		5					METAL HEAD MARINE LLC, LESSEE CITY A
02-023-149	1475			29AA	2009-8				CITY AND BOROUGH OF WRANGELL
04-001-500	521.2	B	NO PLAT/M&B/#2	1					CITY AND BOROUGH OF WRANGELL
04-001-300	8.991				83-10				CITY AND BOROUGH OF WRANGELL
02-031-270	85000	50	LOT 1-5 BLOCK 50	B	2001-4				CITY AND BOROUGH OF WRANGELL
02-033-154	7934			6A	90-2				CITY AND BOROUGH OF WRANGELL
02-025-226	11437	83A	TIDELANDS	23					CITY AND BOROUGH OF WRANGELL
02-023-130	3329			D	2009-7				CITY AND BOROUGH OF WRANGELL
02-022-634	71307	c		4A	2003-2				CITY AND BOROUGH OF WRANGELL
03-007-503	2.775		USS 3403	5	99-8				CITY AND BOROUGH OF WRANGELL
02-034-311	9661	29		6					CITY AND BOROUGH OF WRANGELL
02-022-622	1786	A		1	2001-3				CITY AND BOROUGH OF WRANGELL
02-022-600	26576	20		A	83-15	2			CITY AND BOROUGH OF WRANGELL
02-022-422	9728	17		2					CITY AND BOROUGH OF WRANGELL
02-022-420	4867	17		1					CITY AND BOROUGH OF WRANGELL
02-030-311	17000	55		6					CITY AND BOROUGH OF WRANGELL
02-030-400	69939	56		2					CITY AND BOROUGH OF WRANGELL
02-030-309	17000	55		5					CITY AND BOROUGH OF WRANGELL
02-033-420	46000	31		FRACT	39-33				CITY AND BOROUGH OF WRANGELL
02-033-200	8065	30A		1A	91-2				CITY AND BOROUGH OF WRANGELL
02-024-311	190	7		38					CITY AND BOROUGH OF WRANGELL
02-022-232	4814	5A		17					CITY AND BOROUGH OF WRANGELL
02-031-264	85000	50	LOT 6-10 BLOCK 5	A	2001-4				CITY AND BOROUGH OF WRANGELL
02-037-150	47			2					CITY AND BOROUGH OF WRANGELL
03-002-420				4	04-11	B			CITY AND BOROUGH OF WRANGELL
02-028-410	26.146			PAR3A	86-1				CITY AND BOROUGH OF WRANGELL
02-031-100	85000	46		1					CITY AND BOROUGH OF WRANGELL
03-010-216	130680			10	29-20				CITY AND BOROUGH OF WRANGELL
02-038-450	44			2					CITY AND BOROUGH OF WRANGELL
02-030-250	10400			8	68-81				CITY AND BOROUGH OF WRANGELL
02-028-117	16500	66		10	92-9				CITY AND BOROUGH OF WRANGELL

03-008-309	24076 2	5	87-9		CITY AND BOROUGH OF WRANGELL
02-024-600					CITY AND BOROUGH OF WRANGELL
02-038-460	46	1			CITY AND BOROUGH OF WRANGELL
02-031-210	17000 49	6			CITY AND BOROUGH OF WRANGELL
02-031-208	17000 49	5			CITY AND BOROUGH OF WRANGELL
02-023-210	599 7A	TIDELANDS 6			CITY AND BOROUGH OF WRANGELL
02-031-206	17000 49	4			CITY AND BOROUGH OF WRANGELL
03-002-501	1.2418	1	84-5		CITY AND BOROUGH OF WRANGELL
03-002-500	20.35	HERITAGE HARBO 2A	2017-5		CITY AND BOROUGH OF WRANGELL
02-023-304	2398 20	C	83-15		CITY AND BOROUGH OF WRANGELL
02-021-525	99244 16				CITY AND BOROUGH OF WRANGELL
02-024-650	45561				CITY AND BOROUGH OF WRANGELL
02-024-127	2659 7A	17			CITY AND BOROUGH OF WRANGELL
02-031-359	10400	3	68-81		CITY AND BOROUGH OF WRANGELL
02-038-400	44	1			CITY AND BOROUGH OF WRANGELL
03-009-450	185957	NEAR MILL PARK	29-19		CITY AND BOROUGH OF WRANGELL
03-008-325	2.026		87-9	A	CITY AND BOROUGH OF WRANGELL
03-008-319	29300 3	3	87-9		CITY AND BOROUGH OF WRANGELL
03-008-317	20299 3	2	87-9		CITY AND BOROUGH OF WRANGELL
02-037-300	45				CITY AND BOROUGH OF WRANGELL
02-021-181	19886 17	3			CITY AND BOROUGH OF WRANGELL
02-028-121	16500 66	12	92-9		CITY AND BOROUGH OF WRANGELL
03-008-303	23540 2	2	87-9		CITY AND BOROUGH OF WRANGELL
02-020-358	17000 68	10			CITY AND BOROUGH OF WRANGELL
02-020-356	17000 68	9			CITY AND BOROUGH OF WRANGELL
02-020-354	17000 68	8			CITY AND BOROUGH OF WRANGELL
02-020-352	17000 68	7			CITY AND BOROUGH OF WRANGELL
02-020-350	17000 68	6			CITY AND BOROUGH OF WRANGELL
02-031-365	8000 54	6			TLINGIT & HAIDA CENTRAL COUNCIL, LESSEE
02-020-264	16490 64	10	2000-9		CITY AND BOROUGH OF WRANGELL
02-020-262	16490 64	9	2000-9		CITY AND BOROUGH OF WRANGELL
02-020-261	8245 64	8B	2000-9		CITY AND BOROUGH OF WRANGELL
02-038-470	46	2			CITY AND BOROUGH OF WRANGELL
02-020-259	8245 64	7B	2000-9		CITY AND BOROUGH OF WRANGELL
02-020-252	16490 64	2	2000-9		CITY AND BOROUGH OF WRANGELL
02-020-250	16490 64	1	2000-9		CITY AND BOROUGH OF WRANGELL
02-020-219	7275 63B	10	2000-9		CITY AND BOROUGH OF WRANGELL
02-020-217	7275 63B	9	2000-9		CITY AND BOROUGH OF WRANGELL

03-008-315	25749 3		1	87-9		CITY AND BOROUGH OF WRANGELL
02-020-203	6790 63B		2	2000-9		CITY AND BOROUGH OF WRANGELL
02-020-201	6790 63B		1	2000-9		CITY AND BOROUGH OF WRANGELL
02-030-350	76245 56		1			CITY AND BOROUGH OF WRANGELL
02-023-700	443005		4BB-1	2003-9		CITY AND BOROUGH OF WRANGELL
03-002-600	1600	REPRESENTS LEAS 3 PTN OF			A	AWN TOWER COMPANY LLC, LESSEE CITY
04-001-101	195.51		4	96-7	A	CITY AND BOROUGH OF WRANGELL
02-020-152	9215 63A		2	2000-9		CITY AND BOROUGH OF WRANGELL
02-020-150	9215 63A		1	2000-9		CITY AND BOROUGH OF WRANGELL
02-019-550	73		2			CITY AND BOROUGH OF WRANGELL
02-019-500	73		1			CITY AND BOROUGH OF WRANGELL
02-019-450	71		1			CITY AND BOROUGH OF WRANGELL
02-019-400	71		1			CITY AND BOROUGH OF WRANGELL
02-019-350	70		2			CITY AND BOROUGH OF WRANGELL
02-019-300	70		1			CITY AND BOROUGH OF WRANGELL
02-019-250	69		2			CITY AND BOROUGH OF WRANGELL
02-019-200	69		1			CITY AND BOROUGH OF WRANGELL
02-019-150	16500 66		1	2000-9		CITY AND BOROUGH OF WRANGELL
02-019-109	16005 65		10	2000-9		CITY AND BOROUGH OF WRANGELL
02-019-107	16005 65		9	2000-9		CITY AND BOROUGH OF WRANGELL
02-019-103	16005 65		2	2000-9		CITY AND BOROUGH OF WRANGELL
02-019-101	16005 65		1	2000-9		CITY AND BOROUGH OF WRANGELL
02-018-810			PAR2	86-1		CITY AND BOROUGH OF WRANGELL
02-018-550	79		2			CITY AND BOROUGH OF WRANGELL
02-018-500	79		1			CITY AND BOROUGH OF WRANGELL
02-018-450	75		2			CITY AND BOROUGH OF WRANGELL
02-018-400	75		1			CITY AND BOROUGH OF WRANGELL
02-018-350	74		2			CITY AND BOROUGH OF WRANGELL
02-018-300	74		1			CITY AND BOROUGH OF WRANGELL
02-018-250	72					CITY AND BOROUGH OF WRANGELL
02-018-200	71		2			CITY AND BOROUGH OF WRANGELL
02-017-301	76					CITY AND BOROUGH OF WRANGELL
02-016-204	33776 84A	TIDELANDS	8			CITY AND BOROUGH OF WRANGELL
02-023-204	4035 7A	TIDELANDS	3			CITY AND BOROUGH OF WRANGELL
02-016-203	4405		7A	2004-4		CITY AND BOROUGH OF WRANGELL
04-002-101	40.02		NESE	2000-4	1/4	CITY AND BOROUGH OF WRANGELL
02-015-117	75898 84A	TIDELANDS	17			CITY AND BOROUGH OF WRANGELL
02-015-114	27928		15B	2004-9		CITY AND BOROUGH OF WRANGELL

04-001-020	195.51			2000-4	A	CITY AND BOROUGH OF WRANGELL
02-023-650	3240	BOATYARD	8			CITY AND BOROUGH OF WRANGELL
02-023-640	3332	BOATYARD	4			KELLER MARINE REPAIR, LESSEE CITY AND
02-015-112	24854		14B	2004-9		CITY AND BOROUGH OF WRANGELL
02-015-109	24817	84A	WRANGELL TIDELANDS	13B	94-3	CITY AND BOROUGH OF WRANGELL
02-015-107	61386	84A	TIDELANDS	12		CITY AND BOROUGH OF WRANGELL
02-015-101	81644	84A	TIDELANDS	9		CITY AND BOROUGH OF WRANGELL
02-014-700	4291					CITY AND BOROUGH OF WRANGELL
02-014-510	10878	84A	TIDELANDS	19		CITY AND BOROUGH OF WRANGELL
02-014-500	53060	84A	TIDELANDS	18		CITY AND BOROUGH OF WRANGELL
03-008-202	28624	1		1	87-9	CITY AND BOROUGH OF WRANGELL
02-014-352-1	1253.4	84	(WALKWAY)	5	92-5	CITY AND BOROUGH OF WRANGELL
02-013-211	5350	84		28		CITY AND BOROUGH OF WRANGELL
02-013-103	13452	84B		3		CITY AND BOROUGH OF WRANGELL
02-011-600	13017		R.O.W			CITY AND BOROUGH OF WRANGELL
02-011-500	298359	2A	A		2017-2	CITY AND BOROUGH OF WRANGELL
02-027-101	52022	83		11		CITY AND BOROUGH OF WRANGELL
02-027-311	55738	84A	TIDELANDS	6		CITY AND BOROUGH OF WRANGELL
02-011-148	4917	1A		25A	2004-6	CITY AND BOROUGH OF WRANGELL
02-011-146	8523	1A		24		CITY AND BOROUGH OF WRANGELL
02-011-144	6376	1A		23A	2004-6	CITY AND BOROUGH OF WRANGELL
02-011-134	6862	1A		18		CITY AND BOROUGH OF WRANGELL
02-011-132	5341	1A		17		CITY AND BOROUGH OF WRANGELL
02-011-124	5484	1A		13		CITY AND BOROUGH OF WRANGELL
03-008-307	23540	2		4	87-9	CITY AND BOROUGH OF WRANGELL
03-008-301	21535	2		1	87-9	CITY AND BOROUGH OF WRANGELL
02-010-550						CITY AND BOROUGH OF WRANGELL
02-023-620	3600	BOATYARD		3		THOMPSON, LESSEE TYLER CITY AND BOROUGH
02-010-363	5361	8		10	39-10	CITY AND BOROUGH OF WRANGELL
02-010-361	4910	8		9	39-10	CITY AND BOROUGH OF WRANGELL
02-010-320	11272		U.S. SCHOOL RESERVE #2			CITY AND BOROUGH OF WRANGELL
02-010-315	6510	8		7	39-10	CITY AND BOROUGH OF WRANGELL
02-010-313	7264	8		6	39-10	CITY AND BOROUGH OF WRANGELL
02-031-212	17000	49		7		CITY AND BOROUGH OF WRANGELL
03-007-499	3.93		USS 3403, LOT 24	1	99-8	CITY AND BOROUGH OF WRANGELL
03-007-498	160		ATS 1531/REPRESENTS LEASED		99-8	D1 PTN AWN TOWER COMPANY LLC, LESSEE CITY AND
02-010-161	2862	3	(CIVIC CENTER)	17	39-10	CITY AND BOROUGH OF WRANGELL
02-010-163	800.4	3	(CIVIC CENTER)	18	39-10	CITY AND BOROUGH OF WRANGELL

02-010-165	2512 3		19	39-10		CITY AND BOROUGH OF WRANGELL
03-003-012	9.383		2B	2008-1	C	CITY AND BOROUGH OF WRANGELL
03-002-475	27.68		3		A	CITY AND BOROUGH OF WRANGELL
03-008-208	20387 1		4	87-9		CITY AND BOROUGH OF WRANGELL
03-008-206	32995 1		3	87-9		CITY AND BOROUGH OF WRANGELL
03-008-204	37321 1		2	87-9		CITY AND BOROUGH OF WRANGELL
04-002-100	26.53		4	2000-4		CITY AND BOROUGH OF WRANGELL
02-009-309	2691 82		7	39-09		CITY AND BOROUGH OF WRANGELL
02-009-307	2200 82		6	39-09		CITY AND BOROUGH OF WRANGELL
03-008-305	24575 2		3	87-9		CITY AND BOROUGH OF WRANGELL
02-030-200	52					CITY AND BOROUGH OF WRANGELL
02-009-234	11887 13		21A	98-4		CITY AND BOROUGH OF WRANGELL
02-030-150	51					CITY AND BOROUGH OF WRANGELL
03-003-550	97.89 B			2004-11	C	CITY AND BOROUGH OF WRANGELL
02-030-317	17000 55	(ELEMENTARY SCH 9				CITY AND BOROUGH OF WRANGELL
03-010-222	121087	LOT 3, USS 3534	3	29-20		CITY AND BOROUGH OF WRANGELL
02-023-382	95 21		19			CITY AND BOROUGH OF WRANGELL
02-027-305	20516 84A	TIDELANDS	3			CITY AND BOROUGH OF WRANGELL
02-027-303	28143	TIDELANDS	2A	2011-1		CITY AND BOROUGH OF WRANGELL
02-035-310	6.7		C	2010-4		CITY AND BOROUGH OF WRANGELL
02-035-300	10.71		1	2018-7		City and Borough of Wrangell
02-030-307	17000 55	(ELEMENTARY SCH 4				CITY AND BOROUGH OF WRANGELL
02-030-301	12378 55	(ELEMENTARY SCH 1				CITY AND BOROUGH OF WRANGELL
02-030-260	3084 54		10			CITY AND BOROUGH OF WRANGELL
02-030-315	17000 55	(ELEMENTARY SCH 8				CITY AND BOROUGH OF WRANGELL
02-008-500						CITY AND BOROUGH OF WRANGELL
02-008-350	77		2	39-08		CITY AND BOROUGH OF WRANGELL
02-008-300	71		1	39-08		CITY AND BOROUGH OF WRANGELL
02-007-300	81			39-07		CITY AND BOROUGH OF WRANGELL
02-007-250	80		2	39-07		CITY AND BOROUGH OF WRANGELL
02-007-200	80		1	39-07		CITY AND BOROUGH OF WRANGELL
02-007-150	78		2	39-07		CITY AND BOROUGH OF WRANGELL
02-007-100	78		1	39-07		CITY AND BOROUGH OF WRANGELL
02-023-202	4099 7A	TIDELANDS	2			CITY AND BOROUGH OF WRANGELL
02-028-119	16500 66		11	92-9		CITY AND BOROUGH OF WRANGELL
02-023-610	5600 BOATYARD		2			JENKINS, LEASEE CHARLES CITY AND BORO
02-023-604	26524 B		3	2001-3		CITY AND BOROUGH OF WRANGELL
02-030-100	32041 51		1A	2001-4		CITY AND BOROUGH OF WRANGELL

