



City and Borough of Wrangell
Borough Assembly Meeting
AGENDA



NIXLE Registration

Tuesday, September 10, 2024
6:00 PM

Location: Borough Assembly Chambers

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Robbins
- b. ROLL CALL

2. CEREMONIAL MATTERS - None.

3. PERSONS TO BE HEARD

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

MOTION ONLY: *Move to Approve the Consent Agenda, as submitted.*

- [a.](#) Alcohol License renewal for License Number 1159 (Totem Bar)
- [b.](#) Alcohol License renewal for License Number 1160 (Totem Liquor Store)
- [c.](#) Minutes from the August 27, 2024 Regular Assembly Meeting
- [d.](#) CORRESPONDENCE: Minutes of the June 3, 2024 Regular School Board Meeting
- [e.](#) CORRESPONDENCE: Minutes of the July 25, 2024 Special School Board Meeting

7. BOROUGH MANAGER'S REPORT

- a. Borough Manager's Report

8. BOROUGH CLERK'S REPORT

- [a.](#) Borough Clerk's Report

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS - None.

11. PUBLIC HEARING

- [a.](#) **ORDINANCE No. 1064** OF THE ASSEMBLY OF THE BOROUGH AND BOROUGH OF WRANGELL, ALASKA, REPEALING AND REPLACING CERTAIN SECTIONS OF CHAPTER 5.10 – PURCHASE AND SALES, IN THE WRANGELL MUNICIPAL CODE

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- [a.](#) ORDINANCE No. 1066 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 3.52.045 - REGULAR MEETINGS, IN CHAPTER 3.52 - PARKS AND RECREATION BOARD TO AMEND THE MEETING REQUIREMENTS, IN THE WRANGELL MUNICIPAL CODE
- [b.](#) Approval to Cancel the September 24, 2024, Regular Assembly meeting and hold only one meeting in September
- [c.](#) Approval to Cancel the November 23, 2024, Regular Assembly meeting and hold only one meeting in November
- [d.](#) Approval to reschedule the December 10, 2024, Regular Assembly Meeting to be held instead on December 3, 2024

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

15. EXECUTIVE SESSION

- [a.](#) **Executive Session:** To discuss a possible litigation matter with the Borough Attorney and Borough Manager

16. ADJOURNMENT



Document reference ID : 1134

Licensing Application Summary

Application ID: 1134

Applicant Name: Totem Bar & Liquor Store, Llc

License Type applied for: Beverage Dispensary License(BDL) (AS 04.09.200)

Application Status: In Review

Application Submitted On: 12/11/2023

Entity Information

Business Structure: Limited liability company

Alaska Entity Number (CBPL): 10022557

Entity Contact Information

Entity Address: PO Box 499, Wrangell, AK, 99929, USA

Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Totem Bar & Liquor Store, Llc	Aaron Ellis Powell	Member	100

Premises Address

Nearest municipality, city, and/or borough: Wrangell

Country, State, Zip: AK, United States,

Business/Trade Name:

Totem Bar & Liquor Store

Local Government and Community Council Details

City/Municipality

Wrangell (City and Borough of)

Public Notice Posting Attestation and Publishers Affidavit

Attestations

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

I certify that all proposed licensees have been listed with Division of Corporation, Business, and Professional Licensing.

I certify that I and any individual identified in the business entity ownership section of this application, has or will read AS 04 and its implementing regulations.

Signature

Item a.

Electronic Signature not collected; application submitted based on paper form.

Payment Info

Payment Type : Check

Check Number: 1285

Payment Date: 12/11/2023 12:53:37 PM

License Renewal

Is this application being made by you for the benefit of someone else? If "YES," indicate below or attach explanation.

No

Has the applicant, applicant's spouse, partner, officer, director or stockholders, of the licensed entity become disqualified by law or by facts and conditions from holding a license or permit under the Alcohol and Cannabis Control Information System Alcoholic Beverage Code ? If "YES," indicate below or attach explanation.

No

Have there been changes since your original application that have not been reported on this or previous applications ? If "YES," indicate below or attach explanation.

No

How many hours did you operate in 2022 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

How many hours did you operate in 2023 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

Are you a seasonal license and has your operation times/dates/seasons changed?

No

Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2022 or 2023.?

No

Have any Notices of Violation been issued for this license in 2022 or 2023?

No

License Number:
1159

License Expiration Date:
12/31/2023

License Trade Name:
Totem Bar & Liquor Store

Mailing Address:
PO Box 499 116 FRNT Street
Wrangell , AK
99929 - 0499



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

August 27, 2024

From: Alcohol.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: **Totem Bar & Liquor Store, Llc**
DBA: Totem Bar & Liquor Store
VIA email: totembar2024@shirleysllc.com
CC: None
Local Government 1: Wrangell City & Borough
Local Government 2:
Via Email: clerk@wrangell.com

Community Council: n/a

Via Email:

Re: Beverage Dispensary License #1159 Combined Renewal Notice

License Number:	#1159
License Type:	Beverage Dispensary License
Licensee:	Totem Bar & Liquor Store, Llc
Doing Business As:	Totem Bar & Liquor Store
Physical Address:	116 Front St, Wrangell, AK 99929
Designated Licensee:	Totem Bar & Liquor Store
Phone Number:	907-305-0113; 907-874-3533
Email Address:	totembar2024@shirleysllc.com

License Renewal Application

Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(ies), your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(ies) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 10th, 2024** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

We have received completed renewal applications for the above listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsement, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,



Joan M. Wilson, Director
907-269-0350



Document reference ID : 1130

Licensing Application Summary

Application ID: 1130

Applicant Name: Totem Bar & Liquor Store, Llc

License Type applied for: Package Store License(PSL) (AS 04.09.230)

Application Status: In Review

Application Submitted On: 12/11/2023

Entity Information

Business Structure: Limited liability company

Alaska Entity Number (CBPL): 10022557

Entity Contact Information

Entity Address: PO Box 499, Wrangell, AK, 99929, USA

Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Totem Bar & Liquor Store, Llc	Aaron Ellis Powell	Member	100

Premises Address

Nearest municipality, city, and/or borough: Wrangell

Country, State, Zip: AK, United States,

Business/Trade Name:

Totem Bar & Liquor Store

Local Government and Community Council Details

City/Municipality

Wrangell (City and Borough of)

Public Notice Posting Attestation and Publishers Affidavit

Attestations

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

I certify that all proposed licensees have been listed with Division of Corporation, Business, and Professional Licensing.

