



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

Tuesday, November 08, 2022

Location: Borough Assembly Chambers

Work Sessions 5-6 PM and 6-7 PM / Regular Meeting at 7:00 PM

WORK SESSION (6:00 - 7:00 PM)

- a. Assembly and Borough Attorney Discussion (5-6 PM)
- b. Review of the capital improvement plan and to discuss the public safety building (6-7 PM)

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Ryan Howe
- b. CEREMONIAL MATTERS – None.

2. ROLL CALL

3. PERSONS TO BE HEARD

- a. CORRESPONDENCE - Sylvia Ettefagh on the Channel Construction short-term lease at Mill Site location (Regarding Item 13c)

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

*Matters listed under the consent agenda are considered to be routine and will be enacted by one motion and one vote. there will be no separate discussion of these items. **If the borough mayor, assembly member, manager, or clerk requests discussion on any item, that item will be removed from the consent agenda and will be considered under unfinished business (no motion is necessary to move an item from the consent agenda).***

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

- a. **RESOLUTION No. 11-22-1727 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ECONOMIC DEVELOPMENT AND PLANNING AND ZONING DIRECTOR JOB DESCRIPTION**
- b. Minutes from the October 25, 2022 Regular Assembly Meeting
- c. Renewal Notice for City Market Liquor Package Store License #237
- d. Renewal Application for Rayme's Bar (Beverage Dispensary)
- e. Renewal Application for Rayme's Liquor Store (Package Store)
- f. CORRESPONDENCE: School Board Minutes from the August 15, 2022 Regular Meeting
- g. CORRESPONDENCE: School Board Minutes from the September 19, 2022 Regular Meeting

7. BOROUGH MANAGER'S REPORT

- [a.](#) Borough Manager's Report
- [b.](#) ECONOMIC DEVELOPMENT REPORT / UPDATES
- [c.](#) INFRASTRUCTURE REPORTS / UPDATES
- [d.](#) FINANCIAL REPORT / UPDATES

8. BOROUGH CLERK'S REPORT

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

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

- [a.](#) SEAPA Board Appointments (*1 voting member & 1 alternate member*)
- [b.](#) Board, Committee, and Commission Appointments

11. PUBLIC HEARING

- [a.](#) Request by Frank Warfel Jr. to purchase Lots 36-38, Block 13, Wrangell Townsite

12. UNFINISHED BUSINESS - None.

13. NEW BUSINESS

- [a.](#) **ORDINANCE No. 1033** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE SALE OF PUBLIC LAND IN CONFORMANCE WITH WRANGELL MUNICIPAL CODE CHAPTER 16.12, SPECIFICALLY, LOT A, BLOCK 54, WMC REPLAT, PLAT 2016-6, WRANGELL RECORDING DISTRICT, AND REPEALING RESOLUTION NO. 04-22-1690
- [b.](#) **RESOLUTION No. 11-22-1726** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$220,000 FROM THE INDUSTRIAL CONSTRUCTION FUND RESERVES TO THE INDUSTRIAL CONSTRUCTION CIP FUND FOR THE 5TH AND 6TH AVENUES ROADWAY CONSTRUCTION PROJECT AND AUTHORIZING ITS EXPENDITURE
- [c.](#) Approval to allow Borough Manager to finalize a short-term lease of Borough-Owned property to Channel Construction Inc., on a portion of the 6-Mile-Deep Water Industrial site for continued scrap metal recycling and barge dismantling
- [d.](#) Approval to Reschedule the Regularly Scheduled Assembly Meeting from December 13, 2022 to December 20, 2022
- [e.](#) Approval of a Memorandum of Agreement between Wrangell Parks & Recreation and Wrangell Public School District
- [f.](#) Approval of a Memorandum of Understanding between Wrangell Cooperative Association and City and Borough of Wrangell

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

15. EXECUTIVE SESSION - None.

16. ADJOURNMENT

Sylvia Ettefagh
Po Box 2281
12.8 Mile Zimovia Highway
Wrangell, AK 99929

10/20/2022

City Borough of Wrangell
PO Box 531
Wrangell, AK 99929

Dear Mayor Gilbert and assembly members,

This letter is in response to the request by Channel Construction to lease up to 6 acres at the recently purchased mill property.

Given the nature of changes in overall economics of Alaska, and SE Alaska in particular, from direct resource extraction, I think it's time to look ahead and focus our energy on our future. As much as I'd like to talk about what Wrangell was in the days of timber and the sawmills, it's doubtful that we will ever return to those times given the challenges of today. In order to thrive we need to build avenues toward a secure future. We need to create opportunities for new endeavors.

As we explore ideas, it is important to look for projects that can expand into larger projects. For example, by buying a large travel lift, the harbor was able to attract boat repair businesses that then attracted more repair traffic. I am in favor of leasing land to Channel Construction for scrap, and creating opportunities for more recycling of regional materials. One future path could be to develop small end product recycling plants who would receive their raw material locally and create jobs in processing, packaging and selling recycled material. We could also create an expandable trade school for welders, machinists, mechanics, electricians, plumbers, equipment operators and more.

This idea is much like setting up dominoes. To realize gain, it takes a vision followed by work, time and patience. The time to begin this process is now.

Thanks,

Sylvia Ettefagh

Sylvia Ettefagh

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 8, 2022
	<u>Agenda Section</u>	6

RESOLUTION No. 11-22-1727 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ECONOMIC DEVELOPMENT AND PLANNING AND ZONING DIRECTOR JOB DESCRIPTION

SUBMITTED BY:

Jeff Good, Borough Manager

FISCAL NOTE:

Expenditure Required:

	FY 23:	
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Amount Budgeted:

--	--

Account Number:

--	--

Account Name:

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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution No. 11-22-1727. 2. Economic Development and Planning and Zoning amended job description

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. 11-22-1727.

SUMMARY STATEMENT:

The Economic Development and Planning and Zoning job description has been updated to ensure the position meets the needs of the organization

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 11-22-1727

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE ECONOMIC DEVELOPMENT AND PLANNING AND ZONING DIRECTOR JOB DESCRIPTION

WHEREAS, the Economic Development and Planning and Zoning Director's job description has been amended bringing the position duties current; and

WHEREAS, the rate of pay, listed on the Non-Union Wage and Grade Table for the Economic Development and Planning and Zoning Director's position will remain the same to a 28 with the pay range now from \$6,191.40 to \$7,816.26; and

WHEREAS, it is the desire of the Borough Assembly to amend the Economic Development and Planning and Zoning to ensure the position meets the needs of the organization.

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

Section 1. The attached Exhibit "A" is the 2022 revised job description which describes the duties, responsibilities, and qualifications for the Economic Development and Planning and Zoning Director.

Section 2. The amended job description for the Economic Development and Planning and Zoning Director position will be effective as of December 1, 2022.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUH OF WRANGELL, THIS 8th DAY OF November 2022.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell

Position Description

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

Summary

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

Distinguishing Career Features

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

Essential Duties and Responsibilities

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

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

Qualifications

▪ Knowledge and Skills

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

▪ Abilities

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

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

▪ **Physical Abilities**

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

▪ **Education and Experience**

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

▪ **Licenses and Certificates**

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

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

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

Economic and Community Development Planner

Minutes of Regular Assembly Meeting Held on October 25, 2022

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 7:00 p.m., October 25, 2022, in the Borough Assembly Chambers. Assembly Member Morrison led the pledge of allegiance, and the roll was called.

PRESENT - DALRYMPLE, GILBERT, ROBBINS, POWELL, MORRISON

ABSENT - DEBORD, HOWE

Borough Manager Jeff Good and Clerk Lane were also present.

Mayor Gilbert presented a Proclamation to the Men's Wrangell High School Cross Country Team.

Assembly Meeting recessed at 7:04 p.m.

Assembly Meeting reconvened at 7:08 p.m.

Mayor Gilbert presented a Proclamation for Extra Mile Day, 2022.

Mayor Gilbert presented Certificates of Service to Alexandra Angerman (Planning & Zoning), Stephanie Cook (Wrangell Convention & Visitors Bureau), Ceona Koch (Parks & Recreation Advisory Board), and Jacob Hale (Economic Development Committee).

PERSONS TO BE HEARD

John Taylor, Resident spoke regarding the McKinnon Street stairs; are in very poor condition; needs to be pressure washed; hopes that some of the Mt. Dewey trail extension funds could go towards the maintenance of the stairs; definitely a safety issue.

Mr. Taylor also asked about the City Park shelter pavilion area and when that would be completed.

Matthew Gore, visitor and past resident stated that he was impressed with some of the parks and the upgrades that have been done.

Mr. Gore spoke in regards to the lack of safety and security in the Wrangell Shipyard; boat had been removed from the harbor after 10 years and moved to the Scrapyard; arrived in the shipyard and found that several items had been stolen from his vessel; concerned that the City of Wrangell is not offering staffing to accommodate the services; would recommend installing fencing for security purposes; was told that the night-time harbor security has not continued; requesting that the harbor cameras be ordered with haste; should be a procedure for the harbor department to move vehicles when the owner is not present; total damage to his vessel is over \$10,000; do not have faith in the harbor department at this time.

AMENDMENTS TO THE AGENDA - None.

CONFLICT OF INTEREST - None.

CONSENT AGENDA

6a RESOLUTION No. 10-22-1725 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, SUPPORTING FULL FUNDING (\$8,236,815) FOR THE STATE OF ALASKA MUNICIPAL HARBOR FACILITY GRANT PROGRAM IN THE FY 2024 STATE CAPITAL BUDGET

6b Minutes from the October 6, 2022 Special Assembly Meeting

6c Minutes from the October 11, 2022 Regular Assembly Meeting

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

BOROUGH MANAGER'S REPORT

Manager Good's Report was presented.

BOROUGH CLERK'S FILE

Clerk Lane's Report was presented.

MAYOR AND ASSEMBLY BUSINESS

Dalrymple reported on the Cabin Recreation project for the Forest Service; project was put on hold; will be meeting on November 1st; hopefully the project will start up again.

Powell thanked Brittani Robbins for the Chamber forum she held and welcomed her to the Borough Assembly.

Gilbert stated that she spoke to a representative from SEARHC and they will be looking at restarting the Advisory Committee for SEARHC.

Powell inquired about the staff that is under the Capital Facilities Department and if there was an update on moving the maintenance staff to be under Public Works.

MAYOR AND ASSEMBLY APPOINTMENTS

There were no letters of interest received for the vacancies.

Gilbert stated that Morrison had expressed interest on the Economic Development Committee. There were no objections from the Assembly to appoint Assembly Member Morrison to that committee.

PUBLIC HEARING – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

13a Discussion and possible direction on the letter received from the Petersburg Borough regarding the IFA

Mayor Gilbert provided a brief history on the Inter Island Ferry Authority (IFA).

Gilbert requested that the Wrangell and Petersburg Borough Managers have a discussion with Ron Curtis, the IFA General Manager to see what options would be available for Wrangell and Petersburg. There were no objections from the Assembly.

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

EXECUTIVE SESSION

Meeting adjourned at 8:28 p.m.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

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

Item c.

October 26, 2022

City and Borough of Wrangell
Via Email: clerk@wrangell.com

Re: Notice of 2023/2024 Liquor License Renewal Application

License Type:	Package Store	License Number:	237
Licensee:	City Market Inc		
Doing Business As:	City Market		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in cursive script that reads "Joan M. Wilson".

Joan Wilson, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

237

XXXX

ISSUED

10/26/2022

ABC BOARD

LIQUOR LICENSE

2023 - 2024

TEMPORARY

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Package Store

LICENSE FEE: \$1,500.00

1150

CITY / BOROUGH: Wrangell
WrangellD/B/A: City Market
423 Front StreetMail Address:
City Market Inc.
PO Box 140
Wrangell, AK 99929This license cannot be transferred without permission
of the Alcoholic Beverage Control Board☐ Special restriction - see reverse sideISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD
DIRECTOR

04-900 (REV 10/20/22)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

237

XXXX

ISSUED

10/26/2022

ABC BOARD

LIQUOR LICENSE

2023 - 2024

TEMPORARY

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Package Store

LICENSE FEE: \$1,500.00

CITY / BOROUGH: Wrangell
WrangellD/B/A: City Market
423 Front StreetMailing Address:
City Market Inc.
PO Box 140
Wrangell, AK 99929This license cannot be transferred without permission
of the Alcoholic Beverage Control Board☐ Special restriction - see reverse sideISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 5/9/22)



AB-17: 2023/2024 License Renewal Application

Alcohol and Marijuana Control Office
550 W 7th Avenue,
Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Licensee (Owner):	City Market Inc.	License #:	237
License Type:	Package Store		
Doing Business As:	City Market		
Local Governing Body:	Wrangell		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:			
City:		State:	
		ZIP:	

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Rolland B. Curtis	Contact Phone:	907 874 3333
Contact Email:	cmarketaccounts@gci.net		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:		Contact Phone:	
Contact Email:			

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023?

YES

NO

☐☒

AMCO

OCT 24 2022

**Form AB-17: 2023/2024 License Renewal Application****Section 4 – Ownership Structure Certification**

YES

☐

NO

☒

Did the ownership structure of the licensed business change in 2021/2022?

If Yes, and you have **NOT** notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.

Section 5 – License Operation**Check ONE BOX for EACH CALENDAR YEAR** that best describes how this liquor license was operated:

2021

2022

1. The license was **operated for more than 240 hours** throughout each year.
(Year-round)

☒☒

2. The license was **only operated during a specified time** each year. (Not to exceed 6 months per year)

If your operation dates have changed, list them below:

_____ to _____

☐☐

3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.

☐☐

4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.
If you have not met the minimum number of hours of operation in 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "Other" and COVID is listed as the reason.

☐☐**Section 6 - Violations and Convictions**

YES

NO

Have **ANY** Notices of Violation been issued for this license?☐☒Has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022?☐☒**If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)****If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.****Section 7 – Certifications**

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.

AMCO

OCT 24 2022

**Form AB-17: 2023/2024 License Renewal Application**

- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

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

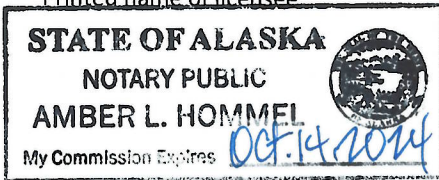
Rolland B. Curtis
Signature of licensee

Amber L. Hommel
Signature of Notary Public

Rolland B. Curtis
Printed name of licensee

Notary Public in and for the State of *Alaska*

My commission expires: *Oct. 14, 2024*



Subscribed and sworn to before me this *17TH* day of *October*, 20*22*

Restaurant and Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit

Recreational Site applications must include a completed AB-36: Recreational Site Statement

Tourism applications must include a completed AB-37: Tourism Statement

Wholesale applications must include a completed AB-25: Supplier Certification

Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:

<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>

FOR OFFICE USE ONLY

License Fee:	\$	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$

100477600

AMCO

[OCT 24 2022]

Details

ENTITY DETAILS

Name(s)

Type

Legal Name

Name

CITY MARKET, INC.

Entity Type: Business Corporation

Entity #: 4875D

Status: Good Standing

AK Formed Date: 5/13/1960

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2024

Entity Mailing Address: PO BOX 140, WRANGELL, AK 99929

Entity Physical Address: 423 FRONT ST, WRANGELL, AK 99929

Registered Agent

Agent Name: BLAKE CHUPKA

Registered Mailing Address: 306 MAIN ST #326, KETCHIKAN, AK 99901

Registered Physical Address: 306 MAIN ST #326, KETCHIKAN, AK 99901

Officials

AK Entity #	Name	Titles	<input type="checkbox"/> Show Former
	ROLLAND CURTIS	Director, President, Shareholder	Owned
	ROLLAND WIMBERLEY	Vice President, Director	100.00
	SHIRLEY WIMBERLEY	Director, Secretary, Treasurer	

Filed Documents

Date Filed	Type	Filing	Certificate
5/13/1960	Creation Filing		
1/20/1988	Biennial Report		
1/09/1990	Biennial Report		
11/23/1991	Biennial Report	Click to View	
1/03/1994	Biennial Report	Click to View	
1/14/1998	Biennial Report	Click to View	
1/28/2000	Biennial Report		

Date Filed	Type	Filing	Certificate	Item c.
1/04/2002	Biennial Report	Click to View		
1/28/2004	Biennial Report	Click to View		
3/29/2005	Agent Change	Click to View		
1/24/2006	Biennial Report	Click to View		
1/07/2008	Biennial Report	Click to View		
1/05/2010	Biennial Report	Click to View		
12/21/2011	Biennial Report	Click to View		
10/22/2013	Biennial Report	Click to View		
11/30/2015	Biennial Report	Click to View		
7/17/2017	Agent Change	Click to View		
7/17/2017	Change of Officials	Click to View		
10/10/2017	Certificate of Compliance		Click to View	
1/03/2018	Biennial Report	Click to View		
1/29/2020	Biennial Report	Click to View		
2/15/2022	Biennial Report	Click to View		

[Close Details](#)[Print Friendly Version](#)

Department of Commerce, Community, and Economic Development
**DIVISION OF CORPORATIONS, BUSINESS &
PROFESSIONAL LICENSING**

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download /
Business License / License #2702

LICENSE DETAILS

License #: 2702

[Print Business License](#)

Business Name: CITY MARKET, INC

Status: Active

Issue Date: 12/12/1990

Expiration Date: 12/31/2022

Mailing Address: PO BOX 140
WRANGELL, AK 99929

Physical Address: 423 FRONT ST
WRANGELL, AK 99929

Owners

CITY MARKET, INC.

Activities

Line of Business	NAICS	Professional License #
42 - Trade	445110 - SUPERMARKETS AND OTHER GROCERY (EXCEPT CONVENIENCE) STORES	

Endorsements

End #	Issue	Renew	Expiration	Action End	Action Note	Address
1	10/25/2018	11/25/2020	12/31/2022			423 FRONT ST, WRANGELL, AK 99929

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

Item d.

November 3, 2022

City and Borough of Wrangell

Via Email: clerk@wrangell.com

Re: Notice of 2023/2024 Liquor License Renewal Application

License Type:	Beverage Dispensary	License Number:	179
Licensee:	Rayme's Bar Inc		
Doing Business As:	Rayme's Bar		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Joan Wilson, Director

amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
11/03/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024
TEMPORARY

179

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispenser

LICENSE FEE: \$2,500.00

1104

CITY / BOROUGH: Wrangell
Wrangell

D/B/A: Rayme's Bar
532 Front Street

Mail Address:
Rayme's Bar, Inc.
PO Box 1201
Wrangell, AK 99929

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

☐ Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

Joan M. Wilson
DIRECTOR

04-900 (REV 10/20/22)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
11/03/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024
TEMPORARY

179

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispenser

LICENSE FEE: \$2,500.00

CITY / BOROUGH: Wrangell
Wrangell

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

☐ Special restriction - see reverse side

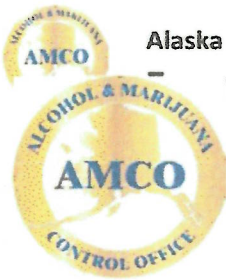
ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 5/9/22)



Alaska Alcoholic Beverage Control Board

AB-17: 2023/2024 License Renewal Application

Alcohol and Marijuana Control Office

550 W 7th Avenue,

Suite 1600

Anchorage, AK 99501

alcohol.licensing@alaska.gov<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Licensee (Owner):	Rayme's Bar, Inc.	License #:	179
License Type:	Beverage Dispensary		
Doing Business As:	Rayme's Bar		
Local Governing Body:	Wrangell		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	SAMUEL R PRIVETT III	Contact Phone:	907-874-3442
Contact Email:	RAYMESBAR@GMAIL.COM		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:	COLLIN DANDO	Contact Phone:	907-202-9075
Contact Email:	RAYMESBAR@DANDOFINANCIAL.COM		

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023?

YES

NO

☐
☒



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

Section 4 – Ownership Structure Certification

YES

NO

☐
☒

Did the ownership structure of the licensed business change in 2021/2022?

If Yes, and you have NOT notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.

SRP/IV

Section 5 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

2021 2022

1. The license was operated for more than 240 hours throughout each year. (Year-round)

☒
☒

2. The license was only operated during a specified time each year. (Not to exceed 6 months per year)

☐
☐

If your operation dates have changed, list them below:

to

3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.

☐
☐

4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.

☐
☐

If you have not met the minimum number of hours of operation in 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "Other" and COVID is listed as the reason.

Section 6 - Violations and Convictions

YES

NO

Have ANY Notices of Violation been issued for this license?

☐
☒

Has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022?

☐
☒

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

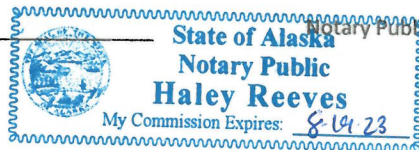
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

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

S. R. Privett III
Signature of licensee

Haley Reeves
Signature of Notary Public

SAMUEL R PRIVETT III
Printed name of licensee



Notary Public in and for the State of Alaska

My commission expires: 8-19-23

Subscribed and sworn to before me this 24th day of October, 20 22.

Restaurant and Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit

Recreational Site applications must include a completed AB-36: Recreational Site Statement

Tourism applications must include a completed AB-37: Tourism Statement

Wholesale applications must include a completed AB-25: Supplier Certification

Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:

<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>

FOR OFFICE USE ONLY

License Fee:	\$ 2500	Application Fee:	\$ 300.00	Misc. Fee:	\$ 0
Total Fees Due:					\$2800

100478858

AMCO

Department of Commerce, Community, and Economic Development

CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

Item d.

[State of Alaska](#) / [Commerce](#) / [Corporations, Business, and Professional Licensing](#) / [Search & Database Download](#) / [Corporations](#) / [Entity Details](#)

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Rayme's Bar, Inc.

Entity Type: Business Corporation

Entity #: 105338

Status: Good Standing

AK Formed Date: 12/22/2006

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2024

Entity Mailing Address: PO BOX 1201, WRANGELL, AK 99929

Entity Physical Address: 139 SECOND ST., WRANGELL, AK 99929

Registered Agent

Agent Name: Samuel Raymond Privett

Registered Mailing Address: PO BOX 1201, WRANGELL, AK 99929

Registered Physical Address: 139 SECOND ST., WRANGELL, AK 99929

Officials

☐ Show Former (None on file)

AK Entity #	Name	Titles	Owned
	Samuel R. Privett III	President, Treasurer, Director, Secretary, Shareholder	100.00

Related Documents

Date Filed	Type	Filing	Certificate	Item d.
12/22/2006	Creation Filing	Click to View		
1/17/2007	Agent Change	Click to View		
4/26/2007	Biennial Report	Click to View		
12/07/2009	Biennial Report	Click to View		
4/02/2012	Biennial Report	Click to View		
1/13/2014	Biennial Report	Click to View		
12/07/2015	Biennial Report	Click to View		
11/28/2017	Biennial Report	Click to View		
12/23/2019	Biennial Report	Click to View		
12/29/2021	Biennial Report	Click to View		

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Department of Commerce, Community, and Economic Development

DIVISION OF CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

Item d.

[State of Alaska](#) / [Commerce](#) / [Corporations, Business, and Professional Licensing](#) / [Search & Database Download](#) / [Business License](#) / License #906529

LICENSE DETAILS

License #: 906529

[Print Business License](#)

Business Name: RAYME'S BAR

Status: Active

Issue Date: 09/13/2007

Expiration Date: 12/31/2024

Mailing Address: PO BOX 1201
WRANGELL, AK 99929

Physical Address: 532 FRONT STREET
WRANGELL, AK 99929

Owners

RAYME'S BAR, INC.

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	722410 - DRINKING PLACES (ALCOHOLIC BEVERAGES)	

Endorsements

End #	Issue	Renew	Expiration	Action End	Action Note	Address
1	10/23/2018	10/6/2022	12/31/2024			532 FRONT STREET, WRANGELL, AK 99929

License Lapse(s)

27

is business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

Item e.

November 3, 2022

City and Borough of Wrangell

Via Email: clerk@wrangell.com

Re: Notice of 2023/2024 Liquor License Renewal Application

License Type:	Package Store	License Number:	180
Licensee:	Rayme's Bar Inc		
Doing Business As:	Rayme's Liquor Store		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Joan Wilson, Director

amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
11/03/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024
TEMPORARY

180

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Package Store

LICENSE FEE: \$1,500.00

1150

CITY / BOROUGH: Wrangell
Wrangell

D/B/A: Rayme's Liquor Store
532 Front Street

Mail Address:
Rayme's Bar, Inc.
PO Box 1201
Wrangell, AK 99929

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

Joan M. Wilson
DIRECTOR

04-900 (REV 10/20/22)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
11/03/2022
ABC BOARD

LIQUOR LICENSE
2023 - 2024
TEMPORARY

180

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2024 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2025 UNLESS DATED BELOW

TYPE OF LICENSE: Package Store

LICENSE FEE: \$1,500.00

CITY / BOROUGH: Wrangell
Wrangell

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

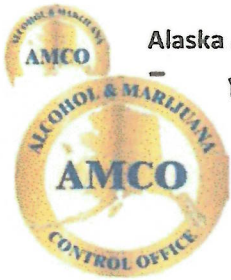
DIRECTOR

D/B/A: Rayme's Liquor Store
532 Front Street

Mailing Address:
Rayme's Bar, Inc.
PO Box 1201
Wrangell, AK 99929

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 5/9/22)



Alaska Alcoholic Beverage Control Board

AB-17: 2023/2024 License Renewal Application

Alcohol and Marijuana Control Office

550 W 7th Avenue,

Suite 1600

Anchorage, AK 99501

alcohol.licensing@alaska.gov<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2022 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any application for renewal or any fees for renewal that have not been postmarked by 2/28/2023 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Section 1 - Establishment Contact Information

Licensee (Owner):	Rayme's Bar, Inc.	License #:	180
License Type:	Package Store		
Doing Business As:	Rayme's Liquor Store		
Local Governing Body:	Wrangell		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 2 - Licensee Contact Information

Contact Licensee: The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	SAMUEL R PRIVETT III	Contact Phone:	907-874-3442
Contact Email:	RAYMESBAR@GMAIL.COM		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

Name of Contact:	COLLIN DANDO	Contact Phone:	907-202-9075
Contact Email:	RAYMESBAR@DANDOFINANCIAL.COM		

Section 3 - for Package Stores ONLY: Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2022 and/or 2023?

YES

NO

☐
☒

AMCO

OCT 27 2022



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

Section 4 – Ownership Structure Certification

YES

NO

Did the ownership structure of the licensed business change in 2021/2022?

☐
☒

If Yes, and you have NOT notified AMCO, list the updated information on form AB-39: Change of Officers and submit with your renewal application.

If No, certify the statement below by initialing the box to the right of the statement.

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2021 or 2022.

Section 5 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

2021 2022

1. The license was operated for more than 240 hours throughout each year. (Year-round)

☒
☒

2. The license was only operated during a specified time each year. (Not to exceed 6 months per year)

☐
☐

If your operation dates have changed, list them below:

_____ to _____

3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.

☐
☐

4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated. If you have not met the minimum number of hours of operation in 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "Other" and COVID is listed as the reason.

☐
☐

Section 6 - Violations and Convictions

YES

NO

Have ANY Notices of Violation been issued for this license?

☐
☒

Has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2021 or 2022?

☐
☒

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

Section 7 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license, and have provided all required documents for any new or changes of officers.

OCT 27 2022



Alaska Alcoholic Beverage Control Board

Form AB-17: 2023/2024 License Renewal Application

- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.

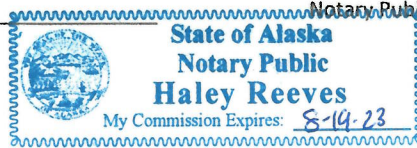
I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand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

Signature of licensee

Signature of Notary Public

SAMUEL R PRIVETT III

Printed name of licensee



Notary Public in and for the State of

Alaska

My commission expires: 8-19-23

Subscribed and sworn to before me this 24th day of October, 2022.

Restaurant and Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
 Recreational Site applications must include a completed AB-36: Recreational Site Statement
 Tourism applications must include a completed AB-37: Tourism Statement
 Wholesale applications must include a completed AB-25: Supplier Certification
 Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online:

<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>

FOR OFFICE USE ONLY

License Fee:	\$ 1500	Application Fee:	\$ 300.00	Misc. Fee:	\$ 0
Total Fees Due:					\$ 1800

10078859

AMCO

OCT 27 2022

Department of Commerce, Community, and Economic Development

CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

Item e.

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Corporations / Entity Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Rayme's Bar, Inc.

Entity Type: Business Corporation

Entity #: 105338

Status: Good Standing

AK Formed Date: 12/22/2006

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2024

Entity Mailing Address: PO BOX 1201, WRANGELL, AK 99929

Entity Physical Address: 139 SECOND ST., WRANGELL, AK 99929

Registered Agent

Agent Name: Samuel Raymond Privett

Registered Mailing Address: PO BOX 1201, WRANGELL, AK 99929

Registered Physical Address: 139 SECOND ST., WRANGELL, AK 99929

Officials

☐ Show Former (None on file)

AK Entity #	Name	Titles	Owned
	Samuel R. Privett III	President, Treasurer, Director, Secretary, Shareholder	100.00

Date Filed	Type	Filing	Certificate	Item e.
12/22/2006	Creation Filing	Click to View		
1/17/2007	Agent Change	Click to View		
4/26/2007	Biennial Report	Click to View		
12/07/2009	Biennial Report	Click to View		
4/02/2012	Biennial Report	Click to View		
1/13/2014	Biennial Report	Click to View		
12/07/2015	Biennial Report	Click to View		
11/28/2017	Biennial Report	Click to View		
12/23/2019	Biennial Report	Click to View		
12/29/2021	Biennial Report	Click to View		

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Department of Commerce, Community, and Economic Development

DIVISION OF CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

Item e.

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Business License / License #906530

LICENSE DETAILS

License #: 906530

Print Business License

Business Name: RAYME'S LIQUOR STORE

Status: Active

Issue Date: 09/13/2007

Expiration Date: 12/31/2024

Mailing Address: PO BOX 1201
WRANGELL, AK 99929

Physical Address: 532 FRONT STREET
WRANGELL, AK 99929

Owners

RAYME'S BAR, INC.

Activities

Line of Business	NAICS	Professional License #
42 - Trade	445310 - BEER, WINE, AND LIQUOR STORES	

Endorsements

End	Action			Action	Address
# Issue	Renew	Expiration	End	Note	
1 10/29/2018	10/6/2022	12/31/2024			532 FRONT STREET, WRANGELL, AK 99929

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

PROCEEDINGS

MINUTES WRANGELL SCHOOL BOARD REGULAR MEETING

August 15, 2022, 6:30 PM
Via Zoom

School Board President David Wilson called the regular meeting of the Wrangell Public School Board to order at 6:30 PM.

CALL TO ORDER

A quorum was determined with the following school board members present Angela Allen, Julia Ostrander, Brittani Robbins, Jessica Whitaker, and David Wilson. Also, present was Superintendent Bill Burr, Recording Secretary Kimberly Powell, Student Representative Kiara Harrison, and Alternate Student Representative Rylee Chelette.

DETERMINE QUORUM

The Pledge of Allegiance was recited, led by Board President Wilson.

PLEDGE OF ALLEGIANCE

The District Mission, Vision and Values were recited by Student Representative Kiara Harrison.

DISTRICT MISSION, VISION, AND VALUES

President Wilson lost connect and departed the meeting at 6:36 PM; Vice-president Whitaker assumed the gavel.

