



City and Borough of Wrangell  
Borough Assembly Meeting  
AGENDA

Tuesday, April 09, 2019  
7:00 PM

Location: Borough Assembly Chambers  
City Hall

**1. CALL TO ORDER**

a. PLEDGE OF ALLEGIANCE led by Assembly Member Mya DeLong

b. CEREMONIAL MATTERS

- i. **PROCLAMATION** - Wrangell Girls' Basketball Team
- ii. Dan Neumeister: Introduce Leatha Merculieff, new Wrangell Medical Center CEO & provide a Transition Update

**2. ROLL CALL**

**3. PERSONS TO BE HEARD**

**4. AMENDMENTS TO THE AGENDA**

**5. CONFLICT OF INTEREST**

**6. CONSENT AGENDA**

- a. Consent Agenda MOTION
- b. Assembly Minutes: 3/26/19 (Regular)
- c. CORRESPONDENCE - Letter from Mr. Tom Patmor
- d. CORRESPONDENCE: School Board Meeting Minutes 2/18/19 (Regular)
- e. CORRESPONDENCE: DNR Notice of Proposed Pats Creek Habitat Enhancement Project by SE Alaska Watershed Coalition
- f. Approval of Thank You Letter to ADEC for Byford Junkyard Clean-Up

**7. BOROUGH MANAGER'S REPORT**

- a. Public Works Report
- b. Capital Facilities Department Report
- c. Borough Manager's Report
- d. Water Report

**8. BOROUGH CLERK'S FILE**

- a. Borough Clerk's File

**9. MAYOR AND ASSEMBLY BUSINESS**

**10. MAYOR AND ASSEMBLY APPOINTMENTS** - None.

**11. PUBLIC HEARING** - None.

**12. UNFINISHED BUSINESS** - None.

**13. NEW BUSINESS**

- a.     **PROPOSED ORDINANCE No. 961** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS IN CHAPTER 15.04, WATER, AND SECTION 15.12.050, METER DEPOSITS IN CHAPTER 15.12 OF THE WRANGELL MUNICIPAL CODE
- b.     **PROPOSED RESOLUTION No. 04-19-1448** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2019 BUDGET IN THE GENERAL FUND BY ACCEPTING DONATIONS FOR DIGITIZING WRANGELL NEWSPAPERS IN THE AMOUNT OF \$1,250 AND AUTHORIZING ITS EXPENDITURE
- c.     Approval to Purchase Containerized Generator from Cal Power in the amount of \$75,000, plus shipping and handling of \$60,000
- d.     **PROPOSED RESOLUTION No. 04-19-1449** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2019 BUDGET IN THE ELECTRIC FUND BY TRANSFERRING \$135,000 FROM THE ELECTRIC FUND RESERVES TO ELECTRIC FUND CAPITAL FOR THE INITIAL PHASE OF THE GENERATOR POWER SOLUTION PROJECT
- e.     **PROPOSED RESOLUTION No. 04-19-1450** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2019 BUDGET IN THE COMMERCIAL PASSENGER VESSEL EXCISE TAX FUND, TO AUTHORIZE THE EXPENDITURE OF FUNDS FROM THE PETROGLYPH BEACH IMPROVEMENTS PROJECT FOR THE CITY DOCK PORT FILL PROJECT IN THE AMOUNT OF \$20,000
- f.     **RESOLUTION NO. 04-19-1451** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2019 BUDGET IN THE CIP & MAJOR MAINTENANCE FUND BY TRANSFERRING FUNDS FROM THE GENERAL FUND TO THE CIP & MAJOR MAINTENANCE FUND, ACCOUNT 80070-000-0000 PUBLIC SAFETY BUILDING RENOVATIONS, IN THE AMOUNT OF \$9,567 FOR THE OIL-FIRED BOILER INSTALLATION PROJECT
- g.     Approval to Write Off Delinquent Accounts and Forward to Collection Agency
- h.     **PROPOSED RESOLUTION No. 04-19-1452** OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AFFIRMING THE EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PLAN

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

**15. EXECUTIVE SESSION**

- a.     Borough Clerk's Annual Evaluation

**16. ADJOURNMENT**



## **Wrangell High School Girls Basketball Team PROCLAMATION**

**WHEREAS**, the Wrangell Lady Wolves Basketball team defeated Metlakatla to place 1st at Regionals - the first time in 25 years; and

**WHEREAS**, the members of the Wrangell Girls Basketball team are Helen Decker, Abby Armstrong, Abby Gerald, Kaylyn Easterly, Maddy Harding, Madison Blackburn, Elizabeth Armstrong, Julia Miethe, Ashlee Olson, Jade Balansag, Emma Martinsen, Jaime Early, Liana Carney, and Kendra Meissner; and

**WHEREAS**, Laurie Brown is the Head Coach and Katelyn Reeves is the Assistant Coach; and

**WHEREAS**, Kendra Meissner and Jade Balansag both received State Sportsmanship Awards; and

**WHEREAS**, Kaylyn Easterly received a Player of the Game award in the match against Unalakleet; and

**WHEREAS**, Helen Decker received a Player of the Game award in the matches against Unalaska; and

**WHEREAS**, Kaylyn Easterly, Maddy Harding, and Helen Decker were named to the All-Conference Regional Team; and

**WHEREAS**, Abby Armstrong, Abby Gerald, and Helen Decker were named to the All-Academic Regional team.

**WHEREAS**, Abby Armstrong and Abby Gerald were given the Regional Sportsmanship Award.

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

**Signed and sealed on behalf of the City & Borough of Wrangell this 9th day of April, 2019.**

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Stephen Prysunka, Borough Mayor

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

<b>CITY &amp; BOROUGH OF WRANGELL, ALASKA</b>
<b>Consent Agenda MOTION</b>
<b><i>Move to approve the Consent Agenda as submitted.</i></b>
<u>SUBMITTED BY:</u>  Kim Lane, Borough Clerk

**INFORMATION:**

***Consent agenda.*** Items listed on the consent agenda or marked with an asterisk (\*) are considered routine and will be passed in one motion; provided, upon the request of any member, the manager, or the clerk, an item on the consent agenda shall be removed from the consent agenda and placed under New Business for assembly action.



**Minutes of Regular Assembly Meeting  
Held on March 26, 2019**

Mayor Stephen Prysunka called the Regular Assembly meeting to order at 7:00 p.m., March 26, 2019 and immediately called a recess at 7:01 p.m.; reconvened at 7:04 p.m., in the Borough Assembly Chambers. The pledge was led by Assembly Member Powell and the roll was called.

PRESENT: GILBERT, DEBORD, DELONG, POWELL, MORRISON, DECKER (by phone)

ABSENT: NONE

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

Pastor Kem Haggard gave an invocation at the Work Session prior to the Regular Assembly meeting.

**CEREMONIAL MATTERS**

Mayor Prysunka presented a Proclamation to Bob Dalrymple, congratulating him on his retirement and thanking him for his service as Wrangell's District Ranger.

**PERSONS TO BE HEARD**

**Steve Murphy** spoke about the invocation, separation and court suits against cities and different types of governments.

**AMENDMENTS TO THE AGENDA** – None.

**CONFLICT OF INTEREST** – None.

**CONSENT AGENDA**

- a. Assembly Minutes - 3/12/19 (Regular)
- b. APPROVAL OF THE PRESBYTERIAN RESERVE REPLAT FINAL PLAT
- c. APPROVAL OF THE 5 STAR FISH SUBDIVISION FINAL PLAT
- d. Application for Liquor License Renewal (BPO Elks #1595)
- e. CORRESPONDENCE: School Board Minutes - 1/21/19 (Regular)
- f. CORRESPONDENCE: Port Commission Minutes - 1/3/19 & 2/7/19 (Regular)
- g. CORRESPONDENCE: School Board Action - 3/18/19

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

**BOROUGH MANAGER'S REPORT**

Manager Von Bargaen's reported on the following items:

- Transboundary draft letter; would like feedback from the Assembly.
- Finance Director, Lee Burgess is in town and will be meeting with Department Heads on their budgets.
- Concerns expressed from Assembly Members that we might consider a hiring freeze until we know what is going on at the State Budget level; looking to see what the Assembly's tolerance level is at proceeding with business as usual in hiring; if Assembly would like Staff to take a more conservative approach, rather than a hiring freeze, would like to have the option of internally looking at other operational considerations.

Prysunka stated that he was concerned with moving forward without knowing what is going to happen at the State; would like to see that we are trimming or curtailing as much as possible; attrition is far better than laying off people; if we have a position that can remain vacant until we know more from the State on the budget.

In response to Morrison on what would happen with the accounting position if it's not filled, Von Bargaen stated that we would have to have other people in the Finance Department absorb the work; would probably mean some overtime or changing the hours in that department; if the hours changed, that department wouldn't be fully staffed at times; concern or needed discussion that if we don't fill a position that opened up through attrition and that position was not filled, within that department, that job might not be the one that is cut; looking for the latitude to be able to look at other operational considerations.

Prysunka stated that he didn't want to close doors before we know what the State budget is; by hiring for certain positions, we are closing doors.

Powell suggested that because the city budget has not yet been provided; would like to look at the budget before they give direction to restructure anything.

Decker asked if the Manager was saying that the position in the Finance department was essential and doesn't want to see it restructured. Von Bargaen confirmed that yes, that is accurate and that there are other options that staff would rather look at as being cost saving measures instead of holding off on hiring for this position.

Von Bargaen stated that she was looking for the maximum flexibility with regards to retaining staff; would like some flexibility from the Assembly rather than imposing a hiring freeze.

Prysunka stated that if Von Bargaen was confident, if faced with a budget crisis, that if she can make it work then he was okay with that.

There were no objections from the Assembly.

Prysunka asked that the Water Report (in the future) have a year-over-year analysis to show where we were at; concerned that we are being a bit reactive to our Water situation, versus proactive; would like to see staff reevaluate the water stages; when looking at our 5-year average at this time, we need to look at conservation measures now (a month before we get to that level).

Von Bargaen stated that Wayne, our Water Treatment Operator was very good at evaluating our water situation and going up to look at the snow pack levels, etc.

***Rolland Howell, Public Works Director*** stated that they were being more proactive as to get ahead of the water usage; may need to reevaluate the Stage 1, 2 & 3 criteria; when looking at the construction company that will be in town and two fish plants running, we need to look at that.