I certify that I and any individual identified in the business entity ownership section of this application, has or will read AS 04 and its implementing regulations.

Signature

Item b.

Electronic Signature not collected; application submitted based on paper form.

Payment Info

Payment Type : CC

Payment Id: 1d7b846c-ddcc-402b-bbd1-1c8d643e3633

Receipt Number: 100724798

Payment Date: 12/11/2023 12:41:06 PM

License Renewal

Is this application being made by you for the benefit of someone else? If "YES," indicate below or attach explanation.

No

Has the applicant, applicant's spouse, partner, officer, director or stockholders, of the licensed entity become disqualified by law or by facts and conditions from holding a license or permit under the Alcohol and Cannabis Control Information System Alcoholic Beverage Code ? If "YES," indicate below or attach explanation.

No

Have there been changes since your original application that have not been reported on this or previous applications ? If "YES," indicate below or attach explanation.

No

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in the next two years ?

No

How many hours did you operate in 2022 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

How many hours did you operate in 2023 as set forth in AS 04.11.330?

Operated to meet the minimum 240 hrs.

Are you a seasonal license and has your operation times/dates/seasons changed?

No

Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2022 or 2023.?

No

Have any Notices of Violation been issued for this license in 2022 or 2023?

No

License Number:

1160

License Expiration Date:

12/31/2023

License Trade Name:

Totem Bar & Liquor Store

Mailing Address:



PO Box 499 116 FRNT Street
Wrangell , AK
99929



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

August 27, 2024

From: Alcohol.licensing@alaska.gov ; amco.localgovernmentonly@alaska.gov

Licensee: **Totem Bar & Liquor Store, Llc**
DBA: Totem Bar & Liquor Store
VIA email: totembar2024@shirleysllc.com
CC: None
Local Government 1: Wrangell City and Borough
Local Government 2:
Via Email: clerk@wrangell.com

Community Council: n/a

Via Email:

Re: Package Store #1160 Combined Renewal Notice

License Number:	#1160
License Type:	Package Store
Licensee:	Totem Bar & Liquor Store, Llc
Doing Business As:	Totem Bar & Liquor Store
Physical Address:	116 Front St, Wrangell, AK 99929
Designated Licensee:	Totem Bar & Liquor Store, Llc
Phone Number:	907-305-0113; 907-874-3533
Email Address:	totembar2024@shirleysllc.com

License Renewal Application

Endorsement Renewal Application

Dear Licensee:

Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(ies), your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(ies) will have 60 days to protest the renewal of your license.

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Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

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If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,



Joan M. Wilson, Director
907-269-0350

**Minutes of Regular Assembly Meeting
Held on August 27, 2024**

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 7:00 p.m., August 27, 2024, in the Borough Assembly Chambers. Assembly Member Powell led the pledge of allegiance.

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

ABSENT – DEBORD

Borough Manager Villarma and Clerk Lane were also present.

CEREMONIAL MATTERS

Mayor Gilbert presented a Proclamation to Honor the Wrangell Search and Rescue (SAR) Team for their Exemplary Service and Achievement of Receiving the Mel Nading Award.

PERSONS TO BE HEARD

Eva Fennimore, a resident, spoke about the new projects that she has noticed being done in the community; thanked several borough employees for various projects around town; also spoke about why she believes that Wrangell should be cherished.

Tracey Martin introduced herself as the new Executive Director for the Wrangell Chamber of Commerce.

AMENDMENTS TO THE AGENDA – None.

CONFLICT OF INTEREST - None.

CONSENT AGENDA

- a. Minutes from the July 23, 2024, Regular Borough Assembly Meeting
- b. Minutes from the August 12, 2024, Special Borough Assembly Meeting
- c. **RESOLUTION NO. 08-24-1875** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING CANVASS BOARD DUTIES TO TWO ASSEMBLY MEMBERS AND ONE QUALIFIED VOTING MEMBER OF THE COMMUNITY FOR CANVASSING THE RESULTS OF THE REGULAR ELECTION TO BE HELD OCTOBER 1, 2024
- d. Alcohol License renewal for License Number 4618 (Stikine Inn)
- e. CORRESPONDENCE: Minutes from the May 20, 2024, Regular School Board meeting
- f. CORRESPONDENCE: Minutes from the August 19, 2024, Regular School Board Meeting

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

BOROUGH MANAGER'S REPORT

Manager Villarma presented his report.

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

Matt Henson, Marketing and Community Development Coordinator acknowledged the OJT work of Ander Edens by showing a short presentation of his work.

Amber Al-Haddad, Capital Projects Director's report was provided.

BOROUGH CLERK'S REPORT

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS

Dalrymple reported that he met with the Forest Service Ranger, Tory Houser to ask questions and gain a better understand of what their fire suppression responsibility is; there is a thorough management suppression map, however it was created several years ago; recommends that the borough continue to engage and work with the Forest Service on fire suppression and other overall important issues; should also take the public comments and views into account; opportunity to do mutual aid between the borough and forest service.

MAYOR AND ASSEMBLY APPOINTMENTS - None.

PUBLIC HEARING

11a ORDINANCE No. 1059 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING AND REPLACING SECTION 3.04.112, CONFLICT OF INTEREST IN ITS ENTIRETY, IN THE WRANGELL MUNICIPAL CODE

Mayor Gilbert called the Public Hearing for Ordinance No. 1059 to order and asked for an administrative report.