THE GAVEL WAS ASSUMED BY VICE-PRESIDENT WHITAKER

Motion to amend the agenda to remove, under New Business, Item #14.01, AASB Call for Resolutions to the September meeting by Brittani Robbins, seconded by Julia Ostrander. Poll vote: Angela Allen: Yes; Julia Ostrander, Brittani Robbins: Yes; Jessica Whitaker: Yes. Motion passed.

APPROVAL OF AGENDA

There were no conflicts of interest declared.

CONFLICT OF INTEREST

There were no ceremonial matters presented.

CEREMONIAL MATTERS

There were no students spotlighted.

STUDENT SPOTLIGHT

There were no guests to be heard.

GUESTS TO BE HEARD

Correspondence was reviewed as presented.

REVIEWED CORRESPONDENCE

Student Representative Rylee Chelette left the meeting at 6:43 PM

STUDENT REPRESENTATIVE CHELETTE LEFT THE MEETING

President Wilson was able to reconnect to the meeting at 6:44 PM. Vice President Whitaker relinquished the gavel at 6:46 PM after the Financial Report.

THE GAVEL WAS RELINQUISHED BACK TO PRESIDENT WILSON

Information & Reports were accepted by unanimous consent.

ACCEPTED INFORMATION & REPORTS

President Wilson declared a perceived conflict of interest. His daughter Kaelene Harrison is being recommended for the position of assistant basketball coach. She does not live in Mr. Wilson's home, nor will he receive benefit from her employment, financial or otherwise. Vice-president Whitaker ruled that there is not a conflict of interest.

CONFLICT OF INTEREST

Superintendent Burr gave a presentation on the results of our accreditation review from Cognia.

ACCREDITATION PRESENTATION

Superintendent Burr reviewed the most recent revisions to the Mitigation Plan with the School Board members. The revised plan will be in place for the start of the school year.

COVID-19 MITIGATION UPDATE

Board Member Allen had to leave the meeting at 7:30 PM.

BOARD MEMBER ALLEN LEFT THE MEETING

Motion to approve the items on the consent agenda as presented by Jessica Whitaker, seconded by Brittani Robbins. Poll vote: Kiara Harrison: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; Jessica Whitaker: Yes; David Wilson: Yes. Motion approved.

APPROVED THE CONSENT AGENDA

- Approved the minutes of the June 20, 2022, Regular School Board meeting, the July 18, 2022, Special School Board Meeting, and the August 1, 2022, Special School Board Meeting as presented

- Offered Kaelene Harrison an extracurricular contract for the position of Assistant High School Girls' Basketball Coach for the 2022-2023 school year
- Approved the hire of Marsha McCay as High School Secretary with the appropriate placement on the salary schedule, pending receipt of a satisfactory criminal background check
- Offered Odile Meister a .14 fte teaching contract for the 2022-2023 school year for the purpose of teaching Spanish
- Reviewed the resignation of Cori Robinson, Middle School Secretary
- Approved removing broken and missing items from the Inventory Data Base as presented

APPROVED THE CONSENT
AGENDA (continued)

Motion to accept the donation from Ellen Jellum in the amount of \$301.00 to support the Music Program at Wrangell High School by Jessica Whitaker, seconded by Brittani Robbins. Poll vote: Kiara Harrison: Yes; Jessica Whitaker: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; David Wilson: Yes. Motion approved.

ACCEPTED THE DONATION
FROM ELLEN JELLUM IN THE
AMOUNT OF \$301.00 TO
SUPPORT THE MUSIC
PROGRAM AT WRANGELL HIGH

Motion to approve the MOA with Taylor Transportation regarding the addition of a fuel surcharge or reduction as presented by Brittani Robbins; seconded by Julia Ostrander. Poll vote: Kiara Harrison: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; Jessica Whitaker: Yes; David Wilson: Yes. Motion approved.

APPROVED THE MOA WITH
TAYLOR TRANSPORTATION
REGARDING THE ADDITION OF A
FUEL SURCHARGE/REDUCTION

Motion to accept the first reading of Board Policy 2123, Superintendent Evaluation as presented by Brittani Robbins, seconded by Jessica Whitaker. Poll vote: Kiara Harrison: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; Jessica Whitaker: Yes; David Wilson: Yes. Motion approved.

ACCEPTED THE FIRST READING
OF BOARD POLICY 2123,
SUPERINTENDENT
EVALUATION

Motion to accept the second reading of Board Policy 5125.1, Release of Directory Information with the addition as presented by Brittani Robbins, seconded by Jessica Whitaker. Poll vote: Kiara Harrison: Yes; Brittani Robbins: Yes; Jessica Whitaker: Yes; Julia Ostrander: Yes; David Wilson: Yes. Motion approved.

ACCEPTED THE FIRST READING
OF BOARD POLICY 5125.1,
RELEASE OF DIRECTORY
INFORMATION

Motion to accept the first reading of:

*Board Policy 6141, Curriculum Review and Development

*Board Policy 6182, Alternative Courses

*Board Policy 7124, Student Representative to the Board as presented by Jessica Whitaker, seconded by Julia Ostrander. Poll vote: Kiara Harrison: Yes; Jessica Whitaker: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; David Wilson: Yes. Motion approved.

ACCEPTED THE FIRST READING
OF BOARD POLICY 6141,
CURRICULUM REVIEW AND
DEVELOPMENT, BOARD POLICY
6182, ALTERNATIVE COURSES
AND BOARD POLICY 7124,
STUDENT REPRESENTATIVE TO
THE BOARD

Motion to accept the second reading of Board Policy 7125, Duties of Individual Board Members for inclusion in the policy manual by Brittani Robbins, seconded by Julia Ostrander. Poll vote: Kiara Harrison: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; Jessica Whitaker: Yes; David Wilson: Yes. Motion approved.

ACCEPTED THE SECOND
READING OF BOARD
POLICY 7125, DUTIES OF
INDIVIDUAL BOARD
MEMBERS

Motion to accept the second reading repealing Board Policy 7126, Board Tracking and Reporting Protocols and removing it from the policy manual by Julia Ostrander, seconded by Brittani Robbins. Poll vote: Kiara Harrison: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; Jessica Whitaker: Yes; David Wilson: Yes. Motion approved.

REPEALED BOARD POLICY
7126, BOARD TRACKING AND
REPORTING PROTOCOLS

Motion to accept the first reading of Board Policy 7130, Board Committees as presented by Julia Ostrander, seconded by Brittani Robbins. Poll vote: Kiara Harrison: Yes; Brittani Robbins: Yes; Jessica Whitaker: Yes; Julia Ostrander: Yes; David Wilson: Yes. Motion approved.

ACCEPTED THE FIRST
READING OF BOARD
POLICY 7130, BOARD
COMMITTEES

Motion to accept the second reading of Board Policies 7000 series as presented:

*Board Policy 7131, Board Ad Hoc Committees

*Renumbering Board Policy 7132, Community Advisory Committees to Board Policy 1220

*Board Policy 7230, Board Member Orientation by Brittani Robbins, seconded by Julia Ostrander. Poll vote: Kiara Harrison: Yes; Jessica Whitaker: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; David Wilson: Yes. Motion approved.

ACCEPTED THE SECOND
READING OF BOARD POLICY
7131, BOARD AD HOC
COMMITTEES, RENUMBERING
BOARD POLICY 7132,
COMMUNITY ADVISORY
COMMITTEES TO THE BOARD
AND BOARD POLICY 7230,
BOARD MEMBER ORIENTATION

Motion to accept the first reading of 7000 Board Policy series as presented:

*Board Policy 7250, Board Member Compensation and Expenses

*Board Policy 7260, Legal Protection

*Board Policy 7261, The Legal Advisory Service

*Repealing Board Policy 7262, Board Participation in Activities

*Repealing Board Policy 7263. School Board Use of Electronic Mail and Social Media by Julia Ostrander, seconded by Brittani Robbins. Poll vote: Kiara Harrison: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; Jessica Whitaker: Yes; David Wilson: Yes. Motion approved.

ACCEPTED THE FIRST READING OF BOARD POLICY 7250, BOARD MEMBER COMPENSATION AND EXPENSES, BOARD POLICY 7260, LEGAL PROTECTION, BOARD POLICY 7261, THE LEGAL ADVISORY SERVICE, REPEALING BOARD POLICY 7262, BOARD PARTICIPATION IN ACTIVITIES AND BOARD POLICY 7263, SCHOOL BOARD USE OF ELECTRONIC MAIL AND SOCIAL MEDIA

ACCEPTED THE FIRST READING OF BOARD POLICY 7274, BOARD MEMBER/SUPERINTENDENT PROGRESSIVE RESPONSE PROTOCOLS

Motion to accept the First Reading of Board Policy 7274, Board Member/Superintendent Progressive Response Protocols as presented by Jessica Whitaker, seconded by Julia Ostrander. Poll vote: Kiara Harrison: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; Jessica Whitaker: Yes; David Wilson: Yes. Motion approved.

Reviewed the upcoming dates and meeting announcements.

REVIEWED DATES & MTG ANNOUNCEMENTS

Kiara Harrison said that she is looking forward to the start of the school year. She has heard that the Cross-Country team is off to a strong start. She looks forward to working with the new Activities Director.

BOARD MEMBER COMMUNITY ACTIVITY REPORTS

Brittani Robbins said the Chamber of Commerce is hosting their first annual Labor Day event at the track. There will be games and vendors. The Girl Scouts is holding a carnival this weekend to raise funds to attend the annual conference in Disney World. The Chamber of Commerce will host an economic forum luncheon on September 31 to discuss the future of Wrangell's economy.

Julia Ostrander welcomed the new principals and school secretaries.

Jessica Whitaker said that she is encouraged by the partnership with the Borough. She is excited to have local people return to teach in the district and has enjoyed seeing the new admin team in action.

Dave Wilson said that he has a super positive outlook with new administration, secretaries, and movement of teachers. He encouraged the board and community members to actively serve on standing committees.

Meeting Adjourned at 8:07 P.M.

ADJOURNED AT 8:07 P.M.


SCHOOL BOARD SECRETARY

PROCEEDINGS

MINUTES
WRANGELL SCHOOL BOARD
REGULAR MEETING

September 19, 2022, 6:30 PM
Via Zoom

School Board President David Wilson called the regular meeting of the Wrangell Public School Board to order at 6:30 PM.	CALL TO ORDER
A quorum was determined with the following school board members present Julia Ostrander, Brittani Robbins, Jessica Whitaker, and David Wilson. Also, present was Superintendent Bill Burr, Recording Secretary Kimberly Powell, and Student Representative Kiara Harrison. Alternate Student Representative Rylee Chelette was absent. Board Member Angela Allen arrived at 6:37 PM.	DETERMINE QUORUM
The Pledge of Allegiance was recited, led by Student Representative Kiara Harrison.	PLEDGE OF ALLEGIANCE
The District Mission, Vision and Values were recited by Board Member Ostrander.	DISTRICT MISSION, VISION, AND VALUES
Motion to approve the agenda as written by Brittani Robbins, seconded by Julia Ostrander. Poll vote: Kiara Harrison: Yes; Julia Ostrander: Yes, Brittani Robbins: Yes; Jessica Whitaker: Yes; David Wilson: Yes. Motion passed.	APPROVAL OF AGENDA
There were no conflicts of interest declared.	CONFLICT OF INTEREST
There were no ceremonial matters presented.	CEREMONIAL MATTERS
Heather Marron, Manager or Corporate Communications for Alaska Communications, was present to recognize Mia Wiederspohn as one of six Alaskans recognized through the Summer of Heroes program for her volunteer work to support the community.	STUDENT SPOTLIGHT
Student Representative Kiara Harrison presented her report as shared in the Board packet. She added that the Cross-Country team did amazing at their race in Ketchikan this past weekend.	STUDENT REPRESENTATIVE REPORT
Board Member Allen arrived at 6:37 PM	BOARD MEMBER ALLEN ARRIVED AT 6:37 PM
There were no guests to be heard.	GUESTS TO BE HEARD
Correspondence was reviewed as presented.	REVIEWED CORRESPONDENCE
Susan Erickson, P-W Insurance, gave the Board a recap on our insurance policy coverage. She said that group housing for activities has brought up a need for coverage. The other two issues that have come up are regarding students not enrolled but participating in our activities and coverage for students during OJT opportunities. She has been working with Ms. Stromberg on all these issues. APEI provides all our property and liability insurance. We are included in a statewide pool. A loss in another district could affect out prices. Our premiums were less than we paid last year. We can anticipate an increase in property coverage at the next renewal cycle due to the price of lumber rising. For liability, a cap has been placed on sexual abuse coverage, \$5 million per perpetrator and \$1 million per victim. We are getting a 17% discount on Workers Compensation due to Wrangell Public Schools excellent safety record. Cyber coverage is going up as the risk continues to be greater. We will need to implement multi-factored identification. Ms. Erickson will be in Sitka for the statewide insurance convention and one day will be dedicated to cyber coverage. Ms. Erickson congratulated the district on maximizing savings through loss control efforts. We saved \$15,000.00 on our premiums. We also got another \$13,000 credit for longevity with APEI. Wrangell Public Schools is the only district out there that maximizes the premium credit opportunities. She encouraged us to use every dime of the APEI Safety & Training grant funds available to us.	INSURANCE COVERAGE REVIEW
Information & Reports were accepted by unanimous consent.	ACCEPTED INFORMATION & REPORTS

Superintendent Burr said there are no changes in the mitigation plan. He said that the effects of Covid are still recognizable. We have had staff members out with covid. We are watching the absence trends and will adjust mitigation efforts as appropriate. We are working very hard on the symptom-free school concept. Questions regarding mitigation can be directed to Superintendent Burr.

COVID-19 MITIGATION UPDATE

Motion to approve the items on the consent agenda as written by Brittani Robbins, seconded by Angela Allen. Poll vote: Kiara Harrison: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; Angela Allen: Yes; David Wilson: Yes. Motion approved.

APPROVED THE
CONSENT AGENDA

- Approved the minutes of the August 15, 2022, Regular School Board meeting, as presented
- Approved the hire of Trisa Rooney as a paraprofessional, retroactive to September 1, 2022, with appropriate placement on the salary schedule
- Offered Kaylyn Easterly a .31 fte extracurricular contract as assistant volleyball coach to coach during practices and home games, pending the receipt of a satisfactory criminal background check
- Reviewed the resignation of Tate Miller, Custodian and Jeffrey Rooney, High School Head Wrestling Coach

Motion to support the AASB Resolutions, as presented by Angela Allen, seconded by Brittani Robbins. Poll vote: Kiara Harrison: Yes; Brittani Robbins: Yes; Angela Allen: Yes; Julia Ostrander: Yes; David Wilson: Yes. Motion approved.

SUPPORTED THE AASB
RESOLUTIONS AS PRESENTED

Motion to approve the APEI Safety Equipment and Training Grant Application in the amount of \$1,512.87 to send Josh Blatchley to the AASB Maintenance Conference by Angela Allen; seconded by Julia Ostrander. Poll vote: Kiara Harrison: Yes; Angela Allen: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; David Wilson: Yes. Motion approved.

APPROVED THE APEI SAFETY
EQUIPMENT AND TRAINING
GRANT APPLICATION IN THE
AMOUNT OF \$1,512.87

Motion to approve the purchase of school lunch meals from the City Market for an estimated cost of \$42,790.00, retroactively to August 22, 2022, by Julia Ostrander, seconded by Angela Allen. Poll vote: Kiara Harrison: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; Angela Allen: Yes; David Wilson: Yes. Motion approved.

APPROVED THE PURCHASE
OF SCHOOL LUNCH MEALS
FROM CITY MARKET FOR AN
ESTIMATED COST OF \$42,790.00

Motion to accept the FY'23 Migrant Education Literacy grant in the amount of \$2,500.00, by Julia Ostrander, seconded by Angela Allen. Poll vote: Kiara Harrison: Yes; Brittani Robbins: Yes; Angela Allen: Yes; Julia Ostrander: Yes; David Wilson: Yes. Motion approved.

ACCEPTED THE FY'23
MIGRANT EDUCATION
LITERACY GRANT IN THE
AMOUNT OF \$2,500.00

Motion to accept the second reading of Board Policy as presented (2123 [Superintendent Evaluation], 6141 [Curriculum Review and Development], 6182 [Alternative Courses], 7124 [Student Representative to the Board], 7130 [Board Committees], 7250 [Board Member Compensation and Expenses], 7261 [The Legal Advisory Service], 7262 [repealing Board Participation in Activities], 7263 [repealing School Board Use of Electronic Mail and Social Media], 7274 [Board Member/Superintendent Progressive Response Protocols], as well as 7260 [Legal Protection]) by Brittani Robbins, seconded by Angela Allen. Poll vote: Kiara Harrison: Yes; Angela Allen: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; David Wilson: Yes. Motion approved.

APPROVED THE SECOND
READING OF BOARD POLICIES

Motion to accept the first reading of Board Policy 7000 series as presented (7310, [Policy Manual], 7311 [Board Policies], 7314 [Suspension of Policies, Rules, and Regulations], and 7321 [Executive Sessions] by Angela Allen, seconded by Brittani Robbins. Poll vote: Kiara Harrison: Yes; Julia Ostrander: Yes; Brittani Robbins: Yes; Angela Allen: Yes; David Wilson: Yes. Motion approved.

ACCEPTED THE FIRST READING
OF BOARD POLICY 7000 SERIES
AS PRESENTED

Reviewed Board Policy 7313, Administrative Regulations

REVIEWED BOARD
POLICY 7313,

President Wilson told the other Board Members that our current Strategic Plan expires in 2023. He said that could be interpreted as Fiscal Year 2023 or calendar year 2023. He wanted to open discussion to see if we want to continue with what we have or develop a new Strategic Plan to begin in the next fiscal year.

DISCUSSED THE STRATEGIC
PLAN REVISION

Superintendent Burr said that there have been some discussions about consolidating the elementary into one building or even moving the elementary into the secondary building. The possibility of a four-day week or the development of a correspondence program has also been brought up. These types of discussion should be part of the Strategic Plan process rather than stand-alone discussions.

DISCUSSED THE STRATEGIC
PLAN REVISION

Mr. Wilson said that during the accreditation, the team had some comments and some suggestions for our new strategic plan. Superintendent Burr said that the Cognia team felt that the Strategic Plan was not one of our stronger areas. The Strategic Plan has gone through a Pandemic. It needs to be looked at to see if it reflects the Board's current desires.

Mr. Wilson said he wanted to bring this topic up while Ms. Ostrander and Mrs. Whitaker were still on the board. He invited them both to participate on the Strategic Plan committee as community members.

Board Member Allen said that she is concerned about moving the elementary students to the secondary school where they won't have a playground. She said even if we were to move 4th and 5th grade, we could close off the primary building. Julia Ostrander said that she understands where Angela is coming from, but she thinks that moving the elementary students into the secondary building is the best idea financially. Mr. Wilson thanked the board members for their comments and said that we are really discussing the strategic plan and that consolidating buildings would have to be presented to the community. We are not prepared to do that tonight. Board Member Allen apologized if she spoke out of place but said that if this becomes a part of the strategic plan, she would rather do that sooner than later.

Mr. Burr said that if we were looking at making a major change, we would need to include that as part of the Strategic Plan. If we are making a major change in the district, we should begin planning sooner, rather than later and it should be a part of the Strategic Plan.

Mr. Wilson said this topic will be brought back on next month's agenda for further discussion.

Mr. Wilson said consolidating buildings was brought up by the borough. The topic would have to have a lot of community discussion to weigh the pros and cons.

Board Member Robbins would like to start sooner rather than later. Cognia has pointed out that our current plan needs improvement. Ms. Robbins said that it could take the better part of the year. Ms. Ostrander agreed that we should start looking ahead.

Mr. Wilson asked if Cognia helps with Strategic Planning. Mr. Burr said that they provide a template. Mr. Burr has talked to several superintendents; every district uses a different process. Mr. Wilson asked Mr. Burr to investigate organizations that could help the district with the process and get a copy of the template provided by Cognia.

Reviewed the upcoming dates and meeting announcements.

REVIEWED DATES & MTG
ANNOUNCEMENTS

Brittani Robbins told the other Board members that on Friday, September 30 there is an Economic Forum luncheon to discuss Wrangell's economy, catered by Sweet Tides, at the Nolan Center. She said that with the onset of fall, we can look forward to shopping festivals, trick-or-treating, and carnivals. She reminded everyone to vote in the upcoming election.

BOARD MEMBER COMMUNITY
ACTIVITY REPORTS

Kiara Harrison, Student Representative, said that the 1st Volleyball games are scheduled for October 15 & 16 in Juneau although they may play Petersburg prior to going.

Julia Ostrander said that the clinic waiting for flu vaccines that should arrive any day. She encouraged everyone to watch for the announcement that they have arrived. She congratulated the swimmers on their successful meet.

Brittani Robbins added that she was excited to hear about our first middle school cross country race in Petersburg.

Dave Wilson told the other members that the Policy Committee has been working hard. He thanked Julia Ostrander and Jessica Whitaker for serving on the Board. Julia Ostrander thanked Dave for his comments and said that she will continue to serve students on the parent advisory committee.

Meeting Adjourned at 7:54 P.M.

ADJOURNED AT 7:54 P.M.


SCHOOL BOARD SECRETARY

MEMORANDUM

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

**FROM: JEFF GOOD
BOROUGH MANAGER**

SUBJECT: MANAGER'S REPORT

DATE: November 8th, 2022

INFORMATION:

- I attended the Alaska Public Entity Insurance board meeting on 28 October. As a follow up from the meeting APEI will be conducting supervisor training here in Wrangell. We are coordinating the training with Petersburg as well.
- The economic development committee will meet with key stakeholders to discuss the future of the 6 mile property. We are working on scheduling a meeting the 14th or 15th of December.
- We held a town hall meeting on November 1st to provide the community an opportunity to discuss our capital projects priority list. We will be posting it on our website as well for input in the form of a survey. Our goal is to ensure we have identified all of our capital needs for Wrangell.
- NIXLE training- Dorianne will be scheduling a demonstration for our department heads. We will also be scheduling a test as well.
- ***** Water Treatment Plant tour for the Assembly will be available any time after 9am November 21st to the 23rd. If you can let me know if you are interested and give me a few times few times that will work I can make up a schedule for 2 Assembly members at a time.

Harbor Department Steve Miller

- **Harbors:** We have hired Geoffrey Stokes and Chris Martin. Both new employees have a background in marine industries. Geoffrey brings many years of experience from the fishing and boating industry, while Chris brings almost 15 years of marine service center experience. Geoffrey started on October 18th and Chris will be hitting the docks on November 7th just in time to help with winter snow removal, and training to be ready for the spring of 2023.
- City department heads met on October 18th for a full day collaboration workshop. We covered everything from organization structure, grant funding, web development, to capital improvement projects. We will be holding these workshops quarterly to help us all stay focused, and to help keep projects moving forward.
- **Marine Service Center:** The marine service center remains busy and running at capacity. We recently had a vessel broken into with many items stolen. We are working with the owner and the police department to identify any suspects that may have been seen in the yard at the time of the theft. Some items have been recovered and we are waiting to see if there will be any charges. If the person is found guilty, we will be issuing a trespass from the marine service center as well.

- **Ports:** As we are at the slow season for the ports, we still have our weekly barge service which is about all that takes place from October to May. The barge ramp is working great with the repairs that were made earlier this year. We are continuing to search for grants that will help pay for replacement of the barge ramp. This is roughly \$18M project that we may get lucky with some of the infrastructure money coming through. They will be distributing this money over the next five years. Most of this money comes to the state and is dispersed through state grants.

General Maintenance Schedule

- **Spring-** (following thaw)
 - start pressure washing floats
 - pressure wash and repair the summer floats prior to installation
 - re-nail float decking where pulled from movement or snow plow
 - repair or replace non-skid material on gangways and floats where necessary
 - stray current checks
 - fire equipment maintenance
 - clean garbage throughout facilities
 - Clean and install summer floats
 - Prep City Dock for arrival of cruise ships
- **Summer-**
 - grease hoists and repair as necessary
 - repair any unfinished projects from previous fall
 - make new list of projects and complete on a worst first priority
- **Fall-**
 - pull summer floats for the season
 - pressure wash bad spots on all floats prior to first frost
 - clean all facilities in preparation of winter snow
 - Clear floats of boater's totes, fishing gear, coolers, hand trucks etc. Clear floats of electrical cords, hoses, and moorage lines prior to snow removal.
 - fire equipment maintenance
 - repair or replace non-skid material on gangways and floats where necessary
 - stray current checks
 - check auto drain valves on water lines
- **Winter-**
 - weather permitted repairs
 - clean up and organize shop areas
 - snow removal, sand and salt as needed
 - stray current checks
- **Routine Checks**
 - Harbor staff walks facility daily performing security and inventory. Staff will perform a visual inspection and will be noting deficiencies and repairing safety issues immediately. Other less immediate issues will be scheduled for repair.
 - Throughout the year items such as the hoists, fire equipment, waterlines, barge ramp and water pumps are routinely checked and maintained. This manual was

developed by the Wrangell Harbor Department for the purpose of establishing guidelines for ongoing port and harbor maintenance and operations.

- It is the policy and intent of the Wrangell Harbor Department to maintain the City and Borough of Wrangell floats, piers, and other facilities in a safe, clean and functional level. Inspection of all port and harbor facilities should take place on a regular and periodic basis to ensure all components are in a safe working condition. With limited funds it is understood that repairs and replacements will be done in a “worst first” method.
- The maintenance employee is also the individual who meets with transient vessels, cruise ships.
- **Floats, Docks, and Piers:** Repair the obvious damages or deficiencies as found or reported. Complete major repairs or replacements on a worst first schedule as time weather and funds permit. The wood floats and piers should be checked for rotten bull rails, decking, handrails, and cross bracing. Hinges and cleats should be tightened or replaced when deficient. The whalers on the concrete floats need to be replaced when broken. Change bumpers when necessary. Add floatation to keep floats as level and safe as possible.
- **Shore Power:** Any and all electrical components of the port and harbor facilities will be repaired either by the city electrical department or commercial electricians. Harbor personnel will note deficiencies and report them to the Harbormaster. Replace worn receptacles as needed. Replace switch covers as needed for safety.
- **Water systems:** Inspect domestic water lines for leaks, breaks or faulty faucets. Water is used daily by customers and is easily monitored for issues. Fire hookups are included in the domestic water main so insuring proper water pressure is necessary for fire protection.
- **Grids:** The grids will be pressure washed at least annually to keep growth to a minimum. Water lines will be turned off in the winter and only turned on when needed until the spring thaw. Handrails and non-skid material will be repaired and replaced as needed. Debris and garbage will be cleaned and taken to landfill when necessary.
- **Boat yard, Parking lots, container yard:** Repair fencing as needed and keep gates functional. Grade surfaces and fill potholes as needed. Water during dry spells in summer for dust control.
- **City Dock:** Inspect green navigation lights and streetlights to ensure proper working condition. Inspect piling wraps to ensure pilings are protected. Remove camel logs prior to winter and following cruise ship season.
- **Barge ramp:** Annual maintenance to compressor. Airlines as needed (new fall 2010). Replace beach line as needed (new spring 2014). Hose off mud and rocks as needed.
- **Hoists:** Clean and grease at least quarterly but as needed. Change hoses, fittings, wire, and hooks as needed. Certify annually.

- **Small equipment:** (water pumps, saws and hand tools) Oil changes, cleanings and test runs done annually. Repairs and replacement as needed.
- **Large equipment:** (Travelift, loader, trailer, and vehicles) Annual maintenance performed by city mechanics. Inspections, light maintenance (grease) performed routinely by operator. Wire inspection conducted at least quarterly. Every 2 years professional inspection and machine maintenance by industry technician.
- **Fire Equipment:** Inspect fire extinguishers at least quarterly and have them certified annually. Biannual drills to ensure staff understands the operation of the equipment. Fire equipment includes, wheeled dry chemical extinguishers, 20-pound dry chemical extinguishers, 1 ½ inch fire hose hookup on the domestic water lines and compressed air foam extinguishers.
- **Office equipment:** Computers, printers, radios etc. repaired and replaced as needed.
- **Parking lots:** Maintain working relationship with Police Department to ensure regulations are being followed and public works Department to make sure maintenance is taking place.
- **Used oil collection tanks:** Inspect daily and clean regularly. Empty oil when needed.
- **Boat launch areas:** Daily inspections to ensure logs and debris are removed from ramps, repair float as needed and maintain functional parking area. Keep garbage cleaned up from parking lot. Keep parking lines painted to maintain orderly parking. Issue annual and daily launch permits.

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

- **Streets**
 - Street sweeping was done around town to try and clean up before winter.
 - Drainage issues on Case avenue and Weber St were addressed.



- Equipment has been outfitted for snow removal



- The tanker truck and several other pieces of equipment were winterized.
- More pot hole patching and grading was done before the weather sets in.
- PW procured Sand for winter road maintenance for the first time in 10 years. This required staff to be available to help stack the pile in the space we have available. The new media is significantly larger than the old media. It appears that the last order may have been more in line with airport grade sand which is a finer grade and more expensive. The new media grade is the standard for normal road maintenance with the Alaska Department of Transportation. It is unclear at this time what affect this may have with traction in the winter and clean up in the spring.
- The department has begun implementing standby for staff with the colder temperatures and potential for slippery roads.



• Water

- Dowl was in town doing the 65% design presentation. While in town we met and discussed the plans and went to the WTP to work through some additional concerns or unknowns. Many challenges came up especially when considering how to have 2 fully functioning plants. As part of the commissioning process both plants will need to be fully functional and online at the same time. The new plant building will be part of phase 1 or milestone 1. One of the next steps will be to deconstruct current aspects of the existing treatment plant, while

maintaining operations and while integrating the new system. A concern here is how to move the existing ozone system so that it is functional, while also installing new electrical equipment to support the new plant. The new electric panel is proposed to be in the ozone room as a way of repurposing as much of the existing infrastructure as possible. A temporary permit will be needed with DEC to operate which we will work with the engineers on meeting those requirements. There continue to be concerns to work through with how best to handle backwash waste.

- November sampling will be coming up, this has historically been a time of year we have struggled to meet disinfection by product regulatory limits. Results will be shared with the Assembly as soon as they are received.

- **Wastewater**

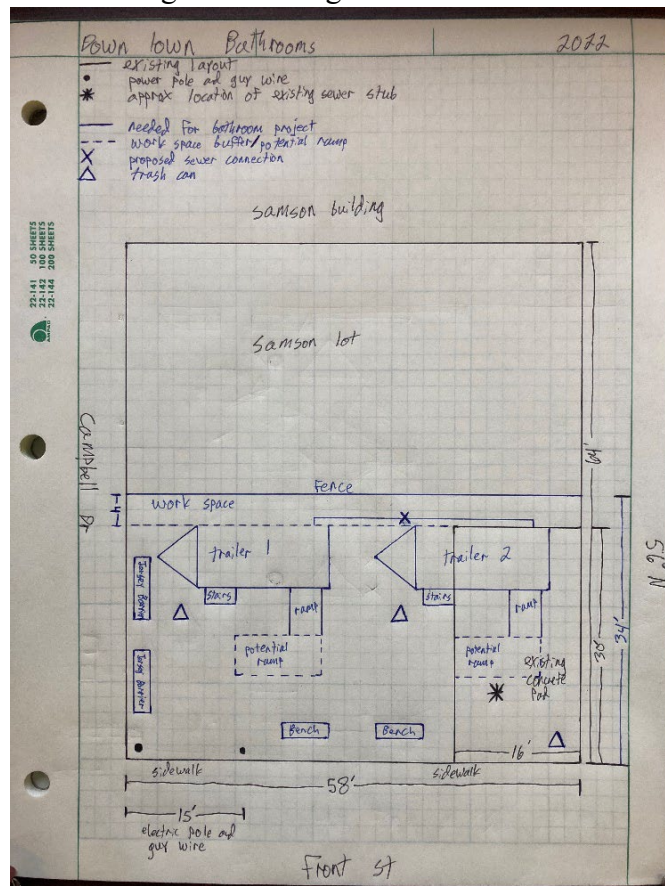
- We got our draft permit for the 301H waiver. We have time to review and provide comments until December 9th. There are a number of concerns so far that we will want to try and address. Our draft permit can be found at the following link.

