



City and Borough of Wrangell
Work Session & Borough Assembly Meeting
AGENDA

Tuesday, February 09, 2021

Location: Zoom Teleconference

Work Session - 6:00 PM / Regular Assembly Meeting – 7:00 PM

Resolution No. 01-21-1557 allows for the temporary suspension of in-person Assembly Meetings and allows for teleconference meetings, due to COVID-19, until March 31, 2021 unless terminated before that date.

If you wish to call into the meeting to speak under Persons to be Heard, please contact the Borough Clerk at 907-874-2381 or email: clerk@wrangell.com no later than Tuesday, February 9th at 4:00 p.m.

Written comments received prior 12:00 PM February 5, 2021 have been included in the Regular Assembly Meeting packet. Written comments received after 12:00 PM, February 5, 2021 have been emailed directly to all Borough Assembly members and will be added to the next Regular Assembly Meeting packet under Persons to be Heard.

To join by ZOOM, log in using the following information:

<https://zoom.us/j/9078742381?pwd=MTNqSEdncjRyakh2UCtMVUNxMndYUT09>

And Enter the Meeting ID: **907 874 2381**

Then Enter Password: **99929**

WORK SESSION (6:00 PM)

- a. **Work Session:** General Fund Budget Projections Year End FY 2021 and Planning for FY 2022
(Presentation at Meeting)

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Anne Morrison
b. CEREMONIAL MATTERS

- i. PROCLAMATION: School Board Appreciation

2. ROLL CALL

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 of the January 26, 2021 Regular Assembly Meeting
b. CORRESPONDENCE - School Board Minutes from October through December 2020
c. CORRESPONDENCE - School Board Action from the January 18, 2021 Regular Meeting

7. BOROUGH MANAGER'S REPORT

- a. COVID-19 Update (Presentation at Meeting)

- b. Manager's Legislative Update (Presentation at Meeting)
- c. 2020 Police Statistics
- d. Harbormaster Report February 2021
- e. Library Report
- f. Parks and Recreation Directors Report
- g. Capital Facilities Department Report
- h. Nolan Center Standby Generator Upgrades Project - Equipment Procurement Plan Memo
- i. High School and Middle School Fire Alarm System Upgrades Project - Design Plan Memo

8. BOROUGH CLERK'S FILE

- a. Borough Clerk's Report

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS - None.

11. PUBLIC HEARING - None.

12. UNFINISHED BUSINESS - None.

13. NEW BUSINESS

- a. **ORDINANCE NO. 986** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.10.060, SALE OF SURPLUS, OBSOLETE, OR UNNEEDED PERSONAL PROPERTY IN CHAPTER 5.10, OF THE WRANGELL MUNICIPAL CODE
- b. **RESOLUTION NO. 02-21-1561** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2021 BUDGET IN THE WASTEWATER FUND BY TRANSFERRING \$7,920 FROM WASTEWATER FUND RESERVES TO THE WASTEWATER PERMITS, INSPECTIONS & COMPLIANCE ACCOUNT AND AUTHORIZING ITS EXPENDITURE FOR THE ANNUAL ADEC DOMESTIC WASTEWATER SYSTEM PERMIT
- c. **RESOLUTION NO. 02-21-1562** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY 2021 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FISHERIES MANAGEMENT IN FMA 18: CENTRAL SOUTHEAST
- d. **RESOLUTION NO. 02-21-1563** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA SUPPORTING SENATE BILL NO. 60: AN ACT ESTABLISHING THE SPORT FISHING HATCHERY FACILITIES ACCOUNT; ESTABLISHING THE SPORT FISHING FACILITY SURCHARGE; AND PROVIDING FOR AN EFFECTIVE DATE
- e. Approval of FY 2022 Budget Calendar
- f. Approval to Write Off Delinquent Harbor Accounts and Forward to Collection Agency

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

15. EXECUTIVE SESSION

- a. **Executive Session:** Discuss and Provide Update of the Status of the Collective Bargaining Negotiations

16. ADJOURNMENT

PROCLAMATION

School Board Recognition

WHEREAS, the mission of public schools is to meet the diverse educational needs of all children and to empower them to become competent, productive contributors to a democratic society and an ever-changing world; and

WHEREAS, school board members are dedicated to the success of our public schools, the students who attend them, and work closely with educational professionals, parents, and other community members to promote excellence in student learning and academic achievement; and

WHEREAS, local school board members are committed to children and believe all children can be successful learners and the best education is tailored to the individual needs of the child; and

WHEREAS, local school board members contribute their time and talents to our communities, and work closely with parents, educational professionals, and other community members to create the educational vision we want for our students; and

WHEREAS, local school board members are responsible for ensuring the structure provides a solid foundation for our school system; and

WHEREAS, local school board members ensure the assessment of students, school staff, and educational programs and are accountable to the community; and

WHEREAS, local school board members are strong advocates for public education and are responsible for communicating the needs of the school district to the public and the public's expectations to the district.

I urge all citizens to join me in recognizing the dedication and hard work of the Wrangell School Board Members, and in working with them to mold an education system to meet the needs of both today's and tomorrow's children.

NOW THEREFORE, I, Stephen Prysunka, Mayor of the City & Borough of Wrangell, Alaska, do hereby declare my appreciation to the members of the Wrangell School Board and do hereby declare the month of February 2021:

School Board Recognition Month

Stephen Prysunka, Borough Mayor

Attest: _____

Kim Lane, MMC, Borough Clerk

Minutes of Regular Assembly Meeting
Held on January 26, 2021

Mayor Prysunka called the Regular Assembly meeting to order at 7:00 p.m., January 26, 2021 by Zoom teleconference. Assembly Member Gilbert led the pledge of allegiance and the roll was called.

PRESENT: PRYSUNKA, POWELL, GILBERT, MORRISON, COURSON, HOWE

ABSENT:

Borough Manager Von Bargaen and Borough Clerk Lane were also in attendance.

CEREMONIAL MATTERS

A certificate of service was presented to Julie Decker for her service on the Borough Assembly.

Tammi Meissner, SEARHC Health Educator gave a presentation on tobacco taxes in Alaska at the Local Level.

Prysunka asked that Ms. Meissner submit a formal request on behalf of SEARCH to the City, asking the Assembly to consider a tobacco tax.

PERSONS TO BE HEARD / PUBLIC CORRESPONDENCE

Correspondence was received for the January 12, 2021 Meeting but was received after the deadline for insertion into the meeting packet from:

- William Beppu
- Patrick Freeman
- James Freeman
- Wayne McHolland
- Michael Smith
- Chad Smith
- Bruce and Carla Smith
- Tanner Smith
- Shari Smith
- Trista Rooney
- Jim Anderson
- Tony Leveque
- Iver and Diana Nore
- Terry Courson

Bob Wilkinson, resident spoke on Ordinance No. 984, requested the Live Aboard definition be amended and questioned the enforcement of the Live Aboard provisions.

Rod Nowlin, resident spoke on Ordinance No. 984; asking that the Live Aboard definition be modified and questioning how the enforcement would be possible.

Dave Goodrich, resident spoke on Ordinance No. 984; questioned how much money this change would generate.

AMENDMENTS TO THE AGENDA – None.CONFLICT OF INTEREST

After the Borough Manager's Report, Courson declared a conflict of interest to the Executive Session since his wife is a city union employee; Prysunka stated that yes, he did see that there was a conflict. There were no objections from the Assembly.

CONSENT AGENDA

- a. Minutes of the January 12, 2021 Regular Assembly Meeting
- b. Approve Saturday, May 1, 2021 and Saturday, October 2, 2021 as the 2021 Tax Free Days, as allowed under WMC 5.08.060 (requested by the Wrangell Chamber of Commerce)
- c. Approval of Liquor License Renewal - Marine Bar (License #698)
- d. Approval of Final Plat of Woodbury Industrial Subdivision, a Subdivision and Replat of Lots 2A and 6A, Block 61, Industrial Park Subdivision III (Plat 2001-7); and Lots 7 and 8, Block 61 of Industrial Park Subdivision (Plat 92-9), creating Lots A and B, Woodbury Industrial Subdivision
- e. Approval of Final Plat of the WW Ingram Replat, a subdivision and replat of Lot 9C of Plat No. 73-2, a subdivision within USS 3403; and Lot 10, of USS 3403, Plat No. 73-1

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

BOROUGH MANAGER'S REPORT

Captain Dorianne Sprehe provided the local and State COVID-19 report.

Manager Von Bargen's report was provided.

BOROUGH CLERK'S FILE

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS

Powell stated that he was disappointed that the Capital Facilities Department has not moved from the building that they are occupying.

MAYOR AND ASSEMBLY APPOINTMENTS

10a Appointment to fill the Vacancy on the Wrangell Borough Assembly

Mayor Prysunka asked Clerk Lane to call upon each Assembly Member separately to voice their nomination of the Assembly Member that they want to appoint, based on the two letters of interest that were received from Bob Dalrymple and Jim DeBord.

The outcome of the nomination count was Dalrymple (5) and DeBord (1).

M/S: Gilbert/Morrison to approve the appointment of Bob Dalrymple to the Wrangell Borough Assembly for the Unexpired Term ending October 2021. Motion approved unanimously by polled vote.

10b Parks & Recreation Board Appointment

Mayor Prysunka appointed Liz Bunes to fill the vacancy on the Parks & Recreation Board with the term expiring October 2022. There were no objections from the Assembly on the appointment.

PUBLIC HEARING

11a Modification No. 1 to the Contract Zone approved for the Wrangell Cooperative Association Amending the Buffer Requirements and the Lots Approved to be Included in the Contract Zone for the Transportation Office and Maintenance Warehouse Facility on Lot A and Lot A-1A Torgramsen-Prunella Subdivision, requested by the Wrangell Cooperative Association

Mayor Prysunka declared the Public Hearing open for this item.

Manager Von Barga provided an administrative report on this item.

Esther Ashton explained the purpose of the request to remove the buffer (trees) and to also remove Lot A-1A from the Contract Zone agreement.

Bill Willard stated that he had met with Carol Rushmore on the issue of the trees and she stated that to remove the trees that were in the buffer zone, a modification to the Contract Zone would need to be done.

Mayor Prysunka declared the Public Hearing closed on this item and entertained a motion.

M/S: Gilbert/Powell Move to approve the Contract Zone Agreement Modification No. 1 to thin the 25' vegetation buffer of danger trees as requested by the Wrangell Cooperative Association in their letter dated December 18, 2020; and to remove Lot A-1A from the Contract Zone Agreement, but rezone that portion of Lot A-1A that was originally zoned Single Family Residential prior to the Contract Zone Agreement to Commercial; and approve the Planning and Zoning Commission's Findings of Fact per WMC 20.76.030 (C). Motion approved unanimously by polled vote.

11a ODINANCE NO. 984 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.01.030(DD) TITLED "LIVE ABOARD" AND ADDING SECTION 14.01.030(MM) TITLED "RESIDENTIAL USER FEE" IN THE WRANGELL MUNICIPAL CODE

Mayor Prysunka declared the Public Hearing open and asked if there was an administrative report.

Port & Harbor Director provided an administrative report on this item and stated that the live aboard charge has been charged already but was not in the code; Port Commission did approve this ordinance.

Therefore, Prysunka declared the Public Hearing closed on this item and entertained a motion.

M/S: Gilbert/Morrison to Approve Ordinance No. 984.

In response to Powell, "live aboards" are not required to register with the Harbor Department if they are living on a vessel in the harbor.

Courson asked if there was a mechanism in place so that someone who was working on their vessel would not incur the fees? Miller stated that no, there was not.

Gilbert stated that section DD in the Ordinance, it should state “Wrangell primary residence.”

There were several items within the Ordinance that the Assembly believed should be reviewed and or revised; also, that the Port Commission should review those changes before coming back to the Assembly for approval.

MS: Morrison/Howe to make the necessary changes to this Ordinance and send it back to the Port Commission for review and approval and then to bring it back to the Assembly as a Public Hearing Item for a third reading and adoption. Motion approved unanimously by polled vote.

Recessed at 8:45 p.m.

Reconvened at 9:00 p.m.

UNFINISHED BUSINESS – None.

NEW BUSINESS

13a Approval of Memorandum of Understanding (MOU) with SEARHC for 340B Pharmacy Program

M/S: Gilbert/Morrison Move to Approve Memorandum of Understanding (MOU) with SEARHC for 340B Pharmacy Program.

Motion approved unanimously by polled vote.

13b Discussion Item: COVID-19 Risk Assessment and Mitigation Measures Matrices

Von Bargaen stated that the EOC (Emergency Operations Center) wanted to bring this forward for the community to use as a guideline for activities; this is the baseline that the EOC has come up with and the mitigation measures may be modified as needed; we have the ability to go from “recommended” to “required” but if that were to be the case, administration and the EOC will bring the recommended action to the Assembly for approval.

13c RESOLUTION NO 01-21-1559 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY21 BUDGET IN THE RESIDENTIAL CONSTRUCTION FUND BY ACCEPTING REVENUE FROM THE SALE OF CITY OWNED LAND TO TLINGIT & HAIDA REGIONAL HOUSING AUTHORITY, AS AUTHORIZED IN RESOLUTION NO. 01-19-1439, IN THE AMOUNT OF \$32,600, AND AUTHORIZING ITS EXPENDITURE

M/S: Gilbert/Morrison to Approve Resolution No. 01-21-1559 that amends the FY 2021 Budget to accept the revenue from the sale of Etolin Avenue Lot B. Motion approved unanimously by polled vote.

13d RESOLUTION NO 01-21-1560 OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2021 BUDGET IN THE GENERAL FUND TRANSFERRING \$2,175 FROM GENERAL FUND RESERVES TO THE FIRE DEPARTMENT TRAINING ACCOUNT AND AUTHORIZING ITS

EXPENDITURE FOR A REMOTE TRAINING PLATFORM

M/S: Powell/Courson to Approve Resolution 01-21-1560.

Von Bargen stated that the fire department had requested that this online platform training be approved for the volunteer fire department.

Prysunka stated that when the FY2021 budget was approved, it was stated that training that related to public health and safety would be allowed.

Motion approved unanimously by polled vote.

13e Approval of a Contract Award to Ketchikan Ready Mix, Inc. in the Amount of \$538,824 for the Water Mains Replacement Project

M/S: Powell/Gilbert to approve a contract award to Ketchikan Ready Mix, Inc. in the amount of \$538,824 for the Water Mains Replacement Project.

Amber Al-Haddad, Capital Facilities Director provided the details of the bid process and of the project; project went out to bid in December; received two bids; Ketchikan Ready Mix was the lower bidder (approximately \$150,000 lower than the other bidder); will use DEC Grant funds to assist in paying for this project.

Motion approved unanimously by polled vote.

13f Approval to Join as Intervener on the Lawsuit Against the 2001 Tongass National Forest Roadless Rule Exemption

M/S: Morrison/Powell to Approve Joining as Intervener on the Lawsuit Against the 2001 Tongass National Forest Roadless Rule Exemption.

Von Bargen stated that she thought that Mr. Clark would be on the line to answer questions. Since he was not, Von Bargen summarized the lawsuit and why we are being asked to join. Von Bargen requested that we hold off on joining as an intervener until we know what, if anything, the impact that President Biden's Executive Order revision might mean.

Prysunka spoke in opposition to joining the lawsuit.

Powell stated that sometimes we do need to step up and do something.

M/S: Gilbert/Courson to postpone this item. Motion approved unanimously by polled vote.

13g Approval of 2021/2022 State Administrative & Legislative Priorities

M/S: Powell/Gilbert to Approve the 2021/2022 State Administrative and Legislative Priorities. Motion approved unanimously by polled vote.

13h Approval of 2021/2022 Federal Legislative Priorities

M/S: Powell/Morrison to Approve the 2021/2022 Federal Legislative Priorities. Motion approved unanimously by polled vote.

13i Discussion Item: FY21 Budget Status Report

Von Barga provided an extensive overview on the City's Sales Tax, Revenues, Loans, open Expenditures, Revenues, and Grants.

ATTORNEY'S FILE

14 Available for Assembly review in the Borough Clerk's office.

EXECUTIVE SESSION

Clerk Lane stated that the Assembly could vote on all three Executive Sessions separately and then enter into closed session; when the Collective Bargaining item comes up, Courson would eject since he had an established conflict of interest to that item. Once that Executive Session is concluded, Lane could then notify Courson to rejoin the Regular Meeting via Zoom.

15c Status Update CBW v. Steve Johnson (1WR-00046-CI)

M/S: Morrison/Powell Pursuant to AS 44.62.310 (c)(d), I move that we go into Executive Session, and invite the Borough Attorney, Manager, and Port & Harbor Director to receive an update and discuss litigation strategies and tactics concerning the status of the CBW v. Steve Johnson (1WR-00046-CI), a matter "which by law, municipal charter, or ordinance" is required to be confidential.

15b Reconsider the Proposed Purchase of Lots 10D & 10E, Einer Ottesen Resubdivision and Lot 11, Block 83, Wrangell Townsite

M/S: Powell/Gilbert moved, Pursuant to AS 44.62.310 (c)(1), that we recess into executive session to discuss matters in which the immediate knowledge would clearly have an adverse effect upon the finances of the borough, specifically to reconsider the information on the proposed purchase of Lots 10D and 10E, Einer Ottesen Resubdivision and Lot 11, Block 83, Wrangell Townsite.

Motion approved unanimously by polled vote.

15a Discuss and Provide Update of the Status of the Collective Bargaining Negotiations

M/S: Gilbert/Morrison moved, Pursuant to AS 44.62.310 (c)(3), that we go into Executive Session, and invite the Borough Collective Bargaining Team and Borough Manager, to discuss and provide an update of the status of the Collective Bargaining Negotiations, a matter "which by law, municipal charter, or ordinance" is required to be confidential.

Motion approved unanimously by polled vote. (Courson did not participate in the vote or the discussion).

Regular Assembly meeting recessed into Executive Session at 10:31 p.m.
Regular Assembly meeting reconvened back into Regular Session at 11:31 p.m.

Courson did not log back onto the meeting after Executive Session.
Prysunka stated that the Assembly had given the Borough Attorney direction on the to the CBW v. Steve Johnson lawsuit and gave the Manager direction regarding the reconsideration of the property purchase.

Regular Assembly meeting adjourned at 11:32 p.m.

Stephen Prysunka, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Item b.

PROCEEDINGS

**MINUTES
WRANGELL SCHOOL BOARD
REGULAR MEETING**

**October 12, 2020 6:30 PM
Via Zoom**

Superintendent Debbe Lancaster called the regular meeting of the Wrangell Public School Board to order at 6:30 P.M. on October 12, 2020.

CALL TO ORDER

A quorum was determined with the following school board members present: Aaron Angerman, Laura Ballou, Patty Gilbert and David Wilson. Also present was Student Representative, Jade Balansag and Recording Secretary Kimberly Powell.

DETERMINE QUORUM

Motion to nominate Aaron Angerman for the position of School Board President by Patty Gilbert; seconded by Laura Ballou.

**APPOINTED AARON
ANGERMAN AS SCHOOL
BOARD PRESIDENT**

Motion to close nominations for the position of School Board President by Patty Gilbert; seconded by Laura Ballou.

Motion to appoint Aaron Angerman to the position of School Board President by Patty Gilbert; seconded by Laura Ballou.

Recessed into a break at 6:33 PM to assist Board Member Wilson with technical difficulties.

Reconvened into Regular Session at 6:37 PM.

Poll vote on the motion: Jade Balansag: Yes; David Wilson: Yes; Laura Ballou: Yes; Patty Gilbert: Yes. Motion passed unanimously.

Dr. Lancaster passed the gavel to Board President Angerman.

Motion to nominate Patty Gilbert for the position of School Board Vice-president by Dave Wilson; seconded by Laura Ballou.

**APPOINTED PATTY GILBERT AS
SCHOOL BOARD VICE-
PRESIDENT**

Motion to close nominations for the position of School Board Vice-president by Dave Wilson; seconded by Laura Ballou.

Motion to appoint Patty Gilbert to the position of School Board Vice-president by David Wilson; seconded by Laura Ballou. Poll vote: Jade Balansag: Yes; David Wilson: Yes; Laura Ballou: Yes; Aaron Angerman: Yes. Motion passed unanimously.

Motion to nominate Dave Wilson for the position of School Board Secretary by Patty Gilbert; seconded by Laura Ballou.

**APPOINTED DAVE WILSON AS
SCHOOL BOARD SECRETARY**

Motion to close nominations for the position of School Board Secretary by Patty Gilbert; seconded by Laura Ballou.

Motion to appoint Dave Wilson to the position of School Board Secretary by Patty Gilbert; seconded by Laura Ballou. Poll vote: Jade Balansag: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion passed unanimously.

The Pledge of Allegiance was recited, led by School Board President Aaron Angerman.

PLEDGE OF ALLEGIANCE

The District Mission, Vision and Values were recited by Board Member Patty Gilbert.

**DISTRICT MISSION, VISION AND
VALUES**

Motion to approve the agenda as presented by Patty Gilbert; seconded by Dave Wilson. Poll vote: Jade Balansag: Yes; Patty Gilbert: Yes; Dave Wilson: Yes; Laura Ballou: Yes; Aaron Angerman: Yes. Motion passed unanimously.

APPROVAL OF AGENDA

Board Member Wilson declared a potential conflict since his granddaughter, Kiara Harrison is on the agenda to be appointed as Alternative Student Representative to the School Board. President Angerman ruled that there is no conflict.

CONFLICT OF INTEREST

There were not guests to be heard.

GUESTS TO BE HEARD

The correspondence was reviewed as presented.

REVIEWED CORRESPONDENCE

Information & Reports were accepted by unanimous consent.

**ACCEPTED INFORMATION &
REPORTS**

Item b.

Motion to approve consent agenda as presented by Dave Wilson; seconded by Patty Gilbert. Poll vote: Jade Balansag: Yes; David Wilson: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion approved unanimously.

