



City and Borough of Wrangell  
Borough Assembly Meeting  
AGENDA



NIXLE Registration

Tuesday, March 11, 2025  
6:00 PM

Location: Borough Assembly Chambers

**1. CALL TO ORDER**

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

**2. CEREMONIAL MATTERS**

**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.](#) Minutes from the February 25, 2025 Regular Assembly Meeting
- [b.](#) Final Plat approval of the Rooney Replat, a replat of Lot B of McCloskey/Rooney Replat (Plat No. 2015-4) creating Lots B1 – B6, Zoned Rural Residential 1, requested and owned by Thomas and Mary Rooney
- [c.](#) CORRESPONDENCE: School Board Action from the February 24, 2025 Regular Meeting

**7. BOROUGH MANAGER'S REPORT**

- a. Borough Manager's Report
- [b.](#) Planning and Zoning Commission Report - Entitlement Lands
- [c.](#) Capital Projects Department Report
- [d.](#) Library Director's Report
- [e.](#) Police Chief's Report

**8. BOROUGH CLERK'S REPORT**

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

**9. MAYOR AND ASSEMBLY BUSINESS**

**10. MAYOR AND ASSEMBLY APPOINTMENTS**

**11. PUBLIC HEARING**

- a. Approval to move forward with the request from Mason Villarma to purchase borough-owned real property described as approximately as Lot 4 (APN 02-031-206) and Lot 5 (APN 02-031-208), Block 49 of the Wrangell Townsite, according to Plat No. 39-31, zoned Light Industrial
- b. Approval of the Land Lease for a portion of Borough-owned property, identified as Lot 1A, Block 2A (APN 02-011-201) of the Wrangell Townsite, according to Plat No. 89-5, zoned Waterfront Development, requested by Brian Schwartz

## **12. UNFINISHED BUSINESS**

## **13. NEW BUSINESS**

- a. **RESOLUTION No. 03-25-1925** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FISCAL YEAR 2025 BUDGET BY TRANSFERRING \$7,000 FROM THE GENERAL FUND RESERVE TO THE SPECIAL REVENUE FUND 911 SURCHARGE BUDGET FOR ADDITIONAL COSTS RELATED TO THE LICENSE AND RENEWAL FOR THE BOROUGH'S 911 SYSTEM SOFTWARE
- b. **RESOLUTION No. 03-25-1926** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY25 BUDGET IN THE INDUSTRIAL CONSTRUCTION FUND BY ACCEPTING THE REVENUE FROM THE SALE OF INDUSTRIAL LOT 5A, BLOCK 61 AND LOTS 7, 8, 10, and 13, BLOCK 66 OF THE INDUSTRIAL REPLAT
- c. Approve Amendment 7 to the Professional Services Agreement with DOWL Engineering for the Water Treatment Plant Improvements Project

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

## **15. EXECUTIVE SESSION**

## **16. ADJOURNMENT**

**Minutes of Regular Assembly Meeting  
Held on February 25, 2025**

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 7:00 p.m., February 25, 2025, in the Borough Assembly Chambers. Assembly Member Robbins led the pledge of allegiance.

**PRESENT** – ROBBINS, GILBERT, POWELL, DALRYMPLE, DEBORD, OTTESEN, MACH

**ABSENT** –

Borough Manager Villarma and Clerk Lane were also present.

**CEREMONIAL MATTERS** – None.

**PERSONS TO BE HEARD**

**AMENDMENTS TO THE AGENDA**

**CONFLICT OF INTEREST**

**CONSENT AGENDA**

6a Approval of the Minutes from the February 11, 2025, Regular Assembly Meeting

6b Approval to send Harbor Accounts Receivable Delinquent Accounts to Collections

6c Approval to send Utility Accounts Receivable Delinquent Accounts to Collections

***M/S: Powell/Ottesen to approve the Consent Agenda, as presented. Motion approved by polled vote.***

**BOROUGH MANAGER'S REPORT**

Lucy Robinson, Parks Director, provided a presentation on a new playground funding proposal. In the proposal, Director Robinson outlined:

- Community involvement
- Budget considerations
- Safety
- Next steps & request for support

Finance Director Pool provided a Finance Report.

Manager Villarma provided his report.

Harbormaster Miller's report was provided.

Nolan Center Director Arnold's report was provided.

**BOROUGH CLERK'S REPORT**

Clerk Lane's report was provided.

**MAYOR AND ASSEMBLY BUSINESS**

DeBord requested that there be a Work Session forthcoming for Playgrounds.

Mach reported that he is in fact a resident of Wrangell.

Mach asked if there was a way to do a review or survey on the properties that are located in town for the public.

**MAYOR AND ASSEMBLY APPOINTMENTS** – None.

## **PUBLIC HEARING**

**11a ORDINANCE No. 1073** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS OF CHAPTER 15 – SEWERS TO ADDRESS SEWER LIFT STATIONS, IN THE WRANGELL MUNICIPAL CODE

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

Manager Villarma read a memo that was provided by Borough Attorney Luce; also explained that this Ordinance would address the sewer pumps that are located on private property due to the liability it poses; existing sewer pumps that are in the city's right of way or serve multiple households will continue to be maintained by the borough.

Gilbert asked if anyone wanted to speak to this item.

**DJ McConachie, resident**, read a letter from Haig Demerjian, opposing Ordinance No. 1073.

**DJ McConachie, resident**, spoke about the "subsidizing" reference and opposed other portions of Ordinance No. 1073.

**Cindy Kilpatrick, a resident**, requested that the city not move away from the sewer pump repair due to their swift response; concerned that private businesses will not have the experience to swiftly make repairs.

**Greg McCormack, resident**, spoke about the sewer system design on his property and they were told that if anything happened to the system, the city would take care of it; the system on his property recently failed; quite possibly installed incorrectly; asked if liability was the driving force.

Gilbert closed the Public Hearing and asked for a motion.

**M/S: Dalrymple/Powell to approve Ordinance 1073.**

Tom Wetor, Public Works Director stated that this has been an ongoing issue; started out with 5 grinder stations and we are now up to 30 grinder stations; have replaced 9 grinder stations since 2020.

Villarma stated that we would maintain an inventory of pumps and parts; will respond to emergency call outs; we do not have the Public Works staff to maintain these pumps.

Dalrymple commented that no other municipality provides this private service, using public funds.

Powell stated that the replacement for a sewer pump is around \$3,000; liability to the city is the biggest issue.

Powell requested to suspend the rules and allow Mr. McConachie to ask his question. There were no objections from the Assembly.

Mr. McConachie asked if there was an overall Hold Harmless provision that would protect the city.

Gilbert stated that she did ask this question and no, it is not covered.



Villarma stated that it isn't a waiver issue, it's a Workers Compensation issue; we would not be covered.

Mach stated that in other municipalities, what you have on your own property, you are responsible for maintenance.

Gilbert requested to suspend the rules and allow Mr. McCormack to ask his question. There were no objections from the Assembly.

Mr. McCormack asked if the city did have to work on a sewer pump in an emergency, the city would still be liable.

Villarma stated that if it were an emergency, it would be covered but if it's common maintenance, it would not be covered.

***Motion approved by polled vote.***

**11b ORDINANCE No. 1074** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20 - GENERAL PENALTY, BY ADDING SECTION 15.08.020 – CONNECTION TO BOROUGH PUBLIC SEWER MAIN REQUIRED AND UNLAWFUL SEWAGE DISPOSAL METHODS DESIGNATED, IN THE WRANGELL MUNICIPAL CODE

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

Villarma explained that this was for the fine for violating the requirements for sewer disposal.

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

***M/S: Powell/Ottesen to approve Ordinance 1074. Motion approved by polled vote.***

**UNFINISHED BUSINESS** – None.

## **NEW BUSINESS**

**13a RESOLUTION No. 02-25-1924** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA ESTABLISHING THE CAPITAL PROJECT STATE LEGISLATIVE PRIORITIES FOR FY 2026; AND REPEALING RESOLUTION NO. 01-25-1903 IN ITS ENTIRETY

***M/S: Robbins/Ottesen to approve Resolution No. 02-25-1924. Motion approved by polled vote.***

13b Approval of Change Order No. 8 to McG Constructors, Inc. in the amount of \$60,549.42 for the Water Treatment Plant Improvements Project

***M/S: Powell/Robbins to approve Change Order No. 8 to McG Constructors, Inc. in the amount of \$60,549.42 for the Water Treatment Plant Improvements Project. Motion approved by polled vote.***

13c Approval of Amendment No. 1 to the Professional Services Agreement with PND Engineers for the St Michaels Street Rehabilitation and McKinnon Street Rehabilitation Projects

***M/S: Powell/Robbins to approve Amendment No. 1 to the Professional Services Agreement with PND Engineers for the St. Michaels Street Rehabilitation and McKinnon Street Rehabilitation Design Projects. Motion approved by polled vote.***

13d Approval of an MOU Between the City and Borough of Wrangell and the State of Alaska Department of Transportation for the Wrangell Airport

***M/S: Robbins/Powell to approve authorizing the Borough Manager to Execute an MOU Between the City and Borough of Wrangell and the State of Alaska Department of Transportation for the Wrangell Airport. Motion approved by polled vote.***

13e Approval of an MOU Between the City and Borough of Wrangell, CCTHIA, and WCA for Childcare and Head Start Programming

***M/S: Robbins/Dalrymple to approve Authorizing the Borough Manager to Execute an MOU Between the City and Borough of Wrangell, CCTHIA, and WCA for Childcare and Head Start Programming. Motion approved by polled vote.***

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

**EXECUTIVE SESSION** – None.

Regular Assembly Meeting adjourned at 9:08 p.m.

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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>	March 11, 2025
	<u>Agenda Section</u>	<b>6</b>

Final Plat approval of the Rooney Replat, a replat of Lot B of McCloskey/Rooney Replat (Plat No. 2015-4) creating Lots B1 – B6, Zoned Rural Residential 1, requested and owned by Thomas and Mary Rooney

### SUBMITTED BY:

Kate Thomas, Economic Development Director

### FISCAL NOTE:

**Expenditure Required: \$XXX Total**

**Fiscal Year (FY):** Amount: \$

### **Amount Budgeted:**

FY: \$

### **Account Number(s):**

XXXXX XXX XXXX

### **Account Name(s):**

Enter Text Here

### **Unencumbered Balance(s) (prior to expenditure):**

\$XXX

### Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Final Plat of the Pavlina-Villarma Replat; 2. Aerial map of lots

This item is being considered under the Consent Agenda. Matters listed under the consent agenda are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion on these items. **If the Mayor, and Assembly Member, the Manager or Clerk requests discussion and/or consideration on an item under the Consent Agenda, that item will be removed from the Consent Agenda and will be considered under Unfinished Business.**

**RECOMMENDATION MOTION (*Consent Agenda Item*):**

Approved under the Consent Agenda.

**SUMMARY STATEMENT:** The proposed lots range from 29,000 to 39,000 square feet, exceeding the minimum lot size of 15,000 square feet for lots without municipal water and sewer services, as per WMC 20.52.090. The subdivision utilizes a flag lot configuration, requiring access via a private easement, as defined in WMC 19.08.045. The Commission's approval of the easement width variance addressed the initial non-conformity with WMC 19.30.020(G) regarding the number of lots served by a single easement. One lot will utilize a marine outfall; the remaining lots will require state-approved septic systems. The subject property exhibits a gentle slope.

The final plat was approved at the Planning and Zoning Commission meeting on February 13, 2025.

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE \_\_\_\_\_ THOMAS D. ROONEY, SR.  
DATE \_\_\_\_\_ MARY E. ROONEY

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA  
STATE OF ALASKA  
CITY AND BOROUGH OF WRANGELL

THIS IS TO CERTIFY THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DUTY COMMISSIONED AND SWORN, PERSONALLY APPEARED \_\_\_\_\_, KNOWN TO ME TO BE THE SAME PERSON WHOSE NAME AND ADDRESS ARE SET FORTH IN THE ACKNOWLEDGED TO ME THAT \_\_\_\_\_ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED. WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA  
MY COMMISSION EXPIRES \_\_\_\_\_.

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL AS RECORDED IN MINUTE BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ DATED \_\_\_\_\_, 20\_\_\_\_, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, WRANGELL, ALASKA.

DATE \_\_\_\_\_ MAYOR, CITY AND BOROUGH OF WRANGELL  
ATTEST: \_\_\_\_\_  
CITY CLERK \_\_\_\_\_

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL, PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION BY PLAT RESOLUTION NO. \_\_\_\_\_ DATED \_\_\_\_\_, 20\_\_\_\_, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

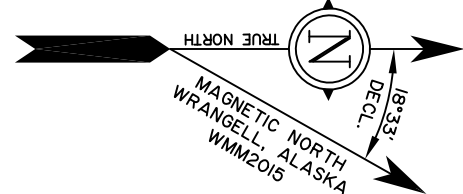
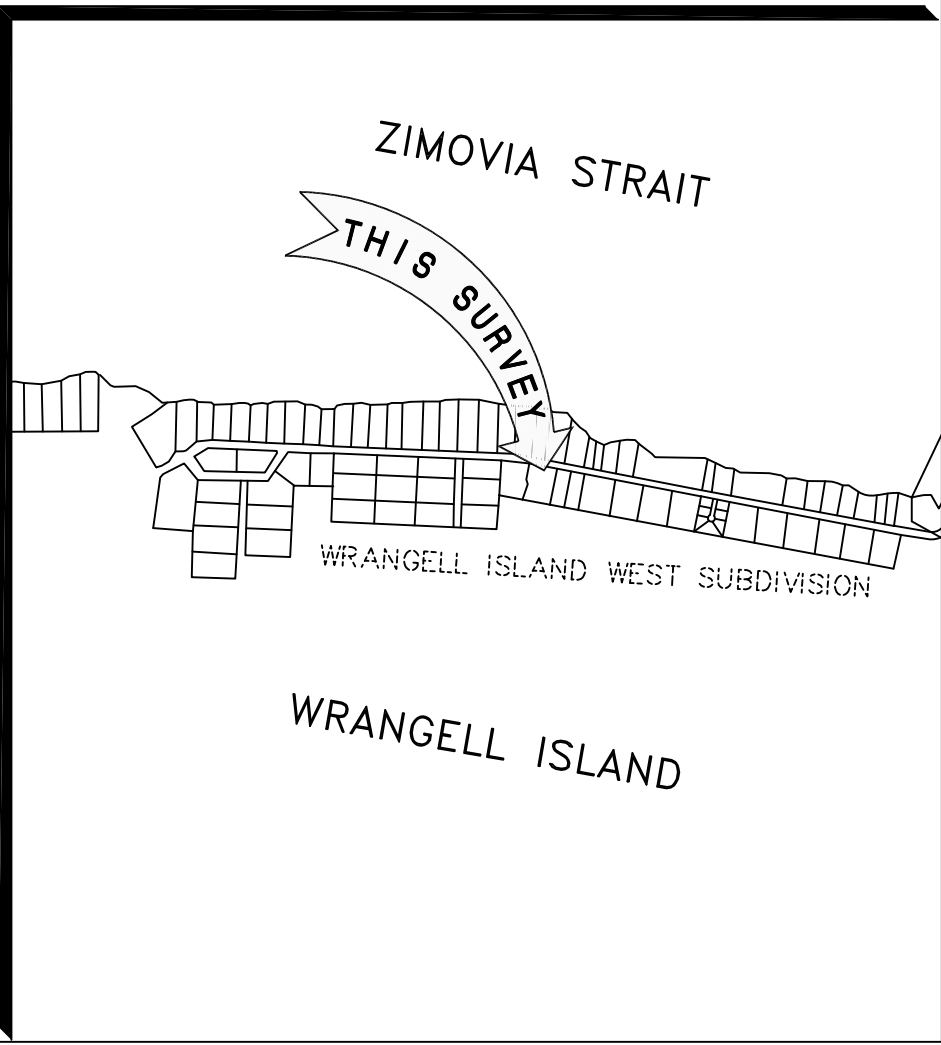
DATE \_\_\_\_\_ CHAIRMAN, PLANNING COMMISSION  
SECRETARY \_\_\_\_\_

CERTIFICATE STATE OF ALASKA  
(FIRST JUDICIAL DISTRICTS)

I, THE UNDERSIGNED, AS THE PROPERTY TAX CLERK FOR THE CITY AND BOROUGH OF WRANGELL, HEREBY CERTIFY, THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY AND BOROUGH OF WRANGELL, IN THE NAME OF \_\_\_\_\_

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL. THAT CURRENT TAXES FOR THE YEAR \_\_\_\_\_, 20\_\_\_\_, WILL BE DUE ON OR BEFORE OCTOBER 15, 20\_\_\_\_, DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_.