02-029-500	28812.88	57				CITY AND BOROUGH OF WRANGELL
02-038-200		40		1		CITY AND BOROUGH OF WRANGELL
02-023-602	22647	B		DD	2019-1	CITY AND BOROUGH OF WRANGELL
02-005-105	8404	10A	TIDELANDS	3	39-05	CITY AND BOROUGH OF WRANGELL
02-025-224	4966	83A	TIDELANDS	22		CITY AND BOROUGH OF WRANGELL
02-005-103	4472	10A	TIDELANDS	2	39-05	CITY AND BOROUGH OF WRANGELL
02-005-101	4510	10A	TIDELANDS	1	39-05	CITY AND BOROUGH OF WRANGELL
03-009-232	2.95				98-14	F CITY AND BOROUGH OF WRANGELL
02-037-100		47		1		CITY AND BOROUGH OF WRANGELL
02-030-313	17000	55	(ELEMENTARY SCH	7		CITY AND BOROUGH OF WRANGELL
02-039-210	10428	38		6	2015-6	CITY AND BOROUGH OF WRANGELL
02-027-307	35790	84A	TIDELANDS	4		CITY AND BOROUGH OF WRANGELL
02-004-230	12413	12A	FILLED TIDELANDS	POR15		CITY AND BOROUGH OF WRANGELL
02-028-127	16500	66		15	2000-9	CITY AND BOROUGH OF WRANGELL
02-027-309	12147	84A	TIDELANDS	5		CITY AND BOROUGH OF WRANGELL
02-031-363	8000			5	68-81	CITY AND BOROUGH OF WRANGELL
02-037-200		48				CITY AND BOROUGH OF WRANGELL
02-003-262	28860	12A	TIDELANDS	14	39-03	CITY AND BOROUGH OF WRANGELL
02-028-113	21435	66		8	92-9	CITY AND BOROUGH OF WRANGELL
02-024-720						CITY AND BOROUGH OF WRANGELL
02-024-710	22340					CITY AND BOROUGH OF WRANGELL
04-001-030	54.78				96-7	B City and Borough of Wrangell
02-023-228		7		FR19		CITY AND BOROUGH OF WRANGELL
02-028-101	16500	66		2	2000-9	CITY AND BOROUGH OF WRANGELL
03-010-212	114127.2			11	29-20	CITY AND BOROUGH OF WRANGELL
02-028-204	25491	61		5A	2001-7	CITY AND BOROUGH OF WRANGELL
02-003-258	6624	12A	TIDELANDS	13	39-03	CITY AND BOROUGH OF WRANGELL
02-003-254	29354	12A	TIDELANDS	12	39-03	CITY AND BOROUGH OF WRANGELL
02-024-900						CITY AND BOROUGH OF WRANGELL
03-009-240	40.33				98-14	E CITY AND BOROUGH OF WRANGELL
03-003-098						CITY AND BOROUGH OF WRANGELL
01-009-200	39.7	A	TIDELANDS	2	2012-3	CITY AND BOROUGH OF WRANGELL
02-031-280	52595	51	BASEBALL FIELD	1B	2001-4	CITY AND BOROUGH OF WRANGELL
01-009-100	2.762			5C	98-13	CITY AND BOROUGH OF WRANGELL
01-008-210	1.279			PAR3B	86-1	CITY AND BOROUGH OF WRANGELL
01-008-100	27.556			5A	98-13	CITY AND BOROUGH OF WRANGELL
01-005-800	10.66				98-14	A CITY AND BOROUGH OF WRANGELL
02-028-111	16500	66		7	92-9	CITY AND BOROUGH OF WRANGELL

03-002-416	6.431		2C	2008-1	C	CITY AND BOROUGH OF WRANGELL
03-005-450	9.711 A		B	2012-2	C	CITY AND BOROUGH OF WRANGELL
03-008-210	27112 1		5	87-9		CITY AND BOROUGH OF WRANGELL
03-010-228						CITY AND BOROUGH OF WRANGELL
03-002-103	68128			85-1	B	SEALEVEL SEAFOODS, LESSEE CITY AND BOI
02-025-406	8054 84D	TIDELANDS	4			CITY AND BOROUGH OF WRANGELL
02-023-730	3000 BOATYARD		7			SORRIC, DBA DON CITY AND BOROUGH OI
03-003-102	9.768 A		2-A-1	2009-9	C	CITY AND BOROUGH OF WRANGELL
02-030-319	13378 55	(ELEMENTARY SCH	10			CITY AND BOROUGH OF WRANGELL
02-031-351	84988 54		A	2018-6		CITY AND BOROUGH OF WRANGELL
02-024-105	3214 7		37			CITY AND BOROUGH OF WRANGELL
02-024-104	2876 7		36			CITY AND BOROUGH OF WRANGELL
01-005-475		SOLID WASTE LAN 2		69-137		CITY AND BOROUGH OF WRANGELL
01-005-438	5000 6		18	29-07		CITY AND BOROUGH OF WRANGELL
01-005-436	5000 6		17	29-07		CITY AND BOROUGH OF WRANGELL
01-005-434	5000 6		16	29-07		CITY AND BOROUGH OF WRANGELL
01-005-432	5000 6		15	29-07		CITY AND BOROUGH OF WRANGELL
01-005-430	5000 6		14	29-07		CITY AND BOROUGH OF WRANGELL
02-039-206	8008 38		4			CITY AND BOROUGH OF WRANGELL
02-044-550	6.47			2012-1	A-2	CITY AND BOROUGH OF WRANGELL
02-044-300			PAR 9			CITY AND BOROUGH OF WRANGELL
02-044-200	19		PAR 7			CITY AND BOROUGH OF WRANGELL
02-040-100						CITY AND BOROUGH OF WRANGELL
02-039-204	7500 38		3	73-7		CITY AND BOROUGH OF WRANGELL
01-005-428	5000 6		13	29-07		CITY AND BOROUGH OF WRANGELL
01-005-426	5000 6		12	29-07		CITY AND BOROUGH OF WRANGELL
01-005-424	5000 6		11	29-07		CITY AND BOROUGH OF WRANGELL
02-030-305	17000 55	(ELEMENTARY SCH	3			CITY AND BOROUGH OF WRANGELL
02-023-305	16986 20		B	83-15		CITY AND BOROUGH OF WRANGELL
02-029-408	19442 61		3A	2000-9		CITY AND BOROUGH OF WRANGELL
01-005-422	5000 6		10	29-07		CITY AND BOROUGH OF WRANGELL
02-029-353	8245 64		6B	2000-9		CITY AND BOROUGH OF WRANGELL
01-005-329	5000 5		15	29-07		CITY AND BOROUGH OF WRANGELL
01-005-327	5000 5		14	29-07		CITY AND BOROUGH OF WRANGELL
01-005-325	5000 5		13	29-07		CITY AND BOROUGH OF WRANGELL
01-005-323	5000 5		12	29-07		CITY AND BOROUGH OF WRANGELL
01-005-321	8735 5	USS 2127, BLK 5, L 11B		92-3		CITY AND BOROUGH OF WRANGELL
01-005-320	5191 5	USS 2127, BLK 5, L 10A		92-3		CITY AND BOROUGH OF WRANGELL

01-005-319	14050 5	USS 2127, BLK 5, L 11A	92-3		CITY AND BOROUGH OF WRANGELL
02-028-105	16500 66	4	92-9		FUTURE IMPOUND YARD CITY AND BOROU
02-025-402	21245 84D	TIDELANDS 2			CITY AND BOROUGH OF WRANGELL
02-038-350	43				CITY AND BOROUGH OF WRANGELL
02-023-710	14443 BOATYARD	1			SORRIC DON CITY AND BOROUGH OF WRAI
02-023-208	4547 7A	TIDELANDS 5			CITY AND BOROUGH OF WRANGELL
03-003-600	16987				CITY AND BOROUGH OF WRANGELL
02-024-125	2033 7A	TIDELANDS 16			CITY AND BOROUGH OF WRANGELL
03-002-202	4000	CHLORINATOR SIT 1			CITY AND BOROUGH OF WRANGELL
01-004-850	9.84		29-07	B	CITY AND BOROUGH OF WRANGELL
01-004-700	5797	APPEARS TO BE INDIAN CMTRY	29-07	A	CITY AND BOROUGH OF WRANGELL
02-028-115	25849 66	9	92-9		CITY AND BOROUGH OF WRANGELL
02-039-300	41	1			CITY AND BOROUGH OF WRANGELL
02-028-125	16500 66	14	2000-9		CITY AND BOROUGH OF WRANGELL
02-031-361	8000	4	68-81		CITY AND BOROUGH OF WRANGELL
03-002-400	4.03	(CEMETERY)			CITY AND BOROUGH OF WRANGELL
02-026-115	36597	10C	96-6		CITY AND BOROUGH OF WRANGELL
02-030-303	17000 55	(ELEMENTARY SCH 2			CITY AND BOROUGH OF WRANGELL
03-007-400		25			CITY AND BOROUGH OF WRANGELL
03-010-999	106722	20			CITY AND BOROUGH OF WRANGELL
02-023-213	40837	A	2009-7		CITY AND BOROUGH OF WRANGELL
03-008-500	121.5	26	29-19		CITY AND BOROUGH OF WRANGELL
02-030-252	10400	9	68-81		CITY AND BOROUGH OF WRANGELL
03-007-497	6004	23			CITY AND BOROUGH OF WRANGELL
02-031-367	8000	7	68-81		TLINGIT & HAIDA CENTRAL COUNCIL, LESSE
02-023-379	3313.8 2	M&B #1976-0000! 16	39-23		CITY AND BOROUGH OF WRANGELL
02-036-300	39.617	PAR 4A	2011-8		CITY AND BOROUGH OF WRANGELL
02-036-200			73-11		CITY AND BOROUGH OF WRANGELL
03-009-361	1.07 2	USS 3709, LOT 3, § 6	65-250		CITY AND BOROUGH OF WRANGELL
02-028-123	16500 66	13	92-9		CITY AND BOROUGH OF WRANGELL
04-001-230	262.06	NE1/4SE1/4 4	96-7	A	CITY AND BOROUGH OF WRANGELL
02-038-300	42				CITY AND BOROUGH OF WRANGELL
02-038-250	40	2			CITY AND BOROUGH OF WRANGELL
03-002-502	0.74	2	84-5		CITY AND BOROUGH OF WRANGELL
02-031-150	85000 46	2			CITY AND BOROUGH OF WRANGELL
04-001-010	40.02	4	96-7		CITY AND BOROUGH OF WRANGELL
03-002-410	0.59	CITY PARK		A	CITY AND BOROUGH OF WRANGELL
02-025-404	10953 84D	TIDELANDS 3			CITY AND BOROUGH OF WRANGELL



02-025-408	7116 84D	TIDELANDS	5		CITY AND BOROUGH OF WRANGELL
02-039-350	41		2		CITY AND BOROUGH OF WRANGELL
01-001-220			PAR 8	86-1	CITY AND BOROUGH OF WRANGELL
02-023-353	9373 21		4A	2007-1	CITY AND BOROUGH OF WRANGELL
02-031-357	10400		2	68-81	CITY AND BOROUGH OF WRANGELL
03-026-100		WRANGELL ISLAND WEST ADL 197-11			CITY AND BOROUGH OF WRANGELL
03-025-100		WRANGELL ISLAND WEST ADL 197-11			CITY AND BOROUGH OF WRANGELL
03-006-302	0.892		Y-A	2022-13	CITY AND BOROUGH OF WRANGELL
04-001-200					City and Borough of Wrangell



**THE STATE OF ALASKA**  
**MIKE DUNLEAVY**  
**GOVERNOR**

**Boards and Commission** Item d.  
Office of the Governor

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## **Open Meetings Act**

The State of Alaska's Open Meetings Act (AS 44.62.310-.312) requires that all meetings of a public entity's governing body be open to the public and that the body provide reasonable notice of its meetings. The Open Meetings Act (OMA) is intended to ensure that decisions made and actions taken are public knowledge and represent the will of the public that the governing body serves. In essence, the OMA protects the public's right to know.

To be able to protect the public's right to know, the OMA requires that:

- all deliberations and action taken by a public entity must be done in public view, with limited exceptions;
- the public must be provided prior knowledge of all steps occurring in the decision-making process, with limited exceptions; and that
- individual actions of an official are made known.

In order for these requirements to have full effect, meetings must occur as provided in the notice; and, with few exceptions, the public must be allowed to involve itself in the meeting. The public must also have access to materials being considered during the meeting.

In addition to laying out specific steps required for meetings and allowable exceptions, the statutes addressing open meetings speak about the state's policy regarding what authority the public has delegated to governing bodies. Following is a synopsis.

According to the 'State Policy Regarding Meetings' (AS 44.62.312):

- The government exists to aid in conducting the people's business.
- Government units should act and deliberate openly.
- The people do not yield sovereignty to government agencies that serve them.
- Public servants have not been given the right to decide what is good or not good for the people to know.
- People should remain informed so they may retain control over the government they created.
- The use of teleconferences is for the convenience of the parties, public, and government.
- The Open Meetings Act should be narrowly construed to effectuate these policies and avoid unnecessary exemptions.

### **What is the Open Meetings Act?**

The State of Alaska's Open Meetings Act (AS 44.62.310-.312), is a law that addresses the meetings of public entities; it protects the public's right to know and their opportunity to be heard. Among other things, the Act:

- defines public meetings and public entities;
- lays out specific requirements for public notice;
- requires that all meetings of a governmental body of a public entity are open to the public;
- lays out provisions for attendance at meetings and voting methods;
- lays out provisions for distribution of meeting materials; and
- lists the few exceptions to the Act, as well as matters that may be discussed in executive session.

In order to assure that the public information/participation provisions of the Act are met, the Act requires that the public entity must provide "reasonable" notice that meets the requirements of the Act. To meet these notice requirements, the notice must:

- be provided within a reasonable amount of time prior to the meeting;
- include the date, time, and place of the meeting;
- be posted at the principal office of the public entity, in addition to any other methods and locations stated in local ordinance; and
- be done in the same way each time (consistent).

## What is the definition of a meeting that would fall under the provisions of the Open Meetings Act?

AS 44.62.310(h) provides detailed definitions of "governmental body," "meeting," and "public entity" that, when combined, define what constitutes a public meeting. The Act makes a distinction between what constitutes a meeting of a policy/decision-making body and what constitutes a meeting of an advisory-only body.

A meeting of a decision- or policy-making body occurs when more than three members, or a majority of the members, whichever is less, engage collectively in discussion of a *subject that the body is authorized to act and set policy on* and is therefore subject to the Open Meetings Act. Under this definition, it doesn't matter where the meeting occurs, if it was prearranged, or who arranged it and could include unplanned casual or social contact.

A meeting of an advisory-only body is a prearranged gathering to consider a matter on which the entity is *authorized to advise and assist the decision-making body* and is subject to the provisions of the Act. The Act doesn't specify a number, so two or more members, if the gathering is prearranged for the purpose of conducting any business of the entity, could constitute a meeting.

## What types of meetings might be conducted that would require notice under the Open Meetings Act?

Following are the most common types of meetings that would be subject to the Open Meetings Act:

**Regular Meetings:** State law requires that the governing body conduct its business at regularly scheduled meetings that are open to the public. Regular meetings must be held at least once a month and may be held more often, as required or established in local ordinance. The local code of ordinances should provide the date, time, and place of regular meetings so that everyone knows when regular meetings will take place. The public shouldn't have to wonder about the meeting time, date, and place always changing. If at times it is necessary to reschedule the regular meeting, notice must be posted informing the public that the regular meeting has been rescheduled and when it will be held.

**Special Meetings:** Special meetings have the same requirements as regular meetings, except that they are called for a different time than that fixed for regular meetings. For example, local ordinance may require that the governing body hold its regular meeting on the third Tuesday of each month at 7:00 PM at the municipal offices. If the governing body must meet earlier, it can call a special meeting for a different date. The special meeting does not take place instead of the regular meeting, it is in addition to the regular meeting. Special meetings should be held rarely and only to address time sensitive issues. A special meeting may be held with less than 24-hour's notice if all members are present or if absent members have waived in writing the required notice. Waiver of notice can be made before or after the special meeting is held.

**Emergency Meetings:** Emergency meetings are held to address situations that are so urgent that the governing body must meet right away. An emergency meeting may be held if a majority of the members are given at least 24 hours oral or written notice and reasonable efforts are made to notify all members.

**Committee Meetings:** Permanent ("standing") committees and temporary ("ad hoc") committees of the governing body may be formed to study particular issues in more detail. Standing committees may include the finance committee, public works committee, and/or a facilities committee. Ad hoc committees are formed to address a specific situation and are disbanded once the situation has been dealt with. Committees may be composed of all members of the governing body (referred to as a committee of the whole), or of fewer members, usually three. A committee cannot take action on behalf of the full governing body but instead makes a recommendation to the governing body for the governing body's action. Usually the committee of the whole meets to discuss items that are not ready for action but need further discussion in an informal setting. For example, the annual budget usually requires a work session before it is formally adopted.

**Board of Equalization:** The governing body, or its appointees, sits as the Board of Equalization in municipalities that levy a property tax. AS 29.45.200(a) states, "the governing body sits as a board of equalization for the purpose of hearing an appeal from a determination of the assessor." A property owner who believes the assessor has made a mistake in the yearly valuation of their property may appeal the assessor's decision to the board of adjustment, which meets once a year.

### **How much notice is required to meet the "reasonable" public notice provision of the Open Meetings Act?**

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How much notice is required depends on the complexity of the issue and the potential effect it will have. Proper public notice must be provided in advance of the proposed action and local ordinances should state the minimum number of days that notice is required. This number should be adjusted up if the situation warrants additional notice. Special and emergency meetings require only 24-hour notice or less. If less notice is given, absent members must waive the notice requirement. Notice requirements for work sessions and committee meetings should follow the same guidelines as those established in local ordinance for regular meetings.

There are minimum mandatory notice requirements for certain actions, such as notice of a public hearing on a proposed ordinance, or election notice. There is, however, no specific number of days spelled out in statute that defines "reasonable." The general tone of case law on the subject has essentially found that reasonable notice provides enough notice that a concerned party will have notice of a proposed action within enough time to be involved in the deliberations. This could vary anywhere from three months to three days. The notice also has to provide enough information to let the public know what subjects will be covered in the meeting. If a complete agenda isn't available at the time of posting, a summary will work until the complete agenda is available.

Local ordinances should contain all of the requirements for public notice of meetings including what to include in the notice, where the notices are posted, and how soon before the meeting the notices are posted.

### **Where and how does notice have to occur?**

State law, AS 44.62.310(e), requires that reasonable notice include the date, time, and place of the meeting; and, if by teleconference, the location of any teleconferencing facilities. It also provides that notice may be given in print or broadcast media; that it be posted at the principal office of the public entity or, if no principal office, at a location designated by the governing body; and that it be done in the same way each time "consistent."

In addition to the locations required in statute, notice should be posted at well-used locations in the community like the post office, the store, government offices, and the community bulletin board. It may also be published in a newspaper of general circulation in the community or broadcast over a local radio station in addition to any other means and locations stated in local ordinance.

### **Are there exceptions to the Open Meetings Act and what subjects may be discussed in executive session?**

Exceptions to the OMA are discussed in the Executive Session section of LOGON.

### **Is secret ballot voting allowed under the act?**

Almost always, no. In addition to requiring that deliberations of a governing body be open to the public, the act also requires that the vote shall be conducted in such a manner that the public may know the vote of each person entitled to vote, including meetings conducted by teleconference. The one exception is organizational meetings of a governing body to elect members to various offices, which are exempted from the requirement that the vote of each member be made public (AS 44.62. 310(a)).