APPROVED THE ITEMS ON THE CONSENT AGENDA

- Approved the minutes of the September 21, 2020 Regular Board Meeting as presented
- Offered Winston Davies a contract addendum in the amount of \$2,900.00 for the position of Carl Perkins Grant Coordinator
- Offered Addy Esco a contract addendum in the amount of \$2,528.00 for counseling services two days per week during zero hour
- Approved the hire of Michelle Dutro as paraprofessional with appropriate placement on the salary schedule, pending the receipt of a satisfactory criminal background check
- Offered a contract to Heather Howe and Megan Powell to co-coordinate the Upward Bound Grant as presented

Dr. Lancaster gave the School Board an update on the district Smart Start Plan. She reported that the mitigation plan has been revised to reflect current practices on the isolation plans and submitted to the EOC for their input. Dr. Lancaster would like to submit it to the state for input as well. She said that the elementary school is working toward a goal of extending the school day. If the community stays low risk, the secondary school would like to look at possibly going to full days on Friday in January. The travel committee has met several times to discuss the feasibility of student travel. This committee is made up of a diverse group of stakeholders. The swim team, cross country team and volleyball team have made day trips to Petersburg. Students and staff have adhered to the mask and hygiene requirements. Dr. Lancaster deferred to Head Teacher, Jenn Miller to provide information on the elementary schedule. Mrs. Miller said the staff has come to the consensus that if we can get one more staff member, the elementary could potentially increase hours to 8:00 am – 2:00 pm Monday through Thursday and Friday, 8:00 – 11:00a.m. She's hoping this can happen soon. Josh Blatchley, Maintenance Director, told the School Board Members that the sanitation aides wipe hard surfaces down daily. Aaron Angerman asked if we need 72 hours to let the building sit to kill the virus. Mr. Blatchley said that he feels that the disinfectant is killing germs; if we weren't disinfecting, it might be helpful to let nature take its course but he's confident that we could have school in session for a partial day

SMART START UPDATE

The following motion was brought back for reconsideration. Motion to direct Superintendent Lancaster to negotiate or incorporate adding the swim team to the collaborative bargaining agreement and full fund the swim team by Patty Gilbert, seconded by Dave Wilson. Poll vote: Jade Balansag: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; David Wilson: Yes; Aaron Angerman: No. Motion passed.

DIRECTED SUPERINTENDENT LANCASTER TO NEGOTIATE OR INCORPORATE ADDING SWIM TO THE NEGOTIATED AGREEMENT AND FULLY FUND THE SWIM TEAM APPOINTED CYN CRARY TO FILL THE VACANT SEAT ON THE SCHOOL BOARD UNTIL OCTOBER 2021

Motion to appoint Cyni Crary to fill the vacant seat on the School Board until October 2021 by Patty Gilbert; seconded by Dave Wilson. Poll vote: Jade Balansag: Yes; David Wilson: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion passed unanimously.

President Angerman appointed Kiara Harrison as Alternative Student Representative to the School Board.

APPOINTED KIARA HARRISON AS ALTERNATIVE STUDENT REPRESENTATIVE TO THE SCHOOL BOARD APPOINTED SCHOOL BOARD STANDING COMMITTEE MEMBERS

President Angerman appointed the School Board Standing Committee Members as presented.

President Aaron Angerman appointed Kimberly Powell, Clerk, as School Board Parliamentarian.

APPOINTED KIMBERLY POWELL AS SCHOOL BOARD PARLIAMENTARIAN DISCUSSED ATTENDING THE VIRTUAL AASB CONFERENCE

The School Board Members discussed attending the virtual AASB Conference. President Angerman said that it would take more than a couple of members in attendance to make it a good value for the district. Mrs. Powell will reach out to Board Members to find out their availability.

Item b.

Motion to accept Dr. Debbe Lancaster's resignation by Laura Ballou; seconded by Dave Wilson.

ACCEPTED THE RESIGNATION OF SUPERINTENDENT LANCASTER

Motion to revise the motion to read "I move to accept Superintendent Lancaster's resignation effective June 30, 2021 by Dave Wilson; seconded by Patty Gilbert. Poll vote on the amendment: Jade Balansag: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

Poll vote on main motion: Jade Balansag: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

Motion to accept the proposal from Prism Design and Construction, LLC in the amount of \$6,695.00 for the inspection of the district fuel tanks by Patty Gilbert; seconded by Dave Wilson. Poll vote: Jade Balansag: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE PROPOSAL FROM PRISM DESIGN AND CONSTRUCTION, LLC FOR FUEL TANK INSPECTION

Motion to accept the second reading of Board Policy 0410, Nondiscrimination for inclusion in the policy manual by Patty Gilbert; seconded by David Wilson. Poll vote: Jade Balansag: Yes; Patty Gilbert: Yes; David Wilson: Yes; Laura Ballou: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE SECOND READING OF BOARD POLICY 0410, NONDISCRIMINATION

Motion to accept the second reading of Board Policy 3310, Purchasing for inclusion in the policy manual by David Wilson; seconded by Laura Ballou. Poll vote: Jade Balansag: Yes; David Wilson: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE SECOND READING OF BOARD POLICY 3310, PURCHASING

Motion to accept the second reading of Board Policy 3513.3, Tobacco Free Schools and Board Policy 4020, Drug, Tobacco and Alcohol-Free Workplace as presented by David Wilson; seconded by Laura Ballou. Poll vote: Jade Balansag: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE SECOND READING OF BOARD POLICY 3513.3, TOBACCO FREE SCHOOLS AND 4020, DRUG, TOBACCO AND ALCOHOL-FREE WORKPLACE

Motion to accept the second reading of Board Policy 4112.10, Employment of Retired Teachers as recommended by AASB by Laura Ballou; seconded by Patty Gilbert. Poll vote: Jade Balansag: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE SECOND READING OF BOARD POLICY 4112.10, EMPLOYMENT OF RETIRED TEACHERS

Motion to accept the first reading of Board Policy 4161, Leaves as recommended by AASB by Laura Ballou; seconded by Patty Gilbert. Poll vote: Jade Balansag: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE FIRST READING OF BOARD POLICY 4161, LEAVES

Motion to accept the first reading of Board Policy 5131.62, Tobacco as presented by Dave Wilson; seconded by Patty Gilbert. Poll vote: Jade Balansag: Yes; Patty Gilbert: Yes; David Wilson: Yes; Laura Ballou: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE FIRST READING OF BOARD POLICY 5131.62, TOBACCO

The School Board Members reviewed Board Policy 2110, Organization Chart/Lines of Responsibility. Board Member Gilbert suggested adding "Human Resources Director" to the Administrative Assistant title.

REVIEWED BOARD POLICY 2110, ORGANIZATION CHART/LINES OF RESPONSIBILITY

The School Board Members reviewed Board Policy 6146, Graduation Requirements. Parent, Mrs. Kristy Woodbury spoke to the School Board regarding concerns with the policy and accompanying administrative regulation. She would like to see current class offerings (anatomy/physiology, fisheries, novel studies, etc.) reflected in the course options. She also expressed concern about the multi-media class being a required course; she feels that the computer skills being taught in this class should be integrated into the curriculum. If it is a stand-alone class, Mrs. Woodbury felt that it would be more appropriate for middle school. Eliminating this requirement would free up a class period for students to take electives that would be better suited to their interests and career track. President Angerman and Dr. Lancaster determined that a task force would be created to address the policy; it will then be moved to the Curriculum Committee and then the Policy Committee prior to being brought back to the School Board.

REVIEWED BOARD POLICY 6146, GRADUATION REQUIREMENTS

Reviewed the upcoming dates and meeting announcements.

REVIEWED DATES & MTG ANNOUNCEMENTS

Board Member Gilbert welcomed the new board members. She requested that a list of ongoing liabilities such as the 3-year computer lease, be available at the October 19 work session. She also requested information on the projected state revenue for the next two years.

BOARD MEMBER COMMUNITY ACTIVITY REPORTS

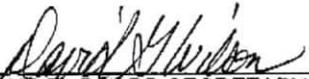
Item b.

President Angerman encouraged the Board members and audience to take advantage of the free community drive-up flu vaccine clinic on October 17. He welcomed Mrs. Ballou and Ms. Cray to the board and thanked Trisa Rooney and those involved in making sure activities are happening for our students.

BOARD MEMBER COMMUNITY
ACTIVITY REPORTS

Meeting Adjourned at 7:58 P.M.

ADJOURNED AT 7:58 P.M.



SCHOOL BOARD SECRETARY

Item b.

PROCEEDINGS

**MINUTES
WRANGELL SCHOOL BOARD
SPECIAL MEETING
November 9, 2020, 6:30 PM
Via Zoom**

President Aaron Angerman called the Special meeting of the Wrangell Public School Board to order at 8:48 PM on Monday, November 9, 2020.

CALL TO ORDER

A quorum was determined with the following school board members present: Aaron Angerman, Laura Ballou, Cyni Cray, Patty Gilbert, and Dave Wilson. Also present was Superintendent Lancaster and Recording Secretary Kimberly Powell.

DETERMINE QUORUM

Motion to accept the fiscal year 2020 financial audit as presented by Altman, Rogers and Co. by Dave Wilson, seconded by Cyni Cray. Poll vote: Cyni Cray: Yes; David Wilson: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion passed unanimously.

**ACCEPTED THE FY'2020
FINANCIAL AUDIT**

Meeting Adjourned at 8:50 P.M.

ADJOURNED AT 8:50 P.M.



 SECRETARY/TREASURER

PROCEEDINGS

MINUTES WRANGELL SCHOOL BOARD REGULAR MEETING

November 16, 2020 6:30 PM
Via Zoom

<p>President Aaron Angerman called the regular meeting of the Wrangell Public School Board to order at 6:46 PM.</p>	<p>CALL TO ORDER</p>
<p>A quorum was determined with the following school board members present: Aaron Angerman, Laura Ballou, Cyni Cray, Patty Gilbert and David Wilson. Also present was Student Representative, Jade Balansag, Alternate Student Representative Kiara Harrison, Superintendent Debbe Lancaster and Recording Secretary Kimberly Powell.</p>	<p>DETERMINE QUORUM</p>
<p>The Pledge of Allegiance was recited, led by Student Representative Jade Balansag.</p>	<p>PLEDGE OF ALLEGIANCE</p>
<p>The District Mission, Vision and Values were recited by Alternate Student Representative Kiara Harrison.</p>	<p>DISTRICT MISSION, VISION AND VALUES</p>
<p>Motion to approve the agenda as presented by Patty Gilbert; seconded by Laura Ballou. Poll vote: Jade Balansag: Yes; Dave Wilson: Yes; Laura Ballou: Yes; Cyni Cray: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion passed unanimously.</p>	<p>APPROVAL OF AGENDA</p>
<p>Board Member Gilbert declared a potential conflict of interest on item #14.02, Expenditure to the City & Borough of Wrangell regarding the Evergreen Elementary School Doors. President Angerman acknowledged Mrs. Gilbert's role as a Borough Assembly member but ruled that no conflict exists since she does not have a personal gain as a result of this action.</p>	<p>CONFLICT OF INTEREST</p>
<p>There were no guests to be heard.</p>	<p>GUESTS TO BE HEARD</p>
<p>The correspondence was reviewed as presented.</p>	<p>REVIEWED CORRESPONDENCE</p>
<p>Miss Balansag spoke to the School Board regarding the highlights in her written report.</p>	<p>STUDENT REPRESENTATIVE REPORT</p>
<p>President Angerman congratulated the Cross Country teams on their accomplishments and awards in the midst of a pandemic.</p>	<p>STUDENT RECOGNITION</p>
<p>Information & Reports were accepted by unanimous consent.</p>	<p>ACCEPTED INFORMATION & REPORTS</p>
<p>Motion to approve consent agenda as submitted by Patty Gilbert; seconded by Cyni Cray. Poll vote: Jade Balansag: Yes; Laura Ballou: Yes; Cyni Cray: Yes; Patty Gilbert: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.</p> <ul style="list-style-type: none"> • Approved the minutes of the October 12, 2020 Regular School Board Meeting and the November 9, 2020 Special School Board Meeting as presented • Approved the hire of Anna Allen, Madison Blackburn, Keenan DeVore and Dylan Phelps at the appropriate placement on the salary schedule, pending the receipt of a satisfactory criminal background check • Offered Penny Allen an extracurricular contract as Junior Class Co-advisor for the 2020-2021 school year • Reviewed the Resignation of Rosemary Ruoff, Paraprofessional 	<p>APPROVED THE ITEMS ON THE CONSENT AGENDA</p>
<p>President Angerman told the Board that we all received the alert from the governor and asked Dr. Lancaster to speak to next steps and planning. Dr. Lancaster said that as soon as she received the alert, she called a meeting of the leadership team. They re-listened to the message as a team and read the transcript, line by line of the emergency notice. Twenty-five minutes after the alert, the Superintendents met. One of the governor's aides attended that meeting and said that the alert was not intended for schools that were already open. The governor's office does not want schools who are operating under a green status to close. The leadership team spent a great deal of time talking about the message and the next steps. Thursday, the team determined that they would wait to see what action the Borough Assembly would take that evening and school would be in session on Friday unless the Assembly took action in contradiction to that.</p>	<p>SMART START UPDATE</p>

First thing Friday morning, the leadership team reconvened and read the action taken by the Borough Assembly. The team decided to proceed cautiously and take it day by day. School will remain in session dependent on the number of cases in Wrangell and orders issued by the governor. We are prepared to go digital if needed. There were no changes to our mitigation efforts mandated by the Borough. We are already in compliance with the mask mandate. It was noted that yesterday, a Wrangell case showed up on the statewide data – this could be the November 3 case we had, or it could be a Wrangell resident that tested positive in another location in the state. There is a lag in the reporting of the data. Dr. Lancaster said that the students and staff have worked tirelessly to make this work. Everyone wants to be in school.

**SMART START UPDATE
(continued)**

President Angerman appointed the Standing Committee Chairs:

- Budget/Finance Committee: Laura Ballou Chair
- Curriculum Committee: Jade Balansag, Chair & Katelyn Church, Co-chair
- Policy Committee: Kim Powell, Chair & Kristy Woodbury, Co-chair

**APPOINTED STANDING
COMMITTEE
CHAIRPERSONS**

Motion to authorize the payment of \$42,375.00 to the City and Borough of Wrangell, Alaska from the NRA School Shield Grant program, for procurement of the elementary doors as presented by Dave Wilson; seconded by Cyni Crary. Poll vote: Jade Balansag: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; David Wilson: Yes; Laura Ballou: Yes; Aaron Angerman: Yes. Motion approved unanimously.

**AUTHORIZED PAYMENT
TO THE CITY AND
BOROUGH OF
WRANGELL, ALASKA
FOR PROCUREMENT OF
ELEMENTARY DOORS**

Motion to approve the Alaska Children's Trust Grant Application as presented by Patty Gilbert; seconded by Dave Wilson. Poll vote: Jade Balansag: Yes; Patty Gilbert: Yes; David Wilson: Yes; Laura Ballou: Yes; Cyni Crary: Yes; Aaron Angerman: Yes. Motion approved unanimously.

**APPROVED THE ALASKA
CHILDREN'S TRUST
GRANT APPLICATION**

Motion to approve the APEI Safety Equipment and Training Grant Application to purchase supplies for classroom and emergency buckets by Patty Gilbert; seconded by Cyni Crary. Poll vote: Jade Balansag: Yes; David Wilson: Yes; Laura Ballou: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion approved unanimously.

**APPROVED THE APEI
SAFETY EQUIPMENT AND
TRAINING GRANT
APPLICATION**

Motion to approve the Mary Pope Osborne's Classroom Adventures Program Grant Application as presented by David Wilson; seconded by Patty Gilbert. Poll vote: Jade Balansag: Yes; Laura Ballou: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

**APPROVED THE MARY
POPE OSBORNE'S
CLASSROOM
ADVENTURES PROGRAM
GRANT APPLICATION**

Motion to approve the application and accept the award of the Nora Roberts Foundation Grant in the amount of \$3,000.00 to purchase books and artwork for the secondary library by Cyni Crary; seconded by David Wilson. Poll vote: Jade Balansag: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; David Wilson: Yes; Laura Ballou: Yes; Aaron Angerman: Yes. Motion approved unanimously.

**APPROVED THE
APPLICATION AND
ACCEPTED THE AWARD
FO THE NORA ROBERTS
FOUNDATION GRANT**

The School Board members reviewed Board Policy 2110; Organization Chart/Lines of Responsibility as presented.

**REVIEWED BOARD
POLICY 2110,
ORGANIZATION CHART**

The School Board members reviewed Board Policy 4211, Classified Staff Recruitment and Selection. The board would like to add the Human Resources Director position to the third paragraph of the policy and bring it back for first reading after Policy Committee review.

**REVIEWED BOARD
POLICY 4211, CLASSIFIED
STAFF RECRUITMENT
AND SELECTION**

Motion to accept the first reading of Board Policy 3100, Budget as presented by Laura Ballou; seconded by Dave Wilson. Poll vote: Jade Balansag: Yes; Patty Gilbert: Yes; David Wilson: Yes; Laura Ballou: Yes; Cyni Crary: Yes; Aaron Angerman: Yes. Motion approved unanimously.

**ACCEPTED THE FIRST
READING OF BOARD
POLICY 3100, BUDGET**

Motion to accept the first reading of Board Policy 4111, Certified Staff Recruitment and Selection as presented by Cyni Crary; seconded by Laura Ballou. Poll vote: Jade Balansag: Yes; David Wilson: Yes; Laura Ballou: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion approved unanimously.

**ACCEPTED THE FIRST
READING OF BOARD
POLICY 4111, CERTIFIED
STAFF RECRUITMENT
AND SELECTION**

Motion to accept the first reading of Board Policy 5040, Student Nutrition and Physical Activity as presented by Patty Gilbert; seconded by Laura Ballou. Poll vote: Jade Balansag: Yes; Laura Ballou: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

**ACCEPTED THE FIRST
READING OF BOARD
POLICY 5040, STUDENT
NUTRITION AND
PHYSICAL ACTIVITY**

Motion to accept the second reading of Board Policy 4161, Leaves for inclusion in the policy manual by Patty Gilbert; seconded by Cyni Crary. Poll vote: Jade Balansag: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; David Wilson: Yes; Laura Ballou: Yes; Aaron Angerman: Yes. Motion approved unanimously.

**ACCEPTED THE SECOND
READING OF BOARD
POLICY 4161, LEAVES**

Motion to accept the second reading of Board Policy 5131.62, Tobacco for inclusion in the policy manual by Dave Wilson; seconded by Laura Ballou. Poll vote: Jade Balansag: Yes; Patty Gilbert: Yes; David Wilson: Yes; Laura Ballou: Yes; Cyni Crary: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE SECOND READING OF BOARD POLICY 5131.62, TOBACCO

Motion to adopt Resolution 21-01 implementing the provisions of the amended Title IX regulations as presented by Patty Gilbert; seconded by Cyni Crary. Poll vote: Jade Balansag: Yes; David Wilson: Yes; Laura Ballou: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ADOPTED RESOLUTION 21-01, IMPLEMENTING THE PROVISIONS OF THE AMENDED TITLE IX REGULATIONS

The School Board discussed the School Board self-evaluation tool. Two samples were presented after the work session last week. Mr. Wilson likes the first one and would like to revise some of the language and include language from sample #2. Mrs. Gilbert agreed. Sample #1 comes from the policy and has several statements that are open to interpretation. She prefers the second sample, especially questions #17-21. After discussion, the Board Members decided that they will review the two samples on their own and submit their comments to Mrs. Powell by November 30. From those comments, Mrs. Powell will draft a third sample to bring back next month for the Board's consideration. Several Board members wondered if our Board standards need to be reviewed. Dave Wilson suggested having the Board Policy look at the Code of Ethics to see if the wording could be cleaned up. Board Member Ballou asked if AASB has sample ethics that we could review. Mrs. Powell pointed out that the standards are linked to the evaluation tool. She will contact AASB to get their standards to share with Board Members.

DISCUSSED THE SCHOOL BOARD SELF-EVALUATION TOOL

Motion to approve revising the Strategic Plan as presented and accept the revision as the first reading of Board Policy 0300, Strategic Plan by Patty Gilbert; seconded by Laura Ballou. The School Board acknowledged that due to the COVID-19 pandemic, timelines may not be able to be met and further review and revision of this living document will be required. Poll vote: Jade Balansag: Yes; Laura Ballou: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

APPROVED REVISING THE STRATEGIC PLAN AS THE FIRST READING OF BOARD POLICY 0300, STRATEGIC PLAN

Motion to recess into executive session for the purpose of attorney-client discussion regarding the Negotiations process by David Wilson. Motion died for lack of a second.

MOTION TO RECESS INTO EXECUTIVE SESSION DIED DUE TO LACK OF A SECOND

Motion to accept the proposal from the Association of Alaska School Boards to conduct the Superintendent Search for the amount of \$10,500.00 as presented by Patty Gilbert; seconded by Laura Ballou.

POSTPONED ACTION ON THE SUPERINTENDENT SEARCH AND THE PROPOSAL FROM AASB UNTIL NOVEMBER 30, 2020

Motion to amend the motion to sign the contract December 1, 2020 after consulting with Dr. Lancaster by Patty Gilbert; seconded by Cyni Crary. Poll vote: Jade Balansag: Yes; Cyni Crary: No; Patty Gilbert: No; David Wilson: No; Laura Ballou: No; Aaron Angerman: No. Motion to amend the main motion was rejected.

Motion to defer taking action on the motion that's on the table until a special meeting on December 30 by David Wilson. . Motion died for lack of a second.

Motion that we defer action on the motion that's on the table until November 30 when we can have a special meeting by David Wilson; seconded by Patty Gilbert. Poll vote: Jade Balansag: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; David Wilson: Yes; Laura Ballou: Yes; Aaron Angerman: Yes. Motion to defer action on the motion was approved unanimously.

The School Board members reviewed Board Policy 7271, Code of Ethics.

REVIEWED BOARD POLICY 7271, CODE OF ETHICS

President Angerman dismissed the student representatives at 8:53 PM.

DISMISSED STUDENT REPRESENTATIVES

Motion to recess into executive session for the purpose of attorney-client discussion regarding the Negotiations Process and invite the school attorney, John Sedor, the rest of the negotiations team, Superintendent Lancaster and Leeann Martin by Patty Gilbert; seconded by Dave Wilson. Poll vote: Patty Gilbert: Yes; David Wilson: Yes; Laura Ballou: Yes; Cyni Crary: Yes; Aaron Angerman: Yes. Motion approved unanimously.

RECESSED INTO EXECUTIVE SESSION AT 8:54 PM

Reconvened into Regular Session at 9:17 PM.

RECONVENED INTO REGULAR SESSION AT 9:17 PM

Item b.

Reviewed the upcoming dates and meeting announcements.

REVIEWED DATES & MTG
ANNOUNCEMENTS

Board Member Wilson said that the work of the policy committee is going well. He also sits on the Graduation Requirement Task Force and Mr. Davis is working really hard to add writing to the core curriculum. Mr. Wilson feels that this is a positive move. Hopefully something will be brought to the Board soon.