ASSESSOR CITY AND BOROUGH OF WRANGELL \_\_\_\_\_



OWNERSHIP STATUS

1. LOT B, MCCLOSKEY/ROONEY REPLAT (THOMAS D. ROONEY, SR. & MARY E. ROONEY)

PROPOSED OWNERSHIP

1. LOT B1, ROONEY REPLAT (THOMAS D. ROONEY, SR. & MARY E. ROONEY)
2. LOT B2, ROONEY REPLAT (THOMAS D. ROONEY, SR. & MARY E. ROONEY)
3. LOT B3, ROONEY REPLAT (THOMAS D. ROONEY, SR. & MARY E. ROONEY)
4. LOT B4, ROONEY REPLAT (THOMAS D. ROONEY, SR. & MARY E. ROONEY)
5. LOT B5, ROONEY REPLAT (THOMAS D. ROONEY, SR. & MARY E. ROONEY)
6. LOT B6, ROONEY REPLAT (THOMAS D. ROONEY, SR. & MARY E. ROONEY)

PREVIOUS LOT AREAS

1. LOT B, MCCLOSKEY/ROONEY REPLAT (198,125 SQ. FT./4,548 ACRES)

NEW LOT AREAS

1. LOT B1, ROONEY REPLAT (39,484 SQ. FT./10,906 ACRES)
2. LOT B2, ROONEY REPLAT (29,172 SQ. FT./10,670 ACRES)
3. LOT B3, ROONEY REPLAT (32,912 SQ. FT./10,756 ACRES)
4. LOT B4, ROONEY REPLAT (30,866 SQ. FT./10,709 ACRES)
5. LOT B5, ROONEY REPLAT (30,442 SQ. FT./10,699 ACRES)
6. LOT B6, ROONEY REPLAT (31,318 SQ. FT./10,719 ACRES)

NOTES

1. THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:5000.
2. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
3. REFERENCE THE STATE OF ALASKA DEPARTMENT OF HIGHWAYS RIGHT-OF-WAY MAP, ALASKA PROJECT NO. S-09843(6).
4. REFERENCE THE FOLLOWING WITHIN THE WRANGELL RECORDING DISTRICT:
  - PLAT 83-11 (WRANGELL ISLAND WEST SUBD.)
  - DEED 2003-000697-0
  - DEED 2021-000422-0
  - PLAT 2015-4 (MCCLOSKEY/ROONEY REPLAT)
  - PLAT 2020-1 (SMITH / YOUNG SUBDIVISION)

LEGEND	
	BLOCK NUMBER
	SECONDARY MONUMENT SET THIS SURVEY
	SECONDARY MONUMENT RECOVERED
	PRIMARY MONUMENT RECOVERED
	UNSURVEYED
	SURVEYED
	ROW CENTERLINE
	EXISTING EASEMENT
	MEASURED DATA
	RECORD PER PLAT 83-11 (A.S.L.S. 83-7)
	RECORD PER PLAT 2015-4 (MCCLOSKEY / ROONEY REPLAT)
	RECORD PER PLAT 2020-1 (SMITH / YOUNG SUBDIVISION)



**SURVEYOR'S CERTIFICATE**

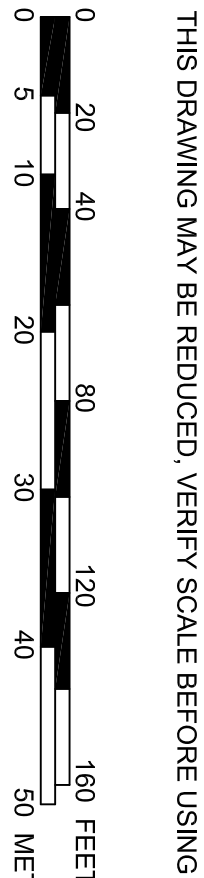
I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATE \_\_\_\_\_

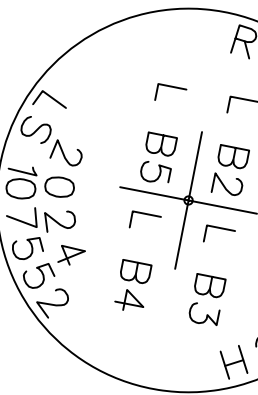
CHRIS \_\_\_\_\_ SR. G. RIBURN, PLS # 107552



SHEET 1 OF 1	
RAM ENGINEERING-KETCHIKAN, INC. 7180 REVILLA ROAD, SUITE 300 KETCHIKAN, AK 99901 WRANGELL OFFICE P.O. BOX 2286 WRANGELL, AK 99929 CERTIFICATE OF AUTHORIZATION #: C576	
ROONEY REPLAT	
A REPLAT OF LOT B, OF MCCLOSKEY/ROONEY REPLAT, ACCORDING TO PLAT 2015-4 CREATING	
LOCATED WITHIN BLOCK 7, OF WRANGELL ISLAND WEST SUBDIVISION (A.S.L.S. 83-7) UNSURVEYED SECTION 17, T64S, R84E, C.R.M. WRANGELL, ALASKA 99929 WRANGELL RECORDING DISTRICT	
SURVEYED BY: MCH	DRAWN BY: MCH
DATE: SEPTEMBER 2022 - SEPTEMBER 2024	DATE: SEPTEMBER 2022 - SEPTEMBER 2024
SCALE: 1"=40'	CHECKED: CGP
RAM PROJECT NO. 222765	



SET 5/8" X 30" LONG REBAR  
(UNLESS OTHERWISE NOTED) AND  
2" ALUMINUM CAP WITH PLASTIC  
INSERT



TYPICAL SECONDARY MONUMENT  
SET THIS SURVEY

**BOARD ACTION**

**WRANGELL PUBLIC SCHOOL BOARD  
REGULAR MEETING (PAGE 1)  
FEBRUARY 24, 2025**

**FOR DETAILS, CONTACT:**

BILL BURR  
SUPERINTENDENT  
DIRECT PHONE: 907-874-2347

- Approved the items on the Consent Agenda
  - Accepted the minutes of the January 20, 2025, Regular School Board Meeting
  - Offered extracurricular contracts to Brian Herman, Middle School Head Volleyball Coach and Madison Beckrow, Middle School Assistant Volleyball Coach
  - Reviewed the resignation of Marsha McCay, Senior Class Advisor and Angela McGovern, Paraprofessional
- Offered Kaelene Harrison an extracurricular contract for the position of senior class advisor for the remainder of the 2024-2025 school year
- Accepted the first reading of Board Policy
  - BP-1250, Volunteer Assistance
  - BP-4216, Classified Staff Probationary Status
  - BP-4217.2, Classified Staff Resignation
  - BP-4218, Classified Employee Dismissal/Suspension/Disciplinary Action
  - BP-5141.21, Administering Medication
  - BP-6146, Graduation Requirements
  - BP-7124, Student Representative to the Board
  - BP-7250, Board Member Compensation and Expenses
- Accepted the first reading repealing Board Policy 4155.1, Tax Sheltered Annuities
- Accepted the second reading of Board Policy
  - BP-4211, Classified Staff Recruitment and Selection
  - BP-4215, Classified Staff Evaluation
  - BP-4319.21, Certificated Staff Code of Ethics
- Reviewed Board Policy
  - BP-4262, Classified Staff Vacations and Holidays
  - BP-4311, Administrative Staff Recruitment and Selection
- Adjourned

**PLANNING DEPARTMENT**

PO BOX 531 WRANGELL, AK, 99929 | +1 (907) 874-2381  
205 BRUEGER STREET, WRANGELL, AK, 99929



Date: February 27<sup>th</sup>, 2025

To: Honorable Mayor and Borough Assembly  
Mason Villarma, Borough Manager  
Kim Lane, Borough Clerk

From: Kate Thomas, Economic Development Director  
Planning and Zoning Commission

Subject: Prospective Zoning Designations for Borough Entitlement Lands.

**Introduction:** This report summarizes the Planning and Zoning Commission's recommendations regarding the management of Borough entitlement lands, specifically focusing on potential timber harvesting and zoning considerations. These recommendations are informed by the Commission's past work, recent discussions, and information gathered from the Borough Entitlement Lands webpage and the Mental Health Trust Land Office partnership.

### **Key Recommendations from the Commission:**

**Partnership and Expertise:** The Commission acknowledges the importance of the partnership with the Mental Health Trust Land Office. Their expertise in timber economics and land valuation is crucial for the Borough to make informed decisions about timber harvesting and land use.

**Initial Timber Management Designation:** The Commission recommends the following areas be initially designated as "Timber Management": Wrangell Island West, Wrangell East, Earl West Cove, Sunny Bay, and Zarembo Island. This designation will allow for a comprehensive assessment of timber value and potential harvesting opportunities.

**Cautious Approach to Thoms Place:** Due to its proximity to a neighboring community, critical habitat areas, and cultural sites, the Commission recommends a cautious approach to Thoms Place. Selective logging should be considered in this area.

**Preservation of Sensitive Areas:** The Commission recommends preserving Olive Cove, Crittenden Creek, and Mill Creek due to their proximity to residential areas, cultural sites, viewshed considerations, and recreational use.

**Phased Approach:** The Commission suggests a phased approach to timber management, starting with a smaller number of areas to assess the overall success and outcomes before rezoning all areas for "Timber Management."

**Survey and Valuation:** The Commission emphasizes the need for a survey to accurately ascertain timber value in each area. Concurrent land valuation is recommended due to the high cost of mobilization and surveys.

**Public Engagement:** The Commission recognizes the importance of public engagement throughout the zoning process. Ample public notice, including direct mailings to residents in remote areas, will be provided. The Commission also recommends sharing information about rezoning entitlement lands with the Tribe.

**Next Steps:** Following the February 25th Assembly work session and the March 3rd- 5th interagency meeting, a draft ordinance will be presented to the Commission for review and approval before proceeding to the Assembly.

**Conclusion:** The Commission believes that these recommendations will help the Borough make informed decisions about the management of its entitlement lands, balancing economic opportunities with environmental and cultural considerations. We urge the Borough Assembly to carefully consider these recommendations and support the Commission's efforts to ensure responsible and sustainable land use.

*The following tables provide details on each Entitlement Land Area and support information on the data provided and processes for survey instructions and final conveyance by a state-issued land patent.*

#### Summary

Municipality	Certified Entitlement	Patented	Approved	Conditional Approval	Selected	Estimated Entitlement Remaining
Wrangell	9,006	2,410	6,968	0	0	0

#### Detail

Area Name	Total Acreage	Patent	Survey Determination
Thoms Place	1306.69	No	Yes
Olive Cove	463.82	Yes	Yes
Wrangell Island West	696.32	No	Yes
Wrangell Island East	874.91	Yes	Yes
Earl West Cove	895.29	No	Yes
Crittenden Creek	405.79	No	Yes
Mill Creek	148.57	No	Yes
Sunny Bay	2507.62	No	Yes
Zarembo	1631.9	Yes	Yes

Discrepancies between the Decision and Surveys acreage is due to rounding and/or amended methods of determination. Acreage for unsurveyed parcels will be determined at the time of survey.



**Survey Status of Lands Not Patented**  
**(Survey Determinations Completed March 2022)**

Area Name	ACREAGE <sup>1</sup>		
	TOTAL	SURVEYED	UNSURVEYED
Thoms Place	1306.70	121.98	1184.72
Wrangell Island West <sup>2</sup>	656	0	656
Earl West Cove	893.33	0	893.33
Crittenden Creek	388.29	0	388.29
Mill Creek	148.57	0	148.57
Sunny Bay	2507.62	2507.62	0

A portion of Wrangell Island West was considered surveyed in the 2021 Survey Determination but is now considered *unsurveyed* due to identification of lands to be retained by the State in the Preliminary Decision, a new Survey Determination was issued August 8, 2024.

Surveyed lands may be requested for Patent, refer to Land Conveyance Section for process. Unsurveyed lands require a Request for Survey Instructions along with the fee (\$2,000) be provided to the DNR Survey Section, Statewide Platting. Survey Instructions will be issued to the City and Borough of Wrangell, which is required to obtain a Professional Land Surveyor licensed in the State of Alaska to perform the survey.

# CITY & BOROUGH OF WRANGELL

## CAPITAL PROJECTS DEPARTMENT REPORT

January 16, 2025



Item c.



### MEMORANDUM

**TO:** HONORABLE MAYOR AND MEMBERS OF THE  
ASSEMBLY OF CITY AND BOROUGH OF WRANGELL

**CC:** MASON VILLARMA, BOROUGH MANAGER

**FROM:** AMBER AL-HADDAD, CAPITAL PROJECTS DIRECTOR

**SUBJECT:** CAPITAL PROJECTS DEPARTMENT REPORT

**DATE:** March 6, 2025

## CAPITAL PROJECTS

The Capital Projects Department provides for the planning and management of CIP capital projects and major maintenance to City and Borough of Wrangell infrastructure.

The department currently has many active projects with a value of approximately \$77,000,000. Projects are in a variety of planning, permitting, design, and construction.

Highlights of projects which have received funding are provided below. Capital projects for which State or Federal funding applications have been made and are pending award from the funding agency are listed at the end of this report.

### Projects in Construction/Implementation Phase

**UST (Underground Fuel/Storage Tank) Decommissioning and Environmental Investigations.** Further environmental investigations at both the Public Safety Building site and the High School site are required by DEC. We are working with our environmental engineering team to develop the additional work and implement the soil sampling and testing effort. This work has delayed the construction of the above ground tanks work since the construction of the new tank at the High School is planned for the same footprint as the underground tank's location, and the synergies for executing the installation of both new above ground tanks is driving the release of the contract for the Public Safety Building.

**5th and 6th Avenue Roads Development (Industrial Park Subdivision).** Ketchikan Ready Mix has completed the work and we have closed out the project. A final change order was issued to adjust quantities of culvert pipe, Geotech fabric, D1, unsuitable excavation, shot rock, signs, and solid rock breaking. The total of those additional items was offset by \$9,000 for Liquidated Damages, for a total change order of \$90,420. Assembly action approved a not to exceed \$105,500 change order on December 17, 2024 to cover the anticipated overages.

**Water Treatment Plant Improvements.** Construction activities continue to approximately 92% completion. The Interim Approval to Operate, issued by ADEC, was received on March 4, 2025. As controls are adjusted, the department will start processing water through the new treatment system to distribute to the community, which will allow the second phase of demolition, construction, and repurposing of certain areas of the old treatment system, to commence.

**City Park Pavilion Replacement (Wind Damaged Pavilion).** The contract extension to the end of June 2025 was approved by the State, and the Contractor is finalizing their design build engineering to advance material acquisition.

**High School Elevator Modernization.** The contract was executed with the contractor and a Notice to Proceed issued mid-October. The contractor and the elevator subcontractor have completed their submittal which was returned with approval to fabricate. The elevator is anticipated to arrive in Wrangell in May, which will put demolition and installation to begin as school is letting out. This schedule is as planned.

**Meyers Chuck Harbor Replacement - Float Procurement.** The float manufacturer's engineering design and calculations are under review by our engineers is advancing. A release for fabrication should be forthcoming. Meanwhile, the construction bidding phase will be released as the manufacturer's design is complete.

**Diesel Generator Unit #1 Center Section Overhaul.** A contract was executed with Marine Systems, Inc. (MSI) and they have moved to acquire the materials needed for the project. The work is anticipated to commence in Spring 2025.

**Public Safety Building Rehabilitation.** To expedite the renovation project, staff are exploring funding options, including working with the bond bank as an alternative to the USDA Community Facilities Loan program. This approach aims to reduce federal requirements, associated costs, timelines, and management burdens.