<https://www.epa.gov/npdes-permits/proposed-permit-wrangell-wastewater-treatment-plant-alaska>

- Page 15 in the draft permit lists the timeframe requirements for the facility modification and implementation
- 12 months- facility planning
- 24 months final design
- 36 months award bid for construction
- 48 months construction complete
- 60 months- effluent limitations for bacteria are met
- Another concern of ours right now is the ammonia requirements and this will be one focus in the public comments. Currently we are 1000 times over the proposed regulatory limit. It is unclear at this time how ammonia is typically removed from WWTP elsewhere and something we will need to research and work with an engineer on how to address.
- There is going to be considerably more testing requirements. Several samples that we take quarterly will now be required weekly. In addition to testing for many new substances, this will have an impact on staffing as well as operation costs to perform these tests as we will be going from 4 tests a year to 52.
- Another concern of ours is the testing timeframes. For some of our samples it takes 3-5 weeks to get results. In the new permit, results need to be submitted to DEC within 2 weeks of the sample being taken. This may require a much more robust lab be built in Wrangell or we will need to find a new vendor to perform our lab testing needs. The problem with a new vendor is that some samples need to be to the lab within 8 hours, meaning it has to be sourced somewhere in SE and there are few options.
- Much more instrumentation will be needed. For instance the draft permit will require that we now monitor total flow through the influent and the effluent as opposed to just through the effluent like it is now.
- This is likely to turn into a big project that will be mandated by DEC. Disinfection and increased testing and instrumentation are going to be required to meet the

new standards. Additionally, in our Fact Sheet document about our plant it talks about sludge removal and how Wrangell has never done that. The department is proposing that we consider including sludge removal as well as consideration for septage receiving in this design. Sludge removal should also help reduce our duckweed problem and the amount of time spent managing this issue during the growing season. Septage receiving will significantly improve the dewatering process for waste disposal.

- There were a number of call outs for high water alarms at sewer stations. This is not unusual with the amount of precipitation we got at the end of October. On a positive note we have drastically improved Inflow and Infiltration concerns out around Shoemaker Bay loop in 2022. We have not had high water alarm call outs for these stations since making repairs. We plan to try and prioritize which area in town will be best to do smoke testing in the spring of 2023 to continue to try and improve on any I and I issues we may be experiencing, which contribute to the high-water alarms.
- With the power outage from the landslide in Petersburg we had several wastewater lift stations and equipment go offline. All equipment was working properly after being reset.
- A proposed layout has been developed for how to implement more downtown bathrooms. We are still working on a total project cost estimate to accomplish this need and will bring forth a budget amendment when that is ready.



• Sanitation

- We are continuing to monitor the Railroad union workers potential to go on strike. November 19th is the deadline for coming to an agreement. If workers go on strike this will have a significant impact on our ability to ship garbage off the island. Additionally, the port workers on the west coast are in negotiations and they also appear to be near a standstill. If either port or rail workers go on strike this will impact our ability to ship trash off the island not to mention our ability to get materials to Wrangell. If a strike appears imminent, we will order as many containers as we can get to keep operations moving.

Parks and Recreation Report

FINANCE & FACILITY ACCESS

COMPARISON	MONTH	2022
ATTENDANCE	OCTOBER	744
REVENUES		\$6,484.62
POINT OF SALE		436 Items Sold
MEMBERSHIPS		64
PUNCH CARDS		295
STUDENTS		15
EMPLOYEES		35
BUSINESS P/C		195 (also include in pos data)

See public notices for the capital projects town hall meeting, along with the open meetings act training. Information on date, time, location, and specifics are included in the notice. All board members are encouraged to attend the training.

PROJECTS (Special Note: Some project information in this report has been pulled from the Capital Facilities Director Report)

- **Non-Motorized Transportation System (Mt. Dewey Trail Extension).** Funding for this project comes from the Federal Highway Administration, FLAP program, in the amount of \$904,768. A match of 9.03% is required. The USACE (Corps) response to the impacts to wetland disturbance requires compensatory mitigation for the wetland impacts. The compensatory mitigation for wetlands impacts has been identified and will cost the Borough approximately \$24,000 for compliance with US Army Corps of Engineer regulations. PND Engineers and Corvus Design are under contract for the project design. **Update: PND Engineers and Corvus Design were in Wrangell on October 13th with 65% design in hand. A public meeting and a public walk of the project site was held for the public to be able to engage in the trail layout and design.**
- **Recreation Center & Pool HVAC and DDC Upgrades.** Funding for this project is from the Community Development Block Grant – COVID (CDBG-CV) in the amount of \$806,000. There is no match requirement for this CDBG-CV grant. **Update: RESPEC engineers are**

behind schedule but have submitted a preliminary design for review. The temperature control upgrades portion of this project is underway under a design-build approach with Meridian Systems. Their design submittal is expected to be delivered in November.

- **Swimming Pool Exterior Siding Improvements. NO CHANGE** The Borough earmarked \$175,000 of the Lost Revenue Relief Grant funding for this project. A minor destructive investigation of the building's exterior wall system was performed to determine if wood frame deterioration has occurred. There was no wood framing deterioration found. The primary need is to replace the siding, a portion of which has deteriorated in the ground level splash zone. The Wrangell School District has requested to join in the siding and painting project for cost efficiencies for painting the High School and Middle School, and Capital Facilities is working to develop a joint project. A fee proposal was received from North Winds to assist with the level of drawings, details and technical specifications needed for a construction contract / bid document. The cost is high to utilize a consultant; therefore, staff will reassess how to reduce the level of consultant work and perform more of the work in house. This project will likely occur in Spring/Summer 2023.
- **Skeet Range Improvements.** Wrangell was notified on September 28th, that ADF&G granted funding to the Wrangell Skeet and Shooting Range Improvements. See attached Notice of Award. Staff are currently reviewing the budget for inflation costs at the direction of the grant administrator.
- **Kyle Angerman Park & Playground.** The State of Alaska Grant Administrator for the Land and Water Conservation Fund (LWCF) program notified Wrangell Parks & Recreation of their recommendation to cancel the application for funding for the Kyle Angerman Project in June, along with other projects that languished over the past two years of COVID operations. Parks & Recreation's letter requesting an extension on the performance period of the grant has gone unanswered by the National Park Service (NPS). Due to the circumstances, the NPS-LWCF representative recommended cancelling the grant and reapplying during a future grant round. A formal letter withdrawing the department's application was submitted in August. **Update: Director, Kate Thomas is working with local stakeholders to increase funding with the potential for realizing this project through local efforts. Another round of LWCF funds will be available in July of 2023. The department will consider LWCF funding if a locally funded project is not possible.**
- **City Park Fireplace. No CHANGE.** The City Park Fireplace replacement project requires the assistance of a contractor and engineer to review the overall scope of the project and provide input on design and specifications. This project is likely to take place in the spring of 2023.
- **Volunteer Park Parking Lot.** The hillside along the parking lot was cleared this summer by the Public Works staff. Additional work still needs to be completed to close out the project including adding fill, grading, and rolling the surface material and installing large boulders to act as the parking barrier. **Update: This project will be completed by early November.**

- **Shoemaker Bay Park & Recreation Area. Update:** Spring improvements are schedule to install missing parking barriers, pressure washing the tennis court, applying new court paint to include a tennis court and two pickleball courts, pressure washing and staining the playground equipment, and installing a new message center at the RV park.
- **Volunteer Park Name Recognition.** NO CHANGE. This project remains a priority for trails. As time allows, Kate Thomas will work with tribal leader, Virginia Oliver, to establish signage for all trailheads and junctions along the Nature Trail that includes a Tlingit translation. Parks & Recreation has an interest in seeing a HS student take this on as a senior project.
- **Pool Maintenance Closure. NO CHANGE** Wrangell Parks and Recreation Swimming Pool will be closed for maintenance from November 28th through January 8th, returning to operation on January 9th, 2023. Project priorities include repair areas of the pool basin, remove, and replace damaged tile, inspect and repair shower units, valve inspection, filter maintenance, chlorine system maintenance, grout floors in locker rooms, clean carpets, refinish wood benches and more. Regular updates will be provided throughout the closure to inform the public of the progress made and updates to the schedule as necessary. Additional activities will be available in the gymnasium during this time.

PROGRAMS

- **Private Swim Lessons.** Due to a reduction in staff capacity, we are currently not offering private swim lessons.
- **Staffing.** Staff are preparing for another lifeguard course in the new year. Currently, employees are limited in their capacity to work due to other employment obligations, academics, and athletics. Parks & Recreation is in recruitment mode, working to identify persons who may be interested in lifeguarding. The department is subject to lose the daytime lifeguard which may have an effect on operations. Further, open swim capacities are still limited (30 maximum/ 15 swimmers per lifeguard) due to the number of available lifeguards.
- **Elementary School Aquatics Opportunities.** The department is currently hosting 2nd and 3rd grade swimmers for lessons. There are 5 instructors, a mixture of paid and volunteer, with one lifeguard. Both Kate Thomas and Lucy Robinson are involved in the instruction and lifeguarding of the program.
- **Junior Lifeguard Semester Program.** Junior lifeguard program continues to go well. There were 7 students in the program. Two students have left as their families moved. The remaining participants are learning about primary assessments, choking and CPR currently. Parks & Rec believes the junior lifeguard program is a great avenue for recruiting future lifeguards. The added benefit is the level of early training they receive, and the quality of that training given the extend length of the course.

- **Wrangell High School Swim Team.** Wrangell Swim Team will wrap up their season the week of November 9th.
- **Wrangell Swim Club.** The club will attend November Rain competition the weekend of November 12th. The competition will be the first for many swimmers. The club will complete its final practice before the pool maintenance closure on November 17th.
- **Youth Basketball.** Recruitment for volunteers proved to be difficult this season. Parks & Recreation believes this is a build year, where community engagement is developing after years of stifled programming due to COVID. Cross community participation is unlikely this season due to the limited number of volunteers, and scheduling conflict for travel.
- **Pickleball.** Pickleball is back on the schedule Monday & Wednesday from 6:30PM-8:30PM. The program is likely to expand into Friday evenings, a popular day for adult sports.
- **Alaska Recreation & Parks Association Conference.** Wrangell was selected as the host community for the ARPA statewide conference in 2023 & 2024. Planning is already in the works for the conference. More details to come.



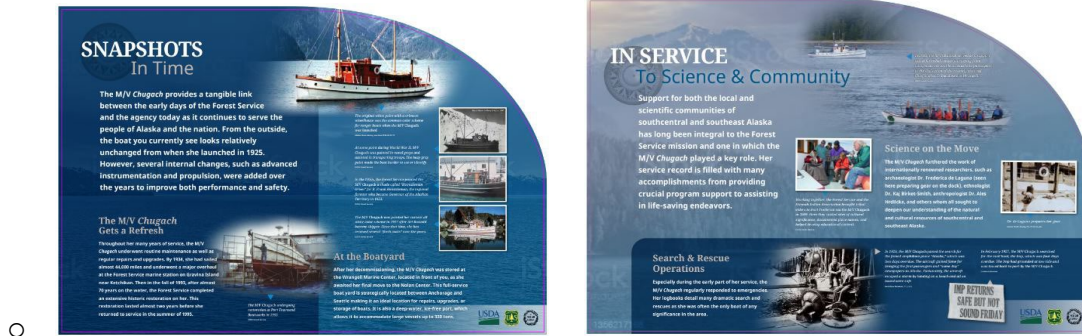
Nolan Center

- **Tourism 2022**
This season of tourism is showing significant improvement. Our museum admissions are almost back up to the level of folks we had visit in 2019. It was very exciting to see that after our new bookshelves were completed that our book sales continue to increase. We're working on a new organization system for the book inventory which I predict will help increase sales even more.

	Museum Admissions	Admission Revenue	Books Sold	Book Revenue
2019	4655	\$24,861	435	\$6978
2020	128	\$779	54	\$726
2021	1131	\$6594	376	\$5914
2022	4056	\$21,424*	617	\$10,404

*\$495 is still outstanding

-
- **Staff**
 - Cyni Crary – Nolan Center Director
 - Tyler Eagle – Museum Collection Manager
 - Michael Bahleda - Nolan Center Coordinator
 - Michael Bahleda has been on staff for almost 3 months now. He was hired mid-August and is doing very well. He manages the theater entirely and works well with the theater staff. He recently brought back our Retro Sunday Matinee's which are becoming popular. Our concessions sales are very steady. Michael has been scheduled to work during several events and he is professional and has great communication.
 - Tyler Eagle transitioned into more of the museum management role when Michael was hired but he still helps in whatever capacity is needed. He continually works on professional development and has created some very impressive museum displays.
- **Friends of the Museum**
 - The Friends of the Museum president, Michael Bania continues to be active in helping in whatever capacity is needed. She is currently the set design manager for our upcoming production of the Sound of Music. We are very fortunate to have her background and skillsets for this project!
- **Save America's Treasures Grant Program**
 - I have been working on securing a grant for the M/V Chugach viewing platform and ramp and cover. This one is an ideal fit for this endeavor. I'm also going to create a Go Fund Me page for this project to help with the match.
- **MV/Chugach Conceptual Design**
 - The City & Borough of Wrangell is working with the Forest Service to preserve and interpret the historic MV Chugach as part of the Wrangell Museum's maritime exhibits at the Nolan Center.
 - The USFS representatives and the primary stakeholders (including myself) are meeting regularly with the design team that was contracted by the USFS for the viewing platform and indoor/outdoor panels. Here are a few examples of the panels (still in design process, not final).



• Sound of Music Production

- We have been working diligently on the production of the Sound of Music. Tom Jenkins is our director and we have over 20 actors/singers rehearsing regularly. There has been an outpour of volunteers to help with this project which has been very rewarding. We even have other community theaters in and out of state letting us borrow costumes and equipment. The shows are set for the first weekend in December. Friday, Dec. 2nd – 7pm and Saturday, Dec. 3rd – 4pm! I am working on live streaming pay-to-watch option as well. Hope to see you there!

<https://www.nolancenter.org/community-theater.html>

The Nolan Center Theater presents:

THE SOUND OF MUSIC

Friday, Dec. 2nd – 7pm

Saturday, Dec. 3rd – 4pm



• Events – Sharing Our Knowledge

- We had the honor of hosting the Sharing Our Knowledge conference in September. Members of the Tlingit, Tsimshian, and Haida tribes and clans came to Wrangell for the weeklong event.
- Prior to the event significant work was done on one of the oldest items held at the Wrangell Museum. At the request of the Khaach.adi of Wrangell, Steve Brown, master carver and craftsman, performed repairs on the Khaach.adi clan's frog hat - called in Tlingit as the Xhixhch'i S'aaxhw. The frog hat is at least 150 years old (possibly over 200) and has generally borne its age well, but as we know, the years will wear down any object. In the photos from museum records, we see on the front two small holes with broken rims, where a tie would have been placed to repair the crack that is also visible. On the rear, a large chip of wood is missing from the hat's brim, underneath the left leg.
- The damage to the Xhixhch'i S'aaxhw has now been repaired, with great thanks to the work of Steve Brown, who worked on the hat in the Nolan Center lab from October 13th through 16th. The pieces chipped from the hat's brim were replaced with new wood and sanded into shape, while the cracks were stabilized. The frog hat even received a touch-up to the paint on the front and back. Steve Brown's work is truly impressive, with many who have seen the repaired frog hat remarking that it's nearly impossible to tell it was ever damaged in the first

place: high praise when talking about repairs to an object that is likely over two centuries old.



- Recent Events – KSTK Halloween Party/Downtown Trick-or-Treating



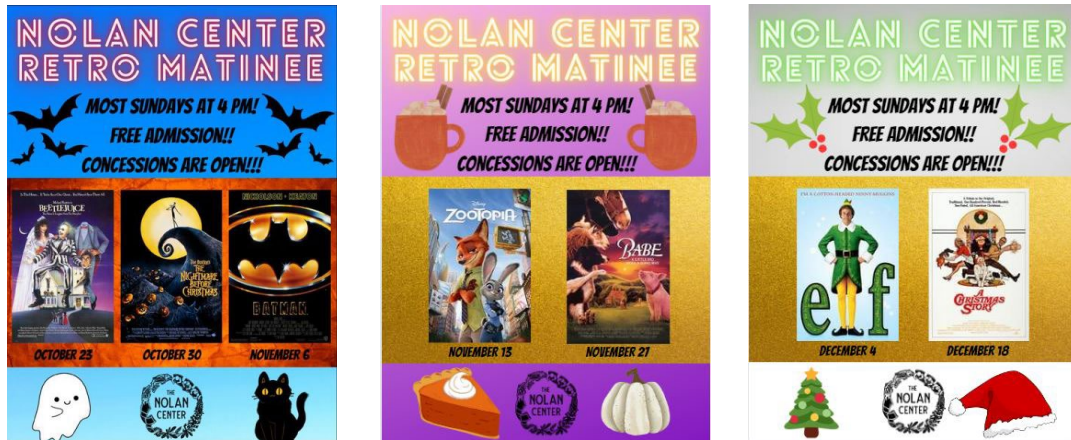
- WHS Award-winning Vans Shoe Display

- The museum was proud to host a work designed by a team of Wrangell High School students. Two pairs of shoes, one featuring a painting of the surroundings of Wrangell Island and the other bearing Native-inspired animal designs, were submitted to the Vans Custom Culture contest. The students' artwork was recognized as a national runner-up, and WHS received a \$15,000 grant. The full list of contributors to this work is currently in a lobby display along with the shoes, and both will remain for the foreseeable future.



- Theater - <https://www.nolancenter.org/theater.html>

- Movies have been playing each weekend on Friday and Saturday. Retro movies on Sunday.



-
- **Museum Displays - Judith Ann models**

- Showcasing the last of the Stikine riverboats, our display on the *Judith Ann* featured an impressive scale model of the ship based on the original plans. The model was built by Mark Seimears (son of Robert Seimears, part of the crew of the *Judith Ann*) and finished in 2010. Also in the display case was another model of a riverboat, possibly the *Judith Ann*, but not marked as such.
- Our display was filled out with other objects and photos related to the riverboats, shipping, and water travel generally. We displayed a number of ship's compasses and engine components, as well as ship-building tools from one of Wrangell's boatyards in the early 1900s.



- **CommUNITY Art Tiles**

- A community member suggested we have a table filled with tiles for folks to create art on and display in the lobby. We thought it was a wonderful idea and hope that community members and visitors both contribute to this beautiful display.



Wrangell Municipal Light and Power

WML&P Status

Accomplishments This Month of October 2022

- We have all been extremely busy in the Electric Department gearing up for fall and winter to arrive.
- 5 Orange Lineman Work Orders (WOs) – These WO's consist of customer concerns, complaints and special requests to be completed by the Electric Department.
- We, unfortunately, were hit hard this month at our vulnerable hot spot, the 8 Mile Bluff's. The trees in that vicinity seem to have a soft soil base that make trees prone to fall into our powerline along that stretch of the bluff's. This ultimately has caused us to seriously consider going underground on that specific stretch of Power lines. We have taken the first step of applying to the State of Alaska for a permit to work that stretch of Zimovia Highway. Our first storm of the year was massive, taking out a 4-strand pole to pole stretch. Leading us to have to fully replace one 55 ft pole and repairing and replacing 8 cross-arms. The power was out from approximately 9:30 a.m. to 9:30 p.m. and affected residents from 8-mile beach to the end of the pavement.
- Primary line brushing for trouble trees and branches.
- Rod is working with Amber for scheduled projects with EPS.
- 3 Disconnect/Reconnects were requested this month.
- WMLP requested and was granted funds for our EMD Generators (Units 1,2,3, and 4) to be inspected by our sole source vender Marine Systems, Inc (MSI). Rod is working with MSI to schedule their visit to Wrangell, which most likely going to be sometime late this month or early December.
- 6 Electrical Permit requests were taken out by customers.
- 4 new requests for Service Connections
 - Jeff Good
 - Paul McIntyre
 - Tanner Smith
 - Andy Hoyt
- Disconnect List was originally at 11 people. Dominique and Sherri worked hard to contact everyone on this list. Payments or arrangements were made with each person, and they were able to get the list to 0. This was excellent to hear!
- Bill Messmer called to offer the town of Wrangell his beautiful spruce tree located on his property on Crest Drive & Mission St., for our 2022 Annual Christmas tree countdown at

Midnight Madness, which will happen on the 10th of December. He stated that he would be honored if we were able to use this tree for the town's Christmas Tree this year.

- Dwight Yancey has been promoted to Electrical Lineman Foreman and seems to have settle in this new leadership role well. He is doing a great job.
- Jacob Hammer has accepted a new job within the department, as our Lineman Apprentice.
- Dominique does a good job keeping our lineman Certificate of Fitness up to date and in compliance. She has applied for Jacob Hammers Apprenticeship Lineman's License, as well as the renewal for Dwight Yancey's Certificate of Fitness card.
- We are currently advertising for the position for our Powerplant Diesel Mechanic.
- Dominique is working with Amber to successfully get all the metering information to her that she needs to complete the AMI RFP.

Work Orders

WMLP had a total of 46 work orders in the month of October 2022 – consisting of Reads, Disconnects, Installs, and requests for meter tests and meter swap outs.

Financials:

- In the month of **October** 2022 WML&P sold 2,101,824.00 KW Hours of Electricity, generating \$271,769.36 of Revenue. This can be compared to 2020 and 2021 as follows:
 - 2020 - WML&P sold 3,979,435 KW Hours of Electricity, generating \$318,526,93 of Revenue.
 - 2021 - WML&P sold 2,853,481 KW Hours of Electricity, generating \$327,188.35 of Revenue.



MEMORANDUM

TO: JEFF GOOD, BOROUGH MANAGER

**FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR**

SUBJECT: ECONOMIC DEVELOPMENT DEPARTMENT REPORT

DATE: NOVEMBER 8, 2022

Updates to the 10/20/22 Report

6 Mile Zimovia Highway Deep Water industrial site: Staff is developing a website to consolidate all information regarding the 6 Mile industrial site. Staff is also preparing an application under a USDOT/HUD Thriving Community grant to assist with the preplanning development aspects of the property, which includes off-site sewer and water upgrades. Staff has also been in contact with a facilitator for the forum regarding use of the property but still trying to find a date that will work.

Old Hospital site: This item is on the Assembly agenda for sale alternative considerations.

Alder Top Village Subdivision: (WCA provided historical place name for the area) The Corps of Engineers (COE) finally received the letter of concurrence from the State Historic Preservation Office (SHPO) (attached). They are requiring monitoring of the utility and road construction which we were anticipating after our meeting several months ago. The Borough is working with the contractor to develop the “inadvertent discovery plan and monitoring plan”. Until more information is provided we don’t know if a budget amendment is necessary or not. Once the plan is approved by the COE, the COE will move forward with finalizing the permit, likely by end of winter. At that time, we will also know the cost of the mitigation requirement. A final budget for development will be prepared once the permit is completed, mitigation is known, and needs for final engineering and updated construction costs are in hand.

Economic Condition Report: A draft economic conditions report of the economy through 2021 has been reviewed internally and a final report is expected in early November. This report will allow us to look at the impacts from the pandemic and compare it to pre-pandemic conditions. A Visitor Industry by the Numbers will be completed next spring once all 2022 numbers have been received.

Alaska DOT Community Transportation Projects/Transportation Alternative Projects (CTP/TAP): Staff completed the Notice of Intent to Apply (NOIA) for six projects:

- Alder Top Village Subdivision Phase I Road Development \$1.5M
- Sidewalk Rehabilitation (Case Avenue and McKinnon Street) \$650K
- Sidewalk Construction (Second Avenue) \$250K
- Commercial Business Road Resurfacing and Improvements (McKinnon, St Michaels, Campbell, Stikine Ave) \$15M

- Residential Roads Resurfacing and Improvements (Third Street, First Avenue, Mission, Second Avenue with sidewalks) \$15M
- Non-Motorized Transportation System, Phase II (Mt Dewey Spur to Evergreen Avenue) \$1.2M

This is a two-phase program with the NOIA being the first phase. DOT will determine eligibility of the proposed project. The second phase will require a full project application and identification of the required matching funds (9.03%). Staff have proposed using the latest ARPA grant funds, just under \$300,000, which would serve to match fund up to \$3,000,000 worth of projects. As we start to hear back from DOT next month, a conversation of match for eligible projects will need to start. Final applications and match commitment must be completed by January 2023.

Below issues/projects are on going with no additional updates

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

Planning and Zoning Commission: Several new zoning codes have been submitted to the attorney for review prior to moving into a public hearing process. They have also started work on an Accessory Detached Dwelling code that could help with the housing problem. They have plans to complete the remote zoning codes for entitlement lands and update the subdivision code as well.

Wrangell Convention and Visitor Bureau: Has begun work on a Tourism Plan that can identify organizational structure for a staff person and/or department, infrastructure needs for improving tourism opportunities and marketing elements to promote the community.



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Natural Resources Item b.

DIVISION OF PARKS AND OUTDOOR RECREATION
Office of History & Archaeology

550 West 7th Avenue, Suite 1310
Anchorage, AK 99501-3561
907-269-8700

<http://dnr.alaska.gov/parks/oha>

September 23, 2022

File No.: 3130-1R COE-R 2021-00655 Wrangell Institute

Roberta K. Budnik
Project Manager
USACE – Regulatory Division
PO BOX 6898
JBER, AK 99506-0898

Subject: POA-2021-00196 City of Wrangell, Alaska

Dear Ms. Budnik:

The Office of History and Archaeology / Alaska State Historic Preservation Office received your documentation (dated September 19, 2022) on September 20, 2022. We have reviewed the Wrangell subdivision undertaking pursuant to Section 106 of the National Historic Preservation Act.

Following review, we concur with the finding of No Historic Properties Adversely Affected. Please note, our concurrence is contingent upon the condition of archaeological monitoring for all ground disturbing activities within the permit area. We strongly recommend that the applicant also provide an archaeological monitor for the ground disturbing activities that occur outside of the Permit Area but within the area of potential effects.

Because of the potential for subsurface material, our office recommends having a detailed inadvertent discovery plan and monitoring plan to provide guidance for actions should a discovery occur.

As stipulated in 36 CFR 800.3, other consulting parties such as the local government and Tribes are required to be notified of the undertaking. Additional information provided by the local government, Tribes, or other consulting parties may cause our office to re-evaluate our comments and recommendations. Please note that our response does not end the 30-day review period provided to other consulting parties.

Should unidentified archaeological resources be discovered in the course of the project, work must be interrupted until the resources have been evaluated in terms of the National Register of Historic Places eligibility criteria (36 CFR 60.4), in consultation with our office. Please note that some sites can be deeply buried or underwater, and that fossils are considered cultural resources subject to the Alaska Historic Preservation Act.

Thank you for the opportunity to review and comment. Please contact our office if you have any questions or if we can be of further assistance.

Sincerely,

A handwritten signature in blue ink that reads "Judith E. Bittner".

Judith E. Bittner
State Historic Preservation Officer

JEB:lmo

City and Borough of Wrangell Capital Facilities Department Report November 1, 2022

Building Permits — The Capital Facilities Director serves as the Building Official and Authority Having Jurisdiction for residential and commercial building.

Building Permits

- ◇ One building permit was issued in October. A total of eighteen building permits have been issued in 2022, including two new homes.
- ◇ A total of seven building permits were issued during the year 2021 for new homes.
- ◇ A total of three building permits were issued during the year 2020 for new homes.

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

Facility Maintenance Report

- ◇ The vacant maintenance position continues to be advertisement to the public.
- ◇ As we enter the winter season and look to freezing temperatures, staff have focused on checking sprinkler systems and draining low spots.
- ◇ Other maintenance tasks include tackling preventive maintenance schedule for routine requirements throughout the buildings, including emergency lights, fire extinguishers and eyewash station inspections in all buildings, unit heaters, air handler, circulation pumps and boilers, light fixture bulb replacements.
- ◇ The overhead doors at the Police Garage at the Public Safety Building were repaired after finding electrical issues.
- ◇ The Aurora Borealis fiber optics lighting feature in the Nolan Center has not worked for many years. Duke has been trouble shooting this unit to return it to its fully functional operation for patrons of the building to be able to enjoy that unique building lighting element.
- ◇ Our one maintenance staff is planning to devote time in November toward assisting with the carpet demolition and disposal for the Library Carpet Replacement project.
- ◇ We are also scheduling our one maintenance staff to assist with the maintenance work planned during the Swimming Pool and Rec Center maintenance shutdown in December.

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

A total funding in the amount of **\$24,677,572** has received and allocated for capital improvement projects. This includes \$18,733,247 in grant/loan funds and \$5,944,325 in local funding. Grant funded and locally funded projects are reported below.

Capital Projects Town Hall Meeting

A Capital Projects Town Hall Meeting was held on Tuesday, November 1, 2022 at the Nolan Center.

The purpose of this meeting was to educate the public and obtain input for the Capital Improvement Plan (CIP) for Capital Projects. The CIP is a planning tool that establishes priorities and capital budgets for anticipated infrastructure projects for the Borough. Capital improvements identified under the plan have a capital expenditure of \$25,000 or more.

The meeting was an opportunity for our residents to review Borough staff nominations for priority improvements and to let us know what the needs of the community are. Public comments on the proposed CIP capital project priorities are welcome and encouraged.

The public can still provide comments by completing the Community Survey, a copy of which is attached to this report and made available on the Borough's website at www.wrangell.com. Questions about the survey and the priorities list can be directed to Amber Al-Haddad, Capital Facilities Director, 907-874-3902.

Grant Funded Projects

Non-Motorized Transportation System (Mt. Dewey Trail Extension); \$1,094,579

- Funding for this project comes from the Federal Highway Administration, FLAP program, in the amount of \$904,768. A match of 9.03% is required.
- The compensatory mitigation for wetlands impacts has been identified and will cost the Borough approximately \$24,000 for compliance with US Army Corps of Engineer regulations.
- **Update:**
 - PND Engineers and Corvus Design were in Wrangell on October 13th with 65% design in hand. A public meeting and a public walk of the project site was held for the public to be able to engage in the trail layout and design.
 - The 95% design is expected to be complete by the end of November.

North Country Trailhead Access Road Repair; \$61,790

- Funding for this project comes from the Federal Highway Administration, FLAP program, in the amount of \$55,655. A match of 9.03% is required.
- **Update:**
 - We are working to certify the Right of Way and the Utility Certification. There are no utilities throughout the project, so we have no impacts in that regard. The ROW certification will need to be finalized as a required document for the RPF package to be submitted to WFL for approval.
 - In hopes of a Summer 2022 project, the project areas along the road section of Spur Road leading to the North Country Trailhead as project scope and location identification

have been staked. This will be a Spring 2023 project after the ROW is certified, RFP is developed, competitive bids are solicited, and a contract is issued.

Nolan Center Standby Generator Upgrades; \$320,000

- Funding for this project is from the Homeland Security State Program in the amount of \$320,000. No match is required.
- The engineers, EPS, completed a meter recording of the electrical loads of the whole building's electrical system, except for the electrical boiler, since the oil-fired furnace serves as the backup heat if power is lost. With this information they calculated the size of the generator required to accommodate the full building with a certain amount of added capacity for any potential facility/electrical load growth.
- **Update:**
 - Engineering design continues following the generator load sizing effort, anticipating completion by the end of the calendar year.
 - We plan to justify a sole-source request toward the Borough's effort to standardize the CAT generator for our generator equipment based on compatibility related to mechanic training and knowledge, diagnostics software, parts, sales and service would be good justification. If approved, we also must meet the Buy American requirements.
 - The construction bidding phase will be released as the design is complete.