BOARD MEMBER COMMUNITY
ACTIVITY REPORTS

Patty Gilbert told the other Board members that she attended the budget committee meeting. The committee members are working hard getting organized; they asked for an update on the COVID-19 funding and a list of the 1-2 year liabilities. The committee is working with the state to determine funding for next year.

Cyni Cray said that she joined the curriculum committee and will report back to the Board after the next meeting.

Laura Ballou said that she is also on the budget committee but doesn't have anything to add to Board Member Gilbert's report.

President Angerman said that he is also on the curriculum committee but missed the last meeting. He was excited to see student representative Jade Balansag and Tech Director Katelyn Church step up to chair the committee.

Meeting Adjourned at 9:21 P.M.

ADJOURNED AT 9:21 P.M.



SCHOOL BOARD SECRETARY

Item b.



**WRANGELL PUBLIC SCHOOLS
RESOLUTION No. 21-01 re: Title IX**

WHEREAS, 20 U.S.C. § 1681 et seq. authorizes and directs school districts receiving federal financial assistance to effectuate Title IX of the Education Amendments of 1972, as amended;

WHEREAS the Board has previously adopted Policy series 5145, which protects against and authorizes investigation of discrimination on the basis of sex in the District's programs or activities;

WHEREAS, on May 6, 2020, the U.S. Department of Education, Office of Civil Rights, published the final rule amending Title IX regulations at 34 C.F.R. Part 106;

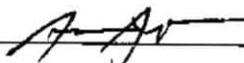
WHEREAS, the amended Title IX regulations are effective on August 14, 2020;

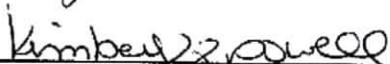
NOW, THEREFORE BE IT RESOLVED, that the Wrangell Public School Board hereby implements the provisions of the amended Title IX regulations. The Board implements all aspects of the regulations, including, but not limited to, updated definitions of sexual harassment, equal treatment in responding to complaints of sexual harassment, an objective grievance process, and appropriate notice throughout;

BE IT FURTHER RESOLVED that the Board authorizes the District's Title IX Coordinator to coordinate compliance with the amended regulations;

BE IT FURTHER RESOLVED that the Board will prepare and approve revised policies and procedures implementing the amended regulations, as necessary.

ADOPTED this 16 day of November, 2020.

 _____, Aaron Angerman, School Board President

ATTEST:  _____
Kimberly Powell, Administrative Assistant/School Board Clerk

Item b.

PROCEEDINGS

**MINUTES
WRANGELL SCHOOL BOARD
SPECIAL MEETING
November 30, 2020, 6:30 PM
Via Zoom**

President Aaron Angerman called the Special meeting of the Wrangell Public School Board to order at 6:30 PM on Monday, November 30, 2020.

CALL TO ORDER

A quorum was determined with the following school board members present: Aaron Angerman, Laura Ballou, Cyni Crary, Patty Gilbert, and Dave Wilson. Also present was Superintendent Lancaster and Recording Secretary Kimberly Powell. Student Representative Jade Balansag and Alternate Student Representative Kiara Harrison were also in attendance.

DETERMINE QUORUM

Motion to accept the proposal from the Association of Alaska School Boards to conduct the Superintendent Search for the amount of \$10,500.00 as presented by Patty Gilbert, seconded by Laura Ballou. Poll vote: Jade Balansag: Yes; David Wilson: Yes; Laura Ballou: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion passed unanimously.

**ACCEPTED THE
PROPOSAL FROM THE
ASSOCIATION OF
ALASKA SCHOOL
BOARDS TO CONDUCT
THE SUPERINTENDENT
SEARCH
ADJOURNED AT 6:39 P.M.**

Meeting Adjourned at 6:39 P.M.



SECRETARY/TREASURER

Item b.

PROCEEDINGS

**MINUTES
WRANGELL SCHOOL BOARD
REGULAR MEETING**

**December 14, 2020 6:30 PM
Via Zoom**

President Aaron Angerman called the regular meeting of the Wrangell Public School Board to order at 6:31 PM.

CALL TO ORDER

A quorum was determined with the following school board members present: Aaron Angerman, Cyni Crary, Patty Gilbert and David Wilson. Laura Ballou was absent, excused; she arrived at 7:10 PM. Also present was Student Representative, Jade Balansag, Alternate Student Representative Kiara Harrison, Superintendent Debbe Lancaster and Recording Secretary Kimberly Powell.

DETERMINE QUORUM

The Pledge of Allegiance was recited, led by Cyni Crary.

PLEDGE OF ALLEGIANCE

The District Mission, Vision and Values were recited by School Board Secretary Dave Wilson.

DISTRICT MISSION, VISION AND VALUES

Motion to approve the agenda as submitted by Patty Gilbert; seconded by Dave Wilson. Poll vote: Jade Balansag: Yes; Dave Wilson: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion passed.

APPROVAL OF AGENDA

There were no conflicts of interest declared.

CONFLICT OF INTEREST

Ryan Howe, Parent/Teacher spoke to the School Board regarding the fiscal year 2022 budget and urged them not to cut staff.

GUESTS TO BE HEARD

There was no correspondence.

REVIEWED CORRESPONDENCE

Miss Balansag spoke to the School Board regarding the highlights in her written report. She also said that the Student Council purchased a white board that arrived this weekend. They are using it to highlight events and student accomplishments.

STUDENT REPRESENTATIVE REPORT

President Angerman recognized Board Member Dave Wilson for receiving the Basic Boardsmanship Award from the Association of Alaska School Boards.

SCHOOL BOARD MEMBER AWARDS

Information & Reports were accepted by unanimous consent.

ACCEPTED INFORMATION & REPORTS

Board Member Laura Ballou arrived at 7:10 PM

ARRIVAL OF BOARD MEMBER BALLOU

Motion to approve consent agenda as submitted by Patty Gilbert; seconded by Dave Wilson. Poll vote: Jade Balansag: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved.

APPROVED THE ITEMS ON THE CONSENT AGENDA

- Approved the minutes of the November 16, 2020 Regular School Board Meeting and the November 30, 2020 Special School Board Meeting as presented
- Offered Tawney Crowley an extracurricular contract to perform the responsibilities of Elementary Drama Advisor
- Offered Katelyn Reeves a pro-rated extracurricular contract to complete the duties of Middle School Student Council Advisor for the remainder of the school year
- Offered Lorna Salchenberg an extracurricular contract to perform the responsibilities of Elementary Student Council Advisor, pending receipt of a satisfactory drug test
- Reviewed the Resignation of Cindy Martin, Paraprofessional

Superintendent Debbe Lancaster told the School Board that the District is encouraging staff to get vaccinated against COVID-19. Once SEARHC determines who is next on the list to get vaccinated, we will appropriate time for our staff to get the vaccination. Dr. Lancaster reported that she has had a strong response with staff interested in getting the vaccine.

SMART START UPDATE

Motion to accept the fiscal year 2021 budget as revised by Dave Wilson; seconded by Patty Gilbert. Poll vote: Jade Balansag: Yes; Laura Ballou: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE FISCAL YEAR 2021 BUDGET AS REVISED

The School Board Members discussed the fiscal year 2022 Budget Assumptions and Process. Board Member Dave Wilson requested a work session the second week of January to discuss the budget and the charts included with the Superintendent's report. President Angerman will work with Mrs. Powell to find a date that works for the School Board Members. Dr. Lancaster added that a work session would also be a good time to schedule the stakeholder meetings. Laura Ballou thanked Dr. Lancaster and told the Board that she has been working diligently to get information for the Board regarding years 2 and 3 of the state's hold harmless clause. Mr. Wilson also asked if Ms. Wiggins could provide a list of two year liabilities and expenses at the work session.

DISCUSSED FISCAL YEAR 2022 BUDGET ASSUMPTIONS AND PROCESS

Motion to accept the APEI Safety Equipment and Training Grant award in the amount of \$512.00 by Dave Wilson; seconded by Laura Ballou. Poll vote: Jade Balansag: Yes; David Wilson: Yes; Laura Ballou: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE APEI SAFETY EQUIPMENT AND TRAINING GRANT AWARD

Motion to approve the application and accept the award of the Carl Perkins, CARES grant, ESEA grant and Special Education grants as presented by Patty Gilbert; seconded by David Wilson. Poll vote: Jade Balansag: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; Laura Ballou: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

APPROVED THE APPLICATION AND ACCEPTED THE AWARD OF THE FEDERAL GRANTS

Motion to accept the first reading of Board Policy 4211, Classified Staff Recruitment and Selection, adding Human Resources Director to the third paragraph by Patty Gilbert, seconded by Dave Wilson. Poll vote: Jade Balansag: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; Cyni Crary: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE FIRST READING OF BP-4211, CLASSIFIED STAFF RECRUITMENT AND SELECTION

Motion to accept the first reading of Board Policy 5141.42, Professional Boundaries of Staff with Students as presented by David Wilson; seconded by Cyni Crary. Poll vote: Jade Balansag: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; David Wilson: Yes; Cyni Crary: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE FIRST READING OF BP-5141.42, PROFESSIONAL BOUNDARIES OF STAFF WITH STUDENTS

Motion to accept the first reading of Board Policy 5145.3, Nondiscrimination as presented by Patty Gilbert; seconded by Cyni Crary. Poll vote: Jade Balansag: Yes; Cyni Crary: No; Laura Ballou: Yes; Patty Gilbert: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved.

ACCEPTED THE FIRST READING OF BP-5145.3, NONDISCRIMINATION

Motion to accept the second reading of Board Policy 0300, Strategic Plan for inclusion in the policy manual by Patty Gilbert; seconded by Laura Ballou. Board Member Wilson requested that language be added to page 11, Goal 2, Strategy 2, Objective 2, Action 1, Metric: "Principal Reports *including data on parent participation.*" The Board Members unanimously agreed that this would be an appropriate addition. Poll vote: Jade Balansag: Yes; Patty Gilbert: Yes; David Wilson: Yes; Laura Ballou: Yes; Cyni Crary: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE SECOND READING OF BP-0300, STRATEGIC PLAN

Motion to accept the second reading of Board Policy 3100, Budget for inclusion in the policy manual by Patty Gilbert; seconded by Dave Wilson. Poll vote: Jade Balansag: Yes; Laura Ballou: Yes; David Wilson: Yes; Cyni Crary: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE SECOND READING OF BOARD POLICY 3100, BUDGET

Motion to accept the second reading of Board Policy 4111, Certified Staff Recruitment and Selection for inclusion in the policy manual by Patty Gilbert; seconded by Cyni Crary. The School Board Members discussed and unanimously agreed to revise the language in the policy to "The Superintendent *with the* Human Resources Director, *and/or* designee shall develop recruitment and selection procedures to ensure that every effort is made to find and hire fully qualified staff members for all positions..." Poll vote: Jade Balansag: Yes; Cyni Crary: Yes; Laura Ballou: Yes; David Wilson: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE SECOND READING OF BOARD POLICY 4111, CERTIFIED STAFF RECRUITMENT AND SELECTION

Motion to accept the second reading of Board Policy 5040, Student Nutrition and Physical Activity for inclusion in the policy manual by Patty Gilbert; seconded by Dave Wilson. Poll vote: Jade Balansag: Yes; David Wilson: Yes; Cyni Crary: Yes; Laura Ballou: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE SECOND READING OF BOARD POLICY 5040, STUDENT NUTRITION AND PHYSICAL ACTIVITY

Item b.

The School Board Members reviewed Board Policy 7400, Evaluation of Board Operational Procedures. Discussion centered around the Exhibit and the following revisions were made by consensus of the Board:

- Remove #14: Develops relationships to improve student learning and opportunities for students
- Add between #27 & #28: Understands instructional programs and the curriculum goals of the district
- Remove #43: Takes time to reflect and improve internal and external relationships
- Remove #53: Engages in process thinking, seeing beyond the immediate situation and easy solutions

**REVIEWED BOARD
POLICY 7400,
EVALUATION OF SCHOOL
BOARD OPERATIONAL
PROCEDURES**

Reviewed the upcoming dates and meeting announcements.

**REVIEWED DATES & MTG
ANNOUNCEMENTS**

Board Member Wilson thanked the staff for their hard work in keeping school going during these difficult times. He hopes that staff can take a break, enjoy the holidays and put everything else aside.

**BOARD MEMBER COMMUNITY
ACTIVITY REPORTS**

Laura Ballou said that they had a budget committee meeting and appreciated the brainstorming of staff as we prepare for next year's budget. Mrs. Ballou hopes that we can bring more of the community back to school in the fall.

Board Member Gilbert said that she also felt that the budget committee meeting was very fruitful. She thanked the staff and students for their work in pulling off the first semester and invited home school families back to school for the second semester. Mrs. Gilbert wished everyone a great holiday season.

Cyni Crary said that she missed the curriculum committee meeting due to a scheduling conflict with her duties as the Borough's Deputy Clerk. She informed the Board and audience that the city buildings have reopened and the Nolan Center is hosting a community market.

President Angerman said that he is also on the curriculum committee. He thanked Miss Balansag and Ms. Church for their work setting up the meeting. Mr. Angerman said that Jade ran the meeting very efficiently. He enjoyed the discussion on digital literacy.

Meeting Adjourned at 8:37 P.M.

ADJOURNED AT 8:37 P.M.



 SCHOOL BOARD SECRETARY

BOARD ACTION

**WRANGELL PUBLIC SCHOOL BOARD
REGULAR MEETING (PAGE 1)
JANUARY 18, 2021**

FOR DETAILS, CONTACT:

DR. DEBBE LANCASTER

SUPERINTENDENT

DIRECT PHONE: 907-874-2347

- Approved the agenda as presented
- Approved the Regular School Board Meeting minutes of December 14, 2020 as presented
- Waived the requirements of Board Policy 6145, Extracurricular and Co-curricular Activities to allow funding the High School Girls Basketball team during the 2020-2021 school year; this is a one-time provision during the Covid-19 pandemic.
- Approved the grant applications to the Snapdragon Book Foundation and the National Home Library Foundation as presented.
- Reviewed:
 - Board Policy 0510, School District Report Card
 - Board Policy 3100, Budget
- Accepted the first reading of:
 - Board Policy 0520, School Accountability/School Improvement
 - Board Policy 4030, Nondiscrimination in Employment
 - Board Policy 6146, Graduation Requirements
- Accepted the second reading of:
 - Board Policy 4211, Classified Staff Recruitment and Selection
 - Board Policy 5141.42, Professional Boundaries of Staff with Students
 - Board Policy 5145.3, Nondiscrimination
- Adjourned

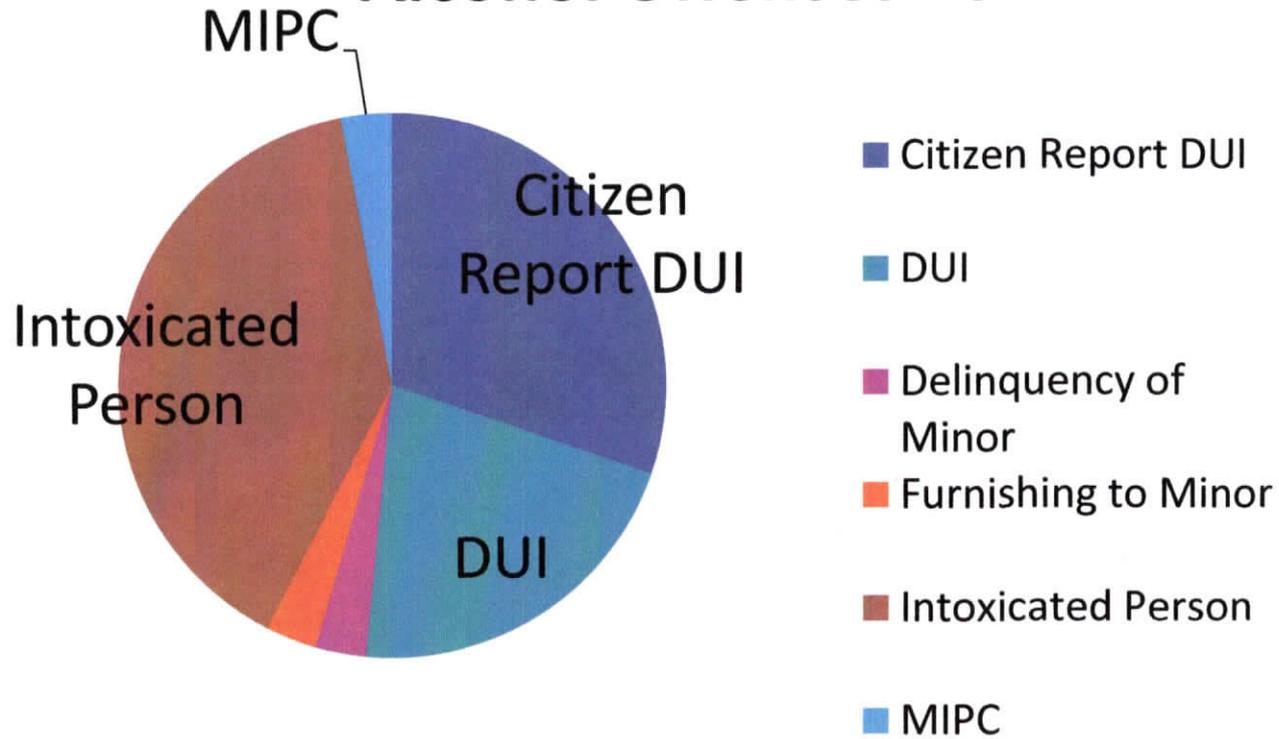


2020 Police Statistics

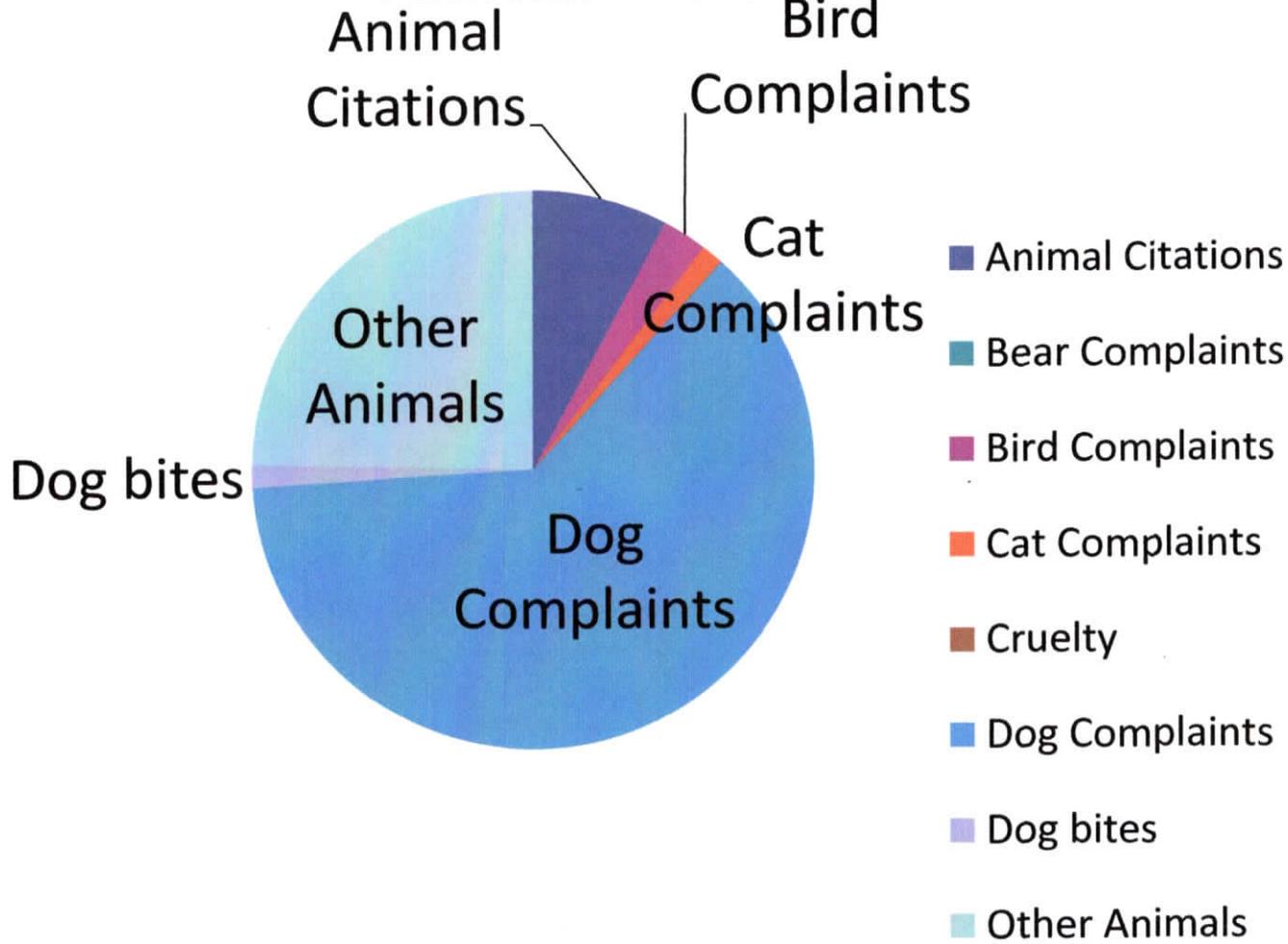
Year End 2020 Stats			
ALCOHOL OFFENSES			ANIMAL VIOLATIONS
Citizen Report DWI	10	Animal Citations	6
DWI	7	Bear Complaints	
Contributing to Delinq of Minor	1	Bird Complaints	2
Furnishing Alcohol to Minor	1	Cat Complaints	1
Intoxicated Person	13	Cruelty to Animals	
Minor on Licensed Premises		Dog Complaints	48
MIPC		Dog Bites	1
Refuse Chemical Test		Other Animal Complaints	19
CRIMES AGAINST PERSON		CITY OFFENSES	
Assault non-family-strong-arm		Curfew Violation	
Assault 1		Fireworks Prohibited	15
Assault 2		Littering	3
Assault 3	2	Truancy	
Assault 4	22		
Assault with Weapon		MISCELLANEOUS OFFENSES	
Child In Need	6		
Indecent Exposure		Conditions of Release Violation	13
Misconduct Involving Weapons		DVO Violation	
Sexual Abuse of Minor		MICS 3	
Sexual Assault	3	MICS 4	
Sexual Harassment		MICS 6	
Suicide Threat	3	Minor with Tobacco	
Stalking	1	Probation Revocation	1
		Probation Violation	5
CRIMES AGAINST PROPERTY		Restraining Order Violation	1
		SOR Violation	
Arson			
Attempted Theft		OFFENSES AGAINST PUBLIC ORDER	
Burglary	9		
Criminal Trespass	20	Discharge Firearms	
Forgery	2	Disturbance	58
Fraud	5	Disorderly Conduct	4
Larceny from Business	2	Domestic Disturbance	24
Larceny from Others	13	Failure to Obey Police Officer	
Larceny from Residence	2	Fight	2
Malicious Mischief	14	Harassment	14
Malicious Mischief Business		Interfering with Arrest	
Malicious Mischief Priv Property		Interfering with Report of Crime	
Theft of Services	1	Loitering	
Theft from Watercraft	1	Peeping Tom	
Vehicle Theft	5	Report of Gunshots	6
		Resisting Arrest	
		Soliciting	
		Vagrancy	