#### BOROUGH CLERK'S FILE

Clerk Lane's report was provided.

#### MAYOR AND ASSEMBLY BUSINESS

Gilbert reported that at the SEARHC Advisory committee, they announced the new SEARHC CEO; her name is Leatha Mercurieff and her first day will be April 12, 2019.

Prysunka congratulated the Wrangell Girls' Basketball team for winning Regionals; first time in 25 years; will have a Proclamation at the next Assembly meeting.

Prysunka provided an update on the SEAPA water level:

- Water level at Tyee as of this morning was 1265 ft. due to snow melt
- Turned generators off on Sunday; 100% hydro currently
- Watching the water level very closely
- SEAPA Board meeting this Thursday
- Still have 2 gigawatts due to us out of Swan

Prysunka stated that he would like the SEAPA lawyer and Trey Acteson, CEO attend one of our Assembly meetings so that they could explain how they are envisioning the Power Sales Agreement.

#### MAYOR AND ASSEMBLY APPOINTMENTS

Mayor Prysunka appointed Kate Hein to fill the vacancy on the Planning & Zoning Commission with the term ending October 2021. There were no objections from the Assembly.

#### PUBLIC HEARING

**11a ORDINANCE NO. 957** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING A NEW SECTION 9.08.085, EXCESSIVE NOISE PROHIBITED, TO CHAPTER 9.08, NUISANCES, TITLE 9, HEALTH AND SAFETY, OF THE WRANGELL MUNICIPAL CODE

Mayor Prysunka declared the Public Hearing open on this item.

Von Barga reported that there had been a request for consideration from Assembly Member Powell (who initially asked for the time in the Ordinance to state 6:00 a.m.), to consider changing it back to 7:00 a.m.; didn't want to make the change without the Assembly's approval since the majority had approved the 6:00 a.m. time at the last Assembly meeting.

**Haig Demergian** stated that in the proposed Ordinance, exemptions 7, 8, and 10 are too subjective as to the types of allowable activities in residential and commercial zones; leaving the judgement call as to what are normal or reasonable up to the responding officer; would make for a cleaner and more enforceable law.

**Scott Eastaugh** stated that at the last meeting, there were comments that this issue had to do with two neighbors; have never called the police and have never had an issue; hurtful that he keeps hearing that it's two neighbors fighting; young man who lived across the street who had received the same type of harassment from his neighbor; asked that the assembly consider a earlier start time in the summer; thanked the assembly for being impartial.

Prysunka stated once again that this ordinance was brought forward to Planning & Zoning as a regular review and maintenance item; Mr. Demergian didn't bring this forward; went through the regular Planning & Zoning process; nothing to do with two neighbors having issues; one of the people in question came to the meetings and voiced their issues and concerns.

Prysunka declared the Public Hearing closed.

***M/S: Gilbert/Morrison to approve Ordinance No. 957.***

***M/S: Powell/Gilbert to change the 6:00 a.m. start time back to 7:00 a.m., as previously stated, throughout the ordinance on the weekday hours (Monday through Saturday) with no other changes to the other times. Motion approved unanimously by polled vote.***

DeBord asked for clarification because in the Agenda Statement, it stated that the changes to the noise code was initiated by a complaint from a residential land owner against his neighbor.

***Carol Rushmore, Economic Development Director*** explained that it's a mixture, there was a complaint by a land owner; prior to that, a draft Nuisance Ordinance had been presented to the Planning & Zoning Commission; Planning & Zoning Commission chose to look at the Noise section of the proposed Ordinance and made recommendations to that section.

Von Bargaen further clarified that the noise portion of the proposed Nuisance Ordinance was the only section that was in the Zoning Code.

DeBord stated that he was concerned about the unintended consequences of the Ordinance; asked the Police Officers to look at more important concerns; not sure if this is enforceable with regard to decibels.

Prysunka stated that in the previous Ordinance, there are decibels listed; enforcement will always be somewhat subjectable.

***Main Motion, as amended, was approved with Morrison, DeLong, Decker, Powell, Gilbert and Prysunka voting yes; DeBord voted no.***

**11b ORDINANCE NO. 956** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 20.52.060, NOISE, IN CHAPTER 20.52, STANDARDS, OF THE WRANGELL MUNICIPAL CODE

Mayor Prysunka declared the Public Hearing open on this item.

Von Bargaen explained that in Section 20.52.060, the noise section would be replaced with the reference to the new Noise section 09.08.085.

There were no comments from the Public.

Prysunka declared the Public Hearing closed.

***M/S: Gilbert/Morrison to approve Ordinance No. 956. Motion approved unanimously by polled vote.***

**11c ORDINANCE NO. 958** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MINOR OFFENSE FINE SCHEDULE IN CHAPTER 1.20, GENERAL PENALTY, OF THE WRANGELL MUNICIPAL CODE

Mayor Prysunka declared the Public Hearing open on this item.

Von Barged stated that this Ordinance adds the infraction for section 09.08.085 to the fine schedule.

There were no comments from the Public.

Prysunka declared the Public Hearing closed.

***M/S: Powell/Gilbert to approve Ordinance No. 958. Motion approved unanimously by polled vote.***

**11d ORDINANCE No. 960** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 5.08.050, EXEMPTIONS FROM TAX, AND SECTION 5.08.060, TAX-FREE DAYS, IN CHAPTER 5.08, SALES TAX, OF THE WRANGELL MUNICIPAL CODE

Mayor Prysunka declared the Public Hearing open on this item.

There were no comments from the Public.

Prysunka declared the Public Hearing closed.

***M/S: Powell/DeLong to approve Ordinance No. 960. Motion approved unanimously by polled vote.***

UNFINISHED BUSINESS – None.

NEW BUSINESS

**13a RESOLUTION No. 03-19-1445** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING THE CITY & BOROUGH OF WRANGELL TO PROVIDE AND CERTIFY CERTAIN INFORMATION THAT WILL PERMIT THE SOUTHEAST ALASKA POWER AGENCY TO REFUND FOR SAVINGS ITS OUTSTANDING 2009 BONDS; AND ESTABLISHING AN EFFECTIVE DATE

***M/S: Gilbert/Powell to approve Resolution No. 03-19-1445.***

Von Bargaen stated that SEAPA has Bonds that they had sold in 2009 and they are looking at refinancing those Bonds for a lower interest rate, providing savings to the organization; Communities must pass a Resolution that allows SEAPA to refinance the Bonds.

Gilbert questioned what the dollar amounts were for the Bonds; seems like we are signing an incomplete document.

Prysunka stated that SEAPA has a legal team that produces these documents; final number will come when the final placement of the Bond is done.

Gilbert asked to know what the total Bond for SEAPA was as well as their budget; in the document, it states that SEAPA must be 120% above their annual debt responsibilities.

Prysunka stated that SEAPA has certain reserves in place to cover that.

Von Bargaen stated that she would get the financial information to the Assembly in the next day or two.

Decker stated that after reading the document, she is comfortable with moving forward with this since it appears that SEAPA has hundreds of millions of dollars in assets.

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

**13b RESOLUTION NO. 03-19-1446 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE PARTICIPATION AGREEMENT WITH THE PUBLIC EMPLOYEES RETIREMENT SYSTEM OF THE STATE OF ALASKA (PERS) BY UPDATING PREVIOUS AMENDMENT NUMBER EIGHT, BY ADDING THE BOROUGH MANAGER TO SAID AGREEMENT**

***M/S: Powell/DeBord to approve Resolution No. 03-19-1446, that amends the PERS Agreement with the State of Alaska by adding the Borough Manager to said Agreement.***

Prysunka explained that this was part of the Borough Manager's evaluation process; position will become a PERS position as of March 1<sup>st</sup>.

Von Bargaen confirmed for Gilbert that the ICMA contributions would cease.

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

**13c RESOLUTION No. 03-19-1447 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE JOB DESCRIPTION FOR THE NOLAN CENTER FACILITY MANAGER**

***M/S: Gilbert/DeLong to approve Resolution No. 03-19-1447 providing for the amendment of the job description for the Nolan Center Facility Manager. Motion approved unanimously by polled vote.***

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

EXECUTIVE SESSION – None.

Regular Assembly meeting adjourned at 8:21 p.m.

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Stephen Prysunka, Mayor

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

328'2019

WRANGELL CITY HALL

2019  
CITY HALL  
Mayor & ~~City~~ Borough Assembly of Wrangell:

Shipping gas right from Prudhoe could benefit many towns along the coast, with the Gas Storage Act that passed a few years age, 95% of Alaskans could be using natural gas from Prudhoe. This road could also decrease shipping costs to the whole west coast of Alaska, promote tourism, promote recreational sport fishing opportunities to Lake Illiamna. Someday Ferry Service could go from Homer to McNeil Cove and maybe from Naknek to Nome or Utquigvik and Pebble's ore could be shipped out without harming Bristol Bay.

If we don't do something soon, besides just dreaming of a pipeline we can't afford and the Inlet runs out of gas, our electric rates as well as our natural gas will skyrocket in cost. Isn't this road more practical than the Ambler Road, the Juneau Road, the Susitna Dam or the Knik Arm Bridge?

[illegible]







March 5, 2015

Mr. Tom Patmor  
P.O. Box 124  
Clam Gulch, AK 99568

Dear Mr. Patmor:

Thank you for forwarding a copy of your letter to municipal officials encouraging the examination of delivering natural gas directly from the North Slope to Alaska markets and beyond via LNG tanker along the lines of the project envisioned by Esso in 1969. I recall the initial trial of tanker deliveries from the North Slope when the SS Manhattan was refitted with an icebreaker bow and then made its way through the Northwest Passage to Prudhoe Bay.

The Alaska Industrial Development and Export Authority (AIDEA) has been charged by Alaska's elected officials to determine how Alaska natural gas can be delivered to a larger number of state residents at an affordable price. Working closely with the Alaska Energy Authority (AEA) the immediate target for this project is the energy needs of the Fairbanks North Star Borough and has therefore been labeled the Interior Energy Project (IEP). Unfortunately, the initial evaluation of supplying LNG from the North Slope via trailer appears to be too expensive. With the recent success of natural gas exploration in Cook Inlet, Governor Walker has directed the AIDEA/AEA team to evaluate sourcing natural gas from this region.

