



City and Borough of Wrangell
2023-09-12 WORK SESSION & Borough Assembly Meeting
AGENDA

Tuesday, September 12, 2023
6:00 PM

Location: Borough Assembly Chambers

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

- a. M/V Chugach Forest Service Discussion

1. CALL TO ORDER

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

2. CEREMONIAL MATTERS

3. PERSONS TO BE HEARD

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

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

- a. Minutes from the August 22, 2023 Regular Assembly Meeting
- b. **RESOLUTION No. 09-23-1807** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING CANVASS BOARD DUTIES TO TWO ASSEMBLY MEMBERS AND ONE QUALIFIED VOTING MEMBER OF THE COMMUNITY FOR CANVASSING THE RESULTS OF THE REGULAR ELECTION TO BE HELD OCTOBER 3, 2023
- c. **RESOLUTION No. 09-23-1809** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET IN THE WASTEWATER FUND TRANSFERRING \$15,300.00 FROM WASTEWATER FUND RESERVES TO THE WASTEWATER FUND TRAVEL AND TRAINING LINE ITEM FOR WASTEWATER TREATMENT PLANT STAFF TRAINING AND AUTHORIZING ITS EXPENDITURE
- d. **RESOLUTION No. 09-23-1810** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET IN THE WATER FUND TRANSFERRING \$13,305.00 FROM WATER FUND RESERVES TO THE WATER FUND TRAVEL AND TRAINING LINE ITEM FOR WATER PLANT STAFF TRAINING AND AUTHORIZING ITS EXPENDITURE
- e. Final Plat review of the Privett Replat, a replat of a portion of Lot 3, Block 84, of USS 1119, Wrangell Townsite, Plat 65-87, creating Lot 3-BB and 3-CC, zoned Single-Family Residential, requested by William and Janell Privett
- f. Final Plat review of the Sprehe-Neyman Replat, a replat of a portion of Lot 5, Block 20, of USS 1119, Wrangell Townsite, creating Lot 5A and 8A, zoned Multi-Family Residential, requested by Dorianne Sprehe

- [g.](#) POA - Army Corps of Permit Application for Bill Goodale (Micony, LLC) to fill 0.206 acres of waterway
- [h.](#) CORRESPONDENCE: Minutes from the August 21, 2023 School Board Meeting

7. BOROUGH MANAGER'S REPORT

- a. Financial Report / Update
- [b.](#) Economic Development Director Report for July and August 2023.
- [c.](#) Borough Manager Report

8. BOROUGH CLERK'S REPORT

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

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

- [a.](#) Parks & Recreation Board Appointment

11. PUBLIC HEARING

- [a.](#) **ORDINANCE No. 1045** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTERS 5.04.210 – HEARING-PROCEDURES AND 5.04.230 – HIGHER APPEALS AND REPEALING SECTION 5.04.220 – APPEAL RECORDS IN THE WRANGELL MUNICIPAL CODE

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- [a.](#) Approval to hold a Special Assembly meeting on October 5, 2025 to Certify the October 3, 2023 Regular Election
- [b.](#) **RESOLUTION No. 09-23-1808** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2024 BUDGET IN THE GENERAL FUND BY TRANSFERRING \$15,041.98 FROM GENERAL FUND RESERVES TO THE NOLAN CENTER CIP FUND FOR THE NOLAN CENTER STORAGE BUILDING SETTLEMENT REPAIR PROJECT AND AUTHORIZING ITS EXPENDITURES

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

15. EXECUTIVE SESSION

16. ADJOURNMENT

**Minutes of Regular Assembly Meeting
Held on August 22, 2023**

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 7:00 p.m., August 22, 2023, in the Borough Assembly Chambers. Assembly Member Morrison led the pledge of allegiance.

PRESENT - POWELL, HOWE, DALRYMPLE, GILBERT, DEBORD, MORRISON

ABSENT – HOWE

Borough Mayor Good and Clerk Lane were also present.

PERSONS TO BE HEARD - None.

AMENDMENTS TO THE AGENDA

DeBord requested that Item 6c be removed from the Consent Agenda. Gilbert stated that Item 6c would be placed under Unfinished Business for consideration.

CONFLICT OF INTEREST - None.

CONSENT AGENDA

6a Minutes from the July 25, 2023 Regular Assembly Meeting

6b Approval to issue the FY 2022 Audit for the City and Borough of Wrangell

6c RESOLUTION No. 08-23-1804 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE SALE OF SIX TRANSFORMERS TO PETERSBURG LIGHT AND POWER FOR THE AMOUNT OF \$7,951.51 TO BE RECEIVED IN THE WRANGELL MUNICIPAL LIGHT & POWER (WML&P) RESERVE FUND *(this item was removed from the Consent Agenda and moved to Unfinished Business for consideration)*

6d RESOLUTION No. 08-23-1805 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE PERMANENT FUND STRATEGIC ASSET CLASS ALLOCATIONS FOR FY 2024

6e CORRESPONDENCE: Minutes from the April 17 & May 15, 2023 Regular School Board Meetings

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

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

BOROUGH MANAGER'S REPORT

Manager Good's report was given.

Kate Thomas's Economic Development Report was provided.

Amber Al-Haddad's Capital Facilities report was presented.

BOROUGH CLERK'S REPORT

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS - None.

MAYOR AND ASSEMBLY APPOINTMENTS - None.

PUBLIC HEARING - None.

UNFINISHED BUSINESS

6a-11a RESOLUTION No. 08-23-1804 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE SALE OF SIX TRANSFORMERS TO PETERSBURG LIGHT AND POWER FOR THE AMOUNT OF \$7,951.51 TO BE RECEIVED IN THE WRANGELL MUNICIPAL LIGHT & POWER (WML&P) RESERVE FUND *(this item was removed from the Consent Agenda)*

M/S: Morrison/DeBord to approve Resolution No. 08-23-1804. Motion approved by polled vote.

NEW BUSINESS

13a RESOLUTION No. 08-23-1806 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, RECOGNIZING A FUEL SURCHARGE CALCULATION ERROR IN FY 2023 WHEREBY WMLP INCORRECTLY UTILIZED THE APRIL 2022 SEAPA KWH INVOICE AS OPPOSED TO THE SUM OF ACTUAL KWH GENERATED BY WMLP PLUS THE JUNE 2022 SEAPA INVOICE, AND APPROVING THE CORRECTION ACTION OF APPLYING A FUEL SURCHARGE OF \$0.0437 FOR FY 2023

M/S: Morrison/Powell to approve Resolution No. 08-23-1806. Motion approved by polled vote.

13b ORDINANCE No. 1045 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTERS 5.04.210 – HEARING-PROCEDURES AND 5.04.230 – HIGHER APPEALS AND REPEALING SECTION 5.04.220 – APPEAL RECORDS IN THE WRANGELL MUNICIPAL CODE

M/S: Powell/Robbins to approve First Reading of Ordinance No. 1045 and move to a Second Reading with a Public Hearing to be held on September 12, 2023. Motion approved by polled vote.

13c RESOLUTION NO 08-23-1801 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING THE JOB DESCRIPTION FOR PARKS CUSTODIAN LIGHT MAINTENANCE

M/S: Powell/Morrison to approve Resolution No. 08-23-1801. Motion approved by polled vote.

13d RESOLUTION NO 08-23-1802 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, RECLASSIFYING THE CUSTODIAN LIGHT MAINTENANCE JOB DESCRIPTION TO THE RECREATION FACILITY MAINTENANCE SPECIALIST POSITION

M/S: Powell/Robbins to approve Resolution No. 08-23-1802. Motion approved by polled vote.

13e RESOLUTION NO 08-23-1803 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE UNION WAGE AND GRADE TABLE

M/S: Powell/Robbins to approve Resolution No. 08-23-1803. Motion approved by polled vote.

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

EXECUTIVE SESSION - None.

Regular Assembly meeting adjourned at 8:30 p.m.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	September 12, 2023
	<u>Agenda Section</u>	6

RESOLUTION No 09-23-1807 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING CANVASS BOARD DUTIES TO TWO ASSEMBLY MEMBERS AND ONE QUALIFIED VOTING MEMBER OF THE COMMUNITY FOR CANVASSING THE RESULTS OF THE REGULAR ELECTION TO BE HELD OCTOBER 3, 2023

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 19: \$	FY 20: \$	FY21: \$
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Amount Budgeted:

	FY19 \$XXX
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Account Number(s):

	XXXXX 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: Resolution No. 09-23-1807

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. 09-23-1807.

Summary Statement:

Wrangell Municipal Code Sec. 2.28.050 Canvass Board, provides that the Borough Assembly shall, prior to the date of the election, designate three assembly members to serve on the Canvass Board.

There are five members of the Assembly whose terms are not expiring this year however, only two of those five are able to serve on the Canvass Board. Therefore, the option to appoint a qualified voter to serve on the Canvass Board in the place of an assembly member is allowed.

The Clerk has made the request that Robert (Robbie) Marshall be appointed to fill the third seat on the Canvass Board. She believes that Robbie is an appropriate alternative.

This Resolution is before the Borough Assembly to comply with Borough Code.

CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 09-23-1807

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING CANVASS BOARD DUTIES TO TWO ASSEMBLY MEMBERS AND ONE QUALIFIED VOTING MEMBER OF THE COMMUNITY FOR CANVASSING THE RESULTS OF THE REGULAR ELECTION TO BE HELD OCTOBER 3, 2023

WHEREAS, Wrangell Municipal Code Sec. 2.28.050 Canvass Board, provides that the Borough Assembly shall, prior to the date of the election, designate three assembly members to serve on the Canvass Board; and

WHEREAS, If three members of the assembly cannot serve on the canvass board, the mayor shall appoint one or more qualified voters to serve on the board in place of the member or members of the assembly; to be appointed to the canvass board, a qualified voter may not be a member of the election board.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that Assembly Members **Patricia Gilbert, Bob Dalrymple, and Robert Marshall** be designated to serve on the Canvass Board and to attend the election, pursuant to Wrangell Municipal Code Sec. 2.28.050 to be held within six days after the election, pursuant to Wrangell Municipal Code Sec. 2.28.060 Canvass of Returns-Procedures Generally.

ADOPTED: September 12, 2023

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	9/12/2023
	<u>Agenda Section</u>	6

RESOLUTION No. 09-23-1809 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET IN THE WASTEWATER FUND TRANSFERRING \$15,300.00 FROM WASTEWATER FUND RESERVES TO THE WASTEWATER FUND TRAVEL AND TRAINING LINE ITEM FOR WASTEWATER TREATMENT PLANT STAFF TRAINING AND AUTHORIZING ITS EXPENDITURE

<u>SUBMITTED BY:</u>
Tom Wetor, Public Works Director

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

<u>FISCAL NOTE:</u>		
Expenditure Required: \$		
FY 22: \$	FY 23:	FY24: \$15,300.00
Amount Budgeted:		
FY24\$0.00		
Account Number(s):		
76000 502 7505		
Account Name(s):		
Travel and Training		
Unencumbered Balance(s) (prior to expenditure):		
\$0.00		

ATTACHMENTS: 1. Resolution No. 09-23-1809

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. 09-23-1809.

Summary Statement:

Now that new staff have been hired into the water and waste water departments we have a better understanding of the trainings required for staff to ensure the success of the WasteWater Department. This training schedule was not determined before hand as it would be impacted by the experience level of people hired. With the previous lead having retired after over 30 years with the Borough it is important for us to fund these trainings so that staff have the tools they need to run their facilities. We did advertise some positions for people with experience and received no interest. As a result positions were dropped to Apprentice (entry level) positions. The consequence is that more training is needed for an entry level apprentice to be brought up to speed. Below you will see a breakdown for the trainings.

Waste Water	Course Cost	Travel/per diem	Staff	Dates
Wastewater treatment level 1 (X2 for apprentice)	\$1,800	\$7,000	apprentice	Spring
ARWA Conference	\$500	\$3,500	lead	October 23rd-October 26th
Confined space rescue	\$2,500		apprentice and lead	Spring
Totals	\$4,800	\$10,500		
Total travel and training expense	\$15,300			

For the 2 apprentice positions getting an entry level wastewater treatment class will be necessary for them to get certified in a more timely fashion as well as give them the knowledge to be more hands on with day to day operations.

Wastewater Treatment Certifications require continuing education units (CEU's) in order to stay in compliance with regulatory agencies. It will be beneficial to do as many of these trainings as possible now so that we have all hands on deck while we work through the changes to the 301H waiver and implementation of disinfection in Wrangell. Alaska Rural Water Association is an organization we have been involved with for many years. ARWA works with communities to provide training, to test equipment like backflow preventers, as well as provide insight into industry changes and how to stay in compliance. ARWA holds an annual conference where staff can get CEU's and stay up to date with changes in the industry. With so many communities being impacted by changing 301H Waivers this will give our staff an opportunity to work through some of the challenges ahead with other operators from around the state in addition to acquiring the necessary CEU's for their position.

Last year we did a confined space entry training. Working in confined spaces is one of the most dangerous tasks of any employee in the Public Works Department. Working in confined spaces poses a lot of risks that could result in injury or even death as oxygen levels can fluctuate dramatically. It is critical staff have the training to know when a confined space is safe to enter and to also know how to rescue someone from a confined space should they become incapacitated.

These courses will be spread out over this fiscal year to ensure coverage of the facility.

Wastewater Fund Reserves are currently at \$1,298,940.69. This B.A will move \$15,300 from WW reserves into the WW training budget.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 09-23-1809

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET IN THE WASTEWATER FUND TRANSFERRING \$15,300.00 FROM WASTEWATER FUND RESERVES TO THE WASTEWATER FUND TRAVEL AND TRAINING LINE ITEM FOR STAFF TRAINING AND AUTHORIZING ITS EXPENDITURE

WHEREAS, with several staff transitions and the loss of experience within the department training is needed for staff certifications; and

WHEREAS, funding in the amount of \$15,300 is required to cover the expense for the needed training.

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

Section 1. The FY 2024 Budget in the Wastewater Fund Travel and Training is amended to reflect a transfer of \$15,300.00 from the Wastewater Fund Reserves for staff training.

ADOPTED: _____, 2023

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	9/12/2023
	<u>Agenda Section</u>	6

RESOLUTION No. 09-23-1810 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET IN THE WATER FUND TRANSFERRING \$13,305.00 FROM WATER FUND RESERVES TO THE WATER FUND TRAVEL AND TRAINING LINE ITEM FOR WATER PLANT STAFF TRAINING AND AUTHORIZING ITS EXPENDITURE

<p><u>SUBMITTED BY:</u></p> <p>Tom Wetor, Public Works Director</p>	<p><u>FISCAL NOTE:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: left;">Expenditure Required: \$</td> </tr> <tr> <td style="width: 33%;">FY 22: \$</td> <td style="width: 33%;">FY 23:</td> <td style="width: 33%;">FY24: \$13,305.00</td> </tr> <tr> <td colspan="3" style="height: 10px;"></td> </tr> <tr> <td colspan="3" style="text-align: left;">Amount Budgeted:</td> </tr> <tr> <td colspan="3">FY24\$5,000.00</td> </tr> <tr> <td colspan="3" style="text-align: left;">Account Number(s):</td> </tr> <tr> <td colspan="3">72000 302 7505</td> </tr> <tr> <td colspan="3" style="text-align: left;">Account Name(s):</td> </tr> <tr> <td colspan="3">Travel and Training</td> </tr> <tr> <td colspan="3" style="text-align: left;">Unencumbered Balance(s) (prior to expenditure):</td> </tr> <tr> <td colspan="3">\$5,000.00</td> </tr> </table>	Expenditure Required: \$			FY 22: \$	FY 23:	FY24: \$13,305.00				Amount Budgeted:			FY24\$5,000.00			Account Number(s):			72000 302 7505			Account Name(s):			Travel and Training			Unencumbered Balance(s) (prior to expenditure):			\$5,000.00		
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Unencumbered Balance(s) (prior to expenditure):																																		
\$5,000.00																																		

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

ATTACHMENTS: 1. Resolution No. 09-23-1810

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. 09-23-1810.

Summary Statement:

Now that new staff have been hired into the water and waste water departments we have a better understanding of the trainings required for staff to ensure the success of the Water Department. This training schedule was not determined before hand as it would be impacted by the experience level of people hired. With the previous lead set to retire after close to 25 years with the Borough it is important for us to fund these trainings so that staff have the tools they need to run their facilities. We did advertise some positions for people with experience and received no interest. As a result positions were dropped to Apprentice (entry level) positions. The consequence is that more training is needed for an entry level apprentice to be brought up to speed. Below you will see a breakdown for the trainings.

CBW W/WW 2023 travel and training breakdown				
Water				
Course	course cost	per diem/travel	Staff	Timeline
CSUS Water Treatment Plant Operation volume 1	\$175		lead	anytime online
CSUS Water Treatment Plant Operation volume 2	\$175		lead	anytime online
AWWA Water Treatment Level 3	\$460		lead	anytime online
AWWA Basic Supervision	\$195		lead	anytime online
Miscellaneous ARWA/AWWA/CSUS courses (includes surface water regulation courses, pump/motor maintenance, etc	\$2,500		apprentice and lead	anytime online
Water Treatment Level 1 + exam (X2 for apprentice)	\$1,800	\$7,000	apprentice	October 30th-November 3rd
Confined space rescue	\$2,500		Apprentice and lead	Spring
Trip to DAF plant		\$3,500	lead	Winter
Totals	\$7,805	10500		
Total Travel and Training expense				
	\$18,305			

For the 2 apprentice positions getting an entry level water treatment class will be necessary for them to get certified in a more timely fashion as well as give them the knowledge to be more hands on with day to day operations.