Year End 2020 Stats Page 2			
TRAFFIC OFFENSES			
Abandoned Vehicle	7	Funeral Escort	
Citation Equipment/Registration	11	Health & Safety	7
Citation License Violations	8	Illegal Entry	
Citation Parking	7	Inmate Booking	33
Citation Speeding	8	Inmate Incident	
Complaint ATV		Juvenile Contacts	
Complaint Parking	39	Lost Property	7
Complaint Reckless Driving	26	Miscellaneous Paper Service	13
Complaint Speeding	4	Missing Person	
Failure to Yield to Pedestrian		911 Wrong Number/No One There	42
Failure to Yield to School Bus	1	NFS Checks	
Hit & Run	4	Order to Show Cause	
Traffic Accident/Fatal		Officer Injury	
Traffic Accident/Injury		Oversized Load Permit	
Traffic Accident/No Injury	13	Prisoner Transport	
Traffic Accident/Property Damage	2	Possible Fugitive	
Traffic Hazard	6	Probation Referral (juvenile)	
Unauthorized Use of Vehicle		Prowler Report	
Vehicle Impound		Reckless Endangerment	
Verbal Warning	106	Recovered Firearm	
		Runaway	
		Search Warrant	
		Security Check	6
Agency Assist	663	SOR Registration	2
Arrest Warrant (other Agency's)	3	Shoplifting	1
Background Check		Subpoena Service	92
Bench Warrant (our Agency)	4	Summons Service	37
Brady Law		Suspicious Circumstance	60
Burglar Alarm		Stolen Property	1
Citizen Assist	94	Title 47	2
Civil Matter	40	Unattended Death	2
Controlled Burn		Unsecured Premises	6
Courtesy Transport	16	Vacation Check	2
Dance Permit		Watercraft Accident	
Death Investigation		Welfare Check	46
Death Notification			
DMV Items Issued	16060.00	324	UCR INFO
DVO Service		7	
Drug Information		6	Physical Arrests
Drug Interdiction			25
86'd Letter		6	Theft \$ Amount 1133.00
EDP		17	Vehicle Theft \$ Amount 110,000.00
Extra Patrol		10	
Fire		2	JUVENILE INFO
Found Property		32	Arrests
			Contacts
			Crime
			Traffic Stops or Citations