Port and Harbor Security System; \$836,910

- Funding for this project is from the Homeland Security State Program in the amount of \$429,000. With the addition of the reported additional \$427,804 funding below, the total funding for this project is \$856,000. This brings the total grant funding to \$836,910 No match is required.
- RESPEC is under contract for engineering design with completion by the end of the calendar year 2022. The engineering design effort over the last few months includes researching camera types and parameters for each site. A preliminary set of drawings and the narrative have been drafted and QC reviewed. The narrative describes camera types and attributes for each site, as well as a description of the means to provide power and telecom to each device.
- **Update:**
 - 65% design documents were received in late October. 95% design drawings are expected in November.

Reservoir Bypass Design; \$250,000

- Funding for this project is provided by the State of Alaska DCCED in the amount of \$615,000.
- A federal congressional appropriation, to be managed by EPA, has been made to the Borough in the amount of \$2,080,000, an amount equal to 80% of the project cost submitted to in April 2021. Although identified for a congressional appropriation, the Borough will be required to submit a formal application, complete with a federal environmental review, for EPA review and final determination of the grant award.
- The project cost estimate received in early 2022 was \$3,129,000 compared to the estimated from last year at \$2,600,000. An additional scope of work was added since April 2021, to replace all existing Ductile Iron Pipe (DIP) with HDPE pipe, for an estimated additional expense of \$1,431,000. The Borough is obligated to provide at least a 20% cost share, unless we meet one of a variety of cost share waiver options, which staff is pursuing. Without a cost share waiver, based on the last cost estimate, the Borough will need to contribute a total of \$1,049,000 to close the funding gap

for the Base Bid scope of work, or a total of \$2,480,000 if considering the Additive Alternate to replace existing DIP.

- **Update:**

- The design is 95% complete and staff met with the engineers and the State of Alaska, DNR, Dam Safety office to review their comments for further response. To reduce costs for the Water Treatment Plant project, the project engineering team, DOWL, have identified an opportunity to include the option for raw water pumping within the Reservoir Bypass project, to accommodate future periods of low water and low flow. An amendment has been issued for this additional design work. The two design teams will cooperate to exchange information for additional design to be included in the Reservoir Bypass design.

Water Treatment Plant Improvements: \$15,186,232

- The engineering design phase of this project has been funded by the Borough, through a variety of funding resources, including ARPA grant, General Fund Reserves, and Water Fund Reserves in the amount of \$1,107,963. An additional \$125,000 was recently approved for the packaged water treatment equipment shop drawings required to complete the design.
- We received the award letter for the State of Alaska Designated Legislative Grant in the amount of \$4,100,000 for this project. Further funding requests will be submitted to both USDA and EDA. EDA will require a nearly 50% match, which has been identified to be provided from the \$4.1M recently awarded for this project through a State of Alaska Designated Legislative Grant.
- DOWL's 35% level design was complete at the end of May, and staff have returned comments. The 35% level cost estimate projected a \$17M construction cost. Costs will be further refined with the 65% level design and cost estimate, which are scheduled to be complete by the first part of November.
- **Update:**
 - DOWL's 65% design submittal was received in mid -October and staff are completing review and comments. The 65% cost estimate is expected by early November.
 - The project design team, DOWL, was in Wrangell the week of October 24th for a 65% plans-in-hand project and site review. A work session was held ahead of the October 25th Assembly meeting when the engineering team made a presentation to the public of the project design to date.
 - EDA has approved the Borough considering the sole bidder in response to our competitive solicitation for the packaged water treatment equipment preselection. The Borough is schedule to meet with the bidder, AWC Water Solutions, to begin review of their proposal, including the proposed cost for shop drawings and technical aspects of the equipment supply project.

Lift Station Standby Generator at Wood Street; \$298,819

- This project is funded by the remaining funds from the State of Alaska DCCED scheduled to benefit the hospital replacement project.
- The Contractor began the foundation work on August 24th and continues to work toward completing the structure and electrical work in advance of the arrival of the generator unit.
- **Update:**

- The generator arrived in Wrangell in late October and was placed in the new enclosure building. Due to a manufacturer delay, the Automatic Transfer Switch isn't expected in Wrangell until January; however, we are adjusting the project work and schedule to accommodate for this material delay while still being able to support the lift station with the installed generator.

High School Fire Alarm System Upgrades; \$675,484

- Funding for this project is from the Community Development Block Grant (CDBG) in the amount \$494,734 (including a recent amendment adding \$35,483) along with a local cash match in the amount of \$118,750 for a total project funding to date of \$613,484. A budget amendment, adding \$62,000 to the project for a 10% contingency was approved.
- Sitka Electric was the low bid and the Assembly approved award to them pending receipt of their Sam.gov active registration status.
- **Update:**
 - To date Sitka Electric has not provided the Sam.gov active registration documentation.

Recreation Center & Pool HVAC and DDC Upgrades; \$806,712

- Funding for this project is from the Community Development Block Grant – COVID (CDBG-CV) in the amount of \$806,000. There is no match requirement for this CDBG-CV grant.
- **Update:**
 - RESPEC engineers have submitted their design drawings for staff review.
 - The temperature control upgrades portion of this project is underway under a design-build approach with Meridian Systems. Their design submittal is expected to be delivered in November.

Swimming Pool Exterior Siding Improvements; \$175,000

- The Borough earmarked \$175,000 of the Lost Revenue Relief Grant funding for this project.
- A minor destructive investigation of the building's exterior wall system was performed to determine if wood frame deterioration has occurred. There was no wood framing deterioration found. The primary need is to replace the siding, a portion of which has deteriorated in the ground level splash zone.
- The Wrangell School District has requested to join in the siding and painting project for cost efficiencies for painting the High School and Middle School, and we are working to develop a joint project.
- **Update:**
 - Staff are working to redefine the scope of work for which design assistance is required to be able to put the project out to competitive bidding for the construction work. The scope of work, including both the architectural and the construction phases, is being redefined to meet the \$175,000 of grant funds that have been allotted for this work.
 - This project is expected to occur in Spring/Summer 2023.

Locally-Funded Projects

Airport Runway Light Generator & Electrical Connectivity, \$26,500

- Funding for this project is projected to come from the General Fund, in the amount of \$26,500, and be reimbursed by ADOT.

- RESPEC engineers are responding to ADOT engineers' comments and requests for modification to the design. With DOT concurrence the project will be released for construction bidding.

Library Carpet Replacement; \$46,500

- Funding for this project comes from the General Fund, in the amount of \$46,500.
 - Carpet flooring materials arrived Wrangell this week. The carpet replacement work is expected to occur in November. Library staff will provide advance notice to the public of the anticipated reduced services.

Mt Dewey Slope Geotechnical Analysis; \$62,162

- Funding for this project comes from the General Fund, in the amount of \$62,162.
- **Update:**
 - The engineer and drilling company were in Wrangell last week for this work while also in town for the Upper Dam subsurface soil investigations work. Drilling efforts in the roadway indicate bedrock is shallow, and the rock coring effort will help to characterize the bedrock. A Geometrics Geode seismograph was used to conduct seismic refraction lines at right angles on the slope, which will locate bedrock and, in conjunction with the borings, developing a subsurface profile.
 - The soil samples will be tested for characterization.
 - Results of the geophysical survey will describe the subsurface conditions encountered and will provide preliminary engineering recommendations for stabilization of the landslide mass. This geo effort does not include final design of any potential recommendations for stabilization methods and additional explorations/engineering may be necessary to complete the final design.

Diesel Generator #5 Upgrades; \$150,000

- Funding for this project comes from the Light & Power Fund, in the amount of \$150,374.
- The engine overhaul portion of this project was completed in the summer. The Borough thanks MSI for working with us on a successful project.
- The engineering controls upgrades portion of the project was anticipated during Fall of 2022 after parts were expected to arrive; however, parts are delayed now until January/February 2023. The controls upgrades will be scheduled as parts become available and arrive in Wrangell.

12MW Power Plant Upgrades: \$570,000

- Funding for this project comes from the Light & Power Fund, in the amount of \$570,000.
- The three 3MW transformers have been ordered and have an anticipated August 2023 arrival timeframe.
- As we await the transformers, work will move forward to prepare the remainder of the work to provide for the increased power plant capacity (upgrading from a 9MW to a 12MW capacity output plant) in advance of the new transformers' arrival.
- **Update:**
 - EPS has completed the design work for the two new switches to isolate the transformers and modifying the ring buss. Equipment was recently identified to allow for sourcing their supply with pricing and availability. Because long lead times are anticipated, equipment is expected to be ordered as soon as possible, in hopes of their arrival prior to the arrival of the three transformers, which are expected to arrive in late summer 2023.

Upper Dam Stability and Repairs Alternative Analysis; \$150,212

- Funding for this project comes from the Water Fund, in the amount of \$150,212.
- **Update:**
 - The engineer and drilling company were in Wrangell late September for the subsurface soil investigations at the dam. The soil samples taken from the CPT will be sent to a lab for testing. Lab testing will take approximately two weeks followed by completion of the engineer's data report, which will include a description of the subsurface conditions encountered, a summary of field explorations, groundwater conditions, and laboratory test procedures and results. Lab testing was expected to take approximately two weeks with a final report expected four weeks thereafter.

Meyers Chuck Harbor Replacement; \$275,000

- Funding for this project comes from the Harbor Fund, in the amount of \$275,000 for design.
- A competitive solicitation to procure engineering design is required.
- **Update:**
 - A grant application was submitted to the State of Alaska Harbor Facilities Grant Program in August. Awards are expected following the FY24 State budget approval. The required 50% match for this grant was committed by the Borough Assembly on July 11th in the amount of \$\$1,166,185 from Port and Harbor Reserve Fund. The project will require funding to move construction forward.

Loading Dock – Solid Waste Transfer Station Upgrades; \$641,499

- The Sanitation Department has funded an amount of \$391,499 for this project, and the Denali Commission has awarded up to \$250,000, which combined with the local funding, there is \$641,499 available for this project.
- **Update:**
 - Design for the loading dock is underway with R&M Engineering. Design has advanced with alternative site concepts and their associated cost estimates reviewed for selecting a preferred alternative for location and site modifications for access to the new loading dock.

6-Mile Property Environmental Site Assessment (ESA); \$18,598

- A Phase I Environmental Assessment was made a part of the work the Borough is required to perform under the Prospective Purchaser's Agreement (PPA) with DEC. The purpose of the PPA is to limit the Borough's liability related to environmental pollution and contamination for events that occurred on the site prior to Borough ownership.
- Shannon & Wilson engineer was on site the week of October 10th to perform the site assessment for the Phase I ESA. The Phase I report is due by the end of November.

Environmental Work Plan for Public Works Yard Site; \$51,451

- An amendment was issued to the engineers' PSA for the further site investigations required by DEC. They are drafting the required work plan in advance of their return to Wrangell for the field work.

Environmental Work Plan (former) Wilcox Automotive; \$20,737

- An amendment was issued to the engineers' PSA for the further site investigations required by DEC. They are drafting the required work plan in advance of their return to Wrangell for the field work.

Environmental Work Plan for Wrangell Medical Center; \$7,150

- An amendment was issued to the engineers' PSA for the further project work required by DEC. The work requires the engineer to be on site. They will perform this work when they return for the other two contaminated sites in-field work, following their work plan development and approval by DEC.

Nolan Center Roof Repairs; \$25,000

- A competitive solicitation requires development.

Garage Asbestos Wallboard Removal, \$50,000

- A competitive solicitation requires development.

Sunset Gardens Cemetery Expansion and Columbarium; \$70,670

- The new Columbarium arrived last week and has been stored for future installation once the Sunset Cemetery Expansion project design is complete to ensure a wholistic approach to its placement.
- A Professional Services Agreement (PSA) with the engineer has been issued for execution. Survey work is expected to begin in November.

Public Safety Building Underground Storage Tank (UST) Replacement and High School Underground Storage Tank (UST) Replacement; \$175,000

- The report from the engineer's site visit was received. We are awaiting their associated fee proposal to perform the design of the necessary work to construction a new, above ground fuel tank and remove the old tank, complete with environmental assessment for adequate tank closure according to DEC requirements.

High School Elevator Modernization; \$173,890

- Having worked through the requirements for the fire alarm system that will be required for the elevator, in conjunction with the new Fire Alarm System Replacement project that is pursuing with CDBG grant funds.
- **Update:**
 - The electrical engineer finalized the basis of design for the design/build project, and we have sent this information to the elevator consultants to review for inclusion in the final competitive solicitation document.

AMI Metering System Replacement; \$750,000

- The solicitation for competitive bidding is in development and expected to be released as it is complete. AMI vendors will be notified directly of the competitive solicitation once it has been released.

Generator Building Rehabilitation; \$960,000

- A Professional Services Agreement (PSA) with the engineer is required.

Lift Station 8 Sewer Pump Station Rehabilitation; \$260,000

- A competitive solicitation requires development.

Community Concerns

Wrangell mileposts 5.5 and 8.5 on Zimovia Highway – Rockfall Mitigation

The Alaska Department of Transportation and Public Facilities (DOT&PF) is planning a slope stabilization project to serve as mitigation measures to reduce the frequency and severity of rockfalls between mileposts 5.5 and 8.5 on Zimovia Highway in Wrangell, Alaska. They are anticipating delivery of that project in early 2023. The project includes the following activities:

- Reconnaissance surveys
- Vegetation clearing
- Rock scaling
- Rock bolting

Projects in Planning/Funding Sourcing Phase

Borough staff are actively working on securing funding for the following projects:

- A formal Notice of Intent to Apply was submitted to the Alaska Department of Transportation's Community Transportation Program (CTP) and Transportation Alternative Program (TAP) the week of November 1st for the following projects:
 - **Alder Top Village Subdivision Phase I Road Development** (formerly called the Institute Property) \$1.5M
 - **Sidewalk Rehabilitation** (Case Avenue and McKinnon Street) \$650K
 - **Sidewalk (New) Construction** (Second Avenue) \$250K
 - **Commercial Roads Resurfacing and Improvements** (McKinnon, St Michaels, Campbell, Stikine Ave) \$15M
 - **Residential Roads Resurfacing and Improvements** (Third Street, First Avenue, Mission, Second Avenue with sidewalks) \$15M
 - **Non-Motorized Transportation System, Phase II** (Mt Dewey Spur to Evergreen Avenue) \$1.2M
- **Skeet Range Improvements.** A successful application was made to the ADF&G Hunter Access Grant Program for grant funding for the next phase of the Skeet Range facility improvements, which includes design and construction of an eight-station skeet shooting range with high and low house enclosures, finalizing surface capping of parking area, and procurement of skeet machines for sporting activity. We are working with the funding agency to increase the budget considering anticipated construction cost escalation and additional funding necessary to cover the cost of the required federal environmental clearance requirements. The agency has reduced our cost share from 25% to 10% match requirement. As the final project award is determined, a 10% match will be required from the Borough to move the grant agreement forward.



CITY AND BOROUGH OF WRANGELL
 INCORPORATED MAY 30, 2008

Office of the Finance Director

P.O. Box 531
 Wrangell, AK 99929

907-874-2381
 907-660-7414

FINANCE DIRECTOR'S REPORT

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

FROM: MASON VILLARMA, *FINANCE DIRECTOR*

SUBJECT: FY 2023 Q1 FINANCIAL REPORT

DATE: NOVEMBER 2022

FY 2021 & FY 2022 AUDIT STATUS:

- The FY 2021 Audit is near completion and can be expected to be issued by November 15th upon approval of the Assembly. Joy Merriner, BDO Audit Partner, will deliver the results of the FY 2021 Audit and offer guidance to reduce all audit findings. A work session is planned for November 15th for Mrs. Merriner to discuss the results and answer assembly questions.
- The FY 2021 Audit was delayed for a variety of factors including but not limited to:
 - Current Borough officers were not in their existing positions at the time the underlying activity took place.
 - AccuFund software glitches and reporting output deficiencies
 - There was not proper segregation of duties in place during FY 2021 and separate review and approval functions were not executed.
 - Supporting documentation was not retained.
- The Finance Director has been working through end of period adjustments for the FY 2022 Audit which has a target issuance date of **Tuesday, January 31st, 2023.**

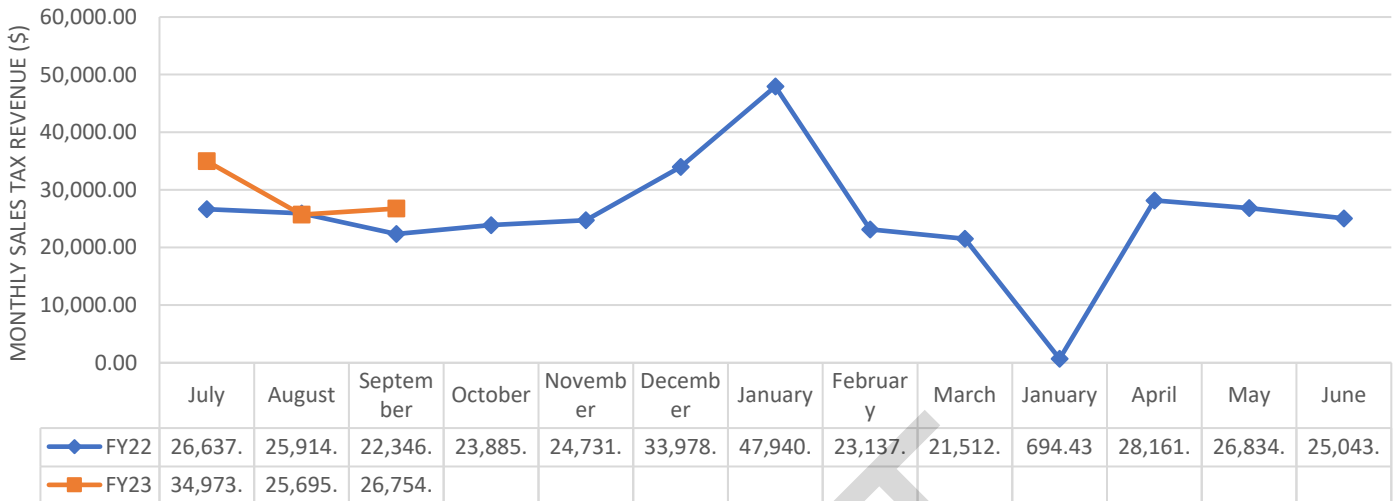
TREASURY:

- The Borough utilizes a central treasury system that enables the Finance Director to invest funds based on short-term and long-term obligations and future capital expenditures. Each fund has a prorated share of the central treasuries investment earnings that is allocated at the end of each fiscal year. The Permanent Fund, the Barnes Memorial Trust, and the Campbell Trust are the only exceptions. These are standalone investments and the income derived from the underlying investment is added directly to the restricted balance.
- The newly appointed Investment Committee has their first scheduled meeting for Wednesday, November 9th @ 3pm. The main purpose of the meeting is to analyze our current investment allocation and take advantage of higher treasury yields as a result of continued Federal Reserve rate hikes.
- On October 17th, 2022, the Finance Director invested \$9,905,461 from AMLIP into 3-Month Treasury Bills yielding 3.828%. This will return approximately \$43k more investment earnings over three months opposed to leaving these funds in AMLIP. The strategy is to wait until these mature in January and reassess the treasury yield curve and purchase longer term treasury notes. The one-year treasury rate as of November 1st was 4.655%. With future rate hikes expected, the Borough will be positioned well to lock in funds earning and interest rate near or above 5% annually.
- SEE THE ATTACHED INVESTMENT LEADSHEET ATTACHED ON PAGE 5 OF THIS REPORT

SALES TAX PERFORMANCE FY 2022 & FY 2023 Projections:

- With the sales tax accrual now recorded for FY 2022, the Borough brought in \$3.627M in Sales Tax for FY 2022 compared to the budgeted \$2.6M.
- Budgeted sales tax revenue for FY 2023 is \$3.3M, however the Finance Department is projecting to receive marginally higher sales tax revenue based on first quarter remittances.
- The Finance Department has continued to increase oversight and provide multiple notices to taxpayers for upcoming and past due deadlines. Last year in Q1 the Borough had \$83k in delinquent sales tax. In the same quarter this year the amount of delinquent sales tax decreased to \$25k. All know delinquent sales taxpayers are currently on a payment plan.
- The Finance Department intends to revitalize the sales tax code to include sales tax audit guidelines. This will equip the Finance Department with the tools necessary to expose business that are currently not remitting their obligations to the Borough.
- A historical comparison of online sales tax remittances can be found below and an overall sales tax historical analysis is presented on page 6 of this report.

ARSSTC SALES TAX REMITTANCES FY2022 VS FY 2023



PROPERTY TAX COLLECTIONS & STATUS:

- Property tax collectability for FY 2023 property taxes has been assessed at 93.82%, two percent higher than the prior year. The Borough has collected \$1.653M out of the \$1.763M in adjusted property taxes owed.
- The Finance Department will send out delinquency notices on November 9th and will post delinquent taxpayer obligations in the local paper on November 17th.
- The Finance Department will also be working with JDO to revise the foreclosure process in the WMC and begin executing the foreclosure process in December.

ACCOUNTS RECEIVABLE & AMOUNTS OUTSTANDING:

An accounts receivable aging schedule has been generated for utilities and the harbor as of September 30th, 2022. A further analysis is attached on page 7

- The total accounts receivable balance for utilities as of 9/30/2022 was \$320,799.54. Of this balance, \$371,116.43 is current meaning that outside subsidization of customer utility accounts has been received in advance.
- The harbor A/R Balance as of 9/30/22 was \$184,990.97. This is because stall rent is due biannually and that accounts receivable balance is netted to zero upon payment.

RESERVES

- A schedule of reserves by fund as of September 30, 2022 has been attached to this report on page 8.

- Balances of reserves remain healthy. The Finance Department will be working to model how reserves can meet future CAPEX throughout the 2nd quarter.

CAPITAL PROJECTS

- A schedule of capital projects and spending has been generated and is attached on page 9.
- In order for the Borough to remain fiscally sustainable, projects must be executed timely in order to avoid further deferred maintenance costs. Many capital assets have been depreciated past their useful life and as such the book value of assets overall for the organization is quite low compared to other municipalities across the State.

DRAFT

Account #	Title	Brief Description	Balance as of 6/30/2021	Balance as of 6/30/2022	Balance as of 9/30/2022	+/-	FD Notes
	City and Borough of Wrangell	General Operating Acct	12,215,683	6,735,856	6,789,771	0.8%	Transferred \$10M to AMLIP
	City and Borough of Wrangell	General Fund HRA	7,246	24,829	18,555	-87%	
	City and Borough of Wrangell	Barnes Trust	49,044	49,591.11	50,087.02	1%	
	City and Borough of Wrangell	Campbell Trust	45,444	45,448.99	45,457.09	0%	
	Public Funds 60 Month	N/A	11,953	12,013.99	12,013.99	0%	
	Public Funds 60 Month	N/A	11,953	12,013.99	12,013.99	0%	
	Public Funds 60 Month	N/A	13,721	13,790.69	13,790.69	0%	
	60 Month TD Annually	N/A	14,595	14,981.13	14,981.13	0%	
	Public Funds 24-3	N/A	10,629	10,674.30	10,674.30	0%	
	Public Funds 12-2	Meyers Chuck Reserve	693,110	694,305.70	694,305.70	0%	
	AMLIP	N/A	2,000,000	12,015,569.58	12,050,269.62	2%	\$10M Transfer from Checking

Account #	Title	Brief Description	Balance as of 6/30/2021	Balance as of 6/30/2022		+/-	FD Notes
	City and Borough of Wrangell	Operating Fund	5,025,546	4,944,294	4,918,090	-1%	
	City and Borough of Wrangell	Operating Fund	5,720,693	1,716,700	1,715,035	0%	Removed \$3.9M Cash/CE into Checking

Account #	Title	Brief Description	Balance as of 6/30/2021	Balance as of 6/30/2022		+/-	FD Notes
	City and Borough of Wrangell	Permanent Fund	10,647,890	9,605,879	9,059,183	-6%	Mirrors losses in Major Indices in Q3

Summary of Assets	6/30/2021	6/30/2022	9/30/2022	+/-
Cash, CE, MM	15,073,379	19,629,075	19,711,919	30%
Operating Investments	10,746,239	6,660,994	6,633,125	-38%
Permanent Investments	10,647,890	9,605,879	9,059,183	-10%
Total Borough Assets	36,467,508	35,895,947	35,404,227	-2%

CITY AND BOROUGH OF WRANGELL
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SALES TAX FUND
SALES TAX REVENUE
HISTORICAL ANALYSIS

SALES TAX RECEIPTS HISTORICAL ANALYSIS

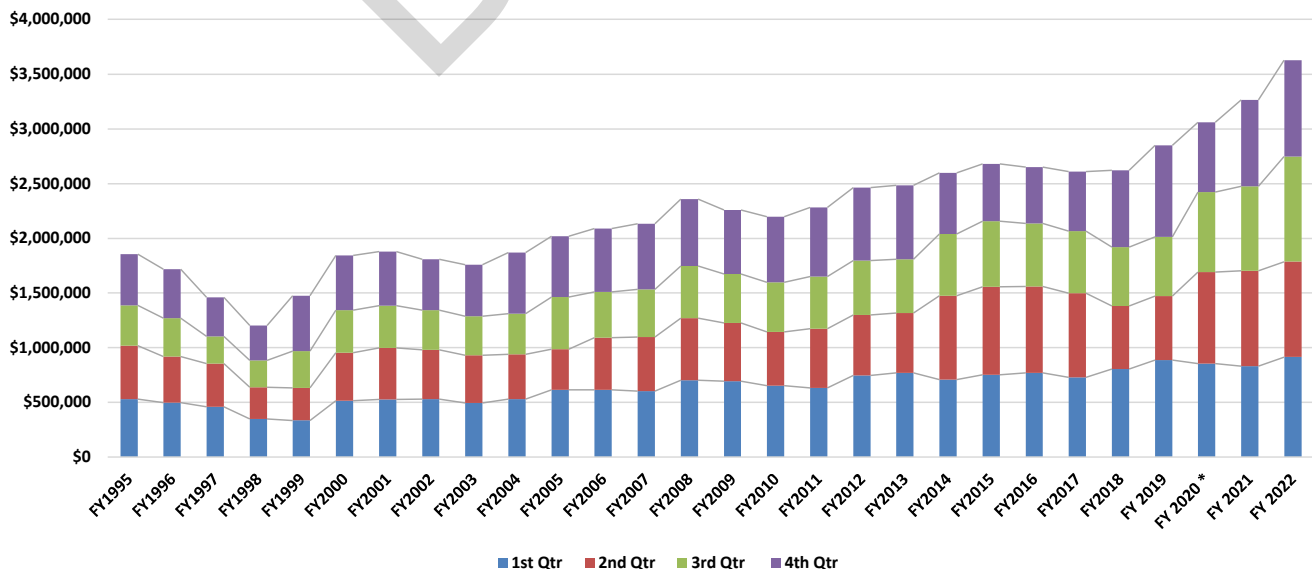
Year	Tax Rate	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Revenue
FY1995	7%	\$529,546	\$487,366	\$368,675	\$465,540	\$1,851,127
FY1996	7%	\$496,654	\$421,420	\$350,957	\$447,296	\$1,716,327
FY1997	7%	\$457,240	\$396,856	\$248,007	\$354,518	\$1,456,621
FY1998	7%	\$346,661	\$291,048	\$244,846	\$318,698	\$1,201,253
FY1999	7%	\$333,893	\$296,527	\$336,849	\$506,274	\$1,473,543
FY2000	7%	\$512,850	\$439,626	\$389,246	\$500,618	\$1,842,340
FY2001	7%	\$525,998	\$469,637	\$385,170	\$495,026	\$1,875,831
FY2002	7%	\$526,995	\$451,193	\$363,005	\$465,904	\$1,807,097
FY2003	7%	\$493,820	\$434,721	\$356,469	\$472,293	\$1,757,303
FY2004	7%	\$526,703	\$409,916	\$373,305	\$556,537	\$1,866,461
FY2005	7%	\$614,333	\$369,003	\$477,628	\$558,864	\$2,019,828
FY2006	7%	\$613,706	\$474,372	\$418,968	\$583,586	\$2,090,632
FY2007	7%	\$600,607	\$495,929	\$433,716	\$603,515	\$2,133,767
FY2008	7%	\$699,196	\$568,352	\$476,560	\$613,203	\$2,357,311
FY2009	7%	\$693,206	\$532,058	\$447,493	\$585,815	\$2,258,572
FY2010	7%	\$652,047	\$490,201	\$451,707	\$602,274	\$2,196,229
FY2011	7%	\$629,083	\$542,860	\$475,814	\$635,300	\$2,283,057
FY2012	7%	\$744,137	\$553,631	\$495,827	\$670,084	\$2,463,679
FY2013	7%	\$767,360	\$548,522	\$488,951	\$678,672	\$2,483,505
FY2014	7%	\$705,145	\$768,295	\$565,197	\$558,897	\$2,597,534
FY2015	7%	\$751,765	\$803,017	\$602,714	\$523,939	\$2,681,435
FY2016	7%	\$766,613	\$791,052	\$579,668	\$512,831	\$2,650,164
FY2017	7%	\$727,983	\$767,539	\$570,930	\$542,667	\$2,609,119
FY2018	7%	\$803,093	\$574,863	\$541,133	\$701,176	\$2,620,265
FY 2019	7%	\$883,372	\$586,356	\$544,692	\$835,583	\$2,850,003
FY 2020 *	7%	\$851,296	\$837,770	\$734,594	\$636,698	\$3,060,358
FY 2021	7%	\$830,704	\$869,678	\$775,268	\$789,259	\$3,264,910
FY 2022	7%	\$912,940	\$872,255	\$960,772	\$881,321	\$3,627,288

Source: City and Borough of Wrangell

Tickmark Legend

* For the fiscal year identified, the quarterly sales tax collections are disclosed on a cash basis as opposed to a modified accrual basis. Sales tax revenues are reported using a modified accrual basis of accounting on the Annual Comprehensive Financial Report audited by BDO.

