



City and Borough of Wrangell  
Borough Assembly Meeting  
AGENDA

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Tuesday, November 14, 2023  
6:00 PM

Location: Borough Assembly Chambers

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**1. CALL TO ORDER**

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

**2. CEREMONIAL MATTERS**

- a. Wrangell HS Men's Cross Country Team Proclamation

**3. PERSONS TO BE HEARD**

- a. Emailed correspondence from Mad Hesler regarding Interim Borough Manager Agenda Item from October 24, 2023

**4. AMENDMENTS TO THE AGENDA**

**5. CONFLICT OF INTEREST**

**6. CONSENT AGENDA**

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

- a. Minutes from the October 24, 2023 Regular Assembly Meeting
- b. **RESOLUTION No. 11-23-1816** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET IN THE SUMMER READING PROGRAM DONTIONS FUND BY TRANSFERRING \$7,798.67 FROM FUND RESERVES TO THE SUMMER READING PROGRAM EXPENDITURES FUND AND AUTHORIZING ITS EXPENDITURE TO THE FRIENDS OF THE LIBRARY FOR THE SUMMER READING PROGRAM
- c. **RESOLUTION No. 11-23-1821** OF THE CITY AND BOROUGH OF WRANGELL IN SUPPORT OF RAISING THE MAXIMUM AVAILABLE ALASKA DEPARTMENT OF TRANSPORTATION HARBOR FACILITY GRANT TO \$7,500,000 FOR ELIGIBLE PROJECTS ON AN ANNUAL BASIS
- d. **RESOLUTION No. 11-23-1822** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO SUPPORT SEAPA'S SOUTHEAST ALASKA GRID RESILIENCY PROJECT

**7. BOROUGH MANAGER'S REPORT**

- a. Economic Development Report / Update
- b. Financial Report / Update

**8. BOROUGH CLERK'S REPORT**

- a. Borough Clerk's Report

**9. MAYOR AND ASSEMBLY BUSINESS**

## 10. MAYOR AND ASSEMBLY APPOINTMENTS

- a. Appointment of two Assembly Members to Review the Borough Manager Resumes as they come in to determine who will be selected for interviewing by the Assembly
- b. SEAPA Board Appointments (*1 voting member & 1 alternate member*)

## 11. PUBLIC HEARING – None.

## 12. UNFINISHED BUSINESS

## 13. NEW BUSINESS

- a. **ORDINANCE No. 1047** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 20.53 - ACCESSORY DWELLING UNITS (ADU); AMENDING CHAPTER 20.08 – DEFINITIONS; AND AMENDING SEVERAL SECTIONS IN TITLE 20 – ZONING, TO ADD AND REFERENCE ACCESSORY DWELLING UNITS TO THE WRANGELL MUNICIPAL CODE
- b. **RESOLUTION No. 11-23-1817** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ACCEPTING A GRANT IN THE AMOUNT OF \$87,970.08 FROM THE 2023 ALASKA STATE HOMELAND SECURITY PROGRAM FOR THE E911 SYSTEM ADDRESSING IDENTIFICATION PROJECT
- c. **RESOLUTION No. 11-23-1818** OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2024 BUDGET IN THE CAPITAL IMPROVEMENT PLAN BY TRANSFERRING \$610,500 FROM THE SECURE RURAL SCHOOL FUND TO THE STIKINE MIDDLE SCHOOL ROOF REPLACEMENT PROJECT ACCOUNT AND AUTHORIZING ITS EXPENDITURE AS LOCAL MATCH FUNDING FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FOR SAID PROJECT
- d. **RESOLUTION No. 11-23-1819** OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR THE STIKINE MIDDLE SCHOOL ROOF REPLACEMENT PROJECT
- e. Approval of Amendment 4 to the Professional Services Agreement with DOWL for the Water Treatment Plant Improvements Design in the amount of \$627,863
- f. **RESOLUTION No. 11-23-1820** OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) FOR A LOAN FROM THE ALASKA STATE REVOLVING FUND FOR THE INTERIM FINANCING FOR THE USDA/RD LOAN FOR THE WATER TREATMENT PLANT IMPROVEMENTS PROJECT
- g. Approve a Contract with Ketchikan Ready Mix & Quarry, Inc. in the amount of \$824,450 for the Non-Motorized Transportation System Project

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

## 15. EXECUTIVE SESSION

- a. Executive Session: Discussion regarding the Upcoming Collective Bargaining Union IBEW Process and Procedures

## 16. ADJOURNMENT



# Wrangell High School Men's Cross Country Team PROCLAMATION

**WHEREAS**, the Wolves had another historic season and finished 1<sup>st</sup> in the Region V Championship Meet, and 1<sup>st</sup> in the State of Alaska Division III Cross Country Championships; and

**WHEREAS**, the members of the Wrangell Men's Cross Country Regional and State teams were: Boomchain Loucks, Keegan Hansen, Daniel Harrison, Ian Nelson, Jackson Carney, Jackson Powers, Everett Meissner, Cooper Powers, and Coach Villarma; and

**WHEREAS**, all varsity scorers placed top 20 in the 80 runner field at the Alaska State Championships and Boomchain Loucks became the 2nd Wolf in history to win an Individual State Champion Title following Daniel Harrison's Individual Title last season; and

**WHEREAS**, the hard work, grit, and discipline of the Wolves allowed them to beat many 3A and 4A schools in the regular season and they have solidified their spot as one of the best teams in the State of Alaska for all divisions.

**NOW THEREFORE**, I, Patricia Gilbert, Mayor of the City & Borough of Wrangell, Alaska, on behalf of the citizens of the City & Borough of Wrangell congratulate these fine athletes for their achievement and sportsmanship and commend them on their representation of the Community of Wrangell.

**Signed and sealed on behalf of the City & Borough of Wrangell this 14th day of November 2023.**

Patricia Gilbert, Borough Mayor

Attest:

Kim Lane, MMC, Borough Clerk

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*Emailed correspondence from Mad Hesler, resident at 4:30pm, October 24<sup>th</sup>, 2023  
(emailed to the Borough Assembly)*

To whom it may concern,

I was quite shocked when reading the assembly preview last night to see that Mr. Villaroma will be paid an extra 10 thousand dollars a month, doubling his Salary, meaning that he is making 20 thousand dollars a month. It's public record that in January 2022 when Jeff Goode started in his position his annual salary was \$126,000. So Mr. villarma was already making almost as much as borough manager at his previous position. Is his hourly workload expected to double each week with this new role? Where is that money coming from?

I find it troubling that just last year the borough decided to eliminate around 10 thousand dollars from the salary of the director of the library position, and to then see an increase of this degree in wage for another city position. There are many projects in the city that need funding and it seems that our money can go towards a better use then paying this position an absorbent amount of money. Seeing as many lower positions in the city start at around \$14-\$15 an hour, it seems like a huge wage gap between entry level positions and director positions. That means mr. Villaroma would make 90 times more a month then a starting employee for the city. I would be interested to see the breakdown of historical directors salaries compared to mr. villarmas.

Thank you for taking the time to read this.

-Mad Hesler

In the last part I meant to put 9 and put 90 instead!!! Oops

**Minutes of Regular Assembly Meeting  
Held on October 24, 2023**

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 7:00 p.m., October 24, 2023, in the Borough Assembly Chambers. Assembly Member DeBord led the pledge of allegiance.

**PRESENT** – ROBBINS, GILBERT, POWELL, DEBORD

**ABSENT** – DALRYMPLE, OTTESEN, MORRISON

Borough Mayor Good and Clerk Lane were also present.

Mayor Gilbert presented a Proclamation for Alaska Native Heritage Month to Ed Rilatos and Esther Reese.

**PERSONS TO BE HEARD**

*Sage Smiley, resident* spoke on the Wrangell Theatre program; urged the community to establish a Theatre Board so that a portion of funds would go back to future theatre productions.

Smiley also thanked the Assembly and community, especially during COVID.

**AMENDMENTS TO THE AGENDA**

DeBord requested that Item 13a (PSA for Appraisal Services) be pulled from the agenda to that an agreement that would be for three years, be brought back to the Assembly for consideration at a future meeting.

Good stated that he would prefer to see the contract as a one-year contract; would prefer that if it were to be a three-year contract, that it be put out to bid.

After some discussion, Gilbert stated that she would prefer to have it stay on the Agenda.

**CONFLICT OF INTEREST** – None.

**CONSENT AGENDA**

6a Minutes from the October 10, 2023 Regular Assembly Meeting

6b Approval of the White-Etolin Replat, a replat of a portion of Lot C, Block 30B, USS 1119 (Plat No. 2019-2), Wrangell Townsite, creating Lot C1 and Lot C2, zoned Single Family Residential, owned and requested by Todd and Catherine White

6c CORRESPONDENCE: Action from the October 9, 2023 Regular School Board Meeting

6d CORRESPONDENCE: Minutes from the August 21, 2023 School Board meeting

***M/S: DeBord/Robbins to approve the Consent Agenda, as submitted. Motion approved by polled vote.***

**BOROUGH MANAGER'S REPORT**

Manager Good's Report was given.

Capital Facility Director, Al-Haddad gave her Infrastructure Report.

**BOROUGH CLERK'S REPORT**

Clerk Lane's report was given.

**MAYOR AND ASSEMBLY BUSINESS** – None.

**MAYOR AND ASSEMBLY APPOINTMENTS**

10a Appointment to fill open seats on various Boards & Commissions

Gilbert appointed Daniel Harrison to fill the vacancy on the Finance Committee. There were no objections from the Assembly.

10b Appointment of two Assembly Members and One Alternate Assembly Member to sit on the IBEW Collective Bargaining Union Negotiations Team for the City

Gilbert appointed Powell and Gilbert to sit on the IBEW Collective Bargaining Union Negotiations Team for the City and appointed Morrison to sit as the alternate member on the team. There were no objections from the Assembly.

**PUBLIC HEARING**

11a Accepting Community Comments and Alternative Proposed Proposals for Funding Consideration under the FY23 Community Development Block Grant (CDBG) Program and Selecting a Priority Project

Gilbert declared the Public Hearing open and asked for an Administrative Report.

Amber Al-Haddad, Capital Facilities Director stated that the Public Hearing is to request public input for the purpose of soliciting ideas for projects to be submitted to the Community Development Block Grant (CDBG) program for project funding.

The public hearing would be followed by an Assembly decision and action based on public input.

The mission of the Community Development Block Grant (CDBG) program is to enhance the quality of life for low-income and moderate-income residents. Federal regulations require 51% of the persons who benefit from a funded project must be low- and moderate-income persons as defined by HUD. Wrangell has been determined to be comprised of at least 52.8% low- and moderate-income residents.

The national goals of the program include providing financial resources to communities for public facilities, planning, and special economic development activities that encourage community self-sufficiency; reducing costs of essential community services; reducing or eliminating conditions that are detrimental to the health and safety of residents; and assisting in the creation or retention of jobs for low- and moderate-income persons.

The Statewide objectives for using the funds is to: provide potential for long-term positive impact and to increase community self-sufficiency; reduce threats and conditions detrimental to the health and safety of local residents; construct and improve public facilities and reduce maintenance costs; design, engineering, architectural or feasibility plans; business development; inclusion in a local community economic or capital improvement plan; use local resources in combination with CDBG funding.

A public meeting was held on October 11, 2023 to provide an opportunity for the community to comment on potential projects eligible for FY23 CDBG funding and as well on staff recommended

projects under consideration. We did receive one suggestion and that project was added to the list of potential projects below. The CDBG grant funds can be used for the following types of projects:

- Community Development
  - Public Facilities: Daycare Centers; Water & Sewer Systems; Solid Waste Disposal Facilities; Docks & Harbors; Electrical Distribution Lines; Acquisition or Construction
  - Transportation Improvements: Local Service Roads; Barge Facilities
  - Access to Public Facilities: Improve access for persons with disabilities.
  - Real Property: Acquisition; Building Removal/Demolition; Improvements.
  - Fire Protection Facilities/Equipment: Design; Construction; Rehabilitation; Purchase
- Planning
  - Data Collection; Analysis; Marketing Studies; Feasibility Studies; Economic Development Plans; Land Use Plans; Plan Updates
- Special Economic Development
  - Commercial or Industrial Improvements
  - Acquisition or Construction
  - Assistance (through eligible applicant) to an identified private, for-profit entity, or entities for projects that create and maintain jobs for low to moderate income persons, or that assist business that provide goods or services needed by and affordable to low- and moderate-income residents.

The following activities are *not eligible* for CDBG funding:

- Equipment: The purchase or repair of motor vehicles, personal property, or furnishings not permanently attached to a building, except when such vehicles or equipment are utilized for fire protection.
- Government Buildings such as courthouses, city halls, borough administrative buildings, city offices and other buildings used for the general conduct of government, except for the removal of architectural barriers.
- Regular Government Operations
- Regular Maintenance and Operations of a public or community facility
- Political Activities

The program will fund up to \$850,000 and as a recipient, we must be able to match funding in the amount of 25%.

The following projects were identified as possible projects that are eligible:

**A. Stikine Middle School Roof Replacement. Estimate \$1,475,000.** The roof system as included in the 2023 schools condition assessment. Much of the roof was replaced in 1995. At year 28 since installation, the primary insulated roofing system is at the end of its useful

life. Water leakage was observed at penetrations and where laps have come unglued. OSB substrate has absorbed water and is swelling, “pillowing” in all roof areas. This in turn has resulted in membrane adhesion being compromised, loss of thermal integrity through water saturated insulation and occasional water damage in spaces below. The older ballasted membrane canopy roofs suffer from similar seam delamination, and surface degradation of the visible membrane surfaces is apparent. Some areas have heavy vegetated growth in the rock ballast material.

Replacement of all (insulated roof and canopy roof) membrane roof areas with PVC or TPO roofing systems, including sheathing, is recommended. While no rotten roof sheathing was observed, it is assumed that there may be some due to the condition of the roofing. Replace rotten roof sheathing in kind when roofing is replaced.

**B. High School Parking Lot Acquisition and Development. Estimate \$500,000.** Purchase a lot sized 76’ x 266’ on Reid Street and construct a parking lot. There is limited parking available for the Wrangell High School. This project could provide as many as 25-30 additional parking spaces to reduce or eliminate the parking congestion and safety hazards that the current situation presents.

**C. Second Avenue Sidewalk. Estimate \$692,500.** Construct an approximate 1,200-foot sidewalk. The Second Avenue Sidewalk project will improve accessibility by constructing a new sidewalk on Second Avenue and provide connectivity from Mission Street and its residential feeder roads to Bennett Street. Without a sidewalk, pedestrians are required to walk in the path of the heavily traveled roadway.

**D. Lower McKinnon Street Reconstruction. Estimate \$1,500,000.** This project will rehabilitate a minor arterial road, (lower) McKinnon Street, and associated sidewalks and storm drainage system. This 250-foot road section is one of the only a few primary roads leading to and from Front Street, Wrangell’s principal downtown business corridor. Due to its width, it is the road that the barge line containers route through to the barge facility. The hard pavement surfacing of this road is rapidly deteriorating. There is currently a combination of asphalt and concrete surfacing. The asphalt surfacing has been crack-sealed and pothole-filled through maintenance efforts over the years, but the deterioration has been occurring at a higher rate over the last few years. Utilities in McKinnon include water, sewer, data and telecom; therefore, minor utility work will be addressed.

**E. Design for Inner Harbor Replacement. Estimate \$1,421,000.** Inner Harbor was originally a log stringer float system constructed by the State of Alaska DOT in 1936, with a 1960’s float replacement and harbor expansion. The lack of dredging causes the floats to become grounded from time to time, creating further and faster deterioration. In some cases, it causes inaccessible boat slips during certain low tides. Finger piers and primary docks are starting to sink from the deteriorating float system. Rotten wood planks along the docking system creates unsafe walking conditions, continual maintenance needs, and unsafe conditions. Through engineering design efforts, an analysis of moorage space and the new floats reconfiguration will be performed to determine how best to accommodate current and future vessel requirements. The facility is aged and is experiencing failures of critical components. It has exceeded its life expectancy and is in need of replacement. Engineering design and construction would begin as soon as funding is secured.

**F. Alternatives Analysis for Wastewater Treatment Plant (WWTP) Alternatives Analysis. Estimate \$100,000.** Our renewed EPA permit will contain more stringent bacteria limits



that will require upgrades to the existing plant, requiring that effluent disinfection be added to the WWTP process. An alternatives analysis would evaluate feasibility of disinfection alternatives including capital and O&M costs with a life cycle benefit analysis. In 2022, the Borough was provided five years to comply with the new requirements.

**G. Swimming Pool Roof Replacement (flat roofs). Estimate \$475,000.** This project provides for the replacement of the flat roof sections of the Swimming Pool facility, built in 1985. The flat roof sections would receive a full removal and replacement with roof sheathing, insulation, PVC roofing, metal coping and associated work.