Water Treatment Certifications require continuing education units (CEU's) in order to stay in compliance with regulatory agencies. With a new water plant on the way the lead position is going to require a significant amount of CEU's for staff to qualify for the level 3 treatment license. Our previous lead operator had been

taking the lead on the new DAF water plant design. They had been very closely involved going back to 2015 when this process began. As a result it would be beneficial for us to send our new lead to a DAF plant in operation to get better insight into the overall operation prior to ours coming online. It would also be beneficial to do as many of these trainings as possible now so that we have all hands on deck while we work through the construction and commissioning process.

Last year we did a confined space entry training. Working in confined spaces is one of the most dangerous tasks of any employee in the Public Works Department. Working in confined spaces poses a lot of risks that could result in injury or even death as oxygen levels can fluctuate dramatically. It is critical staff have the training to know when a confined space is safe to enter and to also know how to rescue someone from a confined space should they become incapacitated.

These courses will be spread out over this fiscal year to ensure coverage of the facility.

The water department has \$5,000 in the budget for training. Water Fund Reserves are currently at \$1,131,110.49 This B.A will move \$13,305 from reserves into the training budget bringing the total Travel and Training Budget to \$18,305.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 09-23-1810

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET IN THE WATER FUND TRANSFERRING \$13,305.00 FROM WATER FUND RESERVES TO THE WATER FUND TRAVEL AND TRAINING LINE ITEM FOR STAFF TRAINING AND AUTHORIZING ITS EXPENDITURE

WHEREAS, with several staff transitions and the loss of experience within the department training is needed for staff certifications; and

WHEREAS, funding in the amount of \$13,305.00 is required to cover the expense of the needed training.

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

Section 1. The FY 2024 Budget in the Water Fund Travel and Training is amended to reflect a transfer of \$13,305.00 from the Water Fund Reserves for staff training.

ADOPTED: _____, 2023

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	September 12, 2023
	<u>Agenda Section</u>	6

Final Plat review of the Privett Replat, a replat of a portion of Lot 3, Block 84, of USS 1119, Wrangell Townsite, Plat 65-87, creating Lot 3-BB and 3-CC, zoned Single-Family Residential, requested by William and Janell Privett

SUBMITTED BY:

Kate Thomas, Economic Development Director

FISCAL NOTE:

Expenditure Required:

FY 20:	FY 22:	FY23:
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Amount Budgeted:

\$

Account Number(s):

Account Name(s):

Unencumbered Balance(s) (prior to expenditure):

\$XXXXXXXX

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Final Plat of the Privett Replat; 2. Aerial of Lots

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

RECOMMENDATION MOTION (*Consent Agenda Item*):

Approved under the Consent Agenda.

SUMMARY STATEMENT: Applicants are proposing to move their southern property line to accommodate an existing garage that was built over the property line encroaching on the adjacent lot. The applicant owns both parcels of land. Commissioners reviewed the preliminary plat with no conditions for approval of the final plat on Thursday, July 20, 2023. The final plat was approved by the Planning and Zoning Commission on August 10, 2023.

Item e.


$$1_{\text{inch}} = 88.640382 \text{ feet}$$

19

Revised: 6/28/2023

Public Map



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

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 THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT TO ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE _____ WILLIAM B. PRIVETT
STATE OF ALASKA
CITY AND BOROUGH OF WRANGELL
JANELL R. PRIVETT

NOTARY'S ACKNOWLEDGMENT

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DUTY COMMISSIONED AND SWORN, PERSONALLY APPEARED _____ TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND _____ ACKNOWLEDGED TO ME THAT FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED, WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

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

LIEN HOLDER CERTIFICATE

WE HEREBY CERTIFY THAT WE ARE THE LIEN HOLDERS OF A PORTION OF LOT 3, WITHIN BLOCK 84, OF WRANGELL TOWNSITE, ACCORDING TO U.S.S. 1119 WITHIN THE WRANGELL RECORDING DISTRICT, 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 _____ FIRST BANK
DATE _____ PRINT NAME AND TITLE

NOTARY'S ACKNOWLEDGMENT

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DUTY COMMISSIONED AND SWORN, PERSONALLY APPEARED _____ TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND _____ ACKNOWLEDGED TO ME THAT FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED, WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

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

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL ASSEMBLY AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, WRANGELL, ALASKA.

DATE _____ MAYOR, CITY AND BOROUGH OF WRANGELL
ATTEST: _____

CITY CLERK

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX OFFICIO RECORDER, WRANGELL, ALASKA.

DATE _____ CHAIRMAN, PLANNING COMMISSION
SECRETARY _____

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A TRUE AND CORRECT REPRESENTATION OF THE SURVEYED LANDS AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATE _____

CHRISTOPHER G. PIBURN, PLS # 107552



OWNERSHIP STATUS

1. PORTION OF LOT 3 (LOT 3-B), BLOCK 84, U.S.S. 1119 (WILLIAM & JANELL PRIVETT)
2. PORTION OF LOT 3 (LOT 3-C), BLOCK 84, U.S.S. 1119 (WILLIAM & JANELL PRIVETT)

PROPOSED OWNERSHIP

1. LOT 3-BB, PRIVETT REPLAT (WILLIAM & JANELL PRIVETT)
2. LOT 3-CC, PRIVETT REPLAT (WILLIAM & JANELL PRIVETT)

PREVIOUS LOT AREAS

1. PORTION OF LOT 3 (LOT 3-B), BLOCK 84, U.S.S. 1119 (15,133 SQ. FT)(0.347 ACRES)
2. PORTION OF LOT 3 (LOT 3-C), BLOCK 84, U.S.S. 1119 (12,147 SQ. FT)(0.279 ACRES)

NEW LOT AREAS

1. LOT 3-BB, PRIVETT REPLAT (17,854 SQ. FT)(0.410 ACRES)
2. LOT 3-CC, PRIVETT REPLAT (9,426 SQ. FT)(0.216 ACRES)

PREVIOUS LOT ZONING

1. PORTION OF LOT 3 (LOT 3-B), BLOCK 84, U.S.S. 1119 (SINGLE FAMILY RESIDENTIAL)
2. PORTION OF LOT 3 (LOT 3-C), BLOCK 84, U.S.S. 1119 (SINGLE FAMILY RESIDENTIAL)

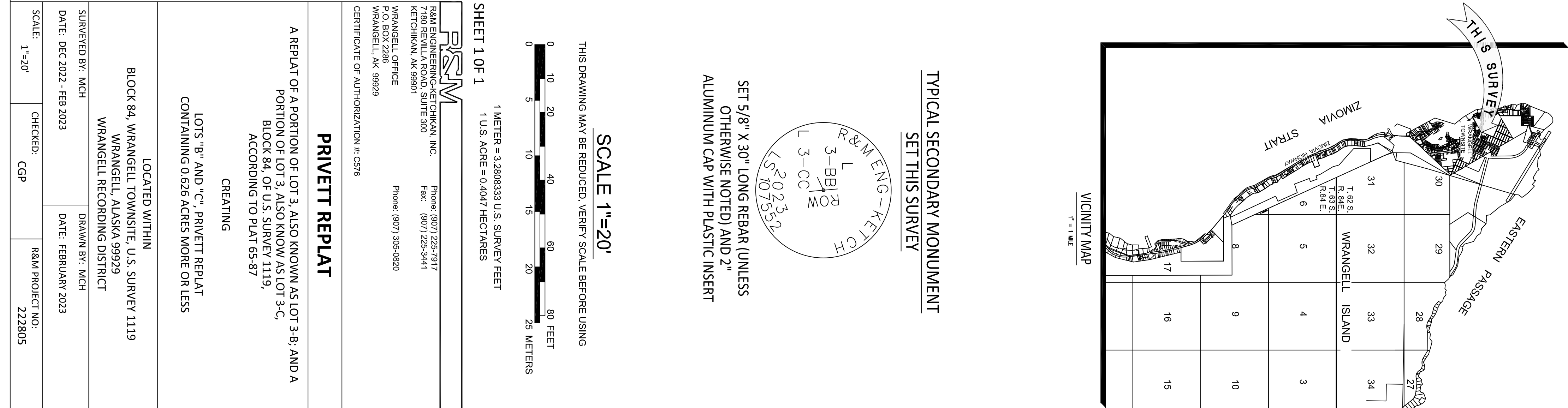
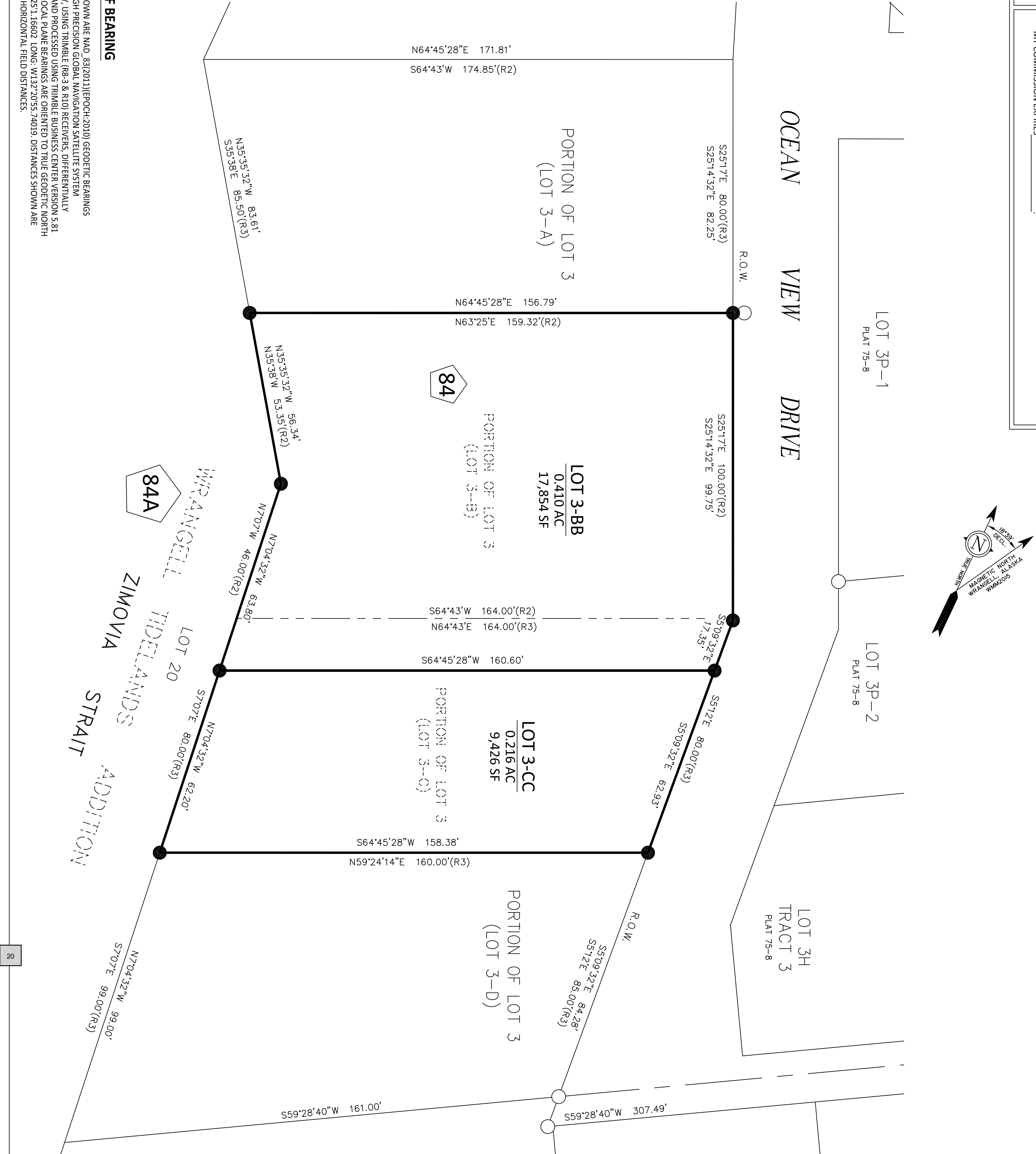
NEW LOT ZONING

1. LOT 3-BB, PRIVETT REPLAT (SINGLE FAMILY RESIDENTIAL)
2. LOT 3-CC, PRIVETT REPLAT (SINGLE FAMILY RESIDENTIAL)

NOTES

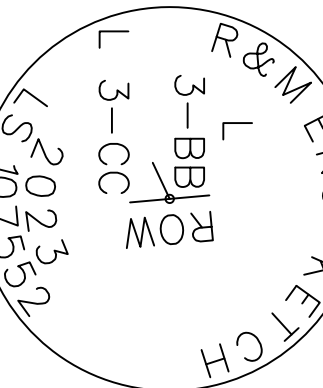
1. THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:5000.
2. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
3. REFERENCE ALASKA ESGROW AND TITLE INSURANCE AGENCY CERTIFICATE TO PLAT #65727.
4. REFERENCE THE FOLLOWING WITHIN THE WRANGELL RECORDING DISTRICT:
 - PLAT 65-87
 - PLAT 68-46
 - AFS 83
 - PLAT 75-9
 - PLAT 75-7
 - PLAT 81-6
 - PLAT 89-2
 - PLAT 94-6
 - PLAT 94-10
 - PLAT 97-16
 - PLAT 2002-6
 - PLAT 2006-9
 - PLAT 2001-3
 - PLAT 2004-000115-0
 - DEED 2005-000117-0
 - DEED 2005-000120-0

LEGEND	
	BLOCK NUMBER
	SECONDARY MONUMENT SET THIS SURVEY
	SECONDARY MONUMENT RECOVERED
	PRIMARY MONUMENT RECOVERED
	UNSURVEYED
	SURREYED
	ROW CENTERLINE
	PROPERTY LINE DELETED BY THIS PLAT
	MEASURED DATA
	RECORD PER U.S.S. 1119 (WRANGELL TOWNSITE)
	DEED 2005-000115-0 (M&B DESCRIPTION)
	PLAT 68-46
	RECORD PER PLAT 65-87 (WRANGELL TIDELANDS ADDITION)

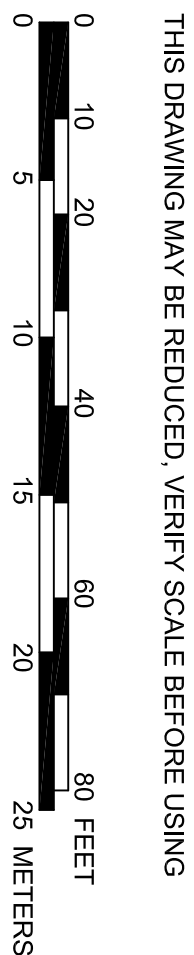


TYPICAL SECONDARY MONUMENT SET THIS SURVEY

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



SCALE 1"=20'



SHEET 1 OF 1

1 METER = 3.280833 U.S. SURVEY FEET
1 U.S. ACRE = 0.4047 HECTARES

PRIVETT REPLAT

A REPLAT OF A PORTION OF LOT 3, ALSO KNOWN AS LOT 3-B; AND A PORTION OF LOT 3, ALSO KNOWN AS LOT 3-C, BLOCK 84, OF U.S. SURVEY 1119, ACCORDING TO PLAT 65-87

LOCATED WITHIN
BLOCK 84, WRANGELL TOWNSITE U.S. SURVEY 1119
WRANGELL, ALASKA 99929
WRANGELL RECORDING DISTRICT

SURVEYED BY: MCH
DATE: DEC 2022 - FEB 2023
DRAWN BY: MCH
SCALE: 1"=20'
CHECKED: CGP
R&M PROJECT NO: 222805

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	September 12, 2023
	<u>Agenda Section</u>	6

Final Plat review of the Sprehe-Neyman Replat, a replat of a portion of Lot 5, Block 20, of USS 1119, Wrangell Townsite, creating Lot 5A and 8A, zoned Multi-Family Residential, requested by Dorianne Sprehe

SUBMITTED BY:

Kate Thomas, Economic Development Director

FISCAL NOTE:

Expenditure Required:

FY 20:	FY 22:	FY23:
--------	--------	-------

Amount Budgeted:

\$

Account Number(s):

Account Name(s):

Unencumbered Balance(s) (prior to expenditure):

\$XXXXXXXX

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Final Plat of the Sprehe-Neyman Replat; 2. Aerial of Lots

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

RECOMMENDATION MOTION (*Consent Agenda Item*):

Approved under the Consent Agenda.

SUMMARY STATEMENT: Applicant Dorianne Sprehe is proposing to vacate the existing property line, adjusting it north, northwest, assuming a portion of the adjacent lot, owned by Marion and Barbara Neyman. Commissioners reviewed the preliminary plat with no conditions for approval of the final plat on July 20, 2023. The final plat was approved August 10, 2023.

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 WITHOUT RESERVATION OF RIGHTS, WALLS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE _____ MARION J NEWMAN
DATE _____ BARBARA ANN NEWMAN

NOTARY'S ACKNOWLEDGMENT

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

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DUTY COMMISSIONED AND SWORN, PERSONALLY APPEARED _____ TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND _____ ACKNOWLEDGED TO ME THAT FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

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

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES _____.

LIEN HOLDER CERTIFICATE

WE HEREBY CERTIFY THAT WE ARE THE LIEN HOLDERS OF A PORTION OF LOT 5, WITHIN BLOCK 20, ACCORDING TO U.S. SURVEY 1119, AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALLS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE _____ FIRST BANK

DATE _____ PRINT NAME AND TITLE

NOTARY'S ACKNOWLEDGMENT

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

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DUTY COMMISSIONED AND SWORN, PERSONALLY APPEARED _____ TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND _____ ACKNOWLEDGED TO ME THAT FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

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

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES _____.