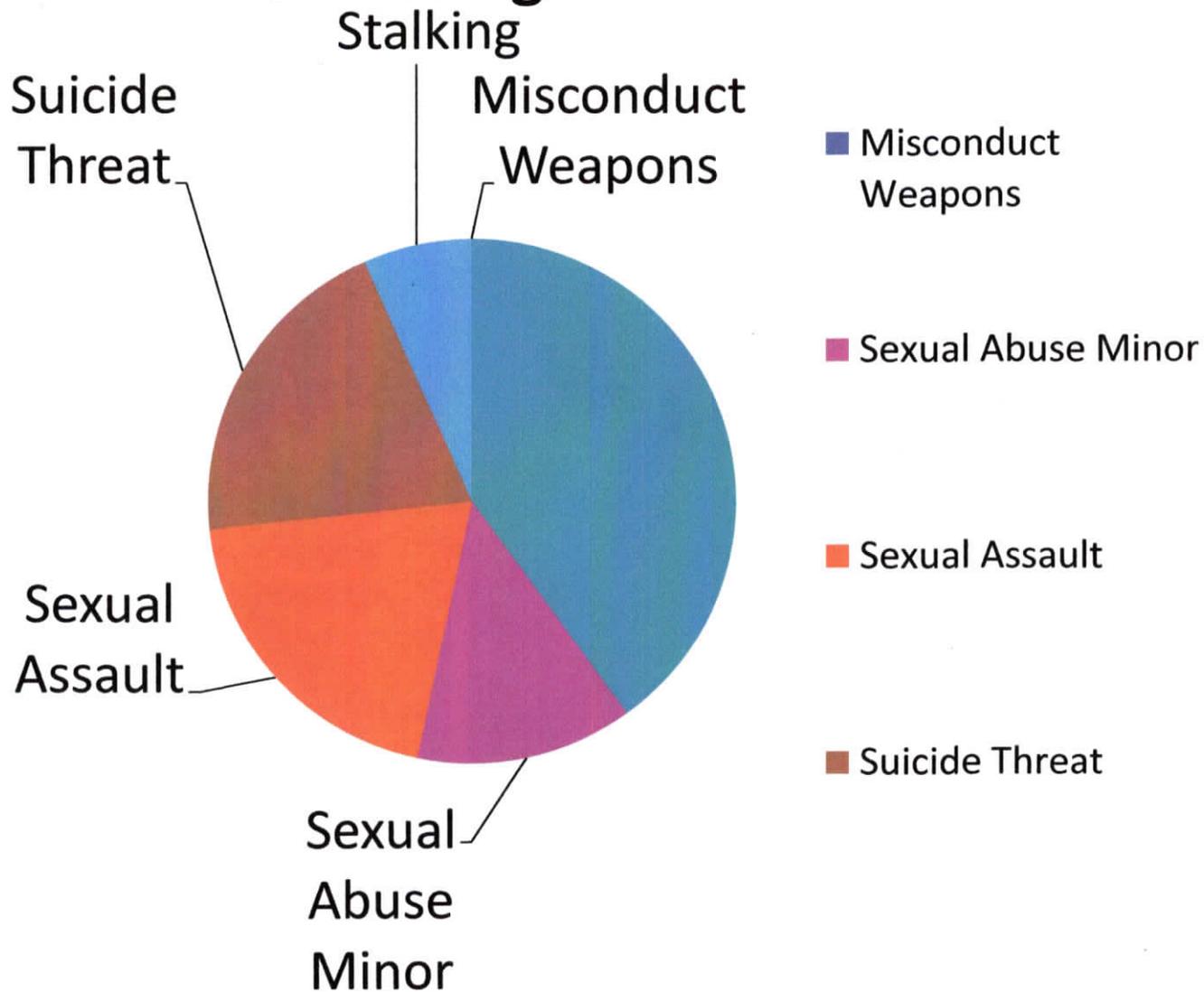
Alcohol Offenses 2020



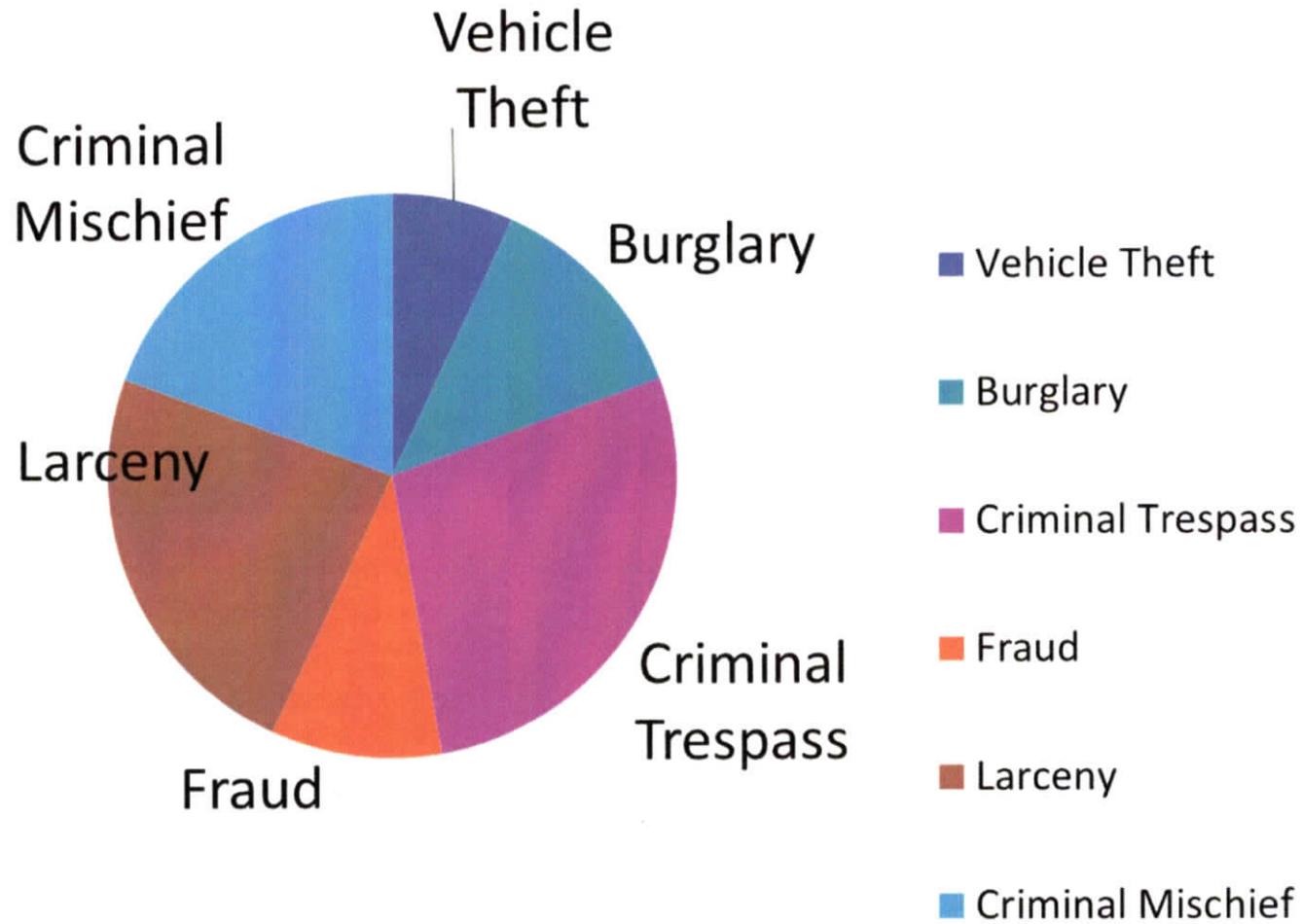
Animal Violations 2020



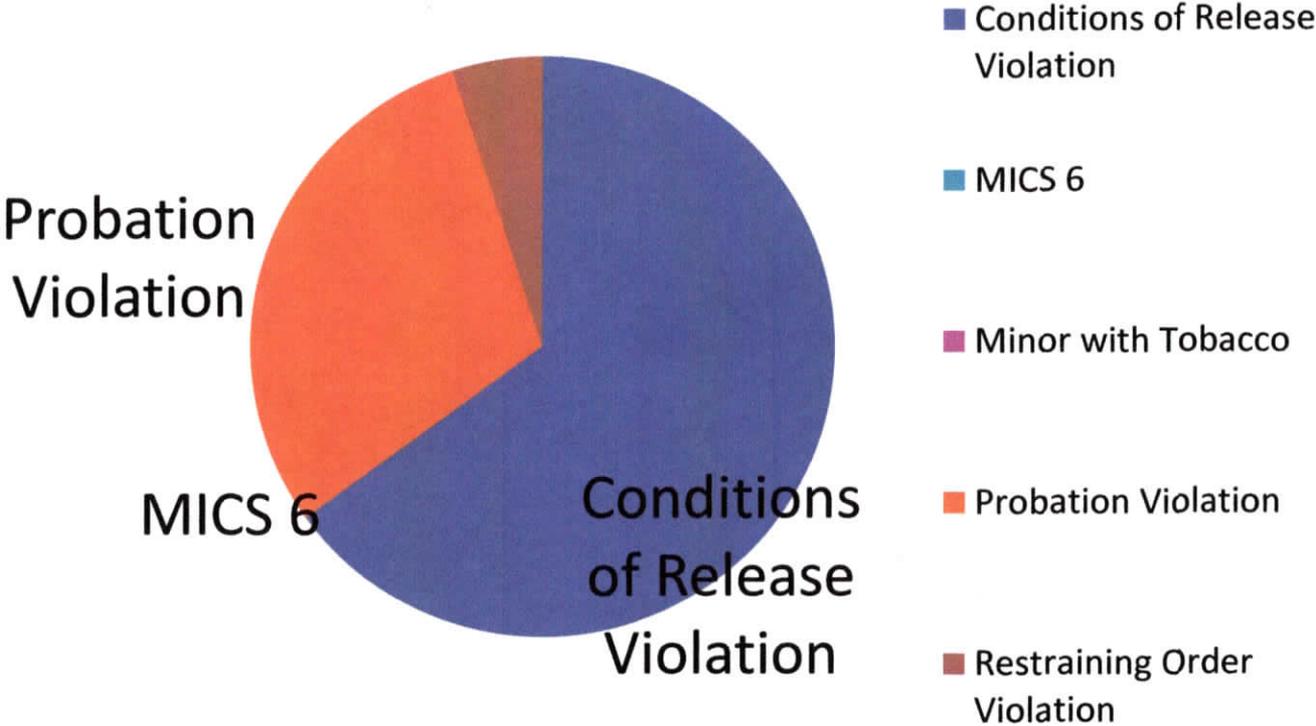
Crimes Against Person 2020



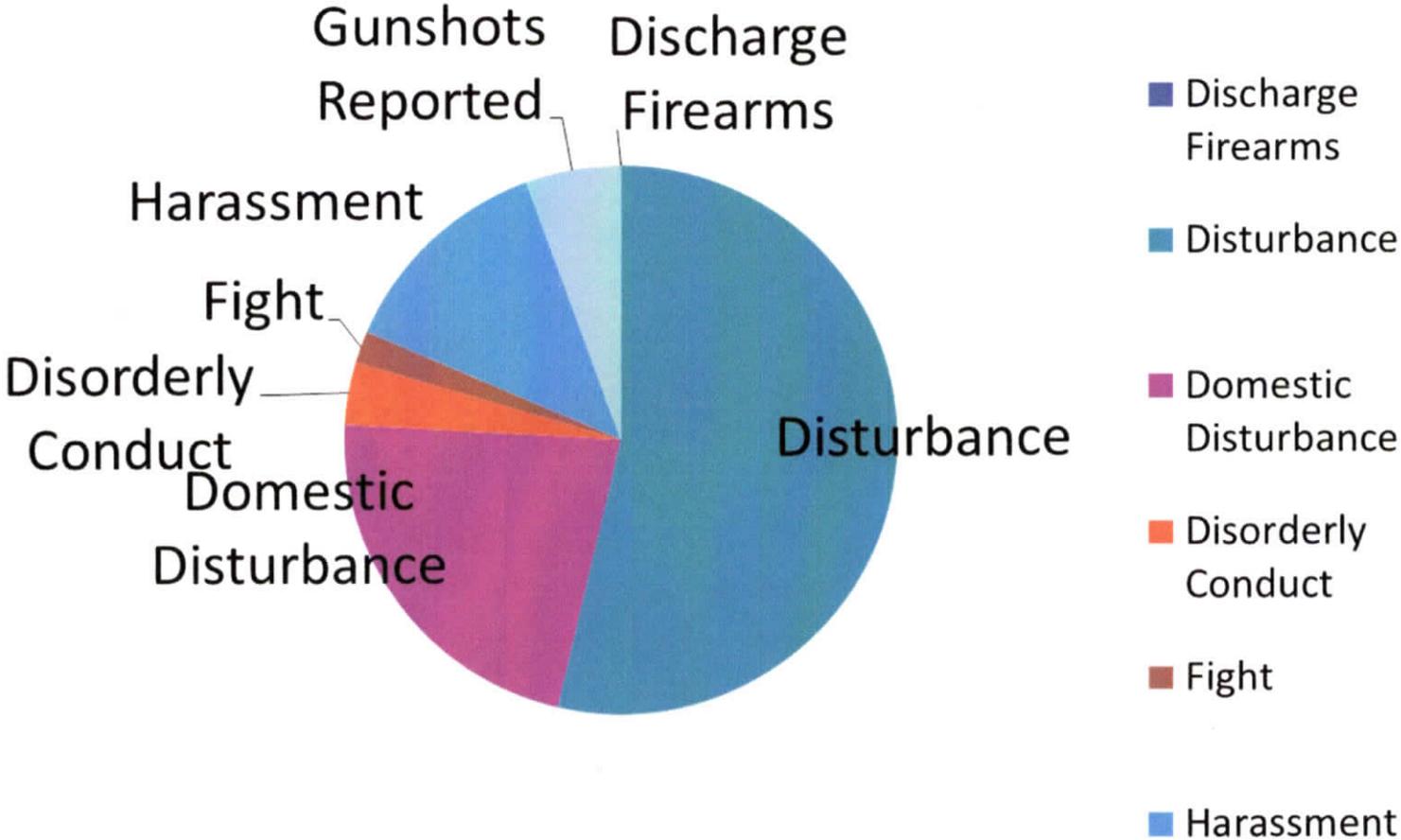
Crimes Against Property 2020



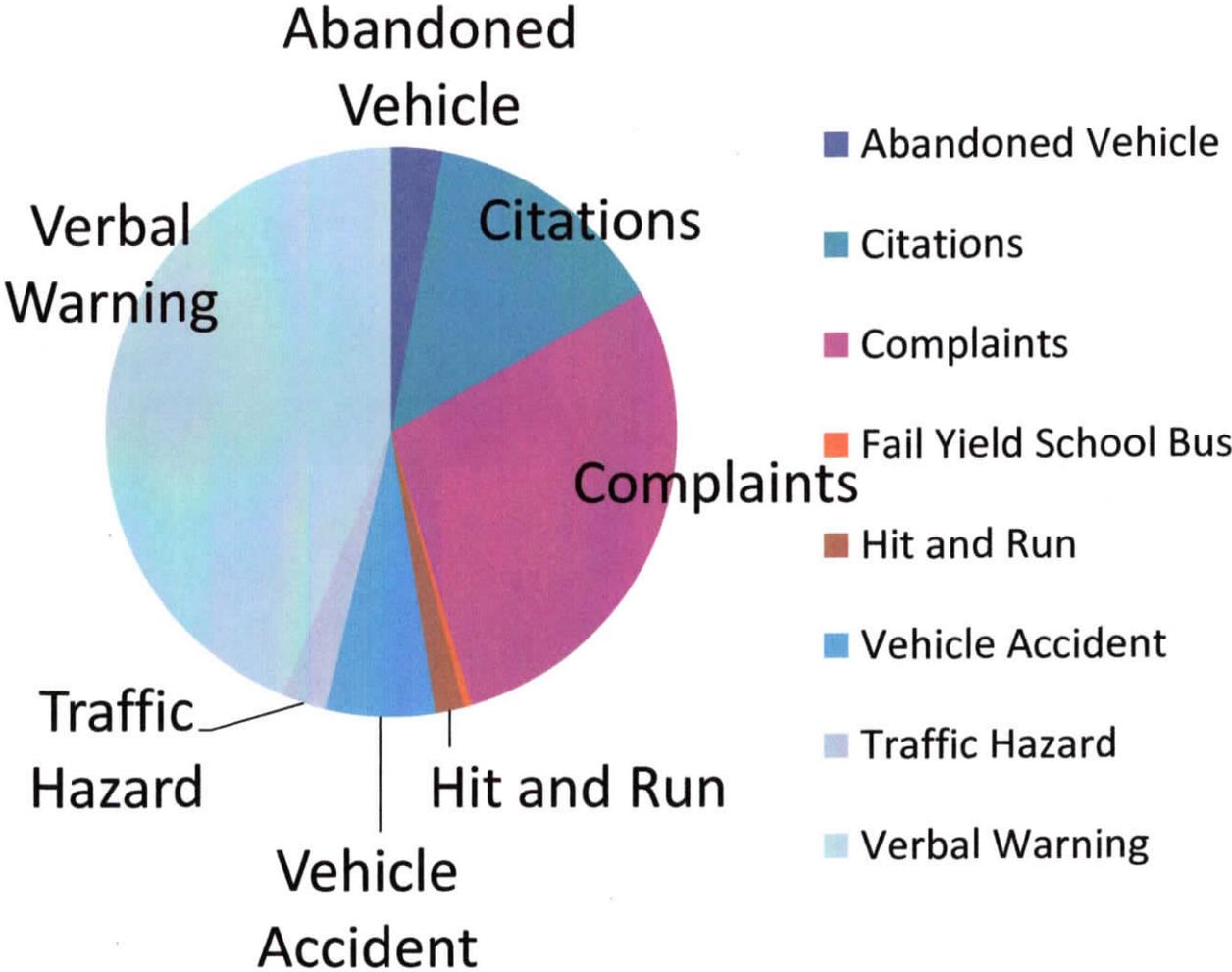
Miscellaneous Offenses 2020



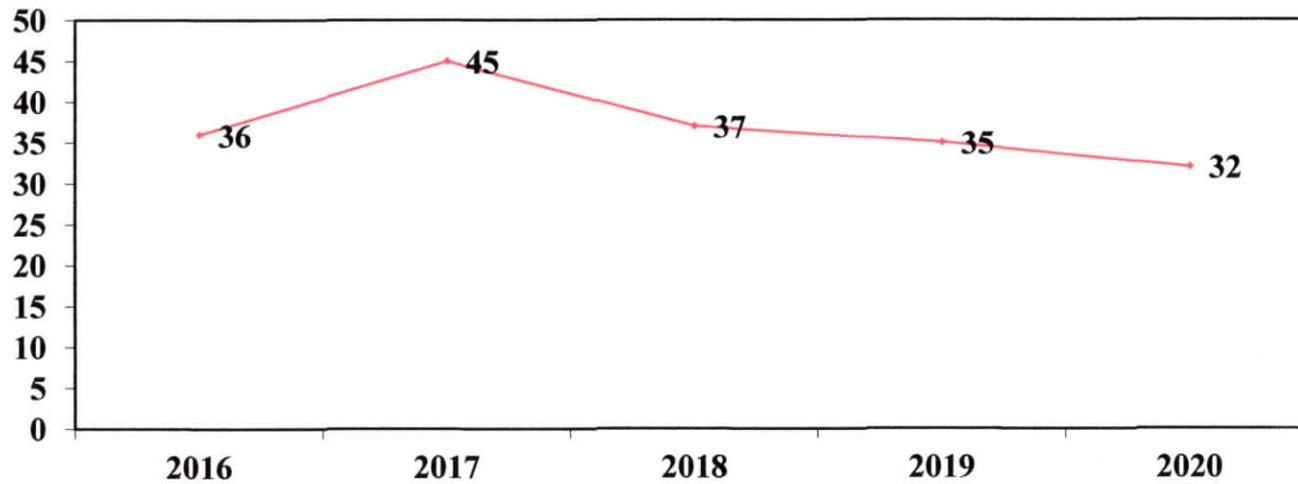
Offenses Against Public Order 2020



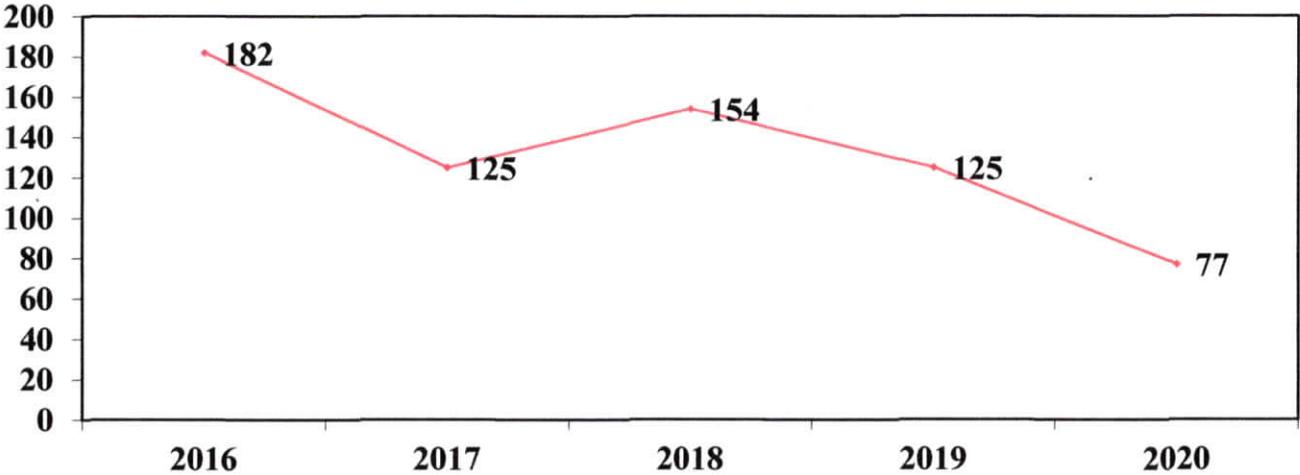
Traffic 2020



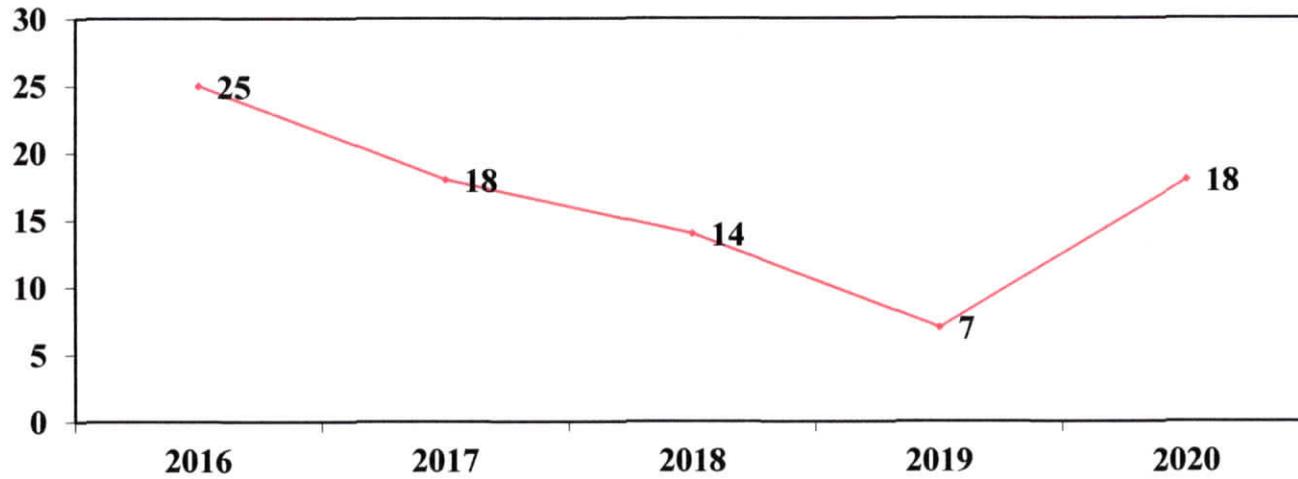
Five Year Comparison 2016-2020 Alcohol Offenses



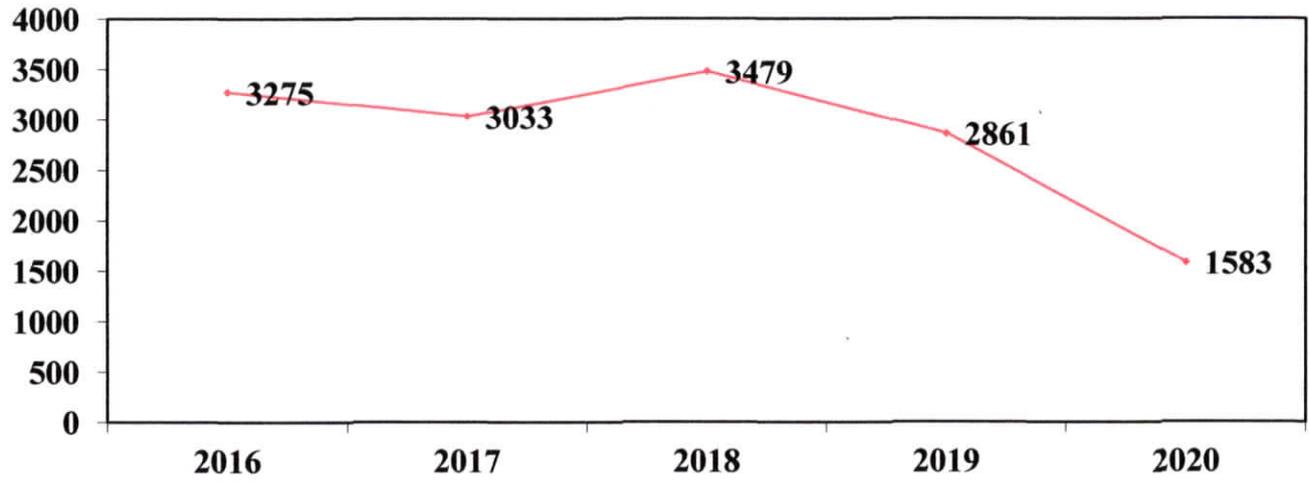
Five Year Comparison 2016-2020 Animals



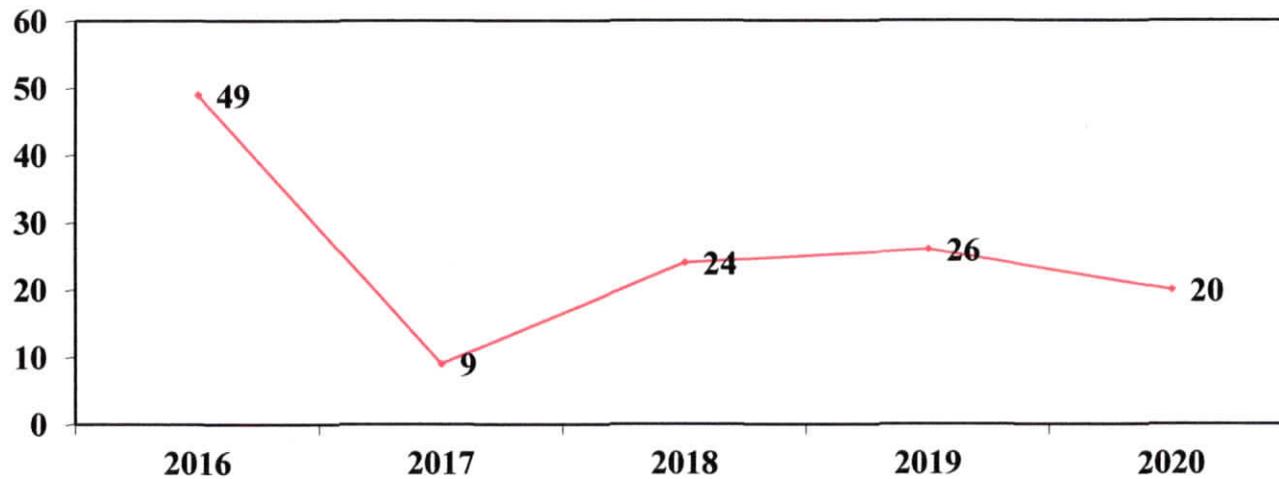
Five Year Comparison 2016-2020 City Violations



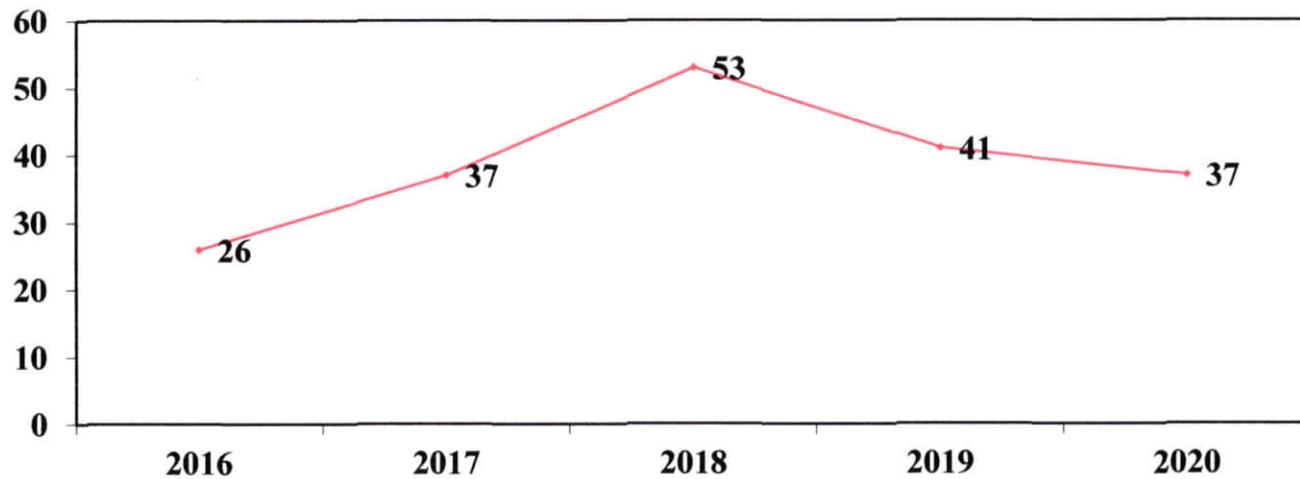
Five Year Comparison 2016-2020 Miscellaneous Activity



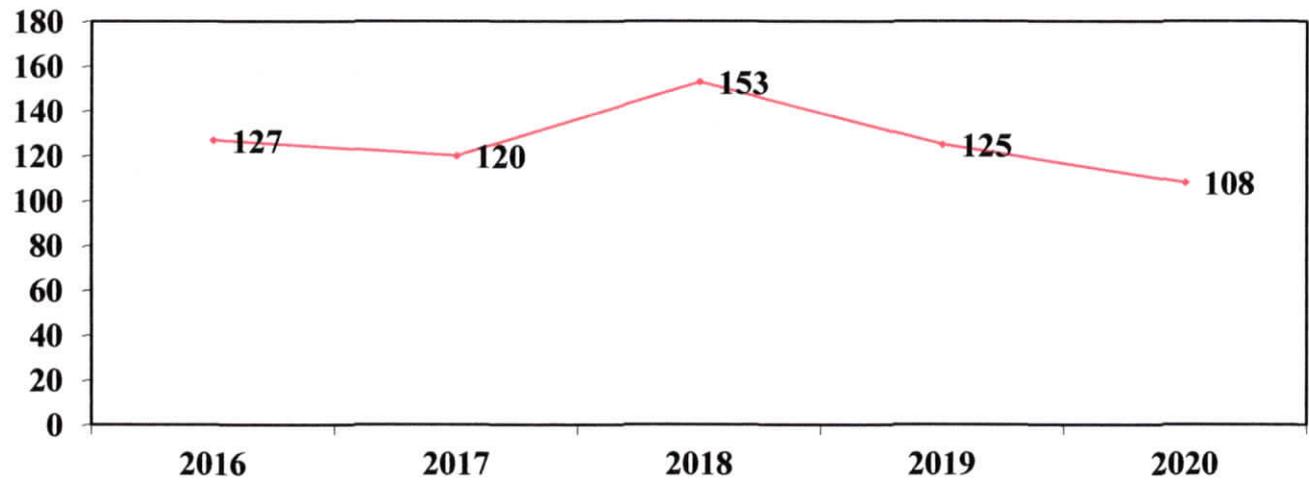
Five Year Comparison 2016-2020 Miscellaneous Offenses



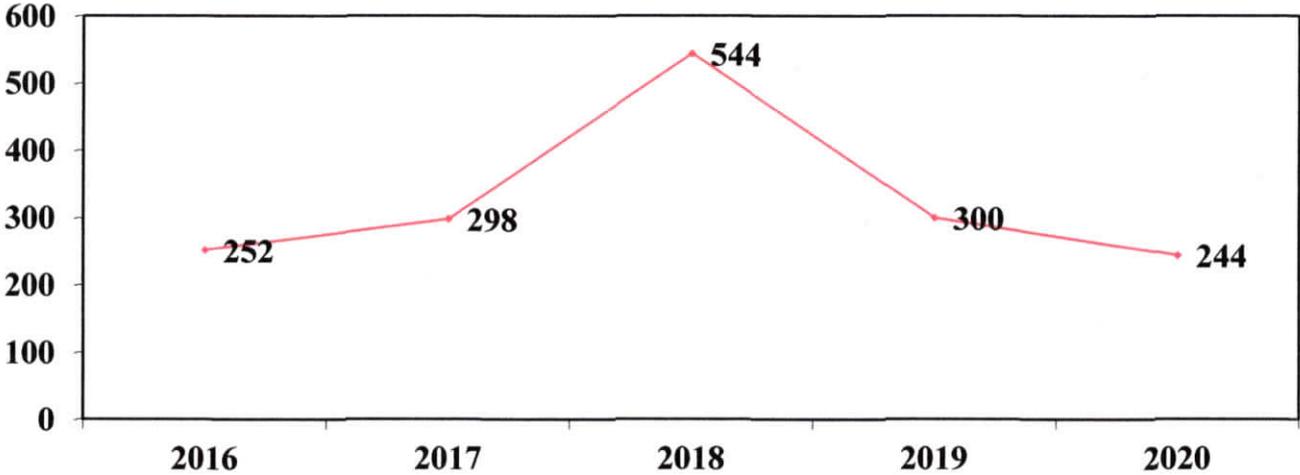
Five Year Comparison 2016-2020 Crimes Against Person



Five Year Comparison 2016-2020 Public Order Offenses



Five Year Comparison 2016-2020 Traffic



HARBORMASTER'S REPORT FEBRAURY 2021

Administration-I have been busy with FAA regulations for our sea plane base sponsorship. What this will mean for Wrangell is we will have an actual sea plane base again and it will qualify for FAA grant money. This is a float that is used by many groups and has not had any real money spent on it. We were in the process of including Meyers Chuck seaplane base when we received news from the FAA that Meyers Chuck had been removed from National Plan of Integrated Airport Systems (NPIAS). This made Meyers Chuck SPB not eligible for sponsorship.

I have been attending the National association of Counties (NACO) High Performance Leadership course. This is a 12-week High Performance Leadership Class, which focuses on how to become a more positive leader with ability to impact team and organizational performance.

Harbor- The maintenance team has been busy working on the new summer float. When the weather is really bad, they are precutting and prepping the lumber inside the large warehouse. Fire extinguisher maintenance and checks have been completed for the month and any deficient extinguishers have been removed or fixed. This is a monthly routine carried out by the maintenance team.

Port- The port's security plan is in the process of being approved by the US Coast Guard. This plan has to be renewed and approved by the Coast Guard every 5 years. I' am continuing to have discussions with the cruise ship industry about the upcoming tour season. I still have no information on how small or large the season may end up being.

Harbor goals for 2021

Administration

- Do we increase rates for 21/22?
- New Credit Card Processing to implement auto-pay
- Start the collections process for delinquent accounts
- Temp Hire Spring training
- Security Cameras
- Maintenance on Harbor vehicles
- Emergency equipment training
- Budget

Port

- Cruise Ship Security plan approval
- Barge Ramp? Lease to AML, Sampson? Repair?
- Sampson Lot Pot holes filled/graded
- Cruise Ship Dock Cleaning
- Summer float installation
- Camel log installation

Harbor

- Inner Harbor Lightening/Wiring
- Inner Harbor Finger Replacement/ Maintenance/Dredging
- Pressure washing all floats
- Stray Current – All harbors except Shoemaker
- Fill all Harbors to capacity
- Hoist Cards? – Credit Card readers?
- Parking Lot Signage
- Fill Pot Holes
- Sea Plane Base
- Net Float Replacement SMB

Marine Service Center

- Buy a used container
- Dispose of impounded vessels to open space in yard
- Finalize Chugach Ranger move to the Nolan Center
- Restructure leased space fees
- Business Plan
- Mill Dock Repairs \$250k

**City and Borough of Wrangell
Irene Ingle Public Library Report
Director: Margaret Villarma
February, 2021**

Curbside Service

The library is still offering curbside services for the days that we are closed to the public. Patrons can call or put books on hold using our online card catalog. We also offer printing and faxing services during that time.

Zoom Storytime

We will resume our spring storytime using zoom on February 5th until April 30th. We will partner with the Forest Service the week of April 19th which is Bird Fest.

Summer Reading Program

We have been looking at some alternative ways to do our Summer Reading Program in case we are not able to resume doing the program in our traditional manner. We have looked into some online platforms and have attended webinars regarding the various programs that are available.

Masks

We still require masks when visiting the library and have not had any negative feedback.

Grants

The library applied for the State Library Assistance Grant in January. The grant will cover the cost of our Interlibrary Loan Service and additional books for the library.

The library is also working on a grant through WCA to pay for the cost of Alaska Digital Library, the AKLA Library Conference that will tentatively take place in Fairbanks, February 2022.

STEM Kits

The library has now completed **ten** STEM kits (Science, Technology, Engineering and Mathematics) and they are ready for checkout. Thanks to the Friends of the Library. They have been very popular since we started offering them.

Library Upholstery

The Busy Beehive has now completed reupholstering the chairs that are used for the public. They turned out great and have been paid for by the IMLS Grant through the WCA. We also were able to purchase new chairs for the public computers with the grant that can be wiped down easily after each use.

Internet Service

The library has just completed our E-rate application for 2021/2022. This will pay for 80% of our internet cost.

To: Borough Manager, Lisa Von Bargen
 CC: Borough Assembly, P&R Advisory Board
 From: P&R Director Kate Thomas
 Subject: P&R Department Report
 Date: February 2nd, 2021

FINANCIAL & FACILITY REPORT

COMPARISON	MONTH	2019	2020	%
ATTENDANCE	October	1179	669	57%
REVENUES	October	\$8,344.19	\$2,532.64	30%

*please note that SEARHC contributed \$7,000 to their employee & client fund in the month of November.

ATTENDANCE	November	870	279	32%
REVENUES	November	\$6,908.21	\$9,199.64	133%

*please note that the facility was closed from November 13th thru December 15th, 2020 for maintenance and COVID.

ATTENDANCE	December	929	271	29%
REVENUES	December	\$5,477.80	\$1,334.89	24%

*percentages are calculated by dividing 2020 attendance/revenues by those from 2019.

COVID MITIGATION PLAN

Staff have been working with the Emergency Operations Center to review the facility's safety mitigation plan for updates and new content. Along with a full review of the departments existing plan, a matrix is being established for mitigation measures based on current operations and an increased/decreased risk level within the community.

P&R ADVISORY BOARD

The department is pleased to announce that all vacant board positions have been filled. Three positions have been open since the fall of 2020. Mayor Steve Prysunka appointed Joan Sargent, Jeanie Arnold and most recently Liz Bunes in that time. Haig Demerjian and Cindy Martin are long time board members, who are maintaining the structure, goals and momentum of the board while welcoming new persons. Director, Kate Thomas is very excited to have a complete board with new members already showing strong engagement. Read the tribute to exiting board members and recruitment content for new in this [newsletter](#). The Advisory Board most recently reviewed, revised, and approved new language for the department's mission statement and core values. Currently, the board is working on review of newly constructed Employee Manual Handbook and developing plans for a Pet Waste Education campaign.

EMPLOYEE MANUAL HANDBOOK

Director, Kate Thomas conducted research on the value and importance of having an Employee Manual Handbook which included a two-hour long training through the Foraker Group (paid for by employee \$25). Kate determined that there is much value in establishing resources that enhance consistencies and create structure for new staff members in the introduction and development stage of their employment. With a two-person administration team and many temporary part time employees this type of structure is critical. The Employee Manual Handbook document is currently under its first draft review by the Advisory Board. The Borough Manager and Attorney will also have a chance to review the document before its approval.

CUSTODIAN LIGHT MAINTENANCE

The department is pleased to announce the hiring of Lane Fitzjarrald for the Custodian Light Maintenance position. Lane comes to the Borough with 15 years of experience working for Alaska Crossings as their Out Tripping Center manager and more than five years of private business ownership in marine security. Lane began his employment with the Borough at the beginning of January. Upon arrival into the position Lane was trained in use and application of Dude Solutions and ASANA. Both software programs are for tracking projects and preventative and corrective maintenance.