**6-Mile Deep-Water Port Site Environmental Assessment (EA) Phase I and II.** Due to the lapse of over a year since the Phase I report's completion, it is deemed unacceptable by DEC, raising concerns about potential changes in site conditions. To maintain eligibility for PIDP planning grant reimbursement of Phase II costs, we are initiating a competitive solicitation for professional services to update the assessment and move forward with the Phase II utilizing the PIDP federal funds for the second phase of the work.

**WWTP Secondary Disinfection Analysis.** The Sewer Department has received the renewed wastewater discharge permit, effective November 1, 2025. This permit mandates a facility plan within twelve months, evaluating and selecting alternatives to meet bacteria effluent

limitations. Following Assembly approval on January 28th, a loan application has been submitted to the ADEC State Revolving Fund to finance the alternatives analysis.

**Three Contaminated Sites.** Work plans have been approved by DEC, and we have requested that Shannon & Wilson provide a fee proposal to perform the outlined work.

**9MW to 12MW Power Generation Improvements.** ML&P staff and EPS have completed the alternative solution for the work which is underway through WML&P force account as directed by Dwight Yancey.

**Sewer Outfall Pipe Repairs.** A preconstruction meeting with Enviro-Tech Diving was initiated and the work is scheduled to take place the week of March 10<sup>th</sup>. to Proceed, issued on February 20th.

### Projects Advancing to Competitive Construction Bidding Phase

**Alder Top Village Subdivision Development, Ph II Roads and Utilities.** Staff completed subsequent design review and will return comments to the engineering team for final corrections and final contract development. Although project funding was approved under the FY25 capital budget, the Borough is awaiting an engineer's estimate for the final designed work. Given the time of year that the project is now expected to be released for construction bidding and implementation, we anticipate a Spring/Summer 2025 construction season.

A competitive solicitation for the procurement of the electrical transformers was reissued and four bids were received. A contract has been issued for the procurement of those transformers, with the low bidder. The lead time for the transformers is 32-34 weeks.

**Nolan Center Standby Generator Upgrades.** The contract document package for construction bidding is being prepared.

**Above Ground Tank Install (Fuel/Storage Tank), Public Safety Building and High School.** The design documents for the installation of the two above-ground storage tanks (ASTs) at the High School and Public Safety Building are finalized. Further environmental investigations at both the Public Safety Building site and the High School site are required by DEC. We are working with our environmental engineering team to develop the additional work and implement the soil sampling and testing effort. This work has delayed the construction of the above ground tanks work since the construction of the new tank at the High School is planned for the same footprint as the underground tank's location, and the synergies for executing the installation of both new above ground tanks is driving the release of the contract for the Public Safety Building.

**Sunset Gardens Cemetery Expansion and Columbarium.** Design drawings and specifications were received and are under review. As some of our more critical projects are released for bidding, this project will follow.

### Projects in Planning and Design Phase

**Wrangell Schools Renovations (includes the Stikine Middle School Roof Replacement funded in part by CDBG).** Administration met with the DEED CIP Director to explore phasing the school roofing project. They discussed prioritizing the flat roof in 2025, contingent on project progress and the Southeast Alaska construction season. The request was favorably received, and further action is being taken.

**Dam Safety and Stabilization Improvements.** The Dam Stabilization Alternatives Analysis, conducted by Shannon & Wilson, has reached approximately 35% completion. The project is advancing to the next design phase, which will culminate in a biddable project package, developed in coordination with the DNR Dam Safety Office.

**St Michael Street Roadway and Utilities Reconstruction** - The Borough has contracted PND Engineers for the survey and design of St. Michael Street. The topographical survey was completed in February, and draft and final stamped survey drawings are expected by early April.

Taking advantage of the survey team's presence in Wrangell, the Borough requested they include the topographical survey fieldwork for McKinnon Street. This project, slated for road and utility rehabilitation in 2026, is contingent upon securing full funding.

**40-Acre Deep Water Port Development.** \$421,000 has been awarded to Wrangell from the MARAD Port Infrastructure Development Program (PIDP) to go toward early planning and conceptual design of the 40-Acre Deep Water Port Development to meet our future marine transportation needs at the 6-mile, deep-water port site.

As we work to accomplish NEPA requirements before signing the grant agreement, Our PIDP team has deferred further cooperation on the pre-award work until they review program terms and conditions related to:

- References to rescinded Executive Orders.
- Historically Disadvantaged Communities using the same statutory definition for Areas of Persistent Poverty.
- Review of all grant agreements or contracts that must include terms that are in compliance with Section 3(C)(iv) of EO Ending Illegal Discrimination and Restoring Merit-Based Opportunity.

Due to the lapse of over a year since the Environmental Assessment (EA) Phase I report's completion, the State DEC deems it unacceptable due to concerns about potential changes in site conditions. To maintain eligibility for PIDP planning grant reimbursement of EA Phase II costs, we are initiating a competitive solicitation for professional services to update the assessment.

**Wrangell Harbor Basin Float System Replacement.** The federal DOT RAISE program has been changed to the Better Utilizing Investments to Leverage Development (BUILD) program. Our BUILD team has reignited conversations with us after pausing with the release of several White House Executive Orders issuance.

A coordination meeting between the BUILD management team, their environmental agent, and the US Army Corps of Engineers (USACE) addressed the project's timeline relative to USACE's Wrangell Harbor Basin dredging within their authorized dredging limits of navigable waters (this includes underneath the majority of the floats' footprint). USACE anticipates dredging construction will not commence until 2027 or 2028, due to funding acquisition, project planning, NEPA compliance, and construction funding. The Borough is seeking separate NEPA clearance for areas outside USACE dredging limits, enabling grant agreement signing and progression to planning and design. The goal is to synchronize construction schedules to avoid delays in float replacement.

**Skeet Range Improvements, Phase II.** The Borough was ben notified of a \$230,364 award from the Alaska Department of Fish & Game Hunter Safety program, which necessitates a 10% match of \$25,596. The draft grant agreement was returned to the State program last year but the agreement has not yet been returned. Upon receipt of the finalized agreement, it will be submitted to the Assembly for approval, accompanied by a budget amendment to incorporate the matching funds into the FY25 capital budget.

In late Fall 2024, staff met with the Stikine Sportsmen representatives to discuss skeet and trap facility design, aiding their NRA-funded trap project. Initially, a grant agreement execution was anticipated for project alignment. However, ongoing discussions suggest coordinating their trap range plan with a future skeet range plan, enabling them to proceed independently.

**Eastern Channel Emergency Access Route.** Now that the grant agreement is executed, we are moving to identify the scope of work for a competitive solicitation for professional services for initial project planning.

### Projects with Pending Funding Requests

**Shoemaker Harbor Ramp Replacement.** The Borough's grant application for the 2024 Shoemaker Harbor Boat Launch Ramp replacement, submitted to the State of Alaska's Dingell-Johnson Grant program, was not funded in the last round. However, our project remains at the top of the list for future funding.

**Congressional Direct Spending (CDS) Request for FFY 2025.** Three CDS project funding requests submitted in FY25 that were included in one of the FY25 Senate Appropriations bills required reapplication for FY26. Prior submissions did not automatically carry over were required to be resubmitted for consideration to allow our delegation to continue working effectively while Congress finalizes FY25 appropriations bills and enacts new spending measures. The projects were redeveloped and resubmitted to Senator Murkowski's office in February. The projects included the following:

- |   |              |
|---|--------------|
| • Public Safety Building Rehabilitation   | \$ 2,438,000 |
| • Emergency Access Road                   | \$ 2,500,000 |
| • Wastewater Treatment Plant Disinfection | \$10,000,000 |

**Congressional Direct Spending (CDS) Request for FFY 2026.** Two additional capital project funding requests were developed and submitted through Senator Murkowski's office. These included the following project funding requests:

- Drinking Water Flume Replacement \$ 1,700,000
- Deepwater Port Subdivision Utility Development \$ 7,500,000

**State of Alaska Legislative Capital Projects Priorities for FY 2026.** Nine capital project, listed below in order of priority, were developed and submitted to the Legislature for funding consideration under the State capital budget or as otherwise may be funded through State programmatic programs:

- 1 Public Safety Building Rehabilitation
  - Primary Request to fund the remaining scope of the project \$1,961,000
  - Alternative Request to fund design for the exterior construction \$ 410,000
- 2 Engineering Design Phase - Wastewater Treatment Plant Upgrades for Effluent Disinfection \$1,100,000
- 3 Inner Harbor Replacement \$5,000,000
- 4 Wrangell Timber Infrastructure and Deepwater Port Development \$3,555,000
- 5 Swimming Pool and Recreation Center Roofs Replacement \$1,454,850
- 6 McKinnon Street Utility Improvements for Water & Sewer \$ \$586,148
- 7 Petroglyph Beach State Historic Park Improvements \$1,454,850
- 8 Downtown Waterfront Planning \$ 250,000
- 9 Wrangell SEAPA Substation Transformer Upgrades \$2,000,000

Sincerely,  
 Amber Al-Haddad  
 Capital Projects Director





CITY & BOROUGH OF

# Wrangell

Item d.

IRENE INGLE PUBLIC LIBRARY

## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE  
ASSEMBLY OF CITY AND BOROUGH OF WRANGELL

CC: MASON VILLARMA, BOROUGH MANAGER

FROM: SARAH SCAMBLER, LIBRARY DIRECTOR

SUBJECT: MONTHLY LIBRARY REPORT

Meeting DATE: 3/11/2025

## LIBRARY REPORT

After spending January in planning, February marked the beginning of our spring programming at the Irene Ingle Public Library. We restarted Toddler Story Time, which has been enthusiastically received, averaging 33 attendees per session. Afterschool Kids Club also resumed with a consistent participation of about 23 kids per session. Both our Homeschool Hangout and Baby Hour programs, which we began last fall, started up again in the first week of February and have been welcomed back by our patrons.

One of this month's highlights was our Valentine's Day card-making event on February 8th. It was a hit and we're planning to make this an annual tradition.

Our book club read *Tom Lake* by Ann Patchett this month, which received mixed reviews, sparking lively discussions among our members.

Another program we offered in February was a "Canva for Beginners" class, in partnership with the Wrangell Chamber of Commerce. The class covered the basics of using Canva, from starting a design to exporting it. We also helped two attendees get started on applying for free Canva for Nonprofit accounts.



On March 3rd we launched our first annual Bookmark Contest, in collaboration with the Wrangell Public School District. Kids from K-12 can submit their bookmark designs. The winners in each of 4 age categories will have their bookmarks printed and used in the library throughout the year. They'll also win a \$25 gift certificate to the Wolf Shack, thanks to the Friends of the Library.

Additionally, our Winter Reading Program for Grown-Ups is nearing its conclusion with just over two weeks left. So far, participants have logged nearly 400 books read, completed over 52 BINGOs, and six individuals have even achieved a blackout, having each read 25 books since January 5th. The reception to this new program has been outstanding, with participants expressing great enthusiasm and enjoying the competitive element it brings to winter reading. With BINGO square themes such as "A Graphic Novel," "Alaskana," and "A Book by A Local Author," the program has challenged our readers to step outside their comfort zones and explore new genres and topics. Given its success, we are excited to announce that we will definitely be offering this program again next year.

Over the month of February, 1,275 physical items and 255 digital items were checked out. In accordance with the Alaska Public Library Assistance Grant reporting, we took attendance during the second week of February, and 418 patrons visited the library in that week alone.

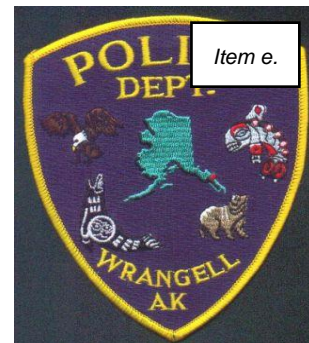
We have again applied for the IMLS Native America Basic grant through the Wrangell Cooperative Association, a funding source we've relied on for more than the last 10 years. This grant has historically supported a wide range of enhancements, including our access to the Alaska Digital Library, and has funded projects such as new automation servers, public computers, AWE Early Literacy stations, and even the reupholstering of our library furniture. Last year, we used this grant to purchase Playaway audiobook devices, which were extremely popular among our patrons. Encouraged by their success, we have decided to allocate this year's potential grant towards expanding our collection of these devices. We expect to hear the outcome of our application in July.

As always, thank you to the assembly for your continued support of the library!

Sincerely,

SARAH SCAMBLER  
*Library Director*

Chief Dale E. Meek "Gene"  
Wrangell Police Department  
PO Box 1168, Wrangell, Alaska 99929  
907-874-3304



Date: March 4, 2025

Reference: Director's Report for Public Safety

Good Evening

Police and Corrections have stayed busy. A statistical review is being conducted that will reflect a rise in arrests for the department over previous years. This is impressive because arrests are up even as the department has become more involved in community programs and events. This is attributed to the continued focus on a positive policing culture and a mindset of proactivity.

### **School Safety:**

The Wrangell School system remains a focus for our public safety. For the teacher's planning day in February, a presentation on the Current Drug Trends for Wrangell and Alaska was given to all teachers/ staff. On March 6<sup>th</sup> and 7<sup>th</sup>, a follow up to Hostile Threat training will be conducted as each teacher and staff member was tasked with developing a personal plan for their classroom which will be reviewed and revised. Grants are being researched to provide funding for a School Resource Officer and additional building security.

### **Community Engagements:**

The Wrangell Police Department met with hospital staff to discuss recent changes in responses to suicidal subjects, the necessity of court orders in Title 47 (Mental Health) holds and hospital security. Contacts were made with our local banks and Narcan kits distributed for bank employees. Fentanyl is typically dealt in cash purchases and because so small an amount can cause an overdose, kits were distributed in case there is an accidental exposure.

A monthly meeting has been established by Wrangell PD with all the Chief of the Southeast (Alaska). This monthly meeting is used to discuss common problems and provide mutual support for our region. Additional members of the group include the Alaska State Troopers, the District Attorney's Office (recent addition), the US Coast Guard and several other federal and state agencies. Separate meetings are planned

with the Coast Guard and the Southeast Alaska Cities Against Drugs (SEACAD) to discuss drug interdiction efforts.

**Modernization:**

We continue to clean years of accumulated trash out of the building. Years of stacking old computers, broken typewriters, broken furniture, and various other non-essential items have led to 9 pickup truck bed loads of junk being removed from the public safety building. This does not include the recent spring cleaning conducted by Fire/ EMS.

New Tasers have just arrived. These are replacing the 15+ year old models the officers have been carrying that no longer have replacement parts or cartridges. Officers will be receiving training on the new devices and they will be issued those items shortly. A grant is being written to replace officer ID cards with a magnetic card and to replace several dozen key style locks with magnetic locks that work off the cards. We are also looking at a grant that will replace the current camera system in the jail with a better system that has more coverage of the facility.

**Training:**

Dispatch and Correctional Officers Jared Blackburn and Katelyn Early-Fish completed their basic training for the corrections portion of their employment. They traveled to Wasilla for three weeks of in depth training to provide them with Municipal Correctional Officer certifications. All officers in the jail are receiving basic dispatcher training with CO Elijah Comstock becoming an agency trainer so he can teach advanced topics such as Emergency Medical Dispatch (EMD) and other advanced topics to the other officers.

Police Officers Damon Roher and Kyler Clyburn are receiving advanced training to become certified Field Training Officers. This training is approximately a month long and is used to train new officers in basic patrol techniques in an on the job training format.

All officers have been training on drug detection, active shooter responses, search/seizure and a multitude of other topics.

**Increased Enforcement:**

We are continuing to investigate narcotics trafficking and drug dealing. Additionally, extra officers work the night of the Game Dinner and Girls with Pearls for DUI Enforcement. While extra contacts were made on multiple traffic stops, no drunk drivers were located.