SALES TAX HISTORICAL PERFORMANCE BY PERIOD

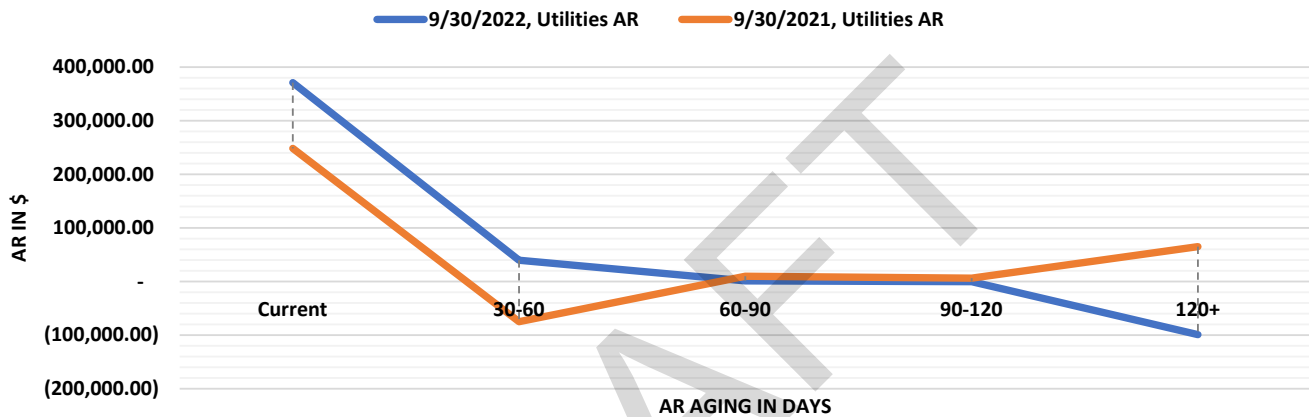


CITY AND BOROUGH OF WRANGELL
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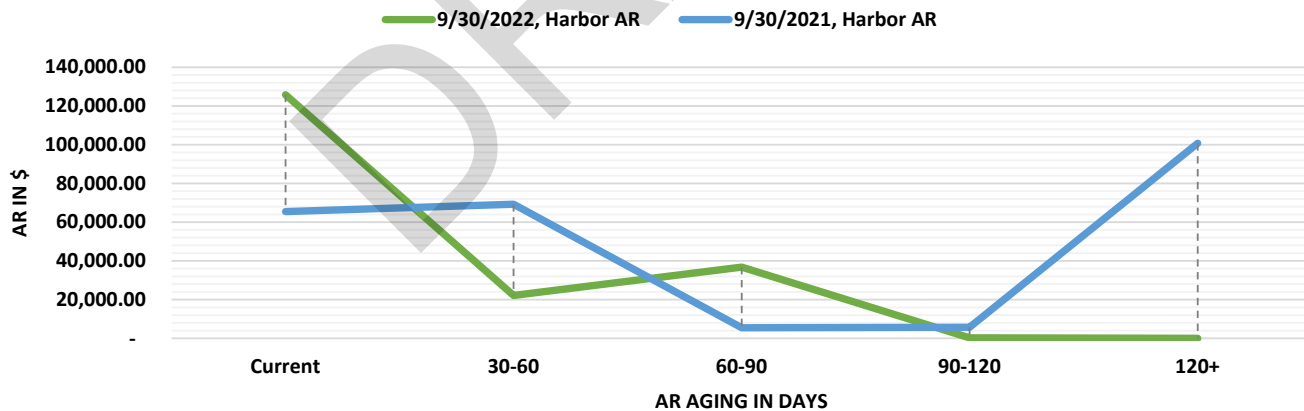
UTILITY AND HARBOR
ACCOUNTS RECEIVABLE
Y/Y COMPARISON

Accounts Receivable Summary for the Harbor							
AR Type	Period	Current	30-60	60-90	90-120	120+	Balance Forward
Utilites	9/30/2022, Utilities AR	371,116.43	39,635.72	1,239.96	(168.69)	(99,023.88)	312,799.54
	9/30/2021, Utilities AR	248,490.85	(74,902.51)	9,782.97	6,258.39	65,078.67	254,708.37
Harbor	9/30/2022, Harbor AR	125,750.49	22,180.86	36,818.66	240.96	-	184,990.97
	9/30/2021, Harbor AR	65,459.00	69,291.84	5,439.90	5,681.48	100,755.82	246,628.04

Utilities AR Y/Y Comparison



Harbor AR Y/Y Comparison



CITY AND BOROUGH OF WRANGELL
FISCAL YEAR 2023
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ALL FUNDS
FUND BALANCES
AS OF SEPTEMBER 30, 2022

Fund Type	Fund Description	Fund #	Beginning Fund Balance	Revenues & Transfers-In	Expenditures & Transfers-Out	Ending Fund Balance
General Fund	General Fund (Operating)	11000	9,292,140.33	1,882,969.40	1,434,482.12	9,740,627.61
	General Fund CIP	11300	(140,890.51)	-	-	(140,890.51)
	General Fund Consolidated	11000 & 11300	9,151,249.82	1,882,969.40	1,434,482.12	9,599,737.10
Debt Service Fund	Debt Service Fund	14000	7,556.00	291,566.00	-	299,122.00
Special Revenue Funds	Permanent Fund <A>	20000	8,677,014.47	(477,619.31)	-	8,199,395.16
	Nolan Center Operating Fund	21000, 21010, 21020 & 21030	(16,416.60)	61,921.47	98,946.15	(53,441.28)
	Nolan Center CIP Fund	21300	1,007.48	-	329.65	677.83
	Nolan Center Fund Consolidated		(15,409.12)	61,921.47	99,275.80	(52,763.45)
	Sales Tax Fund	22000	1,648,309.77	201,471.70	-	1,849,781.47
	Parks & Recreation Operating Fund	24000, 24010, 24020 & 24030	2,275,931.37	25,660.84	169,329.60	2,132,262.61
	Parks & Recreation CIP Fund	24300	65,148.59	-	25,797.45	39,351.14
	Parks & Recreation Consolidated 		2,341,079.96	25,660.84	195,127.05	2,171,613.75
	Secure Rural Schools Operating Fund	25000	2,229,595.53	-	438,070.00	1,791,525.53
	Secure Rural Schools CIP Fund	25300	31,384.50	-	21,315.00	10,069.50
	Consolidated Secure Rural Schools Fund		2,260,980.03	-	459,385.00	1,801,595.03
	WPSD Contribution Fund	26000	725,457.60	-	370,744.50	354,713.10
	Transient Tax Fund	28000	157,150.24	14,750.41	2,993.20	168,907.45
	CPV Excise Tax Fund	28010	310,922.13	-	-	310,922.13
Construction Funds	Residential Construction Fund	50000	164,979.02	-	-	164,979.02
	Industrial Construction Fund	52000	444,957.12	1,180.86	-	446,137.98
	Economic Recovery Fund	53000	1,330,134.77	-	560.57	1,329,574.20
Enterprise Funds	Light & Power Operating Fund	70000	3,620,043.19	855,015.03	773,209.19	3,701,849.03
	Light & Power CIP Fund	70300	(97,756.45)	-	9,000.00	(106,756.45)
	Light & Power Consolidated		3,522,286.74	855,015.03	782,209.19	3,595,092.58
	Water Operating Fund	72000	533,305.58	224,313.23	151,495.47	606,123.34
	Water CIP Fund	72300	890,579.12	318,496.06	158,164.15	1,050,911.03
	Water Fund Consolidated		1,423,884.70	542,809.29	309,659.62	1,657,034.37
	Port & Harbor Fund (Parent)	74000	5,459,381.00	93.94	5,309,498.51	149,976.43
	Harbor Fund	74010	(911,720.37)	2,757,137.38	102,722.29	1,742,694.72
	Port Fund	74020	(552,536.64)	1,166,857.96	27,126.77	587,194.55
	Marine Service Center Fund	74030	(1,356,353.95)	2,237,898.76	47,438.25	834,106.56
	Harbor CIP Fund	74300	23,295.77	-	26,049.00	(2,753.23)
	Meyer's Chuck Restrictd Reserve <C>	74110	694,305.70	-	-	694,305.70
	Port & Harbor Consolidated		3,356,371.51	6,161,988.04	5,512,834.82	4,005,524.73
	Wastewater Operating Fund	76000	1,178,885.09	176,472.90	96,623.28	1,258,734.71
	Wastewater CIP Fund	76300	18,231.35	-	5,592.06	12,639.29
	Wastewater Consolidated		1,197,116.44	176,472.90	102,215.34	1,271,374.00
	Sanitation Operating Fund	78000	89,374.62	225,663.20	51,568.06	263,469.76
	Sanitation CIP Fund	78300	613,538.22	-	-	613,538.22
	Sanitation Consolidated		702,912.84	225,663.20	51,568.06	877,007.98
Miscellaneous Funds	Borough Organization Fund	11110	312,497.54	-	-	312,497.54
	Hospital Legacy Fund	11125	200,379.97	-	10,213.18	190,166.79
	911 Surcharge Fund	11130	24,957.99	12,262.93	-	37,220.92
	Marian Glenz Fund	28020	31,832.00	-	-	31,832.00
	Bird Fest Fund	28030	1,976.87	-	-	1,976.87

Finance Director Comments

- 1) All balances above are unaudited and are subject to change as a result of FY22 year-end audit adjustments
- 2) Enterprise Fund Net Position is shown net of investment in capital assets to underscore the balance that is unrestricted
- 3) Fund Balance or Net Position does not = cash. Fund Balance or Net Position net of investment in capital assets is the accumulated retained earnings since the beginning of the fund. It can also be thought as working capital for purposes of budgeting and modeling.

Fund	Project #	Project Title	Borough Funded	Grant Funded	Total Budgeted FY2023	QTD Expenditures September 30, 2022	Encumbered	Remaining Project Funds Available	% of Budget Used (Including Encumbered Funds)	FY2023 Budget Page Reference
General Fund CIP 11300	11005	PW Yard Environmental Assessment	\$ 51,451	\$ -	\$ 51,451	\$ -	\$ 56,448	\$ (4,997)	-10%	142
	11006	North Country Trailhead Access Road Project (FHA- FLAP Grant)	\$ -	\$ 55,656	\$ 55,656	\$ -	\$ -	\$ 55,656	100%	143
	11011	Library Carpet Replacement Project <A>	\$ 46,500	\$ -	\$ 46,500	\$ -	\$ -	\$ 46,500	100%	144
	11013	Heritage Harbor Resurfacing Project	\$ 47,586	\$ -	\$ 47,586	\$ -	\$ 43,260	\$ 4,326	9%	145
	11012	Sunset Garden Columbarium and Cemetery Expansion Project	\$ 70,670	\$ -	\$ 70,670	\$ -	\$ 15,722	\$ 54,948	78%	146
	11014	PSB Underground Storage Tank Replacement	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000	100%	148
	11010	Garage Asbestos	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	100%	149
	11016	Airport Generator Project	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ (4,500)	0%	N/A
	11015	Mt. Dewey Slope Geotechnical Analysis	\$ 62,162	\$ -	\$ 62,162	\$ -	\$ 52,162	\$ 10,000	16%	150
Nolan Center CIP 21300	21001	Nolan Center Standby Generator Upgrades (2020 DHS-SHSP Grant)	\$ -	\$ 240,000	\$ 240,000	\$ 330	\$ -	\$ 239,670	100%	151
	21002	Nolan Center Roof Repairs Project	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000	100%	152
P&R CIP 24300	24003	Pool Lighting Upgrades	\$ 12,000	\$ -	\$ 12,000	\$ 10,713	\$ -	\$ 1,287	11%	155
	24004	Mt. Dewey Trail Expansion Project	\$ 100,000	\$ 994,579	\$ 1,094,579	\$ 3,245	\$ -	\$ 1,091,334	100%	156
	24006	Swimming Pool Siding & Brick Façade Replacement (DCRA Grant)	\$ -	\$ 175,000	\$ 175,000	\$ -	\$ -	\$ 175,000	100%	158
	24007	City Park Pavillion Fire Place Repair Project	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000	100%	160
	24008	Pool HVAC Upgrades (CDBG-CV Grant)	\$ -	\$ 806,712	\$ 806,712	\$ 11,839	\$ -	\$ 794,873	99%	161
SRS CIP 25300	25001	High School Fire Alarm Project (CDBG Grant)	\$ 118,750	\$ 459,251	\$ 578,001	\$ -	\$ -	\$ 578,001	100%	163
	25002	High School Side Walk Repairs Project	\$ 55,000	\$ -	\$ 55,000	\$ -	\$ -	\$ 55,000	100%	164
	25003	High School Elevator Modernization Project	\$ 173,890	\$ -	\$ 173,890	\$ 21,315	\$ -	\$ 152,575	88%	166
	25004	High School Underground Storage Tank Removal Project	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000	100%	162
WML&P CIP 70300	70006	Diesel Generator #5 Upgrades	\$ 150,374	\$ -	\$ 150,374	\$ 9,000	\$ 9,000	\$ 132,374	88%	168
	70007	AMI Metering System Implementation Project	\$ 750,000	\$ -	\$ 750,000	\$ -	\$ -	\$ 750,000	100%	169
	70008	12 MW Power Plant Upgrade Project	\$ 570,000	\$ -	\$ 570,000	\$ -	\$ 9,066	\$ 560,934	98%	170
	70009	Generation Building Rehabilitation Design	\$ 960,000	\$ -	\$ 960,000	\$ -	\$ -	\$ 960,000	100%	172
Water Fund CIP 72300	72001	Water Treatment Plant Design (ARPA Grant Funds)	\$ 296,719	\$ 603,963	\$ 900,682	\$ 155,776	\$ 29,215	\$ 715,691	79%	174
	72002	Reservoir Bypass Project	\$ -	\$ 250,000	\$ 250,000	\$ 2,300	\$ -	\$ 247,700	99%	175
	72005	Upper Damn Stability Analysis	\$ 150,212	\$ -	\$ 150,212	\$ 9,189	\$ 6,000	\$ 135,023	90%	176
P&H CIP 74300	74005	Meyers Chuck Float Replacement Project	\$ 275,000	\$ -	\$ 275,000	\$ -	\$ -	\$ 275,000	100%	178
	74006	Port & Harbor Security System Project (2020 DHS-SHSP Grant)	\$ -	\$ 149,638	\$ 149,638	\$ 17,649	\$ -	\$ 131,989	88%	179
Sewer Fund CIP 76300	76002	Node 8 Pump Station Rehabilitation	\$ 260,000	\$ -	\$ 260,000	\$ -	\$ -	\$ 260,000	100%	180
	76006	Wrangell Medical Center Lift Station Project	\$ -	\$ 298,819	\$ 298,819	\$ 5,592	\$ 2,000	\$ 291,227	97%	Not Included
Sanitation CIP 78300	78003	SWTS Loading Dock	\$ 391,499	\$ -	\$ 391,499	\$ -	\$ -	\$ 391,499	100%	181
MISC CIP 	n/a	Wilcox Environmental Assessment (Industrial Construction Fund)	\$ 20,737	\$ -	\$ 20,737	\$ -	\$ -	\$ 20,737	100%	183
	n/a	Old WMC Enviromental Remediation (Hospital Legacy Fund)	\$ 7,150	\$ -	\$ 7,150	\$ -	\$ -	\$ 7,150	100%	184
TOTALS			\$ 5,069,700	\$ 4,033,618	\$ 9,103,317	\$ 246,948	\$ 227,373	\$ 8,628,996	95%	
FUNDING RATIO			56%	44%	100%					

Tickmark Legend

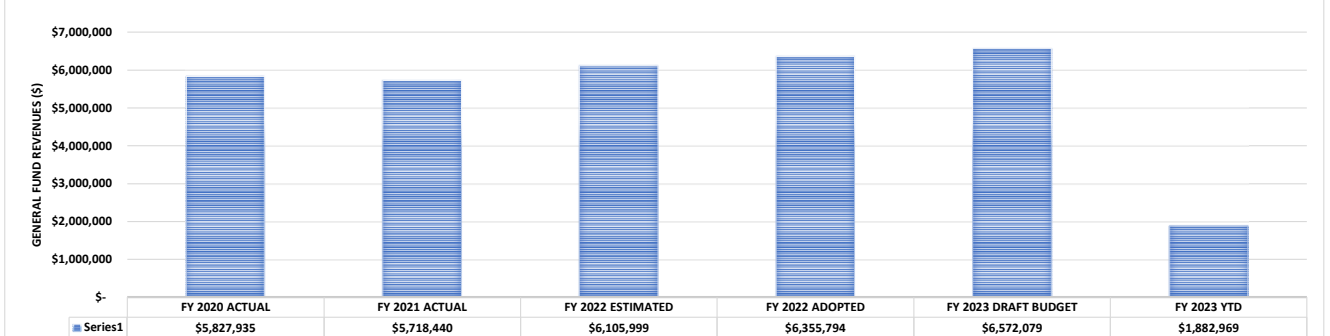
<A> - The identified project uses restricted funds from the General Fund (Campbell Library Trust)

 - The two identified projects under MISC CIP are environmental assessment projects that leverage professional services. As such, they are accounted for in their respective operating funds

GENERAL FUND REVENUES

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET	FY 2023 YTD	Remaining	YTD/Budget %
GENERAL TAXES									
11000 000 4010	Property Taxes	\$ 1,816,352	\$ 1,875,663	\$ 1,788,487	\$ 2,125,601	\$ 1,780,087	\$ 1,762,871	\$ 17,216	99.0%
11000 000 4015	Property Tax Penalties & Interest	\$ 29,835	\$ 28,293	\$ 23,212	\$ 20,000	\$ 20,000	\$ (4,674)	\$ 24,674	-23.4%
11000 000 4020	Sales Taxes (80% starting in FY23)	\$ 2,017,808	\$ 2,220,139	\$ 2,244,000	\$ 1,772,855	\$ 2,640,000	\$ -	\$ 2,640,000	0.0%
11000 000 4025	Sales Tax Penalties & Interest (80% Starting in FY23)	\$ 48,954	\$ 1,500	\$ 10,000	\$ 5,000	\$ 8,000	\$ -	\$ 8,000	0.0%
11000 000 4125	Marijuana Tax Revenue	\$ 1,925	\$ 600	\$ 7,971	\$ -	\$ 4,000	\$ -	\$ 4,000	0.0%
11000 000 4126	Marijuana Tax Penalty & Interest	\$ -	\$ -	\$ 1,716	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL		\$ 3,914,874	\$ 4,126,195	\$ 4,075,386	\$ 3,923,456	\$ 4,452,087	\$ 1,758,197	\$ 2,693,890	39.5%
STATE & FEDERAL REVENUE									
11000 000 4101	PERS On-behalf Revenue	\$ 163,407	\$ 166,506	\$ 160,000	\$ 180,058	\$ 160,000	\$ -	\$ 160,000	0.0%
11000 000 4110	Municipal Assistance Revenue	\$ 409,356	\$ 375,807	\$ 386,221	\$ 386,221	\$ 365,000	\$ -	\$ 365,000	0.0%
11000 000 4120	Liquor Tax Share Revenue	\$ -	\$ -	\$ 9,500	\$ 9,000	\$ 9,500	\$ -	\$ 9,500	0.0%
11000 000 4596	ARPA Grant Revenue (GF Portion)	\$ -	\$ -	\$ -	\$ 485,984	\$ -	\$ -	\$ -	0.0%
11000 000 4590	State Grant Revenue	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ 8,250	\$ -	\$ 8,250	0.0%
TOTAL		\$ 572,763	\$ 549,314	\$ 562,721	\$ 1,068,263	\$ 542,750	\$ -	\$ 542,750	0.0%
CHARGES FOR SERVICES									
11000 000 4320	Jail Rent Revenue	\$ 371,975	\$ 278,981	\$ 371,975	\$ 371,975	\$ 465,000	\$ -	\$ 465,000	0.0%
11000 000 4325	Court Rent Revenue	\$ 62,400	\$ 62,400	\$ 62,400	\$ 62,400	\$ 62,400	\$ 15,600	\$ 46,800	25.0%
11000 000 4330	Cemetery Services	\$ 2,431	\$ 1,890	\$ 6,000	\$ 2,800	\$ 3,000	\$ -	\$ 3,000	0.0%
11000 000 4335	Cemetery Plot Sales	\$ 1,773	\$ 588	\$ 650	\$ 2,100	\$ 600	\$ -	\$ 600	0.0%
11000 000 4380	Surplus & Material Sales	\$ 809	\$ 268	\$ 3,400	\$ -	\$ 2,000	\$ -	\$ 2,000	0.0%
11000 000 4385	Public Works Revenue	\$ -	\$ 307	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
11000 000 4402	Police Services	\$ 5,193	\$ 3,740	\$ 2,500	\$ 5,000	\$ 3,000	\$ 479	\$ 2,522	16.0%
11000 000 4403	DMV Services	\$ 70,202	\$ 42,234	\$ 70,000	\$ 50,000	\$ 70,000	\$ 31,945	\$ 38,055	45.6%
11000 000 4404	Misc. Animal Control Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
11000 000 4406	Reimbursement of Prisoner Costs	\$ 257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL		\$ 515,040	\$ 390,408	\$ 516,925	\$ 494,275	\$ 606,000	\$ 48,024	\$ 557,977	7.9%
PAYMENT IN LIEU OF TAXES									
11000 000 4030	Payment in Lieu of Taxes	\$ 503,436	\$ 494,259	\$ 806,287	\$ 460,000	\$ 505,000	\$ 50,112	\$ 454,888	9.9%
TOTAL		\$ 503,436	\$ 494,259	\$ 806,287	\$ 460,000	\$ 505,000	\$ 50,112	\$ 454,888	9.9%
LEASE REVENUE									
11000 000 4370	Tideland Lease Revenue	\$ 56,045	\$ 50,174	\$ 55,000	\$ 50,000	\$ 42,222	\$ 10,509	\$ 31,713	24.9%
11000 000 4371	Property Lease Revenue	\$ -	\$ (5,200)	\$ -	\$ -	\$ 13,200	\$ -	\$ 13,200	0.0%
TOTAL		\$ 56,045	\$ 44,974	\$ 55,000	\$ 50,000	\$ 55,422	\$ 10,509	\$ 44,913	19.0%
LICENSES & PERMITS									
11000 000 4360	Building Permits	\$ 1,500	\$ 1,150	\$ 1,200	\$ 1,000	\$ 1,000	\$ 550	\$ 450	55.0%
11000 000 4365	Planning & Zoning Permit Revenue	\$ 1,075	\$ 575	\$ 400	\$ 500	\$ 500	\$ 200	\$ 300	40.0%
11000 000 4405	Dog Licenses	\$ 396	\$ 252	\$ 334	\$ 300	\$ 300	\$ 48	\$ 252	16.1%
TOTAL		\$ 2,971	\$ 1,977	\$ 1,934	\$ 1,800	\$ 1,800	\$ 798	\$ 1,002	44.3%
MISCELLANEOUS REVENUES									
11000 000 4401	Fines & Forfeitures	\$ 4,302	\$ 6,920	\$ 7,000	\$ 5,000	\$ 6,000	\$ 2,171	\$ 3,829	36.2%
11000 000 4550	Interest Income (all general fund combined)	\$ -	\$ -	\$ 15,000	\$ -	\$ 65,320	\$ -	\$ 65,320	0.0%
11000 000 4600	Miscellaneous Revenues	\$ 5,004	\$ 100	\$ 60,000	\$ 500	\$ 80,000	\$ 13,138	\$ 66,862	16.4%
11000 000 4601	Insufficient Funds Fees Collected	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
11000 000 4602	Miscellaneous Reimbursement	\$ 583	\$ 2,769	\$ 796	\$ -	\$ 500	\$ -	\$ 500	0.0%
11000 000 4604	Miscellaneous Library Revenues	\$ 1,701	\$ 1,071	\$ 1,200	\$ 2,000	\$ 1,500	\$ -	\$ 1,500	0.0%
11000 000 4605	Copier Revenues	\$ 1,216	\$ 439	\$ 750	\$ 500	\$ 700	\$ 20	\$ 680	2.9%
11000 000 4690	Donations	\$ -	\$ 15	\$ 3,000	\$ -	\$ 5,000	\$ -	\$ 5,000	0.0%
TOTAL		\$ 12,806	\$ 11,314	\$ 87,746	\$ 8,000	\$ 159,020	\$ 15,330	\$ 143,690	9.6%
TRANSFERS-IN FROM OTHER FUNDS									
11000 000 4920	Transfer from Permanent Fund	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	0.0%
11000 000 4922	Transfer from Sales Tax-Streets	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	0.0%
11000 000 4925	Transfer from SRS-Streets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL		\$ 250,000	\$ 100,000	\$ -	\$ 350,000	\$ 250,000	\$ -	\$ 250,000	0.0%
TOTAL GENERAL FUND REVENUES		\$5,827,935	\$5,718,440	\$ 6,105,999	\$ 6,355,794	\$ 6,572,079	\$ 1,882,969	\$ 4,689,109	28.7%

GENERAL FUND REVENUES BY FISCAL YEAR



CITY AND BOROUGH OF WRANGELL
FISCAL YEAR 2023
Q1 FINANCIAL REPORT

GENERAL FUND OVERVIEW
APPROPRIATIONS VS EXPENDITURES
AS OF SEPTEMBER 30, 2022

GENERAL FUND APPROPRIATIONS	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ESTIMATED	FY 2022 ADOPTED	FY 2023 DRAFT BUDGET	FY 2023 Q1	Remaining	% Used	% OF TOTAL APPROPRIATIONS
001 Administration	\$ 521,073	\$ 370,926	\$ 527,866	\$ 480,549	\$ 463,793	\$ 103,634	\$ 360,158	22%	8%
002 Clerk	\$ 237,491	\$ 179,268	\$ 213,692	\$ 220,574	\$ 227,433	\$ 79,915	\$ 147,518	35%	4%
003 Finance	\$ 707,573	\$ 479,929	\$ 496,846	\$ 510,355	\$ 715,284	\$ 283,507	\$ 431,777	40%	13%
012 Fire	\$ 300,692	\$ 158,334	\$ 385,105	\$ 340,242	\$ 351,865	\$ 65,265	\$ 286,600	19%	6%
013 Police	\$ 878,473	\$ 630,537	\$ 1,050,802	\$ 1,065,394	\$ 1,159,796	\$ 250,107	\$ 909,689	22%	20%
014 Corrections & Dispatch	\$ 346,132	\$ 270,941	\$ 439,205	\$ 445,970	\$ 422,746	\$ 126,563	\$ 296,184	30%	7%
015 Public Safety Building	\$ 272,028	\$ 241,588	\$ 242,300	\$ 305,294	\$ 323,163	\$ 9,779	\$ 313,385	3%	6%
021 Public Works	\$ 447,210	\$ 513,749	\$ 492,200	\$ 439,151	\$ 536,948	\$ 175,209	\$ 361,739	33%	9%
022 PW Garage	\$ 267,585	\$ 198,835	\$ 122,233	\$ 206,940	\$ 258,803	\$ 76,239	\$ 182,565	29%	5%
024 PW Streets	\$ 375,403	\$ 236,344	\$ 320,653	\$ 425,500	\$ 483,986	\$ 31,196	\$ 452,790	6%	8%
026 Cemetery	\$ 1,499	\$ (335)	\$ 4,740	\$ 4,790	\$ 3,974	\$ (104)	\$ 4,078	-3%	0%
029 Capital Facilities	\$ 311,637	\$ 247,645	\$ 80,891	\$ 104,990	\$ 252,325	\$ 97,322	\$ 155,003	39%	4%
032 Economic Development/Planning	\$ 52,685	\$ 138,265	\$ 133,497	\$ 167,160	\$ 170,859	\$ 47,316	\$ 123,543	28%	3%
033 Community Service Organizations	\$ 53,793	\$ 43,096	\$ 43,000	\$ 47,000	\$ 50,000	\$ 10,000	\$ 40,000	20%	1%
034 Library	\$ 280,334	\$ 246,900	\$ 241,002	\$ 274,707	\$ 291,045	\$ 78,535	\$ 212,511	27%	5%
Total Expenditures	\$ 5,053,607	\$ 3,956,021	\$ 4,794,033	\$ 5,038,617	\$ 5,712,023	\$ 1,434,482	\$ 4,277,541	25%	100%

Change in Fund Balance (Net Income)	
Total Q1 Revenues	\$ 1,882,969
Total Q1 Expenditures	\$ 1,434,482
Change in Fund Balance (Net Income)	\$ 448,487

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 9 – Planning & Zoning Commission mtg. at 6:00 pm in the Assembly Chambers

Community Events:

Meetings and Other events of the Borough Assembly:

November 22 - Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

December 13 (Possibly rescheduled to December 20) - Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

January 10 - Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

January 24 - Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

February 14 - Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

February 28 - Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

March 14 - Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

March 28 - Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

April 12 - Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

Post-Election Training

Our new Borough Attorney will be in Wrangell from November 8th through the 10th. He will be providing OMA training for all boards, commissions, and committee members of the city, along with the Borough Assembly members on Wednesday, November 9th at 5:30pm at the Nolan Center.

Clerk Traveling

I will be out of town from November 28th through December 10th for vacation. My vacation will not impact the upcoming assembly meeting in any way.



How to handle “**Call the Question!**”

This motion may be the most commonly misunderstood motion. Many people mistakenly believe that if someone shouts out “call the question!” the group must take a vote immediately. This would give a single individual the right to shut down the debate and make everyone vote. Such an outcome would violate the principle that all members have equal rights, privileges and obligations.

This motion means that one person believes it is time to stop debate and vote immediately on the pending question. It is a request, not an order.

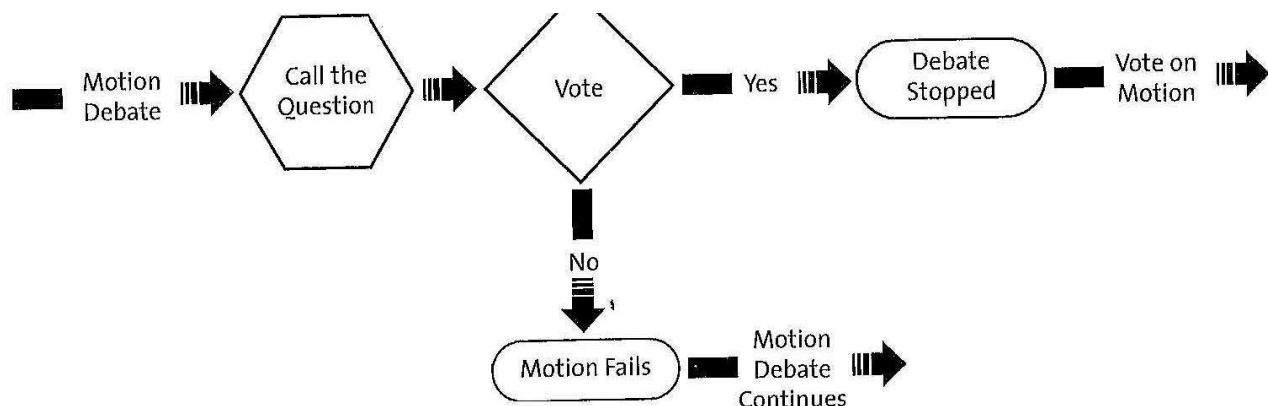
Members must be recognized before calling the question. Don’t let someone shout out “question” or “call the question” and take over the meeting without having obtained permission to speak.

When the question is called, the chair asks, “is there a second?” If someone seconds the motion, the vote is taken immediately on the pending question. It takes two-thirds in favor for this motion to pass.

Call the question:

- needs a second,
- cannot be debated,
- cannot be amended, and
- takes a two-thirds vote to pass. (Under Robert’s rules of order a two thirds vote is normally required when members’ rights are being limited or expanded.)

Here is how this motion looks.....



CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 8, 2022
	<u>Agenda Section</u>	10

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:

- *Steve Henson*

Alternate Member:

Submitted for either seat (voting or alternate):

- *Jeff Good*
- *Mark Walker*

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, 2023 thru December 31, 2023.

Mayor: If there are no objections, I will appoint _____ to fill the vacancy of the Alternate SEAPA Board Member seat, from January 1, 2023 thru December 31, 2023.

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, 2023 thru December 31, 2023.

Motion: Move to appoint _____ to fill the vacancy of the alternate SEAPA Board member seat, from January 1, 2023 thru December 31, 2023.

Good afternoon Mayor,

I would like to be considered for either a primary or alternate for the SEAPA board. I feel like this would help me in my role as the manager to be aware of any rate adjustments, ongoing maintenance, and future projects. Being on the board would help in both short term and long term planning for Wrangell Light and Power.

v/r,
Jeff

Kim Lane

From: mark walker <manwalk@gmail.com>
Sent: Monday, October 31, 2022 9:40 AM
To: Kim Lane
Subject: SEAPA Board vacancy

To whom it may concern:

I am currently serving on the SEAPA Board.

I am interested in continuing for another term. I am interested in either the 1) voting member, or 2) alternate member for Wrangell.