**H. Community Center Life & Safety Upgrades. Estimate \$825,000.** The Community Center, built in 1951, is now 72 years old. The facility, while in fairly good structural condition, is in need of fairly extensive renovations. This facility acts as a multi-purpose facility and is widely used by the community for a multitude on both on-going community programs and special events. While there is a broader need to rehabilitate this facility, the State Fire Marshall has deemed the lower half of the facility unusable by the public until code compliance for life and safety systems are upgraded. With the lower level of this building out of use, there is a 7,000 square foot loss of community space. The proposed project involves the renovation of the electrical feeders, service, and distribution, replacement of the analog fire alarm system (manual pull stations and limited horns for occupant notification), and communications to support a new addressable fire alarm system.

**I. Kyle Angerman Playground. Estimate \$350,000.** The Kyle Angerman Playground is near downtown and adjacent to the Irene Public Library. The park is heavily used by residents in the connecting neighborhoods and community members. In a 2016 Parks & Recreation needs assessment, Wrangell residents listed park and playground improvements and sustainable development as a top priority. The project would replace existing play equipment with modern fixtures and improve site surfacing; decommission of existing play equipment, wood fill removal, drain system trenching, subsurface base installation, safety surfacing, complete chain link fencing around park perimeter, and new equipment and signage.

**J. Yées Dei (English translation: “New Trail”) extension to Petroglyph Beach. Estimate \$650,000.** The CBW is currently working to extend the existing Mt Dewey (historical) Trail to Bennett Street. A portion of the cross-muskeg trail is called the Yées Dei Trail. The proposed project would extend the Yées Dei Trail, by approximately 0.7 mile, to Evergreen Avenue. Trail development through this proposed investment project will provide enhancements to pedestrian connectivity and accessibility, the visitor experience, economic and community development, and the promotion of recreational opportunities within the region.

**K. Senior Center Building Renovations Estimate \$390,000.** The Senior Center building, owned by the Borough, is in need of repair and renovation work. An initial assessment by the Borough indicates that in order to preserve the building, significant structural repairs and/or replacement are necessary, as are replacing the flooring system (from vapor barrier to finished flooring), foundation skirting, doors and windows replacement, installing rain gutters, downspouts, and a perimeter drain system, replacing rotten eave fascia, bathroom remodel for ADA compliance, kitchen renovation to meet DEC requirements for food preparation, dishwasher with sanitizer, and electrical panel replacement.

Al-Haddad stated that the local match contribution will be further identified and reviewed at the Borough Assembly's regularly scheduled meeting on November 14, 2023.

Public input was requested, encouraging comments to the proposed projects and ideas for additional projects for consideration.

**Josh Blatchley** spoke in support on the Stikine Middle School Roof Replacement as being the selected project for this opportunity.

***M/S: Powell/Robbins to approve the Stikine Middle School Roof Replacement project as the selected priority project for the FY 2023 Community Development Block Grant (CDBG) Program.***

DeBord stated that Wrangell has received 2.1 million dollars in the last decade years; nervous that demographically, Wrangell is only 1.8% away from not being eligible.

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

**UNFINISHED BUSINESS – None.**

#### **NEW BUSINESS**

13a Approval of a Professional Services Agreement with Appraisal Company of Alaska, LLC in the Amount of \$48,000 for city assessments

***M/S: Powell/DeBord to approve a Professional Services Agreement with Appraisal Company of Alaska, LLC in the Amount of \$48,000 for city assessments.***

Good stated that it does provide a benefit to having the same company do the assessments again for next year.

DeBord stated that he would like to see a three-year contract possibly for next year.

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

13b Approval for a sole source procurement in conformance with WMC 5.10.050 (I, F) for the Public Works Department with BSI Equipment for a Sewer Equipment of America Model 900-ECO 12-yard Vac Truck, totaling \$521,909.15

***M/S: Powell/Robbins to approve a sole source procurement in conformance with WMC 5.10.050 (I, F) for the Public Works Department with BSI Equipment for a Sewer Equipment of America Model 900-ECO 12-Yard Vac Truck totaling \$521,909.15.***

Tom Wetor, Public Works Director stated that we did secure a couple of quotes; we pay into a membership with Sourcewell and have done so for the several years; they actually go through the bid process for us which is one of the benefits to the program.

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

13c Approval to appoint Finance Director, Mason Villarma Interim Borough Manager, and the amendment to his contract

***M/S: Powell/Robbins to approve the appointment of Finance Director Mason Villarma as Interim Borough Manager and to amend his contract, as presented.***

Powell stated that looking into this, it will cost the borough any way you look at it; probably \$16,000 to \$18,000 per month; this would keep the projects moving forward and would be the smoothest transition.

**Motion approved by polled vote.**

13d Approval to appoint Borough Clerk, Kim Lane as Deputy Interim Borough Manager, and to approve the First Amendment to the Borough Clerk’s contract

**M/S: Powell/Robbins to approve the appointment of Borough Clerk, Kim Lane as Deputy Interim Borough Manager and to approve the First Amendment to the Borough Clerk’s contract, as presented.**

Gilbert stated that this amendment would mirror the Interim Borough Manger’s amendment; currently the acting borough manager, in the absence of the Borough Manager.

**Motion approved by polled vote.**

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

**EXECUTIVE SESSION** – None.

*Regular Assembly meeting adjourned at 8:23 p.m.*

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

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 14, 2023
	<u>Agenda Section</u>	<b>6</b>

**RESOLUTION No. 11-23-1816** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET IN THE SUMMER READING PROGRAM DONTIONS FUND BY TRANSFERRING \$7,798.67 FROM FUND RESERVES TO THE SUMMER READING PROGRAM EXPENDITURES FUND AND AUTHORIZING ITS EXPENDITURE TO THE FRIENDS OF THE LIBRARY FOR THE SUMMER READING PROGRAM

SUBMITTED BY:  
  
Sarah Scambler, Library Director

Reviews/Approvals/Recommendations

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

FISCAL NOTE:

<b>Expenditure Required:</b> \$7,798.67 Total		
FY 23: \$	FY 24: \$7,798.67	FY25: \$
<b>Amount Budgeted:</b>		
	FY24 \$0	
<b>Account Number(s):</b>		
	From; 11180 034 4690	
	To: 11180 034 7121	
<b>Account Name(s):</b>		
	From: Summer Reading Program Donations	
	To: Summer Reading Program Expenditures	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$7,798.67 (after Resolution approval)	

**ATTACHMENTS:** 1. RES 11-23-1816

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

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

**Move to Approve Resolution No. 11-23-1816.**

**SUMMARY STATEMENT:**

The Irene Ingle Public Library's Summer Reading Program has been a popular and highly successful program with an incredible amount of community support for nearly three decades. Funding for this program comes from small grants and donations made by residents and local businesses. The current workflow for managing these funds is burdensome for both the city and program administrators. We recommend transferring all funds from the city's Summer Reading Program Donations account to the Friends of the Irene Ingle Library.

This transfer aligns with the city's efforts to optimize resource management. The Friends of the Library, as a 501(c)(3) nonprofit organization dedicated to the library's welfare, can leverage the funds more efficiently, potentially extending the program's reach and impact. This enables the city to allocate its resources elsewhere for the betterment of the community.

Transferring the Summer Reading Program funds to the Friends of the Library is a strategic move that reinforces the city's commitment to community engagement. The Friends of the Library have a strong track record of actively supporting our local library and entrusting them with the program funds ensures that the Summer Reading Program remains a vibrant and community-driven initiative.

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 11-23-1816

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET IN THE SUMMER READING PROGRAM DONTIONS FUND BY TRANSFERRING \$7,798.67 FROM FUND RESERVES TO THE SUMMER READING PROGRAM EXPENDITURES FUND AND AUTHORIZING ITS EXPENDITURE TO THE FRIENDS OF THE LIBRARY FOR THE SUMMER READING PROGRAM

WHEREAS, these funds come from small grants and donations made by residents and local businesses for the purpose of supporting the Library’s Summer Reading Program; and

WHEREAS, the Friends of the have a strong track record of actively supporting our local library; and

WHEREAS, the Friends of the Library already have a specific account set aside for the stewardship of Summer Reading Program funds; and

WHEREAS, this transfer aligns with the City and Borough of Wrangell’s efforts to optimize resource management; and

WHEREAS, it is in the best interest of the Summer Reading Program to have the Friends of the Library oversee all funds.

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

Section 1: The FY 2024 Budget in the Summer Reading Program Donations fund (11180-034-4690) is amended by transferring \$7,798.67 from fund reserves into the fund Summer Reading Program Expenditures account (11180 034 7121) and authorizing its expenditure to the Friends of the Library for the Summer Reading Program.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 14<sup>TH</sup> DAY OF NOVEMBER 2023.

CITY & BOROUGH OF WRANGELL

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

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 14, 2023
	<u>Agenda Section</u>	<b>6</b>

**RESOLUTION NO. 11-23-1821** OF THE CITY AND BOROUGH OF WRANGELL IN SUPPORT OF RAISING THE MAXIMUM AVAILABLE ALASKA DEPARTMENT OF TRANSPORTATION HARBOR FACILITY GRANT TO \$7,500,000 FOR ELIGIBLE PROJECTS ON AN ANNUAL BASIS

SUBMITTED BY:

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Steve Miller, Port & Harbor Director

FISCAL NOTE:

<b>Expenditure Required: \$XXX Total</b>		
FY 22: \$	FY 23: \$	FY24: \$
<b>Amount Budgeted:</b>		
	FY20 \$XXX	
<b>Account Number(s):</b>		
	XXXXX XXX XXXX	
<b>Account Name(s):</b>		
	Enter Text Here	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$XXX	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1.Resolution No 11-23-1821

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

**RECOMMENDATION MOTION:**  
Move to Approve Resolution No. 11-23-1821.

**SUMMARY STATEMENT:** The City of Wrangell has been lucky in receiving these grant funds in the past. As we all know prices have risen substantially for harbor projects over the last few years and supporting this increase in funds from \$5 million to \$7.5 million may once again help Wrangell in building out the Inner Harbor floats. Estimated cost \$9 Million+. This increase in funding would greatly reduce the local funding amount for this project.



CITY AND BOROUGH OF WRANGELL, ALASKA  
RESOLUTION NO. 11-23-1821

A RESOLUTION OF THE CITY AND BOROUGH OF WRANGELL IN SUPPORT OF RAISING THE MAXIMUM AVAILABLE ALASKA DEPARTMENT OF TRANSPORTATION HARBOR FACILITY GRANT TO \$7,500,000 FOR ELIGIBLE PROJECTS ON AN ANNUAL BASIS

WHEREAS, Senate Bill 291 established the Municipal Harbor Facility Grant Program on July 1, 2006, in which the total amount of grant money made available to a municipality was limited to not exceed \$5,000,000 in a fiscal year; and

WHEREAS, the Municipal Harbor Facility Grant is the single most significant funding tool available to Alaskan Harbormasters to plan, maintain, and recapitalize port and harbor infrastructure; and

WHEREAS, testimony from a legislator advocate stated “SB 291 would establish the municipal harbor facility grant fund to which the Legislature would make an annual appropriation from the watercraft fuel tax account and from the state portion of the fisheries business tax. Both sources come from the marine industry so harbor users would generate the revenue for the program”; and

WHEREAS, Senate Bill 291 was envisioned to cap the funds that can be used per community per year at \$5,000,000 so that a large community could not take all the available funds in any given year. The expectation is that communities would establish, maintain, and run an enterprise fund in perpetuity; and

WHEREAS, the State of Alaska over the past nearly 30 years has transferred ownership of most of these State-owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities; and

WHEREAS, these harbor facilities continue to require substantial municipal financial investment to maintain and for capital improvement projects; and

WHEREAS, construction, shipping, and mobilization costs to remote portions of Alaska have outpaced the national consumer price index since the pandemic; and

WHEREAS, the United States Bureau of Labor Statistics CPI calculator indicates that \$5,000,000 in July 2006 when the Senate Bill 291 was enacted would be inflated to \$7,511,000 as of July 2023.

**NOW THEREFOR BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:**

**Section 1.** That the City and Borough of Wrangell respectfully urges the Governor and the Alaska Legislature to amend AS 29.60.800 raising the maximum Harbor Facility Grant Fund award to \$7,500,000 per eligible project.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 14<sup>TH</sup> DAY OF NOVEMBER 2023.

CITY & BOROUGH OF WRANGELL

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

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 14, 2023
	<u>Agenda Section</u>	<b>6</b>

**RESOLUTION No. 11-23-1822** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO SUPPORT SEAPA'S SOUTHEAST ALASKA GRID RESILIENCY PROJECT

SUBMITTED BY:

Jeff Good, Borough Manager

FISCAL NOTE:

<b>Expenditure Required:</b>		
FY 21: \$	FY 22:	FY23: \$
<b>Amount Budgeted:</b>		
	FY21	\$0
<b>Account Number(s):</b>		
	Detail provided below	
<b>Account Name(s):</b>		
	Detail provided below	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	Detail provided below	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. RES 11-23-1822. 2. Letter of Support

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

**RECOMMENDATION MOTION (Consent Agenda Item):**  
**Move to approve resolution No. 11-23-1822.**

## SUMMARY STATEMENT:

The Southeast Alaska Power Agency (SEAPA) owns the Tyee Lake Hydroelectric Facility and Swan Lake Hydroelectric Projects in Southeast Alaska, which provide renewable hydroelectric power to Ketchikan, Wrangell, and Petersburg. The original Project design engineer, IECO, evaluated whether a dam, and three turbines should be part of the original design for the Project. While no dam was constructed, the Project does include space for a third turbine unit, but it was not purchased at the time as electric demand at the time of construction did not support these features; A load study performed in 2023, conducted by SEAPA's consultant, RESPEC, has forecasted that peak loads will increase by 2.52% per year, further exceeding SEAPA's peak generating capacity. SEAPA recognizes that installing a third turbine and generator at Tyee would supplement existing hydro resources that provide power and energy to the communities of Ketchikan, Petersburg, and Wrangell and, that additional interties may be built to serve communities, including Kake and Metlakatla, and additional generation resources may also be required to serve those loads.

The Tyee Third Turbine Project (the "Project Proposal") would have capabilities allowing it to provide voltage support and frequency security through additional spinning inertia. Peak generation capabilities would increase 25% on the SEAPA system. Voltage support would increase allowing for efficiency gains on existing units, and ancillary systems would be installed to support the third turbine. The benefit of installing a third turbine at the Tyee Lake Hydroelectric Facility for electrical grid resiliency and seeks to apply for funding of \$4,000,000 (or the maximum allowable) from the Alaska Energy Authority Round 16 Renewable Energy Fund (REF) Grant Program for its Southeast Alaska Grid Resiliency Project (SEAGR), which includes design, permitting, and construction of a third turbine for the Tyee Lake Hydroelectric Facility.

As a part of the application for a grant the AEA requires that SEAPA present a cash match. SEAPA is currently requesting \$4 million (or the maximum allowed amount). SEAPA's cash match includes \$1.31M already approved in SEAPA's FY2023 budget for ancillary systems to support the Tyee third turbine (480V Station Service and 15kV Switchgear projects), and also forecasted in the FY2023 budget for FY2024, is an additional \$2.23M for the Station Service and Switchgear projects totaling \$3.5 million. The approved funds will be presented as matching funds, and to the extent SEAPA needs additional funds, SEAPA will seek \$5 million in funding from the U.S. Department of Energy and a 30% direct pay tax credit for the Project from the Federal *Inflation Reduction Act*.

RESOLUTION No. 11-23-1822

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, SUPPORTING SEAPA'S APPLICATION FOR THE SOUTHEAST ALASKA GRID RESILIENCY PROJECT INCLUDING INTALLATION OF A THIRD TURBINE AND GENERATOR AT THE TYEE HYDROELECTRIC FACILITY

**WHEREAS**, the Southeast Alaska Power Agency (SEAPA) is a Joint Action Agency organized pursuant to State Statute; and,

**WHEREAS**, SEAPA owns the Tyee Lake Hydroelectric Facility and Swan Lake Hydroelectric Projects in Southeast Alaska, which provide renewable hydroelectric power to Ketchikan, Wrangell, and Petersburg; and,

**WHEREAS**, Wrangell recognizes that additional renewable resources will be needed in the future to meet loads in Petersburg, Wrangell, and Ketchikan; and,

**WHEREAS**, a load study performed in 2023, conducted by SEAPA's consultant, RESPEC, has forecasted that peak loads will increase by 2.52% per year, further exceeding SEAPA's peak generating capacity; and,

**WHEREAS**, Wrangell recognizes that installing a third turbine and generator at Tyee would supplement existing hydro resources that provide power and energy to the communities of Ketchikan, Petersburg, and Wrangell; and,

**WHEREAS**, the Tyee Third Turbine Project (the "Project Proposal") would have capabilities allowing it to provide voltage support and frequency security through additional spinning inertia. Peak generation capabilities would increase 25% on the SEAPA system. Voltage support would increase allowing for efficiency gains on existing units, and ancillary systems would be installed to support the third turbine; and,

**WHEREAS**, Wrangell agrees with SEAPA on the benefit of installing a third turbine at the Tyee Lake Hydroelectric Facility for electrical grid resiliency and SEAPA seeking to apply for funding of \$4,000,000 (or the maximum allowable) from the Alaska Energy Authority Round 16 Renewable Energy Fund (REF) Grant Program for its Southeast Alaska Grid Resiliency Project (SEAGR), which includes design, permitting, and construction of a third turbine for the Tyee Lake Hydroelectric Facility; and,

**WHEREAS**, as a part of the application for a grant the AEA requires that SEAPA present a cash match. SEAPA is currently requesting \$4 million (or the maximum allowed amount). SEAPA's cash match includes \$1.31M already approved in SEAPA's FY2023 budget for ancillary systems to support the Tyee third turbine (480V Station Service and 15kV Switchgear projects), and also forecasted in the FY2023 budget for FY2024, is an additional \$2.23M for the Station Service and Switchgear projects totaling \$3.5 million. The approved funds will be presented as matching funds, and to the extent SEAPA needs additional funds, SEAPA will seek \$5 million in funding from the U.S. Department of Energy and a 30% direct pay tax credit for the Project from the Federal *Inflation Reduction Act*;

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

Section 1. The Wrangell Borough Assembly supports SEAPA's application for Project funding from Round 16 of the Alaska Energy Authority Renewable Energy Grant Program in the amount of

\$4,000,000 (or maximum allowable) for its Southeast Alaska Grid Resiliency Project, which includes installation of a Tye Third Turbine.