### **Is telephone polling considered a violation of the Open Meetings Act?**

Whether a phone poll by a member or agent of the governing body would be considered a violation of the act, depends on the subject matter. If the matter involves an administrative or procedural issue that would not warrant public discussion, a phone poll may be conducted. If, however, the phone poll touches on an issue that should be discussed in an open meeting or can have the effect of swaying opinion on a public issue, it could be considered a violation of the act.

### **Who enforces the Open Meetings Act?**

It is the responsibility of the administration and governing body to assure that the provisions of the Open Meetings Act are enforced. Any individual may contest an action administratively through local channels that they think was done in violation of the Open Meetings Act and ultimately may, within 180 days, file a court action if the issue isn't remedied locally AS 44.62.310(f).

There are several court cases that have ruled in favor of the Open Meetings Act. When deciding these cases, the court doesn't just consider whether a violation has occurred, but also considers whether the action has interfered with the public process that the act was intended to protect.

### **What is the cure for a violation of the Open Meetings Act?**

Actions taken at meetings that are found to be in violation of the Open Meetings Act may be voided. Failing to provide proper notice can cost a great deal of money to defend in addition to the wasted time and effort involved. The governing body can attempt an informal cure by holding another meeting in compliance with the Open Meetings Act and conducting a substantial and public reconsideration of the matters.

If a lawsuit is filed, the court may void any action taken by the governing body if the court finds that, considering all of the circumstances, the public interest in compliance with the law outweighs the harm that would be caused by voiding the action AS 44.62.310(f)).

In deciding whether to void an action, the court must consider:

- (1) the expense that may be incurred if the action is voided;
- (2) the disruption that may be caused if the action is voided;
- (3) the possibility of additional litigation if the action is voided;
- (4) the extent to which the subject has previously been considered in compliance with the act;
- (5) the amount of time that has passed since the action was taken;
- (6) the degree to which the action has come to be relied on;
- (7) whether and to what extent the governmental body has, before or after the lawsuit was filed, engaged in or attempted to engage in public reconsideration of the matter;
- (8) the degree to which the violations were willful, flagrant, or obvious;
- (9) the degree to which the governing body failed to adhere to the policy under AS 44.62.312 (a).

This does not apply to an advisory only body that that has no authority to establish policies and make decisions for the public entity (AS 44.62.310(g)).

### **What effect does attorney client privilege have in dealings between a public entity and its attorney?**

Executive session procedure requires that the reason for calling the executive session is clearly stated. The attorney-client privilege exemption to the Open Meetings Act is limited to matters where public interest may be injured. This might include how to avoid legal liability, litigation strategies and candid discussion of facts, a proposed settlement conference, and a conference on a decision to appeal.

### **In addition to the rights protected under the Open Meetings Act, what rights can the public expect under state law?**

In addition to the rights protected under the Open Meetings Act, Title 29 reiterates the requirement that all meetings be open to the public and provides that the public will have the right to be heard at regular and special meetings AS 29.20.020.

AS 29.20.160 lays out the procedures that a governing body must follow in conducting its meetings. These procedures include:

- Provision for identification of the presiding and deputy-presiding officers;
- The requirement that the governing body hold at least one regular monthly meeting, unless otherwise provided by ordinance;
- The requirement that the governing body shall provide at least 24-hour notice for special meetings or absent members must waive the notice requirement;
- Clarification on how actions of the governing body are adopted and what constitutes a quorum;
- The requirement that all members present shall vote on every question, unless required to abstain; and

The requirement that a governing body maintain a journal of its proceedings that is available to the public.

- AS 29.20.380 assigns certain meeting duties and responsibilities to the municipal clerk. These include:
  - Attendance at public meetings;
  - Keeping the journal;
  - Assuring that notice and other requirements for public meetings are complied with;
  - Assuring that public records are available for public inspection;
  - Managing and maintaining public records; and

- Preparing agendas and agenda packets.
- 

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### **Who enforces the local rules under which a municipality conducts its meetings?**

Governing bodies must have procedures in place and follow them for their meetings. Some of these procedures are in Title 29 and other statutes. Others are in the local ordinances, which are usually more specific and detailed than Title 29, or in rules of procedure adopted by the governing body.

Essentially, the presiding officer enforces the rules by following them when conducting a meeting and, when there is a question of procedure, the clerk, acting as parliamentary advisor, researches the question and proposes an answer, which the presiding officer then rules on. Members of the public also enforce the rules by questioning whenever something occurs that doesn't seem to follow the rules. The last resort for enforcement is a lawsuit.

### **Additional Resources**

[Alaska's Open Meetings Law](#) by Gordon J Tans

[Open Meetings Act](#) AS 44.62.310-.312

**Sec. 44.62.310. Government meetings public.**

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(a) All meetings of a governmental body of a public entity of the state are open to the public except as otherwise provided by this section or another provision of law. Attendance and participation at meetings by members of the public or by members of a governmental body may be by teleconferencing. Agency materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. Except when voice votes are authorized, the vote shall be conducted in such a manner that the public may know the vote of each person entitled to vote. The vote at a meeting held by teleconference shall be taken by roll call. This section does not apply to any votes required to be taken to organize a governmental body described in this subsection.

(b) If permitted subjects are to be discussed at a meeting in executive session, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that are listed in (c) of this section shall be determined by a majority vote of the governmental body. The motion to convene in executive session must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Subjects may not be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. Action may not be taken at an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.

(c) The following subjects may be considered in an executive session:

(1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;

(2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;

(3) matters which by law, municipal charter, or ordinance are required to be confidential;

(4) matters involving consideration of government records that by law are not subject to public disclosure.

(d) This section does not apply to

(1) a governmental body performing a judicial or quasi-judicial function when holding a meeting solely to make a decision in an adjudicatory proceeding;

(2) juries;

(3) parole or pardon boards;

(4) meetings of a hospital medical staff;

(5) meetings of the governmental body or any committee of a hospital when holding a meeting solely to act upon matters of professional qualifications, privileges, or discipline;

(6) staff meetings or other gatherings of the employees of a public entity, including meetings of an employee group established by policy of the Board of Regents of the University of Alaska or held while acting in an advisory capacity to the Board of Regents;

(7) meetings held for the purpose of participating in or attending a gathering of a national, state, or regional organization of which the public entity, governmental body, or member of the governmental body is a member, but only if no action is taken and no business of the governmental body is conducted at the meetings; or

(8) meetings of municipal service area boards established under AS 29.35.450 — 29.35.490 when meeting solely to act on matters that are administrative or managerial in nature.

(e) Reasonable public notice shall be given for all meetings required to be open under this section. The notice must include the date, time, and place of the meeting and if, the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Subject to posting notice of a meeting on the Alaska Online Public Notice



System as required by AS 44.62.175(a), the notice may be given using print or broadcast media. The notice shall be posted at the principal office of the public entity or, if the public entity has no principal office, at a place designated by the governmental body. The governmental body shall provide notice in a consistent fashion for all its meetings. Item d.

(f) Action taken contrary to this section is voidable. A lawsuit to void an action taken in violation of this section must be filed in superior court within 180 days after the date of the action. A member of a governmental body may not be named in an action to enforce this section in the member's personal capacity. A governmental body that violates or is alleged to have violated this section may cure the violation or alleged violation by holding another meeting in compliance with notice and other requirements of this section and conducting a substantial and public reconsideration of the matters considered at the original meeting. If the court finds that an action is void, the governmental body may discuss and act on the matter at another meeting held in compliance with this section. A court may hold that an action taken at a meeting held in violation of this section is void only if the court finds that, considering all of the circumstances, the public interest in compliance with this section outweighs the harm that would be caused to the public interest and to the public entity by voiding the action. In making this determination, the court shall consider at least the following:

(1) the expense that may be incurred by the public entity, other governmental bodies, and individuals if the action is voided;

(2) the disruption that may be caused to the affairs of the public entity, other governmental bodies, and individuals if the action is voided;

(3) the degree to which the public entity, other governmental bodies, and individuals may be exposed to additional litigation if the action is voided;

(4) the extent to which the governing body, in meetings held in compliance with this section, has previously considered the subject;

(5) the amount of time that has passed since the action was taken;

(6) the degree to which the public entity, other governmental bodies, or individuals have come to rely on the action;

(7) whether and to what extent the governmental body has, before or after the lawsuit was filed to void the action, engaged in or attempted to engage in the public reconsideration of matters originally considered in violation of this section;

(8) the degree to which violations of this section were wilful, flagrant, or obvious;

(9) the degree to which the governing body failed to adhere to the policy under AS 44.62.312(a).

(g) Subsection (f) of this section does not apply to a governmental body that has only authority to advise or make recommendations to a public entity and has no authority to establish policies or make decisions for the public entity.

(h) In this section,

(1) "governmental body" means an assembly, council, board, commission, committee, or other similar body of a public entity with the authority to establish policies or make decisions for the public entity or with the authority to advise or make recommendations to the public entity; "governmental body" includes the members of a subcommittee or other subordinate unit of a governmental body if the subordinate unit consists of two or more members;

(2) "meeting" means a gathering of members of a governmental body when

(A) more than three members or a majority of the members, whichever is less, are present, a matter upon which the governmental body is empowered to act is considered by the members collectively, and the governmental body has the authority to establish policies or make decisions for a public entity; or

(B) more than three members or a majority of the members, whichever is less, are present, the gathering is prearranged for the purpose of considering a matter upon which the governmental body is empowered to act, and the governmental body has only authority to advise or make recommendations for a public entity but has no authority to



establish policies or make decisions for the public entity;

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(3) “public entity” means an entity of the state or of a political subdivision of the state including an agency, a board or commission, the University of Alaska, a public authority or corporation, a municipality, a school district, and other governmental units of the state or a political subdivision of the state; it does not include the court system or the legislative branch of state government.

**Sec. 44.62.312. State policy regarding meetings.**

(a) It is the policy of the state that

(1) the governmental units mentioned in AS 44.62.310(a) exist to aid in the conduct of the people’s business;

(2) it is the intent of the law that actions of those units be taken openly and that their deliberations be conducted openly;

(3) the people of this state do not yield their sovereignty to the agencies that serve them;

(4) the people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know;

(5) the people’s right to remain informed shall be protected so that they may retain control over the instruments they have created;

(6) the use of teleconferencing under this chapter is for the convenience of the parties, the public, and the governmental units conducting the meetings.

(b) AS 44.62.310(c) and (d) shall be construed narrowly in order to effectuate the policy stated in (a) of this section and to avoid exemptions from open meeting requirements and unnecessary executive sessions.

## THE BASICS OF PARLIAMENTARY PROCEDURE

Parliamentary procedure is simple in principle. It is based largely on common sense and courtesy. It just seems technical due to the special vocabulary used. If the vocabulary is understood, the rules are easy.

### The Basic Principles of Parliamentary Procedure:

1. Only one subject may claim the attention of the assembly at one time.
2. Each proposition presented for consideration is entitled to full and free debate.
3. Every member has rights that are equal to every other member.
4. The will of the majority must be carried out, and the rights of the minority must be preserved.
5. The personality and desires of each member should be merged into the organizational unit.

## MOTIONS

The proper way for an individual to propose that the group take a certain action is by making a motion.

**Main Motions** have for their object the bringing of questions, or propositions before the assembly for consideration. **Only one main motion can be considered at a given time by the assembly.**

**Subsidiary Motions** have for their object the modification or disposition of the main motion being considered. It is in order to propose them while a main motion is still before the assembly, and to vote upon them before voting upon the main motion.

**Privileged Motions** have not connection whatsoever with the main motion before the assembly, but are motions of such importance that they are entitled to immediate consideration. The main business before the house may be temporarily set aside to address a privileged motion.

**Incidental Motions** arise "incidentally" out of the business of the assembly, and have very common characteristics.

## PROCESS FOR HANDLING A MOTION

**1. A member rises and addresses the presiding officer.** The officer should be addressed as Mr. President or Mr. or Madame Chairman.

**2. The member is recognized by the presiding officer.** When a member has been recognized, the member is the only member entitled to present or discuss a motion.

**3. The member proposes a motion.** The motion should begin "I move that" followed by a statement of proposal. It is not permissible to discuss the merits of the motion either prior to or immediately following the formal proposal of the motion.

**4. Another member seconds the motion.** The member simply states "I second the motion"  
If nobody seconds the motion, the presiding officer may ask "Is there a second to the motion?"  
If there is none, he may declare "The motion is lost for want of a second"

**5. The Presiding officer states the motion to the assembly.** When a motion has been properly proposed and seconded, the chairperson repeats the motion to the assembly. It may then be spoken of as a "question", a "proposition", or a "measure."

**6. The assembly discusses or debates the motion.** To speak, a member must obtain the floor in the same manner as when presenting a motion.

- a. The presiding officer should show preference to the proposer of the motion.
- b. A member who has not spoken has prior claim over one who has already spoken.
- c. The presiding officer should alternate between proponents and opponents of the motion.
- d. The presiding officer should recognize a member who seldom speaks in preference to one who frequently speaks.

**DISCUSSION MUST BE CONFINED TO THE QUESTION THAT IS "BEFORE THE ASSEMBLY".**

**7. The presiding officer takes the vote on the motion.** Before taking the vote, the chairman ask, "Is there further discussion?" or "Are you ready for the question?" The chairman proceeds to take the vote by announcing "All in favor of the motion (STATE THE MOTION) say 'aye'". The chairman then says "Those opposed say 'No'."

**8. The presiding officer announces the results of the vote.** The chairman announces the vote by saying "The motion is carried; therefore (STATE THE INTENT OF THE MOTION)." or if the vote is in the negative, the chairman states "The motion is lost."

**9. Another motion is then in order.**

## AMENDING A MOTION

The purpose of the motion-to-amend is to modify a motion that has already been presented in such a manner that it will be more satisfactory to the members. The following are common methods of amending:

- 1. **By addition or insertion** to add something to the motion which it did not contain.
- 2. **By eliminating or striking out** to subtract or eliminate something from the original motion.
- 3. **By substitution** to eliminate something from the original motion and substitute something else in its place.

**AN AMENDMENT MAY BE HOSTILE, BUT IT MUST BE GERMANE.**

A hostile amendment is opposed to the spirit of the motion to which it is applied. To be germane, an amendment must have direct bearing on the subject of the motion to which it is applied. An amendment may nullify the original motion, but if it relates to the same subject matter, it is germane.

### TYPES OF AMENDMENTS:

- 1. Amendment of the First Rank - An amendment to the motion.
- 2. Amendment of the Second Rank - An amendment to an amendment, that modifies and relates directly to the amendment, and NOT to the original motion.

**NO AMENDMENT BEYOND THE SECOND RANK IS POSSIBLE.**

If it is desired to amend two separate and unrelated parts of a motion, then it must be done with two amendments of the first rank. Until an amendment of the second rank is voted on no other amendment of the second rank is in order. Until the amendment of the first rank is voted upon, no other amendment of the first rank can be proposed.

### ORDER OF VOTING ON AMENDMENTS:

Amendments are voted upon in inverse order of proposal.

- 1. Discussion is held and the vote is taken upon the amendment to the amendment.
- 2. Discussion is called for and the vote is taken upon the amendment to the motion.
- 3. When the vote on the amendment has been taken, discussion on the motion as amended is opened and when completed, a vote is taken upon the motion as amended.

## ORDER OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

Purpose of Motion	Interrupt Speaker?	Second Required?	Debatable?	Vote Required?	Motions That Apply
<b>Privileged Motions</b>					
to fix time to adjourn	no	yes	limited	maj.	amend, reconsider
to adjourn (unqualified)	no	yes	no	maj.	none
to take a recess	no	yes	limited	maj.	amend
to rise to a question of privilege	yes	no	no	rules	all
to call for the orders of the day	yes	no	no	none	none
<b>Subsidiary Motions</b>					
to lay on the table	no	yes	no	maj.	none
to call for the previous question	no	yes	no	2/3	reconsider
to limit, or extend limits of debate	no	yes	limited	2/3	amend, reconsider
to postpone definitely	no	yes	limited	maj.	amend, reconsider, previous question
to refer to a committee	no	yes	limited	maj.	amend, reconsider, previous question
to amend	no	yes	yes	maj.	amend, reconsider, previous question
to postpone indefinitely	no	yes	yes	maj.	limit debate, reconsider, previous question
<b>Main Motions</b>					
general main motions	no	yes	yes	maj.	all
to take from the table	no	yes	yes	maj.	none
to reconsider	yes	yes	yes	maj.	limit debate, table, previous question, postpone definitely
to reconsider and enter in minutes	yes	yes	no	none	none
to rescind	no	yes	yes	2/3	all
to expunge	no	yes	yes	2/3	all
to adopt a resolution	no	yes	yes	maj.	all
to adjourn (qualified)	no	yes	limited	maj.	all
to create orders of the day (special)	no	yes	yes	2/3	all
to amend constitution etc.	no	yes	yes	2/3	all
<b>Incidental Motions</b>					
to suspend rules	no	yes	no	2/3	none
to withdraw a motion	no	no	no	maj.	reconsider
to read papers	no	yes	no	maj.	reconsider
to object to consideration	yes	no	no	2/3	reconsider
to rise to a point of order	yes	no	no	rules	none
to rise to parliamentary inquiry	yes	no	no	none	none
to appeal from the decision of chair	yes	yes	limited	maj.	all except amend
to call for a division of the house	yes	no	no	maj.	none
to call for a division of a question	no	yes	no	maj.	amend

**ACTION FOR SPECIAL PURPOSES**

<b>Kind of Motion</b>	<b>Objective</b>	<b>Effect</b>
to lay on the table	clears the floor for more urgent business	delays action
to call for the previous question	secures immediate vote on pending question	ends debate
to limit or extend time for debate	provides more or less time for discussion	shortens discussion
to postpone definitely	gives more time for information discussion	delays action
to commit or refer	to enable more careful consideration	delays action
to amend	to improve the motion	changes the motion
to postpone indefinitely	to prevent a vote on the question	suppresses the question
to raise a point of order	to call attention to violation of the rules	keeps group using parliamentary procedure
to appeal from decision of chair	to determine the attitude of the group	secures group ruling
to suspend the rules	to permit action not possible under the rules	secures action prevented by the rules
to object to the consideration of a question	to prevent wasting time	suppresses the motion
to divide the question	to secure more careful consideration	secures action
to call for a division	to determine the accuracy of a voice vote	secures an accurate check of the vote
to nominate	to suggest names for office	places names for consideration
to make a request growing out of pending business	to secure information or ask to be excused from duty	provides information
to fix the time to adjourn	to have legal continuation of the meeting	sets continuation time
to adjourn	to end the meeting	adjourns the meeting
to take a recess	to secure an intermission of the meeting	delays action
to raise a question of privilege	to correct undesirable conditions	corrects undesirable conditions
to call for the order of the day	to secure adherence to order of business	same as the objective
to take from the table	to continue the consideration of question	continues consideration
to reconsider	to reconsider the question	secures further consideration and another vote
to reconsider and have entered in the minutes	to reconsider the question at the next meeting	secures further consideration and another vote
to rescind	to repeal action previously taken	same as objective
to ratify	to approve previous action taken	same as objective

## GLOSSARY OF STANDARD TERMS OF PARLIAMENTARY PROCEDURE

**Agenda (or Order of Business)** - The regular program of procedure of an organization.

**Amend** - To alter a motion by addition, deletion, or in any other way.

**Chair** - The Chairman or presiding officer. "**Addressing the Chair**" means speaking to the presiding officer. Being "Recognized by the Chair" means being given permission to speak further.