Villarma stated that with the hard work from Mayor Gilbert and Assembly Member Morrison, the committee researched and spent a lot of time going through the Conflict-of-Interest code section and we believe that the new section provides for a lot more clarity.

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

M/S: Powell/Ottesen to approve Ordinance No. 1059. Motion approved by polled vote.

11b ORDINANCE No. 1060 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 15.16.080 – UNIFORMITY OF GROUNDS AND MARKERS, IN THE WRANGELL MUNICIPAL CODE

Mayor Gilbert called the Public Hearing for Ordinance No. 1060 to order and asked for an administrative report.

Villarma stated that this ordinance would allow flags to be placed on markers between Memorial Day and the Fourth of July.

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

M/S: Powell/Ottesen to approve Ordinance No. 1060. Motion approved by polled vote.

11c ORDINANCE No. 1061 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING ORDINANCE 1027 and REPLACING IT WITH ORDINANCE 1061 by

AMENDING THE ZONING MAP TO EFFECT A CHANGE TO A PORTION OF TRACT Y, U.S.S. 2321, PARCEL NO. 03-006-305, FROM LIGHT INDUSTRIAL TO RURAL RESIDENTIAL 1

Mayor Gilbert called the Public Hearing for Ordinance No. 1061 to order and asked for an administrative report.

Villarma stated that this was to correct an error in the previously adopted Ordinance because it did not accurately reflect the intended zoning change for the property of interest.

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

M/S: Robbins/Morrison to approve Ordinance No. 1061. Motion approved by polled vote.

11d ORDINANCE No. 1063 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, SUBMITTING TO QUALIFIED VOTERS A PROPOSITION TO AMEND SECTION 2-3 OF THE HOME RULE CHARTER FOR THE CITY AND BOROUGH OF WRANGELL

Mayor Gilbert called the Public Hearing for Ordinance No. 1063 to order and asked for an administrative report.

Villarma stated that if approved, this question would be placed on the ballot for the community to vote on. Gilbert asked if anyone wanted to speak on this item. Hearing none, Gilbert closed the Public Hearing and asked for a motion.

M/S: Morrison/Ottesen to approve Ordinance No. 1063.

Dalrymple stated that the title of the Ordinance should have been more descriptive so that the public would know what was being considered; spoke in opposition to assembly compensation.

Motion approved with Robbins, Morrison, Ottesen, Powell and Gilbert voted yes; Dalrymple voted no.

11e ORDINANCE No. 1065 OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE BOROUGH TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE THE MAJOR RENOVATION OF THE PUBLIC SAFETY BUILDING AND OTHER RELATED CAPITAL IMPROVEMENTS, AND TO SUBMIT THE QUESTION OF ISSUING THE BONDS TO THE QUALIFIED VOTERS OF THE BOROUGH AT THE REGULAR ELECTION TO BE HELD ON OCTOBER 1, 2024

Mayor Gilbert called the Public Hearing for Ordinance No. 1065 to order and asked for an administrative report.

Villarma stated that if approved, this question would go on the ballot for the community to vote on.

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

M/S: Powell/Morrison to approve Ordinance No. 1065 Motion approved by polled vote.

UNFINISHED BUSINESS - None.

NEW BUSINESS

13a ORDINANCE No. 1064 OF THE ASSEMBLY OF THE BOROUGH AND BOROUGH OF WRANGELL, ALASKA, REPEALING AND REPLACING CERTAIN SECTIONS OF CHAPTER 5.10 –

PURCHASE AND SALES, IN THE WRANGELL MUNICIPAL CODE

M/S: Powell/Morrison to approve first reading of Ordinance No. 1064 and move to a second reading with a Public Hearing to be held on September 10, 2024. Motion approved by polled vote.

13b RESOLUTION NO. 08-24-1874 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2025 BUDGET IN THE GENERAL FUND ADMINISTRATION DEPARTMENT FOR PROFESSIONAL SERVICES RELATED TO DRAFTING A NEW EMERGENCY OPERATIONS PLAN

M/S: Morrison/Robbins to approve Resolution No. 08-24-1874. Motion approved by polled vote.

13c RESOLUTION No. 08-24-1876 OF THE ASSEMBLY OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2025 BUDGET BY COLLECTIVELY ACCEPTING SUPPLEMENTAL GRANT FUNDS FROM THE STATE OF ALAKSA, DIVISION OF HOMELAND AND SECURITY AND EMERGENCY MANAGEMENT AND FROM THE GENERAL FUND RESERVES FOR THE CITY PARK PAVILION REPLACEMENT AND AUTHORIZING ITS EXPENDITURES

M/S: Morrison/Ottesen to approve Resolution No. 08-24-1876. Motion approved by polled vote.

13d Approval of a contract award to McG Constructors, Inc. in the amount of \$263,000 for the City Park Pavilion Replacement Design-Build Project

M/S: Robbins/Morrison to approve a contract award to McG Constructors, Inc. in the amount of \$263,000 for the City Park Pavilion Replacement Design-Build Project. Motion approved by polled vote.

13e RESOLUTION No. 08-24-1877 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2025 BUDGET BY TRANSFERRING \$271,300 FROM THE GENERAL FUND RESERVES TO THE HIGH SCHOOL ELEVATOR CIP FUND AND AUTHORIZING ITS EXPENDITURES

M/S: Robbins/Morrison to approve Resolution No. 08-24-1877. Motion approved by polled vote.

13f Approval of a contract award to McG Constructors, Inc. in the amount of \$483,000 for the Wrangell High School Elevator Replacement Project

M/S: Morrison/Robbins to approve a contract award to McG Constructors, Inc. in the amount of \$483,000 for the Wrangell High School Elevator Replacement Project.

Motion approved by polled vote.

13g Approval of a Professional Services Agreement with Katmai Solutions in the Amount of \$37,939

M/S: Powell/Morrison to approve a Professional Services Agreement with Katmai Solutions for \$37,939 for purposes of redrafting the Emergency Operations Plan.