Item d.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 14<sup>th</sup> DAY OF November 2023.

---

Patricia Gilbert, Borough Mayor

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



**CITY AND BOROUGH  
OF WRANGELL**

INCORPORATED MAY 30, 2008

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

To Whom It May Concern:

**Letter of Support for Southeast Alaska Grid Resiliency (SEAGR) Project**

I am writing to you on behalf of the City and Borough of Wrangell, Alaska. It is my understanding that the Southeast Alaska Power Agency ("SEAPA") is preparing for the Southeast Alaska Grid Resiliency Project (SEAGR), which includes the final design, potential permitting, and construction of a third turbine and generator for SEAPA's Tye Lake Hydroelectric Facility, Federal Energy Regulatory Commission (FERC) Project No. P-3511. It's our understanding that installation of a third turbine and generator at the Tye facility will increase power generating capacity at the facility and will additionally increase resiliency and contingency on SEAPA's electrical grid to benefit the communities of Petersburg, Wrangell, and Ketchikan.

The City & Borough of Wrangell acknowledges and agrees that this project and its results are for the benefit of our communities and that it will decrease dependency on diesel generation and increase resiliency, reliability, and contingency on our electrical grid.

Attached is a copy of Wrangell's Resolution No. 1822 endorsing the project during SEAPA's funding endeavors in 2023. This letter is affirmation that the City & Borough of Wrangell continues its strong support of the project and SEAPA's efforts to enhance hydroelectric generation and electrical grid resiliency in the region.

Sincerely, and on behalf of the City & Borough of Wrangell, Alaska,

\_\_\_\_\_, Mayor  
City and Borough of Wrangell

Attachment:

City & Borough of Wrangell Resolution No. 11-23-1822

**CITY & BOROUGH OF WRANGELL, ALASKA**

***BOROUGH CLERK'S REPORT***

**SUBMITTED BY:** Kim Lane, Borough Clerk

**Upcoming Meetings & Other Informational dates:**

**Other City Boards/Commissions:**

**November 15 - WCVB meeting** at NOON pm in the Assembly Chambers

**November 16 - Economic Development Board WS** at 5:30 pm in the Assembly Chambers  
(discussion to be geared towards the Alder Top Village Sale)

**Community Events:**

**Meetings and Other events of the Borough Assembly:**

**Please see below for the list of upcoming meetings for the Assembly.**



Upcoming 2023/2024 Work Sessions (scheduled), Public Hearings (scheduled), Regular Assembly Meetings, and Other Meetings (scheduled)

<b>Date</b>	<b>Time</b>	<b>Purpose</b>
<del>November 28</del>	<del>6pm</del>	<del>Regular Assembly Meeting</del> <b>CANCELED</b>
December 12 (no work session) scheduled)	6pm	<b>Regular Assembly Meeting</b>
<b>ONLY 1 MEETING IN DECEMBER</b>		
January 9 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
January 23 (no work session scheduled))	6pm	<b>Regular Assembly Meeting</b>
February 13 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
February 27 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
March 12 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
March 24 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
April 9 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
April 23 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
May 14 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
May 28 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
June 11 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
June 25 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>

## Information on the Upcoming AML Winter Conference (December 6<sup>th</sup> – 8<sup>th</sup>):



**ACoM** – Tuesday, December 5<sup>th</sup>

**AML General Conference** – Wednesday, December 6<sup>th</sup> – 7<sup>th</sup>

Mayor Gilbert, Vice-Mayor Powell and Assembly Member Morrison will be attending the AML Conference this year.

Yesterday I gave a presentation on Parliamentary Procedures and some aspects of the Open Meetings Act to City Boards and Commissions. Hopefully, you were able to attend. If not, please get in touch with me and I can give you my presentation!

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 14, 2023
	<u>Agenda Section</u>	<b>10</b>

Appointment of two Assembly Members to Review the Borough Manager Resumes as they come in to determine who will be selected for interviewing by the Assembly

<u>SUBMITTED BY:</u>		
Kim Lane, Borough Clerk		

**RECOMMENDATION**

**Appointments are to be made by the Mayor, with the consent of the Assembly for the following:**

**Procedure - Mayor:** "I will appoint \_\_\_\_\_ & \_\_\_\_\_ to Review the Borough Manager Resumes as they come in to determine who will be selected for interviewing by the Assembly.

Appointments to be filled by the Mayor with the consent of the assembly for the various seats.

***Recommended Action if not approved with the consent of the Assembly:***

*Motion: Move to appoint \_\_\_\_\_ & \_\_\_\_\_ to Review the Borough Manager Resumes as they come in to determine who will be selected for interviewing by the Assembly*

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 12, 2023
	<u>Agenda Section</u>	<b>10</b>

SEAPA Board Appointments (*1 voting member & 1 alternate member*)

SUBMITTED BY:

---

Kim Lane, Borough Clerk


ATTACHMENTS: 1. Letters of Interest

**RECOMMENDATION MOTION:**

*Received correspondence (interest) from:*

***Voting Member:***

- ***Mason Villarma***
- ***Steve Prysunka***
- ***Steve Beers***

***Alternate Member:***

- ***Jeff Good (or voting)***

*Appointments to be filled by the Mayor with the consent of the assembly for the SEAPA Board Seats.*

**Mayor:** If there are no objections, I will appoint \_\_\_\_\_ to fill the vacancy of the Voting SEAPA Board Member seat, from January 1, 2024 thru December 31, 2024.

**Mayor:** If there are no objections, I will appoint \_\_\_\_\_ to fill the vacancy of the Alternate SEAPA Board Member seat, from January 1, 2024 thru December 31, 2024.

**Recommended Action if not approved with the consent of the Assembly:**

***Motion: Move to appoint \_\_\_\_\_ to fill the vacancy of the voting SEAPA Board member seat, from January 1, 2024 thru December 31, 2024.***

***Motion: Move to appoint \_\_\_\_\_ to fill the vacancy of the alternate SEAPA Board member seat, from January 1, 2024 thru December 31, 2024.***

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 14 <sup>th</sup> , 2023
	<u>Agenda Section</u>	<b>13</b>

**ORDINANCE No 1047** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 20.53 - ACCESSORY DWELLING UNITS (ADU); AMENDING CHAPTER 20.08 - DEFINITIONS; AND AMENDING SEVERAL SECTIONS IN TITLE 20 - ZONING, TO ADD AND REFERENCE ACCESSORY DWELLING UNITS TO THE WRANGELL MUNICIPAL CODE

SUBMITTED BY:

Kate Thomas, Economic Development Director

FISCAL NOTE:

<b>Expenditure Required:</b> \$XXX Total		
FY 24: \$	FY 25: \$	FY26: \$
<b>Amount Budgeted:</b>		
	FY24 \$XXX	
<b>Account Number(s):</b>		
	XXXXX XXX XXXX	
<b>Account Name(s):</b>		
	Enter Text Here	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$XXX	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Proposed Ordinance 1047

**RECOMMENDATION MOTION:**  
Move to Approve the first reading of Ordinance No. 1047 and move to a second reading with a Public Hearing to be held on December 12<sup>th</sup>, 2023.

**SUMMARY STATEMENT:** As the housing market continues to see a rise in land, development and home costs, the availability of affordable housing is decreasing in Wrangell and beyond. In order to expand industry, bolster our economy and ensure that interested persons and residents can build their lives here, beginning with safe and accessible housing, Wrangell is looking to establish

standards and requirements for developing Accessory Dwelling Units (ADU), which can be defined as a second dwelling that is located on the same parcel as the primary single-family residence.

With the shortage of housing in Wrangell, staff have been receiving more inquiries regarding the construction of small cabins, tiny homes and conversions of detached structures for additional housing. Requests are commonly for personal use such as a family member, or to create additional rental properties for both short- and long-term purposes. Currently, the way the municipal code reads, two residences cannot be constructed on a single lot unless the applicant can provide information that property could be subdivided, and the second structure meets all the development standards. There is no limit on structure size. Tiny homes are currently permitted, but they must be placed on a foundation and meet building permit requirements. If they remain on a trailer, they are treated as such.

The proposed ordinance allows for an Accessory Dwelling Unit under certain circumstances, considering the total building area compared to the lots size to ensure maximum lot coverage percentages are maintained. ADUs shall not exceed 800 sq. ft. Mobile homes, travel trailers and recreational vehicles are not to be used as Accessory Dwelling Units. Review of the construction of an ADU is approved through the building permit process which requires the signature of the Planning Administrator to proceed. Under this ordinance a conditional use permit is not required in any of the Borough's residential districts for the development of an ADU.

The final iteration of the ordinance affects several areas of the Wrangell Municipal Code (WMC). The details of the "Accessory Dwelling Unit" code will be added as its own chapter under Title 20. "Accessory Dwelling Units" and "Residential Districts" will be added to the definitions chapter within Title 20. "Accessory Dwelling Units" will be added to each zoning district's list of "accessory uses permitted" section.

The Borough's Attorney provided review and revisions in September prior to the Planning and Zoning Commission's public hearing on September 14th, 2023. The Commission approved their final reading on October 12th, 2023.

CITY AND BOROUGH OF WRANGELL, ALASKA  
ORDINANCE NO. 1047

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 20.53 - ACCESSORY DWELLING UNITS (ADU); AMENDING CHAPTER 20.08 – DEFINITIONS; AND AMENDING SEVERAL SECTIONS IN TITLE 20 – ZONING, TO ADD AND REFERENCE ACCESSORY DWELLING UNITS TO 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 add Chapter 20.53 – Accessory Dwelling Units; to amend Chapter 20.08 – Definitions, to add 20.08.025, Accessory Dwelling Units, to add 20.08.658, Residential Zoning Districts, and to amend the following chapters to add the provisions for Accessory Dwelling Units to those Chapters in the Wrangell Municipal Code:

- Section 20.16.030 – Accessory use permitted, in Chapter 20.16 - SF District – Single-Family Residential
- Section 20.20.030 – Accessory buildings and uses permitted, in Chapter 20.20 – MF District – Multifamily Residential
- Section 20.24.030 – Accessory buildings and uses permitted, in Chapter 20.24 – SFMD District – Single-Family Residential – Medium Density
- Section 20.28.030 - Accessory uses permitted, in Chapter 20.28 – RR-1 District – Rural Residential
- Section 20.30.030 – Accessory uses permitted, in Chapter 20.30 – RR-2 District – Rural Residential
- Section 20.31.030 – Accessory uses permitted, in Chapter 20.31 – RMU District – Remote Residential Mixed-Use

SEC. 2. Addition. Chapter 20.53 – Accessory Dwelling Units is hereby added as follows:

**CHAPTER 20.53**

**ACCESSORY DWELLING UNITS (ADU)**

Sections:

20.53.010 Purpose and intent.



## 20.53.020 Accessory Dwelling Units.

### **20.53.010 Purpose and intent.**

The purpose and intent of this chapter is to allow accessory dwelling units within residential zoning districts as designated in the code, while preserving the appearance and character of existing neighborhoods. Accessory dwelling units give homeowners flexibility in establishing separate living quarters adjacent to their homes so that they might provide housing opportunities for elderly or other family members, obtain rental income, provide affordable housing opportunities within the community, or utilize their property more efficiently.

### **20.53.020 Accessory dwelling units (ADU).**

ADU's may be permanently established on a lot in a residential zoning district under the following standards:

- A. ADUs must meet all the development requirements of local, state, and federal regulations, including, but not limited to, all requirements of WMC Titles 18 and 20.
- B. An ADU shall not exceed 800 square feet of building area, or the following percentages of the principal dwelling's building area, whichever is less: 40 percent of the principal dwelling's building area on lots 0.5 acre or less, 60 percent of the principal dwelling's building area on lots greater than 0.5 acre but less than one acre, and 80 percent of the principal dwelling's building area on lots one acre or greater. Any garage associated with the principal dwelling is not included in the calculation of building area. Detached accessory dwellings are included in calculating lot coverage. Lot coverage variances shall not be granted for the construction of an accessory dwelling unit.
- C. Only one ADU is allowed per lot. The ADU must be located on the same lot as the primary dwelling, even if the lot's owner owns two or more adjacent lots. An ADU shall not be located on lots that contain a two-family as per WMC 20.08.250 or multiple-family dwelling as per WMC 20.08.230 and shall not be located on lots that already contain two or more dwellings.
- D. ADUs may be no closer to the front lot line than the primary residence as per WMC 20.08.460.
- E. ADUs may only be placed in a side or rear yard, except in the case of a new or converted garage with an integrated apartment, which may be in the front yard providing minimum setbacks are met.
- F. The building height of an ADU shall not exceed the building height of the principal dwelling as per WMC 20.08.150. A building height variance shall not be granted for construction of a detached accessory dwelling unit.
- G. Lots containing an ADU must provide at least two (2) off-street parking spaces as per WMC 20.52.190.

- H. ADUs should utilize a common driveway with the primary residence from the adjacent street, unless impractical due to topographic constraints.
- I. An ADU may be used as a vacation rental dwelling or a bed and breakfast inn with a Conditional Use Permit obtained in accordance with the requirements of WMC 20.68.
- J. Mobile homes, travel trailers, and recreational vehicles may not be used as an ADU.
- K. Lots containing an ADU may not be subdivided unless the proposed subdivided lots will comply with all minimum lot size, setback, lot coverage, and other requirements in WMC Titles 19 and 20.
- L. An ADU shall not have a material adverse impact on adjacent properties, including but not limited to viewsheds, parking, or compatibility (e.g., mass and scale of development).
- M. An ADU shall share the principal dwelling’s sewer and septic system where practical, and the system shall be adequately sized and approved by ADEC for two dwelling units.
- N. An ADU shall not be constructed on flag lots, or lots accessed by access easements.

...

SEC. 3. Amendment, Chapter 20.08 – Definitions in the Wrangell Municipal Code is hereby amended as follows:

**Chapter 20.08**

**DEFINITIONS**

Sections:

20.08.010 General interpretation and construction.

20.08.020 Accessory building.

**20.08.025 Accessory Dwelling Units.**

20.08.030 Accessory use.

...

**20.08.658 Residential Zoning Districts.**

...

**20.08.025 Accessory Dwelling Units.**

“Accessory dwelling unit” or “ADU” means a detached second dwelling unit that is located on the same parcel as the primary single-family dwelling unit. ADUs must provide a complete, independent residential living space and shall include permanent provisions for

living, including sleeping, eating, cooking and sanitation. An ADU may be created through the following methods:

- 1. Constructing a detached ADU on a parcel with an existing single-family home.
- 2. Constructing a new-single family home with a detached ADU.

**20.08.658 Accessory Dwelling Units.**

“Residential zoning districts” means the following zoning districts established in the WMC Title 20: Single-family residential (SF); Multifamily residential (MF); Rural residential-1 (RR-1); Rural residential-2 (RR-2); and Remote residential mixed-use (RMU).

...

SEC. 4. Amendment, Section 20.16.030 – Accessory use permitted in Chapter 20.16 – SF District – Single Family Residential in the Wrangell Municipal Code is hereby amended as follows:

**20.16.030 Accessory use permitted.**

The following are permitted accessory uses in this district:

- A. Accessory Dwelling Units, as defined in WMC 20.53;
- [A]B. Private garages and required off-street parking;
- [B]C. Greenhouses and tool sheds;
- [C]D. Home occupations as defined in WMC 20.08.380;
- [D]E. Private docks, moorage, boat houses, and net houses;
- [E]F. Uses and structures which are customarily accessory and clearly subordinate to permitted uses.

...