Your letter suggests the state should expand its efforts by reexamining delivery from the North Slope in ice-hardened tankers. With maritime delivery from the North Slope to Naknek, or Cook Inlet, you propose the LNG could then be transported to the Interior via pipeline or rail. With the knowledge gained over the last 12 months on supply chain cost components, I am certain delivering the small volume needed to meet Interior energy needs within the target timeline makes this option uneconomic.

The IEP effort is likely to include a call for proposals at which time your concept could be considered if it were submitted by a company, or consortium of companies. In addition, I will make sure the letters and map you sent to me is reviewed by our IEP project lead.

Thank you again for taking the time to express your opinion on how to finally access our North Slope natural gas reserves. Through the efforts currently underway, officials of the state are determined to make this long held desire a reality.

Sincerely,

A handwritten signature in dark ink, appearing to read "Gene Theriault", written over a horizontal line.

Gene Theriault  
IEP Project Team Member



## PROCEEDINGS

### MINUTES WRANGELL SCHOOL BOARD REGULAR MEETING February 18, 2019 7:00 PM Evergreen Elementary School Gym

School Board President Aleisha Mollen called the regular meeting of the Wrangell Public School Board to order at 7:04 P.M. on February 18, 2019.	CALL TO ORDER
A quorum was determined with the following school board members present: Aaron Angerman, Annya Ritchie, Jessica Rooney, Aleisha Mollen, and David Wilson. Also present was Superintendent Debbe Lancaster and Recording Secretary Kimberly Powell.	DETERMINE QUORUM
The Pledge of Allegiance was recited, led by high school student, Lillian O'Brien.	PLEDGE OF ALLEGIANCE
The District Mission, Vision and Values were recited by high school student, Lillian O'Brien.	DISTRICT MISSION, VISION AND VALUES
Appreciation videos from 5 <sup>th</sup> grade students were presented in honor of School Board Recognition Month.	SCHOOL BOARD RECOGNITION
High School Students, Jade Balansag and Lillian O'Brien shared a presentation with the board on their trip to Juneau for the AASB Youth Advocacy Institute and Legislative Fly-In.	STUDENT PRESENTATION
The Student Representative report was included in the board packet as an item of information.	STUDENT REPRESENTATIVE REPORT
The agenda was approved as presented, removing the 2019 contract addendum for Jennifer Miller, STEM Coach, from the consent agenda at the request of Board Member Wilson. The item will be considered under New Business.	APPROVAL OF AGENDA
Mikki Angerman, Kindergarten Teacher, told the Board that the Elementary Parent Advisory Committee is changing their name to the Parent Teacher Community Club. Their goal is to support classrooms and education. She will be putting forth a request for minor revisions to current policy to support the direction the club would like to take.	GUESTS TO BE HEARD
Correspondence was reviewed.	REVIEWED CORRESPONDENCE
Information & Reports were accepted by unanimous consent.	ACCEPTED INFORMATION & REPORTS
Motion to approve the items on the consent agenda as presented by Annya Ritchie; seconded by Jessica Rooney. Poll vote: Jessica Rooney: Yes; David Wilson: Yes; Aaron Angerman: Yes; Annya Ritchie: Yes; Aleisha Mollen: Yes. Motion approved unanimously.	APPROVED THE ITEMS ON THE CONSENT AGENDA
<ul style="list-style-type: none"> <li>• Approved the minutes of the January 21, 2019 Regular Board Meeting</li> <li>• Offered Sondra Forrester an extracurricular contract for the position of Middle School Assistant Volleyball Coach, pending receipt of a satisfactory drug test</li> <li>• Offered Principal contracts to David Macri and Virginia Tulley for the 2019-2020 school year with appropriate placement on the salary schedule</li> <li>• Offered all tenured teachers in the district a teaching contract for the 2019-2020 school year</li> <li>• Reviewed the resignation of Patrick Howell, Custodian</li> </ul>	
Motion to accept the Fiscal Year 2019 Budget Revision as presented by Jessica Rooney; seconded by David Wilson. Poll vote: David Wilson: Yes; Aaron Angerman: Yes; Annya Ritchie: Yes; Jessica Rooney: Yes; Aleisha Mollen: Yes. Motion approved unanimously.	ACCEPTED THE FY'19 BUDGET REVISION
Motion to accept the first reading of Board Policy 4160, Absences as presented by Jessica Rooney; seconded by Aaron Angerman. Poll vote: Aaron Angerman: Yes; Annya Ritchie: Yes; Jessica Rooney: Yes; David Wilson: Yes; Aleisha Mollen: Yes. Motion approved unanimously.	ACCEPTED THE FIRST READING OF BOARD POLICY 4160, ABSENCES

Motion to accept the first reading of Board Policy 5030, School Discipline and Safety as recommended by the Ad Hoc Committee by Jessica Rooney, seconded by David Wilson. Poll vote: Annya Ritchie: Yes; Jessica Rooney: Yes; David Wilson: Yes; Aaron Angerman: Yes; Aleisha Mollen: Yes. Motion approved.

**ACCEPTED THE FIRST  
READING OF BOARD  
POLICY 5030, SCHOOL  
DISCIPLINE AND SAFETY**

Motion to accept the first reading of Board Policy 5125.2, Challenging Student Records by Jessica Rooney, seconded by Aaron Angerman. Poll vote: Jessica Rooney: Yes; David Wilson: Yes; Aaron Angerman: Yes; Annya Ritchie: Yes; Aleisha Mollen: Yes. Motion approved unanimously.

**ACCEPTED THE FIRST  
READING OF BOARD  
POLICY 5125.2,  
CHALLENGING STUDENT  
RECORDS**

Motion to accept the first reading of Board Policy 5131.43, Harassment, Intimidation and Bullying by Jessica Rooney, seconded by Aaron Angerman. Poll vote: David Wilson: Yes; Aaron Angerman: Yes; Annya Ritchie: Yes; Jessica Rooney: Yes; Aleisha Mollen: Yes. Motion approved unanimously.

**ACCEPTED THE FIRST  
READING OF BOARD  
POLICY 5131.43,  
HARASSMENT,  
INTIMIDATION AND  
BULLYING**

Motion to accept the first reading of Board Policy 5131.45, Student Arrest by Aaron Angerman, seconded by Jessica Rooney. Poll vote: Aaron Angerman: Yes; Annya Ritchie: No; Jessica Rooney: Yes; David Wilson: Yes; Aleisha Mollen: Yes. Motion approved.

**ACCEPTED THE FIRST  
READING OF BOARD  
POLICY 5131.45,  
STUDENT ARREST**

Motion to accept the first reading removing Board Policy 5150, Student Complaints from the policy manual; all complaints will be addressed using the 1312 policy series by Jessica Rooney, seconded by Aaron Angerman. Poll vote: Annya Ritchie: Yes; Jessica Rooney: Yes; David Wilson: Yes; Aaron Angerman: Yes; Aleisha Mollen: Yes. Motion approved unanimously.

**ACCEPTED THE FIRST  
READING REMOVING  
BOARD POLICY 5150,  
STUDENT COMPLAINTS  
FROM THE POLICY  
MANUAL**

Motion to accept the first reading of Board Policy 6142.1 (Family Life/Sex Education), adding additional language as recommended by AASB and the Department of Education & Early Development by Jessica Rooney, seconded by Aaron Angerman. Poll vote: Jessica Rooney: Yes; David Wilson: Yes; Aaron Angerman: Yes; Annya Ritchie: Yes; Aleisha Mollen: Yes. Motion approved.

**ACCEPTED THE FIRST  
READING OF BOARD  
POLICY 6142.1. FAMILY  
LIFE/SEX EDUCATION**

Motion to accept the third reading of Board Policy 6182, Alternative Courses for inclusion in the policy manual by Jessica Rooney, seconded by Annya Ritchie. Poll vote: David Wilson: Yes; Aaron Angerman: Yes; Annya Ritchie: Yes; Jessica Rooney: Yes; Aleisha Mollen: Yes. Motion approved unanimously.

**ACCEPTED THE THIRD  
READING OF BOARD  
POLICY 6182,  
ALTERNATIVE COURSES**

Motion to accept the second reading of Board Policy 7133, Standing Committees for inclusion in the policy manual by Jessica Rooney; seconded by Aaron Angerman. Poll vote: Aaron Angerman: Yes; Annya Ritchie: Yes; Jessica Rooney: Yes; David Wilson: Yes; Aleisha Mollen: Yes. Motion approved unanimously.

**ACCEPTED THE SECOND  
READING OF BOARD  
POLICY 7133, STANDING  
COMMITTEES**

The School Board reviewed Board Policy 1312.1, Public Complaints Concerning School Personnel.

**REVIEWED BOARD POLICY  
1312.1, PUBLIC COMPLAINTS  
CONCERNING SCHOOL  
PERSONNEL**

Motion to offer Jennifer Miller a contract addendum to complete the duties of STEM Curriculum Integration Coach, January 21, 2019 – May 24, 2019, as presented by Aleisha Mollen, seconded by Jessica Rooney. Poll vote: Annya Ritchie: No; Jessica Rooney: Yes; David Wilson: No; Aaron Angerman: No; Aleisha Mollen: No. Motion failed.

**REJECTED OFFERING A  
CONTRACT ADDENDUM  
TO JENNIFER MILLER,  
STEM COACH**

Reviewed the upcoming dates and meeting announcements.

**REVIEWED DATES & MTG  
ANNOUNCEMENTS**

Aaron Angerman congratulated those involved in putting on Mr. Nore's Deployment party. He feels that is set the bar high for the entire community.

**BOARD MEMBER COMMUNITY  
ACTIVITY REPORTS**

David Wilson thought the AASB Legislative Fly-In was beneficial. The team spoke with members of 46 of the 60 offices. He felt that the trip was very fruitful. Mr. Wilson believes that we need to host a letter writing campaign, especially involving the youth. He feels that the trip was worthwhile, and our students were incredible.

Aleisha Mollen reported on the Legislative Fly-in. She applauded Mrs. Powell on getting the team a full schedule. Many other districts didn't have a full schedule of appointments. The legislators are amazed at how articulate our students are. A lot of the legislators are not in favor of the governor's budget. The commissioner of education is in a tough spot. He is an employee of the governor. He cannot champion for education. Community members can go down to the legislative office and provide testimony.