Chief

# CITY & BOROUGH OF WRANGELL

## BOROUGH CLERK'S REPORT

Office 907-874-2381 | Email: [clerk@wrangell.com](mailto:clerk@wrangell.com)



TO: BOROUGH ASSEMBLY MEMBERS AND MAYOR GILBERT  
 FROM: KIM LANE, BOROUGH CLERK  
 SUBJECT: March 11<sup>th</sup> CLERK'S REPORT

### Upcoming Meetings & Other Informational dates:

#### Other City Boards/Commissions:

**March 13** – Planning & Zoning Commission mtg. @ 5:30pm in the Assembly Chambers  
**March 18** – WCVB mtg. @ noon in the Assembly Chambers

#### Other Community Events:

**March 15** – Chamber of Commerce Dinner

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

<i>DATE</i>	<i>TIME</i>	<i>PURPOSE</i>
<i>March 24<sup>th</sup> (MONDAY) WS</i>	<i>6pm</i>	<i>Joint WS with School Board/Assy</i>
<i>March 25<sup>th</sup> (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting (7pm)</i>
<i>April 8<sup>th</sup> (WS – Rate Presentation) (moved from 3-25)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>April 22<sup>nd</sup> (WS – Insurance update/presentation)</i>	<i>6pm</i>	<i>Regular Assembly Meeting (7pm)</i>
<i>May 13<sup>th</sup> (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>May 14<sup>th</sup> Budget WS</i>	<i>5:30pm</i>	<i>Budget Work Session</i>
<i>May 22<sup>nd</sup> Possible Budget WS</i>	<i>5:30pm</i>	<i>Budget Revision WS (if needed)</i>
<i>May 27<sup>th</sup> (official Budget PH &amp; Adoption - tentative)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>June 10<sup>th</sup> (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>June 24<sup>th</sup> (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>

## Borough Property for Sale...

The following Industrial Lots are still listed on the Public Surplus site and are scheduled to close on March 15th. To date, there have been no bids received for these three lots.

If there are any lots that do not sell, they will be listed for 30-day periods, until sold.

		Starting Bid Amount
<b>LOT 9, BLOCK 66, INDUSTRIAL REPLAT</b>	(25,849 sq. ft.)	\$51,700
<b>LOT 11, BLOCK 66, INDUSTRIAL REPLAT</b>	(16,500 sq. ft.)	\$31,400
<b>LOT 12, BLOCK 66, INDUSTRIAL REPLAT</b>	(16,500 sq. ft.)	\$31,400

## NIXLE.....



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.

## Interested in purchasing or leasing Borough-owned property?

Applying to purchase or lease borough-owned land can be a bit confusing. We have created applications for both purchasing and leasing in order to make the process easier. Below are the steps one would take to lease or purchase borough-owned land.

[Steps for Leasing Borough-Owned Real Property as per WMC 16.10](#)

[Steps for Leasing Borough-Owned Tidelands as per WMC 16.08](#)

Applications for tidelands leases shall be submitted to the borough clerk and then shall be submitted to the borough manager, planning and zoning and port commissions before being presented to the borough assembly for consideration.

Applications for real property leases shall be submitted to the borough clerk and then shall be submitted to the borough manager and the planning and zoning commission for review before being presented to the borough assembly for consideration.

The applicant shall provide additional information, including a development plan, designs, and specifications, as the planning and zoning and/or port commissions may request. The planning and zoning and port commissions may require the applicant to amend its development plan. All fees associated with the lease shall be paid by the applicant. Such fees include but are not limited to an application fee, survey, assessment, public notices, and recording fees.

For procedural questions, please contact City Hall at (907) 874-2381 Kim Lane (Borough Clerk) by email to [clerk@wrangell.com](mailto:clerk@wrangell.com).

For land questions and documents, please contact City Hall at (907) 874-2381 or Kate Thomas (Economic Development Director) by email to [kthomas@wrangell.com](mailto:kthomas@wrangell.com).

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 11, 2025
	<u>Agenda Section</u>	<b>11</b>

Approval to move forward with the request from Mason Villarma to purchase borough-owned real property described as approximately as Lot 4 (APN 02-031-206) and Lot 5 (APN 02-031-208), Block 49 of the Wrangell Townsite, according to Plat No. 39-31, zoned Light Industrial

<p><b><u>SUBMITTED BY:</u></b></p> <p>Kim Lane, MMC, Borough Clerk</p>	<p><b><u>FISCAL NOTE:</u></b></p> <p><b>Expenditure Required:</b> \$XXX Total</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">FY 25: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY 26: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY27: \$</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <p><b>Amount Budgeted:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"> </td> <td style="width: 40%; border-bottom: 1px solid black;">FY25 \$XXX</td> </tr> </table> <p><b>Account Number(s):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"> </td> <td style="width: 40%; border-bottom: 1px solid black;">XXXXXX XXX XXXX</td> </tr> </table> <p><b>Account Name(s):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"> </td> <td style="width: 40%; border-bottom: 1px solid black;">Enter Text Here</td> </tr> </table> <p><b>Unencumbered Balance(s) (prior to expenditure):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"> </td> <td style="width: 40%; border-bottom: 1px solid black;">\$XXX</td> </tr> </table>	FY 25: \$	FY 26: \$	FY27: \$					FY25 \$XXX		XXXXXX XXX XXXX		Enter Text Here		\$XXX
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<b><u>Reviews/Approvals/Recommendations</u></b>	
<input checked="" type="checkbox"/>	Commission, Board or Committee
Name(s)	Planning and Zoning Commission
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

**ATTACHMENTS:** 1. Request by Mason Villarma 2. Memo from P&Z 3. Aerial map

**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:**

Approval to move forward with the request from Mason Villarma to purchase borough-owned real property described as approximately as Lot 4 (APN 02-031-206) and Lot 5 (APN 02-031-208), Block 49 of the Wrangell Townsite, according to Plat No. 39-31, zoned Light Industrial.



**SUMMARY STATEMENT:**

We received a request from Mason Villarma to purchase Lots 4 & 5, Block 49. In his proposal, he states that he wants to clear the parcel(s) and construct a 40'x60' shop/garage on each property; one for personal storage and one for a fabrication business venture.

**Planning & Zoning Commission Action: On February 13, 2025, the Planning & Zoning Commission approved the request to purchase Lots 4 & 5, Block 49, with the following conditions of the sale.**

The Planning and Zoning Commission recommends that the Borough Assembly approve the sale of Lot 4 and Lot 5 of Block 49 as requested with conditions.

- The property shall be sold with the clear understanding that there are no current plans to improve or extend the roadway in this area along its road frontage; and
- All future road and utility development considerations are shared with the applicant; and
- The applicant shall submit a site plan to include the approximate location of buildings and utility layout to ensure compatibility with public infrastructure; and,
- Any sale agreement should include a clear contingency outlying the Borough's potential future requirement (or lack thereof) for road improvements and utility installation.

Property owners who are within 300 feet of the proposed parcels were notified of this Public Hearing. If the Assembly approves moving forward with the sale of these parcels, the next step will be to obtain an appraisal and post the public notice, inviting those who want to protest the sale, to do so.

That Public Notice will be published 30-days prior to the final approval of the parcels coming to the Assembly.

11000.000.4365

# CITY & BOROUGH OF WRANGELL

## OFFICE OF THE BOROUGH CLERK

PO BOX 531 WRANGELL, AK, 99929 | +1 (907) 874-2381  
205 BRUEGER STREET WRANGELL, AK, 99929



Item a.

### PUBLIC LAND & TIDELANDS PURCHASE APPLICATION

WMC 16.12.010 - 16.12.180

APPLICATION FEE: \$250.00 NON- REFUNDABLE - MUST BE PAID AT TIME OF FILING

OFFICIAL USE ONLY	RECEIVED BY	DATE RECEIVED	PAYMENT TYPE	CHECK <input type="checkbox"/>
	<div>HLane</div>	<div>12-19-24</div>	CREDIT CARD <input type="checkbox"/>	CASH <input checked="" type="checkbox"/>

Applications to purchase borough-owned real property or borough-owned tidelands shall be submitted to the borough clerk. The borough clerk shall submit the application to the planning and zoning commission and if borough-owned tidelands, to the port commission for comments in favor or against the sale.

After the report(s) have been received by the borough clerk from the planning and zoning commission or the port commission (if borough-owned tidelands), the borough clerk shall place the request for purchase on an upcoming regular borough assembly agenda, as a public hearing item, for the assembly to approve moving forward with the sale. All property owners within 300 feet shall be notified by mail regarding the public hearing.

#### SECTION I.

APPLICANT'S FULL NAME	EMAIL ADDRESS	PHONE NUMBER
<div>Mason Felix Villarma</div>	<div>mason.felix.villarma@gmail.com</div>	<div>(360) 981-1010</div>
APPLICANT'S PHYSICAL ADDRESS		
<div>223 Stikine Avenue, Wrangell, Alaska 99929</div>		
APPLICANT'S MAILING ADDRESS		
<div>PO Box 92, Wrangell, Alaska 99929</div>		

#### SECTION II.

REQUEST TO PURCHASE OR EXCHANGE .....	PURCHASE <input checked="" type="checkbox"/>	EXCHANGE <input type="checkbox"/>
REQUEST TO PURCHASE TIDELANDS OR REAL PROPERTY .....	TIDELANDS <input type="checkbox"/>	REAL PROPERTY <input checked="" type="checkbox"/>

PLEASE PROVIDE THE PARCEL ID NUMBER AS WELL AS EITHER THE PHYSICAL ADDRESS OR LEGAL DESCRIPTION OF THE PROPERTY.

PARCEL ID NUMBER	PHYSICAL ADDRESS
<div>02-031-206 &amp; 02-031-208</div>	<div>N/A</div>
<div>LOT: 4&amp;5      BLOCK: 49      SUBDIVISION: N/A</div>	

LEGAL ACCESS TO LOTS (STREET NAME)

Wrangell Avenue/Etolin Street

CURRENT ZONING OF PROPERTY

Light Industrial

LOT SIZE

17,000sqft



**CITY & BOROUGH OF WRANGELL**  
**PUBLIC LAND & TIDELANDS PURCHASE APPLICATION**  
CONTINUED FROM PAGE 1

**SECTION III.****INCLUDE AND LIST ANY SUPPORTING DOCUMENTS (I.E. MAPS).**

See attached exhibit A. The parcels are marked by a red (02-031-206) and green (02-031-208) "X" respectively.

**STATE THE PURPOSE AND PROPOSED USE OF THE PROPERTY.**

To clear the parcel and construct a 40'x60' shop on each property; one for personal storage and one for a fabrication business venture.

**DESCRIBE THE IMPROVEMENTS THAT WILL BE ADDED TO THE PROPERTY.**

40'x60' shop/garage on each lot.

**WHEN WILL THE PROPOSED CONSTRUCTION IMPROVEMENTS BEGIN AND WHEN WILL THEY BE COMPLETED?**

START DATE 8/1/2024

END DATE 8/1/2025

**WHAT IS THE ESTIMATED COST OF IMPROVEMENTS THAT WILL BE ADDED TO PROPERTY?**

cost: \$ 250,000/each lot

**DESCRIBE THE EFFECTS THAT THE PROPOSED USE WILL HAVE ON PUBLIC STREETS, PUBLIC FACILITIES, PUBLIC SERVICES, PUBLIC UTILITIES, TRAFFIC, AND PARKING. INCLUDE A PLAN FOR MITIGATING ADVERSE EFFECTS ON STREETS, PUBLIC FACILITIES, PUBLIC SERVICES, PUBLIC UTILITIES, TRAFFIC CONGESTION, AND PARKING, AND A PLAN FOR PAYING ALL ASSOCIATED COSTS.**

No adverse impacts to be mitigated are apparent at this time.

**CITY & BOROUGH OF WRANGELL**  
**PUBLIC LAND & TIDELANDS PURCHASE APPLICATION**  
CONTINUED FROM PAGE 2

**SECTION III. (CONT.)**

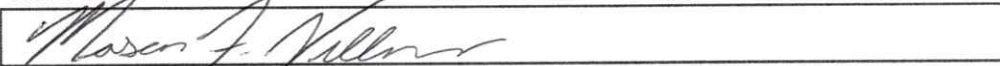
If the applicant wishes to purchase real property or tidelands for the purposes of economic development, the assembly may determine, in its sole discretion, that it is in the best interest of the Borough to dispose of the property, which has a value of \$1,000,000 or less, without requests for proposals or sealed bid procedures and at less than fair market value. In determining the best interests of the borough under the Wrangell Municipal Code, the assembly may consider any relevant factors, which may include:

- i. The desirability of the economic development project.
- ii. The actual or potential economic benefits to the borough, its economy and other businesses within the borough.
- iii. The contribution of the proponent to the economic development project in terms of money, labor, innovation, expertise, experience and otherwise.
- iv. The business needs of the proponent of the project in terms of integration into existing facilities and operations, stability in business planning, business commitments, and marketing.
- v. Actual or potential local employment due to the economic development project.
- vi. Actual and potential enhancement of tax and other revenues to the borough related to the project.
- vii. Existing and reasonably foreseeable land use patterns and ownership.

**SECTION IV. ACKNOWLEDGEMENT**

*I hereby affirm all the information submitted with this application is true and correct to the best of my knowledge. I understand that incomplete applications will not be accepted and that all fees must be paid prior to review of this application.*

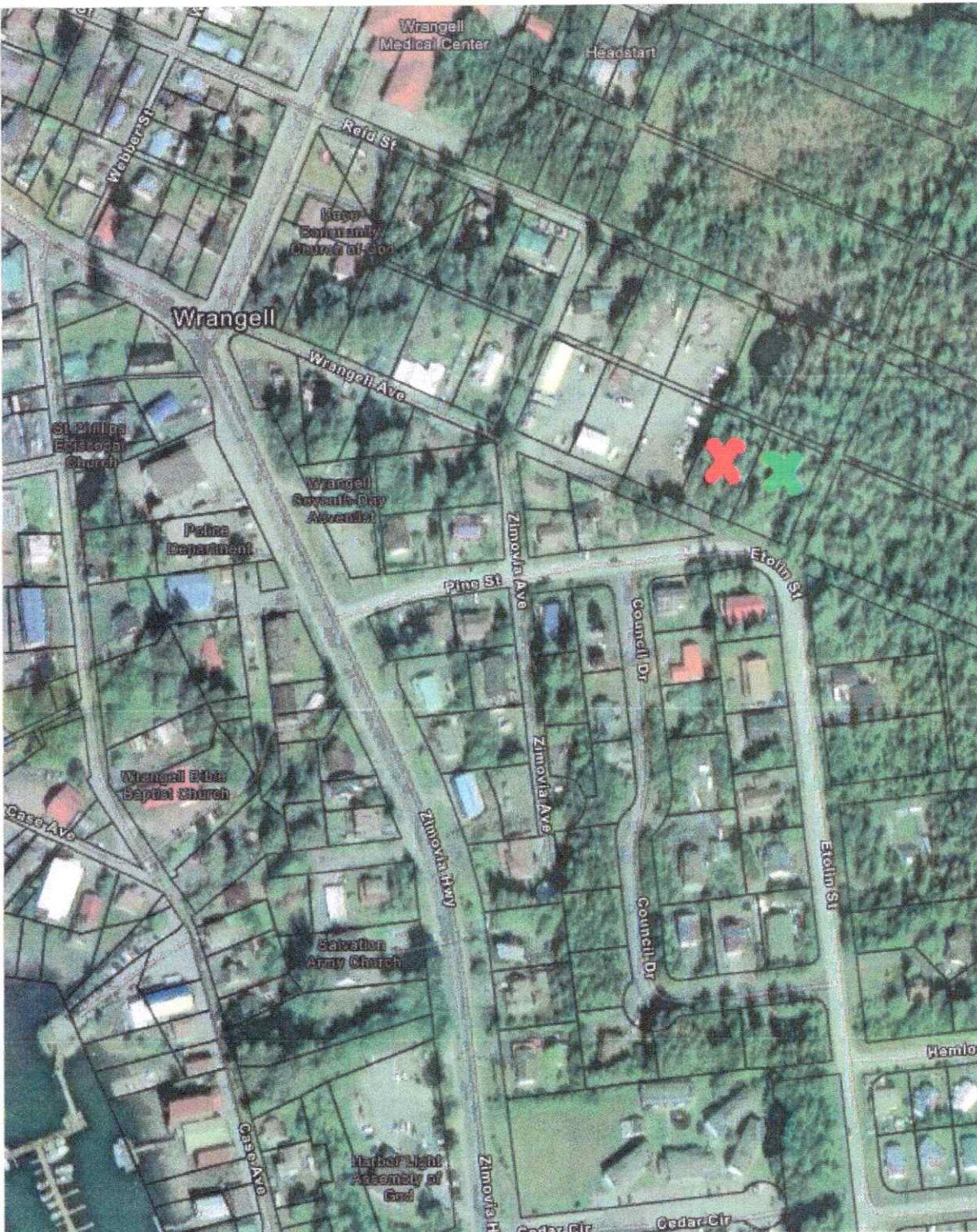
**SIGNATURE OF APPLICANT**



**DATE**

12/19/2024





**PLANNING DEPARTMENT**

PO BOX 531 WRANGELL, AK, 99929 | +1 (907) 874-2381  
205 BRUEGER STREET, WRANGELL, AK, 99929



Date: February 27<sup>th</sup>, 2025

To: Honorable Mayor and Borough Assembly  
Mason Villarma, Borough Manager  
Kim Lane, Borough Clerk

From: Kate Thomas, Economic Development Director

Subject: Request from Mason Villarma to purchase Borough-owned real property identified as Lot 4 (APN 02-031-206) and Lot 5 (APN 02-031-208), Block 49 of the Wrangell Townsite, according to Plat No. 39-31, zoned Light Industrial.