SEC. 5. Amendment, Section 20.20.030 – Accessory buildings and uses permitted in Chapter 20.20 – MF District – Multi-family Residential in the Wrangell Municipal Code is hereby amended as follows:

**20.20.030 Accessory buildings and uses permitted.**

**[Accessory buildings, as defined in WMC 20.08.020, and accessory uses, as defined in WMC 20.08.030, are permitted in the multifamily residential district.]**

- A. Accessory Dwelling Units, as defined in WMC 20.53;
- B. Accessory buildings, as defined in WMC 20.08.020;
- C. Accessory uses, as defined in WMC 20.08.030.

...

SEC. 6. Amendment, Section 20.24.030 – Accessory buildings and uses permitted in Chapter 20.24 – SFMD District – Single-family Residential – Medium Density in the Wrangell Municipal Code is hereby amended as follows:

**20.24.030 Accessory buildings and uses permitted.**

In an SFMD zone, the following accessory buildings and uses, when customarily incidental and subordinate to the permitted principal uses and structures listed in WMC 20.24.020, are permitted:

- A. Accessory Dwelling Units, as defined in WMC 20.53;
- [A]B.** Accessory buildings in conjunction with a permitted or conditional use such as a private garage, workshop or greenhouse;
- [B]C.** Nets, gear and equipment must be stored inside an enclosed building;
- [C]D.** Parks, playgrounds and greenspace.

...

SEC. 7. Amendment, Section 20.28.030 – Accessory uses permitted in Chapter 20.28 - RR-1 District – Rural Residential in the Wrangell Municipal Code is hereby amended as follows:

**20.28.030 Accessory uses permitted.**

The following are permitted accessory uses in this district provided they do not create a nuisance or hazard:

- A. Accessory Dwelling Units, as defined in WMC 20.53;

[A]B. Private garages;

[B]C. Houses and tool sheds;

[C]D. Private docks, moorage, boat houses and net houses;

[D]E. Uses and structures which are customarily accessory and clearly subordinate to permitted uses;

[E]F. Animal establishments other than commercial animal establishments.

...

SEC. 8. Amendment, Chapter 20.30 – RR-2 District - Rural Residential in the Wrangell Municipal Code is hereby amended as follows:

**20.30.030 Accessory uses permitted.**

The following are permitted accessory uses in this district, provided they do not create a nuisance or hazard:

A. Accessory Dwelling Units, as defined in WMC 20.53;

[A]B. Private garages;

[B]C. Greenhouses and tool sheds;

[C]D. Private docks, moorage, boat houses and net houses;

[D]E. Animal establishments other than commercial animal establishments;

[E]F. Uses and structures which are customarily accessory and clearly subordinate to permitted uses.

...

SEC. 9. Amendment, Chapter 20.31 – RMU District – Remote Residential Mixed-use in the Wrangell Municipal Code is hereby amended as follows:

**20.31.030 Accessory uses permitted.**

The following are permitted accessory uses in this district, provided they do not create a nuisance or hazard:

A. Accessory Dwelling Units, as defined in WMC 20.53;

**[A]B.** Greenhouses, workshops, tool sheds, insulated generator sheds, and similar structures;

**[B]C.** Private docks, moorage, boat houses and net houses;

**[C]D.** The keeping of chickens, goats, and other animals for the production of food and/or fiber is allowed as an accessory use similar to gardens. Mariculture uses require a conditional use permit;

**[D]E.** Uses and structures which are customarily accessory and subordinate to permitted uses.

SEC. 10. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 11. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: \_\_\_\_\_, 2023

PASSED IN SECOND READING: \_\_\_\_\_, 2023

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

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 14, 2023
	<u>Agenda Section</u>	<b>13</b>

**RESOLUTION No 11-23-1817** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ACCEPTING A GRANT IN THE AMOUNT OF \$87,970.08 FROM THE 2023 ALASKA STATE HOMELAND SECURITY PROGRAM FOR THE E911 SYSTEM ADDRESSING IDENTIFICATION PROJECT

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

<b>Revenue Received: \$87,970.08</b>		
FY 23: \$	FY 24: \$87,970.08	FY25: \$
<b>Amount Budgeted:</b>		
<b>Account Number(s):</b>		
<b>Account Name(s):</b>		

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 11-23-1817, with Exhibit A

**RECOMMENDATION MOTION:**  
Move to Approve Resolution No 11-23-1817.

**SUMMARY STATEMENT:**

The City and Borough of Wrangell (CBW) was recently notified of an award of grant funding from the Alaska State Homeland Security Program (SHSP), funding a portion of the request made for the E911 System Addressing Identification Project.

The funding from this program will assist Wrangell in developing an enhanced 911 emergency response system and complete uniform community addressing to respond quickly and accurately in time of disaster. The effort will include assessing our current 911 system and the addressing and mapping data available. We will begin the protocol and data development necessary for a uniform database and make recommendations on work necessary to further complete and implement the addressing protocols.

There is no requirement for a local cost share (match) for this grant program.

For the SHSP to obligate the funds, the CBW is required to sign the Obligating Award Document (OAD) and Terms and Conditions within 30 days of receipt of the award letter.

For review by the Borough Assembly are SHSP's award letter, OAD, Program Requirements, Terms and Conditions, all provided attached hereto as Exhibit A to Resolution No. 11-23-1817.

By accepting the SHSP grant award in the amount of \$87,970.08, funds will be made available for the E911 System Addressing Identification project expenditures.



CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO 11-23-1817

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ACCEPTING A GRANT IN THE AMOUNT OF \$87,970.08 FROM THE FY23 STATE OF ALASKA HOMELAND SECURITY AND EMERGENCY MANAGEMENT GRANT PROGRAM FOR THE E911 SYSTEM ADDRESSING IDENTIFICATION PROJECT

WHEREAS, the City and Borough of Wrangell applied to the FY23 Alaska State Homeland Security Grant Program (SHSP) for funding assistance to support the E911 System Addressing Identification project; and

WHEREAS, the funding from this program will assist Wrangell in developing an enhanced 911 emergency response system and complete uniform community addressing to respond quickly and accurately in time of disaster; and

WHEREAS, the effort will include assessing our current 911 system and the addressing and mapping data available. We will begin the protocol and data development necessary for a uniform database and make recommendations on work necessary to further complete and implement the addressing protocols; and

WHEREAS, there is no requirement for a local cost share (match) for this grant program; and

WHEREAS, the Assembly of the City and Borough of Wrangell accepts the SHSP23 grant in the amount of \$87,970.08 for the E911 System Addressing Identification project.

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

Section 1: The Assembly of the City and Borough of Wrangell has reviewed the State of Alaska Homeland Security and Emergency Management (SHSP) award letter, obligating award document, and all grant provisions, attached hereto as Exhibit A, and accepts the grant award in the amount of \$87,970.08 for the E911 System Addressing Identification Project and authorizes the Borough Manager to execute its administration and expenditures.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 14<sup>th</sup> day of November 2023.

CITY & BOROUGH OF WRANGELL, ALASKA

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

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



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Military & Veterans Affairs Item b.

Division of Homeland Security and  
Emergency Management

P.O. Box 5750  
JBER, AK 99505-0800  
Main: 907.428.7000  
Fax: 907.428.7009  
[ready.alaska.gov](http://ready.alaska.gov)

**Exhibit A to Resolution No. 11-23-1817**

October 17, 2023

Jeff Good, Borough Manager  
City and Borough of Wrangell  
PO Box 531  
Wrangell, AK 99929

RE: 2023 State Homeland Security Program, EMW-2023-SS-00037-S01  
State Grant No.: 23SHSP-GY23

Mr. Good:

We received funds from the U.S. Department of Homeland Security under the 2023 State Homeland Security Program. We are pleased to award the City and Borough of Wrangell the amount of \$87,970.08 under this grant. Funding from this program is provided to support, build, and sustain the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events.

Please review the Program Requirements and Terms and Conditions as the new Build America, Buy America Act (BABAA) Federal Emergency Management Agency requirement has been added. More information will be provided at the Grant Kick-Off Meeting in November.

Please review the Project Budget Details for Environmental and Historic Preservation (EHP) requirements and approved project specifics. As a reminder, all procurement transactions must be conducted in a manner that provides full and open competition. To ensure this, we require a Procurement Method Report with every expense (except for local advertising, legal notices, and travel arrangements) submitted for reimbursement under this grant. Preapprovals may be required at multiple steps in the procurement process. Please see the Procurement Method Report for additional details.

A pre-signed Obligating Award Document (OAD) is attached. Please print the document, sign the OAD, and send a scanned copy to [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) within 30 days of subrecipient receipt. Keep the hard copy for your records.

If the OAD cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form must be submitted. The form and instructions are available for download on our Grants website: <http://ready.alaska.gov/Grants/OurDocs>.

Mr. Good  
October 17, 2023  
Page 2 of 2

If signatory points of contact have changed since the submittal of the application, please complete, and return a Signatory Authority Form with the signed OAD. The Signatory Authority Form is available for download on our Grants website. If needed, Electronic Payment enrollment forms are also available upon request.

If you have any questions, please contact the Division Project Manager for this grant, Tiffany Peltier at (907) 428-7026 or by email at [mva.grants@alaska.gov](mailto:mva.grants@alaska.gov).



Sincerely,



William A. Dennis  
Administrative Operations Manager

Enclosure(s):     Obligating Award Document  
                      Project Budget Details Report

cc:     Amber Al-Haddad, Subrecipient Project Manager  
          Mason Villarma, Subrecipient Chief Financial Officer

<b>State of Alaska</b> <b>Division of Homeland Security and Emergency Management</b> Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						Page 1 of 8	
						FEDERAL AWARD DATE	
						August 24, 2023	
						FEDERAL GRANT PROGRAM	
						2023 State Homeland Security Program	
<b>OBLIGATING AWARD DOCUMENT</b>						FEDERAL GRANT NUMBER	
						EMW-2023-SS-00037-S01	
RECIPIENT NAME AND ADDRESS		PERFORMANCE PERIOD		AMENDMENT		CFDA: 97.067	
City and Borough of Wrangell PO Box 531 Wrangell, AK 99929		FROM:	October 1, 2023	AMENDMENT #:		AWARD AMOUNT	
		TO:	September 30, 2025	EFFECTIVE DATE:		\$87,970.08	
		STATE PROGRAM NUMBER				23SHSP-GY23	
UEI NUMBER	EKKXZEKSQC�1			FUNDING ALLOCATION			
EIN	92-6000144			PLANNING	\$87,970.08	EXERCISE	
METHOD OF PAYMENT		Electronic		TRAINING		EQUIPMENT	
PURPOSE OF AWARD							
The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.							
GRANT REQUIREMENTS AND PROGRAM TERMS AND CONDITIONS							
The acceptance of a grant from the United States government creates a legal duty on the part of the recipient to use the funds or property made available in accordance with the conditions of the grant [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)]. See attached for continued Grant Requirements and Program Terms and Conditions.							
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details.)							
See Attached							
AGENCY INFORMATION							
ADDRESS	Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750				WEBSITE	http://ready.alaska.gov	
					EMAIL	mva.grants@alaska.gov	
					PHONE	(907) 428-7000	
					FAX	(907) 428-7009	
STATE PROJECT MANAGER		PHONE	FAX	EMAIL			
Tiffany Peltier		(907) 428-7026	(907) 428-7009	mva.grants@alaska.gov			
AGENCY APPROVAL				RECIPIENT ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL			
William A. Dennis, Administrative Operations Mgr.				Jeff Good, Borough Manager			
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL			
			DATE 10-17- 2023				DATE
FOR STATE USE ONLY							
Division File Number:				Date Returned			
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC
1004	2001	099180010	7001	2012	23SHSPWRG	2SHSP2023	GYSHSP

## Program Requirements

(A) Monies may not be obligated outside of the time period as stated on the grant document. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 45 days of the end of the performance period (unless otherwise specified in the Program Terms and Conditions) when the *Final Performance Progress Reports* are due.

(B) The signature of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The jurisdiction shall follow the financial management requirements imposed on them by the Division of Homeland Security and Emergency Management (DHS&EM).

(C) The signature of the signatory officials on this award attests to the jurisdiction's understanding, acceptance, and compliance with Acknowledgment of Federal Funding; Lobbying; Debarment, Suspension, EHP, BABAA, and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant state or local funds. Federal funds may be used to supplement existing funds to augment program activities and not replace those funds that have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit. Any cost allocable to a particular Federal award or cost objectives under the principles provided in 2 CFR Part 200, subpart E, may not be charged to other Federal awards to overcome fund deficiencies.

(D) The jurisdiction shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state or local agencies, and each award is accounted for separately.

(E) The jurisdiction shall comply with the requirements under 2 CFR 25.110, to maintain and keep jurisdiction information current within the System of Award Management (SAM). Also, the jurisdiction has the requirement to be non-delinquent to the Federal government as required in OMB Circular A-129. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments.

(F) The jurisdiction shall comply with Federal Laws and Regulations: *Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990*. Per *Executive Order 13166*, the jurisdiction will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. The jurisdiction is required to comply with any applicable provisions of the Buy American Act (41 U.S.C. Sections 8301 – 8305). *Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism. *Executive Order 13224* prohibits transactions with and support to organizations associated with terrorism. Energy Policy and Conservation Act, National Environmental Policy Act (NEPA) of 1969 and the Coastal Wetlands Planning, Protection, and Restoration Act of 1990 (as applicable.) The USA PATRIOT Act of 2001, Trafficking Victims Protection Act of 2000, Hotel and Motel Fire Safety Act of 1990, and the Fly America Act of 1974. Subrecipients who collect Personally Identifiable Information (PII) are required to have a publicly available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate. All recipients must comply with statutory requirement for whistleblower protections (if applicable) at 10 U.S.C 2409, 41 U.S.C 4712, and 10 U.S.C 2324, 41 U.S.S 4304 and 4310. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R Part 19 and other applicable statues, regulations, and guidance governing the participants of faith-based organizations in individual DHS programs.

(G) The jurisdiction certifies that it has an *Affirmative Action Plan/Equal Employment Opportunity Plan*. An *EEOP* is not required for subrecipients under \$25,000.00 or fewer than 50 employees.

(H) The jurisdiction certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.

(I) It is the responsibility of the jurisdiction as the subrecipient of these federal funds to fully understand and comply with the requirements of:

1. Administrative requirements  
2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*  
<https://ecfr.io/Title-2/Part-200>
2. Cost Principles  
2 CFR Part 200 Subpart E Cost Principles  
[Title 2 Part 200 Subpart E - Code of Federal Regulations \(ecfr.io\)](https://ecfr.io/Title-2/Part-200/Subpart-E)
3. Audit Requirements  
2CFR Part 200 Subpart F Audit Requirements  
[Title 2 Part 200 Subpart F - Code of Federal Regulations \(ecfr.io\)](https://ecfr.io/Title-2/Part-200/Subpart-F)
  - a. Federal: The applicant agrees that, as a condition of receiving any federal financial assistance, a Single audit of those federal funds will be performed, if required by law, and further agrees it will comply with all applicable audit requirements.

- b. State: If the applicant is an entity that received state financial assistance the applicant shall submit to the State Coordinating Agency, within one year after the end of the audit period, an annual audit report covering the audit period as required by 2 AAC 45.010.
- c. Subrecipients identified as “non-compliant” by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator shall be subject to the following grant payment restrictions:
- 1) The Division of Homeland Security & Emergency Management (DHS&EM) will not process grant payments of any nature directly to the subrecipient.
  - 2) Subrecipients will be required to fully comply with the Single Audit requirements as specified by the Alaska Dept. of Administration, Division of Finance, Single Audit Coordinator.
  - 3) Subrecipients will provide compliance evidence to DHS&EM from the State Audit Coordinator before any payment will be processed.
  - 4) DHS&EM may process on-behalf-of (OBO) payments to vendors for costs directly associated to the scope of work on approved awards.
  - 5) Performance periods will not be extended due to a subrecipient’s failure to comply with Single Audit requirement.
  - 6) Payments made in error to subrecipients that are “non-compliant” must be repaid to the State of Alaska within 90 days of receipt of notice from DHS&EM.
4. Procurement and Contracts. Contracts must be of a reasonable cost, generally be competitively bid, and must comply with Federal, State, and local procurement standards. Detailed requirements for eligible procurement methods and contract types can be found in 2 CFR Part 200 Subpart D. The applicant agrees to review and follow procurement and contract requirements necessary for compliance with the grant program. Further, the applicant understands that failure to comply with these requirements may result of loss of funding for the entire project.
- a. Debarred/Suspended Vendors. As required by Executive Orders 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, the applicant certifies that it and its principals:
- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency
  - 2) Have not within a three-year period preceding this award been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal ,State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 3) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
  - 4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
  - 5) Domestic Preferences for Procurement. As appropriate and to the greatest extent consistent with law, state and non-state entities should, to the greatest extent practicable under its FEMA award, provide a preference for the purchase of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. 2 C.F.R. § 200.322 also provides specific definitions for “Produced in the United States” and “manufactured products” that states should review.
5. Conflict of Interest  
2 CFR Part 200.112 – the jurisdiction must disclose in writing to DHS&EM any potential conflict of interest per the applicable Federal awarding agency policy in the award’s performance period.
6. False Claims Act, Program Fraud Civil Remedies, and Mandatory Disclosures  
A. 31 U.S.C. §3729, no recipient of federal payments shall submit a false claim for payment.  
B. 38 U.S.C. §3801-3812, details the administrative remedies for false claims and statements made.  
C. 2 CFR Part 200.113 – the jurisdiction must disclose, in a timely manner and in writing to DHS&EM, all violations of Federal criminal law involving fraud, bribery, or gratuity potentially affecting the award.
7. Technology Requirements  
28 FR Part 23, Criminal Intelligence System Operating Policies
8. Research and Development (R&D) Requirements  
Grants awarded to DHS&EM are not R&D
9. Duplication of Benefits  
2 CFR Part 200, Subpart E, Cost Principles
10. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities, where applicable.