Meeting Adjourned at 9:32 P.M.

**ADJOURNED AT 9:32 P.M.**

  
SCHOOL BOARD SECRETARY



THE STATE  
of **ALASKA**

GOVERNOR MICHAEL J. DUNLEAVY

**Department of Natural Resources**

DIVISION OF MINING LAND & WATER  
Southeast Regional Land Office

400 Willoughby Avenue/PO Box 111020  
Juneau, Alaska 99811-1020  
Main: (907) 465-3400  
Fax: (907) 465-3886

**PUBLIC NOTICE**  
**LAS 32706**  
**Southeast Alaska Watershed Coalition**

Subject to AS 38.05.850, the Southeast Regional Land Office has received an application for the following:

APPLICANT: Southeast Alaska Watershed Coalition

PROJECT NAME: LAS 32706

GEOGRAPHIC LOCATION: Pat Creek within the Southeast State Forest, approximately 9 miles south of Wrangell.

LEGAL DESCRIPTION: NE1/4NE1/4 Sec. 5, T. 64 S., R. 84 E. CRM  
NW1/4NW1/4 Sec. 4, T. 64 S., R. 84 E. CRM

REQUESTED ACTIVITY: Southeast Alaska Watershed Coalition (applicant) submitted an application on February 22, 2019 requesting a four month land use permit to allow the use of machinery and heavy equipment for the removal, transportation, and placement of 27 whole trees on state-owned uplands within the Southeast State Forest near Pat Creek in Wrangell. The trees will be placed over the mainstem and west fork of Pat Creek as a component of a salmon habitat enhancement project designed to re-introduce large woody debris into the stream.

**PROPOSED DATES OF USE:**

Start: May 1, 2019

End: August 31, 2019

**DEADLINE FOR COMMENTS:** April 17, 2019

The public is invited to comment on this activity. The purpose of this notice is to gather input before a decision is made on this activity. To ensure consideration, written comments must be received by the Division of Mining, Land and Water at the Southeast Regional Land Office, 400 Willoughby Avenue/PO Box 111020, Juneau, AK 99811-1020 on or before 5:00 PM on the date noted above. Questions concerning this activity or requests to view the full application packet should be directed to John King, Telephone: (907)465-3511; Fax: (907) 465-3886 or e-mail: [john.king@alaska.gov](mailto:john.king@alaska.gov).

After review and adjudication, we may issue an authorization with stipulations for the

activity. The activity may be modified during the review and adjudication process.

DNR-DMLW complies with Title II of the Americans with Disabilities Act of 1990.

Individuals with disabilities who may need auxiliary aids, services or special modifications to comment should contact Alaska Relay at 711 or 800-770-8973 for TTY services.

The DMLW reserves the right to waive technical defects in this notice.

**STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES**  
**DIVISION OF MINING, LAND AND WATER**  
**LAND USE PERMIT APPLICATION**  
**AS 38.05.850**

**Receipt Types:** 7A – Application for Authorization, except  
RR – Application for Authorization on Recreational Rivers System

**Applicants must complete all sections of this application. In addition, applicants proposing:**

- the use of the uplands and non marine waters must also complete the Supplemental Questionnaire for Use of Uplands and Non Marine Waters accompanying this application;
- off-road travel must also complete the Supplemental Questionnaire for Off-Road Travel accompanying this application; and/or
- the use of tide and submerged lands must also complete the Supplemental Questionnaire for Use of Marine Waters accompanying this application.

**Other items that must accompany the completed application are:**

- a **(non-refundable) application fee**; see current Director's Fee Order for applicable fees;
- a 1:250,000 or 1:63,360 scale USGS map showing the location of the proposed activity;
- additional items identified and required in any supplemental questionnaire(s) to this application; and
- additional pages if more space is necessary to answer the questions completely.

RECEIVED ADMR  
2019 FEB 22 4:11:48:20

JUNEAU

**Completed Land Use Permit Applications should be mailed to one of the following offices:**

**Public Information Center**  
550 W. 7<sup>th</sup> Ave, Suite 1360  
Anchorage, AK 99501  
(907) 269-8400

**Public Information Center**  
3700 Airport Way  
Fairbanks, AK 99709  
(907) 451-2705

**MLW Information Office**  
400 Willoughby, #400  
P.O. Box 111020  
Juneau, AK 99811-1020  
(907) 465-3400

**LAS #** \_\_\_\_\_

<b>Applicant Information:</b>			
Applicant Name <u>Rob Cadmus</u>		Date of Birth <u>08/18/80</u>	
Doing Business As <u>Southeast Alaska Watershed Coalition</u>		Contact Person <u>37-1651525</u>	
Mailing Address with City, State and Zip <u>1107 28<sup>th</sup> St #4, Juneau, AK 99801</u>		Email Address <u>rob@SAWA AK.org</u>	
Home Phone ( )	Work Phone <u>(907) 205-4028</u>	Cell Phone <u>(907) 957-9818</u>	FAX ( ) <u>NA</u>
If you are applying for a corporation, give the following information:			
Name, address and place of incorporation: <u>Alve, 501(CC)B - Non Profit.</u>			
Is the corporation qualified to do business in Alaska? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> . If yes, provide name, address and phone number of resident agent: <u>AK Business # : 1019894</u>			
Type of User, Select one:   Private <u>non</u> -commercial (personal use)   Commercial Recreation or Tourism			
<input checked="" type="checkbox"/> Public <u>Non-profit</u> including Federal, State, Municipal Government Agency   Other commercial or industrial			

**Duration of Project:** The proposed activity will require the use of state land for: (Check one)

☒ a single term of less than one year. Beginning month: May 2014 Ending month: Aug 2014

☐ a multi year term for up to 5 years. Beginning year: \_\_\_\_\_ Ending year: \_\_\_\_\_

If multi year and seasonal, circle months of use in each year. Jan., Feb., Mar., Apr., May, Jun., Jul., Aug., Sept., Oct., Nov., Dec.

**Project Location**

Latitude/Longitude or UTM: N 56.353646/W 132.32429 or

4 & 5 Section: \_\_\_\_\_, Township: 64, Range: 84 E, Meridian: Copper River

(The spaces below are to be used if the boundaries of the proposed project cross section lines.)

\_\_\_\_\_ Section: \_\_\_\_\_, Township: \_\_\_\_\_, Range: \_\_\_\_\_, Meridian: \_\_\_\_\_

\_\_\_\_\_ Section: \_\_\_\_\_, Township: \_\_\_\_\_, Range: \_\_\_\_\_, Meridian: \_\_\_\_\_

Proposed project will require the use of up to SEE ATTACHED Design Plans acres. (Add additional sheets as necessary)

**Project Description** - Describe in detail your intended use of state land. (State land also includes all tide and submerged lands beneath coastal waters and all shorelands beneath other navigable water bodies of the state.) Discuss development and activities. (Attach additional pages as necessary.)

Habitat enhancement for improving salmonid spawning & rearing habitat along Pat Creek near Wrangell, AK.  
This project will re-introduce large woody debris to the mainstem and West Fork of Pat Creek. The abandoned logging road on the west Bank of the East Fork Pat Creek will be breached in several places increasing flood plain connectivity of the alluvial fan.

Should a portion of the permitted area be closed to the general public? Yes ☒ No ☐. If yes, explain which portion and provide justification for exclusive use:

The immediate construction/work zone will be closed to general public during hours that machines & heavy equipment are operating for approximately 2 weeks in June 2014, for safety reasons.



**Site Description** - Briefly describe the current condition of the proposed site of use, noting any trash, garbage, debris or signs of possible site contamination (If significant, we recommend you provide pictures to establish initial conditions):

Site is primarily second growth Forest managed by Division of Forestry. Logging along the project reach & valley bottom occurred in 60's, 70's & 90's. A US Forest Service Tein II survey of Pat Creek found a lack of Large woody Debris in the stream. SEE ATTACHED Design Memo.

Are there improvements or materials on the site now? Yes ☒ No ☒ If yes, briefly describe the improvements, their approximate value, and who owns them (We recommend you provide pictures of improvements):

None N.A.

**Site Description continued** - Describe the natural vegetation --- ground cover, trees, shrubs --- and any proposed changes. Describe the location of any estuarine, riparian, or wetlands and any noticeable animal use of area.

SEE ATTACHED Design Plans.

Large woody debris will be added to the mainstem & west bank of the PAT Creek for salmonid spawning & rearing habitat.

**Site Access** - Describe how you plan to access the site, and your mode of transportation.

Site will be accessed by F.R. 6259 - Pats Lake Rd.

If your access is by aircraft, specify the type and size of aircraft: NA

To access the site, the aircraft is equipped with floats ☐ wheels ☐ skis ☐.

### **Number of people**

1. Indicate the number of employees and supervisors who will be working on the site. 1 machine operator 2-3 laborers,
2. Indicate the number of customers who will be using the site per year or season. NA. 1 construction Manager. 1 project Supervisor.
3. Indicate the number of days the site will be used per year or season. ~ 14 days

**Environmental Risk / Hazardous Substances** - In the course of your proposed activity will you generate, use, store, transport, dispose of, or otherwise come in contact with toxic and/or hazardous materials, and/or hydrocarbons? Yes ☒ No ☐. If yes, please describe:

An Excavator will be used to place large woody debris in stream  
SEE Design Plans.

The types and volumes of fuel or other hazardous substances present or proposed: Diesel for operations  
Excavator for <14 days.

The specific storage location(s): Offsite.

The spill plan and prevention methods: Standard BMPs for construction site.

**Environmental Risk/Hazardous Substances (continued)** - If you plan to use either above or below ground storage containers (like tanks, drums, or other containers) for hazardous material storage, answer the following questions for each container:

Where will the container be located? N/A.

What will be stored in the container?

What will be the container's size in gallons?