Sincerely,

Mark Walker

To: City Council

November 2, 2022

From: Steven Henson

Re: SEAPA Board appointment

I am interested in being re-appointed to the SEAPA Board of Directors. I have been associated with the organization as a Board member for the Four Dam Pool, operations/maintenance manager and subsequently as a voting member of the SEAPA Board of Directors. I would like to continue to serve on the board.

Steven R. Henson



Retired

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 8, 2022
	<u>Agenda Section</u>	10

Board, Committee, and Commission Appointments

<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 vacancies:

<i>Board/Committee/Commission</i>	<i>Letter of Interest Received from:</i>
Planning & Zoning Commission (1 vacancy)	1. None.
Parks & Recreation Advisory Board (1 vacancy)	1. Marc Lutz
Investment Committee (1 avail. – Community Member)	1. None.

Procedure - Mayor: “I will appoint _____ to fill the vacancy on the _____ until October _____.

If there are seats that are left vacant (no letters received), the Borough Clerk will advertise for the vacancies.

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 fill the vacancy on the
_____ for the term up until October _____.*

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 8, 2022
	<u>Agenda Section</u>	11

Request by Frank Warfel Jr. to purchase Lots 36-38, Block 13, Wrangell Townsite

SUBMITTED BY:

Jeff Good, Borough Manager and staff

Reviews/Approvals/Recommendations

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

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
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Amount Budgeted:

FY20 \$XXX

Account Number(s):

XXXXXX XXX XXXX

Account Name(s):

Enter Text Here

Unencumbered Balance(s) (prior to expenditure):

\$XXX

ATTACHMENTS: 1. Request by Frank Warfel Jr. 2. Aerial 3. Property Boundary map
4. Memo from Planning and Zoning Commission

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

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

RECOMMENDATION MOTION:

Recommend contracting with an engineering firm to provide development options for access, storm water, and utility service to all 14 lots on Cassiar Street.

SUMMARY STATEMENT:

Mr. Warfel is requesting to purchase three lots located on Cassiar Street just off of "A" Street (above Evergreen Ave). Mr. Warfel owns two lots directly across "A" Street from one of the lots.

The request to purchase the land went to the Planning and Zoning Commission for review and a recommendation (attached) at their September 8, 2022 meeting. Borough staff have met regarding this request and offer additional information for consideration.

Mr. Warfel is requesting to purchase three lots, Lots 36-38, Block 13, Wrangell Townsite. All lots are zoned Single Family Residential. Access is currently undeveloped. The right-of-way (ROW) that accesses these three lots is "A" Street. A portion of "A" Street (15 feet) was vacated in 2003 as the house below these three lots was constructed partially in the ROW. There are 15 feet remaining of the platted but undeveloped "A" Street ROW.

Mr. Warfel is seeking to purchase the three lots to eventually construct residences for family members per his letter of request. He has indicated that access and utilities could be provided through his lot.

The Borough has looked at trying to provide utilities and access to the lots on this north end of Cassiar Street off and on over at least the past 20 years. There are the three Borough owned lots and an additional 11 lots that have been privately owned for the last 50 years. Different options have included using the existing remaining portion of "A" Street for utilities and access. When providing utility service, one cannot assume that the current owners will always own the property. How to deliver services must be determined by not who owns the property now, but from a long-term planning position.

The platted ROW is narrow and steep, and there are varying opinions regarding the feasibility of construction of the utilities. The Borough also investigated trying to access from the upper side of all 14 lots by extending the platted Meridian Street that is located behind Bloom Trailer Park on Evergreen. Opening Cassiar Street on the south end required blasting of a huge rock outcropping and there was concern for safety of existing residences and slope stability. That, along with the partial vacation of "A" Street has created an issue for access and utilities. There has not been any contracted engineering to look at the access and delivery of utility issue.

Selling the property will put the lots on the Tax roll. However, from staff's review, there are concerns regarding moving forward as requested. There should be an overall comprehensive plan for the delivery of utility services, addressing slope stability, addressing storm water drainage, and access, even if it is to only these three requested lots. Providing sewer and water services may still need to be through the right-of-way as certain standards for delivery of services are required. Just providing sewer and water utilities to the first three lots creates an equity issue to the other landowners that have had no access/service for years. Each lot, whether considering service to three or 14 lots, requires their own direct water and sewer service line. Should any service line be placed through private property, then an easement for that line servicing another privately owned lot, requires an easement to protect a future owner and future service delivery. Providing the necessary size of service or main for three lots or 14 lots is critical for the longterm utility support.

WMC 15.04.150 Joint service connections.

A. The borough may, at its option, serve two or more premises with one service connection. On new service connections, the inside diameter of such joint lines shall be sufficient to provide a carrying capacity not less than the combined capacity of individual service lines of the same size as the meters installed.

B. Service extensions from an existing service to other occupancies or ownerships than that for which the existing service was intended shall not be permitted except under special considerations approved by the assembly. [Ord. 217 § 5, 1968; prior code § 54.10.090.]

WMC 15.04.140 Length of service pipe.

A. Where the water distribution main is in a public right-of-way, the service valve will be placed at the right-of-way line nearest the property to be served.

B. Where the main is on an easement or publicly owned property other than designated rights-of-way, the service valve shall be installed to the boundary of the easement or public property nearest the property to be served.

Currently, residential development on the other side of Mt. Dewey faces considerable storm water drainage issues. There are already existing drainage issues with Mt. Dewey runoff on the lots directly on Evergreen Ave. If creating development higher on the slope, then addressing that runoff drainage is critical. At this time, there has been no comprehensive analysis how best to handle drainage for the new developments and impacts to existing residences.

There is evidence of a slide in the vicinity of the three lots requested for purchase. The three lots, based on limited topography the Borough has from the Meridian Street analysis does show they are located on a relative mildly sloped bench. Further upslope is extremely steep and no slide prone analysis has been conducted on this side of Mt. Dewey.

Electrical service may be challenging. At minimum, a road base is required for the electrical department equipment to access and provide service to the lots. If the ROW is constructed, service would need to be placed on the edge of the ROW there would need to be easements from the adjacent landowner. If access is provided through Mr. Warfel's lot, the electrical may be able to be provided through the middle of the ROW. If access is provided through Mr. Warfel's lot, an access and utility easement would be required to guarantee future access to these three lots. It would not address service to the remaining 11 lots.

Another issue is the equity in selling the three parcels to one individual or putting the lots up for public surplus sale. Mr. Warfel does own property across the ROW from these three lots and could potentially meet code requirements and potentially provide the necessary individual service lines and access and required easements to these three lots through his property. The sale will not address service to the remaining 11 privately owned lots. There is also a huge demand for residential lots for sale and putting them on public surplus could provide other interest for residential development and generate additional revenue for the Borough. The Borough would need to engineer appropriate access, storm water drainage, and utilities for either the three or all 14 lots.

August 3, 2022

Attn: Kim Lane
Borough Clerk
City & Borough of Wrangell
205 Brueger Avenue
Wrangell, Alaska 99929

Dear Mrs. Lane,

I am contacting you today to express my interest in purchasing three parcels of undeveloped land from the City and Borough of Wrangell. Please consider this letter as a formal request to purchase the following parcels of land:

Parcel 02-003-323, Block 13, Lot 38, Plat 39-03; and
Parcel 02-003-321, Block 13, Lot 37, Plat 39-03; and
Parcel 02-003-319, Block 13, Lot 36, Plat 39-03.

**See attached Schedule A*

As per WMC 16.12.040, it is necessary for me to outline my purpose and the intended use of the land I am requesting to purchase. The aforementioned parcels are adjacent to my primary residence. As such, I would like to acquire these properties for the purpose of expanding my existing residence and/or developing these properties for members of my family to build homes on in the future. It is unlikely the Borough will develop the access and infrastructure needed to open up these properties for residential sale. As the adjacent landowner, I am proposing to tie in the utilities from my primary residence and provide the access necessary to develop these properties for my family and I.

The Borough would benefit from this transaction as it would expand its tax base and provide additional housing without the cost of developing utilities and infrastructure to access these properties. It is my understanding that the Borough has no plans to develop these properties, and I believe such a transaction is mutually beneficial.

Please feel free to contact me directly at (907) 305-0776 regarding next steps. I sincerely hope you consider this request to purchase.

Respectfully,

Frank Warfel

Frank Warfel Jr.

Schedule A – Request to Purchase



MEMORANDUM

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

**FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR**

SUBJECT: Request to purchase three parcels of Borough owned land, Lot 36-38, Block 13, Wrangell Townsite, located on A Street and Cassiar, zoned Single Family Residential, requested by Frank Warfel Jr., owned by the City and Borough of Wrangell

DATE: SEPTEMBER 12, 2022

BACKGROUND:

The Planning and Zoning Commission at their regular meeting of September 8, 2022 reviewed the request from Frank Warfel Jr. to purchase three city owned lots on “A” Street and Cassiar.

Mr. Warfel is requesting to purchase three lots located on Cassiar just off of “A” Street (above Evergreen Ave). Mr. Warfel owns two lots across “A” Street from the requested lots. The lower lot includes his residence,

RECOMMENDATION:

The Commission voted to recommend to the Assembly to move forward with selling the three lots.

FINDINGS:

Zoning/Land Use: The requested parcels are zoned Single Family Residential.

‘A Street’ which is the northern edge of the Wrangell Townsite was platted around 1925. Evergreen Avenue was not constructed until the 1980’s time period. ‘A Street’ was partially vacated in 2003 at the request of the Biastochs who own Lot 16B below the three lots requested for purchase. Their house was located partially in the ‘A Street’ right-of-way and during a refinance, the bank would not consider options unless the encroachment was dealt with.

Mr. Warfel is seeking to purchase the three lots to eventually expand his residence and construct residences for family members. He has indicated in his request to purchase that access and utilities could be provided through his lot.

The Borough has not been able to provide utilities or access to the lots on Cassiar that have been owned by Richard Kaer and Fennimore family for approximately 50 years. The Borough did investigate the potential to provide access from the upper side of these parcels by extending Meridian street that begins near the Evergreen Trailer Park.. Opening Cassiar street on the other

end required blasting of a huge rock outcropping. That, along with the partial vacation of 'A Street' and the steepness of the terrain in this area has created an issue for access and utilities.

Sale issues: Selling the property would put the lots on the Tax roll. Providing sewer and water services may still need to be through the right-of-way and require certain standards, because of the fact there are other privately owned lots that may also need and request services once access or utilities are provided to the first three lots. Currently, access or services to the three lots being requested or the other 11 privately owned lots are not on the City's CIP list.

Another reason the lots were not considered for selling was because of the terrain. The slope is steep with benches not necessarily where the road access or lots are, drainage has been an issue for a number of the houses in this area, and access also. Small slides have occurred on the slopes above these requested lots.

Should the City consider selling these lots, a more comprehensive utility and access plan should be considered in order to provide access and utilities to the other 11 privately owned lots along the street without road or utility access.



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

DATE 7-3-03 Charles R. Biastoch
CHARLES R. BIASTOCH

DATE 7-3-03 Valerie J. Biastoch
VALERIE J. BIASTOCH

NOTARY'S ACKNOWLEDGMENT
U.S. OF AMERICA
STATE OF ALASKA
CITY OF WRANGELL

THIS IS TO CERTIFY THAT ON THIS 3rd DAY OF July, 2003, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED Charles R. Biastoch TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND Valerie J. Biastoch ACKNOWLEDGED TO ME THAT they SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

Gregory G. Scheff
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
My Commission Expires 2-15-05

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)
I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND AN ACTING Notary Public FOR THE CITY OF WRANGELL, HEREBY CERTIFY, THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY OF WRANGELL, IN THE NAME OF Charles R. Biastoch AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 2003 WILL BE DUE ON OR BEFORE AUGUST 15, 2003, DATED THIS 11th DAY OF July, 2003.

Gregory G. Scheff
NOTARY PUBLIC - First Clerk

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY OF WRANGELL PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION BY PLAT RESOLUTION NO. 20, DATED 7/10/03, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

DATE 7/10/03 Christine Craige
CHAIRMAN, PLANNING COMMISSION

Christine Craige
SECRETARY

CERTIFICATE OF APPROVAL BY THE COUNCIL
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY OF WRANGELL COUNCIL AS RECORDED IN MINUTE BOOK 20, PAGE 20, DATED 7-23-03, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, WRANGELL, ALASKA.

DATE 7-23-03 Bruce S. Hunt
MAYOR, CITY OF WRANGELL

Christine Craige
CITY CLERK

PLAT NOTES

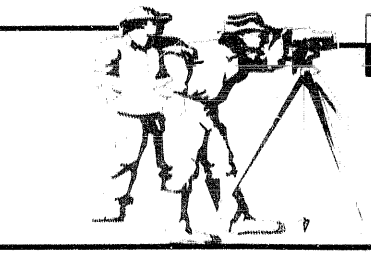
1. PORTION LOT 16 IS ZONED SINGLE FAMILY RESIDENTIAL
2. THIS PLAT WILL CREATE LOT 16B, BLOCK 12, WRANGELL TOWNSITE, U.S. SURVEY 1119.



DESIGNED: GGG
DRAWN: ILS
CHECKED: GGG
DATE OF SURVEY: 07/02/2003
DATE OF PLAT: 07/02/2003
SCALE: 1"=20'
SURVEYOR: GREGORY G. SCHEFF
PROJECT NO. 7/3/03

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN JULY 2003, A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

Gregory G. Scheff
DATE 7/3/03
GREGORY G. SCHEFF (LS6700)



GREG SCHEFF & ASSOCIATES
LAND SURVEYORS

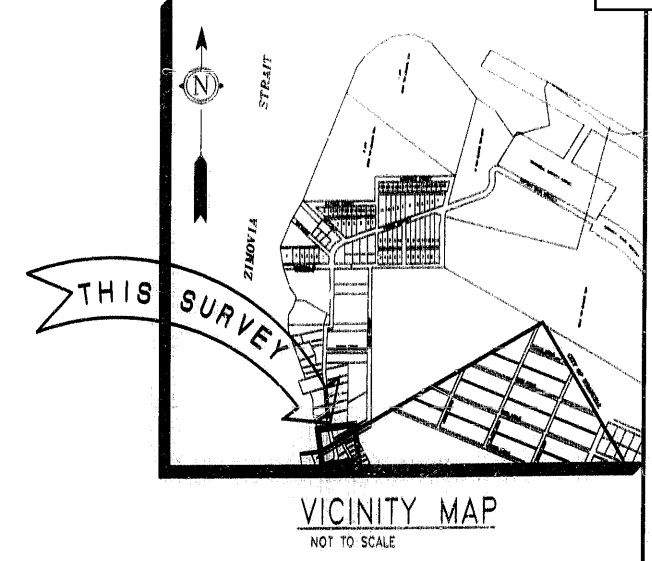
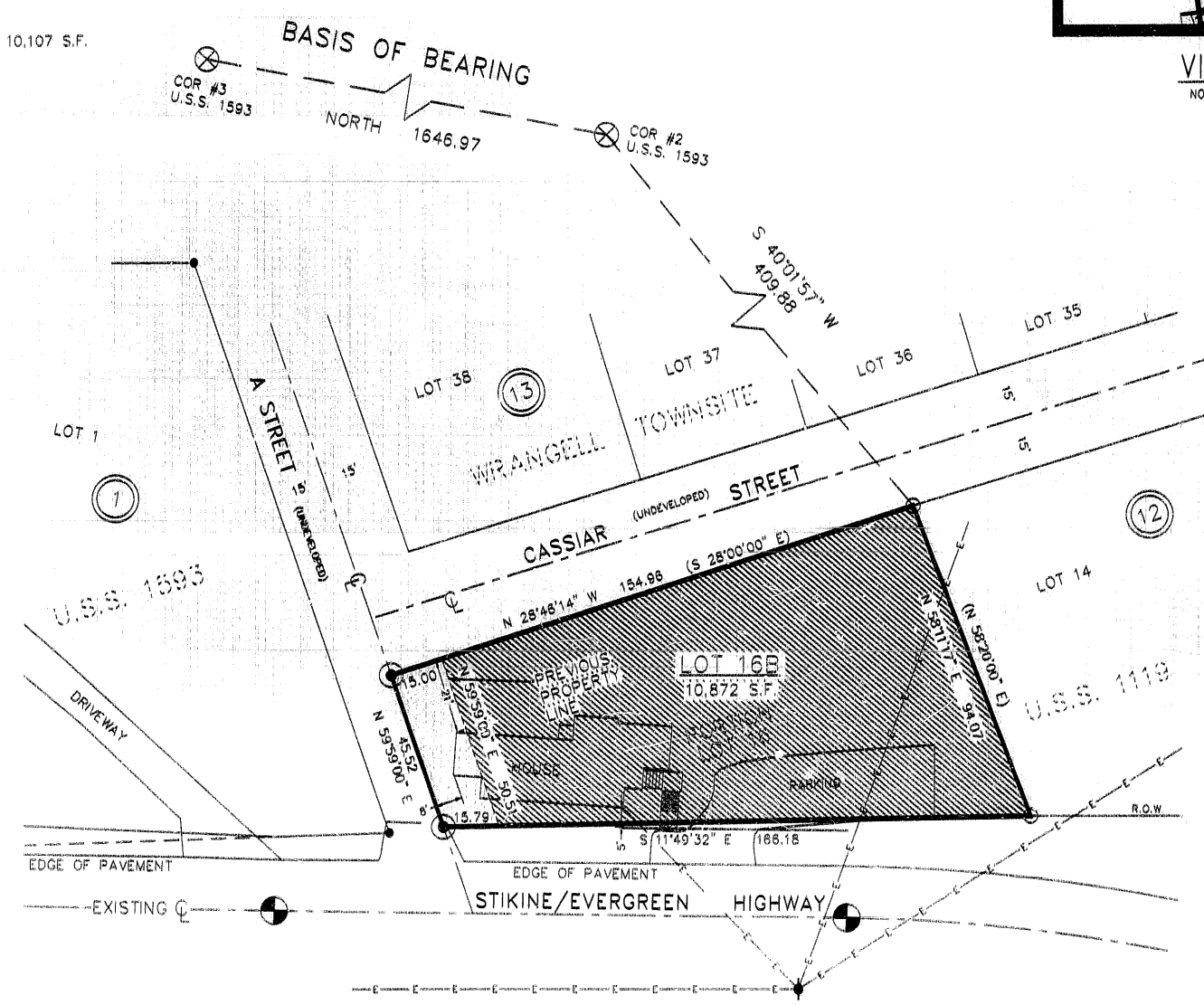
BOX 1331 WRANGELL, ALASKA 99929
PHONE (907) 874-2177
FAX (907) 874-2167

PROJECT: **BIASTOCH RESUBDIVISION**
THE REPLAT OF A PORTION LOT 16, BLOCK 12, U.S. SURVEY 1119 AND A VACATION OF A PORTION OF "A" STREET, U.S. SURVEY 1593 WRANGELL RECORDING DISTRICT

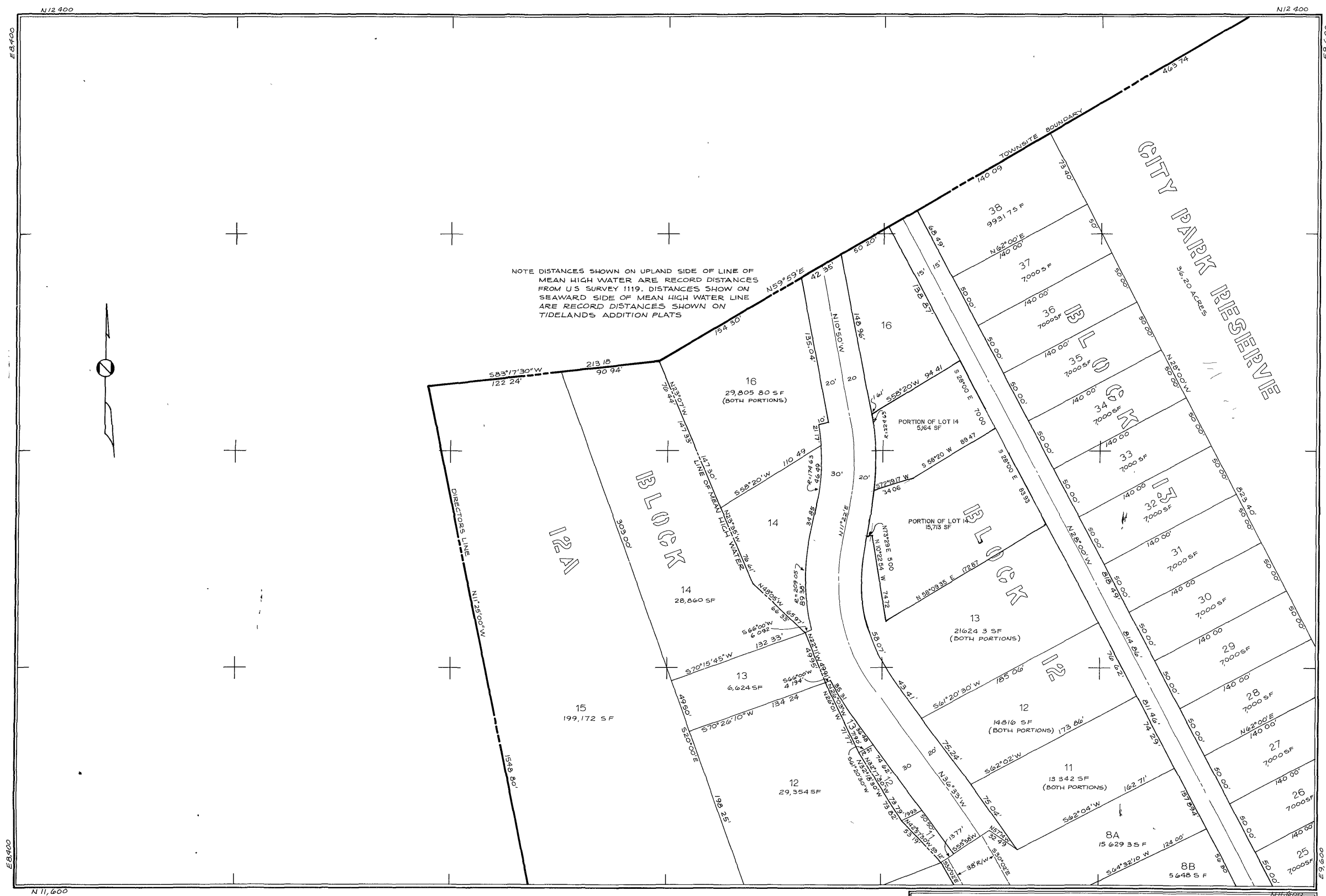
CLIENT: CHARLES AND VALERIE BIASTOCH
BOX 1589
WRANGELL, ALASKA 99929

LEGEND

- CENTERLINE BRASS CAP - RECOVERED
- GLO/BLM ROCK MONUMENT - RECOVERED
- REBAR AND ALUM CAP - RECOVERED (LS6700)
- REBAR AND YELLOW PLASTIC CAP - RECOVERED (LS6700)
- REBAR AND ALUM CAP - SET THIS SURVEY (LS6700)
- POWER POLE
- OVERHEAD ELECTRICAL SERVICE
- DATA OF RECORD
- DATA MEASURED OR COMPUTED
- PORTION OF "A" STREET TO BE VACATED 718 S.F.
- ORIGINAL LOT 16 - APPROX. 10,107 S.F.



2003-8
Wrangell REC DIST 1119
DATE 7-28-03
TIME 11:55 AM
Prepared by Gregory G. Scheff
Reviewed by Charles R. Biastoch
Wrangell REC DIST 1119



SEE SHEET 8

CITY OF WRANGELL, ALASKA ASSESSOR'S MAP

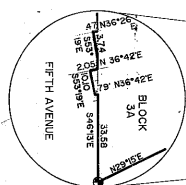
CHARLES POOL & ASSOCIATES, INC.
CONSULTING ENGINEERS & SURVEYORS
2225 TONGASS AVE KETCHIKAN, ALASKA 99901

SCALE	1" = 40'		PHASE 2	SHEET
				3
DATE	DRAWN BY	PROJ NO		39

[illegible]

CHARLES POOL & ASSOCIATES
CONSULTING ENGINEERS & SURVEYORS
BOX 2609, KETCHIKAN, ALASKA 99901

NO.	DATE	BY	REVISIONS



ZIMOVI STRAIT

U.S. SURVEY NO 1240
57.1 ACRES

U.S. SURVEY NO. 1593
BLOCK 2

U.S. SURVEY NO. 3753
572.28 ACRES

U.S. SURVEY NO. 2096

A.M.D. U.S. SURVEY NO. 9
43.44 ACRES

WRANGELL AIRPORT
AIRPORT SPUR HIGHWAY

PLAT REVISIONS				
NO.	DATE	BY	PLAT NO.	SUBDIVISION NAME
1	MAR 1991	JM	86-4	APPLEMAN SUBDIVISION LOT 3 BLOCK 1 USS 1593
2	MAR 1991	JM	87-2	HALL SUBDIVISION BLOCK 2 USS 1948
3	MAR 1991	JM	85-6	EASTAUGH SUBDIVISION LOTS 6 & 7 BLOCK 3 USS 1593
4	MAR 1991	JM	82-12	FIFTH AVENUE VACATION BLOCK 3A USS 1948
5	MAR 1991	JM	83-2	PLAT ALTERATION OF LOT 14, BLK 1, USS 2127, FIRST AVE. & STIKINE HIGHWAY
6	MAY 1992	JM	92-3	THIRD AVENUE SUBDIVISION LOTS 10 & 11 BLK 5 USS 2127

LEGEND	
---	U.S. SURVEY BOUNDARY
---	R.O.W. LINE
---	R.O.W. CENTER LINE
---	LOT BOUNDARY
---	BEGIN CURVE

SCALE: 1" = 100'

U.S. SURVEY NO. 3753

U.S. SURVEY NO. 125

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 8, 2022
	<u>Agenda Section</u>	13

ORDINANCE No. 1033 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE SALE OF PUBLIC LAND IN CONFORMANCE WITH WRANGELL MUNICIPAL CODE CHAPTER 16.12, SPECIFICALLY, LOT A, BLOCK 54, WMC REPLAT, PLAT 2016-6, WRANGELL RECORDING DISTRICT, AND REPEALING RESOLUTION NO. 04-22-1690

<p><u>SUBMITTED BY:</u></p> <p>Jeff Good, Borough Manager and staff</p>	<p><u>FISCAL NOTE:</u></p> <p>Expenditure Required: \$XXX Total</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">FY 20: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY 21: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY22: \$</td> </tr> </table> <p>Amount Budgeted:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">FY20 \$XXX</td> </tr> </table> <p>Account Number(s):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">XXXXXX XXX XXXX</td> </tr> </table> <p>Account Name(s):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">Enter Text Here</td> </tr> </table> <p>Unencumbered Balance(s) (prior to expenditure):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">\$XXX</td> </tr> </table>	FY 20: \$	FY 21: \$	FY22: \$		FY20 \$XXX		XXXXXX XXX XXXX		Enter Text Here		\$XXX
FY 20: \$	FY 21: \$	FY22: \$										
	FY20 \$XXX											
	XXXXXX XXX XXXX											
	Enter Text Here											
	\$XXX											

<p><u>Reviews/Approvals/Recommendations</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;"><input type="checkbox"/></td> <td style="width: 85%;"></td> </tr> <tr> <td style="text-align: center;">Name(s)</td> <td></td> </tr> <tr> <td style="text-align: center;">Name(s)</td> <td></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Attorney</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Insurance</td> </tr> </table>	<input type="checkbox"/>		Name(s)		Name(s)		<input checked="" type="checkbox"/>	Attorney	<input type="checkbox"/>	Insurance	
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Name(s)											
<input checked="" type="checkbox"/>	Attorney										
<input type="checkbox"/>	Insurance										

ATTACHMENTS: 1. ORD 1033

RECOMMENDATION MOTION:

Move to approve first reading of Ordinance No. 1033 and move to a Second Reading with a Public Hearing to be held on November 22, 2022.

SUMMARY STATEMENT:

In conjunction with JDO Law, the Borough has created the attached non-codified ordinance in order to evidence that we have followed our public process for the sale of the old Wrangell Medical Center (WMC) as well as to list the property with a Realtor for the value of the land.

The Assembly approved Resolution No. 04-22-1690 in April 2022 to follow the surplus process to sell the land and structure for the full appraised value of \$830,000. The listing was advertised on the Public Surplus site for well over 30 days. After the 30-days, the property and structure were listed over-the-counter where the eligible bidder of \$830,000 would be the perspective buyer. We have received no inquiries or offers as of the original date of the listing on Public Surplus.

This Non-codified Ordinance will repeal Resolution No. 04-22-1690 and enact the procedures and processes that are outlined in the Non-codified Ordinance. The Borough shall issue an RFP for commercial realty firms who are interested in being engaged to list the Old WMC property.

In addition, the property will be listed for the property's appraised land value of \$470,000. The Borough in its discretion may entertain offers less than the listing price, but such an offer shall be justified for the purposes of economic development. We believe that listing for the land-value of the WMC will elicit serious buyers for the property.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 1033

A NON-CODE ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE SALE OF PUBLIC LAND IN CONFORMANCE WITH WRANGELL MUNICIPAL CODE CHAPTER 16.12, SPECIFICALLY, LOT A, BLOCK 54, WMC REPLAT, PLAT 2016-6, WRANGELL RECORDING DISTRICT, AND REPEALING RESOLUTION NO. 04-22-1690

WHEREAS, the Borough is the owner of the following described real property: Lot A, Block 54, WMC Replat, Plat 2016-6, Wrangell Recording District and Wrangell Medical Center building (WMC), 310 Bennett Street, Wrangell, AK 99929; and

WHEREAS, the real property on which the WMC sits is approximately 84,988 square feet (1.95 acres); and

WHEREAS, the Borough Assembly has determined it is in the public interest for the Borough to divest itself of the property and the WMC building; and

WHEREAS, the appropriate pre-sale work including a Hazardous Materials Assessment and an Appraisal have been completed; and

WHEREAS, pursuant to Resolution 04-22-1690, the Borough Assembly approved listing the WMC on the Public Surplus site for the Borough; and

WHEREAS, the WMC has been listed on the Public Surplus site for well over the 30-day period required by Resolution 04-22-1690 and has since remained for sale, over-the-counter under Wrangell Municipal Code 16.12.105 and the Borough has not received any inquiries or offers; and

WHEREAS, in order to generate interest among prospective purchasers of the WMC property, the Borough Assembly desires to lower its listing price to \$470,000, which is the appraised value of the land only; and

WHEREAS, the Borough has incurred significant costs to maintain and provide utilities to the WMC and the Borough Assembly has determined that lowering the listing price accords with the public's interest to sell the WMC property quickly to avoid incurring further maintenance and utility costs; and

WHEREAS, the Borough Assembly desires to sell said property by advertising with a commercial reality firm that will be selected through a Request for Proposals ("RFP") selection process.

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

Section 1. AUTHORIZATION. This is a non-code temporary ordinance allowed by Section 2-13(A) of the Home Rule Charter of the City and Borough of Wrangell, Alaska.

Section 2. REPEAL. Resolution No. 04-22-1690 is hereby repealed as the property failed to sell under the public auction or over the counter, and as such, all terms or conditions of the sale of the Old Wrangell Medical Center shall be in accord with Sections 3 through 5 below.

Section 3. AUTHORIZATION TO SELL PROPERTY. The Borough Assembly authorizes the Borough Manager to sell Borough-owned real property Lot A, Block 54, WMC Replat, Plat 2016-6, Wrangell Recording District using the procedures described in Sections 3-4 below.