11. Reducing Text Messaging while Driving.  
All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.
12. Reporting of Matters Related to Recipient Integrity and Performance  
If the total value recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R Part 200, Appendix XII.
13. Reporting Subawards and Executive Compensation  
All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R Part 170, Appendix A.
14. SAFECOM  
All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.
15. All recipients must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition..

### SHSP Program Terms and Conditions

The total allocation of the 2023 State Homeland Security Program awarded to the Division of Homeland Security and Emergency Management (DHS&EM) is \$4,847,500.00, under *Federal Grant EMW-2023-SS-00037-S01, CFDA# 97.067*. The City and Borough of Wrangell has been awarded \$87,970.08 which shall be used to support activities essential to the ability of states, territories, and urban areas to prevent, protect against, mitigate, respond to, and recover from terrorist attacks and other all-hazards events. The instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO and State program guidance. The performance period of this grant award is October 1, 2023 through September 30, 2025. Project conditions must be completed by this date. The City and Borough of Wrangell cannot sub-grant all or any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that activities toward projects will be made, or DHS&EM may execute de-obligation of the funds.

**(A) Changes to Award:** All change requests must be submitted in writing, or electronically to the DHS&EM Project Manager, accompanied by a justification narrative and budget/spending plan, for review and approval. Changes must be consistent with the scope of the project and grant guidelines. Requests for changes will be considered only if the reporting requirements are current, and if terms and conditions have been met at the time of the request. Changes in the programmatic activities, or purpose of the project, changes in key persons specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions may result in an amendment to this award. No transfers of funds between budget categories will be authorized, only de-obligation of funds, except on a case-by-case basis.

**(B) Reporting Requirements:** The City and Borough of Wrangell shall submit timely quarterly *Performance Progress Reports* and *Financial Progress Reports* to the Project Manager at DHS&EM. Instructions and blank forms are located electronically at <https://www.ready.alaska.gov/Grants>, and may be reproduced. Jurisdictions must check the web site quarterly for the most current forms. Use of outdated forms will not be accepted. Quarterly reports are due:

Number of Scheduled Report Due	Jurisdiction Performance Period	Performance Progress and Financial Progress Report Due Dates
1	10/1/2023 - 12/31/2023	01/20/2024
2	1/1/2024 - 3/31/2024	04/20/2024
3	4/1/2024 - 6/30/2024	07/20/2024
4	7/1/2024 - 9/30/2024	10/20/2024
5	10/1/2024 - 12/31/2024	01/20/2025
6	1/1/2025 - 3/31/2025	04/20/2025
7	4/1/2025 - 6/30/2025	07/20/2025
8	7/1/2025 - 9/30/2025	10/20/2025
9	Final Report	11/15/2025

**Invoices with progress reports will be submitted to DHS&EM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the award amendment.**

The *Performance Progress Report* (PPR) contains an AK-PPR-A cover page form and an AK-PPR-B Program Indicators form. Both forms must be completed and submitted by the report due date. Requests for grant extensions, budget adjustments, project realignments, and significant problems or delays are reported on the AK-PPR-A. An AK-PPR-A must be submitted even if no additional information is required. The AK-PPR-B shall describe the progress and percent completed of projects and detail any related expenditures submitted on the *Financial Progress Report*. The *Financial Progress Reports* shall describe the status of the funds, show encumbrances, and receipts of program income, cash or in-kind contributions to the project, whether or not a local match is required. A final PPR is a summary report, showing project completion, evaluating project activities and measuring performance against project goals for the entire performance period, and is required in addition to the last quarterly PPR. An *After-Action Report/Improvement Plan* (AAR/IP) is required within 30 days of the conduct of an exercise.

**(C) Signatory Requirements:** The primary Signatory Official, Project Manager and Financial Officer as listed on the *Signatory Authority Form* must sign the original obligating award document and any amendments. Delegates may sign quarterly and final reports, however, the signatures of the Project Manager, Signatory Official and the Financial Officer must be three different signatures.

**(D) Reimbursements:** Submit on the *Financial Progress Report* form. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative and budget detail and grant guidelines, and submission of timely quarterly *Performance Progress* and *Financial Progress Reports*. Payments may be withheld pending correction of deficiencies or for use of outdated forms. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g., copies of invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.), method of solicitation must be documented with a *Procurement Method Report*, and documentation of payment must be included. Reimbursable expenses include:

- **Personnel Costs:** Payroll reports signed and certified by the Chief Financial Officer that capture the employee's name, position, coded allocation to the project, and amount paid are acceptable. Staff may not self-certify their own time and wages. The City and Borough of Wrangell shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies



of warrants as per the recordkeeping requirements in Section O. Limited to 50 percent for employees assigned to program management functions, not operational duties. The limit does not apply to contractors.

- **Contracts:** All sole-source procurements, single vendor responses to a competitive bid, and service contracts of any value require DHS&EM pre-approval prior to implementation. Final signed copies of all contracts are required for submission to DHS&EM with the request for reimbursement. Please review the Procurement Method Report for specific requirements.
- **Program Income and Local Match:** Program income may be used to supplement project costs, reduce project costs, or may be refunded to the federal government, and must be used for allowable program costs and be expended prior to requests for reimbursement. Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.
- **Equipment:** Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB). Documentation is required per instructions attached to DHS&EM quarterly reports.
- **Travel:** Travel must be listed in the approved budget.
- **Training:** Requires DHS&EM pre-approval prior to registering or participating in training opportunities.
- **Exercise:** Requires submission of an AAR/IP within 30 days after the conduct of the exercise.
- **Food and Beverages:** All food and/or beverage expenses require pre-approval by DHS&EM and are only allowable costs if related to a grant-funded sheltering exercise, such as a Mass Care Shelter Exercise where food is prepared as part of the exercise objectives in evaluating food preparation capabilities.

**(E) Non-reimbursable Expenses:**

- Reimbursable training and related travel costs, not pre-approved by DHS&EM
- Construction and renovation
- Indirect costs
- Management and Administration (M&A) costs to manage sub-contracts
- Supplanting
- Maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances) Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus during exercises.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of the conclusion of the exercise.
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Weapons, weapons accessories, ammunition
- Entertainment and sporting events
- Personal items such as laundry, personal hygiene items, magazines, in-room movies, personal travel
- Travel insurance, visa, and passport charges
- Lodging costs in excess of federal per diem, as appropriate
- Lodging fees associated with violation of the lodging facility's policies, such as smoking in a non-smoking room
- Lunch when travel is wholly within a single day
- Stand-alone working meals
- Bar charges, alcoholic beverages
- Tips
- Finance, late fees, or interest charges
- Lobbying, political contributions, legislative liaison activities
- Organized fundraising, including salaries of persons while engaged in these activities
- Land acquisition
- Organizational Costs
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.

**(F) Property and Equipment Management:** The City and Borough of Wrangell shall maintain an effective property management system; safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures. A *Property Inventory Report* must be submitted to DHS&EM annually each **June 20** with the *Financial Progress Report*, and continued submission is required annually until final disposition of the equipment. No equipment purchased with these grant funds may be assigned to other entities or organizations without written approval from DHS&EM, prior to the jurisdiction's encumbrance or expenditure for that equipment. Management of property and equipment shall be in accordance with state laws and procedures as outlined, and 2 CFR Subpart D (200.210-200.316). For items over \$5,000.00, a Single Equipment Reporting Form must be submitted at the time of reimbursement at the time of reimbursement request

**(G) Build America, Buy America Act (BABAA):** The City and Borough of Wrangell must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 (2021); and EO 14005, Ensuring the Future is Made in All of America by All of America's Workers. See OMB Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

**(H) Procurement:** A *Procurement Method Report* documenting method of solicitation is required for reimbursement for every procurement (with the exception of local advertising, legal notices and travel arrangements). Contractors that develop or draft specifications, requirements, *Statements of Work (SOW)*, and/or *Requests for Proposals (RFP)* for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder's preference is not allowed for federally funded procurements. Procurement transactions shall be conducted to provide maximum open and free competition. Pre-approvals may be required at multiple steps in the procurement process. Please see the Procurement Method Report for additional details.

- (I) **Contracts:** Any contract entered into during this grant period shall comply with local, state and federal government contracting regulations. To the extent that subrecipients of a grant use contractors, subrecipients shall use small, minority, women-owned or disadvantaged business concerns and contractors to the extent practicable. Contracts for professional and consultant services must include local, state and federal government required contract language, a project budget, and require pre-approval by DHS&EM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the market place. Detailed invoices and time and effort reports are required for consultants. A *Procurement Method Report* documenting method of solicitation is required for reimbursement for every procurement.
- (J) **Use of DHS Seal, Logo, and Flags:** All subrecipients must obtain DHS&EM approval before using the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.
- (K) **Publications and Copyright:** All recipients must affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgment of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations) Publications created with funding under this grant should prominently contain the following statement: *This document was prepared under a grant from the Federal Emergency Management Agency (FEMA)'s Grant Programs Directorate, U.S. Department of Homeland Security and the Alaska Division of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate, the U.S. Department of Homeland Security, or the State of Alaska.*
- (L) **Acknowledgement of Federal Funding:** All subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.
- (M) **Federal Debt Status:** All subrecipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424, item number 17, for additional information and guidance.
- (N) **False Claims Act and Program Fraud Civil Remedies:** All subrecipients must comply with the requirements of 31 U.S.C. § 3729, which set forth that no subrecipient of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812, which details the administrative remedies for false claims and statements made.
- (O) **Recordkeeping Requirements:** Grant financial and administrative records shall be maintained for a period of three (3) years following the date of the closure of the grant award or audit if required. Time, effort, personnel, and payroll records must be maintained for all individuals reimbursed under the award. Property and equipment records shall be maintained for a period of three (3) years following the final disposition, replacement, or transfer of the property and equipment.
- (P) **Performance Measures:** Quarterly Progress Reports shall demonstrate performance and progress relative to:
1. Acceptable performance on applicable critical tasks in Exercises using approved scenarios
  2. Progress in achieving project timelines and milestones identified in the Quarterly Activities Plan
  3. Percent measurable progress toward completion of the project
  4. How funds have been expended during the reporting period, and explain expenditures related to the project
- (Q) **Subrecipient Monitoring Policy:** Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets and other related program criteria are being met. DHS&EM reserves the right to periodically monitor, review and conduct analysis of the City and Borough of Wrangell's financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHS&EM staff. The Monitoring Policy is available in the Grants Management Handbook.
- (R) **Penalty for Non-Compliance:** For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHS&EM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. DHS&EM shall notify the City and Borough of Wrangell of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The City and Borough of Wrangell must respond within five (5) days of receipt of notification:
1. Unwillingness or inability to attain project goals
  2. Unwillingness or inability to adhere to Special Conditions or Grant Assurances.
  3. Failure or inability to adhere to grant guidelines and federal compliance requirements
  4. Improper procedures regarding contracts and procurements
  5. Inability to submit reliable and/or timely reports
  6. Management systems which do not meet federal required management standards
- (S) **Termination for Cause:** If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHS&EM will provide five (5) days notice to the City and Borough of Wrangell stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHS&EM will reimburse the City and Borough of Wrangell only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHS&EM until completion of a final DHS&EM review. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.
- (T) **Termination for Convenience:** Any project may be terminated upon convenience, in whole or in part, for the convenience of the Government. The U.S. Department of Commerce and the DHS&EM, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

**(U) Project Implementation:** Due to the competitiveness of the 2023 State Homeland Security Program, approved projects must be ready-to-go. Project implementation shall begin within the first reporting quarter.

- 1. If a project cannot be operational within the first reporting quarter of the approved award date, the subrecipient should notify DHS&EM of the implementation delay and expected starting date. At the discretion of DHS&EM, the grant award is subject to cancellation, and funds may be de-obligated and reallocated to other projects if project implementation is unjustifiably delayed.

**(V)** The City and Borough of Wrangell shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2023 State Homeland Security Program (HSGP) Program Guidance, State Overview and Guidelines, State Preparedness Report, and the State Homeland Security Strategy. By signing this obligating award document, the City and Borough of Wrangell certifies it has read, understood, and accepted these documents as binding.

**(W)** No funds will be reimbursed until City and Borough of Wrangell fiscal and programmatic representatives attend a 2023 Grant Kick-Off Meeting to be held electronically in November 2023.

**(X)** The City and Borough of Wrangell must complete a Quarterly Activities Plan by January 20, 2024. Information on this requirement will be emailed and provided at the 2023 Grant Kick-Off meeting.

**(Y)** The City and Borough of Wrangell must attend the state's Multi-Year Integrated Preparedness Planning Workshop (IPPW), to be held in conjunction with the 2024 Preparedness Conference, and develop a local jurisdiction Multi-Year Integrated Preparedness Plan (IPP) to be submitted to DHS&EM by March 1, 2024.

**(Z)** The City and Borough of Wrangell must complete/update the Alaska Assessment annually by September 30.

**(AA)** The signature of the signatory officials on this award attests to the City and Borough of Wrangell's understanding and acceptance of the National Incident Management System (NIMS) compliance requirements. For FFY 2023, the Alaska Assessment will be required to report NIMS compliance for future preparedness award eligibility.

**(BB)** The City and Borough of Wrangell must complete the Nationwide Cybersecurity Review (NCSR) by December 31, 2023. More information on this online self-assessment will be provided at the 2023 Kick-Off Meeting and can be found in the 2023 HSGP NOFO: [Fiscal Year 2023 Homeland Security Grant Program Notice of Funding Opportunity \(alaska.gov\)](#).

**(CC)** The City and Borough of Wrangell must complete the quarterly THIRA/SPR surveys.

**Special Conditions**

None

*We certify we have read, understood, and accept the Grant Terms and Conditions, the Grant Requirements, and Assurances and Agreements, and Special Conditions in accordance with this Award.*

\_\_\_\_\_  
*Project Manager's Signature*

\_\_\_\_\_  
*Chief Financial Officer's Signature*

\_\_\_\_\_  
*Signatory Official's Signature*



# Project Budget Details

## 2023 State Homeland Security Program Wrangell, City and Borough Reported Revision 0

Item b.

PBD #	Expense Category	Solution Area	Discipline		Budgeted Cost	PBD Amount Spent	PBD Balance
1	Plan.Org	Conduct.Assessments	Emergency Management	State:	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	EHP	<input type="checkbox"/>	Canceled	Federal:	\$87,970.08	\$0.00	\$87,970.08

Item: E911 System Addressing Identification

Description: Purchase an evaluation of the existing data and 911 system response, make recommendations on completing and implementing addressing protocols, including areas without road access, identify requirements to incorporate into the 911 System, and provide more detailed cost estimates to implement the recommendations.

Investment: Community Preparedness and Resilience

	Adjusted Grant Total	Total PBD Allocations	Total Expenses	Summary Balance
State:	\$0.00	\$0.00	\$0.00	\$0.00
Federal:	\$87,970.08	\$87,970.08	\$0.00	\$87,970.08
Grand Total:	\$87,970.08	\$87,970.08	\$0.00	\$87,970.08

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 14, 2023
	<u>Agenda Section</u>	<b>13</b>

**RES 11-23-1818** OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2024 BUDGET IN THE CAPITAL IMPROVEMENT PLAN BY TRANSFERRING \$610,500 FROM THE SECURE RURAL SCHOOL FUND TO THE STIKINE MIDDLE SCHOOL ROOF REPLACEMENT PROJECT ACCOUNT AND AUTHORIZING ITS EXPENDITURE AS LOCAL MATCH FUNDING FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FOR SAID PROJECT

SUBMITTED BY:

FISCAL NOTE:

**Expenditure Required: \$610,500**

FY 23:	FY 24: \$610,500	FY25:
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**Amount Budgeted:**

\$

**Account Number(s):**

**Account Name(s):**

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

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. 11-23-1818.

**RECOMMENDATION MOTION:**  
Move to approve Resolution No. 11-23-1818.

**SUMMARY STATEMENT:**

During a public hearing on October 24, 2023, the Assembly of the City and Borough of Wrangell, Alaska approved the Stikine Middle School Roof Replacement project as the selected priority project

for the FY23 Community Development Block Grant (CDBG) Program with the understanding that minimum 25% match is required by the program to be committed by the Borough at the time the application is submitted, by December 1, 2023.