Recommendation: The Planning and Zoning Commission recommends that the Borough Assembly approve the sale of Lot 4 and Lot 5 of Block 49 as requested with conditions.

Attachments: 1.) Aerial Map of Property, 2.) Plat No. 39-31, 3.) Public Comment from Carol Rushmore

On February 13th, the Planning and Zoning Commission reviewed Mr. Villarma's request to purchase Borough-owned real property referenced in the subject. The Commission voted unanimously to recommend approval of the request to the Borough Assembly with the following conditions:

- The property shall be sold with the clear understanding that there are no current plans to improve or extend the roadway in this area along its road frontage; and,
- All future road and utility development considerations are shared with the applicant; and,
- The applicant shall submit a site plan to include the approximate location of buildings and utility layout to ensure compatibility with public infrastructure; and,
- Any sale agreement should include a clear contingency outlying the Borough's potential future requirement (or lack thereof) for road improvements and utility installation.

Included herein is a summary of the findings of fact, meeting discussion, and public comment. This request concerns the sale of Lots 4 and 5, located near the intersection of Pine and Etolin Streets, zoned Light Industrial. The primary challenge lies in access, as the platted Wrangell Avenue right-of-way is currently undeveloped. While alternative access exists via Pine and Etolin Streets, utilizing the Wrangell Avenue right-of-way for piecemeal development, as previously done for Tlingit and Haida, poses risks to future comprehensive road and utility planning.

Staff reports indicate no immediate plans to develop Wrangell Avenue or extend municipal utilities to these lots, emphasizing the need for a cautious approach due to potential implications for future Borough development. Discussions highlighted the lack of legal access from other rights-of-way and the

necessity of easements across private land if access were to be from the north. The applicant, Mason Villarma, proposed vacating the Wrangell Avenue right-of-way and expressed concerns regarding perceived delays in Borough land development.

The Commission discussed the merits of a direct sale versus a public auction, noting that while auctions are a productive option, individual land sale requests are permissible under Title 16 of the municipal code. Concerns were raised regarding the potential financial implications of extending utilities. There are also concerns about the placement of an electrical pole that may be located on one of the lots, requiring utility easement.

A written public comment (attached) submitted by Carol Rushmore advocated for a public auction of these lots, citing past inquiries and the potential for high interest. Concerns were also raised about the appropriateness of the Light Industrial zoning given the surrounding residential areas, suggesting multi-family zoning as a potentially more compatible alternative. The public commenter also questioned why the applicant could not purchase lots at the industrial park that are currently for sale. The commenter also raised concerns about the potential cost for the Borough to extend utilities to the lots and if that cost would be justified.



# CITY AND BOROUGH OF WRANGELL, ALASKA

Item a.



1 inch = 81.818291 feet

34 Date: 12/23/2024

Public Map



**DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.  
PROPERTY LINES ARE APPROXIMATE. AERIAL 2002.**



# CITY AND BOROUGH OF WRANGELL, ALASKA

Item a.



1 inch = 273.23471 feet

35 Date: 1/6/2025

Public Map



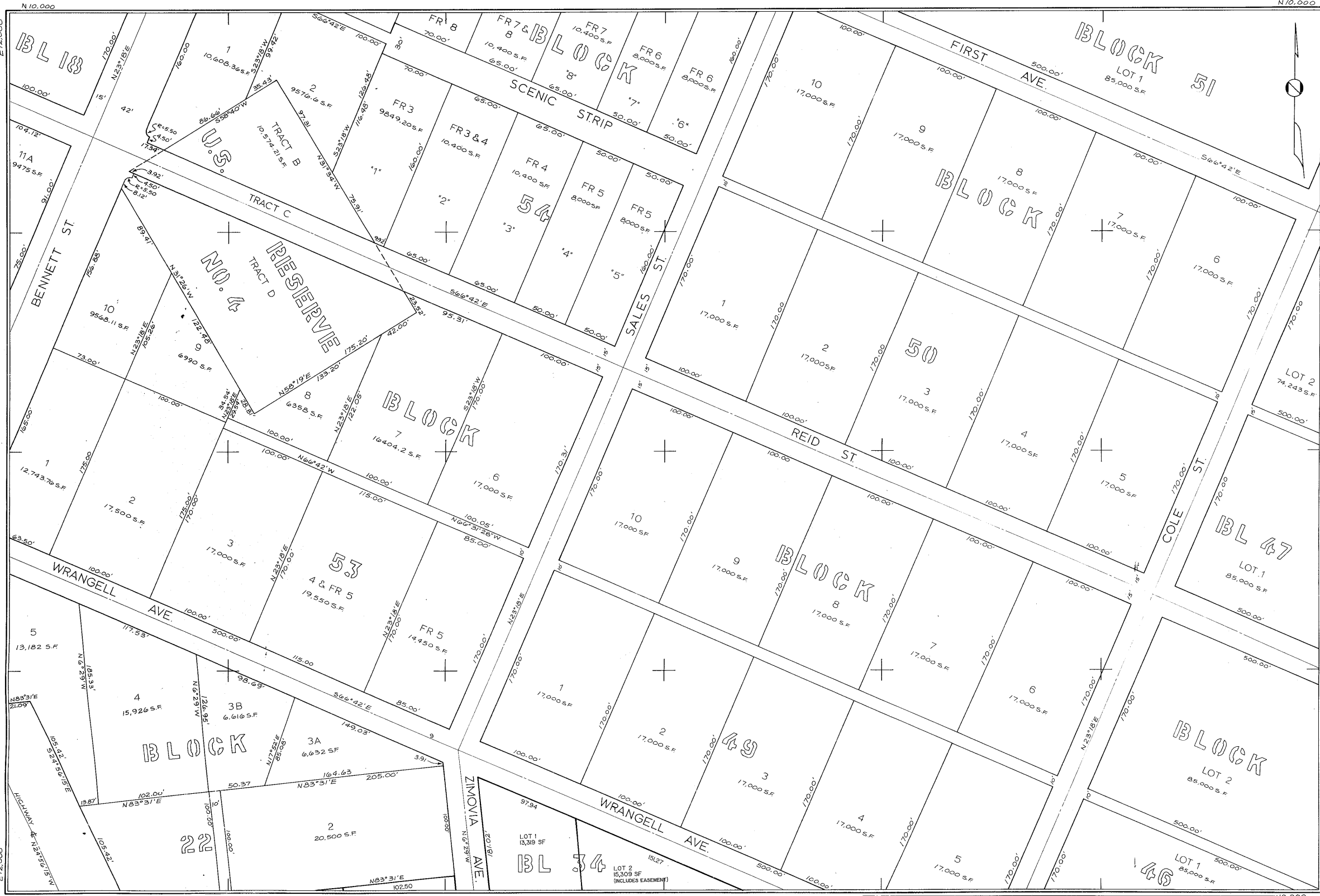
**DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.  
PROPERTY LINES ARE APPROXIMATE. AERIAL 2002.**

SEE SHEET 30

SEE SHEET 22

SEE SHEET 37

SEE SHEET 32



PLAT REVISIONS					
NO.	DATE	BY	PLAT NO.	SUBDIVISION NAME	COMMENTS
1	4-1991	JM		PINE SUBDIVISION LOT 1 BLK 22, B BLK 34	

# CITY OF WRANGELL, ALASKA ASSESSOR'S MAP

CHARLES POOL & ASSOCIATES, INC.  
CONSULTING ENGINEERS & SURVEYORS  
1225 TONGASS AVE. KETCHIKAN, ALASKA 99901

SCALE 1" = 40'	SHEET 31
DATE 0 20 40	PHASE 2
DATE OCT. 1976	BY S.H.
DATE 11103-30-03	BY S.H.



February 11, 2025

Planning and Zoning Commission  
Box 531  
Wrangell, AK 99929

Re: Request from Mason Villarma to purchase Borough-owned real property identified as Lot 4 (APN 02-031-206) and Lot 5 (APN 02-031-208), Block 49 of the Wrangell Townsite, according to Plat No. 39-31, zoned Light Industrial.

Dear Commissioners:

I would request that the Commission, should you move forward with a recommendation to sell the above described lots, add a recommendation to the Assembly that the lots be put up for public auction/sale and not be sold to Mr. Villarma directly.

These two lots have had multiple inquiries in the past regarding their sale potential and solicited heavy interest and I believe a public auction is more appropriate for selling these particular public lands. In the past when I worked for the City, there had been consideration to sell these two lots, however, at the time there was a huge expense to get sewer and/or water to the two lots so the sale was put off until a plan to engineer and fund the utilities and road access to these two lots and to the City lots behind the private lots on Etolin Avenue could be developed to justify the expense of utility construction. I know there has been some utility work in that area so I don't know if that is still the case. However, if there is going to be a large expense to the City to put in utilities to just service these two lots, I then have to ask the question, why Mr. Villarma cannot purchase two of the three Industrial lots currently up for sale in the Industrial Park.

The Commission might also consider if Light Industrial is still the appropriate zoning for these parcels. While there is a light industrial site adjacent, Multi family might be more appropriate for the area since these lots are surrounded by residential lands on all other sides. Light Industrial and Residential uses can have conflicting needs and impacts. Multi Family is allowed in Light Industrial, but some of the Light Industrial uses may not be appropriate for that area depending on what is actually built there and by whom. When lots are sold, plans of the owner could change, lots could be resold and the final development could be different from the original proposal. These lots are close to town and convenient for multi family uses.

Thank you for considering my suggestions.

Sincerely,

Carol Rushmore

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 11, 2025
	<u>Agenda Section</u>	<b>11</b>

Approval of the Land Lease for a portion of Borough-owned property, identified as Lot 1A, Block 2A (APN 02-011-201) of the Wrangell Townsite, according to Plat No. 89-5, zoned Waterfront Development, requested by Brian Schwartz

### SUBMITTED BY:

Kate Thomas, Economic Development Director  
Kim Lane, MMC, Borough Clerk

### Reviews/Approvals/Recommendations

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

### FISCAL NOTE:

**Expenditure Required:** \$XXX Total

FY 25: \$	FY 26: \$	FY27: \$
-----------	-----------	----------

### **Amount Budgeted:**

FY25 \$XXX	
------------	--

### **Account Number(s):**

XXXXXX XXX XXXX	
-----------------	--

### **Account Name(s):**

Enter Text Here	
-----------------	--

### **Unencumbered Balance(s) (prior to expenditure):**

\$XXX	
-------	--

ATTACHMENTS: 1. Recommended Lease 2. Request by Brian Schwartz 3. Memo from P&Z  
4. Aerial and Plat map 5. Samson Tug and Barge Lease

**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:**

Approval of Land Lease for a portion of Borough-owned property, identified as Lot 1A, Block 2A (APN 02-011-201) of the Wrangell Townsite, according to Plat No. 89-5, zoned Waterfront Development, requested by Brian Schwartz.

**SUMMARY STATEMENT:**

We received a request from Brian Schwartz to lease a portion of Borough-owned property so that they could place a seafood trailer at the site and sell food (vending) from the trailer. They plan to have power/water tie-ins constructed at the site, making it usable for them and any other vendors that may request to lease land.

There is a Planning & Zoning Commission memo attached to this agenda item that mirrors the following recommendations for this lease.

**Planning & Zoning Commission Action: On February 13, 2025, the Planning & Zoning Commission approved the request to lease the requested land with the following conditions:**

- Approval of a modified Land Use Agreement between the Borough and Samson Tug & Barge; and
- Lease/land use agreement is established on a short-term basis not to exceed 12 months, with an option to renew at the Borough's discretion; and
- Connections to water, sewer, and power are at the expense of the applicant; and
- Terms of the lease include provisions addressing the following.
  - o A comprehensive plan for managing consumer waste, including trash receptacles, recycling options, and regular removal schedules.
  - o Measures to ensure pedestrian safety, including designated walkways, signage, and traffic flow management.
  - o Strategies to manage vehicular traffic, including designated parking areas, loading zones, and clear access to and from the site
  - o Property owners who are within 300 feet of the proposed parcels were notified of this Public Hearing.

## FOOD TRUCK PARKING SPACE RENTAL AGREEMENT

This FOOD TRUCK PARKING SPACE RENTAL AGREEMENT (“Agreement”) is entered into on this \_\_\_ day of March, 2025 by and between \_\_\_\_\_ (“Vendor”), with its principal mailing address located at \_\_\_\_\_, Wrangell, Alaska 99929 and the City and Borough of Wrangell, Alaska (“CBW”), with its principal address located at 205 Brueger St., Wrangell, Alaska 99929. Each party is individually referred to as a “Party” and collectively as the “Parties.”

**Now, Therefore,** for good and valuable consideration, and in consideration of the mutual covenants set forth below, and with the intent to be legally bound hereby, the Parties agree as follows:

**1. Term.** The term of this Agreement shall be for a period of twelve (12) consecutive months, unless terminated earlier in accordance with paragraph 5 of this Agreement. Provided that this Agreement shall not become effective until both Parties execute this Agreement and Vendor provides CBW with all of the insurance documentation identified in paragraph 9.

**2. Parking Space.** The initial parking space assigned to Vendor is identified and described in detail on Exhibit A hereto and constitutes a portion of CBW property identified as Lot 1A, Block 2A (APN 02-011-201) of the Wrangell Townsite, according to Plat No. 89-5, zoned Waterfront Development. CBW, in its sole and absolute discretion, reserves the right to assign a different parking space to Vendor, without notice or consent at any time.

**3. Rent.** Vendor shall pay CBW \_\_\_\_\_ per month for use of the parking space. First month’s rent shall be payable at the time of signing this Agreement, and thereafter, then, on or before the 1<sup>st</sup> of each subsequent month. If payment is made after the 5<sup>th</sup> of the month, a \$50 late fee will be assessed. Rental fees are subject to change at the sole and absolute discretion of CBW. Once paid, rent is non-refundable regardless of whether Vendor remains on CBW property.

**4. Permissible Uses.** Vendor shall utilize the parking space only for the purpose of operating a mobile/temporary food truck. Vendor agrees to comply with all federal, state, and local laws in the operation and maintenance of the food truck. CBW does not warrant that the parking space is suitable for Vendor’s purposes. Vendor assumes all liability and risk. CBW does not guarantee revenue or a certain number of customers to Vendor and will not refund any rents for unsatisfactory business.

**5. Termination of this Agreement.** Each party shall have the right to terminate this Agreement, with or without cause, by providing at least thirty (30) days’ advance written notice to the other party of its intent to terminate this Agreement.

**6. Food Truck Parking Space and Operational/Management Plan.** In accordance with paragraph 2, CBW, in its sole and absolute discretion, shall assign Vendor a parking space. CBW has the final say on how the parking space is used and how Vendor's food truck presents to the general public. CBW reserves the right to change Vendor's parking space without notice or consent at any time. CBW shall, under no circumstances, be liable for any loss or damage to Vendor's property. Vendor agrees, at its sole cost and expense, to keep the assigned parking space clean and in a manner satisfactory to CBW. Cleanliness and safety are imperative. Vendor's food truck must be kept in clean and working order at all times during the term of this Agreement. Vendor shall not transfer, assign, sublet, or share any space without prior written approval from CBW, and any such attempt to do so, shall be void.