Motion approved by polled vote.

13h Approval of Professional Services Agreement with Smith & Malek Attorneys for Municipal Legal Services

M/S: Powell/Robbins to approve a Professional Services Agreement with Smith & Malek Attorneys for Municipal Legal Services. Motion approved by polled vote.

13i Approval of a sole source procurement with NC Machinery for grader transmission repairs for \$54,074

M/S: Powell/Morrison to approve a Sole Source procurement with NC Machinery for Grader Transmission repairs for \$54,074, in accordance with WMC 5.10.050 (F). Motion approved by polled vote.

13j Approval of a Sole Source Contract with Marine Systems, Inc. (MSI), in conformance with Wrangell Municipal Code, Section 5.10.050 in the amount of \$488,660.96 for Generator Unit #1 Center Section Overhaul

M/S: Morrison/Robbins to approve a Sole Source Contract with Marine Systems, Inc. (MSI), in conformance with Wrangell Municipal Code, Section 5.10.050 in the amount of \$488,660.96 for Generator Unit #1 Center Section Overhaul. Motion approved by polled vote.

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

EXECUTIVE SESSION

15a Executive Session: To review the performance of the Borough Manager

M/S: Robbins/Morrison, pursuant to 44.62.310 (c) (2), that we recess into executive session to discuss matters that may tend to prejudice the reputation and character of any person, specifically to review the performance of the Borough Manager. Motion approved by polled vote.

Recessed into Executive Session at 9:11 p.m.

Reconvened back into Regular Session at 9:49 p.m.

Gilbert stated that no decision was made in Executive Session.

Regular Assembly meeting adjourned at 9:50 p.m.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

PROCEEDINGS

**MINUTES
WRANGELL SCHOOL BOARD
REGULAR MEETING**

**June 3, 2024, 7:00 PM
Evergreen Elementary School Room 101**

School Board Vice-president Brittani Robbins called the regular meeting of the Wrangell Public School Board to order at 7:00 PM.

CALL TO ORDER

A quorum was determined with the following school board members present Elizabeth Roundtree, John DeRuyter, and Brittani Robbins. Angela Allen and David Wilson were absent, excused. Also present was Superintendent Bill Bur and Recording Secretary Kimberly Powell.

DETERMINE QUORUM

The Pledge of Allegiance was recited, led by John DeRuyter.

PLEDGE OF ALLEGIANCE

The District Mission, Vision and Values were recited by Brittani Robbins.

**DISTRICT MISSION,
VISION, AND VALUES**

Motion to approve the agenda as presented, which includes the items on the consent agenda by Elizabeth Roundtree; seconded by John DeRuyter. Poll vote: Elizabeth Roundtree: Yes; John DeRuyter: Yes; Brittani Robbins: Yes. Motion passed.

**APPROVAL OF AGENDA
INCLUDING ITEMS ON
THE CONSENT AGENDA**

- Approved the minutes of the May 20, 2024, Regular School Board meeting, as presented.
- Offered Odile Meister a teaching contract for the 2024-2025 school year
- Offered extracurricular contracts as presented for the 2024-2025 school year.

There were no conflicts of interest declared.

CONFLICT OF INTEREST

There were no guests to be heard.

GUESTS TO BE HEARD

Correspondence was reviewed as presented.

**REVIEWED
CORRESPONDENCE**

Information & Reports were accepted by unanimous consent.

**ACCEPTED
INFORMATION &
REPORTS**

Motion to enter into a contract with Find a Way Consulting, LLC to provide K-12 Counseling Services during the 2024-2025 school year as presented, in the amount of \$70,000.00 by Brittani Robbins, seconded by Elizabeth Roundtree.

**POSTPONED INDEFINITELY:
MOTION ON ENTERING INTO A
CONTRACT WITH FIND A WAY
CONSULTING LLC**

Motion to postpone the motion to enter into a contract with Find a Way Consulting LLC to provide K-12 Counseling Services during the 2024-2025 school year as presented in the amount of \$70,000.00, indefinitely by Elizabeth Roundtree, seconded by John DeRuyter. Poll vote: John DeRuyter: Yes; Elizabeth Roundtree: Yes; Brittani Robbins: Yes. Motion passed.

Motion to accept the second reading of Board Policy 3315, Accepting Gifts from Vendors for inclusion in the policy manual by John DeRuyter; seconded by Elizabeth Roundtree. Poll vote: John DeRuyter: Elizabeth Roundtree: Yes; Yes; Brittani Robbins: Yes. Motion approved.

**ACCEPTED THE SECOND
READING OF BOARD POLICY
3315, ACCEPTING GIFTS FROM
VENDORS**

Motion to accept the first reading of Board Policy 3452. Student Activity Funds (Class & Club Accounts) by John DeRuyter; seconded by Elizabeth Roundtree. Voice vote: all in favor, none opposed. Motion approved.

**ACCEPTED THE FIRST READING
OF BOARD POLICY 3452,
STUDENT ACTIVITY FUNDS**

Motion to adopt Resolution 24-01 of the Wrangell Public School Board honoring Senator Bert Stedman for his role as Finance Co-Chair and recognizing his support for public education in the State of Alaska by Elizabeth Roundtree; seconded by John DeRuyter. Voice vote: all in favor, none opposed. Motion approved.

**ADOPTED RESOLUTION 24-01,
HONORING SENATOR BERT
STEDMAN**

Motion to adopt Resolution 24-02 thanking Representative Dan Ortiz and recognizing his support for public education in the State of Alaska by John DeRuyter; seconded by Elizabeth Roundtree. Voice vote: all in favor, none opposed. Motion approved.

**ADOPTED RESOLUTION 24-02,
HONORING REPRESENTATIVE
DAN ORTIZ**

Reviewed the upcoming dates and meeting announcements.

**REVIEWED DATES & MTG
ANNOUNCEMENTS**

Board Member Roundtree encouraged the other board members to support the 4th of July queen candidates. She said that the Girl Scout Camp will take place in July for all girls, age incoming-kindergarten through 12th grade.