The Stikine Middle School Roof Replacement project, a subcomponent of the Wrangell School Facilities Improvements project on the Capital Improvement Plan priority list per Resolution 12-22-1733 will be the subject of the CDBG grant application requesting \$850,000 from the Alaska Department of Commerce, Community, and Economic Development under the CDBG program, a portion of the estimated \$1,460,500 cost of the entire roof replacement.

Of the estimated cost of the roof replacement project, the Borough will allocate local match funding in the amount of \$610,500, equivalent to at least 25% of the total project estimated cost and including the project costs unmet by the CDBG requested amount.

The project funding is not currently a budgeted item, and the FY 2024 Budget is hereby amended to reflect the local match and project funding allocation for the Stikine Middle School Roof Replacement project from the Secure Rural Schools Fund.

By adopting Resolution No. 11-23-1818, the Assembly of the City and Borough of Wrangell amends the FY 2024 Budget by transferring \$610,500 from the Secure Rural Schools (SRS) Fund to the Stikine Middle School Roof Replacement capital project account and authorize its expenditure for local match funding for the Community Development Block Grant for the Stikine Middle School Roof Replacement Project.

Upon creation of the Secure Rural Schools CIP account for the Stikine Middle School Roof Replacement project this local authorized match, in the amount of \$610,500, will be transferred into the project account.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 11-23-1818

A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET IN THE CAPITAL IMPROVEMENT PLAN BY TRANSFERRING \$610,500 FROM THE SECURE RURAL SCHOOL FUND TO THE STIKINE MIDDLE SCHOOL ROOF REPLACEMENT PROJECT ACCOUNT AND AUTHORIZING ITS EXPENDITURE AS LOCAL MATCH FUNDING FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FOR SAID PROJECT

WHEREAS, the Assembly of the City and Borough of Wrangell, Alaska is applying for a Community Development Block Grant (CDBG) for the Stikine Middle School Roof Replacement project as authorized by Resolution 11-23-1819; and

WHEREAS, the estimated cost of that project is \$1,460,500; and

WHEREAS, the CDBG program requires a minimum of a 25% local match that is allocated at the time the application is submitted; and

WHEREAS, the local match, equivalent to at least 25% of the total project estimated cost and including the project costs unmet by the CDBG requested amount for this project is \$610,500; and

WHEREAS, this is not currently a budgeted item, and the FY 2024 Budget is amended to reflect the local match and project funding allocation for the Stikine Middle School Roof Replacement project from the Secure Rural Schools Fund; and

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

Section 1: The FY 2024 Budget is amended to transfer \$610,500 from the Secure Rural Schools (SRS) Fund to the Stikine Middle School Roof Replacement capital project account and authorize its expenditure for local match funding for the Community Development Block Grant for the Stikine Middle School Roof Replacement Project.

Section 2: Upon creation of the Secure Rural Schools CIP account for the Stikine Middle School Roof Replacement project this local authorized match, in the amount of \$610,500, will be transferred into the project account.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, this 14<sup>th</sup> day of November 2023.

CITY AND BOROUGH OF WRANGELL, ALASKA

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

ATTEST:

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 14, 2023
	<u>Agenda Section</u>	<b>13</b>

**RES 11-23-1819** OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR THE STIKINE MIDDLE SCHOOL ROOF REPLACEMENT PROJECT

SUBMITTED BY:

Mason Villarma, Finance Director

FISCAL NOTE:

<b>Expenditure Required:</b>		
FY 20:	FY 22:	FY23:
<b>Amount Budgeted:</b>		
	\$	
<b>Account Number(s):</b>		
<b>Account Name(s):</b>		
<b>Unencumbered Balance(s) (prior to expenditure):</b>		

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. 11-23-1819.

**RECOMMENDATION MOTION:**  
Move to approve Resolution No. 11-23-1819.

**SUMMARY STATEMENT:**

During a public hearing on October 24, 2023, the Assembly of the City and Borough of Wrangell, Alaska approved the Stikine Middle School Roof Replacement project as the selected priority project for the FY23 Community Development Block Grant (CDBG) Program.



The Stikine Middle School Roof Replacement project, a subcomponent of the Wrangell School Facilities Improvements project on the Capital Improvement Plan priority list per Resolution 12-22-1733 will be the subject of the CDBG grant application requesting \$850,000 from the Alaska Department of Commerce, Community, and Economic Development under the CDBG program, a portion of the estimated \$1,460,500 cost of the entire roof replacement.

Of the estimated cost of the roof replacement project, the Borough will allocate local match funding in the amount of \$610,500, equivalent to at least 25% of the total project estimated cost and including the project costs unmet by the CDBG requested amount ( as authorized by Resolution No. 11-23-1818).

The Stikine Middle School Roof Replacement project is critically important for maintaining the integrity of the school facility under which students will continue to receive secondary education.

By adopting Resolution No. 11-23-1819, the Assembly of the City and Borough of Wrangell authorizes application to the FY24 CDBG program for grant funding for the Stikine Middle School Roof Replacement in the amount of up to \$850,000.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 11-23-1819

A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA, AUTHORIZING PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR THE STIKINE MIDDLE SCHOOL ROOF REPLACEMENT PROJECT

WHEREAS, the Assembly of the City and Borough of Wrangell, Alaska wishes to make an application for the Stikine Middle School Roof Replacement project for consideration under the Community Development Block Grant (CDBG) program; and

WHEREAS, the Stikine Middle School Roof Replacement project, a subcomponent of the Wrangell School Facilities Improvements project on the Capital Improvement Plan priority list per Resolution 12-22-1733 will be the subject of the CDBG grant application, and

WHEREAS, the City and Borough of Wrangell, Alaska is an applicant for the grant in the amount of \$850,000 from the Alaska Department of Commerce, Community, and Economic Development (hereinafter "Department"), under the CDBG program, a portion of the estimated \$1,460,500 cost of the entire roof replacement; and

WHEREAS, the City & Borough of Wrangell will allocate local match funding in the amount of \$610,500, equivalent to at least 25% of the total project estimated cost and including the project costs unmet by the CDBG requested amount, for the Stikine Middle School Roof Replacement project; and

WHEREAS, the Stikine Middle School Roof Replacement project is critically important for maintaining the integrity of the school facility under which students will continue to receive secondary education.

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

SECTION 1: The Assembly hereby authorizes the Borough Manager, or Designee, to negotiate and execute any and all documents required for granting and managing funds on behalf of this organization.

SECTION 2: The estimated cost of the entire project is \$1,460,500.

SECTION 3: The City & Borough of Wrangell has allocated local match funding of \$610,500 equivalent to at least 25% of the total project estimated cost and including the project costs unmet by the CDBG requested amount, as authorized by Resolution No. 11-23-1818.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, this 14<sup>th</sup> day of November 2023.

CITY AND BOROUGH OF WRANGELL, ALASKA

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

ATTEST:

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 14, 2023
	<u>Agenda Section</u>	<b>13</b>

Approval of Amendment 4 to the Professional Services Agreement with DOWL for the Water Treatment Plant Improvements Design in the amount of \$627,863

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

<b>Expenditure Required: \$627,863</b>		
FY 22: \$	FY 23: \$627,863	FY24: \$

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. DOWL Proposal for Construction Administration and Inspection Services Amendment 4 dated November 1, 2023

**RECOMMENDATION MOTION:**  
Move to approve Amendment 4 to the Professional Services Agreement with DOWL for the Water Treatment Plant Improvements Design in the amount of \$627,863.

**SUMMARY STATEMENT:**  
The Borough entered into an engineering design services contract with DOWL (Engineers) who are the engineers of record for the Water Treatment Plant Improvements project.

The City and Borough of Wrangell proposes to amend the contract with DOWL for engineering services for the Water Treatment Plant Improvements project based on the additional and necessary scope of work which includes the Construction Administration and Construction Inspection services.

It is the intent of the City and Borough of Wrangell to accept DOWL's fee proposal for the construction administration and construction inspection services during the construction phase. DOWL's fee proposal for these services was received in the amount of \$627,863 as a lump sum, not to exceed price structure, as required by USDA and by EDA.

DOWL's fee proposal also includes a proposal to provide the required Resident Inspector at a cost of \$663,600. Administration does not recommend accepting this itemized scope of the DOWL proposal. Unless a future solution can be found for a DOWL-provided Resident Inspector under a reduced fee proposal, the Borough may identify our Construction & Facilities Manager staff as the Resident Inspector for this project. The construction phase of this project is anticipated to require approximately fifteen months' time.

Staff recommend approving Amendment 4 to the existing PSA with DOWL in the amount of \$627,863 for Construction Administration and Construction Inspection of the Water Treatment Plant Improvements project. Funding is proposed to come from the project funding secured to date.



November 1, 2023

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

Subject: Proposal for Engineering Services- Amendment 4  
City and Borough of Wrangell Water Treatment Plant Improvement Project

Dear Ms. Al-Haddad:

DOWL appreciates the opportunity to work with the City and Borough of Wrangell (CBW) on this important community project to improve the existing water treatment plant.

On February 21, 2022, DOWL and CBW entered into contract to provide Water Treatment Plant and Residuals Pipeline design services. We have thrice amended our contract based on the following summarized additions:

- #1) Lift Station #6 Evaluation for Backwash Handling- September 15, 2022
- #2) AWC Shop Drawing Preparation- December 1, 2022
- #3) Additional Design Effort- June 27, 2023

At the time of writing this amendment request, the project has been bid and the design services are very near complete. DOWL still has an obligation to submit Issued For Construction Documents. This amendment is our request to add Construction Administration and Resident Inspector Services.

**ADDITIONAL SCOPE OF WORK**

DOWL proposes to add the following phases for this additional Scope of Work:

***Phase 5 - Construction Administration (CA)***

DOWL’s services for the CA phase of this project are broken down into three distinct areas of work – preliminary activities, construction administration, and project close-out. DOWL’s scope that will be performed under each of these phases is as follows:

Preliminary Activities

Upon completion of the bidding phase, these services will begin as negotiations with the contractor commence and as they receive their NTP for construction. These services will include:

- Establish communication with the construction contractor and become the main point-of-contact with the contractor.
- Project scheduling, planning, preparation, and gathering equipment and field gear as we prepare to mobilize to the project.

- Safety planning and training.
- Prepare for and setup DOWL's submittal management system for full management of the contractor and design submittal process.
- Quality Control and other initial contractor oversight.
- Host preconstruction meeting. DOWL will develop an agenda and distribute meeting minutes.
- Initial review of contractor Work Plan and contractor submitted Erosion and Sediment Control Plan.

Preliminary activities will end once the contractor mobilizes to Wrangell for the start of construction activities.

#### Construction Administration

Upon completion of preliminary activities, DOWL will continue oversight and management of contractor construction. DOWL's field representative will mobilize to Wrangell and provide on-site observation and construction administration services. During construction DOWL will:

- Continue to manage the submittal process and oversight of contractor's installation of designer approved submittals.
- Oversee and manage the request for information (RFI) process.
- Review and manage construction scope change (requests for change order proposal, and development and execution of change orders).
- Document pre-construction conditions.
- Host monthly construction progress meetings with the construction contractor, the CBW, DOWL and other project stakeholders. Meetings will be held in conjunction with pay application reviews on the first Tuesday of each month. Monthly meetings will be in Wrangell.
- Virtual meeting will be hosted by DOWL every other week, between full stakeholder meetings.
- Review and recommend payment for contractor submitted pay applications.
- Hold contractor accountable for following reviewed and approved work plan and contractor's quality assurance plans.
- Monitoring and inspection of erosion and sediment control best management practices.
- All designers that are an Engineer of Record (EOR) on any specific piece of work will inspect the work at least one time during construction, and at the substantial completion level.

#### Project Close-out

Project Close-out services begin upon contractor achieving substantial completion. DOWL responsibilities include:

- Preparation of close-out documents.
- Stamped record drawings produced with as-builts provided by the Contractor.
- Substantial Completion Inspection in coordination with commissioning. Commissioning will include the following team members on-site.
  - Chase Nelson, Sr. Project Manager
  - Stephan Bradley, Sr. Water Treatment Process Engineer
    - Stephan will also be the designated commissioning authority responsible for developing a commissioning checklist and working with the team to validate the plant is functioning as designed.
    - Stephan will be on-site one time for a maximum of two weeks for commissioning activities.
  - Vince McElmurry, Sr. Electrical Engineer
  - Patrick Haney, Sr. Water Treatment Engineer (DAF specialty)
  - Proposed Resident Inspector

- Development of substantial completion punchlist.
- Coordination with the Department of Environmental Conservation (DEC) and the CBW.
  - Upon completion of the on-site construction, we will facilitate the production of record drawings and produce all closeout documentation required by the contract.
- Final Completion Inspection will be performed by Chase Nelson.
- Filing for ADEC Approval to Operate.

## PHASE 5 ASSUMPTIONS

DOWL and our subconsultants are not responsible for maintaining the construction schedule. The General Contractor will be responsible for maintaining the schedule. To develop our fee proposal for phase 5 we have made the following assumptions.

- Construction support services will last 15 months.
- Monthly progress meetings will be held onsite.
- Design Team Leader, or a designee (Stephan Bradley) will be on-site 12 times for pay application review and design team inspections.
- A total of 120 submittals will be reviewed by the DOWL team.
- Responding to a total of 30 RFIs by the DOWL team.
- Commissioning activities will take no more than 2 weeks, and will be coordinated with substantial completion inspection
- No specialty inspections will be required.
  - Contractor is responsible for producing quality assurance reports in accordance with the project specifications.
  - Specialty inspections will be added by amendment.
- System Integration Services are not included. These services can be added by amendment if necessary. Our assumption is that the owner will direct hire a systems integrator, because of the overlap with the existing remote monitoring systems and the compatibility with the wastewater system.

## *PHASE 6- Resident Inspector (RI)*

Simultaneous to CA Services, DOWL will provide a Resident Inspector to fulfill the duties as identified by the USDA Rural Development. In summary, the RI will:

- Work under the technical supervision of the Engineer.
- Provide daily surveillance of project construction activities to assure compliance with plans, specifications, and other contract documents.
- Assist Owner, Engineer, and Contractor to resolve technical and contractual issues.
- Prepare daily construction inspection reports.
- Consult with the Borough regarding construction progress and quality.

## PHASE 6 ASSUMPTIONS

To provide a lump sum fee proposal for this phase, we have had to make the following assumptions, which will be monitored through construction.

- Resident Inspector will be on-site for a total of 52 weeks of construction, spread out over 15 months.
- The primary RI will be Bob Lundell, and we have assumed he will leave the site 4 times during construction, for the periods he is not present, CBW's Santiago Bautista, or DOWL's Chase Nelson, Stephan Bradley, or Brita Mjos will substitute.

- RI will work an average of 55 hours a week while on-site. The majority of this project is vertical construction, and during periods of low construction activity, the designated RI will not be on-site 100% of the time as some items can be retroactively inspected. The designated RI will be on-site for critical activities. If average hours is significantly different, an amendment may be requested.
- DOWL will maintain housing in Wrangell for a total of 15 months.
- A vehicle will be provided by CBW for DOWL use.

**BUDGET AMENDMENT**

We propose to add Phase 5 to our existing contract. These proposed services would be provided on a Lump Sum Basis as shown below.

Table 3: Proposed Fee

Phase	Contracted Fee	Additional Fee	Proposed Total Fee
1A- 35% Design	\$285,768		\$285,768
1B- Survey	\$31,405		\$31,405
1C- Geotechnical Investigations	\$23,483		\$23,483
2A- 65% Design	\$387,816		\$387,816
2B- 95% Design	\$355,389		\$355,389
2C- IFC Design	\$106,695		\$106,695
3A- Bidding Assistance (T&M)	\$20,379		\$20,379
4- AWC Shop Drawing	\$217,956		\$217,956
5- Construction Administration		\$627,863	\$627,863
6- Resident Inspector		\$663,600	\$663,600
<b>GRAND TOTAL</b>	<b>\$1,428,791</b>	<b>\$1,291,463</b>	<b>\$2,720,254</b>

**CONCLUSION**

This amendment does not change the schedule, or deliverables. This is a Lump Sum proposal based on funding agency requirements. DOWL will track construction site visits, average hours/week billed to the project, and other items as identified in this proposal, and changes will result in an amendment. DOWL continues to be supportive of executing these services on a Time and Materials basis, recognizing that the construction schedule is not within our control.

We understand time is of the essence and the DOWL team is already working on this amended scope of work. We are grateful for CBW’s perseverance in trying to make this project a reality and we stand by to be your partners in making it a success.



Ms. Amber Al-Haddad  
City and Borough of Wrangell  
November 1, 2023  
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Item e.

Please do not hesitate to contact us with questions.