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON, AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT AND WITHOUT RESERVATION OF RIGHTS, WALLS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE _____ DORIANNE SPREHE

NOTARY'S ACKNOWLEDGMENT

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

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DUTY COMMISSIONED AND SWORN, PERSONALLY APPEARED _____ TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND _____ ACKNOWLEDGED TO ME THAT FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

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

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES _____.

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL ASSEMBLY AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

DATE _____ MAYOR, CITY AND BOROUGH OF WRANGELL

ATTEST:

CITY CLERK

CERTIFICATE STATE OF ALASKA
(FIRST JUDICIAL DISTRICT'S)

I, THE UNDERSIGNED AS THE PROPERTY TAX CLERK FOR THE CITY AND BOROUGH OF WRANGELL, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY AND BOROUGH OF WRANGELL, IN THE NAME OF _____ AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL. THAT CURRENT TAXES FOR THE YEAR 20____ WILL BE DUE ON OR BEFORE OCTOBER 15, 20____ DATED THIS _____ DAY OF _____.

ASSESSOR CITY AND BOROUGH OF WRANGELL

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL ASSEMBLY AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

DATE _____ CHAIRMAN, PLANNING COMMISSION

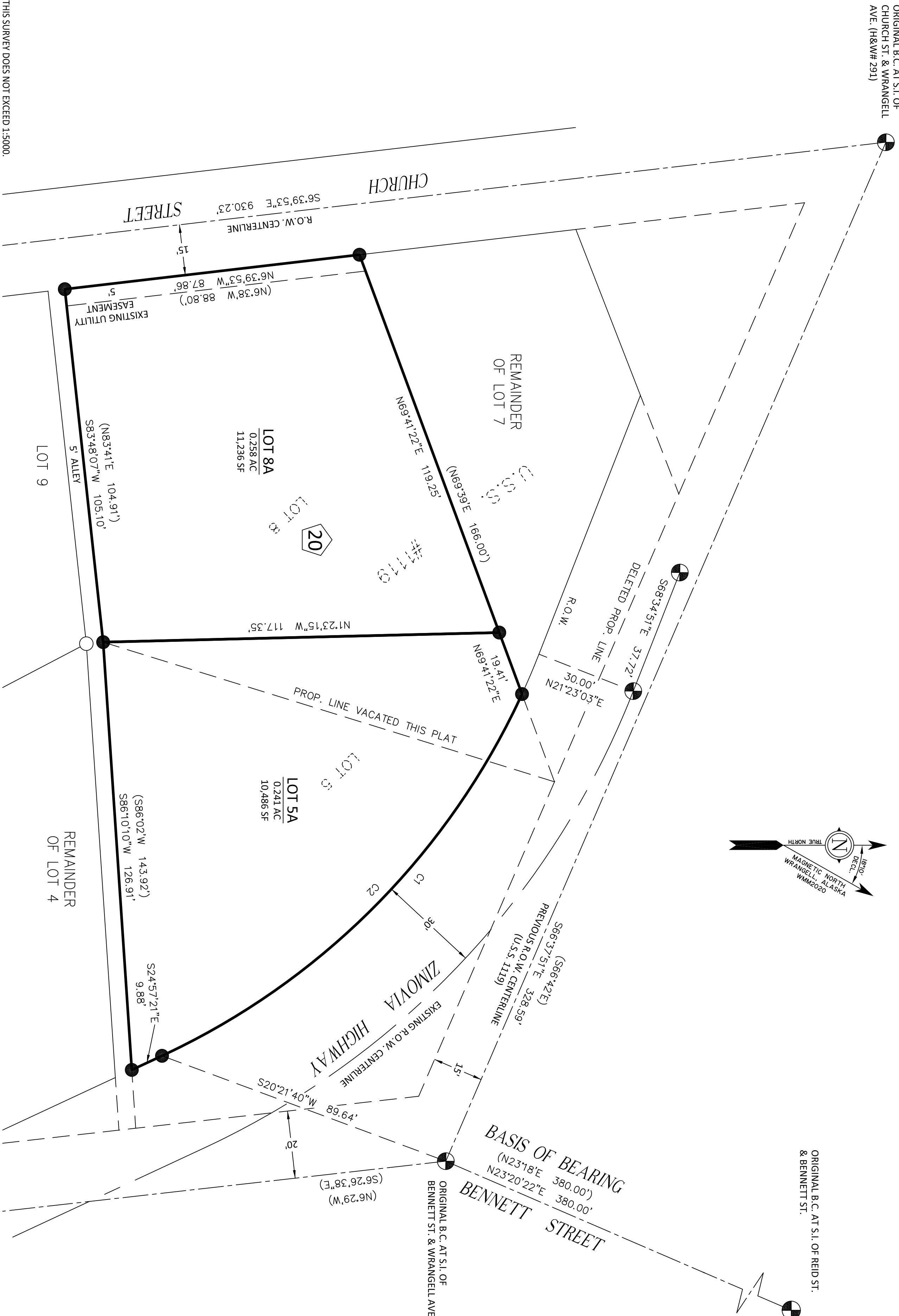
SECRETARY

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A TRUE AND CORRECT STATEMENT OF THE SURVEY, AND THAT THE DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATE _____

CHRISTOPHER G. PIBURN, PLS # 107552



NOTES

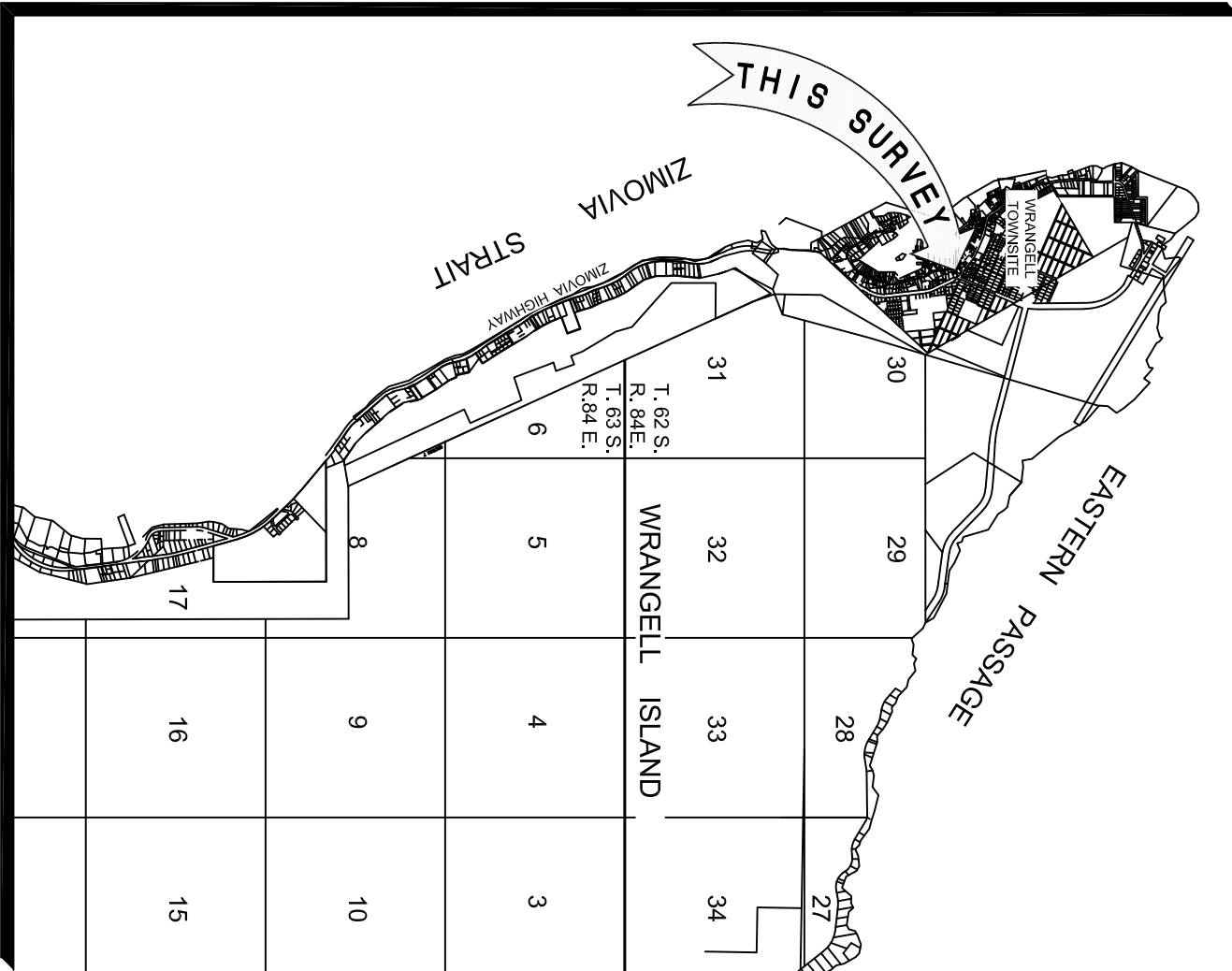
1. THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:5000.
2. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
3. REFERENCE ALASKA ESCROW AND TITLE INSURANCE AGENCY CERTIFICATE TO PLAT #66952.
4. REFERENCE THE FOLLOWING WITHIN THE WRANGELL RECORDING DISTRICT:
 - U.S.S. 1119 WRANGELL (TOWNSITE)
 - EASEMENT 1988-00022-0
 - BOOK 11, PAGE 426
 - DEED 1987-000323-0 (N.W. BENNETT TO C&E AVE)
 - DEED 2021-000315-0
 - DEED OF TRUST 2021-000316-0
 - RECONVANCE 2021-000375-0

CURVE TABLE

	RADIUS (FT)	ARC (FT)	CHORD (FT)	CH. BEARING
CURVE DELTA				
C1	43'41.50"	219.11'	167.11'	163.09'
C2	40'20.36"	219.11'	154.28'	151.11'

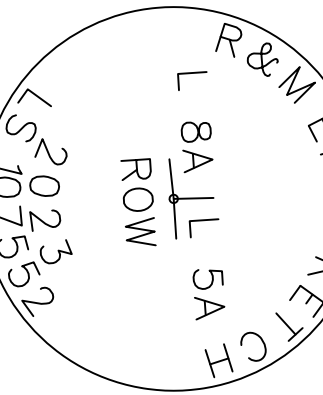
BASIS OF BEARING

BEARINGS SHOWN ARE NAD 83(2011)(EPOCH-2010) GEODETIC BEARINGS BASED ON HIGH PRECISION GLOBAL NAVIGATION SATELLITE SYSTEM TECHNOLOGY, USING TIMBLE (R8-3 & R10) RECEIVERS, DIFFERENTIALLY CORRECTED AND PROCESSED USING TRIMBLE BUSINESS CENTER VERSION 5.81 SOFTWARE. LOCAL PLANE BEARINGS ARE ORIENTED TO TRUE GEODETIC NORTH AT LAT: N56°25'1.8602" LONG: W132°20'55".4019. DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.



VICINITY MAP
1" = 1 MILE

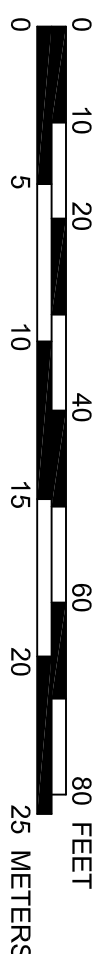
TYPICAL SECONDARY MONUMENT
SET THIS SURVEY



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

SCALE 1"=20'

THIS DRAWING MAY BE REDUCED, VERIFY SCALE BEFORE USING



1 METER = 3.2808333 U.S. SURVEY FEET
1 U.S. ACRE = 0.4047 HECTARES

SHEET 1 OF 1

PRSM DESIGN, INC.
7780 REVILLA ROAD, SUITE 300
KEETCHIKAN, AK 99801
Phone: (907) 726-7017
Fax: (907) 225-3441

WRANGELL OFFICE
P.O. BOX 2206
WRANGELL, AK 99299
Phone: (907) 306-0820

CERTIFICATE OF AUTHORIZATION #: C576

SPREHE - NEWMAN REPLAT

A REPLAT OF THE REMAINING PORTION OF LOT 5, AND LOT 8, BLOCK 20, OF U.S. SURVEY 1119,

CREATING

LOTS "5A" AND "8A", SPREHE - NEWMAN REPLAT CONTAINING 0.499 ACRES MORE OR LESS

LOCATED WITHIN
U.S. SURVEY 1119

WRANGELL, ALASKA 99929

WRANGELL RECORDING DISTRICT

SURVEYED BY: MCH	DRAWN BY: MCH
DATE: APRIL 2023	DATE: APRIL 2023 - JULY 2023

SCALE: 1"=20'	CHECKED: CGP	R&M PROJECT NO: 232735
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CITY AND BOROUGH OF WRANGELL, ALASKA

Item f.



1 inch = 70.912306 feet

24 e: 6/28/2023

Public Map



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



US Army Corps
of Engineers
Alaska District

Regulatory Division (1145)
CEPOA-RD
Post Office Box 6898
JBER, Alaska 99506-0898

Public Notice of Application for Permit

PUBLIC NOTICE DATE:	28 AUG 2023
EXPIRATION DATE:	30 DAY
REFERENCE NUMBER:	POA-2023-00293
WATERWAY:	Zimovia Strait

Interested parties are hereby notified that a Department of the Army permit application has been received for work in waters of the United States as described below and shown on the enclosed project drawings.

All comments regarding this public notice should be sent to the address noted above. If you desire to submit your comments by email, you should send it to the project manager's email as listed below or to regpagemaster@usace.army.mil. All comments should include the public notice reference number listed above.

All comments should reach this office no later than the expiration date of this public notice to become part of the record and be considered in the decision. Please contact Tyler Marye at (907) 753-5778, toll free from within Alaska at (800) 478-2712, or by email at Tyler.J.Marye@usace.army.mil if further information is desired concerning this public notice.

APPLICANT: Bill Goodale, Micony, LLC, P.O. Box 5503, Ketchikan, AK 99901

AGENT: Farren Linne, R&M Engineering-Ketchikan, Inc., 7180 Revilla Road, Suite 300, Ketchikan, AK 99901

LOCATION: The project site is located within Section 30, T. 62 S., R. 84 E., Copper River Meridian; at Latitude 56.4624 ° N., Longitude 132.3813 ° W.; in Wrangell, Alaska.

PURPOSE: The applicant's stated purpose is to expand the marine business building area and add boat access to the property.

PROPOSED WORK: The applicant proposes to discharge up to 5,721 cubic yards of fill into 0.206 acre of waters of the United States below the High Tide Line (HTL) of Zimovia Strait in

order to construct a seawall, create additional upland space for commercial activities, and the construction a boat ramp. Additionally, two 12-inch diameter hot dip (HD) galvanized steel piles would be installed below the Mean High Water (MHW) of Zimovia Strait adjacent to the boat ramp to support a 8-foot wide by 60-foot long floating dock. The two pilings will be driven by an impact hammer, or if they cannot be driven, a drilling method. All work including pile installation would be completed from the uplands at low tide when the area is dewatered. All work would be performed in accordance with the enclosed plan (sheets 1-9), dated August 1, 2023.

ADDITIONAL INFORMATION: According to the applicant there were four alternatives that were considered for the proposed project. The applicant states, "the first was constructing the project at another location, unfortunately none were available that met the needs of the project and operation. The second option was other methods of tideland use; however, the costs were prohibitive and there wasn't anyone available to perform the work. The third option was to use only the existing upland area at the current lot. This was not chosen as the upland area of the lot is not big enough for the buildings necessary for the operation. The fourth option was to shorten and change the location of the proposed seawall. This was not chosen as it was deemed too small of dimensions and location to construct the necessary buildings for the operation."

APPLICANT PROPOSED MITIGATION: The applicant proposes the following mitigation measures to avoid, minimize, and compensate for impacts to waters of the United States from activities involving discharges of dredged or fill material.

- a. Avoidance: The applicant states the locations of the rock wall and dock were selected to be in the proposed location due to the nature of the project and the geometry of the site. Likewise, they state existing uplands of the lot are not big enough for the necessary buildings needed for the operation, so it is crucial for part of the project to fall in waters of the U.S. Other locations were considered, however, none were or are available that meet the needs of this project.
- b. Minimization: The applicant states that the size of the proposed float is the smallest practical for the intended use and that the project's fill footprint within the waters of the U.S. has been designed to be the smallest practical area to limit the impact as much as possible. All machine work will occur from the upland side of the site, within the pad's footprint and will be done during low tide events to reduce potential for any disturbance beyond the fill area.
- c. Compensatory Mitigation: No compensatory mitigation is proposed for this project. The applicant states that other mitigation proposals have not been in the forefront because there isn't any environmental destruction of plant or crustacean habitat.

WATER QUALITY CERTIFICATION: A permit for the described work will not be issued until a certification or waiver of certification, as required under Section 401 of the Clean Water Act (Public Law 95-217), has been received from the Alaska Department of Environmental Conservation.

CULTURAL RESOURCES: The latest published version of the Alaska Heritage Resources Survey (AHRs) has been consulted for the presence or absence of historic properties, including those listed in or eligible for inclusion in the National Register of Historic Places. At this time, the Corps is unaware of the presence of cultural resources within the permit area and historic properties outside the permit area will not be directly or indirectly affected by the proposed undertaking. The permit area has been determined to be the direct footprint of the fill and structures below the HTL and the adjacent uplands for staging and movement of project specific equipment. Consultation of the AHRs constitutes the extent of cultural resource investigations by the U.S. Army Corps of Engineers (Corps). The Corps has made a No Historic Properties Affected (No Effect) determination for the proposed project. This application is being coordinated with the State Historic Preservation Office (SHPO), Federally recognized Tribes, and other consulting parties. Any comments SHPO, Federally recognized Tribes, and other consulting parties may have concerning presently unknown archeological or historic data that may be lost or destroyed by work under the requested permit will be considered in our final assessment of the described work. The Corps is requesting the SHPO's concurrence with this determination.