BOARD MEMBER COMMUNITY
ACTIVITY REPORTS

Vice-president Robbins told the Board that the Little League season is wrapping up. The last day is June 15 with the final tournament against Petersburg and an end-of season picnic.

Meeting Adjourned at 7:09 P.M.

ADJOURNED AT 7:09 P.M.



SCHOOL BOARD SECRETARY

PROCEEDINGS

**MINUTES
WRANGELL SCHOOL BOARD
SPECIAL MEETING**

**July 25, 2024, 6:30 PM
Evergreen Elementary School Room 101**

School Board President David Wilson called the special meeting of the Wrangell Public School Board to order at 6:31 PM.

CALL TO ORDER

A quorum was determined with the following school board members present Angela Allen, John DeRuyter, Brittani Robbins, Elizabeth Roundtree, and David Wilson. Also present was Superintendent Bill Burr and Recording Secretary Kimberly Powell.

DETERMINE QUORUM

Motion to recess into executive session to discuss matters that may prejudice the reputation and character of an individual, more specifically to conduct the Superintendent Evaluation. Superintendent Burr may be invited into all or a portion of the executive session by Brittani Robbins, seconded by Angela Allen. Poll vote: John DeRuyter: Yes; Brittani Robbins: Yes; Elizabeth Roundtree: Yes; Angela Allen: Yes; David Wilson: Yes. Motion approved unanimously.

**RECESSED INTO
EXECUTIVE SESSION AT
6:32 PM**

Reconvened into Regular Session at 8:27 PM with no action taken. President Wilson said that the Board completed Mr. Burr's evaluation, set new goals, and would like him to continue as the Federal Programs Director.

**RECONVENED INTO
REGULAR SESSION AT
8:27 PM**

Meeting Adjourned at 8:19 P.M.

ADJOURNED AT 8:28 P.M.



SCHOOL BOARD SECRETARY

CITY & BOROUGH OF WRANGELL

BOROUGH CLERK'S REPORT

August 27, 2024



Item a.

TO: BOROUGH ASSEMBLY MEMBERS AND MAYOR GILBERT
 FROM: KIM LANE, BOROUGH CLERK
 SUBJECT: September 10th CLERK'S REPORT

Upcoming Meetings & Other Informational dates:

Other City Boards/Commissions:

September 12 – Planning & Zoning Commission mtg at 5:30pm in the Assembly Chambers

Community Events:

Upcoming 2024 Work Sessions (scheduled), Public Hearings (scheduled), Regular Assembly Meetings, and Other Meetings (scheduled)

<i>DATE</i>	<i>TIME</i>	<i>PURPOSE</i>
<i>September 24 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>October 3 (Thursday)</i>	<i>5:30pm</i>	<i>SPECIAL Assembly Meeting to certify election</i>
<i>October 8 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>October 22 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>November 12 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>November 26 (will most likely cancel this meeting since it's two days before Thanksgiving (no work session scheduled))</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>December 10 (may reschedule for Dec 3rd instead)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>



It is extremely important to borough staff, the assembly, and residents to encourage everyone to sign up to receive local NIXLE alerts. Please open the link above to register.

Nixle Community Information Service allows us to create and publish messages to be delivered to subscribed residents instantly via cell phone text message and/or email. Notifications can also be accessed online at Nixle's website.

The service is secure and reliable for Wrangell residents to use. Wrangell emergency services will be utilizing NIXLE for critical situations such as severe weather events or evacuation alerts.

Local Election Information.....

The local election will be on Tuesday, October 1, 2024, this year. Here is the sample ballot...

SAMPLE BALLOT FRONT

INSTRUCTIONS TO VOTER: To vote for the issue/candidate of your choice, fill in the oval next to the issue/candidate you want to vote for. Place your ballot inside the secrecy sleeve and then take your ballot to the ballot box.

If you make a mistake while voting, return the ballot to the election official for a new one. A vote which has been erased or changed will not be counted.

Official ballot front form for the City and Borough of Wrangell, October 1, 2024. Includes instructions and a table of candidates for Borough Mayor, School Board, Assembly Member, and Port Commission.

TURN BALLOT OVER - VOTE BOTH SIDES

SAMPLE BALLOT BACK

INSTRUCTIONS TO VOTER: To vote for the issue/candidate of your choice, fill in the oval next to the issue/candidate you want to vote for. Place your ballot inside the secrecy sleeve and then take your ballot to the ballot box.

If you make a mistake while voting, return the ballot to the election official for a new one. A vote which has been erased or changed will not be counted.

Official ballot back form containing two propositions: Proposition No. 1 regarding assembly member compensation and Proposition No. 2 regarding general obligation bonds for a public safety building.

TURN BALLOT OVER - VOTE BOTH SIDES

Boards and Commission vacancies.....

There are several board and commission seats that will be available in October as well. Those seats are as follows:

[Planning & Zoning Commission:](#)



- Jillian Privett (3-year term)
- Kathleen St. Clair (3-year term)

[Parks & Recreation Board](#)



- Nancy Delpero (3-year term)
- Joan Sargent (3-year term)

[Wrangell Convention & Visitors Bureau](#)



- Grace Wintermyer (3-year term)

[Economic Development Board](#)



- Brian Ashton (3-year term)

The appointments for boards and commissions will take place at the October 8th Regular Assembly meeting.

General Election.....