**Power of Chair - The Chairman has the following authority:**

- a. to decide in what order speakers shall be recognized
- b. to refuse to recognize members offering dilatory, absurd, or frivolous motions
- c. to restrain speakers within the limits of the rules
- d. to enforce good decorum
- e. to appoint committees
- f. to decide points of order
- g. to vote in cases where the vote would make or break a tie
- h. The chair should avoid influencing a vote by his own comment on a motion.

Actions of the chair are subject to appeal.

**Commit** - To refer to a committee

**Committee of the Whole** - The meeting, on a motion duly made, may "resolve itself into a committee of the whole." This means that the meeting is officially discontinued while everyone remains and becomes a member of a large special committee, which includes everyone present. A special chairman is appointed to preside over the committee.

**Division** - When all those voting stand in separate "for" and "against" groups.

**Division of Question** - To separate a motion into different parts that are considered individually.

**Floor** - The privilege of speaking before the assembly.

**Indefinite Postponement** - The object is not merely to "postpone" but in effect to *reject* the motion.

**Informal Consideration** - When a member moves for "informal consideration," and the motion is adopted, the meeting lays aside formal rules, and allows each committee member to speak on the subject under consideration.

**Motion** - A formal proposal to a meeting that it take certain action.

**Order** - An expression of the will of the assembly, in the form of a *command*.

**Order of the Day** - A motion to drop the present discussion, and that the chairman announce the next matter to be taken up in accordance with the organization's customary business routine.

**Parliamentary Inquiry** - An investigation to determine the proper course of procedure.

**Privilege** - The privileges and rights of the meeting in connection with matters of physical comfort or ineligibility or misconduct of a member in the meeting.

**Question** - The question is a proposition or motion that has been placed before the meeting for action by the chairman. To "**move the question**" is to demand that the chairman take a vote on the current motion.

**Resolution** - An act of the assembly that declares *facts*, expresses *opinion*, but does not command.

**Suspension of Rules** - To allow something to be done that would otherwise violate the meeting rules, but is not in conflict with the constitution or by-laws, or with the fundamental principles of parliamentary law.

**Table** - To delay action on a motion.

# Agenda Item A Items of Business

## Chamber of Commerce Proposal Requesting Financial Subsidy

### Economic Development Committee

#### AGENDA ITEM

April 20<sup>th</sup>, 2023

**INFORMATION:** The Chamber of Commerce has seen a decline in revenues over a series of consecutive years, with 2022 being the most financially difficult year to date. With limited revenues coming in from pull-tabs and net loss in last year's royalty race the Chamber is at risk of being financially insolvent. The Executive Director has been working with the Chamber Board Members to establish an action plan to be able to fund the community's flagship event, the Fourth of July celebration. The event is facilitated and funded by the Chamber of Commerce. With the current fiscal status and constraints, the organization has had to get creative about its funding prospects to pull off the Fourth of July.

The Chamber approached the City and Borough of Wrangell requesting a financial contribution to continue operations, if not, to support the Fourth of July events and celebration. The Economic Development department was asked to attend the Chamber Board meetings and work with the Executive Director to better understand the fiscal situation and how the City and Borough of Wrangell might support the organization while long term plans for solvency are developed.

The Director of Economic Development attended two board meetings and has engaged in somewhat regular communications with the Executive Director over the last month. A written proposal from the Chamber has been submitted and included in the meeting packet, along with financial statements providing insight into the current status. It is staffs understanding that the Chamber is seeking sponsorships from the community in addition to making difficult decisions about the Fourth of July plans and expenditures. While the organization hopes to get its footing independently of large subsidies there is concern that they may not be able to offer the Fourth of July the community is used to without a safety net of funding.

The proposal before the Committee requests a base subsidy of \$25,000 with a reserve up to \$75,000 total in the event there is a funding emergency. While the Committee is the first to review this, the final proposal will be submitted to the Assembly for approval with a recommendation by the Committee members. The Committee will not approve the funding, but rather recommend what they feel is reasonable with the information they've been provided. It is the prerogative of the Committee to recommend funding for specific aspects of the Fourth of July, such as the fireworks and/or logging show in lieu of the full funding request.

#### ATTACHMENTS:

- Chamber Written Proposal requesting financial subsidy for the Fourth of July events
- Fourth of July Balance Sheet

- Overall Profit and Loss Summary
  - \*Additional financial data may be made available upon request from the committee.

**RECOMMENDED ACTION:** Staff recommends that the Economic Development Committee establishes a maximum funding threshold with stipulations on what that funding is used for. Unused funding must be relinquished back to the Borough.



Thoughts/Ideas for the proposal to the Economic Development Committee. There will be a separate document for the formal proposal.

### **2022 Cost of events**

Toddler Games - \$300

Art Clark Scrapfish Derby - \$400

Tiny Tots - \$200

Big wheel Race - \$560

Parade - \$500 plus ribbons

Street games - \$1080 plus eggs

Crazy Craft Races - \$320

Talent Show - \$1360

Pie eating contest - \$100

Canoe Races - \$680

Log rolling - \$550

Shooting Competition - \$400

Jr. Olympics - \$300

Dog Show - \$300

Disc Golf - \$250

Boat races - \$250

Logging Show - \$3709

Kitty Angerman Logo - \$1000

Coronation - \$339.13

Street Dance/Summer Solstice Dan Powers - \$6,500

### **2022 Fireworks**

\$11,653

\$1437.42 - Shipping

Pd. 2021 fireworks 3/31/2022 - \$9107.46

**2022 Royalty BOOTH Costs**

Banners - \$1096.82

Kick off party - \$195.81

Groceries IGA - \$5156.4

Groceries CM - \$2886.03

Groceries Hammer & Wikan PSG - \$527.84

Costco Groceries - \$1060.75

Supplies Ottesen's - \$925.78

Supplies Sentry - \$1354.63

Temporary food permit - \$240

Propane - \$1812.57

Halibut Sea level - \$1820.00

Shrim F/V Carolyn Ann - \$600

Sentinel Royalty tickets = \$3148.72

**Royalty Payroll**

Food manager - \$2138.79

Ticket manager - \$3986.84

Booth manager - \$1133.39

Royalty contestant - \$18497.63

Overall Royalty manager - \$3342.04

Overall ticket manager - \$1790.68

**4th Merchandise**

Swag ForeverAmber - \$7050

Shirts angerman's - \$4579.70

### **Raffle winners**

1st place - \$2500.

2nd place - \$1500

3rd place - \$1000

Volunteer Drawing winner - \$1000

### **Total**

\$110,136.43

### **Time**

The amount of time the chamber and volunteers put into this festival are too great to count, and in our opinion, are priceless.

The Wrangell Chamber of Commerce has funded 100% of the costs associated with the July 4th 3 to 4 day celebration for decades. The year 2016 was the only year the chamber operated in the black, and since then has relied on savings and the royalty race to fund the 4th of July. In 7 years, as royalty candidacy has declined, the chamber has expended their savings in order to provide, not just the 4th of July, but all of the community events Wrangell has come to know and love.

Wrangell's small town celebration is known nationwide, people travel to Wrangell beginning in June to visit and be a part of the special festival that we hold. While we do receive a yearly local contribution from the CBW, this years being \$27,000, that money funds all of the other smaller events that we do, such as lights for the christmas tree on midnight madness, stamp cards and stamps for our shopping events, as well as the prizes for those shopping events, pumpkins and carnival supplies for the alaska day carnival and pumpkin patch, and office supplies that allow the chamber to offer office amenities to our members.

In an effort to bring together the 2023 July 4th celebration the way Wrangell has in the past, the chamber reached out to both members, and non members looking for event sponsorships. That outreach has brought in \$8,800 and supplies allowing all of the celebration events to take place as they have been in the past.

The largest expense of 2022 was due to a lack of overall sales and overspending for food supplies during the royalty race; the chamber is confident in a more successful run 2023. The chamber currently has one fully declared and well prepared candidate, along with some possible applicants that have requested paperwork and details on the royalty race. In response to the event last year, executive director Robbins rewrote the entirety of the rule book to be more detailed and comprehensive, making the information clear to the candidates, booth managers, food managers, and any volunteers.

The chamber asks for a minimum contribution from the Economic Development committee of \$24,400 with a reserve/encumbrance up to \$75,000 should there be any financial emergencies

during the royalty race and July 4th 2023 festivities. In the past, should there have been a royalty run that ended in a negative balance for the chamber, sales of Pull Tab games to the bars via the Chamber's gaming permit provided supplementary funds. Unfortunately we have seen over 50% decline in pull tab sales profit, putting the chamber in a vulnerable position financially. This same issue is causing a change in employment titles, hours, and responsibilities on top of the need for event funding. These employment changes will happen during the 4/14/2023 chamber board meeting held at 1pm at the Stikine and be effective immediately following approval.

**Wrangell Chamber of Commerce**  
**Custom Summary Report**  
 July 1, 2021 through April 13, 2022

	Jul 1, '21 - Apr 13, 22
Ordinary Income/Expense	
Expense	
4th of July Expense	
4th of July Merchandise	-1,419.52
Cash Prizes	
Logging Show	500.00
Parade	
Floats	650.00
Total Parade	650.00
Cash Prizes - Other	3,500.00
Total Cash Prizes	4,650.00
Event Expense/Supplies July 4th	
Coronation	225.00
Parade	250.00
Storage Unit	1,605.00
Utilities/Electricity	641.54
Event Expense/Supplies July 4th - Other	420.27
Total Event Expense/Supplies July 4th	3,141.81
Fireworks	10,162.88
Logging Show	500.38
Queen Booth Supplies/Activities	
Queen Float Decorations	501.20
Raffle Tickets (Queen Booths)	3,406.20
Queen Booth Supplies/Activities - Other	23,012.81
Total Queen Booth Supplies/Activities	26,920.21
Reimbursement	102.29
4th of July Expense - Other	257.76
Total 4th of July Expense	44,315.81
Total Expense	44,315.81
Net Ordinary Income	-44,315.81
Net Income	-44,315.81

**Wrangell Chamber of Commerce**  
**Profit & Loss Detail**  
 July 2022 through June 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
<b>4th of July Revenue</b>									
<b>4th of July Merchandise</b>									
Deposit	07/01/2022			Deposit			First Bank - Ge...	145.00	145.00
Deposit	07/05/2022			Deposit			First Bank - Ge...	528.19	673.19
Deposit	07/05/2022			Deposit			First Bank - Ge...	249.00	922.19
Deposit	07/05/2022			Deposit			First Bank - Ge...	200.00	1,122.19
Deposit	07/05/2022			Deposit			First Bank - Ge...	173.00	1,295.19
Deposit	07/06/2022			Deposit			First Bank - Ge...	125.00	1,420.19
Deposit	07/08/2022			Deposit			First Bank - Ge...	243.00	1,663.19
Deposit	07/11/2022			Deposit			First Bank - Ge...	118.00	1,781.19
Deposit	07/12/2022			Deposit			First Bank - Ge...	77.00	1,858.19
Deposit	07/12/2022			Games/Balloo...			First Bank - Ge...	2,017.00	3,875.19
Deposit	07/21/2022			Deposit			First Bank - Ge...	47.00	3,922.19
Total 4th of July Merchandise								3,922.19	3,922.19
<b>4th of July Revenue - Other</b>									
Deposit	07/08/2022			Event funds - ...			1971 · First Ba...	2,000.00	2,000.00
Deposit	07/08/2022			Event funds - ...			1971 · First Ba...	521.00	2,521.00
Deposit	07/12/2022			Booth sales			First Bank - 4t...	900.00	3,421.00
Total 4th of July Revenue - Other								3,421.00	3,421.00
Total 4th of July Revenue								7,343.19	7,343.19
<b>50/50 Raffle</b>									
Deposit	07/07/2022			Deposit			First Bank - Ge...	343.00	343.00
Deposit	07/27/2022			Deposit			First Bank - 4t...	379.00	722.00
Total 50/50 Raffle								722.00	722.00
<b>Birthday Calendar Income</b>									
<b>Birthday Listings</b>									
Deposit	07/14/2022			Deposit			First Bank - Ge...	28.00	28.00
Deposit	07/15/2022			Deposit			First Bank - Ge...	30.00	58.00
Deposit	07/19/2022			Deposit			First Bank - Ge...	40.00	98.00
Total Birthday Listings								98.00	98.00
Total Birthday Calendar Income								98.00	98.00
<b>Derby Cash Prizes Donated</b>									
Deposit	07/26/2022			Kids derby to...			First Bank -Sal...	500.00	500.00
Deposit	09/06/2022			Hidden weight			First Bank -Sal...	250.00	750.00
Total Derby Cash Prizes Donated								750.00	750.00

12:22 PM

04/14/23

Accrual Basis

**Wrangell Chamber of Commerce**  
**Profit & Loss Detail**  
 July 2022 through June 2023

Item a.

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Derby Tickets Sold</b>									
Deposit	07/22/2022			Deposit			First Bank -Sal...	6,950.00	6,950.00
Total Derby Tickets Sold								6,950.00	6,950.00
<b>Interest Income</b>									
Deposit	07/29/2022			Deposit			First Bank - Ge...	0.18	0.18
Total Interest Income								0.18	0.18
<b>Pull Tabs - Marine</b>									
Deposit	08/25/2022			Ball Buster			1971 · First Ba...	9,920.00	9,920.00
Deposit	08/25/2022			Top Shelf			1971 · First Ba...	5,328.00	15,248.00
Deposit	08/25/2022			Ducks & Bucks			1971 · First Ba...	5,328.00	20,576.00
Deposit	09/29/2022			Apples to Ora...			1971 · First Ba...	5,328.00	25,904.00
Deposit	09/29/2022			In the Lime Li...			1971 · First Ba...	5,328.00	31,232.00
Deposit	09/29/2022			Northwoods			1971 · First Ba...	9,920.00	41,152.00
Deposit	09/29/2022			Twice the Buzz			1971 · First Ba...	5,328.00	46,480.00
Deposit	09/29/2022			Nut House			1971 · First Ba...	4,000.00	50,480.00
Deposit	09/29/2022			Honkers			1971 · First Ba...	9,920.00	60,400.00
Deposit	09/29/2022			Honkers unde...			1971 · First Ba...	-58.40	60,341.60
Deposit	10/19/2022			Green Dreams			1971 · First Ba...	5,328.00	65,669.60
Deposit	10/19/2022			Staycation			1971 · First Ba...	6,400.00	72,069.60
Deposit	10/19/2022			Alaskan Pudd...			1971 · First Ba...	7,200.00	79,269.60
Deposit	10/21/2022			Country Criss...			1971 · First Ba...	5,320.00	84,589.60
Deposit	10/21/2022			Mumbo Jumbo			1971 · First Ba...	5,320.00	89,909.60
Deposit	10/21/2022			Room Service			1971 · First Ba...	7,200.00	97,109.60
Deposit	11/07/2022			Lakeside			1971 · First Ba...	5,328.00	102,437.60
Deposit	11/07/2022			Dirty Drinking			1971 · First Ba...	5,328.00	107,765.60
Deposit	11/07/2022			Casino Grande			1971 · First Ba...	5,208.00	112,973.60
Deposit	12/01/2022			Bottom of the ...			1971 · First Ba...	4,800.00	117,773.60
Deposit	12/01/2022			Pepe			1971 · First Ba...	5,320.00	123,093.60
Deposit	12/01/2022			Yosemite Sam			1971 · First Ba...	5,320.00	128,413.60
Deposit	12/13/2022			Tough Break			1971 · First Ba...	7,000.00	135,413.60
Total Pull Tabs - Marine								135,413.60	135,413.60
<b>Pull Tabs - Over/Under Payment</b>									
Deposit	10/19/2022			Marine under ...			1971 · First Ba...	-0.60	-0.60
Deposit	10/21/2022			Deposit			1971 · First Ba...	11.20	10.60
Deposit	11/01/2022			Deposit			1971 · First Ba...	0.02	10.62
Total Pull Tabs - Over/Under Payment								10.62	10.62
<b>Pull Tabs - Rayme's</b>									
Deposit	07/26/2022			Show Your Ta...			1971 · First Ba...	5,328.00	5,328.00
Deposit	09/08/2022			Marry the Mo...			1971 · First Ba...	5,328.00	10,656.00
Deposit	11/01/2022			Happy Beer D...			1971 · First Ba...	5,328.00	15,984.00
Total Pull Tabs - Rayme's								15,984.00	15,984.00