ENDANGERED SPECIES: The project area is within the known or historic range of the short-tailed Albatross (*Phoebastria albatrus*), the threatened Mexico Distinct Population Segment (DPS) of humpback whales (*Megaptera novaeangliae*), and the proposed sunflower sea star (*Pycnopodia helianthoides*).

We have determined the described activity would have no effect on any listed or proposed threatened or endangered species and would have no effect on any designated or proposed critical habitat, under the Endangered Species Act of 1973 (87 Stat. 844). Therefore, no consultation with the U.S. Fish and Wildlife Service or the National Marine Fisheries Service (NMFS) is required. However, any comments they may have concerning endangered or threatened wildlife or plants or their critical habitat will be considered in our final assessment of the described work.

ESSENTIAL FISH HABITAT: The Magnuson-Stevens Fishery Conservation and Management Act (Magnuson-Stevens Act), as amended by the Sustainable Fisheries Act of 1996, requires all Federal agencies to consult with the NMFS on all actions, or proposed actions, permitted, funded, or undertaken by the agency, that may adversely affect Essential Fish Habitat (EFH).

The project area is within mapped EFH for the chum salmon (*Oncorhynchus keta*), pink salmon (*Oncorhynchus gorbuscha*), coho salmon (*Oncorhynchus kisutch*), Chinook salmon (*Oncorhynchus tshawytscha*), and sockeye salmon (*Oncorhynchus nerka*).

We are currently gathering information regarding these species and have yet to make a determination of effect. Should we find that the described activity may adversely affect EFH for the species listed above, we will follow the appropriate course of action under Section 305(b)(2) of the Magnuson-Stevens Act. Any comments the NMFS may have concerning EFH will be considered in our final assessment of the described work.

TRIBAL CONSULTATION: The Corps fully supports tribal self-governance and government-to-government relations between Federally recognized Tribes and the Federal government. Tribes with protected rights or resources that could be significantly affected by a proposed Federal action (e.g., a permit decision) have the right to consult with the Corps, Alaska District, on a government-to-government basis. Views of each Tribe regarding protected rights and resources will be accorded due consideration in this process. This public notice serves as notification to the Tribes within the area potentially affected by the proposed work and invites their participation in the Federal decision-making process regarding the protected Tribal rights or resources. Consultation may be initiated by the affected Tribe upon written request to the District Commander. Any comments federal recognized tribes and other consulting parties may have concerning presently unknown archeological or historic data that may be lost or destroyed by the work under the requested permit will be considered in the Corps final assessment of the described work.

PUBLIC HEARING: Any person may request, in writing, within the comment period specified in this notice, that a public hearing be held to consider this application. Requests for public hearings shall state, with particularity, reasons for holding a public hearing.

EVALUATION: The decision whether to issue a permit will be based on an evaluation of the probable impacts, including cumulative impacts of the proposed activity and its intended use on the public interest. Evaluation of the probable impacts, which the proposed activity may have on the public interest, requires a careful weighing of all the factors that become relevant in each particular case. The benefits, which reasonably may be expected to accrue from the proposal, must be balanced against its reasonably foreseeable detriments. The outcome of the general balancing process would determine whether to authorize a proposal, and if so, the conditions under which it will be allowed to occur. The decision should reflect the national concern for both protection and utilization of important resources. All factors, which may be relevant to the proposal, must be considered including the cumulative effects thereof. Among those are conservation, economics, aesthetics, general environmental concerns, wetlands, cultural values, fish and wildlife values, flood hazards, floodplain values, land use, navigation, shore erosion and accretion, recreation, water supply and conservation, water quality, energy needs, safety, food and fiber production, mineral needs, considerations of property ownership, and, in general, the needs and welfare of the people. For activities involving 404 discharges, a permit will be denied if the discharge that would be authorized by such permit would not comply with the Environmental Protection Agency's 404(b)(1) guidelines. Subject to the preceding sentence and any other applicable guidelines or criteria (see Sections 320.2 and 320.3), a permit will be granted unless the District Commander determines that it would be contrary to the public interest.

The Corps is soliciting comments from the public; Federal, State, and local agencies and officials; Indian Tribes; and other interested parties in order to consider and evaluate the impacts of this proposed activity. Any comments received will be considered by the Corps to determine whether to issue, modify, condition or deny a permit for this proposal. To make this decision, comments are used to assess impacts on endangered species, historic properties, water quality, general environmental effects, and the other public interest factors listed above. Comments are used in the preparation of an Environmental Assessment and/or an

Environmental Impact Statement pursuant to the National Environmental Policy Act. Comments are also used to determine the need for a public hearing and to determine the overall public interest of the proposed activity.

AUTHORITY: This permit will be issued or denied under the following authorities:

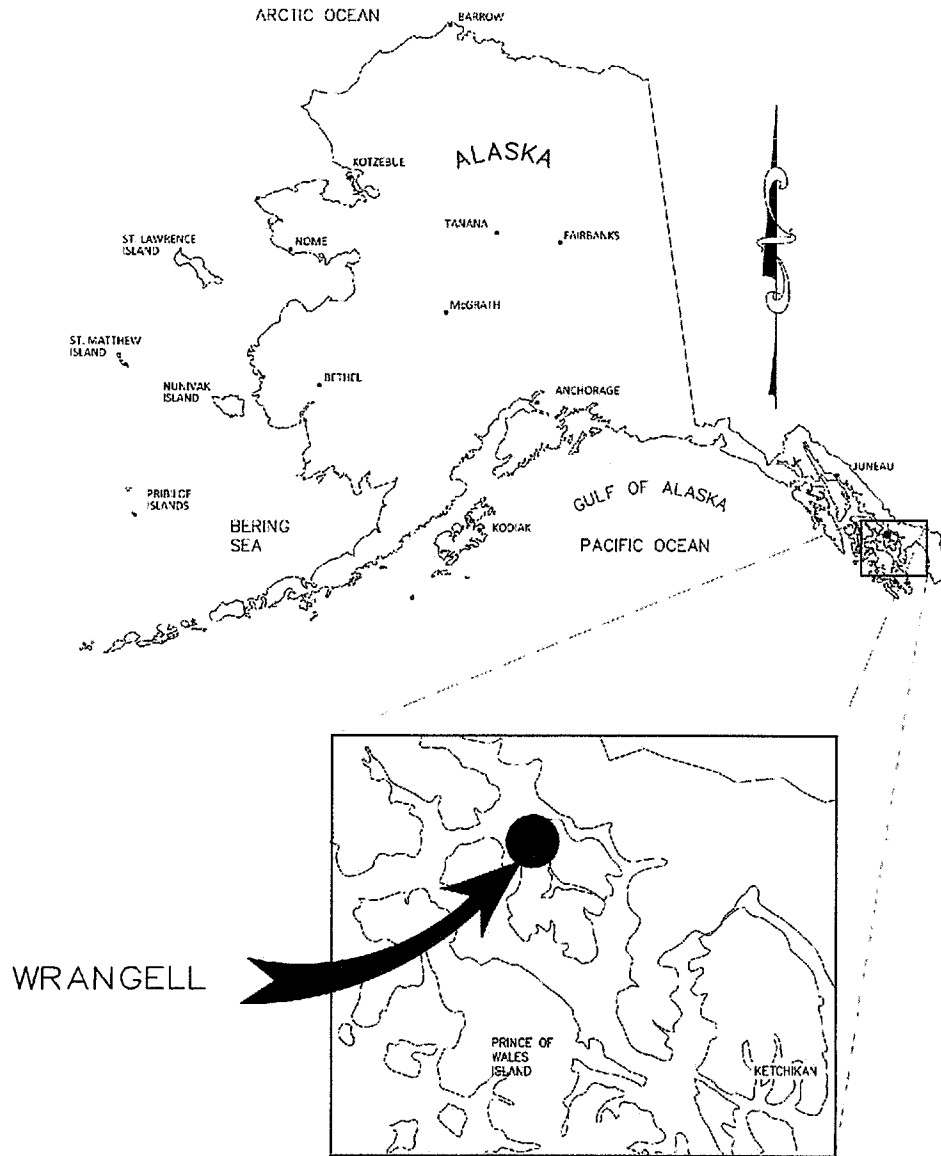
(X) Perform work in or affecting navigable waters of the United States – Section 10 Rivers and Harbors Act 1899 (33 U.S.C. 403).

(X) Discharge dredged or fill material into waters of the United States – Section 404 Clean Water Act (33 U.S.C. 1344). Therefore, our public interest review will consider the guidelines set forth under Section 404(b) of the Clean Water Act (40 CFR 230).

Project drawings are enclosed with this public notice.

District Commander
U.S. Army, Corps

Enclosures



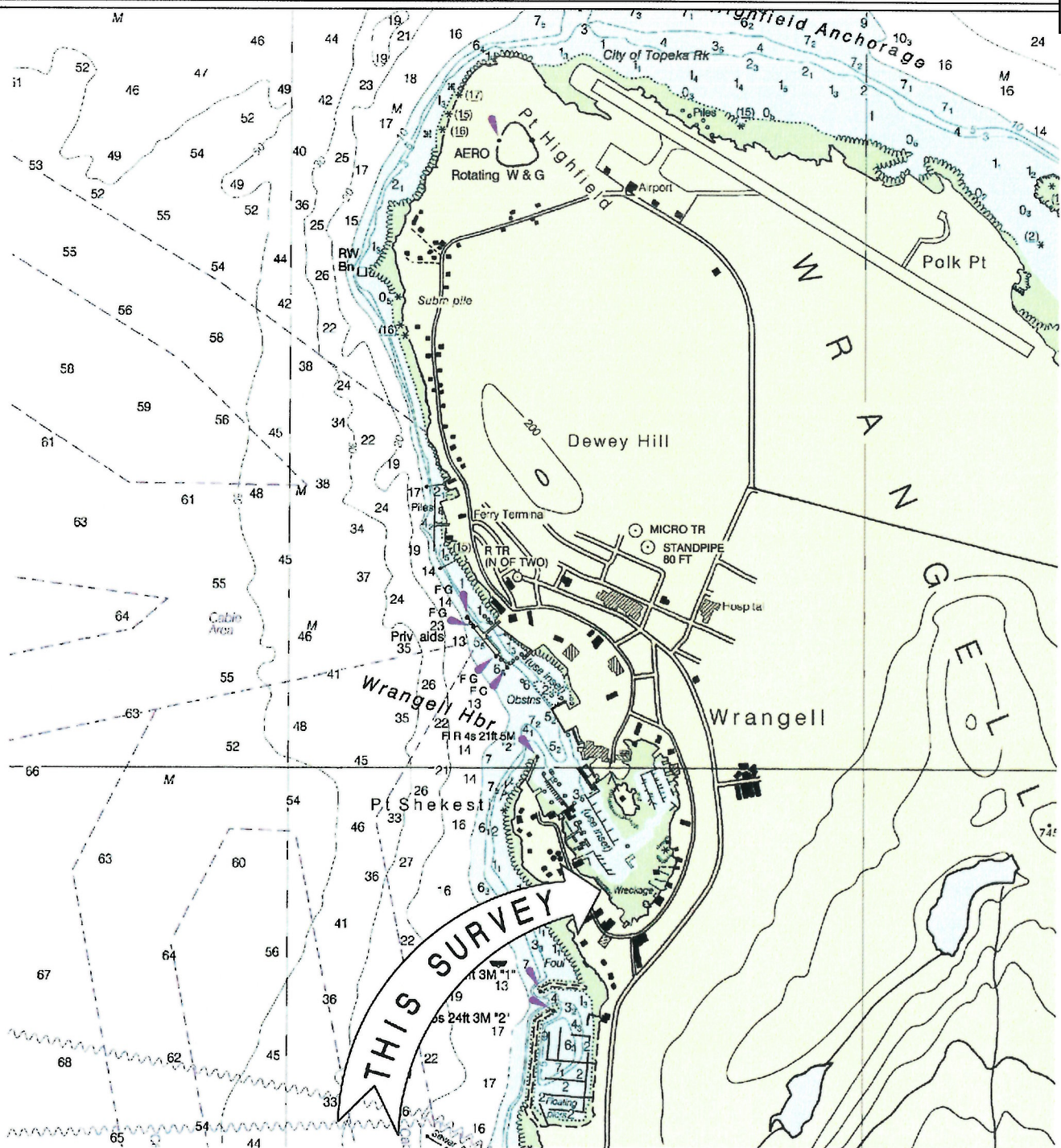
PROJECT LOCATION MAP

MICONY EXPANSION	
TITLE SHEET	
APPLICANT: BILL CODALE P.O. BOX 70 WRANGELL, AK 99929	AGENT: R&M ENGINEERING-KETCHIKAN 7180 REVILLA RD SUITE 30C KETCHIKAN, AK 99901
FILE NO: 232331	
PROPOSED ACTIVITY: CONSTRUCT A ROCK BUILDING PAD, ROCK WALL AND A FLOATING DOCK WITH A CONCRETE AND ALUMINUM RAMP.	
LOCATION: T 62S, R 83E, COPPER RIVER MERIDIAN LAT: N 56.4624° LONG: W 132.3822°	
DATE: 8/1/2023 SHEET: 1 OF 9	LOCATION: WRANGELL ISLAND WATER WAY: WRANGELL HBR

WRANGELL ISLAND, AK

DIRECTIONS TO SITE:

PROCEED FROM WRANGELL AIRPORT SOUTH APPROXIMATELY 2 MILES TO THE PROJECT SITE.



MICRONY EXPANSION VICINITY MAP

APPLICANT:

BILL GOODALE
P.O. BOX 701
WRANGELL, AK 99929

AGENT:

R&M ENGINEERING-KETCHIKAN
7180 REVELA RD SUITE 300
KETCHIKAN, AK 99901

FILE NO: 232331

PROPOSED ACTIVITY:

CONSTRUCT A ROCK BUILDING PAD, ROCK WALL AND, A FLOATING DOCK WITH A CONCRETE AND ALUMINUM RAMP.

LOCATION:

T. 62S, R. 83E, COPPER RIVER MERIDIAN

LAT: N 56.4624°

LONG: W 132.3822°

DATE: 8/1/2023

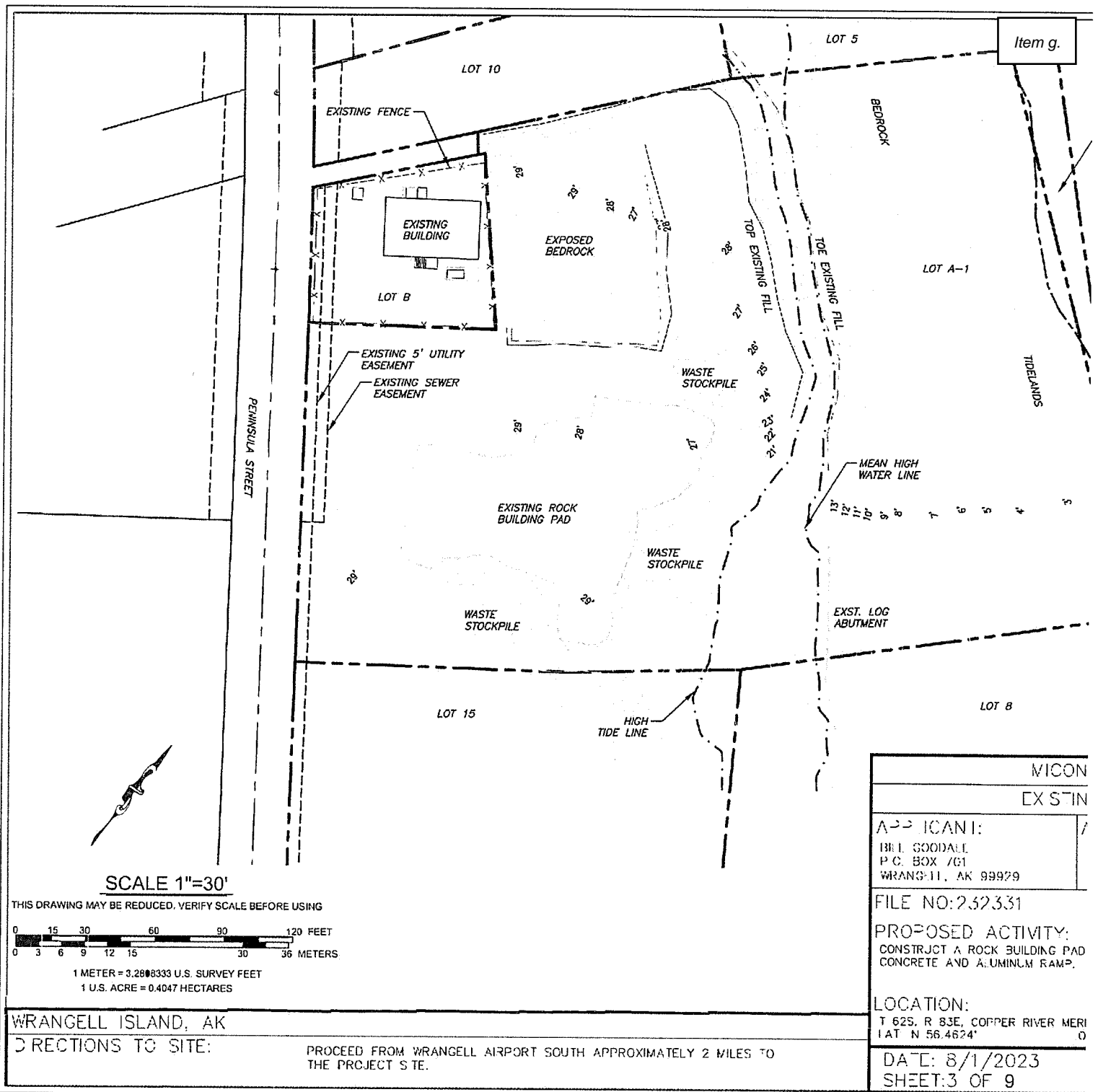
SHEET: 2 OF 9

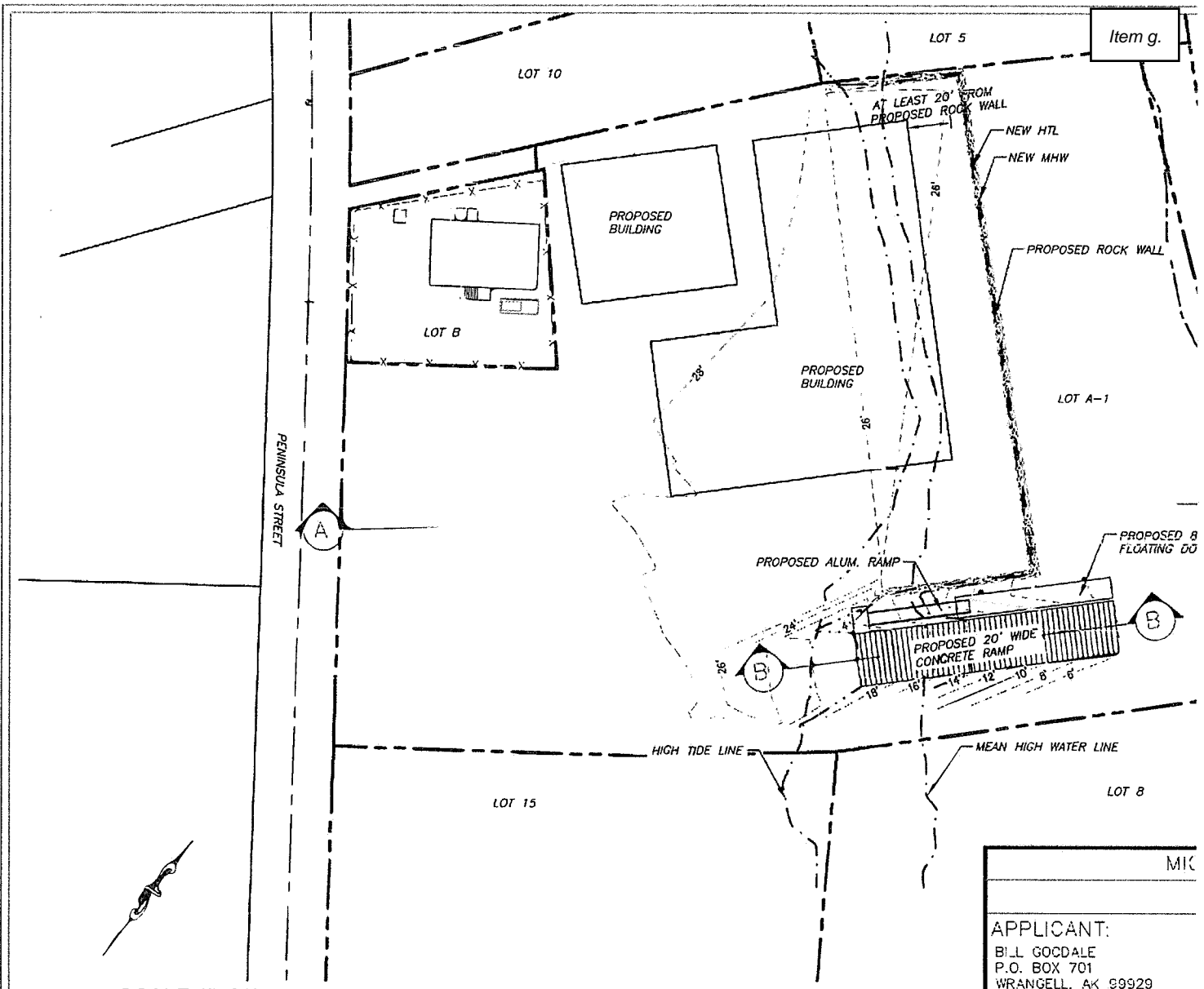
LOCATION: WRANGELL ISLAND
WATER WAY: WRANGELL HBR

WRANGELL ISLAND, AK

DIRECTIONS TO SITE:

PROCEED FROM WRANGELL AIRPORT SOUTH APPROXIMATELY 2 MILES TO THE PROJECT SITE.



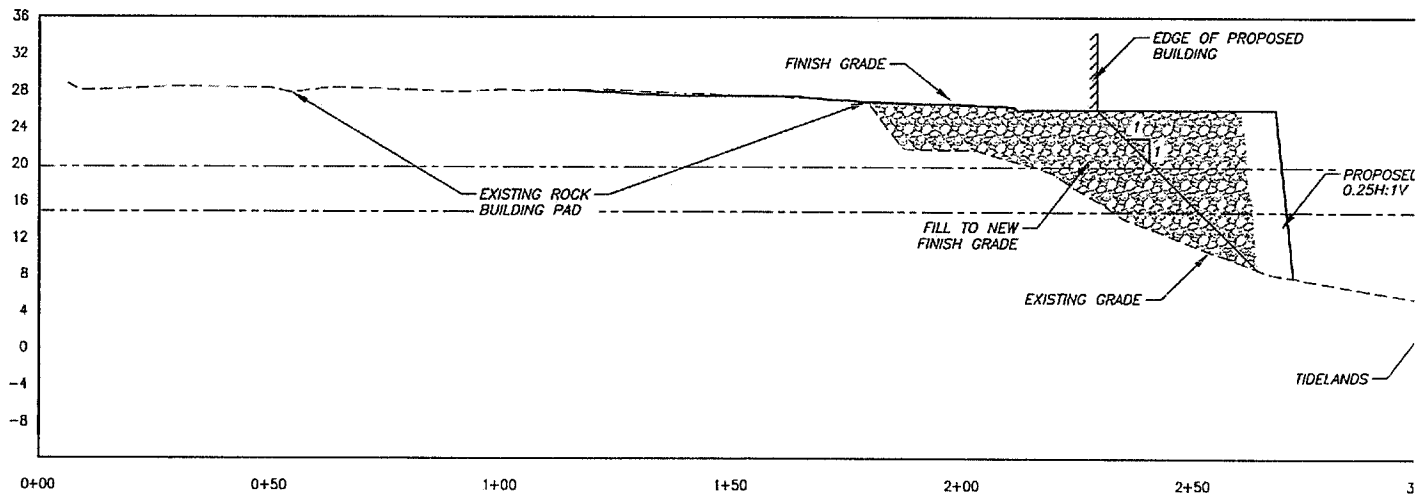


MIC
APPLICANT: BILL GODDALE P.O. BOX 701 WRANGELL, AK 99929
FILE NO: 232331
PROPOSED ACTIVITY: CONSTRUCT A ROCK BUILDING CONCRETE AND ALUMINUM RA
LOCATION: T 62S, R 83E, COPPER RIVER LAT: N 56.4624°
DATE: 8/1/2023 SHEET: 4 OF 9

WRANGELL ISLAND, AK

DIRECTIONS TO SITE:

PROCEED FROM WRANGELL AIRPORT SOUTH APPROXIMATELY 2 MILES TO THE PROJECT SITE.

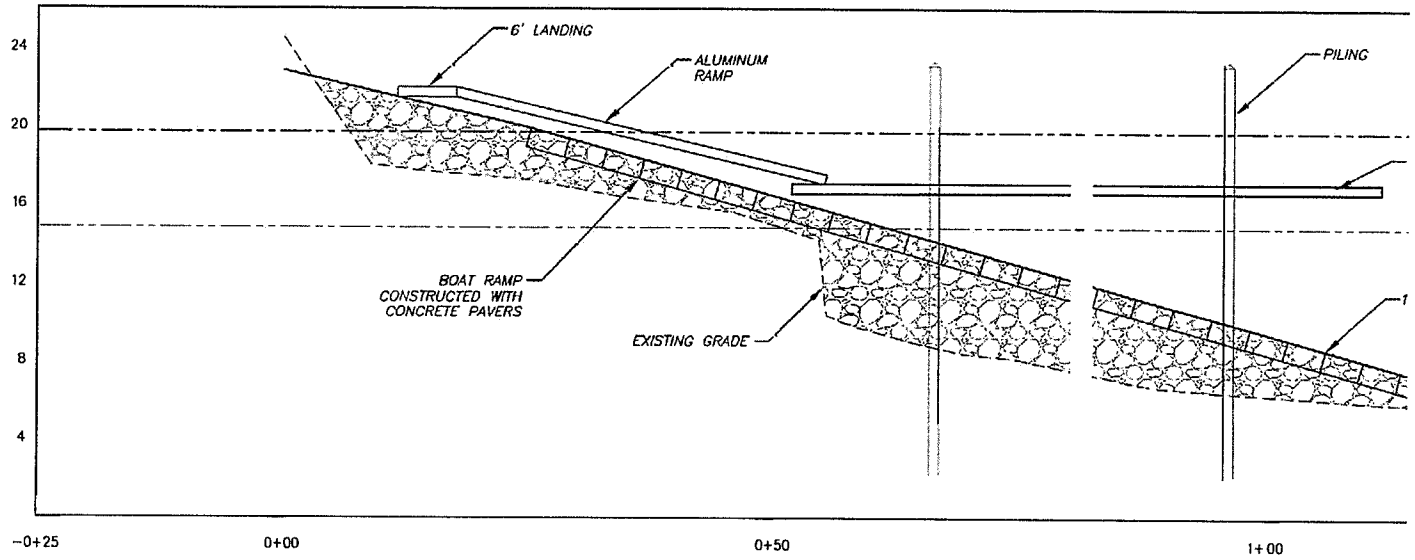


MIC
S
APPLICANT: BILL GOCDALE P.O. BOX 701 WRANGELL, AK 99929
FILE NO: 232331
PROPOSED ACTIVITY: CONSTRUCT A ROCK BUILDING CONCRETE AND ALUMINUM RA
LOCATION: T 62S, R 83E, COPPER RIVER LAT: N 56.4624°
DATE: 8/1/2023 SHEET 15 OF 9

WRANGELL ISLAND, AK

DIRECTIONS TO SITE:

PROCEED FROM WRANGELL AIRPORT SOUTH APPROXIMATELY 2 MILES TO
THE PROJECT SITE.



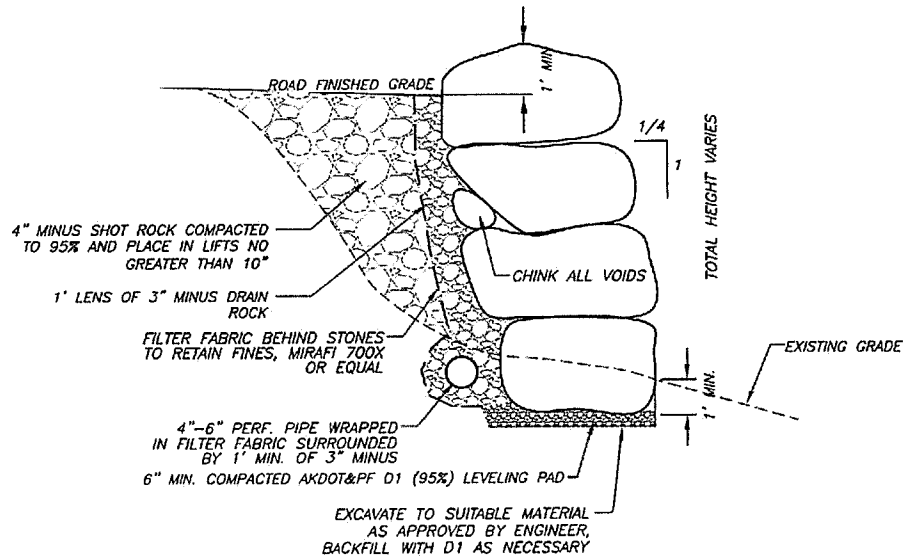
Profile View of B-B
 HORIZONTAL SCALE: 1" = 10' VERTICAL SCALE: 1" = 5'
 VERTICAL EXAGGERATION: 2

MIC
S
APPLICANT: BILL GODDALE P.O. BOX 701 WRANGELL, AK 99929
FILE NO: 232331
PROPOSED ACTIVITY: CONSTRUCT A ROCK BUILDING CONCRETE AND ALUMINUM RA
LOCATION: T 62S, R 83E, COPPER RIVER LAT: N 56.4624°
DATE: 8/1/2023 SHEET 1 OF 9

WRANGELL ISLAND, AK

DIRECTIONS TO SITE:

PROCEED FROM WRANGELL AIRPORT SOUTH APPROXIMATELY 2 MILES TO
 THE PROJECT SITE.



ROCKERY RETAINING WALL DETAIL NOTES:

- 1) THE LONG DIMENSION OF THE ROCKS SHALL EXTEND INTO THE EMBANKMENT TO PROVIDE MAXIMUM STABILITY.
- 2) THE ROCK SHALL BE PLACED SO AS TO LOCK INTO TWO ROCKS; STAGGER JOINTS.
- 3) CONSTRUCT ROCKERY OF 5 MAN TO 2 MAN ROCKS WITH DECREASING SIZE FROM BOTTOM TO TOP.
 - 2 MAN ROCKS 200 LBS MIN, 700 LBS MAX, SIZE 18" TO 28"
 - 2 MAN ROCK LOCATION - TOP 3 FEET
 - 3 MAN ROCKS 700 LBS MIN, 2000 LBS MAX, SIZE 28" TO 36"
 - 3 MAN ROCK LOCATION - 2 TO 6 FEET FROM TOP
 - 4 MAN ROCKS 2000 LBS MIN, 4000 LBS MAX, SIZE 36" TO 48"
 - 4 MAN ROCK LOCATION - 4 TO 8 FEET FROM TOP
 - 5 MAN ROCKS 4000 LBS MIN, 6000 LBS MAX, SIZE 48" TO 54"
 - 5 MAN ROCK LOCATION - BOTTOM TO 8 FEET BELOW TOP

STACKED ROCK RETAINING WALL SECTION

NOT TO SCALE

VICON V EXPANSION

ROCK WALL DETAIL

APPL CANT:

BILL GOODALE
P.O. BOX 701
WRANGELL, AK 99929

AGENT:

R&M ENGINEERING-KETCHIKAN
718C REVILLA RD SUITE 300
KETCHIKAN, AK 99901

FILE NO:232331

PROPOSED ACTIVITY:

CONSTRUCT A ROCK BUILDING PAD, ROCK WALL AND, A FLOATING DOCK WITH A CONCRETE AND ALUMINUM RAMP.

LOCATION:

T 62S, R 83E, COPPER RIVER MERIDIAN
LAT: N 56.4624° LONG: W 132.3822°

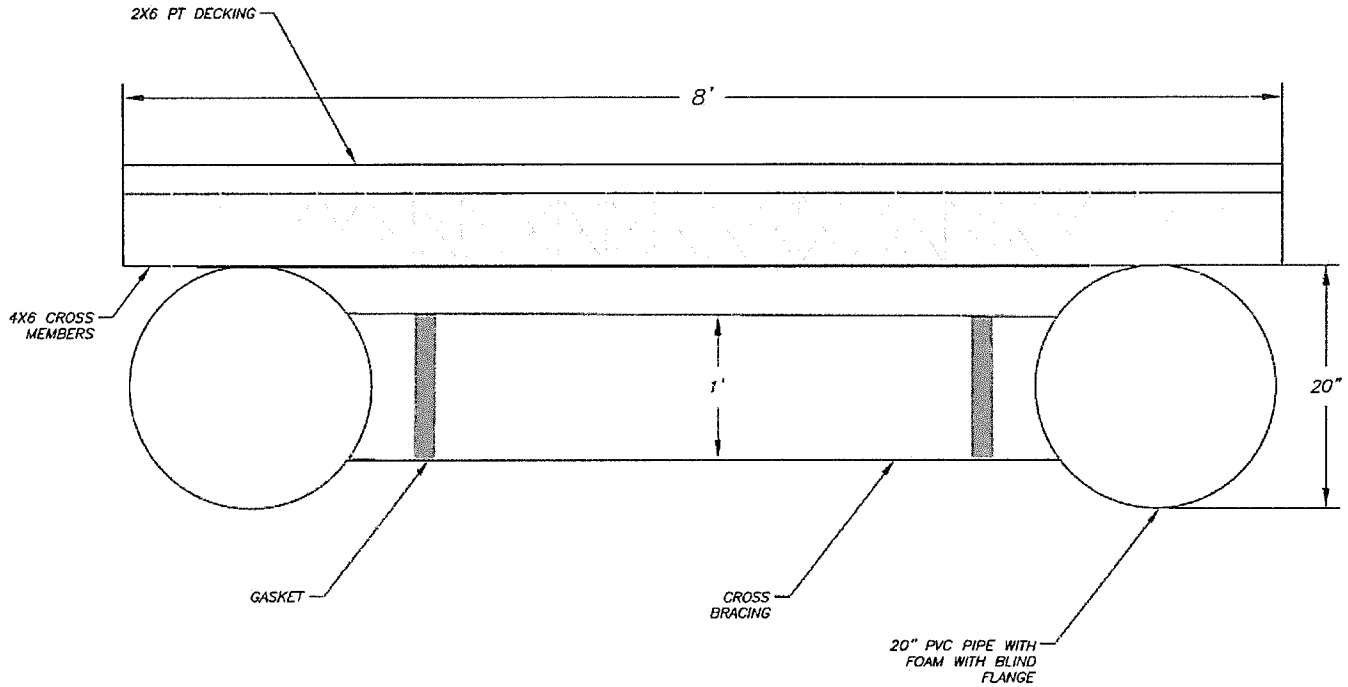
DATE: 8/1/2023
SHEET: 7 OF 9

LOCATION: WRANGELL ISLAND
WATER WAY, WRANGELL, HBR

WRANGELL ISLAND, AK

DIRECTIONS TO SITE:

PROCEED FROM WRANGELL AIRPORT SOUTH APPROXIMATELY 2 MILES TO THE PROJECT SITE.