The General Election (Presidential) will be held on November 5, 2024. Absentee voting for this election will take place in the Borough Assembly chambers from October 21, 2024 through November 4, 2024. You can find the most up-to-date information on the General Election on the Alaska Division of Elections webpage here: <https://www.elections.alaska.gov/election-information/#GENR>

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	September 10, 2024
	<u>Agenda Section</u>	11

ORDINANCE No. 1064 OF THE ASSEMBLY OF THE BOROUGH AND BOROUGH OF WRANGELL, ALASKA, REPEALING AND REPLACING CERTAIN SECTIONS OF CHAPTER 5.10 – PURCHASE AND SALES, IN THE WRANGELL MUNICIPAL CODE

SUBMITTED BY:

Amber Al-Haddad, Capital Projects Director
Mason Villarma, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total		
FY 25:	FY 26:	
Amount Budgeted:		
	FY25	\$0
Account Number(s):		
	XXXXX	XXX XXXX
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. ORD 1064 2. Existing Code Section

MAYOR PROCEDURE: Declare the Public Hearing open. The Mayor shall ask if there is any administrative report on the Public Hearing Item. Persons who signed up to talk on this item shall be called to the podium.

Once all persons have been heard, declare the Public Hearing closed and entertain a motion.

RECOMMENDATION MOTION:
Move to approve Ordinance No. 1064.

SUMMARY STATEMENT:

The recent revisions to the Wrangell Municipal Code (WMC) Chapter 5.10 on Procurement bring several key updates to the purchasing and contracting processes for the City and Borough of Wrangell:

1. **Threshold Changes:** The monetary thresholds for purchases and contracts requiring competitive bidding or quotations have been updated, increasing the limits where open market purchases without competitive bidding are permitted.
 - A. Open market: \$1-\$24,999
 - B. Three Quotations Required: \$25,000-\$49,999
 - C. Competitive Bidding Required: \$50,000 and up.
2. **Bidding Process Adjustments:** The process for competitive bidding has been refined, including clarifications on public notice requirements, bid security deposits, and conditions under which bids may be rejected. Most importantly, the code is being adjusted to accept bid documents via email. The documents must be password protected and passwords are not shared with the CBW until bid closure. This allows the Borough to offer another mode for bid submission that mitigates the risk of mail delivery disruptions.
3. **Exemptions and Professional Services:** The exemptions to the competitive bidding requirement, especially for professional services and emergency purchases, have been expanded and clarified. The Borough Manager now has more discretion in determining when competitive bidding is unnecessary, particularly for professional services that are unique or urgently needed.

BOROUGH AND BOROUGH OF WRANGELL, ALASKA
ORDINANCE NO. 1064

AN ORDINANCE OF THE ASSEMBLY OF THE BOROUGH AND BOROUGH OF WRANGELL, ALASKA, REPEALING AND REPLACING CERTAIN SECTIONS OF CHAPTER 5.10 – PURCHASE AND SALES, IN THE WRANGELL MUNICIPAL CODE

BE IT ORDAINED BY THE ASSEMBLY OF THE BOROUGH AND BOROUGH OF WRANGELL, ALASKA:

[The changes to the existing code are shown as follows: the words that are underlined are to be added and the words that are [bolded and in brackets are to be deleted].]

SEC. 1. Action. The purpose of this ordinance is to repeal and replace Sections 5.10.012 – Public improvement defined; 5.10.040 – When competitive bidding or quotations are required; and 5.10.050 – When competitive bidding or quotations are not required, in the Wrangell Municipal Code.

SEC. 2. Repeal and Replace. Sections **5.10.012** – Public improvement defined; **5.10.040** – When competitive bidding or quotations are required; and **5.10.050** – When competitive bidding or quotations are not required; Wrangell Municipal Code are hereby amended as follows:

5.10.012 Public improvement defined.

“Public improvement,” as used in this chapter, means the erection, building, construction, placement, creation or explosion, demolition or removal of an improvement to land.

Funding required before purchase. Unless specific Borough assembly approval is given by budget revision, no purchase shall be made, or change order authorized, unless it can be paid for from non-obligated and unexpended funds from the current approved budget.

5.10.040 When competitive bidding or quotations are required.

A. Purchases of, or contracts for, supplies, materials, equipment, contractual services, or public improvements whose cost does not exceed \$24,999 in a single transaction may be made on the open market without competitive bidding or quotations.

B. Except as otherwise provided in WMC 5.10.050, purchases of, or contracts for, supplies, materials, equipment, or contractual services whose cost exceeds \$25,000 but does not exceed \$49,999 in a single transaction shall, at the option of the Borough purchasing authority, may be made in the open market by written quotation or telephone solicitation or through the competitive bidding process set out in subsection (C) of this section. Such open-market contracts, whenever practicable, shall be based on at least three competitive quotations and shall be awarded to the lowest qualified bidder. The basis for determining the lowest qualified bidder

shall be the same as that used in formal bid purchases, including any preferences established by law.

C. Except as otherwise provided in WMC 5.10.050, before any purchase of, or contract for, supplies, materials, equipment, or contractual services is made whose cost exceeds \$50,000, shall be by competitive sealed bidding. All bids shall be concealed at the time of bid and shall be opened in public at the designated time and place. Sealed bids may be submitted in one of two ways:

1. Sealed bids shall be designated as such on the outer envelope and shall be submitted by mail or in person at the designated place and no later than the time specified in the Invitation to Bid; or
2. Sealed bids shall be designated as such by email, as directed in the solicitation, as a password protected document. Following the bid receipt deadline, participating firms will be contacted for their document password. The person from whom the password shall be verbally provided to the Borough shall be named, along with their with phone number, in the body of the bid submittal email.

Public notice of the Invitation to Bid shall be published at least fourteen days before the last day on which the bids will be accepted.

Bids not submitted at the proper place or within the time specified shall not be opened or considered.

The Borough Manager may repeatedly reject all bids and again may submit to the same or other persons, firms or corporations an invitation to bid, and again publish notice of the proposed purchase.