Give a description of any secondary containment structure, including volume in gallons, the type of lining material, and configuration:

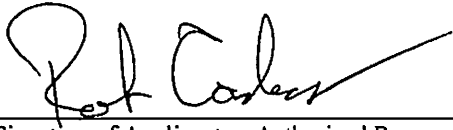
Will the container be tested for leaks? Yes ☐ No ☐

Will the container be equipped with leak detection devices? Yes ☐ No ☐. If no, describe:

Do you have any reason to suspect, or do you know if the site may have been previously contaminated? Yes ☐ No ☐. If yes, please explain:

Date Stamp:

2/21/2019



Executive Director

Signature of Applicant or Authorized Representative

Title

AS 38.05.035(a) authorizes the director to decide what information is needed to process an application for the sale or use of state land and resources. This information is made a part of the state public land records and becomes public information under AS 40.25.110 and 40.25.120 (unless the information qualifies for confidentiality under AS 38.05.035(a)(8) and confidentiality is requested, AS 43.05.230, or AS 45.48). Public information is open to inspection by you or any member of the public. A person who is the subject of the information may challenge its accuracy or completeness under AS 44.99.310, by giving a written description of the challenged information, the changes needed to correct it, and a name and address where the person can be reached. False statements made in an application for a benefit are punishable under AS 11.56.210. In submitting this form, the applicant agrees with the Department to use "electronic" means to conduct "transactions" (as those terms are used in the Uniform Electronic Transactions Act, AS 09.80.010 – AS 09.80.195) that relate to this form and that the Department need not retain the original paper form of this record: the department may retain this record as an electronic record and destroy the original.



THE STATE  
of **ALASKA**

GOVERNOR MICHAEL J. DUNLEAVY

**Department of Fish and Game**

DIVISION OF HABITAT  
Craig Area Office

Westwind Plaza, Suite 302  
PO Box 668  
Craig, Alaska 99921-0668  
Main: 907.826.2560  
Fax: 907.826.2563

**FISH HABITAT PERMIT FH19-VII-0004**

**ISSUED: February 5, 2019**

**EXPIRES: August 1, 2020**

Southeast Alaska Water Coalition  
Attn: Rob Cadmus  
1107 W. 8<sup>th</sup> St #4  
Juneau, Alaska 99801

**RE:** Pat Creek Habitat Enhancement Project  
Pat Creek (ADF&G Stream 108-10-10050)  
Sections 4&5, T 64S, R 84E, CRM (Petersburg B-1/2)  
Location: 56.353646 N, 132.324289 W

Dear Mr. Cadmus:

Pursuant to the anadromous fish act at AS 16.05.871(b), the Alaska Department of Fish and Game (ADF&G) Division of Habitat has reviewed your proposal to conduct habitat enhancement in Pat Creek at the above referenced location.

**Project Description**

For the purpose of improving salmonid spawning the enhancement project will re-introduce large wood debris to the mainstem and West Fork of Pat Creek. Additionally, the abandoned logging road on the west bank of the East Fork Pat Creek will be breached in several places to increase floodplain connectivity of the alluvial fan. Instream work will only take place between June 1 and July 15.

**Anadromous Fish Act**

Stream Number 108-10-10050 has been specified as being important for the spawning, rearing, or migration of anadromous fishes pursuant to AS 16.05.871(a). The water body provides habitat for pink, chum, sockeye, and coho salmon; and cutthroat trout and Dolly Varden char.

In accordance with AS 16.05.871(d), your project is approved subject to the project description and plans; and permit terms.

You must maintain the integrity of the structure in accordance with the terms of this permit so that free fish passage of non-targeted species is assured. You must restore any obstruction to the free passage of fish to the satisfaction of ADF&G.

**Permit Terms**

This letter constitutes a permit issued under the authority of AS 16.05.871 and must be retained on site during project activities. Please be advised that this determination applies only to Division of Habitat regulated activities; other agencies also may have jurisdiction under their respective authorities. This determination does not relieve you of your responsibility to secure other permits; state, federal, or local. You are still required to comply with all other applicable laws.

You are responsible for the actions of contractors, agents, or other persons who perform work to accomplish the approved project. For any activity that significantly deviates from the approved plan, you shall notify the Division of Habitat and obtain written approval in the form of a permit amendment before beginning the activity. Any action that increases the project's overall scope or that negates, alters, or minimizes the intent or effectiveness of any provision contained in this permit will be deemed a significant deviation from the approved plan. The final determination as to the significance of any deviation and the need for a permit amendment is a Division of Habitat responsibility. Therefore, we recommend you consult the Division of Habitat before considering any deviation from the approved plan.

You shall give an authorized representative of the state free and unobstructed access to the permit site, at safe and reasonable times, for the purpose of inspecting or monitoring compliance with any provision of this permit. You shall furnish whatever assistance and information the authorized representative reasonably requires for monitoring and inspection purposes.

In addition to the penalties provided by law, this permit may be terminated or revoked for failure to comply with its provisions or failure to comply with applicable statutes and regulations. You shall mitigate any adverse effect upon fish or wildlife, their habitats, or any restriction or interference with public use that the commissioner determines was a direct result of your failure to comply with this permit or any applicable law.

You shall indemnify, save harmless, and defend the department, its agents, and its employees from any and all claims, actions, or liabilities for injuries or damages sustained by any person or property arising directly or indirectly from permitted activities or your performance under this permit. However, this provision has no effect if, and only if, the sole proximate cause of the injury is the department's negligence.

You may appeal this permit decision relating to AS 16.05.871 in accordance with the provisions of AS 44.62.330-630.

Please direct questions about this permit to Habitat Biologist Mark Minnillo at (907) 826-2560 or [mark.minnillo@alaska.gov](mailto:mark.minnillo@alaska.gov).

Sincerely,  
Doug Vincent-Lang, Commissioner

A handwritten signature in blue ink, appearing to read 'Doug Vincent-Lang', written over a horizontal line.

By Mark Minnillo  
Craig Area Manager

Email cc:

Al Ott, ADF&G Habitat, Fairbanks  
Craig Schwanke, ADF&G SF, Craig  
Troy Thynes, ADF&G CF, Petersburg  
Kate Kanouse, ADF&G Habitat, Juneau

**Land Use Permit Application Supplemental Questionnaire for:**  
**Use of Uplands and Non Marine Waters**

To be completed to provide more detailed information about projects or activities requiring the use of state owned uplands and non marine waters. All site development details identified in this section must be represented graphically in the scaled drawings on Page 4 of the supplement.

**Temporary Structures** – 1) Describe all temporary improvements (including buildings, tent platforms, out-buildings, docks, floats, and floating facilities), including their dimensions and building materials. 2) Label improvements to be maintained on a year round basis as year round. **Note:** Seasonal improvements must be completely dismantled and removed or stored on or before the end of authorized terms of use.

None

Distance structures including pit privies will be located from the ordinary highwater mark of the nearest freshwater body (lake, stream, river, etc), or the mean high water mark of a saltwater body: \_\_\_\_\_

**Harvest of Non-Timber Related Forest Products** – Please list the type and quantity of each non-timber related forest product (berries, ferns, willow, mushrooms, birch bark, etc.) to be harvested for commercial use:

27 whole trees will be harvested for addition of large woody debris. See attached MOU w/ Division of Forestry.

Contact the DNR Division of Forestry to obtain authorizations for the harvest of small trees.

**Motorized Equipment** - List mechanized/motorized equipment to be used, including type, size, purpose, and number of each.

1 mid-sized Excavator & Smaller Excavator may be used for site restoration.

**Storage and Parking** - If you plan to store items or park boats, vehicles and/or heavy equipment on the site, describe complete the following:

Describe and give dimensions of long term and short term parking and or storage areas. Machines may be staged at the closed "tunnel Road." See Design Plans.  
A 30ft x 30ft area.

Is parking or storage planned to take place on filled tidelands. Yes | ☒ No

Does storage involve structures or materials floating in a waterbody? Yes | ☒ No If yes, describe. \_\_\_\_\_

### Storage and Parking (continued)

Number of disassembled tent frames NA

Number of tent platforms \_\_\_\_\_

List and describe items that are large and difficult to transport. Include dimensions: \_\_\_\_\_

NA

Will barrel(s) or an equivalent type of storage container be used? Yes | ☒ | No | ☒ If using something other than barrels for storage containers, describe the alternative container.

NA

Describe any measures you plan to take to minimize drips or spills from leaking vehicles or equipment. \_\_\_\_\_

Standards Construction BMPs. See attached fish  
Habitat permit.

### Water / Wastewater

Water Supply – Describe the water supply and proposed use. NA

Wastewater – Describe the wastewater type and quantity and proposed method of wastewater disposal: (for the marine environment, also describe the proposed gray and black water systems or out fall pipeline.

NA.

Waste – Describe the types of waste that will be generated on-site, including solid waste, the source of the waste, and the method of waste disposal, i.e. pit privy, or self-contained system, or outfall line; indicate distance from the nearest waterbody.

NA.



### Animal Use

Will there be any use of animals (horses, llamas, dogs, etc.)? Yes | No ☒

Will there be commercial use of the animals (horseback rides, packing, dog sled rides, etc.)? Yes | No | If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**Dismantle, Removal, Restoration Plan** – Provide a plan for dismantling and removing temporary structures. Include method and timeline for total site restoration:

See Attached Design Plans & Memo

**SHORT TERM (PORTABLE) COMMERCIAL RECREATION CAMPS:** Identify commercial recreation activity/activities for which short term (portable) camps will be established to accommodate employees and clients, and provide a general description of the location(s) (e.g. guide use area, game management sub-unit, river, stream, lake, etc.) where the recreational activity/activities and short term (portable) camp use will occur.