**Wrangell Chamber of Commerce**  
**Profit & Loss Detail**  
 July 2022 through June 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Pull Tabs - Totem</b>									
Deposit	09/06/2022			Pepe			1971 · First Ba...	5,320.00	5,320.00
Deposit	09/06/2022			Elmer			1971 · First Ba...	5,320.00	10,640.00
Deposit	09/06/2022			Daffy			1971 · First Ba...	5,320.00	15,960.00
Deposit	10/05/2022			Blackberry Pi...			1971 · First Ba...	3,400.00	19,360.00
Deposit	10/05/2022			Golden Touch			1971 · First Ba...	4,480.00	23,840.00
Deposit	10/20/2022			Bananas			1971 · First Ba...	5,320.00	29,160.00
Deposit	10/20/2022			Over charged ...			1971 · First Ba...	5.60	29,165.60
Deposit	11/01/2022			Dog Pound			1971 · First Ba...	6,480.00	35,645.60
Deposit	12/05/2022			Hook Up			1971 · First Ba...	6,200.00	41,845.60
Deposit	12/13/2022			Wile E Coyote			1971 · First Ba...	5,320.00	47,165.60
Total Pull Tabs - Totem								47,165.60	47,165.60
<b>Queen Raffle Sponsor /Supporter</b>									
Deposit	07/07/2022			Tyson 4 King ...			First Bank - 4t...	2,608.00	2,608.00
Total Queen Raffle Sponsor /Supporter								2,608.00	2,608.00
<b>Queen Raffle Ticket Sales</b>									
Deposit	07/05/2022			Deposit			First Bank - 4t...	41,852.00	41,852.00
Total Queen Raffle Ticket Sales								41,852.00	41,852.00
<b>raffle</b>									
Deposit	09/07/2022			Big Money - V...			First Bank - 4t...	490.10	490.10
Deposit	10/07/2022			Big Money - V...			First Bank - 4t...	48.95	539.05
Deposit	01/06/2023			Big Money - V...			First Bank - 4t...	244.95	784.00
Total raffle								784.00	784.00
<b>Refunds</b>									
Deposit	07/08/2022			Amazon - Ball...			First Bank - Ge...	27.26	27.26
Deposit	07/08/2022			Amazon - Ball...			First Bank - Ge...	13.63	40.89
Check	10/20/2022	2048	Heather Johnson	Paper plates f...			1971 · First Ba...	-62.04	-21.15
Total Refunds								-21.15	-21.15
Total Income								259,660.04	259,660.04
<b>Cost of Goods Sold</b>									
<b>Pull Tabs - Cost of Games</b>									
Check	07/14/2022	3179	Alaska Indoor Sports	Cost of Games			First Bank - Ge...	905.42	905.42
Check	09/02/2022	2039	Alaska Indoor Sports	UV150			1971 · First Ba...	1,674.66	2,580.08
Check	10/19/2022	2054	Alaska Indoor Sports	INV009140 U...			1971 · First Ba...	1,621.48	4,201.56
Check	10/19/2022	2055	Alaska Indoor Sports	INV009141 U...			1971 · First Ba...	1,659.01	5,860.57
Check	10/26/2022	2049	Alaska Indoor Sports				1971 · First Ba...	1,990.53	7,851.10
Check	12/02/2022	2060	Alaska Indoor Sports	UV150 INV00...			1971 · First Ba...	1,140.85	8,991.95
Check	12/02/2022	2062	Alaska Indoor Sports	UV150 INV00...			1971 · First Ba...	683.76	9,675.71



**Wrangell Chamber of Commerce**  
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Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Check	01/12/2023	2071	Alaska Indoor Sports	Cost of game...			1971 · First Ba...	1,968.17	11,643.88
Check	01/12/2023	2072	Alaska Indoor Sports	Cost of game...			1971 · First Ba...	714.82	12,358.70
Total Pull Tabs - Cost of Games								12,358.70	12,358.70
<b>Pull Tabs - Marine Portion</b>									
Deposit	08/25/2022			Deposit			1971 · First Ba...	504.00	504.00
Deposit	08/25/2022			Deposit			1971 · First Ba...	320.40	824.40
Deposit	08/25/2022			Deposit			1971 · First Ba...	320.40	1,144.80
Deposit	09/29/2022			Deposit			1971 · First Ba...	320.40	1,465.20
Deposit	09/29/2022			Deposit			1971 · First Ba...	320.40	1,785.60
Deposit	09/29/2022			Deposit			1971 · First Ba...	504.00	2,289.60
Deposit	09/29/2022			Deposit			1971 · First Ba...	320.40	2,610.00
Deposit	09/29/2022			Deposit			1971 · First Ba...	231.00	2,841.00
Deposit	09/29/2022			Deposit			1971 · First Ba...	504.00	3,345.00
Deposit	10/19/2022			Deposit			1971 · First Ba...	320.40	3,665.40
Deposit	10/19/2022			Deposit			1971 · First Ba...	399.00	4,064.40
Deposit	10/19/2022			Deposit			1971 · First Ba...	435.00	4,499.40
Deposit	10/21/2022			Deposit			1971 · First Ba...	318.00	4,817.40
Deposit	10/21/2022			Deposit			1971 · First Ba...	318.00	5,135.40
Deposit	10/21/2022			Deposit			1971 · First Ba...	480.00	5,615.40
Deposit	11/07/2022			Deposit			1971 · First Ba...	320.40	5,935.80
Deposit	11/07/2022			Deposit			1971 · First Ba...	320.40	6,256.20
Deposit	11/07/2022			Deposit			1971 · First Ba...	302.40	6,558.60
Deposit	12/01/2022			Deposit			1971 · First Ba...	395.55	6,954.15
Deposit	12/01/2022			Deposit			1971 · First Ba...	318.00	7,272.15
Deposit	12/13/2022			Deposit			1971 · First Ba...	492.00	7,764.15
Total Pull Tabs - Marine Portion								7,764.15	7,764.15
<b>Pull Tabs - Marine Prizes</b>									
Deposit	08/25/2022			Deposit			1971 · First Ba...	8,240.00	8,240.00
Deposit	08/25/2022			Deposit			1971 · First Ba...	4,260.00	12,500.00
Deposit	08/25/2022			Deposit			1971 · First Ba...	4,260.00	16,760.00
Deposit	09/29/2022			Deposit			1971 · First Ba...	4,260.00	21,020.00
Deposit	09/29/2022			Deposit			1971 · First Ba...	4,260.00	25,280.00
Deposit	09/29/2022			Deposit			1971 · First Ba...	8,240.00	33,520.00
Deposit	09/29/2022			Deposit			1971 · First Ba...	4,260.00	37,780.00
Deposit	09/29/2022			Deposit			1971 · First Ba...	3,230.00	41,010.00
Deposit	09/29/2022			Deposit			1971 · First Ba...	8,240.00	49,250.00
Deposit	10/19/2022			Deposit			1971 · First Ba...	4,260.00	53,510.00
Deposit	10/19/2022			Deposit			1971 · First Ba...	5,070.00	58,580.00
Deposit	10/19/2022			Deposit			1971 · First Ba...	5,750.00	64,330.00
Deposit	10/21/2022			Deposit			1971 · First Ba...	4,260.00	68,590.00
Deposit	10/21/2022			Deposit			1971 · First Ba...	4,260.00	72,850.00
Deposit	10/21/2022			Deposit			1971 · First Ba...	5,600.00	78,450.00
Deposit	11/07/2022			Deposit			1971 · First Ba...	4,260.00	82,710.00
Deposit	11/07/2022			Deposit			1971 · First Ba...	4,260.00	86,970.00
Deposit	11/07/2022			Deposit			1971 · First Ba...	4,200.00	91,170.00

**Wrangell Chamber of Commerce**  
**Profit & Loss Detail**  
 July 2022 through June 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Deposit	12/01/2022			Deposit			1971 · First Ba...	3,481.50	94,651.50
Deposit	12/01/2022			Deposit			1971 · First Ba...	4,260.00	98,911.50
Deposit	12/01/2022			Deposit			1971 · First Ba...	318.00	99,229.50
Deposit	12/01/2022			Deposit			1971 · First Ba...	4,260.00	103,489.50
Deposit	12/13/2022			Deposit			1971 · First Ba...	5,360.00	108,849.50
Total Pull Tabs - Marine Prizes								108,849.50	108,849.50
<b>Pull tabs - Rayme's Portion</b>									
Deposit	07/26/2022			Deposit			1971 · First Ba...	320.40	320.40
Deposit	09/08/2022			Deposit			1971 · First Ba...	320.40	640.80
Deposit	11/01/2022			Deposit			1971 · First Ba...	320.40	961.20
Total Pull tabs - Rayme's Portion								961.20	961.20
<b>Pull tabs - Rayme's Prizes</b>									
Deposit	07/26/2022			Deposit			1971 · First Ba...	4,260.00	4,260.00
Deposit	09/08/2022			Deposit			1971 · First Ba...	4,260.00	8,520.00
Deposit	11/01/2022			Deposit			1971 · First Ba...	4,260.00	12,780.00
Total Pull tabs - Rayme's Prizes								12,780.00	12,780.00
<b>Pull Tabs - Totem Portion</b>									
Deposit	09/06/2022			Deposit			1971 · First Ba...	318.00	318.00
Deposit	09/06/2022			Deposit			1971 · First Ba...	318.00	636.00
Deposit	09/06/2022			Deposit			1971 · First Ba...	318.00	954.00
Deposit	10/05/2022			Deposit			1971 · First Ba...	217.50	1,171.50
Deposit	10/05/2022			Deposit			1971 · First Ba...	244.80	1,416.30
Deposit	10/20/2022			Deposit			1971 · First Ba...	318.00	1,734.30
Deposit	11/01/2022			Deposit			1971 · First Ba...	480.05	2,214.35
Deposit	12/05/2022			Deposit			1971 · First Ba...	394.50	2,608.85
Deposit	12/13/2022			Deposit			1971 · First Ba...	318.00	2,926.85
Total Pull Tabs - Totem Portion								2,926.85	2,926.85
<b>Pull Tabs - Totem Prizes</b>									
Deposit	09/06/2022			Deposit			1971 · First Ba...	4,260.00	4,260.00
Deposit	09/06/2022			Deposit			1971 · First Ba...	4,260.00	8,520.00
Deposit	09/06/2022			Deposit			1971 · First Ba...	4,260.00	12,780.00
Deposit	10/05/2022			Deposit			1971 · First Ba...	2,675.00	15,455.00
Deposit	10/05/2022			Deposit			1971 · First Ba...	3,664.00	19,119.00
Deposit	10/20/2022			Deposit			1971 · First Ba...	4,260.00	23,379.00
Deposit	11/01/2022			Deposit			1971 · First Ba...	4,879.85	28,258.85

**Wrangell Chamber of Commerce**  
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 July 2022 through June 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Deposit	12/05/2022			Deposit			1971 · First Ba...	4,885.00	33,143.85
Deposit	12/13/2022			Deposit			1971 · First Ba...	4,260.00	37,403.85
Total Pull Tabs - Totem Prizes								37,403.85	37,403.85
Total COGS								183,044.25	183,044.25
Gross Profit								76,615.79	76,615.79
<b>Expense</b>									
<b>4th of July Expense</b>									
<b>Advertising and Promotion</b>									
Check	07/07/2022	1521	Wrangell Sentinel	4th of July Ad			First Bank - 4t...	124.80	124.80
Total Advertising and Promotion								124.80	124.80
<b>Cash Prizes</b>									
<b>Raffle Prize Drawing</b>									
Check	07/07/2022	1516	Maggie McLaughlin	2nd Place Ro...			First Bank - 4t...	1,500.00	1,500.00
Check	07/07/2022	1517	Brynlee Wolton	VOID: July 4t...		X	First Bank - 4t...	0.00	1,500.00
Check	07/07/2022	1518	Doug McCloskey	July 4th Royal...			First Bank - 4t...	1,000.00	2,500.00
General Journal	07/07/2022	payroll...	Brynlee Wolton	For CHK 151...			First Bank - 4t...	2,500.00	5,000.00
Check	03/23/2023	3213	Brynlee Wolton	Royalty Drawi...			First Bank - Ge...	2,500.00	7,500.00
General Journal	03/27/2023	payroll...	Brynlee Wolton	Reverse of G...			First Bank - 4t...	-2,500.00	5,000.00
Total Raffle Prize Drawing								5,000.00	5,000.00
Total Cash Prizes								5,000.00	5,000.00
<b>Event Expense/Supplies July 4th</b>									
<b>Coronation</b>									
Check	07/13/2022		Groundswell	groundswell			First Bank - 4t...	275.00	275.00
Total Coronation								275.00	275.00
<b>Storage Unit</b>									
Check	02/01/2023	3202	Bloom's Storage & T...	Storage 2023			First Bank - Ge...	1,605.00	1,605.00
Total Storage Unit								1,605.00	1,605.00
<b>Utilities/Electricity</b>									
Check	08/02/2022		City and Borough of ...	CBW			First Bank - 4t...	416.28	416.28
Total Utilities/Electricity								416.28	416.28
Total Event Expense/Supplies July 4th								2,296.28	2,296.28

**Wrangell Chamber of Commerce**  
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 July 2022 through June 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Fireworks</b>									
Check	08/12/2022		Alaska Marine Lines	Shipping - AML			First Bank - 4t...	1,437.42	1,437.42
Check	04/05/2023	3216	Flying Phoenix	Fireworks FY22			First Bank - Ge...	11,653.60	13,091.02
Total Fireworks								13,091.02	13,091.02
<b>Logging Show</b>									
<b>Logging Show Prize</b>									
Check	07/07/2022	1519	James Montgomery	Firs Place log...			First Bank - 4t...	500.00	500.00
Total Logging Show Prize								500.00	500.00
Total Logging Show								500.00	500.00
<b>Queen Booth Supplies/Activities</b>									
<b>Raffle Tickets (Queen Booths)</b>									
Check	07/07/2022	1523	Wrangell Sentinel				First Bank - 4t...	1,067.92	1,067.92
Total Raffle Tickets (Queen Booths)								1,067.92	1,067.92
<b>Queen Booth Supplies/Activities - Other</b>									
Check	07/01/2022		Alaska Marine Lines	AML			First Bank - Ge...	150.06	150.06
Check	07/07/2022	1520	Pacific Seafoods	Halibut for Ro...			First Bank - 4t...	1,820.00	1,970.06
Check	07/07/2022	1522	Ottesen's True Valu...	Royalty Suppl...			First Bank - 4t...	431.59	2,401.65
Check	07/12/2022		Ottesen's True Valu...	Ottesen's (do...			First Bank - 4t...	431.59	2,833.24
Check	07/12/2022		Ottesen's True Valu...	Ottesen's			First Bank - 4t...	8.96	2,842.20
Check	07/13/2022		Sentry	sentry			First Bank - 4t...	1,329.20	4,171.40
Check	07/13/2022		City Market	groceries			First Bank - 4t...	820.21	4,991.61
Check	07/18/2022		Arrowhead LP Gas	Propane - Arr...			First Bank - 4t...	309.31	5,300.92
Check	07/21/2022		Ottesen's True Valu...	Ottesens			First Bank - 4t...	4.27	5,305.19
Total Queen Booth Supplies/Activities - Other								5,305.19	5,305.19
Total Queen Booth Supplies/Activities								6,373.11	6,373.11
<b>Reimbursement</b>									
Check	01/02/2023	3193	wrangell Swim Club	Credit Card P...			First Bank - Ge...	1,487.74	1,487.74
Check	02/08/2023	3205	wrangell Swim Club	Swim Club cr...			First Bank - Ge...	700.99	2,188.73
Check	03/23/2023	3212	Girl Scouts	Cookie sales ...			First Bank - Ge...	117.00	2,305.73
Total Reimbursement								2,305.73	2,305.73
<b>4th of July Expense - Other</b>									
Check	07/06/2022			DEC Permit			1971 - First Ba...	10.00	10.00
Check	07/12/2022		Shutterfly	Street Band T...			First Bank - 4t...	102.70	112.70
Total 4th of July Expense - Other								112.70	112.70
Total 4th of July Expense								29,803.64	29,803.64

**Wrangell Chamber of Commerce**  
**Profit & Loss Detail**  
 July 2022 through June 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Chamber Luncheon</b>									
Check	09/21/2022			Keynote spea...			1971 · First Ba...	59.97	59.97
Check	09/21/2022			Keynote spea...			1971 · First Ba...	694.50	754.47
Check	01/24/2023	3197	Kevin Jones	Keynote Spea...			First Bank - Ge...	8,613.30	9,367.77
Total Chamber Luncheon								9,367.77	9,367.77
<b>Derby Expense</b>									
<b>Derby Prizes Awarded - Cash</b>									
Check	07/22/2022	1593	David Svendsen	Opening wee...			First Bank -Sal...	500.00	500.00
Check	07/22/2022	1594	Peyton Stolley	Kids Derby 1s...			First Bank -Sal...	250.00	750.00
Check	07/22/2022	1595	Parker Mork	2nd place kid...			First Bank -Sal...	175.00	925.00
Check	07/22/2022	1596	Quinton Davies	3rd Place kids...			First Bank -Sal...	75.00	1,000.00
Check	07/22/2022	1597	David Svendsen	3rd place Kin...			First Bank -Sal...	1,000.00	2,000.00
Total Derby Prizes Awarded - Cash								2,000.00	2,000.00
<b>Derby Expense - Other</b>									
Check	07/22/2022	1598	Kel-Cs Kitchen	Derby Awards...			First Bank -Sal...	500.00	500.00
Check	07/25/2022	1599	Eric Halstead	1st place King...			First Bank -Sal...	3,000.00	3,500.00
Check	07/25/2022	1600	Stanley Johnson	2nd place Kin...			First Bank -Sal...	2,000.00	5,500.00
Check	07/25/2022	1601	Stanley Johnson	Father's Day ...			First Bank -Sal...	500.00	6,000.00
Check	07/25/2022	1602	Jeremy Stolley	Mystery Weig...			First Bank -Sal...	250.00	6,250.00
Total Derby Expense - Other								6,250.00	6,250.00
Total Derby Expense								8,250.00	8,250.00
<b>Donation Expense</b>									
Check	07/13/2022	1525	Miranda Ridgeway	Volunteer/Do...			First Bank - 4t...	1,000.00	1,000.00
Check	01/02/2023	3192	Kaelene Harrison	Senior Parent...			First Bank - Ge...	1,015.00	2,015.00
Total Donation Expense								2,015.00	2,015.00
<b>Gaming</b>									
<b>Gaming Permit Fees</b>									
Check	12/06/2022						1971 · First Ba...	100.00	100.00
Total Gaming Permit Fees								100.00	100.00
Total Gaming								100.00	100.00