RECREATION COORDINATOR & STAFF

Lucy Robinson celebrated her three-year work anniversary in December of 2020. Lucy has done a tremendous job crafting media, program promotions and revised marketing content for the department. In addition to developing, implementing, and facilitating programs, Lucy is responsible for lifeguard in services and staff scheduling. The department is pleased to have a stable management team with strong temporary staff retention. Although the average tenure of a high school aged employee is two years, there are many adult staff who utilize parks and recreation as a second income or retirement position who have been with the department anywhere from three to eight years. The department values its staff and strives to cultivate a positive and productive work environment for all.

CITY PARK (PLAYGROUND CREEK)

Made possible by a partnership with The Southeast Alaska Watershed Coalition (SAWC), the greenspace surrounding the bath houses at City Park will receive funds to improve the land with a rain garden. SAWC applied for grant funds through the State of Alaska Department of Environmental Conservation's Alaska Clean Water Actions. Award notifications were sent and received at the end of January. Wrangell was selected as one of the 2021 projects. The project proposal is included at the end of the report for further reference, along with the Borough's letter of support.

PET WASTE EDUCATION & OUTREACH

Staff are working alongside the Advisory Board to establish content for pet waste education media, along with developing plans for outreach. Wrangell has a persistent issue with dog waste management in most outdoor spaces. Community education is at the core of the solution. Parks and Recreation hopes that by creating more awareness of the concern, the public will begin taking further action by picking up dog waste while using public spaces and encouraging others to do the same. Although details are still being ironed out the plan is to have vibrant signage with educational facts at the entrance to Volunteer Park and reminders to clean up waste along with informational booths at upcoming community markets.

HOT WATER TANK REPLACEMENT

From the Capital Facilities Report: Swimming Pool Domestic Hot Water Tank Replacement. The Contractor has completed construction of the Owner-furnished hot water tanks for the domestic hot water for the Indoor Recreation facility, complete with pipe insulation. Maintenance staff took the opportunity while the water system was shut down to perform some much-needed preventive maintenance and repairs to the water system.

KYLE ANGERMAN PROJECT

The previous update on funding for the Kyle Angerman project held some bad news regarding procuring additional funds from the state. The State of Alaska was unable to review budget amendment requests for the Land and Water Conservation Fund in FY21 because the state did not authorize spending for that

program, resulting in a loss of receipt authority, meaning that they could not distribute funds that were not already guaranteed in a grant agreement. Since, the Governor has included a line item in the FY22 budget that includes expenditures for administration and matching funds. While the budget has not yet been approved this shows some promise in covering the funding gap that exists currently. In preparation for the new fiscal year and state review of the additional funds request, Parks and Recreation has been encouraged to submit paperwork early as to not delay the process further. Additionally, more positive news came from the Rasmuson Foundation, who has opened their Tier 1 Grant program, following a halt on awards that were not related to COVID-19. The department is currently revising its previous application for submission.

RESPIRATORY PROTECTION PROGRAM

Director, Kate Thomas is currently reviewing the Borough's respiratory protection program for updates. To aid in the review, Kate completed a training facilitated by APEI, the Borough's insurance provider, outlining the requirements in policy and procedure. The Fire Department recently acquired a quantitative fit testing machine with an ability to fit test for several variations of respirator. Capital Facilities selected and purchased an adaptor that will enable the department and others to fit test several different brands and models of full and half face respirators. This information will be included in the policy. Kate plans to review the policy with an OSHA Education Consultant to ensure all basis have been covered.

PARENT & ME

In collaboration with Briana Schilling, Wrangell Parks & Recreation is offering a PARENT AND ME SWIM LESSON PROGRAM that includes 4 Saturday lessons for children 12mos-3yrs, instilling valuable swimming skills, an awareness of aquatics safety and an opportunity to bond with their parent. The program has ten sets of participants. It is extremely popular, which was highlighted by the rate in which the program filled. The department is planning to facilitate a second round of programming beginning at the end of February.

YOUTH LAP SWIM

The first youth lap swim started at the end of January. There are two combinations of weekdays that participants were able to choose from: Monday & Wednesday, Tuesday & Thursday. Swimmers were only allowed to pick one combination to allow for more participants to enroll. Recreation Coordinator, Lucy Robinson establishes a daily workout and encourages each child to set a daily lap goal. The expectation is that swimmers are meeting their daily goals and actively swimming for the hour they are in the swimming pool. All 20 slots were filled prior to the first day of programming. This is a low maintenance program which empowers youth to remain active outside of school hours.

PICKLEBALL

Pickleball is made possible by the hands of two volunteers with a passion. Both Chris Johnson and Vincent Balansag volunteer their time to oversee the gymnasium during this activity. It is open to participants ages 18 and up. To get the program started Chris Johnson donated a pickleball net and paddles while the department got a feel for community interest. The department believes adult recreation is crucial to an overall quality of life. It is regularly spoken that youth who have active parents will have a much higher likelihood of establishing a lifelong relationship with health and fitness. To that end the department strives to create program opportunities for all ages as it is able.

WINTER RECREATION

Recreation Coordinator, Lucy Robinson is working with a group of volunteers to establish a series of winter recreation opportunities for youth. The program will closely model (on a small scale) the activities facilitated in the Summer Recreation program. Similarly, to the youth lap swim program, there will be weekday combinations that participants will get to choose from. Activities range from arts & crafts to sporting activities. Groups will remain small to be consistent with the departments COVID mitigation measures established in a facility wide plan. This pilot program will help set the framework for summer activities similar in nature.

MISSION STATEMENT AND CORE VALUES

The Advisory Board recently reviewed, revised, and approve the departments Mission Statement and Core Values. The final version is provided below.

Wrangell Parks and Recreation Department's mission is to support active and healthy lifestyles by providing a variety of quality programs, activities, facilities, and parks.

BUILD RELATIONSHIPS

We build joyful relationships with a diversity of patrons and strengthen our network with other organizations which enhances our success.

INTEGRITY

We become stronger by sharing information and experiences, reflecting on our successes and failures in our decision making.

EMBRACE CHANGE

We face challenges and crisis with positive resolve, supporting each other and the community of Wrangell at large. We enthusiastically consider and develop new ideas and programs.

SUSTAINABILITY

We work diligently to maintain our programing, facilities, customer service and affordability.

VALUE COMMUNITY

We develop programs that embrace all in our community and offer opportunities for people of different physical, social, and cultural backgrounds.

EDUCATE

We commit to seek knowledge on current trends and to teach the community the importance of healthy living.

Project Overview: City Park / Playground Creek Rain Garden

The Southeast Alaska Watershed Coalition (SAWC) requests the support and partnership of the City and Borough of Wrangell (CBW) for the development of a Stormwater Best Management Practices project at City Park.

SAWC seeks to apply for grant funds through the State of Alaska Department of Environmental Conservation's Alaska Clean Water Actions (ACWA) Grant for the design and construction of a rain garden near Playground Creek at City Park.

A 2019 [Wrangell Area Watersheds Assessment](#) concluded that existing infrastructure and topography at the entrance to City Park are diverting stormwater runoff from Zimovia Highway into Playground Creek, and contributing to water quality and habitat degradation in the stream utilized by rearing Coho salmon, Dolly Varden char, and Cutthroat trout. Installing a rain garden to capture and treat this runoff is a simple and effective way to mitigate these impacts, improve water quality within the stream, and provide an opportunity to educate our community on the benefits of good stormwater management.

As the proposed grantee, SAWC would be responsible for obtaining, managing, and reporting on grant funds, as well as managing all aspects of project development, implementation, and maintenance or monitoring upon completion.

Pending project funding, as the site landowner and key community stakeholder, the CBW's obligations would be to provide some review and approval to project plans, and permit access to the project site for implementation.

Project Goal: Mitigate water quality and fish habitat impacts from Zimovia Highway stormwater runoff entering Playground Creek.

Project Concept:

- **Establish a hardened, permeable trail surface at the entrance to City Park bathroom facilities** to allow for foot traffic and facilities maintenance access while reducing impacts from erosion and sediment load entering the stream.
- **Install a rain garden to the west of the bathroom facilities**, where stormwater currently diverts directly into the stream. The rain garden would be strategically designed with layers of rock, soil, and native vegetation to capture and filter stormwater before it reaches the stream.
- **Plant the streambank adjacent to the bathroom facilities with native vegetation** (willow, salmonberries, etc.) to stabilize the streambank, reduce erosion and sedimentation, and mitigate impacts from stormwater runoff entering the stream.
- **Install a parking barrier** to protect the site.
- **Install an interpretive sign** at the project site explaining the importance of stormwater management best practices to protect fish habitat.

For the purpose of submitting an application for ACWA grant funds to implement this project, SAWC requests a letter of support from the CBW stating their engagement as a project partner and their permission to carry out the project on Borough property.

SAWC has implemented similar rain garden projects in Skagway and on Jordan Creek near the airport in Juneau. For reference, a detailed overview of these projects can be found here: <https://www.alaskawatershedcoalition.org/2015/10/juneau-rain-garden-to-treat-stormwater/>



November 9th, 2020

City of Wrangell
Parks & Recreation
PO Box 531
Wrangell, Alaska
99929

Attn: Angie Flickinger, Southeast Alaska Watershed Coalition
Re: Support for Proposed Playground Creek Rain Garden Project

The City and Borough of Wrangell Parks and Recreation Department supports the Southeast Alaska Watershed Coalition's (SAWC) efforts to improve stormwater management and water quality entering Playground Creek, through the construction of a rain garden and rock swale at Wrangell's City Park. Playground Creek supports coho salmon, Dolly Varden char, and cutthroat trout, and the Parks and Recreation Department recognizes the importance of maintaining good water quality for fish habitat.

By implementing a rain garden and rock swale near the entrance to City Park, excess sediment, harmful hydrocarbons, and other common stormwater runoff pollutants will be filtered out before entering the stream. As well, this project provides a valuable opportunity to educate the community of Wrangell on the importance of stormwater management best practices to mitigate water quality impacts.

The City and Borough of Wrangell Parks and Recreation Department will commit approximately 2,000 square feet the Borough's property at City Park for the construction of the rain garden and barrier fence. The City values this property at \$48.50 per square foot for a total value of \$97,000.

Sincerely,

Kate Thomas

Kate Thomas
Parks & Recreation Director
City of Wrangell

City and Borough of Wrangell Capital Facilities Department Report February 5, 2021

Facilities Service & Maintenance - Capital Facilities provides service and maintenance to City and Borough of Wrangell facilities.

- **General Department News**

- The department reluctantly is saying farewell to Dwane Ballou as he leaves Borough employment after accepting a position as SEARHC's Wrangell Facilities Manager. Many thanks to Dwane for taking the Borough's facilities maintenance department to a new and higher level. We wish him well in his new position and thank him for his dedication to his work with the Borough over the last two years.
- The Capital facilities Department will be relocating to the Municipal Light & Power office during the week of February 8th. Following the relocation, building permits will be issued from that location. Having the construction permits and electrical permits issued from the same office may help streamline the permit process for the public. Staff will be reviewing the permit application process for updates and improvements to this process.
- The Capital Facilities Department has selected a cloud-based project management (PM) software tool to implement. We have begun reviewing the software to learn how to use it to better help us with successful execution of our projects.

Capital Improvement Projects - Capital Facilities provides management of capital improvement projects and major maintenance to City and Borough of Wrangell facilities and infrastructure.

GENERAL FUND PROJECTS

- **Nolan Center Standby Generator.** The Division of Homeland Security and Emergency Management has awarded the Borough \$240,000 toward this project. A separate Memo addressed to the Borough Manager and the Assembly, and dated February 3, 2021, addresses the status of this project and a proposed plan to advance the project.
- **Public Safety Building Condition Assessment.** The AMC Engineering draft report from the site investigations at the Public Safety Building and the Wrangell Medical Center (environmental assessment only at WMC) has been reviewed by staff and comments returned to the engineers for a final report. Staff anticipate scheduling a work session with the Assembly to review the report and discuss alternatives for next steps.
- **Civic Center Floor Replacement.** The floor replacement project at the Nolan Center is complete.

ELECTRIC FUND

- **Environmental Assessment for Utilities Campus Master Plan.** With Shannon & Wilson scheduled to perform the sampling plans for three Borough-owned contaminated sites, we are working with them to perform the Environmental Assessment for Utilities Campus Master Plan.

A request has been made for a site visit to perform a site review that would identify whether we move forward with either a targeted assessment plan or a full site assessment plan. Whichever path we decided to follow, after this initial site visit, we will ensure the site visit is adequate to inform toward the development of a plan that would address site sampling and reporting methods to satisfy requirements of DEC's Field Sampling Guidance, in the event we were to find dirty soil.

WATER FUND

- **Upper Reservoir Bypass.** The engineer has completed the 50% level design for this project. Staff met with the design team in late December to perform a detailed review. Engineering continues to address some of the concerns brought up in the review meeting and continue with the design. The engineers are coordinating the design with the state of Alaska Dam Safety division to ensure the design meets dam regulations and will receive their approval of the final design, ready for construction when future funding is available.
- **Water Mains Replacement.** Staff and contractor are working to execute the construction contract following the approval of the award in late January. In the meantime, and because the contractor understands that time is of the essence, they have begun their product submittal development. The construction schedule is set to be substantially complete by May 28, 2021.
- **Water Treatment Plant Improvements.** Scope of work and fee proposal development is ongoing between the Borough and DOWL (engineers), who ranked #1 in the formal RFQ solicitation evaluation process.

HARBOR FUND

- **Shoemaker Bay Harbor Replacement.** Staff continue to work through the possibility of adding the new float replacement and certain electrical upgrades on the grid to the Shoemaker Bay Replacement project, funded in part with ADOT Matching Grant Program funds. If approved, the Borough's 50% match would come from the 2016 Gulf of Alaska Pink Salmon Disaster Relief.
- **Harbor Security System.** The Division of Homeland Security and Emergency Management recently received the return of unused grant funds from other projects, which allowed them to issue an Amendment to this project, obligating an additional \$13,838.00 for equipment purchase. This brings the total of grant funds available for this project to \$148,000.

This grant amount does not fully cover the anticipated costs for installing the system for the Priority #1 site, identified as the Marine Service Center. Staff are working to address the unmet costs for the Priority #1 site, Marine Service Center, before committing to the project site for which this grant will fund and moving forward with the project. We have applied for this shortfall

in funds, and as well the full project (all ten Ports and Harbors sites) under the Homeland Security's grant round for FY2021.

SANITATION FUND

- **Solid Waste Transfer Station Baler.** Staff are working with a consultant to develop a baler Transition Plan. The plan, including identification of an adequate baler and accessory equipment, is expected to be complete by early March at which time we would be ready to advertise for the baler procurement.

MEMORANDUM

TO: Lisa Von Bargen
Honorable Mayor and Members of the Borough Assembly

FROM: Amber Al-Haddad, Capital Facilities Director

SUBJECT: Nolan Center Standby Generator Upgrades Project - Equipment Procurement Plan Memo

DATE: February 3, 2021

INTRODUCTION

In October 2020 the CBW received an Alaska State Homeland Security Program (SHSP) grant in the amount of \$240,000 toward funding the standby generator upgrades project for the Nolan Center.

BACKGROUND

Use of the \$240,000 grant is planned to purchase a new 500 kW generator, construct a reinforced concrete pad sufficient to support the generator, and connect the generator to the existing electrical system at building's automatic transfer switch.

These funds are not expected to cover the cost of integrating the whole building electrical system, including the electric boiler, into the diesel-powered generator, nor the connection to the existing fuel tank, together estimated at \$80,000. On February 1, 2021 the CBW submitted a subsequent grant application to the SHSP funding program for the shortfall in full project funding, in the amount of \$80,000.

We have asked the SHSP program manager if sole sourcing the generator through Caterpillar would be allowed, based on Wrangell's history with standardizing our heavy equipment and machinery with the Caterpillar brand, for compatibility purposes. We also inquired about our ability to single source the Caterpillar equipment from NC Power Systems, the lone Caterpillar power systems dealer for Alaska.

SHSP has approved the sole sourcing of the Caterpillar brand, and they are willing to consider the single source from NC Power Systems with a letter from Caterpillar stating that the company is the only distributor serving our area. NC Power System is requesting this letter from Caterpillar for consideration.

In the meantime, we have also asked if purchasing a used generator would be acceptable under the grant program regulations. The grant does not prohibit the purchase of used equipment, and

Nolan Center Standby Generator Upgrades Project - Equipment Procurement Plan Memo
February 3, 2021
Page 1 of 2

while the SHSP prefers the purchase of new equipment for the sustainability and longevity of the project, they understand that it is not always feasible.

Securing pre-approvals from both the SHSP grant program and the Borough Assembly toward the sole source of the Caterpillar brand and single source of the NC Power Systems purchase will allow us to work with NC Power Systems to determine the best generator for our needs, including the possibility of a used generator in excellent condition.

If we can find a formerly used, and in excellent condition generator to meet the whole building needs of the Nolan Center, there is a good chance we could complete the project with the \$240,000 grant we currently have and not need the additional \$80,000 to integrate the whole building electrical system.

Integrating the whole building electrical system is the basis of the need for the generator capacity upgrade project. If not provided for within the \$240,000 grant, the integration would be completed in a subsequent project phase. Award notifications for the 2021 round of SHSP grants will not be known until September/October 2021.

FINANCIAL OUTLOOK

Project components funded under the \$240,000 Grant in hand:	
500Ekw, 277/480, 3 Phase, 60HZ, 1800 Rpm Generator	\$175,000
Demo and Reconstruct Concrete Pad	\$ 30,000
Installation and Connection of Generator	<u>\$ 35,000</u>
Total Project Cost	\$240,000

Project components applied for under the 2021 SHSP Grant Application Phase:	
Electrical Integration/Connectivity	\$ 65,000
Fuel Line from existing Tank	<u>\$ 15,000</u>
Total Project Cost	\$ 80,000

CONCLUSION

Please advise if there are any exceptions to this plan or if there is hesitation to pursue the purchase of a Caterpillar generator, whether used or new, through NC Power Systems.

MEMORANDUM

TO: Lisa Von Bargaen
Honorable Mayor and Members of the Borough Assembly

FROM: Amber Al-Haddad, Capital Facilities Director

SUBJECT: High School and Middle School Fire Alarm System Upgrades Project - Design Plan Memo

DATE: February 3, 2021

INTRODUCTION

Resolution No. 01-21-1558 dated January 12, 2021 established the priority capital projects for submission to the State of Alaska for consideration under the designated legislative grants program (CAPSIS). Priority project number two was the High School and Middle School Life and Health Safety Upgrades with two subprojects, one being the Fire Alarm System Upgrades.

In addition to submitting this project to the State for funding consideration in the CAPSIS system, the CBW plans to submit, in conjunction with the School District, an application to the Department of Education and Early Development (DEED) under their CIP funding program. DEED annually evaluates CIP grant applications that are submitted on or before September 1st.

BACKGROUND

In 2009, the Wrangell School District submitted an application for this project to the DEED CIP program, but was not successful in an award.

The School has committed to completing the criteria to make them eligible to submit project application(s) in 2021 to the CIP funding program. Eligibility includes receiving State certification of the school district's preventive maintenance and facility management program and a myriad of other requirements, including a review of their documented programs related custodial care, energy management, preventive maintenance, personnel training, and a replacement and renewal schedule for the facility.

DEED staff have recommended that the District/Borough submit applications for school capital projects under the CIP process. At a minimum, DEED would welcome submittal of a board-approved six-year plan so that they can include the capital need in the statewide reporting.

The application stands to receive higher points if an initial phase of the project, in this case the engineering design, was complete. DEED CIP regulations provide for reimbursement of project expenditures made by the District/Borough toward earlier phases of the project, if the project

receives funding within three years of the expenditure, and as long as the project is procured and administered according to DEED regulations. Below the \$50,000 threshold, DEED allows the District/Borough to utilize their own procurement code.

Wrangell Municipal Code, Chapter 5, Section 5.10.050 When competitive bidding or quotations are not required, includes Item E, which include “Contractual services of a professional nature, such as legal, engineering, architectural, and medical services.”

Morris Engineering was involved in this project in the late 2000s. They performed a condition assessment and identification of code deficiencies of the existing fire alarm system, developed a conceptual design with costs and engineered drawings for the fire alarm system layout. Based on Morris Engineering’s (Juneau), previous involvement with this project, staff wish to pursue the engineering design with them.

FINANCIAL OUTLOOK

Engineering costs will be determined through a defined scope of work and a request for fee proposal from Morris Engineering. Approval of a Professional Services Agreement would necessitate a budget amendment for the engineering design expense.

CONCLUSION

At their regularly-scheduled meeting on February 23, 2021, it is anticipated that the Borough Assembly will review for action a budget amendment to fund the engineering design for the High School and Middle School Fire Alarm System Upgrades. If the proposed engineering fee is over the Borough Manager’s spending authority of \$24,999, the Borough Assembly would also take action to approve awarding a contract to Morris Engineering.

If there are any exceptions to this plan, or if there is hesitation to fund the engineering phase of the project, please advise.

MANAGER’S NOTE:

Senate Bill 74 was introduced on February 5th. SB 74 is the Governor’s proposed GO Bond package. Included in the Bill is \$25 Million for School maintenance. This amount will fund the DEED school maintenance program. If Wrangell Public Schools had maintained its eligibility to submit maintenance projects through this program, the Fire Alarm System (and perhaps also the elevator replacement) would be on the list and would have a potential for being funded under the DEED program. Administration still recommends moving forward with the engineering of this system. Otherwise the project will never score high enough to get funded. Hopefully the DEED program will be funded in future years, either through annual budget or bond funding. Unfortunately, we are missing this funding opportunity.

CITY & BOROUGH OF WRANGELL, ALASKA*CLERK'S REPORT*SUBMITTED BY:

Kim Lane, MMC, Borough Clerk

Upcoming Meeting/Informational dates:**Feb 15** City offices closed for President's Day**Feb 11** Planning & Zoning Commission mtg at 6:00 PM via Zoom Teleconference**Feb 23** Regular Borough Assembly mtg. at 6:00 PM via Zoom Teleconference**In Person Meetings:**

Working with the Nolan Center Director, Cyni Crary, we tried to set up the audio/video equipment in the Nolan Center (large) room. The room is so large that there is a large amount of feedback when using the audio. When we tried to mute all computers and just use the microphones, there is still extensive feedback and also sounds muffled. Also, KSTK would not be able to broadcast the meetings if we used this option.

We tried to set up the meeting area in the Nolan Center Classroom however, that room is simply too small.

Because the City Hall Assembly Chambers are larger than the classroom, we decided to try setting up the meeting area in the Assembly Chambers. We have come up with (what we believe) is the best solution for returning to in-person meetings.