Section 4. SALE PROCEDURES. The Borough Assembly establishes the following procedure for the sale of the Borough-owned real property Lot A, Block 54, WMC Replat, Plat 2016-6, Wrangell Recording District, and the WMC Building, more commonly known as the “Old Wrangell Medical Center.”

1. **Advertising.** The Borough shall issue an RFP for commercial realty firms interested in being engaged to list the WMC property. The selected firm shall list and advertise the WMC property in the way that it determines would generate the maximum interest among prospective purchasers.
2. **Eligibility and Exclusions.** No persons less than eighteen (18) years of age may purchase the property. No person or entity who is delinquent in any property tax, sales tax, utility payment, or other financial obligation with the Borough may purchase the property. The Borough Manager, Borough Clerk, and Economic Development Director are prohibited from purchasing the property in their own name, or in the name of their spouse, dependent child, or solely-owned or family-owned business.
3. **Listing Price.** The listing price for the WMC property shall be set at the property’s appraised land value of \$470,000. The Borough in its discretion may entertain offers less than the listing price, but such an offer shall be justified for the purposes of economic development.
4. **Sale Terms.** Terms of the sale shall be negotiated by the Borough Manager. The sale shall be approved by a resolution the Borough Assembly.
5. **Borough Manager Authorized to Administer.** The Borough Manager is authorized to develop whatever administrative procedures, forms and policies are necessary to implement this ordinance.

Section 5. PUBLIC NOTICE REQUIRED. In conformance with Wrangell Municipal Code Section 16.12.040(b) the Borough Clerk shall give notice of the sale by publication of notice in a newspaper of general circulation in the Borough at least 30 days before the date of the sale, and the notice shall be posted within that time in at least three public places in the Borough.

Section 6. EFFECTIVE DATES. This ordinance shall be effective upon adoption and shall sunset on the date the Borough Assembly approves the sale of the WMC property.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF
WRANGELL, ALASKA THIS 8th DAY OF NOVEMBER 2022.

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 8, 2022
	<u>Agenda Section</u>	13

RESOLUTION No. 11-22-1726 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$220,000 FROM THE INDUSTRIAL CONSTRUCTION FUND RESERVES TO THE INDUSTRIAL CONSTRUCTION CIP FUND FOR THE 5TH AND 6TH AVENUES ROADWAY CONSTRUCTION PROJECT AND AUTHORIZING ITS EXPENDITURE

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$220,000

FY 21: \$	FY 22: \$220,000	FY23: \$
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Amount Budgeted:

Account Number(s):

Account Name(s):

Unencumbered Balance(s) (prior to expenditure):

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Res 11-22-1726; 2. FY23 Proposed Capital Project for 5th and 6th Avenues Roadway Construction in Industrial Park Subdivision

RECOMMENDATION MOTION:

Move to Approve Resolution No. 11-22-1726.

SUMMARY STATEMENT:

The City and Borough of Wrangell community input suggests that commercial and industrial growth has created a substantial and immediate need for making available new industrial lots. The area most suited for development to meet this demand is the Industrial Park Subdivision, which has eight additional platted lots which could be made available provided road access was available to those lands.

Management proposes to construct portions of the 5th Avenue and 6th Avenue to provide access to the lots and then put them up for sale.

- 5th Avenue is proposed for construction of approximately 125' of roadway
- 6th Avenue is proposed for construction of approximately 600' of roadway

This project anticipates two-lane gravel-surface roadways for a portion of the 5th Avenue ROW, to access Lot 7/Blk 66, and for the 6th Avenue ROW, to access Lots 10, 11, 12, and 13 / Blk 66. With these roadway expansions and including access to two other lots (Lots 8 and 9/Blk 66) along Bennett Street, the CBW could sell up to eight lots total to address increased development and growth.

The proposed construction method for this project is Flotation, where the fill is floated over the muskeg, where it is critical to ensure the peat mat is not broken. This method is generally cheapest in initial cost; however, loss of stability and severe differential settlement, with continued maintenance costs, are to be expected. A geotextile fabric would be use between the peat and the fill material to eliminate the mixing of the materials, helping to reduce the strength loss. This project scope would allow for light industrial traffic loads.

Electrical distribution would be constructed overhead. No water or sewer is proposed in this project; therefore, the lots would be sold with the understanding that the CBW has no plans to provide water and sewer utilities in the future.

The FY 2023 Budget is amended to reflect a transfer of funds, in the amount of \$220,000, from Industrial Construction Fund Reserves to the Industrial Construction CIP Fund for the 5th and 6th Avenues Roadway Construction project and authorizing its expenditures.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 11-22-1726

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$220,000 FROM THE INDUSTRIAL CONSTRUCTION FUND RESERVES TO THE INDUSTRIAL CONSTRUCTION CIP FUND FOR THE 5TH AND 6TH AVENUES ROADWAY CONSTRUCTION PROJECT AND AUTHORIZING ITS EXPENDITURE

WHEREAS, the City and Borough of Wrangell community input suggests that commercial and industrial growth has created a substantial and immediate need for making available new industrial lots; and

WHEREAS, the Industrial Park Subdivision has eight additional platted lots which could be made available provided road access was available to those lands; and

WHEREAS, it is the desire of the City and Borough of Wrangell to develop a portion of the 5th Avenue and 6th Avenue in the Industrial Park Subdivision by constructing road access and electrical power distribution to the remaining lots available for sale.

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

Section 1: The FY 2023 Budget is amended to reflect a transfer of funds, in the amount of \$220,000, from Industrial Construction Fund Reserves to the Industrial Construction CIP Fund for the 5th and 6th Avenues Roadway Construction project and authorizing its expenditures.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 8th DAY OF NOVEMBER, 2022.

CITY & BOROUGH OF WRANGELL, ALASKA

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk



FY2023 Proposed Capital Project

Project:	5th and 6th Avenues Roadway Construction in Industrial Park Subdivision		
Description:	Construct portions of the 5 th Avenue and 6 th Avenue roadways in the Industrial Park Subdivision to make additional industrial lots available to the public.		
Cost Estimate:	\$220,000	Sched. Complete:	2023/2024
		Project Mgmt:	A Al-Haddad

PROJECT DISCUSSION

Community input suggests that commercial and industrial growth has created a substantial and immediate need for making available new industrial lots in Wrangell's Industrial Subdivision.

This project anticipates two-lane gravel-surface roadways for a portion of the 5th Avenue ROW, to access Lot 7/Blk 66, and for the 6th Avenue ROW, to access Lots 10, 11, 12, and 13 / Blk 66. With these roadway expansions and including access to two other lots (Lots 8 and 9/Blk 66) along Bennett Street, the CBW could sell up to eight lots total to address increased development and growth.

- 5th Avenue is proposed for construction of approximately 125' of roadway
- 6th Avenue is proposed for construction of approximately 600' of roadway

The proposed construction method for this project is Flotation, where the fill is floated over the muskeg, where it is critical to ensure the peat mat is not broken. This method is generally cheapest in initial cost; however, loss of stability and severe differential settlement, with continued maintenance costs, are to be expected. A geotextile fabric would be use between the peat and the fill material to eliminate the mixing of the materials, helping to reduce the strength loss. This project scope would allow for light industrial traffic loads.

Electrical distribution would be constructed overhead. No water or sewer is proposed in this project; therefore, the lots would be sold with the understanding that the CBW has no plans to provide water and sewer utilities in the future.

PROJECT COST ESTIMATE

BREAKDOWN	ESTIMATE	BUDGET REQUEST	
Design & Survey	\$15,000	FY23 Industrial Construction Fund Reserves Request	\$220,000
Construction	\$155,000		
Primary Electrical	\$30,000		
Contingency	\$20,000		
Total Estimate	\$220,000	Budget Total	\$220,000

Project costs are an estimate which will be redefined through the first stages of project development and design assistance for competitive bidding.



CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 8, 2022
	<u>Agenda Section</u>	13

Approval to allow Brough Manager to finalize a short-term lease of Borough-Owned property to Channel Construction Inc., on a portion of the 6-Mile-Deep Water Industrial site for continued scrap metal recycling and barge dismantling

SUBMITTED BY:

Jeff Good, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 22: \$	FY 23: \$	FY24: \$
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Amount Budgeted:

	FY23 \$XXX
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Account Number(s):

	XXXXX XXX XXXX
--	----------------

Account Name(s):

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

Unencumbered Balance(s) (prior to expenditure):

	\$XXX
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1) Temporary Use permit 2) CCI letter to CBW 3) CCI request to Lease 4) CCI proposed lease site 5) Letter regarding environmental issues 6) PZ recommendation 7) Port recommendation

RECOMMENDATION MOTION:

Move to Approve allowing Brough Manager to finalize a short term lease of Borough-Owned property to Channel Construction Inc., on a portion of the 6-Mile-Deep Water Industrial site for continued scrap metal recycling and barge dismantling.

Summary Statement:

As per WMC 16.08, Public Notice was given to request that anyone opposing the lease to Channel Construction at the 6-Mile-Deep water site to lease the property. As of October 20th, 2022, there were no protests received.

Channel Construction Inc. had an agreement with the previous owner to scrap metal at the 6 mile deep water site. They are seeking a similar use agreement with the Borough who now owns the property. This agreement would be a 4 month lease that would be extended on a month to month basis until the Assembly decides the future use of the property. If the property use is determined to be industrial they would like to move into a long term lease.

The Planning and Zoning Commission at their regular meeting of September 8, 2022 reviewed the request from Channel Construction for a lease for approximately 3 to 6 acres of the former mill site surrounding the barge landing area on the southern shoreline of the property. The purpose of the lease would be to continue to utilize the area for scrap metal recycling. Their written request asks for approximately 6 acres, but the map shows an area of approximately 3 acres. The Commission recommended to the Assembly to pursue a lease arrangement with Channel Construction because of the local and regional need and the economic opportunity the business brings to Wrangell.

The Port Commission at their regular August meeting did not recommend approval as they felt they did not have adequate information regarding his operations and proposal. After additional information the Port Commission recommended approval of the lease in their October meeting.

SHORT TERM LEASE AGREEMENT

This Short Term Lease Agreement (hereinafter “Lease”) is made and entered into between **THE CITY AND BOROUGH OF WRANGELL, ALASKA** (hereinafter “CBW” or “Landlord”), whose address is P.O. Box 531, Wrangell, Alaska 99929, and **CHANNEL CONSTRUCTION, INC.** (hereinafter “CCI” or “Tenant”), whose address is P.O. Box 33359, Juneau, Alaska 99803, effective this _____ day of November, 2022 (the “Effective Date”).

RECITALS

WHEREAS, CBW owns the site of the old Buhler sawmill site at 6-mile Zimovia Highway, more particularly described and shown on Exhibit A attached to and by this reference incorporated into this Lease (the "Property"); and

WHEREAS, CCI intends to conduct a temporary scrap metal recycling business to process three barges and similar items on the two acre portion of the Property drawn on Exhibit A (the “Leased Premises”); and

WHEREAS, CBW intends to develop a long-term economic development plan (“LTEDP”) for the Property and any activities being conducted on the Property must be in accord with the LTEDP and any associated land use requirements; and,

WHEREAS, Wrangell Municipal Code Chapter 16.08 authorizes CBW to lease CBW-owned tidelands; and

WHEREAS, The CBW Planning and Zoning Commission and CBW Port Commission have approved CCI’s lease application, and documentation related to those approvals are attached hereto as Exhibit B;

NOW, THEREFORE, in consideration of the matters recited above, and the mutual covenants herein, the parties agree as follows:

1. **Grant of Leased Premises.** Under the terms and conditions set forth herein, CBW leases to CCI, and CCI rents from CBW, the Leased Premises. A legal description of the Property and a depiction of two acre portion thereof constituting the Leased Premises is shown on Exhibit A.

2. **Length of Term.** The term of this Lease shall be for one hundred

and twenty (120) days following the Effective Date (the "Lease Term").

3. **Rent.** The monthly rent during the term of this Lease shall be due and payable by CCI in equal monthly installments of \$850, plus sales and all other taxes CBW is authorized or obligated to collect on such transactions, to be paid to the CBW Finance Director or his representative on or before the close of business on the first day of each month for the previous month's usage, without any prior demand therefor.

4. **Use of Leased Premises.** CCI may conduct a temporary scrap metal recycling business to process three barges and similar items on the Leased Premises during the term of the Lease. CCI shall use the Leased Premises only for the purposes set forth above and no other purpose or purposes. CCI may construct temporary structures which are consistent with such permitted use. It is expressly understood by the parties that no provision of this Lease is intended to authorize CCI to operate a permanent scrap metal recycling business on the Property.

5. **Subletting and Assignment.** CCI will not assign or encumber this Lease, in whole or in part, or sublet all or any part of the Leased Premises. This prohibition against assigning or subletting shall be construed to include a prohibition against any assignment or subletting by operations of law.

6. **Surrender of Possession.** Upon the expiration or earlier termination of the Lease Term, unless CCI and CBW have entered into a new lease for the Leased Premises commencing upon the termination of the Lease Term, CCI shall promptly and peaceably surrender the Leased Premises in as good order and condition as at the commencement of the Lease Term and at CCI's sole cost shall remove from the Property all of CCI's buildings, equipment, and structures.

7. **Holding Over.** CCI's continuing in possession of the Leased Premises after the expiration or earlier termination of the Lease Term will not renew or extend this Lease. In the absence of any agreement renewing or extending this Lease, CCI's continued possession of the Leased Premises after the end of the Lease Term will be a tenancy from month to month, terminable upon 30 days written notice by either party at any time, at a monthly rental equal to 150% of the monthly rent in effect at the end of the Lease Term, subject to all other terms of this Lease. For good cause, CBW may waive all or part of the increase in monthly rent during the holdover period. Notwithstanding the above, the holdover period may not exceed three months following the Lease Term.

8. **Work Practices.** CCI shall conduct its recycling and other work on the Property in accordance with the Recycling Industry Operating Standard, and in compliance with all applicable laws and regulations.

9. **Force Majeure.** The parties shall not be deemed in default with respect to the performance of any of the terms, conditions and covenants of this Lease if the same shall be due to any act of God, any strike, lockout, earthquake, civil commotions or disturbances, invasion, rebellion, hostilities, military or usurped power, or sabotage.

10. **Inspection, Ingress, and Egress.** CBW reserves the right of ingress to and egress from the Property and the Leased Premises. CBW reserves the right to enter any part of the Property and the Leased Premises, including buildings or structures, for the purpose of inspection or environmental testing at any time. Except in the case of an emergency, all such inspections and environmental testing will be coordinated with CCI to minimize interference with its activities.

11. **Insurance.** CCI shall, at CCI's sole cost, keep in force during the term of this Lease and any holdover period the following insurance policies:

a. A policy of commercial general liability insurance covering property damage and liability for personal injury occurring on or about the Property, with limits in the amount of at least One Million Dollars (\$1,000,000) per occurrence for injuries to or death of any person.

b. Workers' compensation insurance as required by AS 23.30.045. This coverage shall include employer's liability protection not less than One Million Dollars (\$1,000,000) per person, One Million Dollars (\$1,000,000) per occurrence. Where applicable, coverage for all federal acts (i.e. U.S. Longshoremen and Harbor Worker's Compensation and Jones Acts) shall also be included. The workers' compensation insurance shall contain a waiver of subrogation clause in favor of CBW.

c. A policy of site-specific pollution liability insurance specifically covering CCI's activities on the Property in the amount of at least One Million Dollars (\$1,000,000) per occurrence.

d. A policy of contractor's pollution liability insurance in the amount of at least Five Million Dollars (\$5,000,000) per occurrence.

e. A policy of vessel pollution liability insurance in the amount of at least One Million Dollars (\$1,000,000) per occurrence covering any vessel which will access or be moored at the Property.

Copies of all insurance policies and a certificate of insurance with respect to each policy shall be delivered to CBW upon CCI taking occupancy of the Leased Premises and if there are any changes to the policies such changes shall be promptly provided to CBW. CBW shall be designated as an Additional Insured on each and every insurance policy by an endorsement to each policy. Copies of such endorsements shall be furnished to CBW promptly with respect to each insurance policy.

12. **Prior Environmental Contamination and Surviving Obligations.**

The parties understand that environmental contamination has existed on the Property prior to CBW's ownership. Pursuant to a duly executed Prospective Purchaser Agreement between CBW and the Alaska Department of Environmental Conservation (hereinafter "ADEC"), CBW is immune from action by ADEC for hazardous material as defined below existing prior to the purchase. The parties understand that any commingling of new hazardous waste with preexisting waste may expose both CBW and CCI to liability for pre-existing waste. Considering that environmental liability for hazardous waste release can be long lasting, the parties agree all the following Environmental and indemnification obligations shall survive the Lease Term.

13. **Environmental Protection and Safety.**

a. Hazardous Substances. The words "Hazardous Substances" are used in their very broadest sense and refer to materials that, because of their quantity, concentration or physical, chemical, or infectious characteristics, may cause or pose a present or potential hazard to human health or the environment when improperly used, treated, stored, disposed of, generated, manufactured, transported or otherwise handled. "Hazardous Substances" include without limitation any and all hazardous or toxic substances, materials or waste as defined by or listed under the Environmental Laws. "Hazardous Substances" also includes, without limitation, petroleum and petroleum by-products or any fraction thereof and asbestos.

b. Environmental Laws. The words "Environmental Laws" mean all

federal, state and local statutes, regulations, ordinances, and requirements, now or hereafter in effect, pertaining to environmental protection, contamination or cleanup, including without limitation (i) the Federal Water Pollution Control Act (33 U.S.C. §1251 et. seq.); (ii) the Federal Resource Conservation and Recovery Act of 1976 (42 U.S.C. §6901 et. seq.); (iii) the Federal Comprehensive Environmental Response, Compensation and Liability Act of 1980 (42 U.S.C. §9601 et. seq.); (iv) the Hazardous Materials Transportation act, 49 U.S.C. Section 5101, et seq.; (v) Alaska Environmental Conservation Act, Alaska Stat. §46.03.010 et seq.; (vi) Alaska Water Pollution Control and Waste Disposal Act, Alaska Stat. §46.03.050 et seq.; (vii) Alaska Oil and Hazardous Substance Pollution Control Act, Alaska Stat. §46.04.010 et seq.; (viii) Alaska Hazardous Substance Release Control Act, Alaska Stat. §46.09.010 et seq.; and (ix) Prohibited Acts and Penalties, Alaska Stat. §46.03.710 et seq., all as now or hereafter amended.

c. CCI shall immediately notify CBW upon becoming aware of any of the following: (i) any spill, release or disposal of a Hazardous Substance on any of the Property, or in connection with any of its operations if such spill, release or disposal must be reported to any governmental authority under applicable Environmental Laws; (ii) any material contamination, or imminent threat of contamination, of the Property by Hazardous Substances, or any violation of Environmental Laws in connection with the Property operations conducted on the Property; (iii) any order, notice of violation, fine or penalty or other similar action by any governmental authority relating to Hazardous Substances or Environmental Laws and the Property or the operations conducted on the Property; and (iv) any judicial or administrative investigation or proceeding relating to Hazardous Substances or Environmental Laws and to the Property or the operations conducted on the Property.

d. CBW reserves the right to inspect and investigate the Property and operations thereon at any time and from time to time, and CCI shall cooperate fully with CBW in such inspection and investigations. If CBW at any time has reasonable cause to believe that CCI or any occupants of the Property are not complying with all applicable Environmental Laws or with the requirements of this Lease or that a material spill, release or disposal of Hazardous Substances has occurred on or under the Property, CBW may require CCI to furnish CBW at CCI's expense an environmental audit or a site assessment with respect to the matters of concern to CBW. Such audit or assessment shall be performed by a qualified consultant approved by CBW. Any inspections or tests made by CBW shall be for CBW's purposes only and shall not be construed to create any responsibility or liability on the part of CBW to CCI or to any other person or

entity.

e. CCI shall be responsible for removing any Hazardous Substances from the Property following the termination of this Lease and shall clean up the Property to the standard required by law or regulation, environmental or otherwise, and to the reasonable satisfaction of CBW; provided that CBW's approval of a Property cleanup plan shall first be obtained.

f. To ensure prior contamination is not disturbed, CCI shall under no circumstances drill, dig, or otherwise disturb soil or any locale that CBW has identified as contaminated. CCI shall not transport any soil from the Property without CBW's permission.

g. If Hazardous Substances introduced to the Property by CCI cause or result in residual contamination of the Property CCI shall be responsible for any such residual damage to the Property resulting therefrom.

h. CCI shall, at its sole cost and expense, dispose of all refuse resulting from its use of the Property, including garbage and food of any kind, by disposing all such materials not consumed on Property off-site or in a permitted landfill.

14. **Indemnification.**

a. CCI shall indemnify, defend, and hold CBW, its agents, and employees harmless from and against any and all liability, loss, suit, claim, judgment, fine, demand, damage, penalty, property damage, or personal injury of whatever kind, including sums paid in settlements of claims, attorney fees, consultant fees, expert fees, or costs incurred arising from or connected with this Lease, CCI's use or occupation of the Property, CCI's operations, or any act or omission by CCI, its agents, contractors, employees, customers, associates, invitees, or licensees. CCI shall give CBW reasonable notice of any such claims or actions.

b. Without limiting the foregoing, this indemnification obligation includes the payment of all costs of any investigation of site conditions, or any cleanup, abatement, remediation, removal, or restorative work required by this Lease, or by any federal, state, or local governmental agency with appropriate jurisdiction because of Hazardous Substances present in the soil or groundwater on or under the Property or other affected properties incurred, arising from, or connected with this Lease, CCI's use or occupation of the Property, CCI's

operations, or any act or omission by CCI, its agents, contractors, employees, customers, associates, invitees or licensees.

15. **Events of Default.** Each of the following shall constitute an event of default under this Lease:

a. The failure of CCI to pay monthly rent or any other sum of money due under this Lease within ten (10) days after the date such payment is due.

b. The failure of CCI to perform or observe any covenant or condition of this Lease, other than a default in the payment of money described in the preceding subsection (a), which is not cured within thirty (30) days after notice thereof from CBW to CCI, unless the default is of a kind that cannot be cured within such 30-day period, in which case no event of default shall be declared so long as CCI shall commence the curing of the default within such 30 day period and thereafter shall diligently and continuously prosecute the curing of same.

c. The use of the Leased Premises or buildings and improvements thereon for purposes other than those permitted herein, to which CBW has not given its written consent.

d. The commencement of a case under any chapter of the federal Bankruptcy Code by or against CCI, or the filing of a voluntary or involuntary petition proposing the adjudication of CCI as bankrupt or insolvent, or the reorganization of CCI, or an arrangement by CCI with its creditors, unless the petition is filed or case commenced by a party other than CCI and is withdrawn or dismissed within ninety (90) days after the date of its filing.

e. The admission in writing by CCI of its inability to pay its debts when due; the appointment of a receiver or trustee for the business or property of CCI, unless such appointment shall be vacated within ten (10) days after its entry; CCI making an assignment for the benefit of creditors; or the voluntary or involuntary dissolution of CCI.

16. **Landlord's Remedies.** Upon the occurrence of an event default, CBW has all of the following remedies, all in addition to any other remedies that CBW may have at law or in equity:

a. CBW may terminate this Lease by written notice to CCI, upon which

termination CCI shall immediately surrender possession of the Leased Premises, vacate the Leased Premises, and deliver possession of the Leased Premises to CBW. CCI hereby makes a present grant to CBW of a full, free and irrevocable license to enter into and upon the Leased Premises, in the event CBW terminates this Lease in accordance with this subsection (a), and to repossess the Leased Premises, to expel or remove CCI and any others who may be occupying or within the Leased Premises, and to remove any and all property therefrom, using such force as may be necessary, with or without process of law, without being deemed in any manner guilty of trespass, eviction or forcible entry or detainer, and without relinquishing CBW's right to rent or any other right given to CBW hereunder or by operation of law.

b. CBW may by written notice declare CCI's right to possession of the Leased Premises terminated without terminating this Lease. CCI hereby makes a present grant to CBW of a full, free and irrevocable license to enter into and upon the Leased Premises, in the event CBW terminates CCI's right of possession in accordance with this subsection (b), and to repossess the Leased Premises, to expel or remove CCI and any others who may be occupying or within the Leased Premises, and to remove any and all property therefrom, using such force as may be necessary, with or without process of law, without being deemed in any manner guilty of trespass, eviction or forcible entry or detainer, and without relinquishing CBW's right to rent or any other right given to CBW hereunder or by operation of law.

c. CBW may recover from CCI, with or without terminating this Lease, actual attorney's fees and other expenses incurred by CBW by reason of CCI's default.

17. **Waiver.** The failure of either party to insist upon the strict performance of any provision of this Lease, or to exercise any right, power or remedy consequent upon a breach thereof, shall not constitute a waiver by said party of any such provision, breach or subsequent breach of the same, or any other provision. All rights and remedies of the parties hereunder, or otherwise available at law or in equity, are cumulative.

18. **Compliance with Laws.** Tenant's improvement and use of the Leased Premises shall comply with all governmental statutes, ordinances, rules and regulations, including without limitation the CBW Zoning Code, all applicable building codes, and orders of any governmental authorities having jurisdiction under any environmental law, now or hereafter in effect. CCI is responsible for

obtaining any and all permits or easements necessary to access the Leased Premises from the Zimovia Highway.

19. **Modification.** This Lease may only be modified or amended by a document in writing, executed by CCI and CBW.

20. **Time of Essence.** Time is of the essence of each provision of this Lease.

21. **Parties Interested Herein.** Nothing in this Lease, express or implied, is intended or shall be construed to give to any person or entity other than CBW and CCI any right, remedy or claim, legal or equitable, under or by reason of this Lease. The covenants, stipulations and agreements contained in this Lease are and shall be for the sole and exclusive benefit of CBW and CCI, and their permitted successors and assigns.

22. **Addresses for Notices.** All notices, demands and requests from CCI to CBW shall be given to CBW at the following address:

Borough Manager
City and Borough of Wrangell
P.O. Box 531
Wrangell, Alaska 99929
jgood@wrangell.com

All notices, demands or requests from CBW to CCI shall be given to CCI at the following address:

Channel Construction, Inc.
Attn: William Tonsgard, Jr.
P.O. Box 33359,
Juneau, AK 99803
Email: [Insert W. Tonsgard email address]

Each party may, from time to time, designate a different address or different agent for service of process by giving written notice given to the other party.

23. **Interpretation.** Each party hereto has been afforded the opportunity to consult with counsel of its choice before entering into this Lease. The language in this Lease shall in all cases be simply construed according to its fair meaning

and not for or against either party as the drafter thereof.

24. **Attorney's Fees.**

a. If CBW is involuntarily made a party to any litigation concerning this Lease or the Property by reason of any act or omission of CCI, or if CBW is made a party to any litigation brought by or against CCI without any fault on the part of CBW, then CCI shall pay the amounts reasonably incurred and expended by CBW, including the reasonable fees of CBW's agents and attorneys and all expenses incurred in defense of such litigation.

b. In the event of litigation between CBW and CCI concerning enforcement of any right or obligation under this Lease, the non-prevailing party shall reimburse the prevailing party for attorney's fees pursuant to Alaska Rule of Civil Procedure 82.

25. **Governing Law and Venue.** This Lease will be governed by, construed and enforced in accordance with, the laws of the State of Alaska and the City and Borough of Wrangell. Any action or suit arising between the parties in relation to or in connection with this Lease, or for the breach thereof, shall be brought in the trial courts of the State of Alaska for the First Judicial District at Wrangell.

26. **Severability/Binding Effect.** If any provision of this Lease, or any application thereof, shall be invalid or unenforceable, the remainder of this Lease and any other applications of such provision shall not be affected thereby. This Lease shall be binding upon and inure to the benefit of the parties' heirs, executors, other legal representatives, successors and assigns.

27. **Execution in Counterparts.** This Lease may be executed in two or more counterparts, each of which shall be an original and all of which together shall constitute one and the same document.

28. **Entirety of Lease.** This Lease constitutes the entire and integrated agreement between CBW and CCI concerning the subject matter hereof, and supersedes all prior negotiations, representations or agreements, either written or oral. No affirmation, representation or warranty relating to the subject matter hereof by any employee, agent or other representative of CBW shall bind CBW or be enforceable by CCI unless specifically set forth in this Lease.

29. **Effective Date.** The Effective Date of this Lease is the date that it is executed by the parties following approval of the Lease by the CBW Assembly pursuant to Wrangell Municipal Code 16.08.100.

IN WITNESS WHEREOF, the parties have executed this Lease.

CHANNEL CONSTRUCTION, INC.

By: _____
William R. Tonsgard

Its: President

**CITY AND BOROUGH OF WRANGELL
ALASKA**

By: _____
Jeff Good

Its: Manager

ACKNOWLEDGEMENTS

STATE OF ALASKA)
) ss
FIRST JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on the day of October, 2022, before me, the undersigned, a Notary Public in and for the State of ALASKA, duly commissioned and sworn, personally appeared **WILLIAM R. TONSGARD**, President of CHANNEL CONSTRUCTION, INC., to me known and known to me to be the identical individual described herein and who executed the within and foregoing **SHORT TERM LEASE AGREEMENT** as President of Channel Construction, Inc., and he acknowledged to me that he signed the same in the name of and for and on behalf of said corporation, freely and voluntarily and authorized to do so for the corporation for the uses and purposes therein mentioned.

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

Notary Public for Alaska
My commission expires: _____

STATE OF ALASKA)
) ss
FIRST JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on the day of October, 2022, before me, the undersigned, a Notary Public in and for the State of ALASKA, duly commissioned and sworn, personally appeared **JEFF GOOD**, Manager of THE CITY AND BOROUGH OF WRANGELL ALASKA, to me known and known to me to be the identical individuals described herein and who executed the within and foregoing **SHORT TERM LEASE AGREEMENT** as Manager of the City and Borough of Wrangell, Alaska, and he acknowledged to me that he signed the same in the name of and for and on behalf of said City and Borough, freely and voluntarily and authorized to do so for the corporation for the uses and purposes therein mentioned.

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

Notary Public for Alaska
My commission expires: _____

William Tongsgard Jr.
Channel Construction
P.O. Box 33359
Juneau, AK 99803

September 8, 2022

City of Wrangell
P.O. Box 531
Wrangell, AK 99929

To whom it may concern:

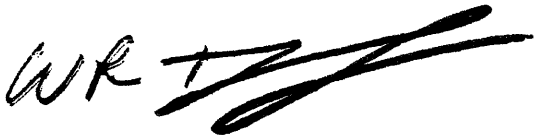
We have three barges to cut up for recycling. One is a gravel barge that has nothing on it, in the manner of machinery. The other two are camp barges, which the camps have already been removed and disposed of. There is very little paint on any of these, because of their age and lack of maintenance.

Below is size reference:

- Gravel Barge: 285'x45'x18'
- Camp Barge 1: 110'x40'x10'
- Camp Barge 2: 140'x50'x12'

I verify that these barges do not contain lead paint, asbestos, fuel, etc. that could contaminate the site.

Sincerely,

A handwritten signature in black ink, appearing to read 'WR T', with a large, stylized flourish extending from the end.

William Tongsgard Jr.
Channel Construction

APPLICATION OF CHANNEL CONSTRUCTION INC FOR LEASE OF SIX ACRES OF CITY & BOROUGH OF WRANGELL PROPERTY SHOWN ON EXHIBIT A

Channel Construction Inc. hereby applies for a lease of six acres of land owned by the City and Borough of Wrangell (CBW) at the old sawmill site at six-mile Zimovia Highway more particularly described and shown on Exhibit A attached hereto. An application fee of \$100.00 is submitted with this application. The application is submitted to CBW staff (including CBW's attorney) and the CBW Planning and Zoning Commission.