\_\_\_ Big Game Guiding: (List up to 3 Guide Use Areas.) \_\_\_\_\_

\_\_\_ Sportfishing (List river corridors, lakes, etc.) \_\_\_\_\_

\_\_\_ Boating/Rafting/Kayaking: (List river corridors, lakes, etc.) \_\_\_\_\_

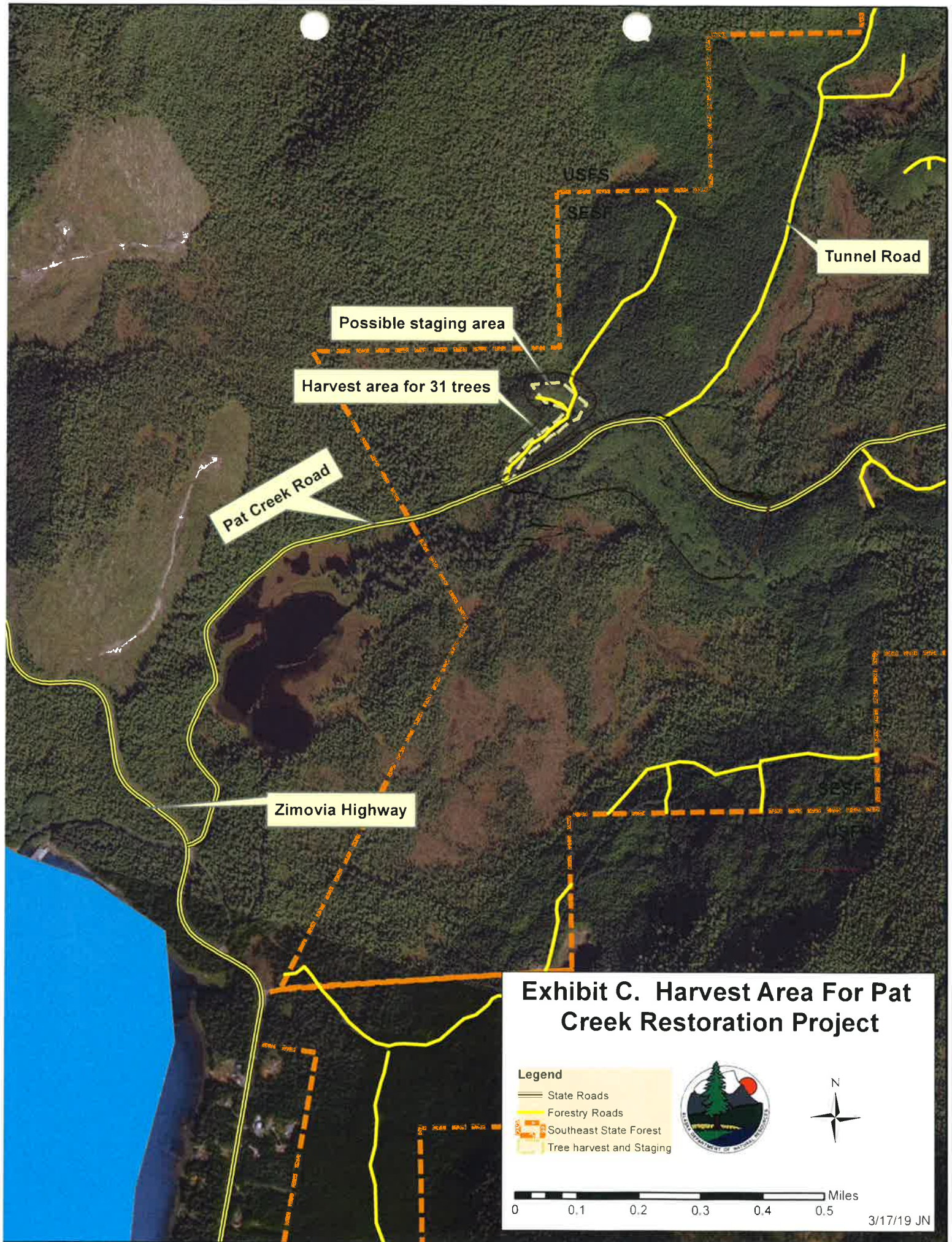
\_\_\_ Other Recreation: (Type and general geographic description.) \_\_\_\_\_

- Identify any State of Alaska Refuge, Sanctuary and/or Critical Habitat Area where short term (portable) camps will be used.

Will activities include "day use" of state land managed under the Haines State Forest Management Plan? Yes \_\_\_ No \_\_\_

## Site Development Diagram

<p>SEE ATTACHED Design Plans &amp; Memo.</p>			
	<p>VICINITY MAP</p>		
LAS #	<table border="1"><tr><td>Date Prepared:</td><td>Applicant's Name:</td></tr></table>	Date Prepared:	Applicant's Name:
Date Prepared:	Applicant's Name:		
<table border="1"><tr><td>ALASKA DEPARTMENT OF NATURAL RESOURCES DIV. OF MINING, LAND, WATER LAND USE PERMIT</td></tr></table>	ALASKA DEPARTMENT OF NATURAL RESOURCES DIV. OF MINING, LAND, WATER LAND USE PERMIT		
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Sec.(s) _____ T. _____ S., R. _____ E., _____ M			
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## Exhibit C. Harvest Area For Pat Creek Restoration Project

### Legend

- State Roads
- Forestry Roads
- Southeast State Forest
- Tree harvest and Staging



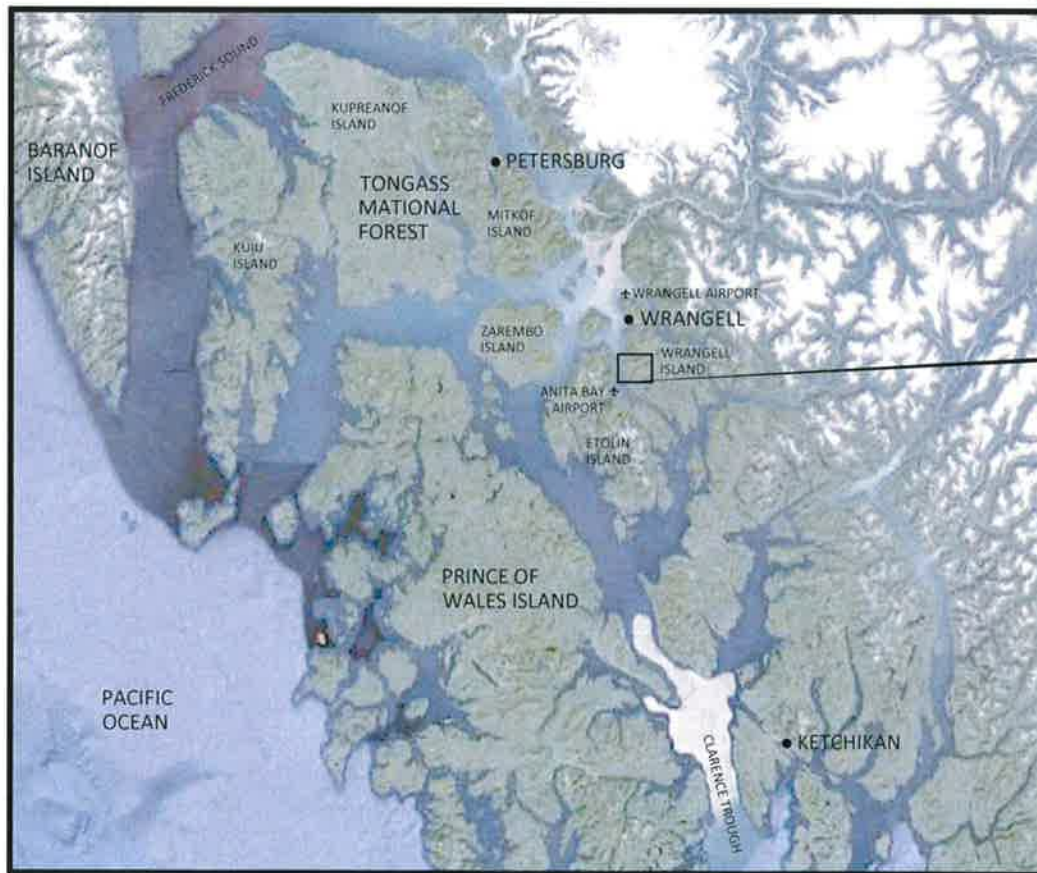
0 0.1 0.2 0.3 0.4 0.5 Miles

3/17/19 JN





**LOCATION MAP: STATE OF ALASKA**  
NOT TO SCALE



**VICINITY MAP**  
NOT TO SCALE

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NO.	BY	DATE	REVISION DESCRIPTION

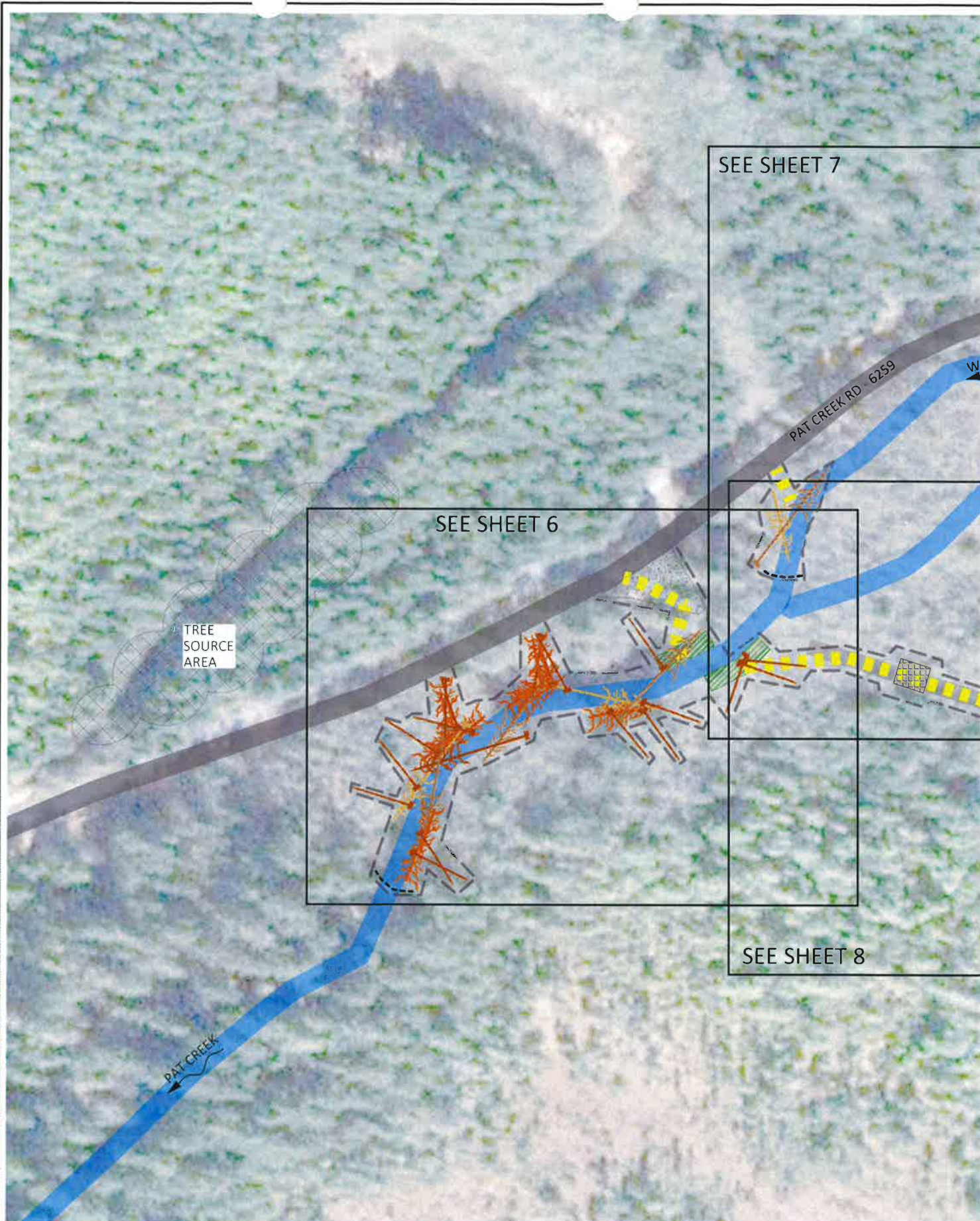
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DRAWN	DESIGNED	CHECKED
DM	09/17/18	180209
APPROVED	DATE	PROJECT