FERGUSON FLOAT SECTION
NOT TO SCALE

**M CONY EXPANSION
FLOAT DETAIL**

APPLICANT:

BILL GOODALE
P.O. BOX 701
WRANGELL, AK 99929

AGENT:

R&M ENGINEERING-KETCHIKAN
7180 HWY. A RD SUITE 300
KETCHIKAN, AK 99901

FILE NO: 232331

PROPOSED ACTIVITY:

CONSIST OF A ROCK BUILDING PAD, ROCK WALL AND, A FLOATING DOCK WITH A CONCRETE AND ALUMINUM RAMP.

LOCATION:

T 62S. R 83E. COPPER RIVER MERIDIAN
LAT: N 56.4624° LONG: W 132.3822°

DATE: 8/1/2023
SHEET: 8 OF 9

LOCATION: WRANGELL SLAND
WAIVER WAY: WRANGELL HBR

WRANGELL SLAND, AK

DIRECTIONS TO SITE:

PROCEED FROM WRANGELL AIRPORT SOUTH APPROXIMATELY 2 MILES TO THE PROJECT SITE.



REVISIONS

MICONY CORP PERMIT

STATUS

100% DESIGN

DRAWN BY: JFL
CHECKED BY: JFT
DATE: JUL 2023
PROJECT # 20231

PERM
PERM ENGINEERING & DESIGN, INC.
10000 ALASKA HIGHWAY
NORTH SPOKANE, ALASKA 99571
www.permengineering.com
ALC 576

SHEET DESCRIPTION

8/1/2023

SHEET: 9 of 9

BOARD ACTION**WRANGELL PUBLIC SCHOOL BOARD
REGULAR MEETING (PAGE 1)
AUGUST 21, 2023****FOR DETAILS, CONTACT:**

BILL BURR

SUPERINTENDENT

DIRECT PHONE: 907-874-2347

- Approved the agenda as presented which includes the items on the consent agenda.
 - Approved the minutes of the June 19, 2023, Regular School Board Meeting
 - Approved removing the missing/obsolete equipment from the inventory data base and offer surplus equipment to the public using publicsurplus.com as presented.
 - Offered extracurricular contracts for the 2023-2024 school year as presented, pending receipt of a satisfactory criminal background check and drug test.
 - Approve the hire of Kyle Lewis, Brook McHolland, and Barbara Pointer pending the receipt of a satisfactory criminal background check.
 - Reviewed the resignation of
 - Anna Kleinhofs, Library Paraprofessional
 - Angela McGovern, Special Education Paraprofessional
 - Harrison Steckman, MS Assistant Basketball Coach
 - Jennifer Stewart, Middle School Secretary
- Deferred action on the AASB Call for Resolutions
- Approved the application and accepted the grant award of supplies from Donor's Choose as presented.
- Approved the Wrangell Public Schools' 6-year Capital Improvement Plan as presented.
- Accepted the FY'24 Migrant Education Literacy Grant Award in the amount of \$2,500.00 to support literacy for our migrant education students.
- Accepted the grant award in the amount of \$1,500.00 from the Juneau Community Foundation to support a \$500 BASE Scholarship and \$1,000.00 for need-based student supports.
- Accepted the second reading, renumbering Board Policy 1323, Contests and Awarding of Prizes to Students to BP-5126.1 for inclusion in the policy manual.
- Accepted the first reading of
 - Board Policy 1340, Access to District Records
 - Board Policy 1400, Relations Between Other Governmental Agencies and the Schools
 - Board Policy 4212.62, Maintenance of Criminal Records
- Reviewed
 - Board Policy 1410, Interagency Cooperation for Student and Staff Safety
 - Board Policy 2100, Administrative Organization
 - Board Policy 2110, Organization Chart/Lines of Responsibility
 - Board Policy 2120, Superintendent of Schools
 - Board Policy 2121, Superintendent's Contract
 - Board Policy 2230, Administrative Councils, Cabinets, and Committees
- Accepted the First Reading Repealing Board Policy 2124, Recruitment of the Superintendent
- Revised the Substitute Employee Salary Schedule as presented.
- Recessed into Executive Session
- Reconvened into Regular Session with no action taken.
- Adjourned

ECONOMIC DEVELOPMENT DEPARTMENT REPORT

To: Planning and Zoning Commission;
Economic Development Board; and,
Wrangell Convention and Visitors Bureau
Cc: Borough Manager
Borough Assembly
From: Kate Thomas, Economic Development Director
Date: August 30th, 2023

ECONOMIC DEVELOPMENT

- In April of 2023 Wrangell was notified that it was selected for the USDOT Thriving Communities Grant Program which aims to ensure that disadvantaged communities adversely or disproportionately affected by environmental, climate, and human health policy outcomes have the technical tools and organizational capacity to compete for federal aid and deliver quality infrastructure projects that enable their communities and neighborhoods to thrive. Wrangell is among a dozen or more communities that have been selected to participate following a proposal submitted by the department's previous Director, Carol Rushmore.

While there is no monetary award, Wrangell will work with a group of capacity builders called RAIB (Ray, Arcadis, InfraStrategies, Beverly Scott and Associates) to establish a comprehensive development plan for the 40-acre Deep Water Port located at Six Mile. Through a series of meetings with the RAIB team and internal stakeholders a draft workplan has already been created. Priorities for developing a strategy include the following top three areas, grants and funding, partnerships and community engagement, and infrastructure needs. The workplan includes tasks, goals, performance measurements and methods to help guide efforts between 2023 and 2025.

Staff from the City and Borough (funded by the grant) will travel to Washington DC for a fall symposium at the end of November to meet with the RAIB and USDOT team in person. There will be several panels and activities taking place including breakout sessions with other communities and designated capacity builders. Likewise, the RAIB team will have an opportunity to visit Wrangell, getting boots on the ground to better understand the attributes and challenges of developing industry on site. A plethora of resources have been made available to the RAIB team including economic reports, feasibility studies, housing information, broadband capacity and regional transportation plans. As the process progresses associated boards, agency partners, and external stakeholders will be invited to the table to provide input on new developments.

- As construction continues at Alder Top Village staff continue to receive public inquiries about how the parcels will be auctioned for public bidding. While construction is ongoing and not subject to be complete until next summer, staff are working towards a plan to sell the land, including possible incentives for developing the property for the purpose of primary residency. The Borough is considering whether a subdivision developer may help expedite construction for home sales. More details will be shared with Borough officials and the public as they become available.
- Directors of Finance, Capital Facilities and Economic Development met to discuss a broader plan to address grant opportunities and funding strategies. Staff are working to refine its approach plan to tackle eligible funding sources to address critical projects that currently do not have complete funding. Routine meetings are scheduled to ensure reporting deliverables are met, notices of funding opportunities are evaluated, and roles and responsibilities are clear. This effort will coincide with the Borough's annual review of goals and objectives. Because grant programs have increased criteria, creating a more competitive environment it is important that the Borough remain intentional about selecting which programs align with its Capital Improvement Plans.

- The Borough has continued its interagency joint meetings with the Wrangell Cooperative Association. The next meeting is scheduled for September 6th. The upcoming agenda includes a progress report on Alder Top Village, permit and impact concerns at Petroglyph Beach, Thriving Community Grant program for the old mill development, land request process updates and 2024/2025 preliminary cruise ship schedule.
- Thanks to Economic Development Board Chair, Bob Dalrymple for his effort in crafting an input letter for the Southeast Alaska Sustainability Strategy for Forest Management (SASS-FM). Bob's expert knowledge of the local ranger district and involvement with the Economic Develop Board over the years positioned him to support the Borough in crafting meaningful input on the forest management plans. The letter was reviewed by the Borough Assembly and submitted by the Borough Manager in July.
- The Alaska Recreation and Parks Association Conference is scheduled for September 19, 20 and 21. Wrangell is the host community this year. Kate Thomas serves as the Secretary of the Association, a role she adopted early in her Parks and Recreation career. Kate is also the conference committee chair. Kate has worked with Nolan Center Director to orchestrate the flow within the facility, plan the execution of the e-sports keynote speaker and the technical needs of facilitation. Parks and Recreation Director Lucy Robinson has stepped in to assist with procuring swag and silent auction items, in addition to establishing plans for facility operations while department staff attend the conference. Matt Henson has played the critical and creative role of designing the conference schedule and brochure that will be distributed to all attendees.

The Conference Committee is responsible for fundraising, planning and execution of all aspects of the conference. The team has brought in over \$18,000 in corporate sponsorships and donations with an additional \$4,000+ in revenues generated from registration. There are over 70 people involved in the conference between attendees, speakers, vendors, and sponsors along with local invited guests.

In addition to the mission of the association, the conference will serve as a pilot to determine strengths and weakness of the community's hospitality services as it relates to hosting business retreats, regional conferences, and board meetings. While Wrangell has hosted several large events, things evolve and so do services and amenities. It is important that Wrangell continues to evaluate our community's capacity and finds ways to grow our early spring and late fall visitor population.

- At the upcoming conference there will be four different playground manufacturers in town. Staff are working to schedule a tour of Wrangell's playground with representatives from each company to brainstorm different concepts for layout, construction, and funding for park/playground improvements.
- Following the new year, the Borough will undergo a branding strategy, development, and implementation process with an element of public process. This will include design of a new logo, color schemes, fonts and associated templates for public notices, reports, and other related media.
- Matt Henson proposed a plan to install lobby monitors in the Library, Nolan Center, P&R, Harbor office and City Hall. The screens allow the borough to have an engaging way to interface with community members, run digital promotions outside of social media, reduce overall paper promotions and provide information to the public that can be easily digested in high traffic areas. Examples of use include promotion of public events, borough events and department announcements, city wide changes to public facing utilities and engaging silent video content such as moving infographics, web demos of borough related software, navigation of city website. Monitors have been installed in each location with software included to run the digital media on a prescribed schedule with content that is standard among all monitors, as well as unique to that department's initiatives.

TOURISM

- Matt Henson recently learned that a past Australian Ambassador traveled to Wrangell for leisure. Matt penned a well-crafted letter thanking them for their visit, inviting them to contact the Borough should they ever return to

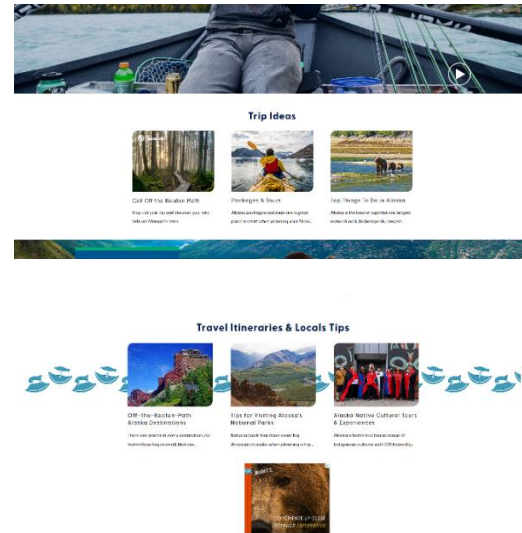
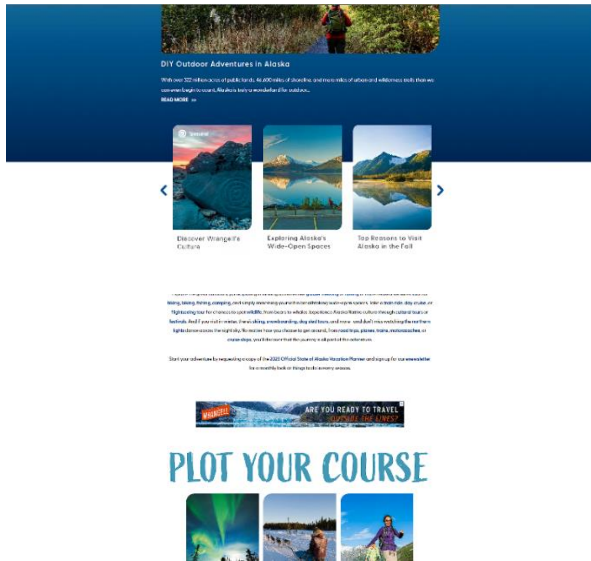
Wrangell or the region. Efforts like these do not go unnoticed by leaders. Thanks to Matt for his attention to detail and professionalism.

- Matt Henson and Kate Thomas are engaging in routine meetings to develop the borough's first Tourism Marketing Plan. The plan includes a SWOT (strengths, weaknesses, opportunities, and threats) assessment for both the Travel Brand and the destination, along with visitor profiles, target markets and strategies and goals. Included in the final draft will be appendices with references to the social media schedule, priority publications, contractual services and a list of attractions and assets for promotion. The plan will be reviewed and updated on an annual basis. The structure will support the staff's overall workplan and tourism initiatives.
- Following the completion of the Marketing Plan, staff will turn their focus to media policies. This will include website privacy policies, codes of conduct, asset management, brand summary and guidelines, equity terms, photo release disclaimers and more.
- The vision for a Tourism Plan has been in the works for the past two years. A destination tourism management plan is critical to cultivating and growing the industry in a way that meets the needs and goals of service providers, visitors, and residents as whole. The Tourism Best Management Practices, Marketing Plan and Media Policies are the building blocks needed to manage niche aspects of the industry. The Tourism Plan is the umbrella that helps protect those components, while communicating the vision and intentions of the borough as the industry evolves. The department plans to host a series of stakeholder meetings and workshops to glean more information from operators and hospitality businesses to ensure a productive and inclusive process is deployed in developing the plan.
- Port Director, Steve Miller and Matt Henson have met to discuss Marine Service Center Branding and Marketing Strategies to help bolster local appeal to independent yachters and other parties, as well as for the purposes of representing this division at tradeshow such as the Marine Expo and Seattle Boat Show. Upgrades to the website, facility signage, display material and customer services (such as online forms) may be included in the overall revamp. Wrangell's Ports and Harbors, as well as the Marine Service Center offer niche marketing opportunities that have barely been tapped to their full potential. As services evolve in other regional communities, staff have a desire to maintain a competitive edge.
- Matt Henson will travel to the DMA (Direct Marketing Association of the West) Education Summit in October. The summit will offer experiential learning labs, workshops and opportunities to network with marketing service agencies that may aid in Wrangell's evolving marketing plans. DMA supports and provides resources to enhance initiatives and technologies associated with interactions with visitors, clients, partners and more.
- Both Matt Henson and Kate Thomas will travel to Fairbanks Alaska in October of 2023 to attend the Alaska Travel Industry Association (ATIA) Conference for the first time. ATIA's mission is leading industry organization promoting Alaska as a top visitor destination, communicating and promoting the Alaskan tourism industry as one of the state's major economic forces, and will be the respected voice of the industry for the growth of the industry, while remaining stewards of the state's natural resources, cultures, and Alaska's unique quality of life.
- Matt Henson completed the transition to Google's GA4 platform. GA4 is an analytics service that enables you to measure traffic and engagement across your websites and apps. Analytic reports will help inform staff of the traffic within the Travel Wrangell website, and strategies to draw in more visitors.
- The Wander Map application launched in July of 2023. Since its inception there have been over 5,000 interactions with the map. Staff are working to ensure all media attached to points of interest is correct and up to date as much of the media has been pulled from the web. Following the end of season audit and updates, staff will work to bolster route plans that can be inserted into the map. For example, hiking routes within the Rainbow Falls circuit and common paddle route within inner channels. It is important to remember that infrastructure investments in tourism are intended to provide for the independent traveler with an added appeal to cruise passengers. Businesses who wish to be included on the map can contact Matt's office and complete the online form to submit their information.

- Matt Henson will accompany Steve Miller to the Pacific Marine Expo in November. The Pacific Marine Expo is the largest and longest running commercial fishing and commercial marine tradeshow on the West Coast, held annually in Seattle, WA, serving all aspects of the Pacific market, including commercial vessel owners, commercial fishermen, boat builders, workboat operators and seafood processors, tug, tow and marine patrol, and crew. Exposure to this opportunity, along with attendance of the Seattle Boat Show will help frame future marketing efforts for marine services in Wrangell.
- Staff are working to plan for and reduce costs of travel to the Seattle Boat Show. Taking place in February 2024, the boat show is an indoor-outdoor event, with boats on display and afloat. Generally, this show appeals to individuals interested in purchasing a boat for recreation and leisure. Previously staff from the Harbor and Eco Dev department have shared the responsibility of attending the show, with support from Port Commissioners and Convention and Visitors Bureau Board Members. Costs have grown substantially over the years due to shipping rates between Wrangell and Seattle and accommodations. By streamlining the Harbor brand and simplifying display materials (while remaining aesthetically pleasing) staff will reduce overall costs of shipping material and equipment for their booth. Similarly, staff are strategizing ways to evaluate the return on investment for tradeshow to ensure the value is there.
- A recent public complaint was filed with the State of Alaska Division of Outdoor Recreation regarding commercial use and impact concerns at the Petroglyph Beach State Park. Since the public complaint the Borough has learned of a state regulation requiring commercial use permits for tours conducted in all state parks (reference 11.AAC.12.300 and 11.AAC.18.030). Staff have been working with the State regarding how we can educate operators, evaluate impact concerns, and determine whether there is a need to establish additional stipulations as a requirement of the permit. Local commercial tour operators have received a preliminary notice of the requirement to obtain a permit. The permit is \$350 with a \$100 application fee. Additionally, commercial users are required to file an end of the year client report and are charged \$6 per client who visits the park throughout the operating (calendar) year. In conjunction with this effort staff are working with state employees on the review and revision of the Land Use Agreement between the City and Borough and the State of Alaska. The Borough plans to share developments with WCA administrators at the next joint meeting, scheduled for September 6th. The State seems very open to changing the approach of how that site is managed via partnerships. The Borough has a vested interest in improving access and amenities at the site due to its cultural and economic value.
- In July, Matt Henson visited Juneau and Sitka to study marketing trends and tactics prevalent in southeast communities. While in Sitka, Matt engaged with the Director and Communications Specialist from Visit Sitka. Together, they delved into efficient strategies for targeting potential visitors, converting them into booked trips, and reaching them once they're in-market. The Visit Sitka team elaborated on their transition from traditional to modern media channels.