Sincerely,  
DOWL



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



Jeff Bernardo, P.E.  
Chief Operating Officer

Attachment 1: Fee Proposal Breakdown

Attachment 2: Subconsultant Fee Breakdowns

**COST ESTIMATE PER TASK**

<b>FIRM:</b> DOWL						<b>PROJECT TITLE:</b> Wrangell Water Treatment Plant Improvements						
<b>TASK NO.</b>	3	<b>TASK DESCRIPTION:</b> Construction Administration				<b>PREPARED BY:</b> FJC/EMV			<b>DATE:</b> 11	<i>Item e.</i>		
<b>GROUP</b>	B	<b>METHOD OF PAYMENT:</b> FP <input checked="" type="checkbox"/> FPPE <input type="checkbox"/> T&E <input type="checkbox"/> CPFF <input type="checkbox"/>				<b>REVIEWED BY:</b> CAN						
<b>SUB-TASK NO.</b>	<b>SUB-TASK DESCRIPTION</b>		<b>LABOR HOURS PER JOB CLASSIFICATION</b>									
			<b>PM C. Nelson</b>	<b>Const. PM E. Voorhees</b>	<b>Document Manage B. Mjos</b>	<b>Field Rep</b>		<b>Water Tech Lead S. Bradley</b>	<b>WQ Support Wheeler</b>	<b>Accounting S. Ballon</b>	<b>Struct Eng. - M. Mettler</b>	<b>TOTAL</b>
						<b>RT</b>	<b>OT</b>					
	<b>Preliminary Activities</b>											
	Coord. With Contractor/Contractor Management			6	4							10
	Newforma Set-Up			4	16							20
	SWPPP Review, Approval, Management			1	8							9
	Preconstruction Meeting		24		4							28
	Scheduling, Logistics, Mobilization											0
	Safety Planning, Training, & Coordination			6	4							10
	<b>Construction Administration</b>											
	Project Management, Invoicing, Scheduling		15	15	4					15		49
	Assembly Reports- 2x (Zoom or coordinated with other visit)		8									8
	Submittal Reviews			20	60			120	40		24	240
	SWPPP Oversight & Management			20								20
	RFIs, Change Orders		12	20				120	40		24	192
	Pay Application Recommendations		18	18								36
	Coord. With Contractor/Contractor Management			30	24							54
	Design Engineer Site Visits and Travel (12x)		192					96				288
	Quarterly Reports (8 Total)		16									16
	Monthly Progress Meeting. Every other week email updates		36		36			52				124
	<b>Close-Out</b>											
	Develop Close-Out Documentation Summary/Checklist			6	8							14
	Contractor As-built Coordination			2	10							12
	Record Drawings		2	8	80			24			12	114
	Substantial Completion Inspection		12					24				36
	Final Completion Inspection		12					24				36
	Completion Inspections Travel Time		36					24				60
	Commissioning Coordination		40					120				160
	Coordination with DEC for Approval to Operate		16					24				40
	QA of Close-Out Documentation & Record Drawings		12	4	4							20
	One Year Warranty Inspection		20									20
												0
<b>TOTAL LABOR HOURS</b>			471	160	262	0	0	628	80	15	60	
<b>* LABOR RATES (\$/HR)</b>			\$235.00	\$215.00	\$140.00	\$160.00	\$225.00	\$215.00	\$130.00	\$170.00	\$215.00	
<b>LABOR COSTS (\$)</b>			\$110,685.00	\$34,400.00	\$36,680.00	\$0.00	\$0.00	\$135,020.00	\$10,400.00	\$2,550.00	\$12,900.00	\$342,635.00
<b>EXPENSES</b>												
<b>SUB-TASK NO.</b>	<b>ITEM(S)</b>					<b>QUANTITY</b>	<b>TOTAL PRICE</b>	<b>COMMENTS &amp; ASSUMPTIONS:</b>				
	Airfare: Anchorage-Wrangell (\$700 RT)					9	\$6,300.00	See assumptions included in scope of services letter. Assuming that RPR lodging will be available, so no lodging cost. Specialty Inspections will be direct contracted to CBW.				
	Airfare: Billings- Wrangell (\$1300 RT)					4	\$5,200.00					
	Per diem (\$108/day)					40	\$4,320.00					
	Lodging (\$250/day)					0	\$0.00					
							<b>TOTAL EXPENSES:</b>	<b>\$15,820</b>				
<b>FIRM'S TOTAL COST OF LABOR (or Fixed Price):</b>												<b>\$342,635</b>
<b>FIRM'S TOTAL EXPENSES (with 10% mark-up)</b>												<b>\$17,402</b>
<b>FIRM'S TOTAL COST (no Subcontracts or Fee)</b>												<b>\$360,037</b>
<b>TOTAL SUBCONTRACTOR PRICES (with 5% Mark-Up):</b>												<b>\$267,826</b>
<b>FIRM'S TOTAL COST</b>												<b>\$627,863</b>
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>												
<b>FIRM:</b>	<b>ATL</b>	<b>RMC</b>	<b>Stanley</b>									
<b>AMOUNT:</b>		\$49,270			\$205,802							

\$2,056,654

**COST ESTIMATE PER TASK**

FIRM: DOWL		PROJECT TITLE: Wrangell Water Treatment Plant Improvements									
TASK NO. 3	TASK DESCRIPTION: Resident Inspection		DATE: 11								
GROUP C	METHOD OF PAYMENT: FP <input checked="" type="checkbox"/> FPPE <input type="checkbox"/> T&E <input type="checkbox"/> CPF <input type="checkbox"/>		PREPARED BY: FJC/EMV REVIEWED BY: CAN								
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION								TOTAL	
		PM C. Nelson	Const. PM E. Voorhees	Document Manage B. Mjos	Field Rep.		Water Tech Lead S. Bradley	CAD G. Platt	Accounting S. Ballon		Struct Eng. - M. Mettler
	On-Site Construction Administration				RT	OT					2860
	Travel Time				60						60
	Demobilization				16						16
<b>TOTAL LABOR HOURS</b>		0	0	0	2156	780	0	0	0	0	
<b>* LABOR RATES (\$/HR)</b>		\$235.00	\$215.00	\$140.00	\$180.00	\$240.00	\$180.00	\$90.00	\$155.00	\$185.00	
<b>LABOR COSTS (\$)</b>		\$0.00	\$0.00	\$0.00	\$388,080.00	\$187,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$575,280.00
<b>EXPENSES</b>											
SUB-TASK NO.	ITEM(S)	QUANTITY	TOTAL PRICE	<b>COMMENTS &amp; ASSUMPTIONS:</b> - On-site observation for a total of 12 months spread out over 15 months. While on-site, it is assumed, RPR will work an average of 55 hours/week. -Bob Lundell will be primary RPR. Assumes four rotations for Bob, whereas Chase, Stephan, Brita, or another designated RPR will fill in. This assumes 4 RT trips for Bob, and 4 for a replacement. -Specialty Inpsections will be added by amendment. -Vehicle will be provided by CBW *Also see assumptions included in scope of services letter.							
	Airfare: Anchorage-Wrangell (\$700 RT)	8	\$5,600.00								
	Per diem (\$108/day)	365	\$39,420.00								
	Lodging (\$2500/month)	15	\$37,500.00								
	Vehicle (\$2000/month)	0	\$0.00								
	Vehicle fuel and maintenance (\$150 /month)	12	\$1,800.00								
	Misc. freight, safety, logistical expenses	1	\$4,000.00								
		<b>TOTAL EXPENSES:</b>	<b>\$88,320</b>	<b>FIRM'S TOTAL COST OF LABOR (or Fixed Price):</b> \$575,280 <b>FIRM'S TOTAL EXPENSES:</b> \$88,320 <b>FIRM'S TOTAL COST (no Subcontracts or Fee):</b> \$663,600 <b>TOTAL SUBCONTRACTOR PRICES (with 5% Mark-Up):</b> \$0 <b>FIRM'S TOTAL COST:</b> \$663,600							
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>											
FIRM:	ATL	RMC	Stanley								
AMOUNT:											

Item e.

**City and Borough of Wrangell**  
**Water Treatment Plant Upgrades Project**  
**Construction Phases Scopes of Services**  
**October 30<sup>th</sup>, 2023**

The City and Borough of Wrangell owns and operates a 1.3 MGD Water Treatment Plant WTP that uses Ozone, Roughing Filters, and Slow Sand Filters to produce potable water. The facility has experienced significant issues with all treatment process that has resulted in the inability to produce the required flow rate to meet demand as well as meet regulatory limits. As a result, the CBW, in cooperation with the U.S. Department of Agriculture, Rural Development, has retained DOWL to provide design and construction phase engineering services to improve the WTP. Stanley Consultants will provide process, mechanical, and above grade structural engineering services as well as architectural services as a sub-consultant to DOWL. The project will upgrade and expand the WTP to 2.2 MGD leveraging a Dissolved Air Flotation and Multimedia Filtration Technology as identified by the 2017 Preliminary Engineering Report authored by CRW Engineering Group LLC, updated in 2021. RMC Engineering will provide instrumentation and control systems designs. The following WTP Improvements are included in the scope of the services.

**Performance Criteria**

- 2.2 million gallons per day design treatment capacity
- Comply with EPA surface water treatment regulations
- Allow a single operator to staff the plant for normal plant operations
- Achieve an ADEC water treatment system classification of Level 3 or lower
- Produce a treated water that will not adversely affect the water distribution system
- Allow the plant to operate in autonomous state overnight while complying with EPA surface water treatment regulations

**Treatment Process & Building Upgrades**

- Demolition of the existing Unit Processes (DOWL)
- Upgrades the Existing Administration Building to include the addition of heating to the Shop Area and misc. Architectural Upgrades, as indicated on the Draft Sheet List (Stanley)
- New WTP Pre-Engineered Building located West of the Existing Admin Building (Stanley)
- Transfer Pump Station (Stanley)
- New DAF Packaged System (Stanley)
- New Multimedia Filter Packaged System (Stanley)
- Upgrade the existing Sand Filters to act as an expanded Clearwell (DOWL)
- Upgrade the Finished Water Pump Station (DOWL)
- Chemical System Upgrades (DOWL)
- Supporting Yard Piping and Civil/Site Upgrades (DOWL)
- Updated SCADA Control Systems (RMC)

- P&IDs (As indicated on the Draft Sheet List)
  - P&ID will be drafted by DOWL.
- Architecture (Stanley)
  - A pre-engineered building type will be laid out, specified and coordinated.
- HVAC & Plumbing (Stanley)
  - Fire suppression system is not required. Specification of a fire suppression system will be considered an additional service.
  - WTP building HVAC system will utilize electric heat and will not require specialized dehumidification system. Design of a fuel oil boiler system or specialized dehumidification system will be considered an additional service.
  - Plumbing system design within 5 ft of the WTP building perimeter will be by Stanley Consultants. A sanitary drain and vent system is anticipated. A domestic water system including hose bibs and/or wall hydrants is anticipated. A tempered water heating system, emergency eyewash and shower stations, and recirculation system will be provided.
- Electrical (RMC)

The following is Stanley Consultant's Proposed Scope of Services for Construction Phase Engineering Services:

### **Phase III – Construction Phase Services**

#### **Task 100 – Project Management**

Patrick Haney will be the project manager, responsible for all aspects of project delivery. In this role, he will serve as the primary point of contact for DOWL and will work closely with members of the project team to support project progress and proactively address any issues that arise. Patrick will monitor Stanley Consultants' project schedule, budget and progress, and complete project management tasks. DOWL will act as the PM for CBW and will provide services including but not limited to preparing agendas in advance of meetings, preparing meeting minutes, leading project progress meetings, participating in all project meetings, reviewing, and issuing progress bills. Fee for Project Management has been included in the construction phase services tasks on the fee spreadsheet.

The following summarizes Stanley Consultants Project Management Tasks and Deliverables:

- Overall Project Coordination
- Invoicing
- Attend Internal Project Kick Off Meeting
- Attend Monthly Progress Meetings
- Review Monthly Progress Meeting Minutes Prepared by DOWL and provide comments/edits.

#### **Task 200 – QA/QC**

A QAQC plan will be developed to define procedures and responsibilities for the project. All construction phase documentation and deliverables will be reviewed by a reviewer

qualified in the subject matter. Each review will be backchecked to confirm comments are properly addressed. All reviews and back-checks will be documented with a markup or review memorandum, copies of which shall be filed in the project records. Fee for QAQC has been included in the construction phase services tasks on the fee spreadsheet.

The following summarizes our QAQC Tasks and Deliverables:

- QAQC of Construction Phase Documents
- QAQC of Submittals, RFI Responses, and Change Orders.
- Stanley Consultants will review the WTP Operations Manual.

It is anticipated that DOWL will also provide QAQC reviews of construction phase documentation and the WTP Operations Manual.

### **Task 300– Construction Phase Documentation Support**

Stanley Consultants will review all submittals, RFIs / clarifications, equipment O&M Manuals, and Change Orders as related to the DAF System and Filter System, overall mechanical, and above grade structural engineering plans and specifications, as well as overall architectural plans & specifications. For the purposes of the overall fee, it is assumed that no more than 1 shop drawing review will be required per submittal, with a total of 60 shop drawings submittals anticipated. Additional compensation will be required to review shop drawings that require more than 1 shop drawing submission is required. A preliminary list of specifications that may require submittals can be found in Appendix A.

Monthly Construction Progress Meeting: Stanley Consultants will virtually attend a single construction meeting a month to assist with construction documentation support and track the project progress. It is assumed that the contractor schedule will be 15 months and 15 monthly construction meetings will be attended by Stanley Consultants.

Submittal Review: Stanley Consultants shall review and approve (or take other appropriate action in respect of) shop drawings, samples, and other data which Contractor is required to submit for conformance with the information given in the Contract Documents, compatibility with the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.

Stanley Consultants shall also verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by Contractor are applicable to the items installed and in accordance with the Contract Documents.

Stanley Consultants' review of inspection and testing certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Stanley Consultants shall be entitled to rely on the results of such tests.

Clarification Review: Stanley Consultants shall consult with and advise DOWL and CBW on the issuance of necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of the Work. Stanley Consultants, upon DOWL's request, shall prepare such clarifications and interpretations. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. Subject to any limitations in the Contract Documents, DOWL will copy Stanley Consultants on any field orders issued authorizing minor variations in the Work from the requirements of the Contract Documents. Clarification Review is limited to 10 clarifications and interpretations.

Change Orders: Stanley Consultants shall manage contract change requests, including the technical review, cost estimation and recommendations on contract change proposals to DOWL and CBW as appropriate, and shall prepare draft change order documents as required. Stanley Consultants shall evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor and make recommendations to DOWL and CBW. Change Order Review shall be limited to 5 change orders.

Site Visit: Two site visits will be attended by Stanley Consultants during the construction phase. The site visits will be attended by the Project Manager and one Water Process Engineer. The first site visit will be during the mid-point of construction while the second site visit will occur during start up and commissioning. See Section 400 for the description of work to occur at the commissioning site visit. The site visit and associated observations are not intended to be exhaustive or to extend to every aspect of Contractor's Work in progress; or to involve detailed Observations of Contractor's Work in progress beyond the responsibilities specifically assigned to Stanley Consultants in this Agreement and the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on the Stanley Consultants' exercise of professional judgment. Based on information obtained during the site visit and observations, Stanley Consultants will determine in general if the Work is proceeding in accordance with the Contract Documents, and shall keep DOWL and the Owner informed of the progress of the Work. Stanley Consultants Design shall submit written field reports after the visit.

The purpose of Stanley Consultants visit to the Site, will be to enable Stanley Consultants, DOWL, and RMC to better carry out the duties and responsibilities assigned to and undertaken by Stanley Consultants, DOWL, and RMC during the Construction Phase. In addition, by the exercise of Stanley Consultants efforts as an experienced and qualified design professional, the site visit will provide CBW a greater degree of confidence that the completed Work will conform in general to the Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.

Stanley Consultants, shall not, during the visit or as a result of such observations of Contractor's Work in progress, supervise, direct, or have control over Contractor's Work, nor shall the Stanley Consultants have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Contractor, for security or safety at the Site, for safety precautions and programs incident to Contractor's Work, nor for any failure of Contractor to comply with Laws and Regulations

applicable to Contractor's furnishing and performing the Work. Accordingly, Stanley Consultants, neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish or perform the Work in accordance with the Contract Documents.

On the basis of such observations, Stanley Consultants, shall recommend that DOWL and CBW disapprove of or reject Contractor's Work while it is in progress, if Stanley Consultants believes that such Work will not produce a completed Project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. Stanley Consultant shall advise DOWL and CBW of Work that Stanley Consultants believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection, or approval.

#### **Task 400 – Start Up & Commissioning**

Commissioning and Substantial Completion Field Observations: Stanley Consultants will review the Contractor's commissioning plan as related the Rapid Mix, DAF System and Filter System, overall mechanical, and above grade structural engineering plans and specifications, as well as overall architectural plans & specifications. During the Commissioning, Stanley Consultants will provide the Project Manager and 1 Process Engineer to assist with process, building, and mechanical systems. The commissioning site visit will be limited to 40 hours on site. During the commissioning site visit, the engineers will provide a substantial completion field observation and assist in the development of the final punch list.