**SOUTHEAST ALASKA WATERSHED COALITION**  
**PAT CREEK HABITAT ENHANCEMENT**  
**PRELIMINARY DESIGN**





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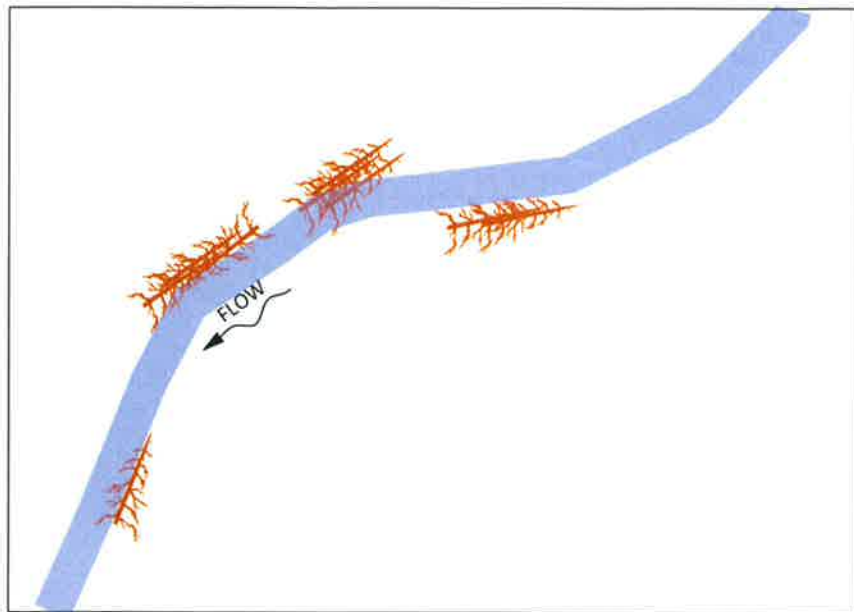
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APPROVED	DATE	PROJECT

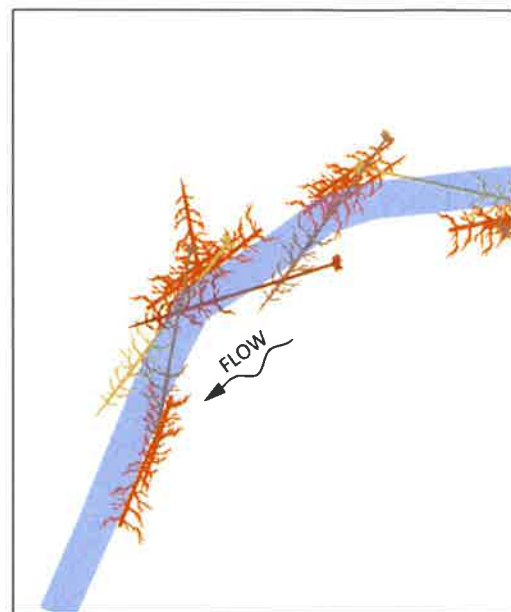
SOUTHEAST ALASKA WATERSHED COALITION  
PAT CREEK HABITAT ENHANCEMENT  
PRELIMINARY DESIGN







STEP 1 - PLACE LAYER ONE TREE TOPS AT TOE OF STREAM BANK.



STEP 2 - PLACE TREE TOPS AND WHOLE TREES, INCLUDING SPANNING TREES.

1  
9

## TYPICAL DETAIL - LARGE

1" = 100'

## WOOD SOURCING AND HANDLING NOTES:

CONTRACTOR SHALL SALVAGE TREES FOR USE IN THE PROJECT THAT HAVE BEEN IDENTIFIED BY OWNER.

CONTRACTOR SHALL PROVIDE EQUIPMENT CAPABLE OF SALVAGING, LIFTING, TRANSPORTING AND PLACING TREES WITHOUT BEING DRAGGED ALONG THE GROUND.

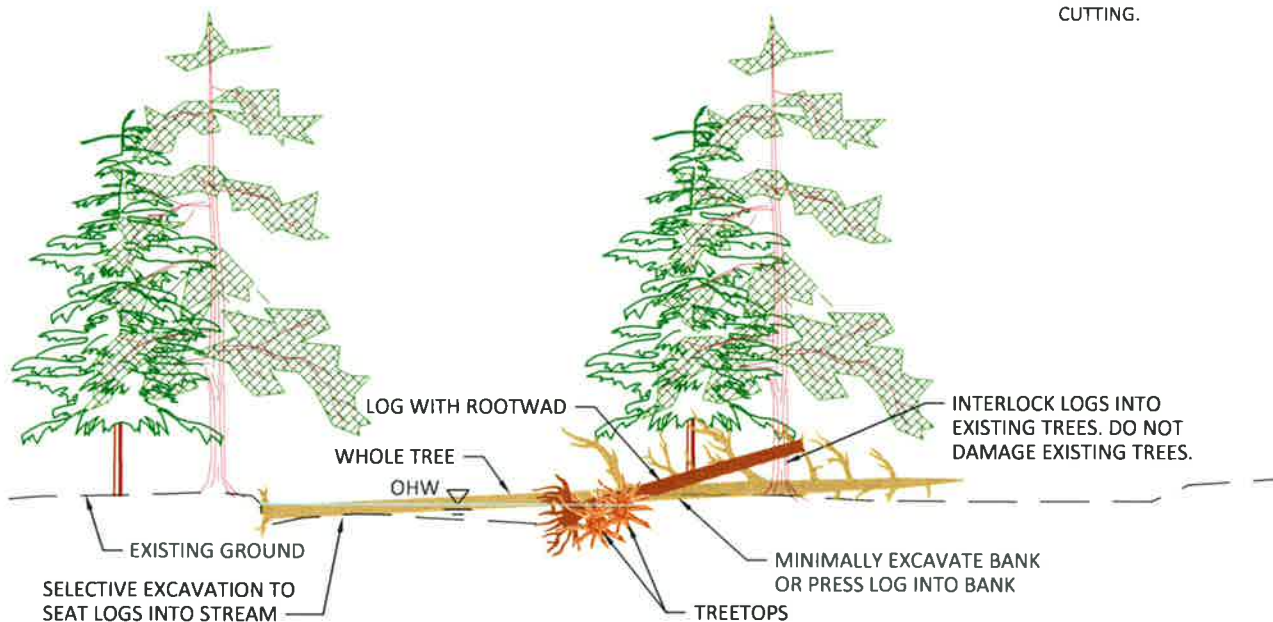
CONTRACTOR SHALL IMPLEMENT EROSION CONTROL BMPs TO CONTAIN SEDIMENT.

CONTRACTOR SHALL PROTECT TREES TO REMAIN

CONTRACTOR SHALL REMOVE SOIL FROM ROOTS GREATER THAN 1 INCH IN DIAMETER.

CONTRACTOR SHALL PROTECT TREE ROOTWAD AT TRANSPORT.

WHOLE TREES THAT ARE TO BE SEPARATED INTO MAY BE CUT AT A LOCATION ON THE PROJECT AT CONTRACTOR SHALL HAVE OWNER CONFIRM LEI CUTTING.



2  
9

## TYPICAL SECTION - LARGE WOOD PLACEMENT, STA 0+50 TO 5+50

1" = 15'

3  
9

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NO.	BY	DATE	REVISION DESCRIPTION

NS	DM	MBR
DRAWN	DESIGNED	CHECKED
DM	09/17/18	180209
APPROVED	DATE	PROJECT

SOUTHEAST ALASKA WATERSHED COALITION  
PAT CREEK HABITAT ENHANCEMENT  
PRELIMINARY DESIGN





## CITY AND BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

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

April 9, 2019

State of Alaska  
Department of Environmental Conservation  
Jason Brune, Commissioner  
PO Box 111800  
Juneau, Alaska 99811  
Email: [DEC.Commissioner@alaska.gov](mailto:DEC.Commissioner@alaska.gov)

Re: Byford Junk Yard Clean-Up, Wrangell

Dear Commissioner Brune:

On behalf of the Assembly and the entire community, I wish to express Wrangell's heartfelt gratitude for the work by ADEC and its contractor on the clean-up of the former Byford Junk Yard. The project was completed in October of last year following the infusion of an additional \$5 million from the Spill Response Fund through authorization in the FY19 Capital Budget. The additional funding was used to ship the treated material off-island to an appropriate disposal facility in Oregon, thus maintaining the integrity of the Pats Lake area, historic and traditional Native hunting, fishing and gathering grounds.

The Borough recognizes the effort put forth by the previous ADEC Administration working with the Legislature to secure the extra funding. Additionally, the ADEC project manager, Sally Schlichting, and the project contractor worked jointly with the Borough to secure an alternate staging and shipping location outside of the core downtown area. This action kept hundreds, if not thousands, of truckloads of material from being driven through downtown disrupting local businesses, traffic and a summer's worth of cruise travelers visiting Wrangell from being disrupted by noise, dust and general pedestrian safety concerns.