D. Bids in excess of ten percent of the engineer's estimate may be rejected.

E. Bid security on deposit. All bids for the construction or reconstruction of public improvements required to be submitted by competitive sealed bid shall be accompanied by either cash, a certificate of deposit or certified check or draft, or a cashier's check, or draft on some responsible bank in the United States, in favor of and payable at sight to the Borough and Borough, in an amount not less than five percent of the aggregate amount of the bid. If the bidder to whom the contract is awarded, for fifteen days after the award of the contract, fails or neglects to enter into the contract and file the required bonds, the Borough and Borough shall draw the money due on the certificate of deposit or check or draft and pay the same or any cash deposited into the treasury, and under no circumstances shall it be returned to the defaulting bidder. In lieu of the foregoing, any bid may be accompanied by a surety bond in such amount furnished by a surety authorized to do a surety business in the state, guaranteeing that the bidder will enter into the contract and file the required bonds within such period. The manager may require bid bonds in an amount appropriate for any bid not required by this subsection to be accompanied by a bid bond.

F. Disposition of bid bond or deposit. All deposits and bonds shall be returned to the unsuccessful bidders after execution of the contract and the deposit of the required bonds by the successful bidder.

G. Adequate public notice shall be given at least 21 days before bid opening. If the Borough manager makes a determination, in writing, that a shorter notice period is necessary for a particular bid, the period may be shortened. Publication. Where competitive sealed bidding is required, sealed bids shall be solicited by public notice in a manner calculated to reach prospective bidders. Such publication shall contain at least a general description of the item or work required and shall designate the place where detailed requirements and specifications may be obtained and the time and place where the sealed bids will be opened.

Public notice, as used in this chapter, means notice posted on the Borough and Borough of Wrangell online procurement site and, when practicable, in a local newspaper advertisement.

Public notice may also include:

1. Publication in a trade journal, online notification service, or other publication calculated to reach prospective bidders; and
2. Notices posted in public places within the area where the work or services are to be performed or the supplies furnished.
3. The bids shall be opened publicly. The Borough may also solicit bids by sending notice by mail or electronic mail to any active prospective known bidders.

H. Local Bidder Preference Award.

1. Unless contrary to federal or state law or regulation, or as otherwise provided in section (D)(2) of this section, a contract for, or purchase of, supplies, materials, equipment, contractual services, or public improvements shall be awarded to a local bidder where the bid by such local bidder is in all material respects comparable to the lowest responsible nonlocal bid, and if the amount bid by such local bidder does not exceed the lowest responsible nonlocal bid by more than:
 - a. Five percent of the amount bid by the lowest responsible nonlocal bidder if that nonlocal bidder's bid is \$1,000,000 or less;
 - b. Three percent of the amount bid by the lowest responsible nonlocal bidder if that nonlocal bidder's bid is \$1,000,001 or more.
2. This preference shall not be interpreted to mean that the Borough is precluded from making the purchase from whatever source is most advantageous to the Borough after considering all factors in the public interest even when the price quoted by the local bidder satisfies subsection (D)(1)(a) or (b) of this section.
3. "Local bidder" for purposes of the section shall mean a bidder who:
 - a. Holds a current Alaska business license;
 - b. Submits a bid for goods or services under the name appearing on the person's current Alaska business license;
 - c. Has maintained a place of business within the boundaries of the Borough for a period of six months immediately preceding the date of the bid;

- d. Is not delinquent in the payment of any utilities, taxes, charges or assessments owing to the Borough on account of that business;
- e. Is incorporated or qualified to do business under the laws of Alaska with its principal place of business in the Borough, is a proprietorship and the proprietor is a resident of the Borough, or is a partnership and all partners are residents of the Borough and Borough of Wrangell;
- f. If a joint venture, all joint venture partners must qualify under subsection (D)(3)(a) through (e) of this section;
- g. The manager may require such documentation or verification by the person claiming to be a local bidder as is deemed necessary to establish the requirements of this section.

I. The Borough may waive any irregularity in a request for proposal if it determines that the acceptance of such proposal is in the public interest. The Borough reserves itself the power to waive irregularities regarding proposals and to accept or reject any or all proposals in whole or in part.

5.10.050 When competitive bidding or quotations are not required.

The following may be purchased or contracted for without giving an opportunity for competitive bidding or soliciting quotations:

- A. Supplies, materials, equipment, or contractual services whose cost does not exceed \$24,999, excluding freight costs, in a single transaction;
- B. Supplies, materials, equipment, or contractual services which can be furnished only by a single dealer, or which have a uniform price wherever bought; Where the Borough and Borough's requirements can be met solely by an article or process obtainable from a known single source. No purchase shall be made pursuant to this subsection except upon written authorization of the purchasing officer certifying that there is no reasonable substitute for the article or process, and that it is clearly obtainable only from a known single source. Notice of the authorization shall be prominently posted in a public place at the offices of the purchasing officer;
- C. Supplies, materials, equipment, or contractual services purchased from another unit of government at a price deemed below that obtainable from private dealers, including war surplus;
- D. Contractual services purchased from a public utility corporation at a price or rate determined by state or other governmental authority;
- E. Professional services, such as legal, engineering, architectural, and medical services. Professional services," as used in this section, shall mean professional, technical or consultant services that are predominantly intellectual in character and that:

1. Include analysis, evaluation, prediction, planning or recommendations; and

2. Result in the production of a report, plan, drawings, or the completion of a task

Contracts for professional services may be entered into without soliciting requests for sealed competitive bids or competitive proposals when the Borough manager determines that there is a qualified and experienced service provider that is available to perform the work, there is a single source of the expertise or knowledge required, that one person or firm can clearly perform the required task more satisfactorily because of the person's or firm's prior work experience with the Borough, or that public necessity will not permit delay in conducting a formal request for competitive sealed bids or competitive proposals. The non-solicitation of professional services is at the discretion of the Borough Manager with notice to the Borough Assembly.