In Juneau, Matt had a constructive discussion with the Tourism Manager for the City and Borough of Juneau, Alexandra Pierce. They delved into how to further develop Wrangell's Tourism Best Management Practices, strategies to handle the cruise industry, and insights into changing cruise passenger demographics. In his meetings with the Executive Director of Travel Juneau, Liz Perry, Matt further discussed the growth and management of the cruise industry. They also considered how to adapt Juneau's marketing strategies to suit Wrangell's context.

- Matt Henson has submitted several advertisements to the Alaska Travel Industry Association to date. Snapshots of the advertisements are included for reference.



- Thanks to Alaska Adventures and Alaska Water for providing an opportunity for Matt Henson to accompany them on a tour for the purpose of capturing photos for the department's media library. Staff had positive experiences with all operators and passengers, while collecting a slew of quality images. Wrangell lacks up to date high resolution photographs that can be utilized in digital and print media publications. Often this has required Wrangell to repurpose images or seek licensing from a photographer. To support enhancements to the media library, staff purchased a mirrorless camera that has been put to good use on tours and independent site visits to local attractions. Please note that staff have directly communicated with all tour operators by email with a request to accompany them on tours that are not full of paying passengers. Staff have a vested interest in capturing media from all operator tours to ensure an equitable and diverse representation of Wrangell's offerings. While the media policy is not fully fleshed out, the department is open to sharing media that's acquired on tours.
- The Street Banner installation has been placed on hold until spring of 2024, due to a hardware issue. Staff are working to source the necessary hardware to ensure proper installation without having to modify the recently manufactured banners. While the setback is not ideal, a spring reveal with all 24 posts with the vibrant new designs is anticipated to be a huge hit.
- Staff are planning an end of season tour operator meeting following the final cruise ship in October. The port notified staff that they are removing the summer floats on September 15. While this possesses a logistical change for operators, the port continues to prioritize removal at the designated date and time due to impact concerns from fowl weather and limited labor capacity.
- The schedule for the 2025 Cruise Ship Season is evolving. Staff have been in communication with Cruise Line Agencies of Alaska and the Harbor Department as things evolve. The larger vessels (3,000 pax) referenced in a previous report are subject to call into Wrangell on May 19 and June 22. These vessels are embarking on a 17 to 22 long voyage with many ports of call. Continued planning and stakeholder input will be prioritized through the development of the Tourism Plan.

PLANNING AND ZONING

- Process and Procedure Quarterly Report
 - Public Inquiries and Request for Information- Over 50
 - Planning and Zoning Processes- 19
 - Draft Lease Agreements- 2
 - Policy Updates- 1 Code Draft for Accessory Dwelling Units

○ PZ Apparent Code Violation Notices-3 for Conditional Use Permits

- The Accessory Dwelling Unit Code has been reviewed by the Borough Attorney. It will be submitted to the Planning Commission for final approval at their September 14th meeting. The purpose and intent of this chapter is to allow accessory dwelling units within residential zoning districts as designated in the code, while preserving the appearance and character of existing neighborhoods. Accessory dwelling units give homeowners flexibility in establishing separate living quarters adjacent to their homes so that they might provide housing opportunities for elderly or other family members, obtain rental income, provide affordable housing opportunities within the community, or utilize their property more efficiently.
- Amber Al-Haddad, Tom Wetor and Kate Thomas completed the ESRI ArcGIS Pro Essential Workflow training (3-day course) at the beginning of August. ArcMap (current software onboard) is getting phased out over the next year, requiring the Borough to transition to ArcGIS Pro. Staff reported productive training for all parties. The transition to ArcGIS Pro will take place at the end of the year, leading into 2024. Third party assistance may be necessary to ensure that all aspects of data are imported correctly into the new program.
- Staff met with CivicPlus (website and Municode provider) and Laserfiche (file retention program) to demo their ePermitting Modules for the purpose of establishing greater efficiency in the review of building permits and planning and zoning issues. The software will allow for a similar workflow to Municode that electronically routes review and approval processes between staff. Staff will come together to evaluate the expense versus value before proceeding with a request to purchase and onboard any new software.
- Staff were notified of three apparent code violations regarding a requirement for conditional use permits for short-term rentals within residential districts. Official letters were sent to all three parties giving notice of the requirement and a request to contact the planning department to file an application. One of the three has initiated the process by submitting an application. Staff will continue to reach out to parties when an apparent code violation is identified and/or reported.
- The City and Borough of Wrangell is working collaboratively with the Wrangell Golf Club, Inc. to assume the position of primary lease holder for the Wrangell Airport Land (Lease ADA-50185) that currently houses the golf course. The purpose of this initiative is to partner with Muskeg Meadows to further economic and recreation opportunities for the community. This process falls under the State of Alaska Department of Transportation and Public Facilities, Statewide Aviation and Rural Airport Leasing program.

In summary the three-part process allows for the following: assignment of original lease from the Wrangell Golf Club, inc. to the City and Borough of Wrangell, establishment of a new lease for Wrangell Airport Land under the City and Borough of Wrangell ownership, and issuance of a sublease from the City and Borough of Wrangell to the Wrangell Golf Club, Inc. as the secondary lease holder.

- The Saint Francis Animal Rescue Land Lease Agreement is currently under review by the Borough Attorney. Following completion of the final draft the lease will be brought forward to the Assembly with a Resolution for review and approval.

MEMORANDUM

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

**FROM: JEFF GOOD
BOROUGH MANAGER**

SUBJECT: MANAGER'S REPORT

DATE: September 12, 2023

INFORMATION:

- Amber and Mason worked considerable overtime to get the submittals for our Water Treatment plant grant to USDA requesting up to 45% of the total project cost. The submittal required a complete grant submittal to meet the August 31st deadline. I wanted to thank both of them for working the extra hours to get that submitted on time. We hope to hear on the status of the grant within the next 2 to 4 weeks.
- I was hoping to have an updated employee handbook to the Assembly by the September 12th Assembly meeting. I have submitted the draft to legal for final review and should have it ready for the September 26th meeting. I didn't want to submit it without having a final review from legal after we made some changes.
- I attended the SEAP meeting in Ketchikan on 31 September where we reviewed the draft strategic plan. We were unable to make it completely through that plan and have another meeting schedule in Petersburg on 28 September.
- The Mayor and I will be attending the Southeast Annual Conference in Sitka from 19 September to 21 September. I have requested from Southeast Conference that the Army Corp of Engineers and ADEC attend the conference so we can get a presentation on the Supreme Court Ruling for wetlands.
- Kate, Amber, and I attended a meeting with Alaska Housing during their meeting in Wrangell. We gave them a driving tour of Alder Top and the 6 mile property.
- We had a meeting with the Thriving Communities Program. Kate, Mason, and Matt will be attending a meeting funded by the program in Washington, DC the first week in December. Our Thriving Communities partner will be conducting a site visit in Wrangell the beginning of 2024.
- We continue to work on the lease with the State for Muskeg Meadows golf course. Kate has been taking the lead on this project and has done a great job coordinating between the State, Muskeg Meadows, and our legal advisor.

**City and Borough of Wrangell
Public Works: Vacuum Truck Report and
Recommendation
9/12/2023**

Vacuum trucks are used in utility departments across the country when working with critical infrastructure. These trucks have lots of moving parts and pieces with wiring, hydraulics and mechanical aspects for the various features of the truck including

the suction and water pumps. This truck is able to vacuum material up to 3" rocks as well as water from as far down as 15-20'. Having pumps with enough horsepower to suck up this type of material from this far down requires enormous amounts of pressure. A major component of the recommended useful lifespan is due to the fact that with so many moving parts and features there are a lot of connection points and fittings. With age and the high pressure required, these fittings eventually cannot hold up to the pressure. This is one issue we are seeing with our truck is that after every 5 or so uses another fitting fails. Sometimes these fittings are hard to pinpoint with so many hoses and some times they are situated or located in an area of the truck that is inaccessible without taking components off the truck to access this area. This results in a lot of troubleshooting time from the mechanics to pin point the issues.

Another issue to note is the expense and availability of parts. In 2021 the main pump went out on our truck. The part alone was over \$14,000 and staff had to search around to find one in the lower 48 that would fit. We were able to find 2 or 3 at the time however the longer we have the truck the harder this will become. A number of components aft of the main cab had to be removed to access this pump. It took garage staff several days to replace this 1 part with how much equipment had to be removed and then put back on.

Below is a list and explanation of the various uses the vacuum truck serves for the City and Borough of Wrangell.



Lift Stations

- Used to clear grease from stations. Fat and grease builds up in lift stations which causes transducers, probes and sensors to fault.
- When this equipment faults it commonly results in a call out to address the issue. For example, if the transducer is not reading correctly we may get a high water alarm.
- Historically grease had been removed by lowering staff into the station to where they would be suspended with ropes over the sewage in the wet well. Grease was then shoveled by hand into buckets and removed that way. This was a very unsafe way to address this problem and would not be recommended to do moving forward.

- The 3 alternatives are bio blocks which we implemented in 2021. This reduces the frequency of needing to vac out stations and the grease is more of a jelly substance than it is hard fat (think of bacon grease once it solidifies) which makes it easier to remove. When the grease is in hard globs it needs to be broken up with a pressure washer before it can be removed. The only other alternative we are aware of is to significantly upgrade our pumps to where they do a more thorough job grinding down the stations and circulating the water in the stations to keep the grease from solidifying. This style of pump is significantly more expensive than what we currently use. Lastly, if residents and businesses stopped dumping grease down the drain this would reduce the issue. Human waste still has some fat in it so it wouldn't resolve the problem entirely. Every year PW issues notifications about what not to flush down the drain however it is apparent that some residents do not follow these guidelines.



It takes a couple of days to clear all stations, some stations are done once or twice a year whereas our busier stations are done about 5 times per year. This results in about 10-15 days of use in a year.

Backed up sewer mains/manholes

As we saw with the sewer main blockage in August there are times where the sewer is backed up to the point where the main cannot be accessed at the bottom with a snake. In these moments the vac truck is deployed to clear the manhole of sewage so that staff are able to get the tools where they need to be to solve the problem. The August main break resulted in 2 manholes that had several feet of solids at the bottom that needed to be cleared before the main could be unplugged.

Additionally, the vac truck can save a lot of time by not needing to go through the confined space entry requirements. Anytime staff have to go down into a hole like this to dig something out by hand a rigorous process must be followed to ensure their safety. It is common for manholes to have low oxygen levels. Going into these spaces is one of the more dangerous tasks performed by PW staff. The space has to be tested, air has to be blown in continuously, SCBA's may be needed if oxygen levels are in question, a tripod and harness need to be set up, multiple staff have to be present in order to assist in the event of an emergency and the entire process needs to be documented. This process could take several hours when the manhole could have already been cleared with the vac truck.



Broken Sewer main

Especially when working around forced sewer mains (the lines running from any lift or grinder station) the lines are pressurized. Any time there is a main break under these conditions it is not possible to shut the pumps off. For example, in 2022 we had a forced main sewer break on Case Avenue. Node 4 lift station located on the corner of Front St and Case avenue will overflow in less than 30 minutes if the pumps are shut off. Repairing a main on your best day is still going to take at least a half a day. As a result, while staff are working in the trench on the main the sewage continues to spill out of the main and into the trench. The alternative would be to shut off the pumps however the consequence would be that the wet well would over flow and the sewage may end up going down Front St. With Node 6 the sewage would overflow into the harbor.

In these moments the vac truck is used to try and capture as much of the spilled sewage as possible. As sewage spills into the trench the vac truck sucks it right up. This is not only safer for staff, safer for the community, it is also safer for the environment and makes us far less likely to draw the ire of regulatory agencies like DEC or EPA because using the vac truck results in less sewage being spilled. Major sewer spills, especially those that are the result of or compounded by not having industry standard equipment, could result in fines for the borough.

Typically we have several water or sewer main breaks in a year. This work results in the vac truck being used approximately 6-7 days in a year.



Duckweed

Duckweed grows on our polishing pond at the WWTP. This is a problem because the duckweed could impact our sampling results and put us out of compliance with our removal requirements. We sample water going into the plant and then going out. If duckweed is added into the system in between those 2 samples it appears as though we are not meeting our removal requirements as solids are being added that weren't accounted for in the initial sample. If we don't meet our removal requirements we will be out of compliance with regulatory agencies. There are 2 ways of dealing with duckweed. 1 is an added chemical process that would also require the chemicals to be removed prior to being discharged. This would add another treatment process to our plant. The other way is to remove it mechanically, whether that is with a machine or by hand. In Wrangell we remove the duckweed by hand. A mechanical arm that skims the top of the water would be cost prohibitive. Removing duckweed is a time consuming process and requires 4 staff. 2 staff are on each end of the polishing pond with a boom to try and move all the duckweed to 1 corner of the pond while the other 2 staff operate the vac truck. Without a vac truck we would need to invest in a mechanical system or chemical treatment or come up with a new out of the box idea.

Frequency of removal has fluctuated over the last several years. This year we spent 5 days total clearing duckweed. Last year we spent closer to 10 days removing duckweed.



Clearing culverts/storm drains/catch basins

At times it can be hard to dig out culverts as you cannot get equipment inside. The vac truck speeds this process up since the blockage can be broken up with the pressure washer on the vac truck and then sucked out as opposed to being dug out by hand. Digging by hand the material would need to be shoveled into a loader bucket and then dumped in a dump truck. The point being 2 pieces of equipment would be used where the vac truck could do the job itself. We have assisted DOT and the AMH with culverts and storm drains as well as our own.

There is a catch basin for the MSC washdown pad and a catch basin at the transfer station that catches all the juices and slime from the tipping floor that is cleared by PW with the vac truck.

This results in 5-6 days of use in a year for the vac truck.

Any water, sewer main, or underground excavation

Anytime we are digging around a water or sewer main or any underground infrastructure for that matter, the last several feet are critical to be careful to not damage what your digging around. For example, an excavator can do a lot of damage quickly if it hits underground conduit or one of our Asbestos Cement water mains. As a result the last couple of feet when we think we are getting close are dug by hand or with the vac truck. Digging by hand is always a labor intensive and time consuming project where as the vac truck can easily remove the last couple feet of material to expose underground infrastructure. Ductile iron is a little more resistant to breaking when a bucket tooth hits it however with many of our mains going on 40+ years in the ground the integrity of the pipe is only going to diminish.



Typically as built drawings are referenced when digging around sensitive infrastructure. Once we think we are getting close staff slow down use of hydraulic equipment and either dig by hand or use the vac truck. When installing services for a business in the MSC this summer as built drawings showed the power lines running straight from a power pole, diagonally across the street and into a junction box. We believed we were 15' away from where the electric ran. Once we hit the conduit and damaged it we quickly realized that the underground electric ran perpendicular as opposed to diagonally and then there was a 90 degree bend right in the middle of where we were digging for sewer and where we should have been 15' away. This added a half a day to the project and required WMLP to come in and fix it. Now its worth noting that the as built drawings being off may not have been solved with a vac truck in this instance however as built drawings are meant to be accurate. There are still plenty of instances where we know there is underground infrastructure in the vicinity that we have to be careful digging around.

Anytime WMLP sets a new power pole near underground infrastructure the vac truck is used as it is difficult to dig a narrow, deep hole like this by hand. PW also assists WMLP with the vac truck anytime they need to work on underground electric.



Between utility locates, gathering information for design on projects, assisting WMLP and other less common issues this results in another 15 days or so of use of the vac truck.



4th of July and porta potties

With Stinkers Septic no longer in business staff had to get creative to retro fit the vac truck with small enough fittings to be able to safely suck out porta potties over the 4th of July events in town. During this week the porta potties are filled within 24-48 hours and need to be cleared multiple times throughout the week. Without a vac truck we would need to have a smaller truck with a tank, or a trailer or skid mounted unit, or the porta potties would need to be loaded onto a flatbed (while full) and driven up to the WWTP to be emptied. Another alternative would be to tie porta potties into the collection system however then they have to be placed very close to a sewer main. Meaning the porta potties at City Dock and along outer drive would no longer be a viable location.

Additional Information

Due to the nature of working on critical infrastructure needs it is imperative the equipment be readily available and reliable. If there is a breakdown of this equipment certain projects could go from taking 1 day to 3 days (longer if we cant get parts) or the difference of a couple thousand dollars or tens of thousands.

We use our vac truck somewhere around 40-50 times a year or close to once a week. Our existing truck is going on 24 Years old with a recommended useful lifespan of 20 years. We purchased this truck from Sitka in 2018 for \$20,500. Petersburg replaced their truck 2 years ago when theirs was 22 years old with a brand new truck.