**A.** Connection to water, sewer, and power shall be at Vendor's sole cost and expense.

**B.** Vendor shall submit a comprehensive management/operational plan to CBW's satisfaction prior to commencing operations that addresses: managing waste and garbage, placement and maintenance of trash receptacles, recycling options, regular removal schedules, pedestrian safety, designated walkways, signage, traffic flow maintenance, vehicular traffic, designated parking areas, loading zones and clear access to and from the parking space. Exhibit B – Planning and Zoning Commission, Recommendation, February 13, 2025.

**7. Vendor Documentation.** To the extent that CBW requests and requires documentation, Vendor shall provide CBW with true and correct copies of any required documentation, including but not limited to, business licenses, permits, sales tax certificates, certificates of authority, certificates of insurance and/or other applicable waivers.

**8. Indemnification.** Vendor agrees to indemnify, defend, and hold harmless CBW, its managers, directors, officers, directors, members, affiliates, employees, agents, and representatives, from and against any and all losses, lawsuits, judgments, causes of action, costs, damages, claims, and expenses, arising, arisen, or to arise out of, or referring or relating in any way to the acts or omissions of Vendor, its employees, subcontractors, sublicensees, subtenants, or agents in the performances (or lack thereof) of this Agreement or the use of the assigned parking space.

**9. Insurance.** Vendor shall not commence with using the parking space until Vendor has obtained the insurance required by this Agreement. All coverage shall be with insurance carriers licensed and admitted to do business in the state of Alaska. All coverage shall be bound with carriers acceptable to CBW. The required lines and limits of insurance are as follows:

**General Liability Insurance.** Vendor shall procure and maintain for the term of this Agreement, General Liability Insurance on an "occurrence basis" with limits of liability not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

**Motor Vehicle Liability Insurance.** Vendor shall procure and maintain for the term of this Agreement, Motor Vehicle Liability Insurance on an “occurrence basis” with limits of liability not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

**Worker’s Compensation Insurance.** Vendor shall procure and maintain for the term of this Agreement, Worker’s Compensation Insurance, including Employer’s Liability Coverage, in accordance with the laws of the state of Alaska.

The following shall be named as additional insureds: “the City and Borough of Wrangell, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. Further, the CBW shall be provided with at least thirty (30) days’ advance written notice of any cancellation.

**10. Assumption of Risk and Limitation on Liability.** Vendor acknowledges and agrees that by use of the parking space, Vendor assumes all risk of loss or damage to property, and all risk of personal injury, including but not limited to death attributable to any cause whatsoever. In no event shall CBW be liable for any consequential, special, indirect, incidental or punitive damages, costs, expenses, or losses (including without limitation, lost profits, loss of business, anticipatory profits, and opportunity costs). To the extent that Vendor may assert a claim against CBW in contravention of this paragraph 10, Vendor shall look solely to the CBW’s interest in the assigned parking space.

**11. Video and Photography Release.** Vendor hereby grants to CBW the irrevocable and unlimited right and permission to use photographs and/or video recordings of Vendor’s food truck on CBW’s social media and other internet properties, publications, promotional flyers, marketing materials, derivative work, or for any other similar purpose without compensation or permission from Vendor. Vendor hereby releases, acquits, and forever discharges CBW from any and all claims, demands, rights, promises, damages, or liabilities, arising, arisen, or to arise out of or referring or relating in any way to claims for invasion of privacy, appropriation, likeness, or defamation.

**12. Notice.** All notices and requests concerning this Agreement shall be in writing and addressed as follows:

CBW: City and Borough of Wrangell  
Attn: City Manager  
PO Box 531  
Wrangell, AK 99929

Vendor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**13. Choice of Law, Jurisdiction, and Venue.** The internal laws of the state of Alaska shall govern the construction and interpretation of this Agreement without giving effect to any principles of conflict of laws or choice of law. The Superior Court for the State of Alaska, First Judicial District at Wrangell, Alaska, shall be the exclusive court for jurisdiction and venue of any and all actions of any kind and any nature arising out of or referring to this Agreement. The Parties irrevocably submit to the jurisdiction and venue of the Superior Court for the State of Alaska, First Judicial District at Wrangell, and agree that trial of any action shall be in Wrangell, Alaska.

**14. Severability.** In the event that any provision(s) of this Agreement is (are) determined to be legal invalid, the Parties agree such provision(s) shall be null and void, but the remainder of the Agreement shall remain in full force and effect.

**15. No waiver.** No waiver of any default under this Agreement shall constitute or operate as a waiver of any subsequent default, and no delay, failure, or omission in exercising or enforcing any right, privilege, or option under this Agreement shall constitute a waiver, abandonment, or relinquishment thereof.

**16. No Assignment.** This Agreement cannot be assigned without the prior written consent of the other Party.

**17. No Third-Party Rights.** The provisions of this Agreement are for the benefit of Vendor and CBW only and are not for the benefit of any third-party. No third-party shall have the right to enforce the provisions of this Agreement.

**18. Entire Agreement.** This Agreement, including all exhibits and referenced documents, constitutes the entire Agreement of the Parties with respect to the matters contained herein. No modification of or amendment to the Agreement shall be effective unless such modification or amendment is in writing and signed by all of the Parties. Any prior agreements or representations, either written or oral, relating to the subject matter of this Agreement, are of no force or effect. In the event of any ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the Parties. There shall be no presumption or burden of proof favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement.

**19. Counterparts and Signatures.** This Agreement may be executed in any number of counterparts and in electronic format, each of which when so executed and delivered (whether electronically or otherwise) shall be taken to be an original; but such counterparts shall together constitute one and the same document.

**IN WITNESS WHEREOF,** the Parties have caused this Agreement to be executed by the duly authorized representatives signing below.

Date: \_\_\_\_\_

City and Borough of Wrangell, Alaska

Attest:

By \_\_\_\_\_

Mason Villarma, City Manager

---

Kim Lane, Borough Clerk

# CITY & BOROUGH OF WRANGELL

## OFFICE OF THE BOROUGH CLERK

PO BOX 531 WRANGELL, AK, 99929 | +1 (907) 874-2381  
205 BRUEGER STREET WRANGELL, AK, 99929



### PUBLIC LAND & TIDELANDS LEASE APPLICATION

**WMC 16.08.010 - 16.08.210 & WMC 16.10.010 - 16.10.210**

**APPLICATION FEE: \$250.00 NON-REFUNDABLE - MUST BE PAID AT TIME OF FILING**

OFFICIAL USE ONLY

RECEIVED BY

DATE RECEIVED

PAYMENT

CHECK ☐

CREDIT CARD ☐

CASH ☐

Applications for tidelands leases shall be submitted to the planning and zoning and port commissions before being presented to the borough assembly for consideration. Applications for real property leases shall be submitted to the borough manager and the planning and zoning commission for review before being presented to the borough assembly for consideration.

The applicant shall provide additional information, including a development plan, designs, and specifications, as the planning and zoning and/or port commissions may request. The planning and zoning and port commissions may require the applicant to amend its development plan. All fees associated with the lease shall be paid by the applicant. Such fees include but are not limited to an application fee, survey, assessment, public notices, and recording fees.

#### SECTION I.

APPLICANT'S FULL NAME

Brian Andrew Schwartz

EMAIL ADDRESS

Brianschwartz123@yaho

PHONE NUMBER

9076607511

APPLICANT'S PHYSICAL ADDRESS

916 High Field St, Wrangell, AK 99929

APPLICANT'S MAILING ADDRESS

P.O. Box 1957, Wrangell, AK 99929

#### SECTION II.

REQUEST TO LEASE TIDELANDS OR REAL PROPERTY ..... TIDELANDS ☐ REAL PROPERTY ☒

PLEASE PROVIDE THE PARCEL ID NUMBER AS WELL AS EITHER THE PHYSICAL ADDRESS OR LEGAL DESCRIPTION OF THE PROPERTY.

PARCEL ID NUMBER

02-011-201

PHYSICAL ADDRESS

101 Front St

LOT: 1A

BLOCK: 2A

SUBDIVISION:

PROPOSED TERM OF LEASE (YEARS) .....

01

YEARS

**CITY & BOROUGH OF WRANGELL**  
**PUBLIC LAND & TIDELANDS LEASE APPLICATION**

CONTINUED FROM PAGE 1

Item b.

**SECTION II. (CONT)**

**CURRENT ZONING OF PROPERTY**

WFD

**LOT SIZE**

7058 SF

**CURRENT USE OF PROPERTY**

PUBLIC RESTROOMS/SAMSON TUG AND BARGE

**SECTION III.**

**INCLUDE AND LIST HERE ANY SUPPORTING DOCUMENTS (I.E. MAPS).**

**STATE THE PURPOSE AND PROPOSED USE OF THE PROPERTY.**

My family and I would like to utilize the discussed property as an ideal location for our seafood trailer.

**DESCRIBE THE IMPROVEMENTS THAT WILL BE ADDED TO THE PROPERTY.**

We plan to have power/water tie-ins constructed at the site, making it usable for us and any following vendors.

**WHEN WILL THE PROPOSED CONSTRUCTION IMPROVEMENTS BEGIN AND WHEN WILL THEY BE COMPLETED?**

START DATE:02/25

END DATE:03/25

**WHAT IS THE ESTIMATED COST OF IMPROVEMENTS THAT WILL BE  
ADDED TO PROPERTY?**

COST: \$1000

**DESCRIBE THE EFFECTS THAT THE PROPOSED USE WILL HAVE ON PUBLIC STREETS, PUBLIC FACILITIES, PUBLIC SERVICES, PUBLIC UTILITIES, TRAFFIC, AND PARKING. INCLUDE A PLAN FOR MITIGATING ADVERSE EFFECTS ON STREETS, PUBLIC FACILITIES, PUBLIC SERVICES, PUBLIC UTILITIES, TRAFFIC CONGESTION, AND PARKING, AND A PLAN FOR PAYING ALL ASSOCIATED COSTS.**

At this time we do not foresee any issues with our trailer/business impacting any public activities or services. Our trailer will be parked in front of the public restrooms provided by the city, but we will have signage posted to help direct any member of the public towards them. All associated costs will be paid upon first notice.

**CITY & BOROUGH OF WRANGELL**  
**PUBLIC LAND & TIDELANDS LEASE APPLICATION**  
CONTINUED FROM PAGE 2

Item b.

**SECTION IV. ACKNOWLEDGEMENT**

*I hereby affirm all the information submitted with this application is true and correct to the best of my knowledge. I also agree to fulfill the tenants of any permits or approvals required by the City and Borough of Wrangell. I understand that incomplete applications will not be accepted and that all fees must be paid prior to review of this application.*

**SIGNATURE OF APPLICANT**

**DATE**



26DEC2024

**PLANNING DEPARTMENT**

PO BOX 531 WRANGELL, AK, 99929 | +1 (907) 874-2381  
205 BRUEGER STREET, WRANGELL, AK, 99929



Date: February 27<sup>th</sup>, 2025

To: Honorable Mayor and Borough Assembly  
Mason Villarma, Borough Manager  
Kim Lane, Borough Clerk

From: Kate Thomas, Economic Development Director

Subject: Request from Brian Schwartz to lease (rent) a portion of Borough-owned property identified as Lot 1A, Block 2A (APN 02-011-201) of the Wrangell Townsite, according to Plat No. 89-5, zoned Waterfront Development.

Recommendation: The Planning and Zoning Commission recommends approval to the Borough Assembly to lease a portion of Lot 1A, Block 2A, as requested by Brian Schwartz for the placement and operation of a Mobile Food Truck with conditions.

Attachments: 1.) Aerial Map of Property, 2.) Plat No. 89-5

On February 13th, the Planning and Zoning Commission reviewed Mr. Schwartz's request to lease/rent Borough-owned real property referenced in the subject. The Commission voted unanimously to recommend approval of the request to the Borough Assembly with the following conditions:

- Approval of a modified Land Use Agreement between the Borough and Samson Tug & Barge.
- Lease/land use agreement is established on a short-term basis not to exceed 12 months, with an option to renew at the Borough's discretion; and,
- Connection to water, sewer, and power are at the expense of the applicant; and,
- Terms of the lease include provisions addressing the following.
  - A comprehensive plan for managing consumer waste, including trash receptacles, recycling options, and regular removal schedules.
  - Measures to ensure pedestrian safety, including designated walkways, signage, and traffic flow management.
  - Strategies to manage vehicular traffic, including designated parking areas, loading zones, and clear access to and from the site.

Included herein is a summary of the findings of fact, meeting discussion, and public comment. Mr. Schwartz's request proposes a short-term land lease to Brian Schwartz for a mobile food truck operation on a portion of Lot 1A, Block 2A, currently leased to Samson Tug & Barge. The proposed site offers essential utilities and aligns with state requirements for mobile food vendors. While the property is zoned Waterfront Development, its proximity to existing commercial activity and its potential to serve

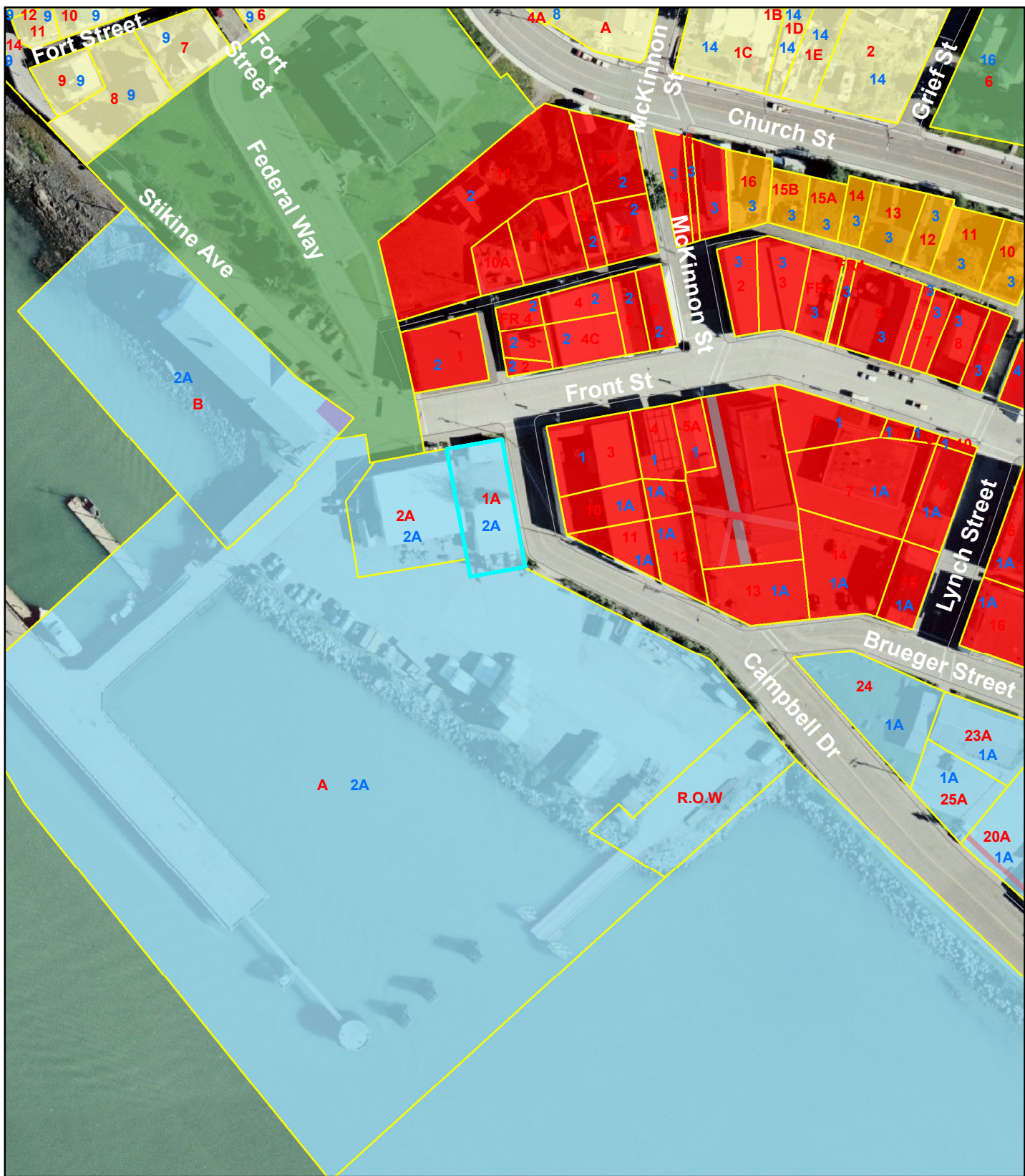


the waterfront industries, including tourism, supports the proposed use. The site has been previously considered for similar ventures, and relevant Borough departments have weighed in on its suitability.