This solution would place the Borough Assembly and the Manager on the main floor (members 6' apart) at 4' individual tables. The Clerk would be at her seat, at the diaz.

The Clerk's Computer will be logged onto Zoom and Zoom will be projected on the screen in the Chambers. The Audio will be received and distributed through the Meeting OWL system. I have tried this process and it worked great!

For STAFF and PUBLIC: The original thought was to have seating in the hallway at City Hall (spaced 6' apart) however, that is not a possibility because it would violate the fire code.

There are two options:

1. Seating in the Lobby area of City Hall will allow for seating for six (6) persons with the chairs placed six (6) feet apart.

Staff or Public Members could be admitted into the Assembly Chambers, one at a time by the Clerk, at the time in which they are permitted to speak (Persons to be Heard, Public Hearing, Staff Report, or a specific Agenda Item).

There will be a podium set up at the entrance to the Assembly Chambers that the Public or Staff member will stand at. Once the “person” has spoken, they will return to their seat in the lobby or they may leave City Hall.

Each time a person speaks at the podium, the Clerk will sanitize the podium area.

2. or – The Assembly can choose to have the in-person meeting consist of the Borough Assembly, Manager, and Clerk only, at this time.

A Face Mask or a Face Shield (when wearing a face mask is not possible, due to a medical reason) shall be worn at all times, when in City Hall.

For members of the Borough Assembly who will want to continue utilizing Zoom to attend meetings, the Resolution that will be presented at the February 23rd meeting, will allow for that option.

Moving forward in the direction of in-person meetings, is not to force anyone to attend in-person. It is paramount that each and every person feels comfortable with attending in-person meetings and if they do not, have the option to continue to attend by teleconference.

The mitigation plan has been drafted and the Clerk is working with the EOC to firm up that plan.

I want to thank members of the EOC and Cyni. They have all been a great help and it’s much appreciated!



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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	February 9, 2021
	<u>Agenda Section</u>	13

ORDINANCE NO. 986 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.10.060, SALE OF SURPLUS, OBSOLETE, OR UNNEEDED PERSONAL PROPERTY, IN CHAPTER 5.10 OF THE WRANGELL MUNICIPAL CODE

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

Expenditure Required: \$XXX Total		
FY 20: \$	FY 21: \$	FY22: \$
Amount Budgeted:		
	FY20 \$XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

Reviews/Approvals/Recommendations

<input type="checkbox"/>	
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Ord 986

RECOMMENDATION MOTION:
Move to Approve First Reading of Ordinance No. 986 and move to a Second Reading with a Public Hearing to be held on February 23, 2021.

SUMMARY STATEMENT:
For the proposed process of surplussing obsolete items to work, it is necessary to change the Wrangell Municipal Code.

The way we currently surplus items, we only reach a small number of people in our community.

The process that is used currently is outdated and requires the Assembly to approve all items that require surplussing. This proposed change to the Code, would allow obsolete items to be posted to the Public Surplus site without Assembly approval. A Policy & Procedure has been drafted. It will be brought before the Assembly for approval concurrent with second reading of this ordinance. It outlines the process for surplussing obsolete items. As noted in the Ordinance, items that are valued at over \$5000.00 will be brought to the Assembly for approval to surplus.

The School District is using PUBLIC SURPLUS currently and they have had great success. They have been able to reach a larger number of interested buyers for the items that are obsolete. I would like to go this route too.

Following the current process, Department Heads are required to store their items and wait for an upcoming surplus sale. We do not have storage capacity at City Hall, and we do not believe that it is a good use of time to have the Public Works crew pick up and move items from one location to another.

Also, it is the Clerk who sends out the email to Department Heads to see if they have any surplus items available. After that, the list is compiled and provided to the Assembly for approval. Then, there is at least a 2-week deadline put on the “surplus bid opening”. Once the opening occurs, if there are items that did not sell, those items go up for sale over-the-counter. In most cases, the items that are on the over-the-counter list do not sell and are discarded after 60 to 90 days (sometimes longer).

Using PUBLIC SURPLUS would allow not only community members to view and purchase obsolete items, but people outside of the community can browse and purchase obsolete items too. This platform is different from eBay and other selling sites because only governmental agencies can list items for sale on it. PUBLIC SURPLUS is used in several governmental agencies around the country. Here are a few key points to the platform:

- Buyers register and are vetted through PUBLIC SURPLUS before they can purchase on the site
- Using an application on a smartphone, approved employees can upload directly from their phone. The listing is not saved on the device since it's an application
- City employees who are authorized to do so, can upload items that they wish to surplus; that auction item can be sent to an administrator for approval; the auction will not go “live” until approved; we can post items as they become available for surplus
- No more storing items for what seems like forever to departments!
- A minimum and a reserve amount can be assigned to the auction
- The pick-up location can be listed
- When an item sells, PUBLIC SURPLUS sends the high bidder a notification
- PUBLIC SURPLUS collects the payment from the high bidder and sends that payment to us

- Our Finance Director can be listed as a financial user and can view financial reports at any time
- We can input our city sales tax amount directly into the platform and PUBLIC SURPLUS automatically collects that tax amount and sends it to us, along with the payment
- If a buyer purchases a vehicle or a large piece of equipment, we can attach our terms and conditions to it (disclaimer) and the buyer (by bidding) acknowledges it
- A bill of sale can be automatically generated for the buyer and seller
- Once an item is purchased, paid for, and picked up, I can go into the auction and mark appropriately
- We can add a permanent link to our website that anyone can go to at any time to view what we have up for sale; we can also add our City logo to the site so that its more specific to us when the buyer is browsing
- Using PUBLIC SURPLUS is free to us (no listing or cc fees at all); buyer pays a 10% fee
- PUBLIC SURPLUS keeps track of the views and bids on each item in order to maintain transparency when selling items

In Alaska Juneau, the Mat-Su and Kenai Peninsula Boroughs all use this platform. Also, several school districts (including Wrangell) use this platform.

For reference, here is the school district's link. They post this link on their school district webpage for anyone to go to and see what the district has for sale: <https://Public Surplus://www.wPublic Surplusd.us/domain/265>

CITY AND BOROUGH OF WRANGELL, ALASKA
ORDINANCE NO. 986

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.10.060, SALE OF SURPLUS, OBSOLETE, OR UNNEEDED PERSONAL PROPERTY, IN CHAPTER 5.10 OF THE WRANGELL MUNICIPAL CODE

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

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

SEC. 1. Action. The purpose of this ordinance is to amend section 05.10.060, Sale of surplus, obsolete, or unneeded personal property, of the Wrangell Municipal Code.

SEC. 2. Repeal & Reenactment, Section 05.10.060 of the Wrangell Municipal Code is hereby repealed in its entirety and reenacted as follows:

05.10.060 Authority to dispose of surplus property.

The manager shall have authority to sell, transfer, or destroy surplus property that cannot be used by any department or that has become unsuitable for City and Borough use, as provided in this chapter.

05.10.065 - Disposal of surplus property.

(a) Except as provided in subsection (b) of this section, all surplus property valued less than \$5,000.00 unsuitable for City and Borough use shall be disposed of in accordance with written policies and procedures established by the manager, when the disposal is determined by the manager to be in the best interests of the City and Borough. Surplus property valued in excess of \$5,000.00 shall be approved for disposal by the assembly by resolution.

(b) Upon a determination by the manager that the best interests of the public would be served, the manager may transfer any surplus City and Borough property to another governmental or quasi-governmental unit, or to a charitable, civic, or non-profit organization, except that where the estimated value of the property to be transferred exceeds \$5,000.00, the transfer may be made only after approval by the assembly by resolution.

SEC. 3. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 4. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: _____, 2021

PASSED IN SECOND READING: _____, 2021

Patricia Gilbert, Vice Mayor

ATTEST: _____
Kim Lane, Borough Clerk

(a)

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	February 9, 2021
	<u>Agenda Section</u>	13

RESOLUTION NO. 02-21-1561 OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2021 BUDGET IN THE WASTEWATER FUND BY TRANSFERRING \$7,920 FROM WASTEWATER FUND RESERVES TO THE WASTEWATER PERMITS, INSPECTIONS & COMPLIANCE ACCOUNT AND AUTHOIRZING ITS EXPENDITURE FOR THE ANNUAL ADEC DOMESTIC WASTEWATER SYSTEM PERMIT

SUBMITTED BY:

Tom Wetor, Public Works Director

FISCAL NOTE:

Expenditure Required: \$7,920 Total		
FY 20: \$	FY 21: \$7,920	FY22: \$
Amount Budgeted:		
	FY21\$0	
Account Number(s):		
	76000 502 7515	
Account Name(s):		
	WW Permits, Inspection & Compl.	
Unencumbered Balance(s) (prior to expenditure):		
	\$5,372.25 Prior to Resolution, \$13,292.25 After Resolution	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution 02-21-1561; 2. ADEC Permit Invoice

RECOMMENDATION MOTION:
Move to Approve Resolution No. 02-21-1561.

SUMMARY STATEMENT:
Annually, the CBW is required to pay a permit fee to the Alaska Department of Environmental Conservation for the wastewater collection system. The cost of that permit id \$7,920. When the FY 2021 Budget was developed money for this permit was not accounted for. This is an annual charge

that was found in previous budgets. The wastewater fund reserve currently has \$1,020,406. Upon approval of this resolution there will be \$1,012,486 remaining in wastewater reserves.

Administration will ensure annual permit fees are accounted for in the FY22 Budget.

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 02-21-1561

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2021 BUDGET IN THE WASTEWATER FUND TRANSFERRING \$7,920 FROM WASTEWATER FUND RESERVES TO THE WASTEWATER PERMITS, INSPECTION & COMPLIANCE ACCOUNT AND AUTHORIZING ITS EXPENDITURE FOR THE ANNUAL ADEC DOMESTIC WASTEWATER SYSTEM PERMIT

WHEREAS, the City & Borough of Wrangell operates a domestic wastewater system; and

WHEREAS, the system is required to be permitted through the Alaska Department of Environmental Conservation; and

WHEREAS, that annual permit fee is \$7,920; and

WHEREAS, funding for this permit was inadvertently omitted from the FY 2021 Budget and funding must now be made available.

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

Section 1: The FY 2021 Budget in the Wastewater Fund is amended to reflect an increase in authorized expenditure in account 76000 502 7515 (Wastewater Permits, Collection & Compliance) in the amount of \$7,920.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 9TH DAY OF FEBRUARY, 2021.

CITY & BOROUGH OF WRANGELL

Patricia Gilbert, Vice-Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk



Alaska Department of Environmental Conservation
 Division of Administrative Services
 PO Box 111800
 Juneau, AK 99811-1800

EIN: 92-6001185 DUNS: 809386857

RECEIVED
JAN 25 2021

ATTN ACCOUNTS PAYABLES
 CITY AND BOROUGH OF WRANGELL
 PO BOX 531
 WRANGELL AK 99929-0531

WRANGELL CITY HALL

Invoice Date	Invoice Number
1/21/2021	DOW-176095
Due Date	Invoice Total
2/20/2021	\$ 7,920.00

Subject
 WQ Wrangell STP - AK0021466:FEE
 Dom IP 100,001 and over GPD - 48910:WQ

Client
 City and Borough of Wrangell - 1276

Site
 Wrangell STP - 1276-104

Date	Employee	Description	ACTPL	Units	Rate	Amount
1/21/2021		Dom IP 100,001 and over GPD - WQ:48910 18 AAC 72.957 (a)(1)(B) - Individual Permit Annual fee for domestic wastewater system with a daily maximum permitted flow, in gallons per day, 100,001 and over.	VDWRWD	1.0000	7,920.00	7,920.00
Total Non-Labor Charges						\$ 7,920.00
Invoice Total						\$ 7,920.00

If your facility is owned by a business having 20 or fewer employees, the facility may be subject to a travel cost reduction. Please call (907) 465-5137 or email water.billing.help@alaska.gov for the reduction amount and for the form required to indicate the method of certifying the number of employees. For more information about the fees, please visit: <http://dec.alaska.gov/water/wastewater/fees>

If you have questions or wish to make special arrangements for payment, contact water.billing.help@alaska.gov or call 907-465-5137.

To pay online by electronic funds transfer or credit card, visit <http://alaska.gov/go/SXPT>

If you mail a check, please make the check payable to "State of Alaska."

To pay by telephone, call 907-269-0484

76000 502 7515

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	02/09/2021
	<u>Agenda Section</u>	13

RESOLUTION NO. 02-21-1562 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY 2021 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FISHERIES MANAGEMENT IN FMA 18: CENTRAL SOUTHEAST

SUBMITTED BY:

Joyce Mason, Finance Director

FISCAL NOTE:

Estimated Revenue: \$1,680.75 Total		
FY 20:	FY 21: \$1680.75	FY22: \$
Amount Budgeted:		
FY21 \$10,000		
Account Number(s):		
74010 000 4190		
Account Name(s):		
Fisheries Business Tax (State Of AK)		
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. Resolution No. 02-21-1562; 2. Community Payment Summary

RECOMMENDATION MOTION:
Move to Approve Resolution No. 01-21-1562.

SUMMARY STATEMENT:
Each year the State of Alaska collects a state fish tax outside municipal boundaries and allocates the tax with municipalities affected by fishing industry activities. This year the Central Southeast

Area has \$12,463.13 to allocate to the nine communities in the area. The City and Borough of Wrangell will receive \$1,680.75 this year. A resolution is required by the state to receive these funds.

In FY21 the Borough budgeted \$10,000 from this revenue source. The past three fiscal years the Borough has received the following amounts in Shared Fisheries Business Tax revenue:

2018	\$11,155.61
2019	\$10,375.69
2020	\$ 4,188.03

As can be seen the amount being received in this fiscal year is down significantly from previous years. This payment is based on fishing that occurred in 2019, so two years prior. It is an indicator of poor fish returns in the region during that timeframe.

CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 02-21-1562

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY 2021 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FISHERIES MANAGEMENT IN FMA 18: CENTRAL SOUTHEAST

WHEREAS, AS 29.60.450 requires that for a municipality to participate in the FY 2021 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Community and Economic Development that the municipality suffered significant effects during calendar year 2019 from fisheries business activities; and

WHEREAS, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the Department of Commerce, Community, and Economic Development; and

WHEREAS, 3 AAC 134.070 provides for the use, at the discretion of the Department of Commerce, Community, and Economic Development, of alternative allocation methods which may be used within fisheries management areas if all eligible municipalities within the area agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and

WHEREAS, the Assembly of the City and Borough of Wrangell proposes to use an alternative allocation method for allocation of FY 2021 funding available within the Fisheries Management Area 18: CENTRAL SOUTHEAST in agreement with all other municipalities in this area participating in the FY 2021 Shared Fisheries Business Tax Program.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, by this resolution, certifies that the following alternative allocation method fairly represents the distribution of significant effects during 2019 of fisheries business activity in the Fisheries Management Area 18: CENTRAL SOUTHEAST:

All municipalities share equally 50% of allocation; all municipalities share remaining 50% on a per capita basis.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 9th OF FEBRUARY, 2021.

CITY & BOROUGH OF WRANGELL

Patricia Gilbert, Vice-Mayor

ATTEST: _____
Kim Lane, Borough Clerk

	Total allocation: \$12,463.13	50% Divided \$6,231.57	50% per capita \$6,231.57		
Community	Population	50% divided share	50% per capita share	Calculated Allocation	Calculated Allocation
City of Coffman Cove	174	\$692.40	\$71.66	\$764.05	\$43.37
City of Kake	570	\$692.40	\$234.73	\$927.13	\$52.62
City of Kupreanof	32	\$692.40	\$13.18	\$705.57	\$40.05
City of Pelican	69	\$692.40	\$28.42	\$720.81	\$40.91
Petersburg Borough	3,241	\$692.40	\$1,334.69	\$2,027.08	\$115.06
City of Port Alexander	57	\$692.40	\$23.47	\$715.87	\$40.63
City and Borough of Sitka	8,532	\$692.40	\$3,513.60	\$4,205.99	\$238.73
City and Borough of Wrangell	2,400	\$692.40	\$988.35	\$1,680.75	\$95.40
City of Whale Pass	57	\$692.40	\$23.47	\$715.87	\$40.63
Totals	15,132	\$6,231.57	\$6,231.57	\$12,463.13	\$707.41
Community Count	9				

LONG

\$707.41

All municipalities share 50% of allocation equally; share remaining 50% on a per capita basis.

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	February 9, 2021
	<u>Agenda Section</u>	13

RESOLUTION NO. 02-21-1563 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA SUPPORTING SENATE BILL NO. 60: AN ACT ESTABLISHING THE SPORT FISHING HATCHERY FACILITIES ACCOUNT; ESTABLISHING THE SPORT FISHING FACILITY SURCHARGE; AND PROVIDING FOR AN EFFECTIVE DATE

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total		
FY 20: \$	FY 21: \$	FY22: \$
Amount Budgeted:		
	FY20 \$XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution 02-21-1563; 2. Petersburg’s Resolution; 3. Background Information from SSRAA; 4. Senate Bill 60

RECOMMENDATION MOTION:

Move to Approve Resolution 02-21-1563.

SUMMARY STATEMENT:

Late last summer we were notified of the State’s intention to close the Crystal Lake Hatchery in Petersburg. Although classified as a hatchery for sport fish enhancement, Crystal Lake also provides stock for the commercial fisheries in three locations, including Anita Bay – very important for the Wrangell fleet. The reason for the State’s planned closure is that the authorization for the sport fish

enhancement funding that is used to match federal funds is sun setting on June 30th. Senate Bill 60 corrects that issue by establishing the sport fish hatchery facilities account and establishing the sport fishing facility surcharge.

Administration worked with the David Landis, Director of SSRAA on the language for this resolution, and Ray Matiashowski our lobbyist.

The Wrangell resolution differs from the Petersburg resolution in two ways. First, we added information about the commercial importance of the hatchery. And, at the recommendation of both Ray and Dave, we added a second clause understanding SB 60 may not be the final bill by which this provision is passed, and are supportive of similar legislation.

Administration recommends approval of this support resolution.

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 02-21-1563

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, SUPPORTING SENATE BILL NO. 60: AN ACT ESTABLISHING THE SPORT FISHING HATCHERY FACILITIES ACCOUNT; ESTABLISHING THE SPORT FISHING FACILITY SURCHARGE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the State of Alaska has contracted with Southern Southeast Regional Aquaculture Association to manage Crystal Lake Salmon Hatchery since July 1, 2000 using funds from the Department of Fish & Game Sport Fish Division; and

WHEREAS, the legislation approving the funding to manage Crystal Lake Salmon Hatchery expires on June 30, 2021; and

WHEREAS, from the Chinook and Coho salmon raised at Crystal Lake Salmon Hatchery, recent annual release goals are as follows:

600,000 Chinook salmon released in Blind Slough (Crystal Creek stock)
 500,000 Chinook salmon released in Anita Bay (Andrew Creek stock)
 100,000 Chinook salmon released at City Creek (Andrew Creek stock)
 300,000 Chinook salmon released at Neets Bay (Chickamin River stock)
 200,000 Chinook salmon released at Port St. Nick – POW (Chickamin River stock)
 135,000 Coho salmon released in Blind Slough (Crystal Creek stock); and

WHEREAS, these salmon releases are relied upon for sport fishing by the residents and visitors of Petersburg, Wrangell, Ketchikan and Prince of Wales Island, supplying healthy food for locals and visitors and supporting a livelihood for tourist lodges and sport fishing charter businesses; and

WHEREAS, Senate Bill No. 60 has been introduced in the first session of the Thirty-Second Legislature which will establish a sport fishing hatchery facilities account within the State of Alaska Fish and Game fund, and a sport fishing facility surcharge; and

WHEREAS, in addition to producing sport-directed enhanced salmon funded by the surcharge, Crystal Lake Hatchery also rears commercially-directed chinook salmon that are released at Anita Bay, Port St. Nicholas, and Neets Bay, all of which are critical fisheries for the commercial fleet; and

WHEREAS, money accrued from the sport fishing facility surcharge shall be allocated to ongoing maintenance and operation of the Department's sport fish hatchery facilities, including Crystal Lake Hatchery and DIPAC chinook enhancement in the Juneau area.

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

Section 1: The City & Borough of Wrangell hereby supports Senate Bill No. 60: An Act Establishing the Sport Fishing Hatchery Facilities Account; Establishing the Sport Fishing Facility Surcharge; and Providing for an Effective Date, and urge passage of the legislation during the Thirty-Second Legislature.

Section 2: The City & Borough of Wrangell (CBW) recognizes Senate Bill No. 60 may ultimately not be the vehicle through which the Hatchery Facilities Account and Facility Surcharge are authorized. The CBW supports the provisions within Senate Bill No. 60, and will support those provisions in other similar legislation.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 9th DAY OF FEBRUARY, 2021.

CITY & BOROUGH OF WRANGELL

Patricia Gilbert, Vice Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

SENATE BILL NO. 60

IN THE LEGISLATURE OF THE STATE OF ALASKA

THIRTY-SECOND LEGISLATURE - FIRST SESSION

BY THE SENATE RULES COMMITTEE BY REQUEST OF THE GOVERNOR

Introduced: 1/29/21

Referred: Resources, Finance

A BILL

FOR AN ACT ENTITLED

1 **"An Act establishing the sport fishing hatchery facilities account; establishing the sport**
2 **fishing facility surcharge; and providing for an effective date."**

3 **BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:**

4 *** Section 1.** AS 16.05.130 is amended by adding a new subsection to read:

5 (h) Money accruing to the state from the sport fishing facility surcharge
6 imposed under AS 16.05.340(l) shall be deposited in a separate account known as the
7 sport fishing hatchery facilities account within the fish and game fund. Money in the
8 sport fishing hatchery facilities account shall be allocated to ongoing maintenance and
9 operation of the department's sport fish hatchery facilities and sport fishing stock
10 enhancement intended to directly benefit license purchasers.

11 *** Sec. 2.** AS 16.05.340(i) is amended to read:

12 (i) If the commissioner determines that residents of the state are entitled to
13 obtain licenses for sport fishing, including sport fishing for anadromous king salmon,
14 in Yukon, Canada, for the same fees that are charged to residents of Yukon for

1 comparable sport fishing licenses, the commissioner may adopt regulations
2 authorizing residents of Yukon to receive

3 (1) nonresident annual sport fishing licenses for the fees charged to
4 residents under (a) and (l) of this section for a resident sport fishing license; and

5 (2) nonresident anadromous king salmon annual tags for the fee
6 charged to residents under (a) of this section for a resident anadromous king salmon
7 tag.