**Wrangell Chamber of Commerce**  
**Profit & Loss Detail**  
**July 2022 through June 2023**

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Holiday Decorating Contest</b>									
Check	12/15/2022	2063	Mikki Angerman.	1st Place Holi...			1971 · First Ba...	300.00	300.00
Check	12/15/2022	2064	Stephanie Carney	2nd Place Hol...			1971 · First Ba...	200.00	500.00
Check	12/15/2022	2065	Marilyn Mork	2nd Place Holi...			1971 · First Ba...	100.00	600.00
Check	12/15/2022	2066	Kayla Phillips	Honorable Me...			1971 · First Ba...	50.00	650.00
Check	12/15/2022	2067	Kimberly Ottesen	Honorable Me...			1971 · First Ba...	50.00	700.00
Check	12/15/2022	3184	56 North	1st Place Holi...			First Bank - Ge...	300.00	1,000.00
Check	12/15/2022	3185	Angerman's Inc.	2nd Place Hol...			First Bank - Ge...	200.00	1,200.00
Check	12/15/2022	3186	LN'M Services	3rd Place Holi...			First Bank - Ge...	100.00	1,300.00
Check	12/15/2022	3187	Taylor Transportation	Honorable Me...			First Bank - Ge...	50.00	1,350.00
Check	12/15/2022	3188	KSTK	Honorable Me...			First Bank - Ge...	50.00	1,400.00
Total Holiday Decorating Contest								1,400.00	1,400.00
<b>Insurance</b>									
<b>Workers Comp</b>									
Check	08/04/2022	1538	Alaska National Insu...	Worker's Co...			First Bank - 4t...	201.00	201.00
Check	09/02/2022	2038	Alaska National Insu...				1971 · First Ba...	412.00	613.00
Check	02/01/2023	3203	Alaska National Insu...	Workers Com...			First Bank - Ge...	734.00	1,347.00
Total Workers Comp								1,347.00	1,347.00
<b>Insurance - Other</b>									
Check	01/24/2023	3196	Allstate Insurance	Policy Numbe...			First Bank - Ge...	419.00	419.00
Total Insurance - Other								419.00	419.00
Total Insurance								1,766.00	1,766.00
<b>Membership Promotion</b>									
<b>Chamber Map</b>									
Check	07/27/2022						First Bank - Ge...	322.70	322.70
Total Chamber Map								322.70	322.70
Total Membership Promotion								322.70	322.70
<b>New year Cab rides</b>									
Check	01/11/2023	3195	Johnny Cab	NYE Cab rides			First Bank - Ge...	800.00	800.00
Total New year Cab rides								800.00	800.00
<b>Other Events Expense</b>									
<b>Midnight Madness</b>									
Check	12/15/2022	2068	Marc Lutz	Santa Pictures			1971 · First Ba...	350.00	350.00
Total Midnight Madness								350.00	350.00

**Wrangell Chamber of Commerce**  
**Profit & Loss Detail**  
 July 2022 through June 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>60300 · Event Prize</b>									
<b>Harvest Fest Winner</b>									
Check	11/15/2022	3183	Harry Churchill	Harvest Shop...			First Bank - Ge...	500.00	500.00
Total Harvest Fest Winner								500.00	500.00
<b>Jolly Shopping Winner</b>									
Check	01/02/2023	3189	Trista Christian	Jolly Shoppin...			First Bank - Ge...	250.00	250.00
Total Jolly Shopping Winner								250.00	250.00
<b>60300 · Event Prize - Other</b>									
Check	10/11/2022			Wrangell Idol ...			1971 · First Ba...	45.01	45.01
Total 60300 · Event Prize - Other								45.01	45.01
Total 60300 · Event Prize								795.01	795.01
<b>Other Events Expense - Other</b>									
Check	07/15/2022			Sticky balls fo...			First Bank - Ge...	17.11	17.11
Check	07/28/2022			Back to Scho...			First Bank - Ge...	88.81	105.92
Check	10/01/2022	2043	Hope Church of God...	Forum Venue			1971 · First Ba...	200.00	305.92
Total Other Events Expense - Other								305.92	305.92
Total Other Events Expense								1,450.93	1,450.93
<b>Promotional</b>									
Check	07/05/2022		volunteer	volunteer			First Bank - Ge...	8.31	8.31
Check	01/09/2023	3194	Stikine Inn	Gift card for S...			First Bank - Ge...	25.00	33.31
Total Promotional								33.31	33.31
<b>sponsorship</b>									
Check	07/08/2022		KSTK	KSTK			First Bank - Ge...	25.00	25.00
Total sponsorship								25.00	25.00
<b>Taxes</b>									
<b>Payroll Tax</b>									
<b>Company AK Unemployment</b>									
Check	10/13/2022						1971 · First Ba...	639.25	639.25
Total Company AK Unemployment								639.25	639.25

**Wrangell Chamber of Commerce**  
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Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Company Medicare</b>									
Check	07/08/2022						First Bank - 4t...	149.70	149.70
Check	07/14/2022	1592	Jackson Powers	Payroll 7/1-7/15			First Bank -Sal...	-1.50	148.20
Check	07/14/2022	1527	Lucas Schneider	Payroll 7/1-7/15			First Bank - 4t...	-2.99	145.21
Check	07/14/2022	1528	Marilyn K Mork	Payroll 7/1-7/...			First Bank - 4t...	-13.50	131.71
Check	07/14/2022	1529	Lucas Messmer	Payroll 7/1-7/15			First Bank - 4t...	-0.90	130.81
Check	07/14/2022	1530	Lisa Messmer	Payroll 7/1-7/...			First Bank - 4t...	-12.22	118.59
Check	07/14/2022	1531	Tyson Messmer	Payroll 7/1-7/...			First Bank - 4t...	-115.32	3.27
Check	07/14/2022	1532	Luana Wellons	Payroll 7/1-7/15			First Bank - 4t...	-9.66	-6.39
Check	07/14/2022	1533	Brittani Robbins	payroll 7/1-7/15			First Bank - 4t...	-19.13	-25.52
Check	07/14/2022	1534	Shawna Bunes	Payroll 7/1-7/...			First Bank - 4t...	-11.47	-36.99
Check	07/22/2022						First Bank - 4t...	373.41	336.42
Check	09/16/2022	2041	Britani Robbins	Payroll 9/2-9/15			1971 · First Ba...	-10.86	325.56
Check	09/16/2022	2042	Luana Wellons	Payroll 9/2-9/15			1971 · First Ba...	-6.49	319.07
Check	12/01/2022	2058	Luana Wellons				1971 · First Ba...	-3.20	315.87
Check	12/01/2022	2059	Brittani Robbins				1971 · First Ba...	-4.39	311.48
Check	12/15/2022	2069	Brittani Robbins	payroll 12/1-1...			1971 · First Ba...	-4.55	306.93
Check	12/15/2022	2070	Luana Wellons	payroll 12/1-1...			1971 · First Ba...	-5.19	301.74
Check	01/02/2023	3190	Brittani Robbins	Payroll 12/16-...			First Bank - Ge...	-1.72	300.02
Check	01/02/2023	3191	Luana Wellons	Payroll 12/16 ...			First Bank - Ge...	-2.00	298.02
Check	01/09/2023						First Bank - 4t...	33.09	331.11
Check	03/31/2023	3214	Luana Wellons	Payroll 4/1			First Bank - Ge...	-5.47	325.64
Check	03/31/2023	3215	Brittani Robbins	Payroll 4/1			First Bank - Ge...	-9.56	316.08
Total Company Medicare								316.08	316.08
<b>Company Social Security</b>									
Check	07/08/2022						First Bank - 4t...	640.09	640.09
Check	07/14/2022	1592	Jackson Powers	Payroll 7/1-7/15			First Bank -Sal...	-6.41	633.68
Check	07/14/2022	1527	Lucas Schneider	Payroll 7/1-7/15			First Bank - 4t...	-12.81	620.87
Check	07/14/2022	1528	Marilyn K Mork	Payroll 7/1-7/...			First Bank - 4t...	-57.72	563.15
Check	07/14/2022	1529	Lucas Messmer	Payroll 7/1-7/15			First Bank - 4t...	-3.84	559.31
Check	07/14/2022	1530	Lisa Messmer	Payroll 7/1-7/...			First Bank - 4t...	-52.27	507.04
Check	07/14/2022	1531	Tyson Messmer	Payroll 7/1-7/...			First Bank - 4t...	-493.09	13.95
Check	07/14/2022	1532	Luana Wellons	Payroll 7/1-7/15			First Bank - 4t...	-41.30	-27.35
Check	07/14/2022	1533	Brittani Robbins	payroll 7/1-7/15			First Bank - 4t...	-81.80	-109.15
Check	07/14/2022	1534	Shawna Bunes	Payroll 7/1-7/...			First Bank - 4t...	-49.06	-158.21
Check	07/22/2022						First Bank - 4t...	1,596.65	1,438.44
Check	09/16/2022	2041	Britani Robbins	Payroll 9/2-9/15			1971 · First Ba...	-46.43	1,392.01
Check	09/16/2022	2042	Luana Wellons	Payroll 9/2-9/15			1971 · First Ba...	-27.74	1,364.27
Check	12/01/2022	2058	Luana Wellons				1971 · First Ba...	-13.69	1,350.58
Check	12/01/2022	2059	Brittani Robbins				1971 · First Ba...	-18.77	1,331.81
Check	12/15/2022	2069	Brittani Robbins	payroll 12/1-1...			1971 · First Ba...	-19.44	1,312.37
Check	12/15/2022	2070	Luana Wellons	payroll 12/1-1...			1971 · First Ba...	-22.20	1,290.17
Check	01/02/2023	3190	Brittani Robbins	Payroll 12/16-...			First Bank - Ge...	-7.37	1,282.80
Check	01/02/2023	3191	Luana Wellons	Payroll 12/16 ...			First Bank - Ge...	-8.56	1,274.24
Check	01/09/2023						First Bank - 4t...	141.49	1,415.73



**Wrangell Chamber of Commerce**  
**Profit & Loss Detail**  
 July 2022 through June 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Check	03/31/2023	3214	Luana Wellons	Payroll 4/1			First Bank - Ge...	-23.41	1,392.32
Check	03/31/2023	3215	Brittani Robbins	Payroll 4/1			First Bank - Ge...	-40.90	1,351.42
Total Company Social Security								1,351.42	1,351.42
Total Payroll Tax								2,306.75	2,306.75
Total Taxes								2,306.75	2,306.75
<b>65000 - Operations</b>									
<b>Accounting</b>									
Check	07/06/2022			Dando Financ...			1971 - First Ba...	472.73	472.73
Check	08/03/2022			Dando financial			1971 - First Ba...	472.73	945.46
Check	09/06/2022			Dando financial			1971 - First Ba...	472.73	1,418.19
Check	10/05/2022			Dando Financ...			1971 - First Ba...	472.73	1,890.92
Check	10/07/2022			Dando financial			1971 - First Ba...	235.40	2,126.32
Check	11/03/2022			Dando Financ...			1971 - First Ba...	472.73	2,599.05
Check	12/05/2022			Dando Financ...			1971 - First Ba...	472.73	3,071.78
Total Accounting								3,071.78	3,071.78
<b>Bank Service Charge</b>									
Check	07/05/2022		Affinipay	Merchant Ser...			First Bank - Ge...	70.46	70.46
Check	09/21/2022			International f...			1971 - First Ba...	0.33	70.79
Check	10/24/2022			canadian exc...			1971 - First Ba...	0.33	71.12
Check	11/25/2022			legal contract...			1971 - First Ba...	0.33	71.45
Check	12/27/2022			legal contract...			1971 - First Ba...	0.33	71.78
Total Bank Service Charge								71.78	71.78
<b>Internet</b>									
Check	07/01/2022		GCI	GCI			First Bank - Ge...	159.85	159.85
Total Internet								159.85	159.85
<b>Office Supplies</b>									
Check	07/18/2022			AML Shipping...			First Bank - Ge...	289.80	289.80
Total Office Supplies								289.80	289.80
<b>Utilities</b>									
Check	07/07/2022	3178	City and Borough of ...	Yearly Tax As...			First Bank - Ge...	350.63	350.63
Check	10/04/2022						1971 - First Ba...	9.63	360.26
Check	10/05/2022						1971 - First Ba...	11.93	372.19
Total Utilities								372.19	372.19

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Accrual Basis

**Wrangell Chamber of Commerce**  
**Profit & Loss Detail**  
 July 2022 through June 2023

Item a.

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>62100 · Contract Services</b>									
<b>62150 · Chamber Software Management</b>									
Check	07/18/2022			Chambermast...			First Bank - Ge...	136.00	136.00
Total 62150 · Chamber Software Management								136.00	136.00
<b>62100 · Contract Services - Other</b>									
Check	07/05/2022		Google	google suite			First Bank - Ge...	112.40	112.40
Check	07/05/2022		Etsy	etsy			First Bank - Ge...	0.40	112.80
Check	07/05/2022		Adobe	adobe			First Bank - Ge...	13.90	126.70
Check	07/08/2022		Intuit Quickbooks	printboss			First Bank - Ge...	8.00	134.70
Check	07/08/2022			Amazon music			First Bank - Ge...	8.99	143.69
Check	07/14/2022			zoom			First Bank - Ge...	16.04	159.73
Check	07/14/2022			shopify			First Bank - Ge...	29.00	188.73
Check	07/15/2022			quickbooks			First Bank - Ge...	85.60	274.33
Check	07/22/2022			Word Press			First Bank - Ge...	66.00	340.33
Check	07/22/2022			adobe			First Bank - Ge...	16.04	356.37
Check	07/22/2022			amazon prime			First Bank - Ge...	14.99	371.36
Check	07/25/2022			constant cont...			First Bank - Ge...	10.00	381.36
Check	07/26/2022			usfund.org			First Bank - Ge...	21.95	403.31
Check	07/28/2022			microsoft			First Bank - Ge...	42.80	446.11
Check	07/28/2022			stamps.com			First Bank - Ge...	17.99	464.10
Check	09/21/2022			Legal Contrac...			1971 · First Ba...	33.00	497.10
Check	10/24/2022			Legal Contrac...			1971 · First Ba...	33.00	530.10
Check	11/25/2022			Legal Contracts			1971 · First Ba...	33.00	563.10
Check	12/27/2022			Legal Contracts			1971 · First Ba...	33.00	596.10
Check	12/27/2022		Weebly	Weebly - web...			First Bank -Sal...	29.95	626.05
Total 62100 · Contract Services - Other								626.05	626.05
Total 62100 · Contract Services								762.05	762.05
<b>65020 · Postage, Mailing Service</b>									
Check	08/09/2022		USPS				First Bank - 4t...	12.00	12.00
Check	08/09/2022		USPS				First Bank - 4t...	9.85	21.85
Check	08/11/2022		USPS	Prize mailed -...			First Bank -Sal...	58.40	80.25
Total 65020 · Postage, Mailing Service								80.25	80.25
<b>65030 · Printing and Copying</b>									
<b>Ink</b>									
Check	11/23/2022		1ink				First Bank -Sal...	589.93	589.93
Total Ink								589.93	589.93

**Wrangell Chamber of Commerce**  
**Profit & Loss Detail**  
 July 2022 through June 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>65030 · Printing and Copying - Other</b>									
Check	07/01/2022	1ink		toner			First Bank - Ge...	351.37	351.37
Total 65030 · Printing and Copying - Other								351.37	351.37
Total 65030 · Printing and Copying								941.30	941.30
<b>65040 · Supplies</b>									
Check	07/11/2022		Wrangell IGA	Wrangell IGA			First Bank - Ge...	441.19	441.19
Check	07/12/2022						First Bank - Ge...	84.51	525.70
Check	07/12/2022			printer paper			First Bank - Ge...	37.60	563.30
Check	07/13/2022			City Market			First Bank - Ge...	62.80	626.10
Check	07/13/2022			IGA			First Bank - Ge...	31.75	657.85
Check	07/26/2022			LnM - Ziploc ...			First Bank - Ge...	23.53	681.38
Check	08/03/2022		Wrangell IGA	IGA			First Bank - 4t...	15.89	697.27
Total 65040 · Supplies								697.27	697.27
<b>65050 · Telephone</b>									
Check	07/26/2022			ap&t			First Bank - Ge...	62.63	62.63
Total 65050 · Telephone								62.63	62.63
<b>68300 · Travel and Meetings</b>									
<b>68310 · Conference, Convention, Meeting</b>									
Check	08/02/2022		Chamber Profession...	Virtual Profes...			First Bank - 4t...	300.00	300.00
Check	10/04/2022		Alaska Airlines	Keynote Spea...			First Bank -Sal...	911.00	1,211.00
Check	10/04/2022		Alaska Airlines	Keynote Spea...			First Bank -Sal...	55.98	1,266.98
Total 68310 · Conference, Convention, Meeting								1,266.98	1,266.98
<b>68300 · Travel and Meetings - Other</b>									
Check	07/13/2022			Mileage			First Bank - Ge...	99.77	99.77
Total 68300 · Travel and Meetings - Other								99.77	99.77
Total 68300 · Travel and Meetings								1,366.75	1,366.75
<b>65000 · Operations - Other</b>									
Check	10/03/2022			Gas mileage ...			1971 · First Ba...	89.00	89.00
Total 65000 · Operations - Other								89.00	89.00
Total 65000 · Operations								7,964.65	7,964.65