There is an existing land use agreement with Samson Tug & Barge for public restrooms on the same lot, which necessitates their approval for any lease modifications. The Commission's discussion highlighted concerns regarding parking, pedestrian traffic, and potential congestion, particularly during peak tourist seasons. Staff has proposed a short-term lease, allowing for a re-evaluation of conditions after the season and providing flexibility for adjustments. The applicant has expressed a willingness to cooperate with the Borough and address any arising issues. Neighboring property owners have also expressed verbal support as per the applicant during the public hearing comments. The Commission also discussed the need to develop a process for future similar requests. Monitoring and adaptive management strategies have been emphasized to ensure public safety and mitigate any potential negative impacts. The applicant has agreed to work cooperatively with the Borough to mitigate any issues that arise.

# CITY AND BOROUGH OF WRANGELL, ALASKA

Item b.



1 inch = 136.617355 feet

50 e: 1/6/2025

Public Map



**DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.  
PROPERTY LINES ARE APPROXIMATE. AERIAL 2002.**

NOTARY PUBLIC JOHN W. ELLIOTT, JR.

WRANGELL

100% POTENTIAL. HEAL THE DAY AND YEAR IN  
JUST THREE MONTHS.

IN AND FOR THE STATE OF ALASKA

CERTIFICATE STATE OF ALASKA  
FIRST JUDICIAL DISTRICT 1988

FIRST JUDICIAL DISTRICT) \*\*  
 I, THE UNDERSIGNED, IN THE DULY APPOINTED AND QUALIFIED,  
 AN ACTING ASSISTANT CLERK FOR THE CITY OF WRANSELL, HERBY  
 CERTIFY, THAT ACCORDING TO THE RECORDS OF THE CORPORATION,  
 THE FOLLOWING DESCRIBED PROPERTY IS LOCATED IN THE CITY OF  
 WRANSELL, IN THE COUNTY OF WRANSELL, IN THE NAME OF THE  
WRANSELL AND THAT ACCORDING  
 TO THE RECORDS OF THE CORPORATION, ALL TAXES ARISING  
 AGAINST SAID PROPERTY ARE IN FAVOR OF THE CITY OF WRANSELL  
 AND THAT THE CITY OF WRANSELL OWES TAXES FOR THE YEAR 198  
1980 IN THE SUM OF ONE DOLLAR, 1980 DOLLARS 2.00

CITY CLERK, CITY OF WRENDEL

CERTIFICATE OF APPROVAL  
BY THE BOARD

BY THE BOARD  
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWS SECTION  
HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION MAPS  
RECORDS OF THE CITY OF WRANSELL PLATTING COMMISSION, AND THAT  
SAID PLAT HAS BEEN APPROVED BY THE BOARD OF PLATTING  
COMMISSION, DATED 3-2-1989, AND THAT  
THE PLAT SHOWS SECTION HAS BEEN APPROVED FOR RECORDING IN  
THE OFFICE OF THE COUNTY CLERK, MATTHEW, EXCEPT FOR  
SECTION. A. A.

3-20-57 Union Summit

DATE 12-1-68 DISTRICT 1 PETITIONER COMMISSIONER  
 ATTEST Dorothy Wilson  
 CLERK  
 MAYOR W. J. Wilson  
**CERTIFICATE OF APPROVAL**  
**BY THE COUNCIL**  
 I HEREBY CERTIFY THAT THE SUBCOMMISSION PLAY SHOWS HEREON  
 HAS BEEN FOUND TO COMPLY WITH THE COMMISSIONER'S RECOMMEN-  
 DATIONS OF THE CITY OF WRANGELL (COUNCIL & MAYOR) L.  
 MINUTE BOOK 12-1-68 12-1-68  
 BY THE COMMISSIONER HEREON HAS BEEN APPROVED FOR RECORDING  
 IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO  
 RECORDS, KOTIKWA, ALASKA.

3-1-87

DATE  
ATTN  
CITY

## NOTES

- 1) REFERENCE WAS MADE TO PLAT NBO-1 RECORDED IN THE WRANGELL RECORDING DISTRICT
- 2) BEARINGS AND DISTANCES ON THIS PLAT, REFER TO PLAT NBO 1 (LATEST PLAT OF RECORD)
- 3) THIS RESUBDIVISION SURVEY WILL CREATE LOTS 1A, 2A, AND 3A IT WILL ALSO VACATE TWO EASEMENTS AS SHOWN ON THIS PLAT, BLOCK 2A

ZIMOVIA

STRAIT

### SURVEYOR'S CERTIFICATE

I hereby certify that I am a registered Surveyor, licensed in the State of Alaska, and that in **NOV 1968** a survey of the herein-described lands was conducted under my direct supervision and that this plat is a true and accurate representation of the field notes of said survey and that all dimensions and other details are correct according to said field notes.

RECORDED - FILED  
WR-1561 REC. DIST.  
DATE April 20 1969  
TIME 3:10 P.M.  
Requested by City of Wm  
Address 10 Penn St  
Wm 212-2121

RESUBDIVISION SURVEY

Lots 182 Blk 1, USS 1119, Lot 1 Blk 2A, ATS#83,  
8 Lot 5 of the Resubd as recorded on Plot # 80-1

CLIENT: CITY OF WHEELING

BOX 331  
WRANGELL AK 99926

**GREG SCHEFF & ASSOCIATES**

**GREG SCHIFF & ASSOCIATES  
LAND SURVEYORS**

BOX 1331

WRANGELL, ALASKA 99929		
DATE NOV. 18, 1988	NAME OF SURVEYOR GREG SCHEFF & ASSOC.	PROJECT NUMBER 51044-08-00W
SCALE 1"=40'	DRAWN BY J. LEE	

WRANGELL 89-5



Return to: City & Borough of Wrangell  
P.O. Box 531  
Wrangell, AK 99929

*Wrangell Recording District*

*Page 1 of 4*

### **Land Use Agreement**

This Agreement is made and entered into this 1 day of August, 2023 between the City and Borough of Wrangell, Alaska (the "Borough") and Samson Tug and Barge Co., Inc. ("Samson") (collectively, the "Parties").

### **Recitals**

WHEREAS, the Borough desires to access and utilize certain real property owned by Samson, which is identified in detail in Exhibit A to this Agreement, for the purpose of installing temporary public restroom facilities to accommodate summer visitors;

WHEREAS, Samson agrees to grant a temporary permit and easement to the Borough for the portion of its real property identified in Exhibit A for this purpose;

WHEREAS, in consideration of this temporary permit and easement, the Borough agrees to temporarily reduce Samson's monthly space rent for its use of the Borough's port barge landing area;

NOW, THEREFORE, in consideration of these mutual promises, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

### **Agreement**

The Parties incorporate by reference and agree to the accuracy of the above Recitals and further agree as follows:

#### **1. Temporary Permit and Easement.**

Samson hereby provides a temporary permit and easement to the Borough for the portion of its real property identified in Exhibit A (the "Premises"). This temporary permit and easement allows the Borough to access and utilize the Premises to install temporary public restrooms and any related structures and to operate and maintain the temporary public restrooms. Samson agrees that this temporary permit and easement allows the Borough to invite the general public to access and use the Premises for the purpose of utilizing the restroom facilities.

#### **2. Facilities to be Constructed.**

The Borough may construct or install temporary public restroom facilities on the Premises. The Borough agrees to construct a temporary fence or other physical barrier along the side and rear



boundaries of the Premises for the purpose of preventing the general public from entering the adjacent real property owned by Samson.

### 3. Consideration.

In consideration of and for Samson's grant to the Borough of the temporary land use permit and easement discussed herein, the Borough agrees to temporarily reduce Samson's monthly space rent for its use of the Borough's port barge landing area. During the Effective Term of this Agreement, the Borough will reduce the square footage by which Samson's monthly space rent is calculated from 8,600 (eight thousand six hundred) square feet to 6,628 (six thousand six hundred and twenty eight) square feet.

### 4. Effective Term.

This Agreement is effective as of Today and terminates on to be determined (the "Effective Term").

### 5. Removal of Facilities.

The Borough agrees that within 10 (ten) days of the expiration of the Effective Term of this Agreement, the Borough will remove all facilities it constructed or installed on the Premises and that it will leave the Premises in the same condition as before the Effective Term of this Agreement.

### 6. Indemnity.

To the fullest extent permitted by law, the Borough shall indemnify, defend, and hold harmless Samson and its officers and employees, from and against any suit, action, claim, damages, or liability of any kind and of any nature, including death, arising out of any act, error or omission or any claim of, or liability for, negligent acts, errors, and omissions of the Borough on the Premises during the Effective Term of this Agreement. Pursuant to this section, the Borough is not required to indemnify, defend, or hold harmless Samson for a claim of, or liability for, the independent negligent acts, errors, and omissions of Samson. If there is a claim of, or liability for, a joint negligent act, error, or omission of Samson and the Borough, the indemnification, defense, and hold harmless obligation of this section shall be apportioned on a comparative fault basis. In this section, "Samson" and "Borough" include the employees, agents, and subcontractors who are directly responsible, respectively, to each.

### 7. Insurance.

The Borough agrees to provide proof of comprehensive general liability insurance coverage, including contractual, property damage, bodily injury, premises operations including explosion, collapse, and underground; products and complete operations, broad form property damage and personal injury coverages in amounts no less than \$1M per occurrence and \$2M aggregate.

### 8. Interpretation and Enforcement

This Agreement is being executed by the parties following negotiations between them. It shall be construed according to the fair intent of the language as a whole, not for or against any party.



The titles of sections in this Agreement are not to be construed as limitations or definitions but are for identification purposes only.

#### 9. Jurisdiction and Choice of Law

The laws of the State of Alaska and the Wrangell Municipal Code shall govern this Agreement, and any legal action brought thereon shall be filed and adjudicated in the Superior Court for the State of Alaska, First Judicial District at Wrangell, Alaska.

#### 10. Integration

This instrument and all appendices, exhibits, and amendments hereto embody the entire agreement of the Parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either oral or written, between the Parties.

#### 11. Severability

If any section or clause of this Agreement is held invalid by a court of competent jurisdiction, or is otherwise invalid under the law, the remainder of this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Agreement:

CITY AND BOROUGH OF WRANGELL

By:

Patricia Gilbert  
Patty Gilbert, Borough Mayor

08.10.2023  
Date

STATE OF ALASKA )

) ss.

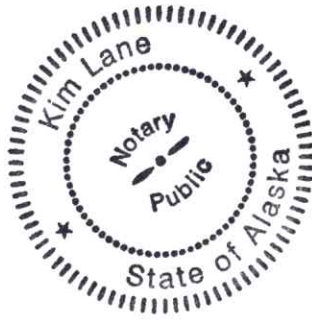
FIRST JUDICIAL DISTRICT )

On this 10<sup>th</sup> day of August, 2023, before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared Patricia Gilbert, Borough Mayor, known to me to be the identical individual(s) who executed the foregoing instrument, and they acknowledged to me that they executed the same as the free and voluntary act of said company, with full authority to do so and with full knowledge of its contents, for the uses and purposes therein mentioned.

GIVEN UNDER MY HAND and official seal the day and year last above written.







Kim Lane  
Notary Public in and for Alaska

My Commission Expires: 7/27/25

SAMSON TUG & BARGE, INC.

By: Corella Begg

8/1/2023  
Date

Its: Vice President

**ACKNOWLEDGMENT**

STATE OF ALASKA )

) ss.

FIRST JUDICIAL DISTRICT )

On this 1st day of August, 2023, before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared Corella Sophie of Samson Tug and Barge, Inc, known to me to be the identical individual(s) who executed the foregoing instrument, and they acknowledged to me that they executed the same as the free and voluntary act of said company, with full authority to do so and with full knowledge of its contents, for the uses and purposes therein mentioned.

GIVEN UNDER MY HAND and official seal the day and year last above written.



Kim Lane  
Notary Public in and for Alaska

My Commission Expires: 7-27-25



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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 11th, 2025
	<u>Agenda Section</u>	<b>13</b>

**RESOLUTION No. 03-25-1925** A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FISCAL YEAR 2025 BUDGET BY TRANSFERRING \$7,000 FROM THE GENERAL FUND RESERVE TO THE SPECIAL REVENUE FUND 911 SURCHARGE BUDGET FOR ADDITIONAL COSTS RELATED TO THE LICENSE AND RENEWAL FOR THE BOROUGH'S 911 SYSTEM SOFTWARE

SUBMITTED BY:

Jackson Pool, Finance Director

FISCAL NOTE:

**Expenditure Required: \$42k Total**

<b>Fiscal Year (FY): 25</b>	Amount: \$7000
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**Amount Budgeted:**

FY: 2025	\$ 35,000
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**Account Number(s):**

11130 000 7503
----------------

**Account Name(s):**

Information Technology
------------------------

**Unencumbered Balance(s) (prior to expenditure):**

\$0
-----

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. RES 03-25-1925

**RECOMMENDATION MOTION:**

Move to Approve Resolution No. 03-25-1925.

**SUMMARY STATEMENT:**

This resolution amends the Fiscal Year 2025 Budget by authorizing the transfer of \$7,000 from the General Fund Reserve to the Special Revenue 911 Surcharge Fund Budget. The funds will be used to cover the costs associated with the renewal of the 911 System Software Licensing.

## CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO 03-25-1925

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FISCAL YEAR 2025 BUDGET BY TRANSFERRING \$7,000 FROM THE GENERAL FUND RESERVE TO THE SPECIAL REVENUE FUND 911 SURCHARGE BUDGET FOR ADDITIONAL COSTS RELATED TO THE LICENSE AND RENEWAL FOR THE BOROUGH'S 911 SYSTEM SOFTWARE

WHEREAS, the City and Borough of Wrangell maintains a 911 emergency response system to ensure public safety; and

WHEREAS, the 911 system software requires an updated and renewed license, which has resulted in inflated, unbudgeted costs; and

WHEREAS, the Special Revenue Fund 911 Surcharge budget does not have sufficient funds to cover the additional unbudgeted costs; and

WHEREAS, it is necessary to amend the FY 2025 budget to authorize the transfer of funds to ensure the continued operation and effectiveness of the Borough's 911 System.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that:

Section 1: The FY 2025 budget is hereby amended to increase the 911 Surcharge Budget by \$7,000 to cover additional licensing and renewal

Section 2: Funding for this amendment will be transferred from the General Fund reserve.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 11<sup>th</sup> day of MARCH 2025.

CITY & BOROUGH OF WRANGELL, ALASKA

\_\_\_\_\_  
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>	March 11, 2025
	<u>Agenda Section</u>	<b>13</b>

**RESOLUTION No. 03-25-1926** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY25 BUDGET IN THE INDUSTRIAL CONSTRUCTION FUND BY ACCEPTING THE REVENUE FROM THE SALE OF INDUSTRIAL LOT 5A, BLOCK 61 AND LOTS 7, 8, 10, and 13, BLOCK 66 OF THE INDUSTRIAL REPLAT

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

**Revenue:**

<b>Fiscal Year (FY): 25</b>	Amount: \$229,900
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**Amount Budgeted:**

FY: 2025	\$ 0
----------	------

**Account Number(s):**

52000.000.7519
----------------

**Account Name(s):**

Industrial Construction Fund
------------------------------

**Unencumbered Balance(s) (prior to expenditure):**

\$0
-----

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. RES 03-25-1926

**RECOMMENDATION MOTION:**

Move to Approve Resolution No. 03-25-1926.