Beneficial Use Recommendations: After the commissioning site visit and pre-final field observations Stanley Consultants shall consult with and advise DOWL and CBW on the certification of the Date of Beneficial Use as specified in the Contract Documents. After notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with DOWL, RMC, CBW, and Contractor, the Stanley Consultants shall determine if the Work is substantially complete. If after considering any objections of DOWL, RMC, and CBW, the Stanley Consultants considers the Work substantially complete; DOWL shall deliver a certificate of Substantial Completion to CBW and the Contractor. The Notice shall include a list of items to be completed or corrected before final acceptance. If Stanley Consultants does not consider the Work complete for Beneficial Use, Stanley Consultants shall provide advice and recommendations to DOWL & CBW regarding notifying the Contractor in writing giving reasons, therefore.

Stanley Consultants will also assist in the development of the Facility Operations Manual. It is assumed that DOWL will lead the effort and that Stanley Consultants will provide Microsoft Word documents for sections of the manual associated with the overall process, Rapid Mix, DAF System and Filter System. It is not anticipated that the Facility Operations Manual will require mechanical, structural, or architectural services.

#### **Task 500 – Record Drawings**

Stanley Consultants will review the Contractor's redlined plans and develop record drawing for the Rapid Mix, DAF System and Filter Systems, overall mechanical, and



above grade structural engineering plans as well as overall architectural plans. It is assumed that DOWL will review all contractor redlined plans and verify the accuracy of the mark ups. All record drawings will include stamp indicating that mark ups are based on Contractor redlines and DOWL verification. It is assumed that DOWL's onsite representative will stamp As-Built Drawings for accuracy. With no onsite presence, Stanley Engineers cannot stamp as-built drawings.

Stanley Consultants will be responsible for the development and assembly of Record Drawings for the Rapid Mix, DAF System and Filter System, overall mechanical, and above grade structural engineering plans as well as overall architectural plans. Based on the redlined drawings submitted by the Contractor and DOWL's records, Stanley Consultants will update the project design drawings to reflect Change Orders, Field Orders, Work Change Directives, and other changes which were implemented during this project. This task assumes that drawing mark-ups clearly showing changes will be furnished to the Stanley Consultants by the Contractor and DOWL. Additional field investigations to verify the accuracy of the Contractor's drawing mark ups are not included in this scope of services. All record drawing updates will be provided electronically.

Record drawings shall be completed and delivered to DOWL and CBW for review and acceptable within 6 weeks of Final Completion.

### **Construction Phase Services Provided by DOWL and RMC**

The following construction phase services shall be provided by DOWL and RMC:

- Overall Project Management
- Resident Engineering Services
- Daily Field Observations
- Hosting of Construction Phase Documentation Web Portal
- Review of Construction Phase Documentation related to DOWL and RMCs design phase scope of work including but not limited to demolition, site/civil improvements, yard piping, process mechanical piping and valves, chemical system improvements, clearwell improvements, residuals handling systems, below grade and foundation structural improvements, and instrumentation and controls improvements.
- Substantial Completion Documentation
- Beneficial Use Documentation
- Final Completion Documentation
- Pay Application Approval
- Special Inspections and Testing including but not limited to code required special inspections, material testing, panel factory acceptance testing, equipment factory acceptance testing (if included in the prime scope).
- Panel Factory Acceptance Testing
- Testing and Commissioning Lead
- Automation and Programming Services
- Arc Flash Studies (if included in the prime scope)
- O&M Content Development Lead.

- Partnering Management (if included in the prime scope)
- Asset Management System Integration (if included in the prime scope)
- Operations Training
- Permitting including but not limited to applications for Certificate of Operation and Occupancy
- Record Drawing lead

### Schedule

DOWL will be responsible for developing and maintain the project schedule. For the purposes of developing a scope and fee, the estimated fee is based on the following draft schedule.

Phase III - Construction Phase

November 2023 – February 2024

### Estimated Fee

The Lump Sum Fee to complete the scope presented herein is has been broken down into each phase as follows:

#### Phase III - \$205,802

If the project schedule deviates from the schedule noted in the section above, Stanley Consultants will request a change order to account for additional project efforts and labor escalation.

This scope of work does not constitute a contract. A contract will be executed with a final scope of work upon acceptance by the City and Borough of Wrangell, AK.

If you have any questions, please contact Patrick Haney at 952.738.4354 or [Haney.Patrick@stanleygroup.com](mailto:Haney.Patrick@stanleygroup.com)

Sincerely,



Patrick Haney  
Client Service Manger

## Appendix A

### Draft List of Specifications Requiring Submittals

Spec Section	Name
<b>05 10 00</b>	Structural Metal Framing
<b>05 21 00</b>	Steel Joists.doc
<b>05 30 00</b>	Metal Decking
<b>05 50 00</b>	Metal Fabrications
<b>06 80 13</b>	Glass-Fiber-Reinforced Plastic Fabrications
<b>09 90 00</b>	Painting and Coating
<b>09 96 00</b>	High Performance Coatings
<b>12 35 53</b>	Laboratory Casework
<b>13 34 19</b>	Metal Building Systems
<b>20 05 00</b>	Common Work Results for Facility Services Systems
<b>20 05 13</b>	Common Work Results for Facility Systems Piping
<b>20 05 19</b>	Meters and Gages for Facility Services Systems
<b>20 05 23</b>	General Duty Valves and Accessories
<b>20 05 26</b>	Piping Specialties for Facility Services Systems
<b>20 05 29</b>	Supports and Anchors for Facility Services Piping and Equipment
<b>20 05 48</b>	Vibration and Seismic Controls for Facility Services Systems
<b>20 08 00</b>	Commissioning of Facility Services Systems
<b>22 30 00</b>	Plumbing Equipment
<b>23 05 93</b>	Testing, Adjusting, and Balancing for HVAC
<b>23 05 95</b>	Balancing Air Systems
<b>23 08 00</b>	Commissioning of HVAC
<b>23 09 13</b>	Instrumentation and Control Devices for HVAC
<b>23 09 23</b>	Direct Digital Controls for HVAC
<b>23 31 00</b>	HVAC Ducts and Casings
<b>23 33 00</b>	Air Duct Accessories
<b>23 34 00</b>	HVAC Fans
<b>23 36 16</b>	Terminal High Velocity Units
<b>23 37 00</b>	Air Outlets and Inlets
<b>23 55 33</b>	Fuel-Fired Unit Heaters
<b>23 82 23</b>	Unit Ventilators
<b>23 82 39</b>	Unit Heaters
<b>23 84 16</b>	Mechanical Dehumidification Units
<b>25 50 10</b>	Integrated Automated Facility Controls
<b>40 80 00</b>	Commissioning of Process Systems
<b>40 91 00</b>	Primary Process Measuring Devices
<b>40 96 15</b>	Process Control Operational Description
<b>TBD</b>	Vertical Turbine Centrifugal Pumps

<b>TBD</b>	Packaged DAF System
<b>TBD</b>	Packaged Filter System
<b>TBS</b>	Filter Blowers

**Client:** DOWL  
Chase Nelson

**Proposal #:** P230814 B  
**Prepared By:** Vince McElmurry  
vince@rmces.com  
(907) 723-2996

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**Project: Wrangell Water Treatment Plant (CA&I)**

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RMC is pleased to provide the following scope of services and fee proposal for contract administration and inspection services (CA&I) for the above project (Electrical).

**Services**

- Reviewing contract documents and specifications to ensure compliance with project requirements.
- Preparing and issuing requests for proposals (RFPs) and requests for information (RFIs) to contractors and suppliers.
- Conducting site inspections to ensure that the work is being performed in accordance with the contract documents and applicable codes and standards.
- Reviewing and approving shop drawings and submittals from contractors and suppliers.
- Conducting tests and inspections of lighting systems and components to ensure that they meet the specified performance criteria.
- Resolving any issues or disputes that arise during the course of the project.
- Reviewing and approving contractor payment requests.
- Coordinating with other members of the project team, including architects, contractors, and other engineers.
- Providing technical support to the project team as needed.

**Assumptions**

In crafting this proposal, certain foundational assumptions have been established.

- The duration of the project will be 12 months.
- Attend weekly construction meetings.
- Address 15 RFI (Request for Information), clarification requests, or direction inquiries.
- Completing four site visits for inspection purposes.

**Exclusions**

- Any services or equipment not expressly outlined in this proposal.

**Fee Schedule**

Invoices will be submitted upon reaching appropriate project milestones. Projects requiring full or partial payment upon order entry or release will be subject to the following terms: The invoiced amounts must be settled within thirty (30) days of billing. Late payments will accrue interest at a rate of 18% per annum, compounded monthly.

**Fees**

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RMC Engineering CA&I Fees (lump sum). See appendix A for details	<b>\$ 49,270.<sup>00</sup></b>
<b>Total</b>	<b>\$ 49,270.<sup>00</sup></b>

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Below are RMC's standard billing rates for services provided.

### Billing Rates

Principal Engineer	<b>\$ 165/hr</b>
Associate Engineer	<b>\$ 120/hr</b>

### Appendix A - RMC Billing Schedule

	Time (hrs)	Staff	Rate (\$/hr)	Cost (\$)
<b>Preconstruction</b>				
Review contract documents and requirements	8	Engineer	\$ 165.00	\$ 1,320.00
Pre-construction conference	2	Engineer	\$ 165.00	\$ 330.00
Submittal reviews	40	Engineer	\$ 165.00	\$ 6,600.00
<b>Construction</b>				
Electrical inspections	60	Engineer	\$ 165.00	\$ 9,900.00
Technical support	20	Engineer	\$ 165.00	\$ 3,300.00
Start-up commissioning and testing	40	Engineer	\$ 165.00	\$ 6,600.00
Weekly progress meetings	48	Engineer	\$ 165.00	\$ 7,920.00
RFIs, RFPs	60	Engineer	\$ 165.00	\$ 9,900.00
<b>Close-out</b>				
O&Ms, As-builts review	0	Principal	\$ 165.00	\$ -
QC review	0	Principal	\$ 165.00	\$ -
<b>Travel Cost</b>				
Airfare	4		\$ 450.00	\$ 1,800.00
Lodging	8		\$ 200.00	\$ 1,600.00
		<b>Total</b>		<b>\$ 49,270.00</b>

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 14, 2023
	<u>Agenda Section</u>	<b>13</b>

**RESOLUTION No. 11-23-1820** OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) FOR A LOAN FROM THE ALASKA STATE REVOLVING FUND FOR THE INTERIM FINANCING FOR THE USDA/RD LOAN FOR THE WATER TREATMENT PLANT IMPROVEMENTS PROJECT

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

<b>Expenditure Required:</b>		
FY 20:	FY 22:	FY23:
<b>Amount Budgeted:</b>		
	\$	
<b>Account Number(s):</b>		
<b>Account Name(s):</b>		
<b>Unencumbered Balance(s) (prior to expenditure):</b>		

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. 11-23-1820.

**RECOMMENDATION MOTION:**  
Move to approve Resolution No. 11-23-1820.

**SUMMARY STATEMENT:**

The Water Treatment Plant Improvements project includes constructing a Dissolved Air Filtration (DAF) with Multimedia water treatment plant.

As one source of funding for the project, the United States Department of Agriculture (USDA) / Rural Development (RD) agency provided a \$3,821,000 loan, which will be secured by a revenue bond.

The USDA/RD has now provided a supplemental loan, in the amount of \$1,961,000, which was accepted under Resolution 10-23-1815.

As part of the requirements of accepting the additional loan amount, the Borough is required to have supplemental Interim Financing in place, in an amount equal to the USDA/RD loan amounts, for the construction period.

While USDA/RD generally requires the interim financing loan to be from a commercial institution, they agreed to allow a State Revolving Fund (SRF) loan to act as the interim financing, saving the Borough hundreds of thousands of dollars in costs associated with the interest. The Interim Financing loan will be used to preclude the necessity for multiple advances of the agency's loan funds and secured by the USDA/RD loan. The Interim Financing Loan will be repaid upon closing the USDA/RD loans; therefore, there is not expected any level of debt service associated with the Interim Financing loans.

The new Interim Financing loan application will include the previous application amount of \$3,821,000 and will add the new amount of \$1,961,000, for a total new loan application amount of \$5,782,000. Upon receiving the loan agreement document in the future, assembly authorization will be required by ordinance to borrow the money.

By adopting Resolution No. 11-23-1820, the Assembly of the City and Borough of Wrangell authorizes application to the State of Alaska, Department of Environmental Conservation (ADEC) for an interim financing loan in the amount of \$5,782,000 from the Alaska State Revolving Fund program, Drinking Water Fund, for the Water Treatment Plant Improvements project.



CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 11-23-1820

A RESOLUTION OF THE ASSEMBLY CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) FOR A LOAN FROM THE ALASKA STATE REVOLVING FUND FOR THE INTERIM FINANCING FOR THE USDA/RD LOAN FOR THE WATER TREATMENT PLANT IMPROVEMENTS PROJECT

WHEREAS, the Water Treatment Plant Improvements project would include constructing a Dissolved Air Filtration (DAF) with Multimedia water treatment plant.; and

WHEREAS, the City and Borough of Wrangell seeks to obtain the necessary financial assistance for the project, which includes a \$5,782,000 loan from the United States Department of Agriculture (USDA) / Rural Development (RD); and

WHEREAS, the State of Alaska, Department of Environmental Conservation (ADEC) is able to offer interim financing funding through the Alaska State Revolving Fund (SRF) program, Drinking Water Fund; and

WHEREAS, the interim financing loan of \$5,782,000 would be repaid in full upon completion of the construction tasks associated with the USDA/RD loan; and

WHEREAS, upon receiving the interim financing loan agreement document, Assembly authorization will be required by ordinance to borrow the money.

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

Section 1: the Assembly of the City and Borough of Wrangell authorizes application to the Alaska State Revolving Fund program, Drinking Water Fund, in the amount of \$5,782,000, for the interim financing loan for the Water Treatment Plant Improvements project.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 14<sup>th</sup> day of November, 2023.

CITY & BOROUGH OF WRANGELL, ALASKA

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

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 14, 2023
	<u>Agenda Section</u>	<b>13</b>

Approve a Contract with Ketchikan Ready Mix & Quarry, Inc. in the amount of \$824,450 for the Non-Motorized Transportation System Project

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

<u>FISCAL NOTE:</u>	
<b>Expenditure Required:</b> \$824,450	
<b>Amount Budgeted:</b>	
<b>Account Number(s):</b>	
<b>Account Name(s):</b>	
<b>Unencumbered Balance(s) (prior to expenditure):</b>	

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

ATTACHMENTS:

**RECOMMENDATION MOTION:**

Move to authorize negotiation of project scope and price for the Non-Motorized Transportation System with Ketchikan Ready Mix & Quarry, Inc. with the intent to enter into a sole source contract not to exceed \$850,000.

**SUMMARY STATEMENT:**

Following receipt of only one bid for the Non-Motorized Transportation System project, the Borough Assembly approved negotiating with the sole bidder, Ketchikan Ready Mix, for the construction trail project.

Project funding for construction and construction inspection and administration was in the amount of \$947,000, and the Assembly approved negotiating with Ketchikan Ready Mix up to \$850,000 based on a revised scope of work that was developed collaboratively between the Borough, PND Engineers and Ketchikan Ready Mix. The project has been revised to maintain and deliver the transportation system objective within the funds currently available for the project. The primary scope revisions include:

- Revise the existing 3'(wide) trail sections across the muskeg to be 6' (wide) and remove log retainers alongside the trail
- Replace geogrid with a geotextile product
- Maintain two log crossings for ATV use
- Replace step-n-run boardwalk with gravel trail sections 2'(wide)
- Replace timber stairs with concrete blocks

The rescoped project has been reviewed and approved by our Federal Highways, Federal Lands Access Program (FLAP) grant manager. The contractor's revised cost for this project is \$824,450.

The Borough administration recommends to the Borough Assembly approving the contract with Ketchikan Ready Mix & Quarry in the amount of \$824,450 and authorizing the Manager to execute a contract for the project.

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	May 12, 2020
	<u>Agenda Section</u>	<b>15</b>

Executive Session: Discussion regarding the Upcoming Collective Bargaining Union IBEW Process and Procedures

SUBMITTED BY:

Mason Villarma, Interim Borough Manager

FISCAL NOTE:

<b>Expenditure Required: \$XXX Total</b>		
FY 20: \$	FY 21: \$	FY22: \$
<b>Amount Budgeted:</b>		
	FY20 \$XXX	
<b>Account Number(s):</b>		
	XXXXX XXX XXXX	
<b>Account Name(s):</b>		
	Enter Text Here	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$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. Current Collective Bargaining Agreement.

**RECOMMENDATION MOTION:**  
I move, pursuant to AK 44.66.310(c)(3), that we go into Executive Session, and invite both the Borough Attorney and the Interim Borough Manager, to discuss the upcoming Collective Bargaining process and procedure which is a matter by law required to be confidential.

**SUMMARY STATEMENT: None.**