**Wrangell Chamber of Commerce**  
**Profit & Loss Detail**  
 July 2022 through June 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>66000 · Payroll Expenses</b>									
<b>Wages</b>									
Check	07/14/2022	1592	Jackson Powers	Payroll 7/1-7/15			First Bank -Sal...	206.80	206.80
Check	07/14/2022	1527	Lucas Schneider	Payroll 7/1-7/15			First Bank - 4t...	413.39	620.19
Check	07/14/2022	1528	Marilyn K Mork	Payroll 7/1-7/...			First Bank - 4t...	1,861.90	2,482.09
Check	07/14/2022	1529	Lucas Messmer	Payroll 7/1-7/15			First Bank - 4t...	124.08	2,606.17
Check	07/14/2022	1530	Lisa Messmer	Payroll 7/1-7/...			First Bank - 4t...	1,686.12	4,292.29
Check	07/14/2022	1531	Tyson Messmer	Payroll 7/1-7/...			First Bank - 4t...	15,906.19	20,198.48
Check	07/14/2022	1532	Luana Wellons	Payroll 7/1-7/15			First Bank - 4t...	1,332.33	21,530.81
Check	07/14/2022	1533	Brittani Robbins	payroll 7/1-7/15			First Bank - 4t...	2,638.87	24,169.68
Check	07/14/2022	1534	Shawna Bunes	Payroll 7/1-7/...			First Bank - 4t...	1,582.72	25,752.40
Check	08/01/2022	1541	Lucas Schneider				First Bank - 4t...	569.39	26,321.79
Check	08/01/2022	1536	Luana Wellons				First Bank - 4t...	839.78	27,161.57
Check	08/04/2022	1537	Britani Robbins				First Bank - 4t...	1,498.99	28,660.56
Check	08/15/2022	3180	Lucas Schneider	Payroll 8/1-8/15			First Bank - Ge...	406.10	29,066.66
Check	08/15/2022	3181	Luana Wellons	Payroll 8/1-8/15			First Bank - Ge...	767.27	29,833.93
Check	08/15/2022	3182	Brittani Robbins	Payroll 8/1-8/15			First Bank - Ge...	694.89	30,528.82
Check	09/01/2022	2036	Luana Wellons	Payroll 8/16-9/1			1971 · First Ba...	860.08	31,388.90
Check	09/01/2022	2037	Brittani Robbins	Payroll 8-16-9/1			1971 · First Ba...	1,419.59	32,808.49
Check	09/16/2022	2041	Britani Robbins	Payroll 9/2-9/15			1971 · First Ba...	1,497.88	34,306.37
Check	09/16/2022	2042	Luana Wellons	Payroll 9/2-9/15			1971 · First Ba...	894.86	35,201.23
Check	10/01/2022	2044	Luana Wellons	Payroll 9/15-1...			1971 · First Ba...	630.92	35,832.15
Check	10/01/2022	2045	Brittani Robbins	Payroll 9/15-1...			1971 · First Ba...	1,618.12	37,450.27
Check	10/20/2022	2052	Luana Wellons	payroll 10/1/2...			1971 · First Ba...	534.08	37,984.35
Check	10/20/2022	2047	Brittani Robbins	payroll 10/1/2...			1971 · First Ba...	893.44	38,877.79
Check	11/01/2022	2052	Luana Wellons	Payroll 10/16-...			1971 · First Ba...	779.39	39,657.18
Check	11/01/2022	2053	Brittani Robbins	Payroll 10/16-...			1971 · First Ba...	1,578.42	41,235.60
Check	11/15/2022	2056	Britani Robbins	payroll 11/1/2...			1971 · First Ba...	893.44	42,129.04
Check	11/15/2022	2057	Luana Wellons	payroll 11/1/2...			1971 · First Ba...	534.08	42,663.12
Check	12/01/2022	2058	Luana Wellons				1971 · First Ba...	441.61	43,104.73
Check	12/01/2022	2059	Brittani Robbins				1971 · First Ba...	605.64	43,710.37
Check	12/15/2022	2069	Brittani Robbins	payroll 12/1-1...			1971 · First Ba...	627.27	44,337.64
Check	12/15/2022	2070	Luana Wellons	payroll 12/1-1...			1971 · First Ba...	716.39	45,054.03
Check	01/02/2023	3190	Brittani Robbins	Payroll 12/16-...			First Bank - Ge...	237.93	45,291.96
Check	01/02/2023	3191	Luana Wellons	Payroll 12/16 ...			First Bank - Ge...	276.37	45,568.33
Check	01/13/2023	1539	Luana Wellons	Payroll 1/4 -1/...			First Bank - 4t...	858.73	46,427.06
Check	01/13/2023	1540	Brittani Robbins	Payroll 1/4 -1/...			First Bank - 4t...	1,191.24	47,618.30
Check	02/01/2023	3198	Luana Wellons	payroll 1/16-2/...			First Bank - Ge...	883.02	48,501.32
Check	02/01/2023	3199	Brittani Robbins	payroll 1/16 - ...			First Bank - Ge...	1,270.68	49,772.00
Check	02/15/2023	3206	Brittani Robbins	payroll 2/1-2/15			First Bank - Ge...	1,132.30	50,904.30
Check	02/15/2023	3207	Luana Wellons	payroll 2/1-2/15			First Bank - Ge...	700.38	51,604.68
Check	03/03/2023	3208	Luana Wellons	payroll 2/15-3/1			First Bank - Ge...	517.32	52,122.00
Check	03/03/2023	3209	Brittani Robbins	payroll 2/15-3/1			First Bank - Ge...	1,013.10	53,135.10
Check	03/15/2023	3210	Luana Wellons	Payroll 3-15-23			First Bank - Ge...	821.08	53,956.18
Check	03/23/2023	3211	Brittani Robbins	payroll 3/15			First Bank - Ge...	1,609.07	55,565.25

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Accrual Basis

**Wrangell Chamber of Commerce**  
**Profit & Loss Detail**  
 July 2022 through June 2023

Item a.

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Check	03/31/2023	3214	Luana Wellons	Payroll 4/1			First Bank - Ge...	755.28	56,320.53
Check	03/31/2023	3215	Brittani Robbins	Payroll 4/1			First Bank - Ge...	1,319.43	57,639.96
Total Wages								57,639.96	57,639.96
Total 66000 · Payroll Expenses								57,639.96	57,639.96
Total Expense								123,245.71	123,245.71
Net Ordinary Income								-46,629.92	-46,629.92
<b>Other Income/Expense</b>									
<b>Other Expense</b>									
<b>Transfer</b>									
Check	07/07/2022		First Bank	Wrote payroll ...			First Bank - Ge...	2,608.00	2,608.00
Deposit	07/08/2022			Bank auto tra...			1971 · First Ba...	-1,210.61	1,397.39
Check	07/08/2022		First Bank	CK 2032 Paid...			First Bank - 4t...	1,210.61	2,608.00
Deposit	01/24/2023			Replace Payr...			First Bank - 4t...	-2,049.97	558.03
Total Transfer								558.03	558.03
<b>80000 · Ask My Accountant</b>									
Check	07/11/2022			Commercial v...			First Bank - Ge...	75.00	75.00
Total 80000 · Ask My Accountant								75.00	75.00
Total Other Expense								633.03	633.03
Net Other Income								-633.03	-633.03
<b>Net Income</b>								<b>-47,262.95</b>	<b>-47,262.95</b>

# Agenda Item B Items of Business

## Six-Mile-Deep Water Port Public Engagement and Survey

Economic Development Committee

AGENDA ITEM

April 20<sup>th</sup>, 2023

**INFORMATION:** The Borough held a town hall on the prospects of development at the Six-Mile-Deep Water Port site, in December of 2023. An outside agency provided staff to facilitate the event. Staff have reviewed recommendations from community members in attendance and are working on a strategy for public engagement to ensure that as many voices of the community are represented in the planning process. The first draft outline of a public survey has been created with a request for input from the Economic Development Committee.

### ATTACHMENTS:

- Town hall report
- Public Survey draft and references

**RECOMMENDED ACTION:** Review and discuss public engagement plan and public survey. Provide feedback on approach and content of the survey. Prepare to support the department in public outreach throughout the term of the survey.

**December 14, 2022**

**Public Forum**

**6 Mile Zimovia Deep Water Industrial Site  
(Former Mill Property)**

The purpose of the community forum was to identify property concerns, potentials, and types of uses that the community would like to see or would accept at the former mill site. It was to encourage a general discussion of a broad brush of possibilities and opportunities as identified by participants. A brief slide show was provided at the beginning regarding current property status information. Over 40 participants were then divided into 5 small work groups and led through a series of activities and discussions to ultimately provide KEY INSIGHTS regarding the property. Chris Mertl of Corvus Design was the forum facilitator.



### Small Group Discussions and Outcome

Each individual participant was asked to provide three STRENGTHS of the property – what makes this property valuable to the community for economic opportunity. The list of STRENGTHS includes:

**Site Strengths** (the number indicates the number of individuals who listed it as a strength):

- 16 Deep water port
- 14 Size
- 7 Accessible by Water and Road
- 6 Accessible Waterfront

5 Out of town but still close/location  
isolated/  
5 level terrain  
5 Open for development and expansion  
opportunities  
4 Road Access  
2 Close to Utilities  
Dock  
Electrical possible  
Build ready  
Multi-use potential  
Alternative location for downtown  
industrial activity  
View  
Good Looking



Participants were then asked to individually provide three WEAKNESSES of the property – concerns regarding future development. The list of WEAKNESSES includes:

**Site Weaknesses** (the number indicates the number of individuals who listed it as a strength):

10 Distance to town and amenities/ transportation  
8 Fill condition/contaminants/sawdust fill  
8 Cost to improve/significant investment to improve  
5 Poor Bulkhead condition and expensive to repair/reconstruct  
5 No infrastructure  
4 Age of site and buildings/ structural integrity  
3 No dock  
3 Proximity to residential/ impact to homes/ noise  
Is it Too far from town and is wrangell equipped for major tourism development  
Bike path doesn't extend to site  
Will take Time to improve  
Bad Access from road  
Keep Channel construction or push out?  
Ramp not developed  
Old mill office and lots at entrance not available  
Sunken Vessels  
Site surface poor condition  
Undeveloped  
Small area for multiple uses  
Big pile of sawdust remains  
Extensive site Repair needs





Each Group then worked together through a series of exercises. This required considerable discussion and thought by each group to ultimately arrive at the group's KEY INSIGHTS, or pieces of advice regarding site opportunities and development.

- 1) **TEAM NAME:** Each group was first asked to provide a TEAM NAME, as the group would be reporting back to all participants along the way. This was a means to talk together, laugh, and reach an easy decision prior to more intense discussion.
- 2) **OPPORTUNITIES:** Each member on each TEAM was asked to provide three community needs. Those needs were written on sticky notes and placed on the recording sheet.
- 3) **LOCATIONS:** The OPPORTUNITIES identified in Step 2 were then separated based on where it was best located within the community. Should the OPPORTUNITY only happen or a best fit for the former mill site; Could the OPPORTUNITY be located either at the former mill site or elsewhere within town; Or, is the OPPORTUNITY best suited for another location than the former mill site.
- 4) **SUPPORT NEEDS:** The next discussion required each TEAM to select four OPPORTUNITIES that should or could be at the former mill site and write down for each the SUPPORT NEEDS – such as facilities or services – that are essential to its success.
- 5) **ENHANCEMENTS:** TEAM members were to identify other ENHANCEMENTS that would be needed on site base on development scenarios identified by the four OPPORTUNITIES and SUPPORT NEEDS.
- 6) **FUTURE HEADLINE:** TEAMS were to come up with a HEADLINE that might appear 20 years in the future.
- 7) **KEY INSIGHTS:** Based on the discussion to this point, each TEAM was asked to identify three KEY INSIGHTS, pieces of advice, main issues or concerns that continued surface during discussion.

The attachment to this document identifies the results of each exercise by TEAM. Following is a complete listing of all responses by EXERCISE.



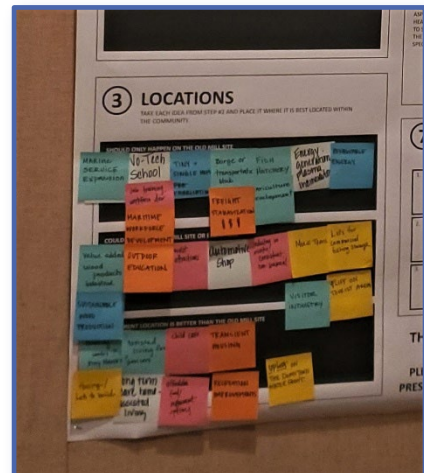
## 1) TEAM NAMES:

Old Cool Guys and the Youngin'  
 Yellow-Bellied Sap Suckers  
 Progressives  
 What's Cooking  
 Bear Grease

## 2 and 3) COMMUNITY NEEDS/OPPORTUNITIES (All Teams)

Mariculture  
 Scrap Recycling  
 Plasma Burner  
 3 international corridors with Canada  
 Tourism  
 New vendors  
 Larger Travel Lift to expand marine services  
 Move Barge Lines  
 Added Value logging – kit homes  
 Lease/sell lots once developed  
 Year-round employment  
 Property on Tax rolls  
 Mining processing complex  
 Small Coast Guard Station  
 Cultural Tourism  
 Recycling Center  
 School/Education Reform  
 Child Care Facility  
 Telecommunications- Live here work online  
 Housing  
 Expand Marine Service Center  
 Tourism  
 College/Technical School  
 Relocation of Barge Lines to site  
 Opportunity to get Industrial out of downtown  
 A more attractive and workable waterfront  
 Expand shipyard  
 Expand Marine Industry  
 Value Added resource production  
 Potential green power development  
 New Barge facility  
 More economic Diversity  
 Long-term employment in year-round enterprise  
 – Light industrial  
 Centralized SE Waste disposal  
 Opportunities in energy development  
 Housing  
 Stable Workforce  
 Jobs  
 Industry Diversification

Infrastructure  
 Large Vessel Shipyard  
 Tourism Expansion  
 Larger Barge Facility  
 Energy Generation – Plasma incinerator  
 Renewable energy  
 More industry  
 Tourist attractions  
 Automotive Shop  
 Non-Seasonal industry  
 More trails  
 Lots for commercial fishing storage  
 Tourism area improvements  
 Childcare  
 Housing  
 Lots to build  
 Long-term care/assisted Living  
 Transient Housing  
 Recreation improvements  
 Affordable food  
 Restaurant options  
 Uplift on the downtown waterfront  
 Vo-tech School  
 Marine Service Center expansion  
 Barge or transportation Hub  
 Visitor Industry



**4) SUPPORT NEEDS** (the four selected OPPORTUNITIES of each TEAM and SUPPORT

NEEDS essential to the success of that OPPORTUNITY:

Expansion of Marine Service Center/Larger

Travel Lift:

Major Grant funding

Merchants

Utilities

Bulkhead

Marine Barge Lines:

Bulkhead

Dock

Lease/Sell Lots Once Developed:

Design Lots

Site Development

Utilities

Value Added Logging/Kit homes:

Utilities

Survey Lots

Expand Marine Service Center

Deep Water Landing

Travel Lift

Dock for haul out

Chandlery

Relocation of Barge Lines to former mill site

Utilities

Barge ramp

Security Fencing

Office

Tourism:

Utilities – Bathrooms

Dock and Terminal

Transportation

College/vo-tech:

Utilities

Buildings

Transportation

Dormitory

Larger Marine Service Center:

Dock Development

Utilities

Earthwork

Lift equipment

Covered Work Areas

Shuttle/Transportation

Year Round Long-term employment

Utilities

Earthwork

Vendor Space

Barge Facility

Bulkhead

Barge ramp/dolphins

Utilities

Earthwork

Economic Diversity:

Utilities

Earthwork

Vendor space/Jobs/businesses

Renewable resource/recycling stream

Industry Diversification:

Energy Plan

Centralized Waste

Large Vessel Ship Yard:

New Lift

Reinforced Platform

Utilities

Plat

Tourism Expansion:

Move Barge companies

New ramp

Bulkhead

Utilities

Infrastructure:

Lift stations

Sewer Main

Electric Distribution

Possible Water Capacity

Buildings

Marine Service Center Expansion:

Additional Travel Lift

Lease Land

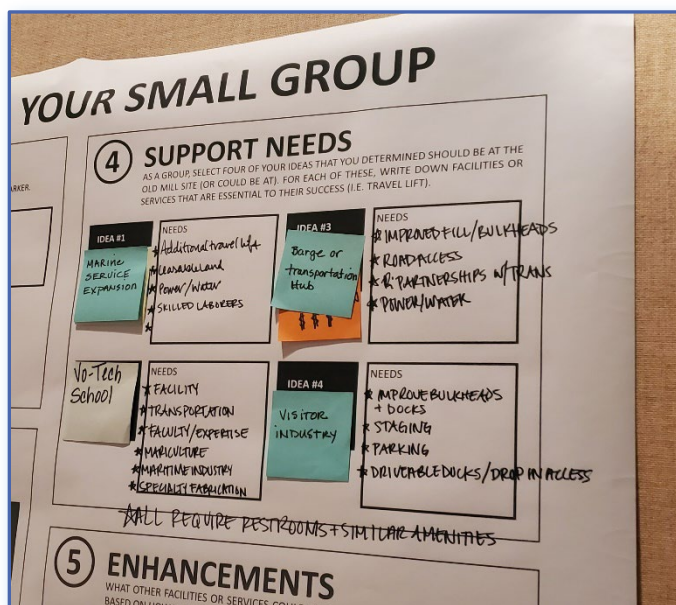
Power/Water

Skilled Laborers



Vo-Tech School:  
 Facility  
 Transportation  
 Faculty Expertise  
 Mariculture  
 Marine Industries  
 Specialty Fabrication

Barge or Transportation Hub:  
 Improved fill/bulkheads  
 Road Access  
 Partnerships with Transportation providers  
 Power/Water  
 Visitor Industry:  
 Improve bulkheads/docks  
 Staging  
 Parking  
 Drivable Docks/Drop in Access



### 5) OTHER ENHANCEMENTS (other services identified by all TEAMS that would be needed on site to benefit the four OPPORTUNITIES):

Vendors  
 Trade School  
 Apprenticeships  
 Food Trucks or shops  
 Marketing of new opportunities  
 Enhance broadband to area  
 New dock  
 Vendor spots for Vessel repair  
 Cell Service/internet  
 Chandlery/marine supply stores  
 Transportation  
 Beautification- Refill property  
 Short term Housing  
 Housing  
 Food options: Café/food trucks/coffee shop  
 Child Care  
 Transportation services  
 Green space for users  
 Safe decent access

Fuel  
 Equipment suppliers/retail/hardware  
 Marine Services welders, painters etc  
 General Convenient Store  
 Lodging  
 Gas station  
 Restaurant  
 Storage  
 Interpretive Signs; History of the site  
 Gated Entrance  
 Convenient Store  
 Transportation Services  
 Food Trucks  
 Bike Path extension  
 Bunk House for transient workers  
 Retailers – hardware/supplies  
 Public Ramp  
 Site lighting and security



## 6) FUTURE HEADLINES

Industrial Facility a Success – Largest Haulout Facility in Alaska

Wrangell Industrial Complex Celebrates the Graduating Class of 2042 and \$50 Million in Marine Service Center Revenue

Wrangell's Industrial Diversification Pays Off

Wrangell Shows Steady Economic Growth While Maintaining Smalltown Charm

We're Not Milling Around, Wrangell Turns Dust to Gold!