**SUMMARY STATEMENT:**

This resolution amends the Fiscal Year 2025 Budget by accepting \$229,900 into the Industrial Construction Fund. This is for the following Industrial Lot Sales:

Lot 5a	\$75,100	to Brett Woodbury
Lot 7	\$41,100	to Jiaying Lu
Lot 8	\$50,900	to Brett Woodbury
Lot 10	\$31,400	Job Montoy
Lot 13	\$31,400	Christopher McMurren

## CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 03-25-1926

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY25 BUDGET IN THE INDUSTRIAL CONSTRUCTION FUND BY ACCEPTING THE REVENUE FROM THE SALE OF INDUSTRIAL LOT 5A, BLOCK 61 AND LOTS 7, 8, 10, and 13, BLOCK 66 OF THE INDUSTRIAL REPLAT

WHEREAS, the Borough Assembly authorized the terms of the sale of the Industrial Lots 5a, 7, 8, 9, 10, 11, 12 & 13, by Resolution (10-24-1885); and

WHEREAS, the bidding ended on December 13, 2024; and

WHEREAS, the following lots received bids:

Lot 5a	\$75,100	to Brett Woodbury
Lot 7	\$41,100	to Jiaying Lu
Lot 8	\$50,900	to Brett Woodbury
Lot 10	\$31,400	Job Montoy
Lot 13	\$31,400	Christopher McMurren

WHEREAS, lots 9, 11 & 12 did not receive any bids and will be listed on the Public Surplus site in increments of 30 days, until sold; and

WHEREAS, the FY25 Budget must be amended to accept this revenue.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THAT:

Section 1: Lot 5a, Block 61, Industrial Replat, received a bid of \$75,100 from Brett Woodbury and was paid in full.

Section 2: Lot 7, Block 66, Industrial Replat, received a bid of \$41,100 from Jiaying Lu and was paid in full.

Section 3: Lot 8, Block 66, Industrial Replat, received a bid of \$50,900 from Brett Woodbury and was paid in full.

Section 4: Lot 10, Block 66, Industrial Replat, received a bid of \$34,400 from Job Montoy and was paid in full.

Section 5: Lot 13, Block 66, Industrial Replat, received a bid of \$31,400 from Christopher McMurren and was paid in full.

Section 6: The FY25 Budget in the Industrial Construction Fund is amended to reflect an increase in revenue to account 52000-000-4650 Industrial Construction Fund Revenue in the amount of \$229,900.00.



PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF  
WRANGELL, ALASKA THIS 11<sup>th</sup> DAY OF March, 2025.

CITY & BOROUGH OF WRANGELL

\_\_\_\_\_  
Patricia Gilbert, Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 11, 2025
	<u>Agenda Section</u>	<b>13</b>

Approval of Amendment 7 to the Professional Services Agreement with DOWL for the Water Treatment Plant Improvements Design in the amount of \$130,256

**SUBMITTED BY:**

Amber Al-Haddad, Capital Projects Director

**FISCAL NOTE:**

**Expenditure Required: \$130,256**

FY 24: \$	FY 25: \$130,256	FY26: \$
-----------	------------------	----------

**Reviews/Approvals/Recommendations**

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

**ATTACHMENTS:** 1. DOWL Proposal for Construction Administration and Inspection Services Amendment 7 dated March 5, 2025; 2. Project Funding and Change Order / Amendment Report

**RECOMMENDATION MOTION:**

Move to approve Amendment 7 to the Professional Services Agreement with DOWL for the Water Treatment Plant Improvements Design in the amount of \$130,256.

**SUMMARY STATEMENT:**

The Borough retained DOWL (Engineers), the engineers of record for the Water Treatment Plant Improvements project, for engineering design services. Subsequently, the contract was amended to incorporate construction administration and inspection.

Several factors necessitated adjustments to DOWL's scope of work and associated costs: an increase in product submittals and information requests, extended construction necessitating additional site visits, a final commissioning trip, revisions to airfare and lodging costs, and the inclusion of specialty inspections. Consequently, the quantity and unit costs have been revised. DOWL also adjusted the contract by reducing quantity and unit costs for services that were not rendered.

Due to the additional effort, a lump-sum adjustment of \$130,256 is required, in accordance with the regulations of the USDA, our lead federal funding partner.

The Administration recommends approval of Amendment 7 to the professional service agreement with DOWL. With the existing contract fully expended, it is imperative that the engineers remain available to provide support through the conclusion of this critical drinking water infrastructure project.

Attached is the DOWL scope of the amended professional services, along with the Project Funding and Change Order / Amendment Report for the full capital project.



March 5, 2025

Ms. Amber Al-Haddad  
Capital Facilities Director  
City and Borough of Wrangell  
P.O. Box 531  
Wrangell, AK 99929

Subject: Proposal for Engineering Services- Amendment 7- ***Revision 1***  
City and Borough of Wrangell Water Treatment Plant Improvement Project

Dear Ms. Al-Haddad:

On September 12, 2024 DOWL executed Amendment 6, which increased our Scope of Services and budget to include Resident Project Representative services.

As of the January 1, 2025, DOWL's RPR services have concluded. This amendment seeks to re-allocate the remaining budget in this phase, and to add additional budget for an increase in construction administration services and an increase in specialty inspections. Our additional and revised effort is described below.

#### **ADDITIONAL SCOPE OF WORK**

DOWL proposes the following scope adjustments to the following phases. Scope adjustments in two phases result in an increased budget and one results in a decreased budget.

##### ***Phase 5- Additional Construction Administration Services***

DOWL's amendment 4 included Scope and Budget for Construction Administration Services. The scope and budget included the following assumptions that have been exceeded.

- Total of 30 RFI responses
  - To date 72 RFIs have been responded
- A total of 12 site visits for either the Design Team Leader or Project Technical Leader for pay application reviews and construction site visits.
  - To date, we have travelled to the construction site 15 times, with three (3) more site visits anticipated (outside of the commissioning effort and Final Inspection trip)
- Total of 120 submittal reviews
  - To date, we have reviewed and approved over 150 (excluding specialty inspection reports)
- Total construction duration was assumed to be 15 months
  - Per the contractor's most recent schedule, construction activities will likely continue into June 2025, a total of 20 months
- Commissioning activities were assumed to take two work weeks on-site

- Because the AWC equipment was not ready for commissioning activities, a separate mobilization for the DOWL commissioning agent is required. This second commissioning activity is assumed to be five 12 hour days (including travel time).
- Our budget assumed average lodging would be \$250/night, and airfare cost would be \$700 RT from Anchorage, and \$1,300 from one of our Lower 48 offices. The average cost has been: \$967.36 from Anchorage and \$1,152.89 from Lower 48 office, and \$276/night for lodging.
- The Borough has also requested assistance with additional design services that would be value-add to the treatment plant. DOWL is including a total of 8 hours of design support for assisting with the following activities:
  - Changes to the clearwell influent and effluent piping headers

### ***PHASE 6- Specialty Inspections***

Amendment 5 included scope and budget for QA Services for “arbitration inspection” of the Pre-Engineered Metal Building (PEMB) anchor bolt tightening. However, given the timing of the inspection, DOWL and the Borough chose not to provide this service. However, the specialty inspection services required by R&M Engineering Ketchikan for concrete testing have exceed previous budgets.

As of today, R&M Engineering Ketchikan has invoiced \$68,161.07 for services to DOWL. Based on the anticipated additional concrete work, DOWL is projecting another \$5,000 of support services. DOWL and CBW agree to amend the contract again based on R&M final billing if necessary. DOWL will charge 6% mark-up for administration of contracts.

### ***PHASE 8 – Resident Inspector***

DOWL was able to provide an RPR for the four months as proposed. At the time of writing this amendment, our services have concluded. We propose a budget reduction in this phase budget that reflects our reduction in service. DOWL provided an RPR and charged standard billing rates for standard and over-rate time, a significant savings to the Borough that has come at a cost to DOWL.

### **BUDGET AMENDMENT**

We propose to add and re-allocate budget within the existing phases as show below. These proposed services would be provided on a Lump Sum Basis as shown below (with the exception of Phase 8-RPR services).

Table 1: Proposed Fee

Phase	Contracted Fee	Additional Fee	Proposed Total Fee
1A- 35% Design	\$285,768		\$285,768
1B- Survey	\$31,405		\$31,405
1C- Geotechnical Investigations	\$23,483		\$23,483
2A- 65% Design	\$387,816		\$387,816
2B- 95% Design	\$355,389		\$355,389
2C- IFC Design	\$106,695		\$106,695
3A- Bidding Assistance	\$20,379		\$20,379
4- AWC Shop Drawing	\$217,956		\$217,956
5- Construction Administration	\$627,863	<b>\$131,360</b>	<b>\$759,223</b>
6- Specialty Inspections	\$72,945	<b>\$4,605</b>	<b>\$77,550</b>
7A- System Integration	\$109,530		\$109,530
7B- Wastewater Integration	\$17,820		\$17,820
8- Resident Inspector (Time and Materials)	\$154,064	<b>-\$5,709</b>	<b>\$148,355</b>
<b>GRAND TOTAL</b>	<b>\$2,411,113</b>	<b>\$130,256</b>	<b>\$2,541,369</b>

## CONCLUSION

This amendment does not change the schedule or deliverables. This is a Lump Sum proposal based on funding agency requirements. DOWL will track inspections and integration and if services delivered differ from the stated assumptions, we will seek an additional amendment. DOWL continues to support executing these services on a Time and Materials basis, recognizing the construction schedule is not within our control, but we understand the funding agency requirement for Lump Sum contracting for Construction Administration. A deviation in assumptions will require an amendment.

We understand time is of the essence and the DOWL team is already working on this amended scope of work. We are grateful for CBW's perseverance in moving this project forward. Please do not hesitate to contact us with questions.

Sincerely,  
DOWL



Chase A. Nelson, P.E.  
LLC Member/Project Manager

Attachments: DOWL Fee Proposal Spreadsheet

COST ESTIMATE PER TASK												
FIRM: DOWL				PROJECT TITLE: Wrangell Water Treatment Plant Improvements								
TASK NO. 3		TASK DESCRIPTION: Construction Administration				PREPARED BY: FJC/EMV				DATE: 10/17		Item c.
GROUP B		METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>				REVIEWED BY: CAN						
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION										
		PM C. Nelson	Const. PM E. Voorhees	Document Manage B. Mjos	Field Rep		Water Tech Lead S. Bradley	WQ Support	Accounting S. Ballon	Struct Eng. - M. Mettler	TOTAL	
					RT	OT						
	<b>Preliminary Activities</b>											
	Coord. With Contractor/Contractor Management		6	4								10
	Newforma Set-Up		4	16								20
	SWPPP Review, Approval, Management		1	8								9
	Preconstruction Meeting	20		4								24
	Scheduling, Logistics, Mobilization											0
	Safety Planning, Training, & Coordination		6	4								10
	<b>Construction Administration</b>											
	Project Management, Invoicing, Scheduling	24	24	8					24			80
	Assembly Reports- 2x (Zoom or coordinated with other visit)	0										0
	Submittal Reviews		120	20			150	40		24		330
	SWPPP Oversight & Management		20									20
	RFIs, Change Orders	24	40				240	80		24		384
	Pay Application Recommendations	18	18	18								54
	Coord. With Contractor/Contractor Management		30	24								54
	Design Engineer Site Visits and Travel (18x)	216					216					432
	Quarterly Reports (8 Total)											0
	Monthly Progress Meeting. Every other week email updates	54					64					118
	Value Add Additional Design						8					8
	<b>Close-Out</b>											
	Develop Close-Out Documentation Summary/Checklist		6	8								14
	Contractor As-built Coordination		2	10								12
	Record Drawings	2	8	80			24			12		114
	Substantial Completion Inspection	12					24					36
	Final Completion Inspection	12					24					36
	Completion Inspections Travel Time	36					24					60
	<b>Second Commissioning Trip</b>						60					60
	Commissioning Coordination	40					120					160
	Coordination with DEC for Approval to Operate	16					24					40
	QA of Close-Out Documentation & Record Drawings	12	4	4								20
	One Year Warranty Inspection	20										20
<b>TOTAL LABOR HOURS</b>		506	289	208	0	0	978	120	24	60		
<b>* LABOR RATES (\$/HR)</b>		\$235.00	\$215.00	\$140.00	\$160.00	\$225.00	\$215.00	\$130.00	\$170.00	\$215.00		
<b>LABOR COSTS (\$)</b>		\$118,910.00	\$62,135.00	\$29,120.00	\$0.00	\$0.00	\$210,270.00	\$15,600.00	\$4,080.00	\$12,900.00		\$453,015.00
<b>EXPENSES</b>							<b>COMMENTS &amp; ASSUMPTIONS:</b> See assumptions included in scope of services letter.					
SUB-TASK NO.	ITEM(S)	QUANTITY	TOTAL PRICE									
	Airfare: Anchorage-Wrangell (\$967 RT)	8	\$7,736.00									
	Airfare: Billings- Wrangell (\$1152RT)	11	\$12,672.00									
	Per diem (\$108/day)	45	\$4,860.00									
	Lodging (\$275/day)	35	\$9,625.00									
<b>FIRM'S TOTAL COST OF LABOR (or Fixed Price):</b>							<b>\$453,015</b>					
<b>TOTAL EXPENSES:</b>							<b>\$34,893</b>					
<b>FIRM'S TOTAL EXPENSES (with 10% mark-up)</b>							<b>\$38,382</b>					
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>							<b>FIRM'S TOTAL COST (no Subcontracts or Fee)</b>					
FIRM:	ATL	RMC	Stanley				<b>\$491,397</b>					
AMOUNT:		\$49,270			\$205,802		<b>TOTAL SUBCONTRACTOR PRICES (with 5% Mark-Up):</b>					
							<b>\$267,826</b>					
							<b>FIRM's TOTAL COST</b>					
							<b>\$759,223</b>					
							<b>\$131,360</b>					

Project Funding Approved to Date		AMOUNT	TOTALS
Construction Cost		\$ 19,605,000.00	
Construction Phase A&E Cost		\$ 627,863.00	
5% Construction Phase Contingency		\$ 980,250.00	
Total Construction Phase Funding Available and Approved to Date		\$ 21,213,113.00	\$ 21,213,113
McG Constructors Contract		AMOUNT	
Original Contract	Water Treatment Plant Construction	\$ 19,605,000.00	
Change Order #1	Modify Fire Alarm requirement; Modify Overhead Door requirement; Tie-in building sewer to new waste drain	\$ (14,304.96)	
Change Order #2	No Cost Contract Language Requirements for Disadvantaged Businesses use and incorporating a new Federal David Bacon Wage Decision	\$ -	
Change Order #3	Falling and Bucking Trees above new building	\$ 7,475.00	
	Install new raw water line to lab	\$ 7,322.29	
	Cross Connection Valve Reconfiguration (mandate from DEC)	\$ 53,631.75	
Change Order #4	No Cost Time Extension	\$ -	
Change Order #5	Add surge protectionand spare fuse to Motor Control Center (MCC); Provide underground conduit and conductor between transformer and Ct Cabinet	\$ 84,256.48	
Change Order #6	Additional second high level sensor in hypochlorite tank to eliminate a single point of failure; Addition of an on-site backwash discharge valve cluster to allow a discharge directly off the filter backwash line to a drainage ditch if there were ever issues at one of the downstream lift stations. This would also allow for on-site discharge of treated water (only) on-site during commissioning, if there are issues with the backwash line (due to complications with the sliplining or whatever). This is meant for emergency operations only and would not be used during normal operations.	\$ 15,319.14	
Change Order #7	Addition of 6" Inline Fan w/ Rotary Speed Control \$3,327.24; Rock Breaking \$2,070; EQ Basins Media Removal \$12,362.50; Conduit, conductors, & Wiring Terminations \$35,052.97	\$ 52,812.71	
Change Order #8		\$ 60,549.42	
Total Construction Costs to Date		\$ 19,872,061.83	\$ (19,872,061.83)
DOWL CA/CI Contract		AMOUNT	
Original Contract	Water Treatment Plant Construction Phase Contract Administration and Construction Inspection (CA/CI)	\$ 627,863.00	
Amendment 5	Special Inspections and SCADA System Integration	\$ 182,475.00	
Amendment 6	Resident Inspector (Actual)	\$ 148,354.34	
Amendment 7	Additional Construction Phase Contract Administration and Construction Inspection (CA/CI) and Speciality Inspection Services	\$ 130,256.00	
Total Construction Phase CA/CI Costs to Date		\$ 1,088,948.34	\$ (1,088,948.34)



Project Funds Remaining for Construction Phase

\$ 252,102.00

Item c.