F. Supplies, materials, equipment, or contractual services which must be purchased from a specific source to prevent incompatibility with previously purchased supplies, materials, equipment, or contractual services. For purposes of this subsection the term "incompatibility" is defined as the inability to (1) interconnect, combine, interchange, or join, or (2) that which causes or necessitates maintenance expertise or training where such acquisition would result in substantial duplication. The assembly must approve by motion or resolution any purchase whose cost exceeds \$50,000 which is to be excluded from competitive bidding by the authority of this subsection;

G. Supplies, materials, equipment, contractual services, or public improvements which the assembly declares to be required on an emergency basis or which the assembly declares is impractical or impossible; To purchases of supplies, services or construction items during, and for the purpose of alleviating, a class 2 emergency; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the selection of a particular emergency contractor shall be included in the contract file. A record of all emergency procurements shall be made and shall set forth each contractor's name, the amount and type of the contract, a listing of the items procured under the contract, the record of the manager's justification for the procurement, and the identification number of the contract file;

H. Placement of insurance coverage;

I. Placement of lobbying services;

J. When it is advantageous to the Borough to enter into a contract with a bidder for the same supplies or services such bidder is providing another Alaskan local government, the State of Alaska, or the United States where such supplies or services are being provided the other government unit on the basis of formal bids submitted and where the Borough contract is on substantially the same terms as those bids, or to contract with or through such other government unit so that the benefit of the lowest and best responsible bid accrues to the Borough;

K. When competitive bidding has been followed, but no bids or quotations are received or the bids or quotations are rejected. In such a case, after assembly approval, the Borough manager may proceed to have the services performed or the supplies purchased without further competitive bidding or quotation;

L. The purchase of used vehicles or equipment when such purchase has been determined by the manager to be in the best interest of the Borough;

M. The purchase of wireless phone services, wireless phones, devices and related accessories, when and under such terms and conditions as the council, in its sole judgment, deems advantageous to the Borough;

N. When the public improvements are required on an emergency basis; provided, however, that to the extent practical under the conditions of the emergency, the Assembly shall declare the emergency.

O. Public improvement whose cost does not exceed \$24,999 in a single transaction.

SEC. 3. Severability. If any provision of this ordinance, or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to all other persons or circumstances shall not be affected thereby.

SEC. 4. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 5. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: August 27, 2024

PASSED IN SECOND READING: _____, 2024

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Changing the requirements for regular meetings to occur quarterly (March, June, September, and in December) with the option to have additional meetings, if necessary, will be beneficial and will not create a disruption in programs or day-to-day operations.

CITY AND BOROUGH OF WRANGELL, ALASKA
ORDINANCE NO. 1066

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 3.52.045 – REGULAR MEETINGS, IN CHAPTER 3.52 – PARKS AND RECREATION BOARD TO AMEND THE MEETING REQUIREMENTS, IN THE WRANGELL MUNICIPAL CODE

BE IT ORDAINED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:

[The changes to the existing code are shown as follows: the words that are underlined are to be added and the words that are [bolded and in brackets are to be deleted].]

SEC. 1. Action. The purpose of this ordinance is to amend Section 3.52.045 – Regular Meetings, to amend the requirements for regular meetings in the Wrangell Municipal Code.

SEC. 2. Amendment. Section 3.52.045 – Regular meetings, is hereby amended in the Wrangell Municipal Code as follows:

3.52.045 Regular meetings.

Regular meetings of the parks and recreation board shall be held at least once every quarter as follows: March, June, September, and December. The director or two members of the board may request additional meetings, if necessary.

Regular meetings of the parks and recreation board shall be held at least once every quarter as follows: March, June, September, and December. The director or two members of the board may request additional meetings, if necessary. The meetings shall be held on the first Wednesday of each identified month[, **except that no regular meetings shall be held in the months of July and August**].

SEC. 3. Severability. If any provision of this ordinance, or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to all other persons or circumstances shall not be affected thereby.

SEC. 4. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 5. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: _____, 2024

PASSED IN SECOND READING: _____, 2024

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	September 10, 2024
	<u>Agenda Section</u>	13

Approval to Cancel the September 24, 2024, Regular Assembly meeting and hold only one meeting in September

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

Expenditure Required: \$XXX Total		
FY 25:	FY 26:	
Amount Budgeted:		
	FY25 \$0	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: None.

RECOMMENDATION MOTION:
Move to approve Cancelling the September 24, 2024 Regular Assembly meeting and hold only one meeting in September.

SUMMARY STATEMENT:

The request to cancel the September 24th Regular Assembly meeting because Southeast Conference will be taking place during that time. The Mayor, Manager and several department directors will be attending the conference.

If necessary, a special assembly meeting will be called.

If approved, there would be only one Regular Assembly meeting in September.

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	September 10, 2024
	<u>Agenda Section</u>	13

Approval to Cancel the November 23, 2024 Regular Assembly meeting and hold only one meeting in November

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

Expenditure Required: \$XXX Total		
FY 25:	FY 26:	
Amount Budgeted:		
	FY25 \$0	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: None.

RECOMMENDATION MOTION:
Move to approve Cancelling the November 23, 2024 Regular Assembly meeting and hold only one meeting in November.

SUMMARY STATEMENT:

The request to cancel the November 24th Regular Assembly meeting because it is the week of Thanksgiving. On this Agenda, there is a request to reschedule the December 10th Regular Assembly meeting to be held instead on December 3rd.

If approved, there would be only one Regular Assembly meeting in November.

**CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	September 10, 2024
	<u>Agenda Section</u>	13

Approval to reschedule the December 10, 2024, Regular Assembly Meeting to be held instead on December 3, 2024

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

Expenditure Required: \$XXX Total		
FY 25:	FY 26:	
Amount Budgeted:		
	FY25 \$0	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: None.

RECOMMENDATION MOTION:
Move to approve rescheduling the December 10, 2024 Regular Assembly meeting to be held instead on December 3, 2024.

SUMMARY STATEMENT:

There is only one Regular Assembly meeting in December. This year, that date is December 10th. The request to reschedule the meeting to be held instead on December 3rd is because the annual Alaska Municipal League conference will be held the week of December 9th.

Also, on this agenda, there is a request to cancel the November 24th Regular Assembly meeting because it is the week of Thanksgiving. Having the meeting on December 3rd would be a good balance between meetings.