## 7) KEY INSIGHTS (all TEAMS):

Need for utilities

Money – Investors – Grants

People – Skilled Trades

Creating a multi- purpose facility to diversify opportunities

Investing in baseline improvements

Consolidate Ownership: develop strategic long term plan; community driven management; property tax roll; market

Maintaining value and quality of life

Need to diversify and grow economy

Any solution will require a base level of development

Strategic Funding

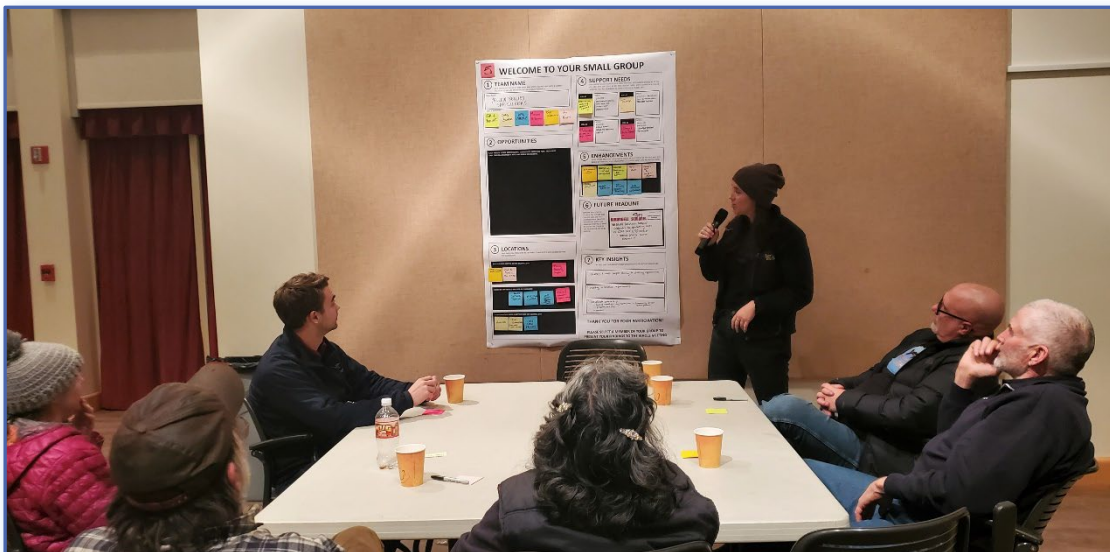
Regional Waste Processing

Certify the Development Process with Goals, Timelines and Follow-through

Partners and/or Funding

Opportunities or Challenges of mixing Industry

Prioritizing workforce development specialized Vo-tech Facility



# WELCOME TO YOUR SMALL GROUP

**1 TEAM NAME**  
As a group decide on a team name and write it large here with a marker. Please also include the names of your group members.

What's Cooking

**2 OPPORTUNITIES**  
Each person please write down 3 community needs and place them here. Only one idea per person. Please use sharpies.

**3 LOCATIONS**  
Where does this happen on the old mill site?  
Where else on the old mill site or elsewhere?  
A different location is better than the old mill site.

**4 SUPPORT NEEDS**  
What do you need to do to get the most out of this? Write down the support needs of your group. Only one idea per person. Please use sharpies.

**5 ENHANCEMENTS**  
What do you need to do to get the most out of this? Write down the enhancements of your group. Only one idea per person. Please use sharpies.

**6 FUTURE HEADLINE**  
What do you need to do to get the most out of this? Write down the future headline of your group. Only one idea per person. Please use sharpies.

**7 KEY INSIGHTS**  
What do you need to do to get the most out of this? Write down the key insights of your group. Only one idea per person. Please use sharpies.

THANK YOU FOR YOUR PARTICIPATION!  
PLEASE SELECT A MEMBER OF YOUR GROUP TO PRESENT YOUR FINDINGS TO THE WHOLE MEETING

# WELCOME TO YOUR SMALL GROUP

**1 TEAM NAME**  
As a group decide on a team name and write it large here with a marker. Please also include the names of your group members.

YELLOW BELLYED SNAKESUCKERS

**2 OPPORTUNITIES**  
Each person please write down 3 community needs and place them here. Only one idea per person. Please use sharpies.

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# WELCOME TO YOUR SMALL GROUP

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As a group decide on a team name and write it large here with a marker. Please also include the names of your group members.

BEAR GREASE

**2 OPPORTUNITIES**  
Each person please write down 3 community needs and place them here. Only one idea per person. Please use sharpies.

**3 LOCATIONS**  
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# WELCOME TO YOUR SMALL GROUP

**1 TEAM NAME**  
As a group decide on a team name and write it large here with a marker. Please also include the names of your group members.

Old Cool Guys and the partygo

**2 OPPORTUNITIES**  
Each person please write down 3 community needs and place them here. Only one idea per person. Please use sharpies.

**3 LOCATIONS**  
Where does this happen on the old mill site?  
Where else on the old mill site or elsewhere?  
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**ATTACHMENT A:**

December 14, 2022  
 Public Forum TEAM Discussion  
 6 Mile Zimovia Deep Water Industrial Site

The purpose of the community forum was to identify property concerns, potentials, and types of uses that the community would like to see or would accept at the former mill site. It was to encourage discussion over a broad brush of possibilities. A brief slide show was provided at the beginning regarding current property status information. Over 40 participants were then divided into 5 small work groups and led through a series of activities and discussions to ultimately provide KEY INSIGHTS regarding the property. This is the same information provided in the Summary Document, just offered by TEAM Discussion.

**Site Strengths** (the number indicates the number of individuals who listed it as a strength):

16 Deep water port  
 14 Size  
 7 Accessible by Water and Road  
 6 Accessible Waterfront  
 5 Out of town but still close/location isolated/  
 5 level terrain  
 5 Open for development and expansion opportunities  
 4 Road Access  
 2 Close to Utilities  
 Dock  
 Electrical possible  
 Build ready  
 Multi-use potential  
 Alternative location for downtown industrial activity  
 View  
 Good Looking

**Site Weaknesses** (the number indicates the number of individuals who listed it as a strength):

10 Distance to town and amenities/ transportation  
 8 Fill condition/contaminants/sawdust fill  
 8 Cost to improve/significant investment to improve  
 5 Poor Bulkhead condition and expensive to repair/reconstruct  
 5 No infrastructure  
 4 Age of site and buildings/ structural integrity  
 3 No dock  
 3 Proximity to residential/ impact to homes/ noise  
 Is it Too far from town and is wrangell equipped for major tourism development  
 Bike path doesn't extend to site  
 Will take Time to improve  
 Bad Access from road



Keep Channel construction or push out?  
 Ramp not developed  
 Old mill office and lots at entrance not available  
 Sunken Vessels  
 Site surface poor condition  
 Undeveloped  
 Small area for multiple uses  
 Big pile of sawdust remains  
 Extensive site Repair needs

## EXERCISE RESULTS BY TEAMS:

### Old Cool Guys and the Youngin

#### COMMUNITY NEEDS:

Mariculture  
 Scrap Recycling  
 Plasma Burner  
 3 international corridors with Canada  
 Tourism  
 New vendors  
 Larger Travel Lift to expand marine services  
 Move Barge Lines  
 Added Value logging – kit homes  
 Lease/sell lots once developed

#### SUPPORT NEEDS:

Expansion of Marine Service Center/Larger Travel Lift:  
     Major Grant funding  
     Merchants  
     Utilities  
     Bulkhead  
 Marine Barge Lines:  
     Bulkhead  
     Dock  
 Lease/Sell Lots Once Developed:  
     Design Lots  
     Site Development  
     Utilities  
 Value Added Logging/Kit homes:  
     Utilities  
     Survey Lots

#### OTHER ENHANCEMENTS:

Vendors  
 Trade School  
 Apprenticeships



**FUTURE HEADLINE:**

Industrial Facility a Success – Largest Haul Out Facility in Alaska

**KEY INSIGHTS:**

Need for utilities

Money – Investors – Grants

People – Skilled Trades

**Yellow-Bellied Sap Suckers****COMMUNITY NEEDS:**

Year-round employment

Property on Tax rolls

Mining processing complex

Small Coast Guard Station

Cultural Tourism

Recycling Center

School/Education Reform

Child Care Facility

Telecommunications- Live here work online

Housing

Expand Marine Service Center

Tourism

College/Technical School

Relocation of Barge Lines to site

**SUPPORT NEEDS:**

Expand Marine Service Center

Deep Water Landing

Travel Lift

Dock for haul out

Chandlery

Relocation of Barge Lines to former mill site

Utilities

Barge ramp

Security Fencing

Office

Tourism:

Utilities – Bathrooms

Dock and Terminal

Transportation

College/vo-tech:

Utilities

Buildings

Transportation

Dormitory

**OTHER ENHANCEMENTS:**

Food Trucks or shops  
 Marketing of new opportunities  
 Enhance broadband to area  
 New dock  
 Vendor spots for Vessel repair  
 Cell Service/internet  
 Chandlery/marine supply stores  
 Transportation  
 Beautification- Refill property

**FUTURE HEADLINE:**

Wrangell Industrial Complex Celebrates the Graduating Class of 2042 and \$50 Million in Marine Service Center Revenue

**KEY INSIGHTS:**

Creating a multi- purpose facility to diversify opportunities  
 Investing in baseline improvements  
 Consolidate Ownership: develop strategic long-term plan; community driven management;  
 property tax roll; market

**Progressives:****COMMUNITY NEEDS:**

Opportunity to get Industrial out of downtown  
 A more attractive and workable waterfront  
 Expand shipyard  
 Expand Marine Industry  
 Value Added resource production  
 Potential green power development  
 New Barge facility  
 More economic Diversity  
 Long-term employment in year-round enterprise – Light industrial

**SUPPORT NEEDS:**

Larger Marine Service Center:  
     Dock Development  
     Utilities  
     Earthwork  
     Lift equipment  
     Covered Work Areas  
     Shuttle/Transportation  
 Year-Round Long-term employment  
     Utilities  
     Earthwork  
     Vendor Space  
 Barge Facility  
     Bulkhead

Barge ramp/dolphins  
 Utilities  
 Earthwork  
 Economic Diversity:  
 Utilities  
 Earthwork  
 Vendor space/Jobs/businesses  
 Renewable resource/recycling stream

#### OTHER ENHANCEMENTS:

Short term Housing  
 Housing  
 Food options: Café/food trucks/coffee shop  
 Child Care  
 Transportation services  
 Green space for users  
 Safe decent access  
 Fuel  
 Equipment suppliers/retail/hardware

#### FUTURE HEADLINE:

Wrangell Shows Steady Economic Growth While Maintaining Smalltown Charm

#### KEY INSTIGHTS:

Maintaining value and quality of life  
 Need to diversify and grow economy  
 Any solution will require a base level of development

### **What's Cooking:**

#### COMMUNITY NEEDS:

Centralized SE Waste disposal  
 Opportunities in energy development  
 Housing  
 Stable Workforce  
 Jobs  
 Industry Diversification  
 Infrastructure  
 Large Vessel Ship yard  
 Tourism Expansion

#### SUPPORT NEEDS:

Industry Diversification:  
     Energy Plan  
     Centralized Waste  
 Large Vessel Ship Yard:  
     New Lift

Reinforced Platform

Utilities

Plat

Tourism Expansion:

Move Barge companies

New ramp

Bulkhead

Utilities

Infrastructure:

Lift stations

Sewer Main

Electric Distribution

Possible Water Capacity

Buildings

#### OTHER ENHANCEMENTS:

Marine Services welders, painters etc

General Convenient Store

Lodging

Gas station

Restaurant

Storage

#### FUTURE HEADLINE:

Wrangell's Industrial Diversification Pays Off

#### KEY INSIGHTS:

Strategic Funding

Regional Waste Processing

Certify the Development Process with Goals, Timelines and Follow-through

### **Bear Grease:**

#### COMMUNITY NEEDS:

Larger Barge Facility

Energy Generation – Plasma incinerator

Renewable energy

More industry

Tourist attractions

Automotive Shop

Non Seasonal industry

More trails

Lots for commercial fishing storage

Tourism area improvements

Childcare

Housing

Lots to build

Longterm care/assisted Living

Transient Housing  
 Recreation improvements  
 Affordable food  
 Restaurant options  
 Uplift on the downtown waterfront  
 Vo-tech School  
 Marine Service Center expansion  
 Barge or transportation Hub  
 Visitor Industry

#### SUPPORT NEEDS:

##### Marine Service Center Expansion:

Additional Travel Lift  
 Lease Land  
 Power/Water  
 Skilled Laborers

##### Vo-Tech School:

Facility  
 Transportation  
 Faculty Expertise  
 Mariculture  
 Marine Industries  
 Specialty Fabrication

##### Barge or Transportation Hub:

Improved fill/bulkheads  
 Road Access  
 Partnerships with Transportation providers  
 Power/Water

##### Visitor Industry:

Improve bulkheads/docks  
 Staging  
 Parking  
 Driveable Docks/Drop in Access

#### OTHER ENHANCEMENTS:

Interpretive Signs; History of the site  
 Gated Entrance  
 Convenient Store  
 Transportation Services  
 Food Trucks  
 Bike Path extension  
 Bunk House for transient workers  
 Retailers – hardware/supplies  
 Public Ramp  
 Site lighting and security

#### FUTURE HEADLINE:

We're Not Milling Around, Wrangell Turns Dust to Gold!

KEY INSIGHTS:

Partners and/or Funding

Opportunities or Challenges of mixing Industry

Prioritizing workforce development specialized Vo-tech Facility

Item b.

### Resources for survey development

[Community-Engaged Surveys: From Research Design to Analysis and Dissemination \(urban.org\)](#)

[Engaging the community in the development of a local housing strategy - Local Housing Solutions](#)

[Input on Future Development via Online Survey - City of Mill Creek, Wa](#)

[Microsoft PowerPoint - Mill Creek Survey Findings 041321 \(civiclive.com\)\)](#)

[final\\_summary\\_forum\\_12-14-22.pdf \(wrangell.com\)](#)

### Methodology in survey development

- Exploratory and brief (11 Q)
- Map included to familiarize respondent with site
- Mix of closed and open ended questions
- Opportunity to sign up to receive updates

### Distribution outlets for survey

- Website
- Digital newsletter
- Facebook
- Staff email
- City boards
- Recreation email
- Eco dev outreach
- Community groups
- Published media
- Student body
- Parents of school aged students
- Regional outreach
- Political outreach

### Questions to consider

1. Which of the following best describes you?
  - a. Live in Wrangell
  - b. Live in Wrangell half the year
  - c. Live in Wrangell in the Summer
  - d. I regularly visit Wrangell for business
  - e. I regularly visit Wrangell for pleasure
  - f. I am interested in six mile issues and development
  - g. I work in Wrangell
  - h. None of the above

2. Overall how satisfied are you with the following aspect of living in or visiting Wrangell?
  - a. Safety and security
  - b. Natural environment
  - c. Trails and open space
  - d. Recreation programs and sports fields
  - e. Business environment
  - f. Youth opportunities
  - g. Employment opportunities
  - h. Family services
  - i. Medical services
  - j. Dining options
  - k. Retail options
  - l. Transportation
  - m. Specialized services (mechanic)
  - n. Arts and culture
  - o. Community spaces
  - p. Senior services and spaces
  
3. Are there any community resources or amenities that you feel are lacking in Wrangell? Open ended. Example Themes Below.
  - a. Performing arts
  - b. Retail
  - c. Recreation
  - d. Industrial
  - e. Mechanics
  - f. Transportation
  
4. As the City considers the future of the Six-Mile-Deep Water Port how important or unimportant are the following characteristics? Rating 1-5 no at all important to very important
  - a. Serve residents of all ages and backgrounds
  - b. Be safe and prudent
  - c. Be exciting and innovative
  - d. Mostly serve locals
  - e. Support and enhance existing business
  - f. Accommodate a mix of uses
  - g. Minimize costs to the City
  - h. Partner with the private and/or non-profit sectors
  - i. Attract people from the greater regional area and PNW
  
5. What would you most like to see offered at the site? Select all that apply
  - a. Freight & Shipping (barge facility)
  - b. Waste Management (Scrap metals, recycling etc.)
  - c. Vocation & Experiential Education (workforce development)
  - d. Military Services (coast guard or naval station)



- e. Mariculture Development & Processing
  - f. Retail Services
  - g. Marine Service Expansion
  - h. Renewal/ New Energy generation
  - i. Value Added Resource fabrication (new age logging)
  - j. Mechanic and Tech Services
  - k. Public Development/ Private Sale
  - l. Tourism Expansion
6. Tell us more about your previous answer. Are there specific activities you'd like to see taking place at this site? Who would use the site? Example themes below.
- i. Education
  - ii. Maritime
  - iii. Fabrication
  - iv. Freight & Shipping
  - v. Military
  - vi. Waste management
  - vii. Retail
  - viii. Tourism
7. Would you be interested in participating in any of the following? Select all that apply.
- a. Answering future online surveys
  - b. Receiving periodic emails about the project
  - c. Participating in focused groups, workshops or design charettes/meetings
  - d. None
8. Are there other ways you'd like to provide input to the CBW Six-Mile-Deep Water Port development? Example themes below.
- a. Specific expertise/interest
  - b. Focused discussions
  - c. Public meetings/discussions/forums/workshops
  - d. Additional surveys