PURPOSE. CCI seeks the Lease to establish and maintain a recycling business in Wrangell that would provide several jobs. CCI would continue to accept CBW scrap metal as well as the community scrap metal while developing a prominent recycling yard at this location. Because Wrangell does not generate enough scrap metal on its own to justify the cost of a lease, and/or the purchase of the land, CCI would need to bring in scrap metal from other areas of Southeast Alaska to prepare for recycling. CCI believes that overtime it will be able to create a recycling facility in Wrangell that would be viable as well as of financial benefit to the CBW.

DEVELOPMENT PLAN. The development plan below includes and is consistent with plans required by other agencies involved in the development process. The development plan includes:

- a. A description of the land; and

RESPONSE: CCI hereby applies for a lease of the six acres of land at the old sawmill site at six-mile Zimovia Highway more particularly described and shown on Exhibit A attached hereto.

- b. A description of the improvements that will be placed on the tidelands, submerged land, and adjacent uplands; and

RESPONSE: No improvements will be made to the parcel CCI wishes to lease on a short-term lease. If CCI is approved for a long-term lease, some improvements will be made, such as a permit application with CBW & Corps of Engineers to extend the fill out to deep water, where CCI has been loading its barges. As it is, our barges cannot load at all stages of the tide, due to the shallowness of the existing area.

c. The dates by which construction will begin and will be completed; and

RESPONSE: No constructions will be done unless there is a long-term lease. CCI will continue to use the parcel as is.

d. The estimated cost of the improvements that will be placed on the tidelands, submerged lands, and adjacent uplands; and

RESPONSE: Costs to improve the barge landing area with a long-term lease would be between \$100,00.00 & \$175,000.00.

e. A description of the effects that the proposed use of the Land will have on public streets, public facilities, public services, public utilities, traffic, and parking. The description shall include a plan for mitigating adverse effects on streets, public facilities, public services, public utilities, traffic congestion, and parking, and a plan for paying the costs thereof; and

RESPONSE: CCI sees no effects on public streets as there are none that go into this area, other than the state highway going by the property, which has two driveway entrances. The traffic coming into CCI's operation is very minimal.

f. The names and addresses of the owners, officers, and proposed managers.

RESPONSE: William Tonsgard Jr. - President

Billie Tonsgard – Secretary

The development plan shall describe how the applicant will fulfill the terms of any permits or approvals required by the City and Borough of Wrangell.

RESPONSE: CCI is not aware of any.

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

Item c.



Schnitzer Steel - Pacific NW Region - Environmental Operations Policy & Procedures

PROCEDURE TITLE

Lead Based Paint Coated Scrap (LBPCS)

POLICY #

MRB-ENV-PNW-501

Revision: September 8, 2022

FUNCTIONAL AREA

Facility Ferrous Operations

RESPONSIBILITY

Facility General Manager/Operations Manager/Regional Environmental Manager/Regional Health and Safety Manager

PURPOSE

To establish guidelines for proper receiving, handling, and processing of lead-based paint coated scrap (LBPCS) at Schnitzer Steel Industries, Inc. facilities.

REFERENCE

MRB 8105 – Personal Protective Equipment
Washington Dangerous Waste Regulations (WAC 173-303)
Code of Federal Regulations (40 CFR part 745)
Washington Labor and Industries Regulations (WAC 296-62, 296-155)

Procedure for Handling Scrap with Lead Based Paint

1.0 Purpose & Objective

- i. Lead-based paint coated scrap (LBPCS) is a valuable source of scrap metal when it becomes obsolete. However, LBPCS contains materials that can cause health or environmental concerns if it is not properly managed during demolition, handling, transportation and recycling.
- ii. Washington Labor and Industries Regulations requires that LBPCS be properly managed. The details of the lead handling requirements law can be found in Washington Labor and Industries Regulations (WAC 296-155)
- iii. Washington Department of Ecology Regulations require that any waste materials containing lead at 5 ppm or greater be properly managed as Dangerous Waste. Washington Department of Ecology Regulations can be found in WAC 173-303.
- iv. This document outlines the responsibilities for the administration & implementation of LBPCS handling activities at Schnitzer Steel Industries facilities in accordance with the requirements of Washington Labor and Industries and Department of Ecology Regulations.

2.0 Requirements

- i. Washington facilities may accept, handle and process LBPCS, provided that appropriate precautions are implemented and that activities associated with LBPCS handling are properly documented.

- ii. If all chipping, flaking or otherwise loose paint is removed prior to transporting the LBPCS to a Schnitzer facility, and proper documentation is provided, LBPCS can be processed as scrap metal.

3.0 Receiving Lead-Based Paint Coated Scrap (LBPCS)

- i. All chipping, flaking or otherwise loose paint shall be removed at the point of origin prior to loading LBPCS for transportation to a MRB facility. Containment, labeling and disposal of material removed at the point of origin shall be the responsibility of the scrap supplier or its designee (scrap owner or contractor).
- ii. Schnitzer facilities that accept LBPCS must contain the receiving area using concrete barriers (i.e. K-rails, ecology blocks or other means to ensure full capture of paint chips which could potentially be dislodged from the scrap metal during transport and/or handling).
- iii. All LBPCS must be unloaded on a paved and impervious surface.
- iv. If an Schnitzer facility accepts LBPCS, but transfers it to another Schnitzer facility to be processed, the original accepting Schnitzer facility must maintain appropriate shipping documents to ensure all shipments reach their intended destination.
- v. LBPCS shipment documentation must contain the following:
 - a. The amount and types of LBPCS must be documented on a log and/or a weight ticket.
 - b. The amount by volume or weight of each material that was transported (weight ticket, shipping manifest or bill of lading).
 - c. Name and address of both shipping and receiving Schnitzer facilities.
 - d. Signature of shipping and receiving facility representatives.
- vi. All hazardous waste manifests for lead waste materials (dislodged paint chips) must be maintained in a readily available condition as evidence of proper handling and disposal for a minimum of three years.

4.0 Handling/Processing of Lead-Based Paint Coated Scrap (LBPCS)

- i. LBPCS that is designated to be recycled must be staged and processed on paved, impervious and contained surfaces (surrounded with K-rails, ecology blocks or permanent curbing) to prevent contamination of underlying soils or surrounding areas.
- ii. Staging and processing areas for LBPCS must have access to water service for potential use in dust control.
- iii. Processing of LBPCS should be completed during dry weather whenever possible.
- iv. Debris & paint chips must be collected from staging and processing areas at the end of LBPCS staging/processing operations, or each work shift, whichever comes first.

- v. Debris & paint chips associated with LBPCS handling or processing operations must be collected and stored in 55 gallon drums or other covered containers, labeled as hazardous waste, and placed in the hazardous waste storage area.
- vi. LBPCS waste will be managed and disposed of in accordance with Schnitzer's hazardous waste management procedures.

5.0 Health & Safety

- i. All LBPCS processing safety incidents will be reported to the SSI Regional Safety Professional immediately. An investigation and root-cause analysis will be conducted to determine adequacy of safety practices and procedures.
- ii. Personal Protective Equipment (PPE) will be provided to all staff engaging in this activity. PPE will consist of steel toed boots, gloves, high visibility uniform/vest, and respirator.
- iii. Refer to Schnitzer Steel's lead exposure control program for more information.

6.0 Record Keeping

- i. All records LBPCS records generated by the facility must be retained for three years.
- ii. Duplicate copies of records will be maintained by the Facility General Manager in on-site facility files and the Regional Environmental Manager in central environmental files.
- iii. Records shall be easily retrievable such that they can be made available for inspection upon the request of a governmental inspector.
- iv. The records shall include:
 - a. All transfer bills of lading for LBPCS transferred to and/or between Schnitzer facilities.
 - b. All shipping manifests or bills of lading that accompany shipments of any waste materials removed from LBPCS.
 - c. All equipment and employee certifications.
 - d. Training records must document trainer/trainee information, dates, any scores, and material covered.

7.0 Responsibilities

- i. Regional Environmental Manager (REM)
 - a. Obtain all required local, state and federal hazardous waste generator approvals - if/when required.
 - b. Develop, implement, and administer Schnitzer Steel Inc. LBPCS policy/procedures.
 - c. Conduct and provide regional and/or site specific training to managers/supervisors/employees.
 - d. Conduct periodic inspection of the program, work areas, waste storage areas and facility files to ensure uniform implementation and to meet Federal, State, Local and company requirements.
 - e. Coordinate disposal of lead-based paint containing debris.
 - f. File required regulatory reports detailing disposal of hazardous wastes.

- ii. Employees
 - a. Attend training on the receiving, handling, and processing of LBPCS.
 - b. Properly clean work areas and implement containment /labeling requirements for lead based paint containing debris (paint chips).

8.0 Training

- i. Supervisors and Managers will receive all necessary training related to lead and lead based paint through Schnitzers online learning management system: Cornerstone. This will assist the performance of assigned tasks in accordance to federal, state, and company requirements (this policy). Training shall encompass how to identify, handle, manage and process LBPCS.
- ii. Supervisors and Managers shall ensure that employees receive the appropriate training on environmental, health and safety compliance and/or department or job-specific training with respect to their job assignment(s). All training and related documents shall be available on-site and/or available through Cornerstone.
- iii. All training sessions shall be documented and such documents shall be stored in accordance with record keeping requirements. A minimum of annual training is required for this program. New staff shall be trained within the first week of employment or prior to conducting any handling or processing of LBPCS.

9.0 Quality Control

- i. The REM shall conduct periodic inspections and document audits of this program to ensure program effectiveness and that requirements of the program are being implemented.

10.0 Approved Vendors

- i. All hazardous waste related materials (lead-based paint chips) will be picked up and/or serviced by the following approved vendor.

Clean Harbors
26328 79th Ave S
Kent, WA 98032
253-639-4240

- ii. Pick up of Hazardous Waste shall be scheduled within 180 days of the start of accumulation and/or once capacity of the storage unit has been reached; whichever comes first.

MEMORANDUM

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

**FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR**

**SUBJECT: Channel construction request to lease a portion of the former 6 Mile site near
the barge landing area on the southern end of the property for scrap metal
recycling, portions of Lot 6 and 7 USS 3534, zoned Waterfront Development,
requested by Channel Construction Inc., owned by the City and Borough of
Wrangell**

DATE: SEPTEMBER 12, 2022

BACKGROUND:

The Planning and Zoning Commission at their regular meeting of September 8, 2022 reviewed the request from Channel Construction for a lease for approximately 3 to 6 acres of the former mill site surrounding the barge landing area on the southern shoreline of the property. The purpose of the lease would be to continue to utilize the area for scrap metal recycling. Their written request asks for approximately 6 acres, but the map shows an area of approximately 3 acres.

RECOMMENDATION:

The Commission voted to recommend to the Assembly to move forward with a short term lease with Channel Construction

They believe the service he provides is invaluable to the community and to the region and until final development plans are identified by the Borough or until the Ballot issue is resolved, the Commission supports a lease agreement.

FINDINGS:

Zoning/Land Use: The property is zoned Waterfront Development. The property has historically been utilized as an industrial site with a mill at the site since at least the 1970s. The site is one of the last existing deep water industrial sites available for development options in southeast Alaska.

Prior to purchase of the site by the Borough, Mrs. Buhler was going through a subdivision process of the property. A preliminary plat had been approved by the Planning and Zoning Commission and utilities/road construction were being designed, but final approval was never received.

Should the Borough subdivide the property for multiple development opportunities, there will be a lot of work to do should the previous subdivision not be the desired layout. Per the Wrangell Municipal Code, a subdivider is responsible for access and utilities. The site is just beyond sewer and water. Electricity is no longer provided through-out the site. The surface of the property is mixed, and in varying conditions. The bulkhead of the property is failing. Determining potential use of the site may require considerable public discussion to determine development options. Staff is exploring funding opportunities with various agencies for planning and construction grants.

Ballot proposition: The City and Borough has put on the ballot a proposition to authorize the Assembly to lease or sell the former deep water industrial site property at 6 mile Zimovia. Per WMC 5.10.035(A), property valued at over \$1 million requires voter approval for selling or leasing. The CBW has had conversations with several interested parties regarding the purchase of the entire site, however nothing in writing as a letter of interest or formal proposal has been submitted so there may or may not be serious interest. Potential uses vary and may or may not be compatible with Channel construction's proposed use. However, these initial conversations prompted the Borough to start the required process for potential sale by placing the question on the ballot.

Lease/rental issues: In 2014, Department of Environmental Conservation (DEC) signed off with Silver Bay Logging on an environmental clean-up acceptance of the site. Since that time, Channel Construction has utilized a portion of the south end of the site through an agreement with Mrs. Buhler and subsequently a short-term agreement with the Borough. Activities are limited in order to minimize any potential environmental issues that could be created.

When the Borough purchased the mill in June 2022, the Borough entered into a Prospective Purchaser's Agreement with DEC. The Borough is required to do a Phase I environmental analysis. A simplified description of the final outcome is that the Borough will be released of environmental liability of any existing contamination so that Borough can develop the site for economic purposes. DEC has indicated that the Borough could enter into an agreement with Channel or other parties if no environmental issues are created.

The Borough has been working with Channel Construction Inc on bonding requirements for continued short term use, identifying acceptable activities, terms of potential agreements and other requirements. The Borough has no proposed use for the site immediately and has discussed short term (annual rental) with Channel in the near term to potentially allow them to continue operations as the Borough sorts out development opportunities.

MEMORANDUM

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

**FROM: Steve Miller
Port Director**

**SUBJECT: Channel construction request to lease a portion of the former 6 Mile site near
the barge landing area on the southern end of the property for scrap metal
recycling, portions of Lot 6 and 7 USS 3534, zoned Waterfront Development,
requested by Channel Construction Inc., owned by the City and Borough of
Wrangell**

DATE: October 11, 2022

The Port Commission at their regular meeting of October 10th, 2022, reviewed the request from Channel Construction for a lease for approximately 2 acres of the former mill site surrounding the barge landing area on the southern shoreline of the property. The purpose of the lease would be to continue using the area for scrap metal recycling. This would be a short term lease for 3 months with continued lease on a month to month basis until the city has a plan for the use of the 6 mile mill site.

RECOMMENDATION:

The Port Commission voted to recommend to the Assembly to move forward with a short-term lease with Channel Construction

They believe the service Channel Construction provides is invaluable to the community and to the region and until final development plans are identified by the Borough, the Port Commission supports a lease agreement.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 8, 2022
	<u>Agenda Section</u>	13

Approval to Reschedule the Regularly Scheduled Assembly Meeting from December 13, 2022 to December 20, 2022

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

ATTACHMENTS: None.

RECOMMENDATION MOTION:

Move to approve rescheduling the regular meeting of December 13, 2022, to December 20, 2022.

Summary Statement:

Due to the city offices being closed for the Thanksgiving holiday (Nov 24th and 25th) and because AML and the Manager and Finance conferences will be occurring the week of December 5th through the 9th, there is not a lot of time to complete agenda items for the December 13th meeting. Therefore, staff is recommending that the December 13th meeting be rescheduled to December 20th.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 8, 2022
	<u>Agenda Section</u>	13

Approval of a Memorandum of Agreement between Wrangell Parks & Recreation and Wrangell Public School District

SUBMITTED BY:

Kate Thomas, Parks & Recreation Director

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 21: \$	FY 22: \$	FY23: \$
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Amount Budgeted:

	FY22 \$XXX
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Account Number(s):

	XXXXXX XXX XXXX
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Account Name(s):

	Enter Text Here
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Unencumbered Balance(s) (prior to expenditure):

	\$XXX
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Reviews/Approvals/Recommendations

<input checked="" type="checkbox"/>	Commission, Board or Committee
Name(s)	WPSD School Board
Name(s)	P&R Advisory Board
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Memorandum of Agreement between Wrangell Parks & Recreation and Wrangell Public School District

RECOMMENDATION MOTION:

Move to Approve the Memorandum of Agreement between Wrangell Parks & Recreation and Wrangell Public School District

SUMMARY STATEMENT: Wrangell Parks & Recreation and Wrangell Public School District share common goals that provide opportunities and activities for the physical and mental development of the citizens of Wrangell, specifically youth. Wrangell Parks & Recreation has

provided in-kind access and membership to students and athletes, for facilities the department oversees. Likewise, Wrangell Public School District has provided utility services to supply heat to the air and water systems within the swimming pool facility while transferring fiscal responsibility to the City. This has been a long-standing arrangement, established due to the nature of the school's role in funding the original construction of the swimming pool facility in 1985.

The Memorandum of Agreement included herein, outlines the exchange of services from the Parks & Recreation department to the School District. The purpose of establishing this agreement is to preserve the relationship and procedures that have been established overtime and ensure their function into the future. The agreement will serve as a record for Administrators and Managers going forward.

Please note that the agreement includes in-kind memberships for faculty of Wrangell Public School District. At some point this practice was discontinued, likely under the elimination of the Corporate Pass Program in 2014. Over the past few years, we've learned so much about the importance of health and wellness. As a primary service provider in recreation and health activities, the department believes it is important to support those in roles that provide services to others, especially youth and seniors. Therefore, this element of in-kind services is being reinstated with the approval of this agreement.

The agreement has been reviewed by the Borough Manager, Finance Director, WPSD Administration and Finance Department.

MEMORANDUM OF AGREEMENT
between
CITY & BOROUGH OF WRANGELL PARKS & RECREATION
&
WRANGELL PUBLIC SCHOOL DISTRICT

INTRODUCTION | This agreement made this 8th day of November, 2022 is between the City & Borough of Wrangell, hereinafter referred to as “Borough” and the Wrangell Public School District, hereinafter referred to as “WPSD” regarding use of and responsibility for the Parks & Recreation facility swimming pool, community center, parks, trails, ball fields, and equipment for a period of November 1st, 2022, through October 31st, 2025, unless terminated by a mutual agreement of both parties.

PURPOSE | Effectively manage use and care of Borough facilities for the benefit of Wrangell. Provide facilities, activities, and equipment for use regarding school sponsored activities and athletic programs.

GENERAL FACILITY USE | The Borough owns and operates the swimming pool, weight room and cardio equipment, community center, parks, trails, and baseball fields. Certain facilities have regular hours of operation and scheduled programs that are set and facilitated by the Borough’s Parks & Recreation department. WPSD may schedule use of facilities and equipment outside the Borough’s operating hours and during periods where such activities do not conflict with Parks & Recreation programming. Whenever possible, WPSD’s use of facilities should be requested at least one week prior to the actual activity.

RESPONSIBILITY & MAINTENANCE | The Borough is responsible for operating supplies, preventative and corrective maintenance. As well the Borough is responsible for major and capital maintenance of all facilities listed herein. WPSD shall not be financially liable for operations, supplies and maintenance. During periods of time when the baseball fields are in use, WPSD is responsible for preparing and maintaining the ballfields.

IN-KIND ACCESS & PROGRAMS | Faculty of WPSD are eligible to receive an in-kind membership to the swimming pool, weight room and cardio equipment. As well, students of WPSD Athletic Programs are eligible for in-kind memberships starting four weeks prior to the first day of practice. WPSD must provide the activities schedule and enlisted students at the start of each sports season. Faculty members and student athletes must register for memberships through the Parks & Recreation office. Liability waivers (all ages) and weight room waivers (for those under 18 years of age) must be on file.

WPSD sports programs and physical education classes can use the weight and cardio equipment during regular hours of operation. The high school swim team may schedule use of the swimming pool for regular practices during the sports season.

WPSD faculty may obtain an American Red Cross lifeguard certification through the Borough’s Parks & Recreation department for the purposes of supporting WPSD programming.

MEMORANDUM OF AGREEMENT

STAFFING & SUPERVISION | WPSD activities taking place in Borough facilities will be subject to Borough supervision. School officials including faculty, coaches, and volunteers shall comply with instructions issued by Borough officials. WPSD activities must always be under the supervision of a WPSD official. In the absence of a Borough official, school aquatics activities must always be under the supervision of a WPSD official and Parks & Recreation certified lifeguard. Lifeguard certification courses and in-service training are the responsibility of Parks & Recreation. Parks & Recreation will schedule available lifeguard staff for school activities and sports practices.

UTILITIES | WPSD will incur the cost of heating fuel for the swimming pool facility and domestic water. The WPSD maintenance department will transfer the financial responsibility of fuel to Parks & Recreation on a quarterly basis. Payments to WPSD will not replace any funds provided to WPSD by the Borough.

INSURANCE | WPSD will include the swimming pool, weight room, and cardio equipment facility on their property insurance policy. Borough Property insurance coverage will be billed to the Borough on November 1st of each year until this agreement is terminated. The swimming pool, weight room and cardio equipment facility are 20,502 square feet, and the total square footage insured by the school for all Borough buildings is 137,394 square feet. As such, the Borough will reimburse 14.92% of the total Building insurance premium paid for by WPSD each fiscal year covered by this agreement. 14.92% is the proportion of square footage directly related to Borough operations.

If WPSD increases or decreases the square footage of properties insured for any reason, the Borough will be obligated to pay premiums in the amount of 20,502 square feet as a proportion of the new property square footage value applied to the total property insurance premium. Any changes to the reported square footage value insured must be communicated to the Borough by WPSD within 30 days of any amendment to WPSD's insurance policy.

The Borough will provide property insurance for all other Borough operated facilities. For purposes of this agreement, "Borough operated facilities" shall mean all those facilities occupied by direct employees of the Borough and which have functions distinct from that of the WPSD. The Borough and WPSD will carry separate liability insurance policies. The Borough agrees to list WPSD as an additional insured. WPSD agrees to list the Borough as an additional insured.

EQUIPMENT | Parks & Recreation has equipment and supplies used in the conduct of its programs that may, upon request and approval, be made available to facilitate and support recreational and educational programs conducted by WPSD. WPSD agrees to repair or replace any equipment that may be damaged while in their use or and/care.

MEMORANDUM OF AGREEMENT

HOLD HARMLESS & INDEMNIFICATION | Neither party shall be liable to the other party for any claims, liabilities, or damages of any kind, or for injury or damage to persons or property caused by or resulting from the use, maintenance, supervision, or other action or omission related to the pool by the other party, its employees, agents, contractors, representatives, or invitees. The party whose employees, agents, contractors, representatives, or invitees are damaged or who are alleged to have caused the damage shall indemnify and defend the other party from any claims, actions, or lawsuits in accordance with this section.

TERM | This agreement is effective for a term commencing November 1st, 2022, and ending on October 31st, 2025 unless terminated earlier by mutual agreement of both parties.

RENEWAL | The term of this agreement will be for three years and subsequently may be renewed upon review and approval by both parties.

THE PARTIES HERETO have executed this agreement as of the date of the last signature.

BOROUGH AND BOROUGH OF WRANGELL REPRESENTATIVE

Date
Jeff Good, Borough Manager

WRANGELL PUBLIC SCHOOL DISTRICT REPRESENTATIVE

Date
Bill Burr, Superintendent

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 8, 2022
	<u>Agenda Section</u>	13

Approval of a Memorandum of Understanding between Wrangell Cooperative Association and City and Borough of Wrangell

SUBMITTED BY:

Jeff Good, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 21: \$	FY 22: \$	FY23: \$
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Amount Budgeted:

	FY22 \$XXX
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Account Number(s):

	XXXXXX XXX XXXX
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Account Name(s):

	Enter Text Here
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Unencumbered Balance(s) (prior to expenditure):

	\$XXX
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Memorandum of Agreement between Wrangell Parks & Recreation and Wrangell Public School District

RECOMMENDATION MOTION:

Move to Approve the Memorandum of Understanding between Wrangell Cooperative Association and the City and Borough of Wrangell

SUMMARY STATEMENT:

The purpose of the MOU is to establish a general framework for cooperation, information exchange, identification of common goals and objectives, and open communication lines between the WCA and the CBW. The MOU will serve as a vehicle through which the WCA and the CBW will openly communicate to work cooperatively on projects and programs of interest for the mutual benefit of all residents.

The WCA and the CBW will maintain open communications regarding environmental resources and cultural concerns related to any project matters.

The WCA and the CBW agree that cooperative relationships between WCA and the CBW are beneficial and meet the needs of both parties. Both parties agree to review and support funding proposals that are mutually compatible and beneficial with the goals and objectives of their respective governing bodies.

Throughout the longevity of the MOU, the WCA and the CBW will work cooperatively in infrastructure-related projects by holding regular meetings as necessary.

It is the desire of the WCA and the CBW to cooperate and share information for accurate and timely decisions regarding the implementation of programs and projects in which both parties have beneficial and mutual interests.



MEMORANDUM OF UNDERSTANDING
Between
WRANGELL COOPERATIVE ASSOCIATION
And
CITY AND BOROUGH OF WRANGELL

The Memorandum of Understanding (MOU) is made and entered into by and between the Wrangell Cooperative Association, hereinafter referred to as the WCA, a federally recognized tribal government, and the City and Borough of Wrangell, hereinafter referred to as the CBW, a municipal corporation of the State of Alaska.

I. DESCRIPTION OF ENTITIES

Wrangell Cooperative Association (WCA) is a federally recognized tribal government incorporated April 30, 1942 under Section 16 of the Indian Reorganization Act of 1934, as amended for Alaska in 1936. WCA serves a membership of 888 Alaska Native and American Indians in Wrangell, Alaska. An eight-member Tribal Council, elected by the WCA membership, serves as the governing body. The WCA's mission is to support the cultural, ceremonial, and subsistence lifestyle for WCA tribal citizens, and to promote the safe use and availability of a healthy environment for present and future generations. WCA is a sovereign government and has a government-to-government relationship with local, state, and federal agencies. Tribal sovereignty refers to the right of American Indians and Alaska Natives to govern themselves. The U.S. Constitution recognizes Indian tribes as distinct governments and they have, with a few exceptions, the same powers as federal and state governments to regulate their internal affairs. Sovereignty for tribes includes the right to establish their own form of government, determine membership requirements, enact legislation and establish law enforcement and court systems.

The City of Wrangell was incorporated in 1903. On May 30, 2008, the City of Wrangell was dissolved, and the City and Borough of Wrangell was incorporated. The borough government is a unified home rule borough established by the voters. The borough operates under an assembly-manager form of government. The City and Borough of Wrangell, Alaska have all the powers, functions, rights, privileges, franchises and immunities of every name and nature whatever, which a home-rule borough may have under the constitution and laws of the State of Alaska. The borough exercises all powers not prohibited by law or under its charter. The governing body of the borough is the assembly. Except as otherwise provided by law or their charter, the assembly exercises all powers of the borough and provides for the performance of all duties and obligations of the borough. The assembly is composed of seven members, which consists of the mayor, and six other assembly members.

II. PURPOSE

The purpose of the MOU is to establish a general framework for cooperation, information exchange, identification of common goals and objectives, and open communication lines between the WCA and the CBW. The MOU will serve as a vehicle through which the WCA and

the CBW will openly communicate to work cooperatively on projects and programs of interest for the mutual benefit of all residents.

III. STATEMENT OF MUTUAL BENEFITS AND INTERESTS

The WCA and the CBW will maintain open communications regarding environmental resources and cultural concerns related to any project matters.

The WCA and the CBW agree that cooperative relationships between WCA and the CBW are beneficial and meet the needs of both parties. Both parties agree to review and support funding proposals that are mutually compatible and beneficial with the goals and objectives of their respective governing bodies.

Throughout the longevity of the MOU, the WCA and the CBW will work cooperatively in infrastructure-related projects by holding regular meetings as necessary.

It is the desire of the WCA and the CBW to cooperate and share information for accurate and timely decisions regarding the implementation of programs and projects in which both parties have beneficial and mutual interests.

IV. THE WCA SHALL:

1. Provide advice and/or recommendations, as appropriate, to the City and Borough of Wrangell on Tribal needs and concerns regarding environmental and culturally sensitive areas, programs, and projects.
2. Identify, if applicable, financial assistance programs to which either the WCA or the CBW may be eligible to apply.
3. Subject of the applicable laws and regulations, enter into separate agreements with the CBW and/or other parties, as appropriate, to accomplish agreed upon programs and projects.
4. Assign a WCA liaison who shall be responsible for coordination of routine communications, programs, projects, and all other activities that are mutually beneficial to both the WCA and the CBW.
5. All WCA Departments may work collaboratively with the CBW and may have Yearly Operational and Financial Plans which would operate under this MOU. WCA Transportation work would be dependent on transportation facility inclusion in the National Tribal Transportation Facility Inventory.

V. THE CITY AND BOROUGH OF WRANGELL SHALL:

1. Identify, if applicable, financial assistance programs to which either the City and Borough of Wrangell or WCA may be eligible to apply.
2. Assign a City or Borough of Wrangell tribal relations liaison who will be responsible for cooperative programs, projects, communication, and coordination of routine activities between both parties.
3. Administer programs, projects, and activities in a manner sensitive to the traditional Native religious beliefs and practices.

4. Confer with the WCA prior to entering lands or sites of cultural, historical importance, religious, harvesting, and gather grounds, for the implementation of activities, programs and/or projects.

VII. IT IS MUTUALLY AGREED AND UNDERSTOOD BY ALL PARTIES THAT:

A. Identified areas of mutual and beneficial interest are listed below but are not limited to:

1. Project development and project resource information sharing for transportation, health services, infrastructure improvement, economic development, cultural enhancements, and other areas that may develop during the terms of the MOU.
2. Progress developments in Native and community-wide employment opportunities.
3. Cooperative agreements and consultation for the sharing of information regarding the preservation and protection of cultural sites and areas having traditional and historic values.
4. Conferment and notification of activities on lands or sites of traditional harvesting, cultural and religious activities, or other gathering activities.
5. Explore a full range of cooperative training opportunities.
6. Offer information regarding financial assistance programs, when applicable.

VIII. TERMINATION OF MOU

Either party, in writing, may at any time terminate the instrument, in whole or in part, setting forth their reasons for the termination.

IX. PARTICIPATING IN SIMILAR ACTIVITIES

This agreement in no way constricts the WCA or the CBW from participating in similar activities with other public, private, State, Federal, and local agencies, organizations, Tribes, and individuals.

X. NON-FUND OBLIGATING DOCUMENT

This instrument is neither a fiscal or funds obligation document. Any endeavor involving reimbursement, contribution of funds, or transfer of anything of value between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for government procurement and printing.

Such endeavors will be outlined in separate instruments made in writing by authorized representatives of the two parties involved and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority.

Specifically, this instrument does not establish authority for non-competitive award(s) of contracts or agreements. Any contract or agreement for training or other services must fully comply with all requirements for competition.

XI. MODIFICATIONS

Changes within the scope of this instrument shall be made by the issuance of a bilaterally executed modification.

XII. COMPLETION DATE

This MOU is executed as of the date of the last signature and, unless terminated sooner, is effective until November 1, 2025, at which time it will expire unless renewed.

XIII. PRINCIPAL CONTACTS

City and Borough of Wrangell: Mr. Jeff Good
 Borough Manager
 PO Box 531
 Wrangell, AK 99929
 907-874-2381
 907-874-3952 - fax
jgood@wrangell.com

Wrangell Cooperative Association: Ms. Esther Ashton
 Tribal Administrator
 PO Box 2021
 Wrangell, AK 99929
 907-874-4304
wcatrbe@gmail.com

THE PARTIES HERETO have approved this agreement by vote of the WCA Tribal Council on DATE, and by vote of the CBW Assembly on DATE.

THE PARTIES HERETO have further executed this agreement as of the date of the last signature.

WRANGELL COOPERATIVE ASSOCIATION:

 Edward Rilatos, WCA President

 Date

CITY AND BOROUGH OF WRANGELL REPRESENTATIVE:

Patricia Gilbert, CBW Borough Mayor

Date