8 * **Sec. 3.** AS 16.05.340 is amended by adding a new subsection to read:

9 (l) In addition to the fees for a sport fishing license set out in (a) and (d) of this
10 section, each person who purchases a sport fishing license shall pay a sport fishing
11 facility surcharge as set out in this subsection for the purpose of providing funding for
12 ongoing maintenance and operation of the department's fish hatchery facilities and
13 sport fishing stock enhancement. A person who is eligible for a \$5 resident hunting,
14 trapping, and sport fishing license under (a)(6) of this section or a free license under
15 AS 16.05.341 is exempt from payment of the surcharge imposed under this subsection.
16 The surcharge authorized by this subsection shall take effect on the date established by
17 regulation by the commissioner. The amount of the surcharge attached to each sport
18 fishing license must be clearly disclosed on the sport fishing license. The amount of
19 the sport fishing facility surcharge to be paid for each sport fishing license is as
20 follows:

- 21 (1) resident sport fishing license \$ 4
- 22 (2) resident hunting and sport fishing license 4
- 23 (3) resident hunting, trapping, and sport fishing license 4
- 24 (4) nonresident 14-day sport fishing license 25
- 25 (5) nonresident seven-day sport fishing license 20
- 26 (6) nonresident three-day sport fishing license 10
- 27 (7) nonresident one-day sport fishing license 5
- 28 (8) nonresident annual sport fishing license 40
- 29 (9) special nonresident military small game and sport fishing license .
30 4
- 31 (10) special nonresident military sport fishing license 4.

1 * **Sec. 4.** This Act takes effect July 1, 2021.

**PETERSBURG BOROUGH
RESOLUTION #2021-02**

A RESOLUTION SUPPORTING SENATE BILL NO. 60: AN ACT ESTABLISHING THE SPORT FISHING HATCHERY FACILITIES ACCOUNT; ESTABLISHING THE SPORT FISHING FACILITY SURCHARGE; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Petersburg Borough is home to Crystal Lake Salmon Hatchery, a State-owned hatchery that raises and releases Chinook and Coho salmon primarily for sport fish use; and

WHEREAS, the State of Alaska has contracted with Southern Southeast Regional Aquaculture Association to manage Crystal Lake Salmon Hatchery since July 1, 2000 using funds from the Department of Fish & Game Sport Fish Division; and

WHEREAS, the legislation approving the funding to manage Crystal Lake Salmon Hatchery expires on June 30, 2021; and

WHEREAS, from the Chinook and Coho salmon raised at Crystal Lake Salmon Hatchery, recent annual release goals are as follows:

600,000 Chinook salmon released in Blind Slough (Crystal Creek stock)
500,000 Chinook salmon released in Anita Bay (Andrew Creek stock)
100,000 Chinook salmon released at City Creek (Andrew Creek stock)
300,000 Chinook salmon released at Neets Bay (Chickamin River stock)
200,000 Chinook salmon released at Port St. Nick – POW (Chickamin River stock)
135,000 Coho salmon released in Blind Slough (Crystal Creek stock); and

WHEREAS, these salmon releases are relied upon for sport fishing by the residents and visitors of Petersburg, Wrangell, Ketchikan and Prince of Wales Island, supplying healthy food for locals and visitors and supporting a livelihood for tourist lodges and sport fishing charter businesses; and

WHEREAS, Senate Bill No. 60 has been introduced in the first session of the Thirty-Second Legislature which will establish a sport fishing hatchery facilities account within the State of Alaska Fish and Game fund, and a sport fishing facility surcharge; and

WHEREAS, money accrued from the sport fishing facility surcharge shall be allocated to ongoing maintenance and operation of the Department's sport fish hatchery facilities, including Crystal Lake Hatchery and DIPAC chinook enhancement in the Juneau area.

THEREFORE, BE IT RESOLVED the Petersburg Borough Assembly hereby supports Senate Bill No. 60: An Act Establishing the Sport Fishing Hatchery Facilities Account; Establishing the Sport Fishing Facility Surcharge; and Providing for an Effective Date, and urge passage of the legislation during the Thirty-Second Legislature.

Passed and approved by the Petersburg Borough Assembly, Petersburg, Alaska this 8th day of February 2021.

Attest:

Mark Jensen, Mayor

Debra K. Thompson, Borough Clerk

**ADF&G Sportfish Enhancement Program – Crystal Lake
September 11, 2020**

Updated September 21, 2020

Southern Southeast Regional Aquaculture Association (SSRAA) is a regional non-profit salmon hatchery association headquartered in Ketchikan. SSRAA operates 7 salmon hatcheries and multiple release sites across the region, which extends from the Petersburg area south. The Crystal Lake Hatchery (CLH) in Petersburg is owned by the State of Alaska, with SSRAA as the operator of the facility under a service contract with the Alaska Department of Fish & Game Division (ADF&G) of Sport Fish (SF). SSRAA has 4 full-time employees who work at CLH. SSRAA has operate CLH since 2000.

SSRAA was informed by the ADF&G that they would be shutting its SE enhancement program. This notice was unexpected and we're still in the process of asking questions and getting answers as to what this means for CLH. The stated reasoning for this decision was that a portion of the funding, the sport fishing license surcharge, was expiring on Dec. 31, 2020 and the legislature had not renewed it with bills SB 247/HB189 last legislative session since it adjourned suddenly due to the COVID-19 pandemic. SSRAA was told that SF had no funding that could replace the \$500,000 for SE enhancement currently under contract, \$200,000 of which was programmed for CLH. There are other funding issues as well, explained below. The following points are made using the best information that we have at this time.

Points to consider regarding CLH:

- CLH produces 600,000 chinook and 100,000 coho for release at Blind Slough in Petersburg. This is a sport fish program.
- CLH produces 100,000 chinook for release at City Creek in Petersburg. This is a sport fish program.
- CLH also produces chinook that are intended for all common property users: 500,000 for release at Anita Bay near Wrangell; 300,000 for release at Neets Bay near Ketchikan; and 200,000 for release at Port St. Nicholas near Craig.
- SSRAA-produced chinook salmon have a typical survival rate of 1-3%. Survival in this case is defined as released fry to harvested adult.
- Averaged over the past 10 years, returning adult CLH chinook have represented about 40% of the catch of Alaska hatchery-produced salmon in SE. CLH is a very productive chinook salmon facility.
- The CLH facility and most of the equipment also belongs to the State of Alaska, which is responsible for insurance, and occasional major/deferred maintenance by contract amendment. There are current needs for repair of raceways. These are large repairs and are urgent.

Points to consider regarding funding and continued operation:

- SSRAA's CLH contract with SF is for a total of \$517,300. This contract is renewed annually by amendment to the original contract
- \$200,000 of the contract is derived from the Sport Fish license surcharge fund.
- The surcharge authority will expire on December 31, 2020.

- The current CLH contract extends through 6/30/2021. ~~Will this be honored by the State? This point is unclear currently.~~ We have been assured that the State will honor the contract.
- ~~At this point it is unclear if the ADF&G will continue funding the Dingell-Johnson/State match portion of the CLH contract at \$317,300. We've been told that this answer will come soon.~~
- \$317,300 of the contract is derived from federal funds (Dingell-Johnson) and a required state 25% match. We do not know whether this funding will continue into FY 22.
- The Department is actively seeking the renewal of the license surcharge. During the last legislative session, the Governor's office sponsored the renewal bills.
- If and when the surcharge is restored, it will become effective in the following calendar year i.e. during the next session if the legislature approves a bill and the governor signs it, it would go into effect January 1, 2022.
- The surcharge fund would gradually build as license sales increase. At some point, there would be enough revenue to distribute for the intended uses.
- Regardless of a possible restoration of the surcharge fund, a gap in funding of at least one year is expected, based on what ADF&G is telling us.
- There are two year-classes of salmon at CLH currently, Brood Year (BY) 19 and Brood Year 20. BY19 fish (1.4 million) are scheduled for release in May 2021. These fish will be released on schedule. BY 20 fish of approximately 1.8 million, which have not hatched yet, are scheduled to be released in May 2022. The disposition of these fish is uncertain.
- SSRAA's revenue from cost recovery fish sales has been extremely low for 3 years running. Despite aggressive budget-cutting and tapping into reserves, the organization was forced to borrow over \$5 million from the State Department of Commerce revolving loan program last year and will need to do the same again this year. Despite these budget shortfalls, SSRAA has upheld the CLH contract with ADF&G each year in good faith.
- SSRAA is governed by a 21-member Board of Directors broadly represented by user groups throughout the region. These issues, including SSRAA's continued operation of Crystal Lake Hatchery will be brought before the Board during its upcoming meeting on October 30.

Other points:

- SSRAA operates a very small trout enhancement program near Ketchikan. This program is also to be cut.
- Douglas Island Pink and Chum (DIPAC) in Juneau also has a chinook program funded by the State to boost local Juneau sport opportunity for chinook salmon. This program, which is funded with the balance of the SF Division's \$500,000 commitment, is also to be cut.

Contact: David Landis, SSRAA General Manager davidl@ssraa.org; (907) 228-4389.

Potential impacts to Crystal Lake Hatchery Due to the expiration Alaska's sportfishing license surcharge

The Issue:

Revenue bond funding dedicated to Alaska sportfishing enhancement will end in 2020. This funding is critical to the operation of the state-owned Crystal Lake Hatchery ("CLH"), located near Petersburg and operated by the Southern SE Regional Aquaculture Association ("SSRAA").

Background:

In 2005, a statewide enhancement program was launched to build and restore sportfish hatchery infrastructure, along with operational funding for SE sportfish projects. The legislative vehicle was SB 147, which authorized the Alaska Department of Fish and Game ("ADF&G" or the "Department") in AS 16.05.340(j) to charge and collect a sport fishing facility surcharge, beginning in January 2006, on all sportfishing licenses sold. SB 147 allowed ADF&G to issue revenue bonding for \$69 million to pay for the cost of the enhancements and establishes a surcharge on resident and non-resident sport fishing licenses to repay the bond debt.

The Surcharge:

The surcharge was structured in order to generate over \$6 million in new revenue annually – which services the annual debt service on the bond. The surcharge will terminate when the bond debt is completely repaid. The surcharge amount varies for each license category, from Resident Annual Sport Fishing licenses at \$9.00/year to Nonresident Annual Sport Fishing licenses at \$45.00/year. The ADFG authority to charge and collect this surcharge continues until December 31 of the calendar year in which all obligations of the bonds issued under AS 37.15.765 - AS 37.15.799 are fully met and discharged. The revenue bonds were scheduled to be paid off by about 2027, but fishing license sales have been strong for most of the past 15 years and are now projected to be fully paid by April 2020.

Discussion:

Construction of both the William Jack Hernandez Hatchery in Anchorage and the Ruth Burnett Hatchery in Fairbanks were capital projects which were funded by bonds issued. After meeting the annual bond payment and minimum balance test requirements to manage existing reserve accounts, \$0.5 million in surcharge revenue was used to fund sportfish enhancement projects in Southeast Alaska including paying DIPAC in Juneau for sportfish directed production of Chinook salmon and funding SSRAA for operating CLH Chinook and coho programs.

Without this state funding for CLH, SSRAA cannot justify continued production of these salmon – which do not have a cost recovery value to the organization. In fact, with SSRAA revenues at a critically low level due to the cost recovery failure at Neets Bay in the summer of 2019, there is likely to be careful consideration of SSRAA continuing to operate CLH at all because of the continued drain on SSRAA finances.

SSRAA needs legislative assistance in finding a solution to this problem. DIPAC programs and other sportfish projects are facing the same situation.



UNITED FISHERMEN OF ALASKA

Mailing Address: P.O. Box 20229, Juneau AK 99802-0229

Phone: (907) 586-2820

E-mail: ufa@ufa-fish.org **Website:** www.ufa-fish.org

January 13, 2021

To ?????

Re: Support for Salmon Enhancement Funding

Dear _____,

United Fishermen of Alaska (UFA) is the statewide commercial fishing trade association, representing 36 commercial fishing organizations participating in fisheries throughout the state, and the federal fisheries off Alaska's coast.

United Fishermen of Alaska recognizes the economic value of the Alaska's salmon hatchery program and supports immediate and continued State funding for the Southern Southeast Regional Aquaculture Association (SSRAA) operated Crystal Lake Hatchery (CLH) and the Chinook salmon enhancement projects conducted by Douglas Island Pink and Chum (DIPAC).

In September 2020, the Alaska Department of Fish and Game (ADF&G) announced it was discontinuing its Southeast salmon enhancement programs. This included operational funding for the CLH in Petersburg operated by the Southern Southeast Regional Aquaculture Association (SSRAA) and Chinook salmon enhancement projects conducted by Douglas Island Pink and Chum (DIPAC) in Juneau. This notice was unexpected.

ADF&G's reasoning for the decision was that a portion of the funding supporting the CLH and DIPAC Chinook salmon enhancement projects was derived from a sport fishing license surcharge. This surcharge, which expired December 31, 2020, was not renewed by the Alaska Legislature in 2020 when the Legislature adjourned suddenly due to the COVID-19 pandemic and SB 247 and HB189 were not passed. No alternative funding is currently available to replace the \$500,000 needed to continue the Southeast salmon enhancement programs.

Important issues to consider:

- CLH, located in Petersburg, is owned by the State of Alaska, with SSRAA as the operator of the facility under a service contract with ADF&G Sport Fish Division. SSRAA has operated CLH with 4 full-time employees since 2000.
- CLH produces Chinook and coho that are released in the Petersburg, Wrangell, Ketchikan, and Craig areas.

- Averaged over the past 10 years, returning adult CLH Chinook have represented about 40% of the catch of Alaska hatchery-produced salmon in SE.
- SSRAA's service contract with ADF&G Sport Fish Division for operating CLH is for \$517,300 of which \$200,000 is derived from the Sport Fish license surcharge fund. The remaining \$317,300 of the contract is derived from federal funds (Dingell-Johnson) and a required state 25% match and is expected to continue into FY 22.
- DIPAC in Juneau operates a Chinook program primarily funded by the State to boost the local Juneau sport opportunity for Chinook Salmon. For almost 30 years, DIPAC has received \$346,400 for the Chinook program through a co-operative agreement with ADF&G. At the time, \$311,600 of the funds received by DIPAC through the State is derived from the Sportfish License fee surcharge revenues, and the remaining \$34,800 are federal (Dingell-Johnson) funds.
- DIPAC produced adult Chinook salmon returning to the Juneau area have provided significant benefits to the recreational fishery. On average, recreational marine boat fishery harvested about 41% of the Chinook salmon produced by DIPAC, and the DIPAC production has contributed approximately 37% of all the marine boat harvest of Chinook salmon in the Juneau area. The shore side sport fishery also benefits from DIPAC's Chinook program, but those harvest percentages have yet to be evaluated.
- If the surcharge is restored during this legislative session, funds would not be available until the following calendar year, i.e., 2022, and a short-term "gap" in funding of at least one year is expected.

There is a critical need for legislative action for the Southeast salmon enhancement programs to continue. If State funds are not appropriated to cover the current short-term "gap" and a long-term State source such as the sportfish license surcharge the Southeast Sport Fish salmon enhancement programs will be reduced. Short-term "gap" funding is needed to assure the uninterrupted rearing and release of the salmon currently being reared, and there is an even greater need for a long-term solution to be crafted within a renewed license surcharge.

Sincerely,

Matt Alward
President

Frances H. Leach
Executive Director

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	February 9, 2021
	<u>Agenda Section</u>	13

Approval of the Fiscal Year 2022 Budget Calendar

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total		
FY 20: \$	FY 21: \$	FY22: \$
Amount Budgeted:		
	FY20 \$XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Budget Calendar

RECOMMENDATION MOTION:
Move to Approve Fiscal Year 2022 Budget Calendar.

SUMMARY STATEMENT:
Annually the Assembly approves a Budget Calendar. Beginning with FY19, the budget process has included a very robust work session schedule for presentations of and discussions about individual department budgets. In an effort to provide the same level of review and transparency while reducing the actual hours spent in meetings, Administration is recommending a different

approach. This year the operating budgets will be provided to the Assembly approximately two weeks prior to a scheduled work session night. The Assembly will have one week to review the budgets and submit any questions related to those specific budgets. Administration will then have nearly a week to provide responses to the questions. To the maximum degree possible, the answers will be provided prior to the appointed work sessions, but no later than at the work session.

Please see the attached calendar for consideration.



CITY AND BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

P.O. BOX 531 (907)-874-2381
Wrangell, AK 99929 FAX (907)-874-3952

FY 2022 Budget Calendar

February

February 8 Budget Prep Documents to Department Directors
February 9 Assembly Approval of Budget Calendar

March

March 8 Detailed Budget Submittals Due from Departments
Finalized CIP/MM Requests Due from Departments & School District
March 22 Draft Operational Budget Due from Finance
Draft CIP/MM Budget Due from Capital Facilities
Draft Capital Equipment/Vehicle Budget Due from Public Works
March 29-31 Department Budget Meetings w/ Manager & Finance Director

April

April 1-2 Department Budget Meetings w/ Manager & Finance Director
April 9 Draft Budget Due from Finance
April 12-16 Draft Budget Review by Departments
April 19 Draft Budget Submitted to Assembly for Review
April 26 Enterprise Fund Budget Questions Due from Assembly

May

May 1 [Statutorily Required Date for FY 2022 School Budget Submittal to CBW](#)
May 3 General & Misc. Fund Budget Questions Due from Assembly
May 4 Enterprise Fund Budget Work Session
May 11 CIP and Capital Equipment/Vehicle Budget Questions Due from Assembly
May 13 General & Misc. Fund Budget Work Session
May 18 CIP and Capital Equipment/Vehicle Budget Work Session
May 25 School Budget Local Contribution Action (Regular Assembly Meeting)*
May 27 Extra Budget Work Session (Only if Needed)

June

June 8 Official Budget Public Hearing (Regular Assembly Meeting)
June 22 Budget Adoption
June 30 [Statutorily Required Date for Local School Contribution Appropriation](#)

***The school budget and local contribution must be approved within 30 day of submittal of the district's budget. Action by the Assembly will change based on when the budget is submitted to the Borough.**

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	February 9, 2021
	<u>Agenda Section</u>	13

Approval to Write Off Delinquent Harbor Accounts and Forward to Collection Agency

SUBMITTED BY:

Joyce Mason, Finance Director

<u>FISCAL NOTE:</u>		
Expenditure Required: \$XXX Total		
FY 20: \$	FY 21: \$	FY22: \$
Amount Budgeted:		
	FY20 \$XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

<u>Reviews/Approvals/Recommendations</u>	
<input type="checkbox"/>	
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Detailed List of Write-Off's

RECOMMENDATION MOTION:

Move to Approve writing off delinquent Harbor accounts and forwarding to Collection Agency.

SUMMARY STATEMENT:

Periodically, after unsuccessful attempts by the Harbor Department staff to track down customers and request payment of overdue amounts owed to the Borough, we compile a list of accounts deemed uncollectible to send to a collection agency.

Doing so requires Borough Assembly approval. While the amounts to be written off seem significant, the following should be noted:

1. From an accounting perspective, doubtful/uncollectible accounts are a normal expected reality of doing business.
2. The amounts span a significant period and are a relatively small percentage of total billing and are thus in line with what is often expected relative to the amount the Borough bills.
3. Writing off these amounts does not absolve the individual of responsibility to pay the amounts owed. Rather it permits Finance Department staff to forward uncollectible accounts on to the next stage of normal collection procedures.
4. The Borough still stands to collect on part of these amounts to the extent the collection agency is successful.
5. Collections agencies normally are entitled to between 25-40% of accounts collected on (whether collected by the agency or the Borough) and, while it would be ideal if we could avoid this, it is normal practice to forward accounts such as these to collections, as it is typically not economical for municipal finance departments to dedicate staff and resources to doing what collections agencies are specialized to be able to do.
6. The financial effect of uncollectible accounts is reflected annually in the Borough's audited financial statements, net of revenues. In other words, approving to send these amounts to collections does not impact the Borough financially in the current year and require budget amendments, rather it only authorizes us to proceed to the next step of the collection procedures.
7. We are within the statute of limitations (6 years) for the collection agency to collect on these accounts.
8. Many of these accounts have past due balances from 2018, the boats are not in the harbor and in most cases, we no longer have current information for the customer. The Port and Harbor has been diligently trying to collect payment for several years in the form of letters and phone calls with no success. Being able to write off these accounts would give the Port and Harbor Department a more accurate representation of our Accounts Receivable monthly balances.

Manager's Note: This list does not include the amounts owed for vessel currently under impound and moving through a different process.

Harbor Delinquent Accounts
February 1, 2021

Item f.

Name	Amount Owed
Dave Baxter	\$135.39
Tim Berberich	\$90.24
Rob Blake	\$1,346.54
Charles Blattner	\$47.55
William Brown	\$45.73
Daniel Byron	\$31.42
Ted Cabot	\$426.71
Alan Dale	\$122.22
Nygel Duffy Webb	\$57.67
Angie Ellis	\$55.45
Dale Evanger	\$1,456.23
Alan Fenwick	\$282.31
Martin Gilbert	\$265.85
Gary Hamley	\$509.99
Brad Haynes	\$596.61
Scott Kissinger	\$73.49
Edward Leyva	\$77.13
Chris Marriot	\$1,754.52
Chris Martin	\$205.44
Don McCallum	\$84.40
Kevin Nestle	\$931.43
Caleb Padget	\$1,368.09
Logan Padget	\$163.32
David Pope	\$204.16
Cooper Seimears	\$665.93
Mikel Smith	\$584.76
Jacob Soeteber	\$38.22
Bruce Stargal	\$126.34
James Vandebunte	\$311.94
Daniel Watts	\$64.36
Nicholas Welch	\$50.01
Total	\$12,173.45

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	February 9, 2021
	<u>Agenda Section</u>	15

Executive Session: Discuss and Provide Update of the Status of the Collective Bargaining Negotiations

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total		
FY 20: \$	FY 21: \$	FY22: \$
Amount Budgeted:		
	FY20 \$XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: None

RECOMMENDATION MOTION:
Pursuant to AS 44.62.310 (c)(3), that we go into Executive Session, and invite the Borough Collective Bargaining Team and Borough Manager, to discuss and provide an update of the status of the Collective Bargaining Negotiations, a matter "which by law, municipal charter, or ordinance" is required to be confidential.

SUMMARY STATEMENT:
The information will be provided verbally during the Executive Session.