It is anywhere between 6 months to a year for a lead time on one of these trucks. If ours were to have a catastrophic failure we would have to buy used to get a replacement sooner. While we will save money on the front end by buying used, there is a gamble buying used in terms of reliability. As equipment models exceed their recommended useful lifespan manufacturers often times slow down or even stop making parts as there is not as much demand with those older vehicles being phased out. This makes finding parts for older models increasingly more difficult the older they get. With so many moving parts and the high pressures this machine operates at it is not a matter of if so much as it is a matter of when it will breakdown. Buying used will likely result in more mechanic time as well as more down time for field use as it would be expected to break down sooner than a new model. Buying used will also require replacement sooner than if new. If we buy used every 5 years as opposed to buying new every 20 years this will require more staff time to be familiarized or trained on a different model. A quote from July of 2023 for a like model replacement was \$512,102.15. We have applied for a grant worth up to \$150,000 to go towards a vac truck and are awaiting to hear back if we will be awarded.

Considering all of the different ways this equipment benefits the city it makes sense to invest in good equipment. There are no contractors that have a vac truck or an alternative on the island. **With few or expensive alternatives to working on critical infrastructure It is the departments recommendation to consider buying this truck new as the long-term maintenance and reliability can have a big impact on the success of working with and around critical infrastructure in a safer and more timely fashion.**

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH CLERK'S REPORT

SUBMITTED BY:

Kim Lane, Borough Clerk

Upcoming Meetings & Other Informational dates:

Other City Boards/Commissions:

Sept 14 Planning & Zoning Commission @5:30pm in the Assembly Chambers

October 4 Parks & Recreation Board @5:30pm in the Assembly Chambers

Community Events:

September 18 thru October 2nd - Absentee Voting in the Clerk's Office

October 7th -Tax Free Day!

TAX FREE

Meetings and Other events of the Borough Assembly:

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

On this Agenda is the Ordinance for the Public Hearing and adoption of the Board of Equalization procedures.

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

Date	Time	Purpose
September 12 (WS Scheduled for MV Chugach Forest Service Discussion)	6-7pm (WS) 7pm Reg	Regular Assembly Meeting
September 26 (no work session scheduled)	6pm	Regular Assembly Meeting
October 3		Regular LOCAL Election Day
October 5	5:30pm	Special Assembly Meeting to Certify Election
October 10 (no work session scheduled)	6pm	Regular Assembly Meeting
November 14 (no work session scheduled)	6pm	Regular Assembly Meeting
November 28 (no work session scheduled)	6pm	Regular Assembly Meeting
December 12 (no work session) scheduled)	6pm	Regular Assembly Meeting

Election Information



Absentee Voting will be in the Clerk's office Monday through Friday from 8am to 4pm beginning on September 19th and ending on October 3rd at 4pm.

The Canvass Board Resolution is on this Agenda for Assembly Approval.

To file as a Write-In Candidate for any of the seats on the Ballot, the qualified person must submit a letter of intent to me no later than the Friday preceding the Election (September 30th) at 4pm. If a letter of intent is not filed with the Clerk's office, the write-ins will not count.

A sample of the ballot is attached!



Information on the Upcoming AML Winter Conference (December 6th – 8th):

Newly Elected Officials Training – Monday, December 4th

ACoM – Tuesday, December 5th

AML General Conference – Wednesday, December 6th – 7th

I have reserved 3 rooms at the Marriott Anchorage Downtown hotel, in anticipation of the Mayor, Assembly Member, and a Newly Elected Assembly Member attending.

PARLIAMENTARY TID BITS!

Lost the vote? Don't sabotage the assembly's action!

THE MAJORITY RULES

General Henry Martyn Robert, the original author of *Robert's Rules of Order*, expresses it this way:

The great lesson for democracies to learn is for the majority to give to the minority a full, free opportunity to present their side of the case, and then for the minority, having failed to win a majority to their views, gracefully to submit and to recognize the action as that of the entire organization, and cheerfully to assist in carrying it out, until they can secure its repeal.

— Quoted in *Robert's Rules of Order Newly Revised*, 12th edition, p. xlvii

This is a fundamental principle of our system of government. It is embedded in our common law heritage, and our entire society. Government and its administration cannot function optimally, cannot best serve the citizens, and cannot advance, if the very people who are elected to serve choose to pursue their own private views against the decision of the body they belong to. When elected officials “go rogue” and work against their organization’s action, they are violating their fiduciary duties of loyalty and obedience. Even more, they are assaulting the foundation of our democracy.

If you lost the vote, you have an obligation to accept the vote as the decision of your body. Your agreement to serve as a public official carries with it the duty to support the fundamental principle of our system of government. You may express your disagreement in public (see our article *Criticizing a board decision in public*). However, you should not take a single step to undermine the decision, because that would harm the organization which you have a duty to serve.

SAMPLE BALLOT

Item a.

**CITY AND BOROUGH OF WRANGELL
OFFICIAL SAMPLE BALLOT
REGULAR ELECTION
OCTOBER 3, 2023**

Instructions:

To vote, completely fill in the oval next to your choice like this: ●

Use a blue or black ink pen to mark your ballot. NO RED INK. If you make a mistake, ask for a new ballot.

To vote for a person whose name is not printed on the ballot, fill in the oval and print the person's name on the blank line provided for a write-in candidate.

ASSEMBLY MEMBER THREE YEAR TERM VOTE FOR NO MORE THAN TWO	SCHOOL BOARD THREE YEAR TERM VOTE FOR NO MORE THAN ONE
<input type="radio"/> Anne Morrison <input type="radio"/> Michael J. Ottesen <input type="radio"/> WRITE-IN <input type="radio"/> WRITE-IN	<input type="radio"/> John DeRuyter <input type="radio"/> Esther Reese <input type="radio"/> WRITE-IN
PORT COMMISSION THREE YEAR TERM VOTE FOR NO MORE THAN ONE	
<input type="radio"/> Gary A. Morrison <input type="radio"/> WRITE-IN	

SAMPLE BALLOT

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

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

Parks & Recreation Board Appointment

<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 vacancy:

<i>Board/Committee/Commission</i>	<i>Letter of Interest Received from:</i>
Parks & Recreation Board	1. Matt Nore

Procedure - Mayor: "I will appoint _____ to fill the vacancy on the _____ until October 2025.

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 2025.*

Borough Mayor & Assembly members:

I am writing to express my strong interest in assuming a position on the Wrangell Parks and Recreation Advisory Board. As an enthusiastic advocate for community engagement and the promotion of healthy lifestyles, I am deeply impressed by the positive impact that the Wrangell Parks and Recreation Department has on our local residents' well-being and the overall quality of life in our community.

Over the years, I have been an active participant in various recreational programs and events organized by the department. These experiences have given me a firsthand appreciation for the incredible efforts put forth by the Wrangell Parks and Recreation team. As someone who believes in the importance of accessible and inclusive recreational opportunities, I am excited about the prospect of contributing to the advisory board's mission and vision.

My background as a teacher for the Wrangell Public School District has included community involvement, event planning, and leading curriculum committees. This uniquely positions me to provide valuable insights and support to the board. I am committed to fostering collaboration, innovation, and the continuous improvement of our parks and recreational facilities. Additionally, I am passionate about advocating for programs that cater to individuals of all ages, abilities, and interests, ensuring that our community remains vibrant and connected.

I am particularly drawn to the Wrangell Parks and Recreation Department's commitment to environmental stewardship, and I believe that my passion for sustainability aligns seamlessly with this aspect of your work. I am eager to contribute my ideas for eco-friendly initiatives, resource conservation, and the enhancement of our outdoor spaces.

Joining the Wrangell Parks and Recreation Advisory Board would not only be an honor but also an opportunity for personal growth and community service. I am excited about the chance to collaborate with fellow board members, department staff, and community members to shape the future of our recreational programs and facilities.

Thank you for considering my application. I would welcome the opportunity to discuss my candidacy in more detail and explore ways in which I can contribute effectively to the board's objectives. I can be reached at 907-350-3774 or mattnore83@gmail.com. I look forward to the possibility of contributing my skills and passion to the betterment of Wrangell's parks and recreational opportunities.

Sincerely,

Matthew Nore

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	09/12/2023
	<u>Agenda Section</u>	11

ORDINANCE No. 1045 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTERS 5.04.210 – HEARING-PROCEDURES AND 5.04.230 – HIGHER APPEALS AND REPEALING SECTION 5.04.220 – APPEAL RECORDS IN THE WRANGELL MUNICIPAL CODE

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 21: \$0	FY 22: \$0	FY23: \$0
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Amount Budgeted:

	FY22 \$0	
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Account Number(s):

	N/A	
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Account Name(s):

	N/A	
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Unencumbered Balance(s) (prior to expenditure):

	N/A	
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Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
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Name(s)	
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Name(s)	
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<input type="checkbox"/>	Attorney
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<input type="checkbox"/>	Insurance
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ATTACHMENTS: 1. Ord 1045

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

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

RECOMMENDATION MOTION:

Move to Approve Ordinance 1045.

SUMMARY STATEMENT:

The following information has not changed since the August 22nd Regular Assembly Meeting.

During the BOE process this year, a lot of research was done and provided to the Assembly (BOE) to help the hearing process move efficiently. I stated to the Assembly that I would work on an Ordinance to accomplish that task.

This Ordinance addresses the specific hearing procedures. hearing procedures.

CITY AND BOROUGH OF WRANGELL, ALASKA
ORDINANCE NO. 1045

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH
OF WRANGELL, ALASKA, AMENDING CHAPTERS 5.04.210 –
HEARING-PROCEDURES AND 5.04.230 – HIGHER APPEALS AND
REPEALING SECTION 5.04.220 – APPEAL RECORDS IN THE
WRANGELL MUNICIPAL CODE

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

SEC. 1. Action. Section 5.04.210 – Hearing - Procedures, is hereby amended by repealing and replacing Section 5.04.210 – Hearing – Procedures to establish clear guidelines for Board of Equalization Hearings, in the Wrangell Municipal Code as follows:

5.04.210 Hearing – Procedures.

- A. The borough assembly will sit as the Board of Equalization. The Mayor shall be the Presiding Officer. If the Mayor is unable to perform the duties of Presiding Officer, the remaining board members shall appoint a Presiding Officer from the membership.
- B. The procedures in this section govern hearings before the Board of Equalization. The hearings will proceed in the order outlined below.
 - 1. **OATH OR AFFIRMATION.** The Board of Equalization hearing officers, the appellant, witnesses, and the borough assessor(s) shall each subscribe to the following affirmation:

Appellant, witnesses, and borough assessor(s): Do you promise and affirm that the evidence and testimony you are about to give before this Board shall be the truth, the whole truth, and nothing but the truth?
 - 2. **ASSESSOR’S OPENING STATEMENT.** The assessor will provide a brief opening statement on the Board of Equalization Hearing proceedings.
 - 3. **APPELLANT’S PRESENTATION.** The appellant shall have a total of five minutes to present their case. The appellant may appear in person or by phone and may be represented by an agent or attorney. The appellant may testify, call witnesses on their behalf, and present evidence and argument. The assessor may cross-examine the appellant or any other witness that testifies on behalf of the appellant.
 - 4. **ASSESSOR’S PRESENTATION.** The assessor will present evidence, testimony, and argument to support the assessed value of the property and may rebut evidence presented

by the appellant. The assessor may recommend to the Board to adjust the property's assessed value. The appellant may cross-examine the assessor.

5. **APPELLANT'S REBUTTAL.** At the conclusion of the assessor's case, the appellant may present additional evidence or argument to rebut any evidence which was presented by the assessor. The appellant may not present new evidence other than that which is necessary to rebut the assessor's evidence.
6. **QUESTIONS.** The presiding officer may allow board members to ask questions of the assessor, the appellant, and any witnesses.
7. **DECISION.** Following steps (1) through (6) above, the presiding officer will close the hearing and no further evidence shall be offered or considered. The Board will then deliberate and decide on the appeal.

B. EXHIBITS. Any exhibits to be offered at the hearing must be properly labeled and must be provided to the Borough Clerk at least three business days prior to the hearing.

C. ABSENT APPELLANT. Appeals shall be heard in the order in which they were received. If an appellant is not present at the time scheduled, the appeal may be moved to the bottom of the appeal list and taken up after all other appeals have been considered by the Board. If any appellant fails to appear, the Board may proceed with the hearing in the appellant's absence upon whatever written material the appellant has submitted. If the appellant is absent and has not submitted competent evidence, the appeal shall be dismissed.

D. BURDEN OF PROOF AND GROUNDS FOR ADJUSTMENT. The appellant bears the burden of proof. The only ground for adjustment of a property's assessed value is proof by a preponderance of the evidence of unequal, excessive, or improper valuation based on evidence before the Board.

E. DECISIONS OF THE BOARD.

1. **The Board's decision shall be in the form of a motion containing specific findings of fact which support the motion, and the vote on the motion shall be taken by roll call.** If no motion is passed by the affirmative vote of a majority of the members voting at a meeting at which a quorum is present, the assessment as determined by the assessor shall be deemed upheld.
2. A decision, once made, may not subsequently be reconsidered, amended, or rescinded by the Board.

...

SEC. 2. Action. Section 5.04.220 – Appeal records, is hereby repealed in the Wrangell Municipal Code.

[5.04.220 Appeal records.

The board shall from time to time enter in the appeal record its decision upon the appeals brought before it, and shall certify to the same.]

...

SEC. 3. Action. Section 5.04.230 – Higher Appeals, is hereby repealed and replaced in the Wrangell Municipal Code as follows:

5.04.230 Appeal to Superior Court

An appellant or the assessor may appeal a determination of the Board of Equalization to the Superior Court as provided by Rules of Court applicable to appeals from the decisions of administrative agencies. Appeals are heard on the record established at the Board of Equalization hearing.

SEC. 4. Severability. If any provision of this ordinance, or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to all other persons or circumstances shall not be affected thereby.

SEC. 5. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 6. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: August 22, 2023

PASSED IN SECOND READING: _____, 2023

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	September 12, 2023
	<u>Agenda Section</u>	13

Approval to hold a Special Assembly meeting on October 5, 2025 to Certify the October 3, 2023 Regular Election

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 19: \$	FY 20: \$	FY21: \$
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Amount Budgeted:

	FY19 \$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
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	Name(s)
--	---------

	Name(s)
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<input type="checkbox"/>	Attorney
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<input type="checkbox"/>	Insurance
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ATTACHMENTS: None.

RECOMMENDED MOTION:

Move to Approve holding a Special Assembly meeting on October 5, 2023 at 5:30 p.m., to Certify the results of the October 3, 2023 Regular Borough Election.

Summary Statement: None.

The Canvass Board will meet on Thursday, October 5, 2023, at 1:30 p.m. to count the Absentee Ballots (including by mail), as well as the ballots cast by fax and (if any) write-in votes. The Assembly is required to certify the Canvass Board certificate. Therefore, the Clerk is asking that the Assembly approve the Special Assembly meeting to take place on Thursday, October 5th at 5:30 p.m. for that purpose.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	September 12, 2023
	<u>Agenda Section</u>	13

RESOLUTION No. 09-23-1808 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2024 BUDGET IN THE GENERAL FUND BY TRANSFERRING \$15,041.98 FROM GENERAL FUND RESERVES TO THE NOLAN CENTER CIP FUND FOR THE NOLAN CENTER STORAGE BUILDING SETTLEMENT REPAIR PROJECT AND AUTHORIZING ITS EXPENDITURES

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$15,041.98

FY 23:	FY 24: \$15,041.98	FY25:
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Amount Budgeted:

Account Number(s):

21300-125-9999-00-21003

Account Name(s):

Nolan Center Storage Building
Settlement Repairs Project

Unencumbered Balance(s) (prior to expenditure):

\$

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution No. 09-23-1808

RECOMMENDATION MOTION:

Move to approve Resolution No. 09-23-1808.

SUMMARY STATEMENT:

The Nolan Center storage building was experiencing foundation subsoil settlement, which created a void under the building footings and slab, and repairs were needed to preserve the structural integrity of the building. The scheduled work included installing helical piles and pile jacks at the perimeter and interior of the building to level and support the structure.

The repair project was competitively bid and the project was awarded. Through the project work, it was identified that additional scope of work would enhance the improvement project for both structural requirements, as well as thermal and finish grade concerns. The additional cost for the directed work is \$15,041.98, for which the Borough Manager will issue a Change Order to the Contractor.

In order to accommodate this additional costs, based on the project funding and expenses to date, a budget amendment is required for additional scope of work identified to enhance the improvement project. Below is a recap of the funding scenario:

Project Budget Approved	\$110,000.00
Misc Exp, Test Pile, Advertising,	(\$ 2,890.01)
Design Expense	(\$ 6,604.37)
Construction Award	<u>(\$ 91,583.60)</u>
Balance of Project Funds to Date	\$ 8,922.02
Change Order 1 to Contractor	<u>(\$ 23,964.00)</u>
Total Budget Amendment Required	\$ 15,041.98

Resolution 09-23-1808 amends the FY24 Budget to accommodate the additional expenditures totaling \$15,041.98 for this project.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 09-23-1808

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2024 BUDGET IN THE GENERAL FUND BY TRANSFERRING \$15,041.98 FROM GENERAL FUND RESERVES TO THE NOLAN CENTER CIP FUND FOR THE NOLAN CENTER STORAGE BUILDING SETTLEMENT REPAIR PROJECT AND AUTHORIZING ITS EXPENDITURES

WHEREAS, the Nolan Center Storage Building was experiencing foundation subsoil settlement, creating a void under the building footings and slab, and repairs were needed to maintain the structural integrity of the building;

WHEREAS, through the project work, it was identified that additional scope of work would enhance the improvement project for both structural requirements, as well as thermal and finish grade concerns; and

WHEREAS, funding in the amount of \$15,041.98 has been identified to support the additional construction scope of the settlement repair project.

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

Section 1: The FY 2024 Budget in the General Fund is amended to reflect a transfer of \$15,041.98 from General Fund Reserves to the Nolan Center CIP Fund for the Nolan Center Storage Building Settlement Repairs project and authorize its expenditures.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 12th day of September, 2023.

CITY & BOROUGH OF WRANGELL, ALASKA

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, Borough Clerk