The City & Borough of Wrangell does not take lightly the fact that the additional money to complete this project was taken from the Spill Response Fund for mitigating a non-emergent situation. We understand this may set precedent for the Fund to be used in a manner in which it was not specifically intended.

The property is zoned Light Industrial, but surrounded by residential development. Working with the Borough, ADEC staff recognized the need for use of that property for

residential purposes moving forward. The land was cleaned to residential standards. Now, in a time when Wrangell is in significant need of residential lots, the Byford property is clean and available for subdivision into several residential parcels – plans for which are being made this coming summer.

Finally, the original on-island disposal solution faced intense scrutiny by portions of the community. Rather than move forward during the summer of 2017 as planned, ADEC took a step back and reevaluated options, held countless public meetings, and helped facilitate a different solution.

The City & Borough of Wrangell thanks the Alaska Department of Environmental conservation and its staff, specifically Sally Schlichting, for the incredible commitment to bring this project to completion. Please feel free to contact me, or the Borough Manager, Lisa Von Bargen if you have questions or comments about this correspondence. Again, thank you on behalf of the entire community. This clean-up would not have been possible without the assistance of ADEC.

Sincerely,

Steve Prysunka  
Mayor

CC: Sally Schlichting, Project Manager  
Wrangell Assembly



# **PUBLIC WORKS**

## **WATER**

The crew at the Water Treatment Plant, along with help from the Waste Water guys have put 3/4 of the sand back into filter #4. Inflows had slowed down, to the point of siphoning, but with the warmer temperatures the last few days, both reservoirs are overflowing. I am currently working with the WTP Operator Lead to come up with a more proactive approach to our Water Shortage Management Plan.

## **GARAGE**

We are in the process of hiring a Lead Mechanic, and Mechanic.

## **STREETS**

The streets crew has been taking plows off, putting chains away and de-salting trucks. We have been very shorthanded due to sickness, injury and vacations, so we hope to tackle our road issues as soon as we have the crew necessary to safely perform these tasks.

## **SANITATION**

We are continuing to improve the facility, and grounds at the SWTS. With hauling restrictions lifted, and the help of the Streets crew, we will begin to haul of the overburden that has piled up across from our facility, behind the burn pile. Following the removal of this overburden, we will construct a raised burn area for wood, will be able to be fed by the excavator. The burn area will eliminate the ability of the public to throw anything on the fire, thus eliminating the chance for plastics, styrofoam or contaminated wood making it onto the fire. Having this area raised will allow for a hotter, cleaner fire, resulting in drastically reduced smoke production, less ash and debris left over, and the containment will eliminate the risk for flat tires from nails.

## **CEMETERY**

Public Works guys will be testing some cemetery extension areas in the next 2 weeks.

## **WASTE WATER TREATMENT**

Not much to report, we continue to pursue filling our shelves with the extra pumps needed for our stations.

# **City and Borough of Wrangell**

## **Capital Facilities Department Report**

### **April 5, 2019**

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

- **FY20 Budget Development**

Capital Facilities continues to work with Finance and all departments to identify their department's Capital Improvements Projects and Major Maintenance needs. In addition to the priority projects which will be recommended for funding this fiscal year, a comprehensive list of department needs will be included as an overview of each department's larger needs.

**Capital Improvement Projects** - Capital Facilities provides management of major capital improvements to City and Borough of Wrangell facilities.

- **Non-Motorized Transportation System (Mt Dewey Trail Extension)**

Following completion of the NEPA process and an initial discussions with the USACOE for the trail project, the Corps recommends we proceed with design and submit Preconstruction Notification if one of their Nationwide Permits applies to the final project as designed. Next steps are the development of a competitive solicitation for engineering design.

- **North Country Trailhead Road Repair (Spur Road Improvements)**

Following completion of the NEPA process and an initial discussions with the USACOE, next steps are the development of the bidding documents and a subsequent review by the USACOE to determine what part, if any, of the designed project will require a Corps permit.

Originally, the Spur Road was owned by the State of Alaska and built for logging purposes; therefore, the original roadway project was exempt from the Clean Water Act and no Corps permit was required. The roadway was transferred to the CBW many years later and because its primary purpose is not for logging any longer, the Corps would require the CBW to obtain a permit for any new wetlands disturbance. Although the majority of the project is resurfacing the existing roadway, there is scheduled a small amount of

culvert work, which may impact wetlands and stream crossings, and which would be ascertained by the Corps once we submit the design documents with our Preconstruction Notice. The Corps would likely consider each new and/or replacement culvert or stream crossing for its own/single permit, which would permit Nationwide Permits to be continued to be used for future road and culvert maintenance purposes.

- **Public Safety Building Siding and Roofing Renovations**

The bidding documents for the project were released on March 19, 2019. The bid opening has been extended to April 23, 2019. Bids received will be opened publically in Assembly Chambers on April 23, 2019 at 2:00 PM prevailing time.

- **Reservoir Bypass Project**

Staff have identified the Spillway Trench option as our preferred alternative for the Reservoir Bypass project's dam tap, and have requested a design proposal from Shannon & Wilson as next steps toward further consideration. Staff are schedule this week for a follow-on discussion with the engineers about their anticipated design proposal.

From a completed design project the CBW would receive a full construction cost estimate, to understand full project costs and compare that to the existing grant funds available for this project.

- **Shoemaker Bay Harbor Replacement**

The Contractor has installed Floats A and B, which are the first two Floats on the south side of the harbor. All of the piles for Floats A and B have met the full 20' embedment as required by contract. Fabrication of the remaining Floats C and D is occurring in Washington State. The Contractor only received one float section this week and is awaiting receipt of the others to continue with the floats' installation. While awaiting more floats, the Contractor has completed the sewer line through the uplands, as well as the majority of the new water line and has filled, compacted and armor rock the embankment through which the utilities are routed. They have also completed the second half of the concrete abutment and have removed the majority of the debris from the original harbor's demolition.

- **Water Treatment Plant Improvements – EDA Funding**

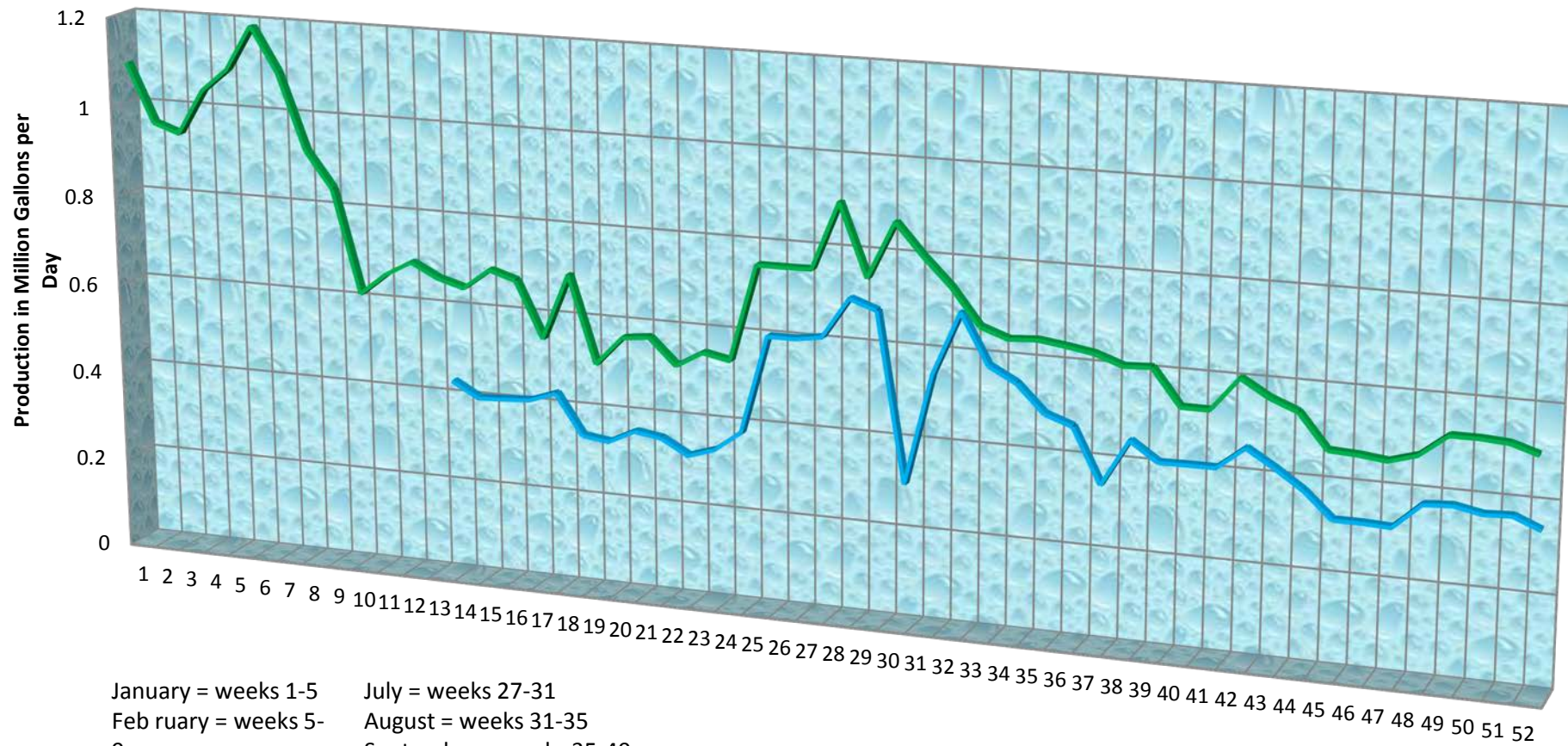
The CBW has received no additional updates from EDA as to the status of our Water Treatment Plant Improvements' project application review by their regulatory and legal divisions. EDA staff projected a final decision on the funding application during April 2019, so we are hopefully to receive further news from them soon.

- **DOT's Bennett Street Reconstruction (DOT-owned and managed)**

DOT has scheduled a preconstruction meeting with SECON, their Contractor for the Bennett Street Reconstruction project. CBW staff have been invited to attend by teleconference. SECON's initial construction schedule shows start of construction around the middle of May 2019.

Borough Manager's Report will be  
provided at the Meeting.

## Production vs. Consumption 2018

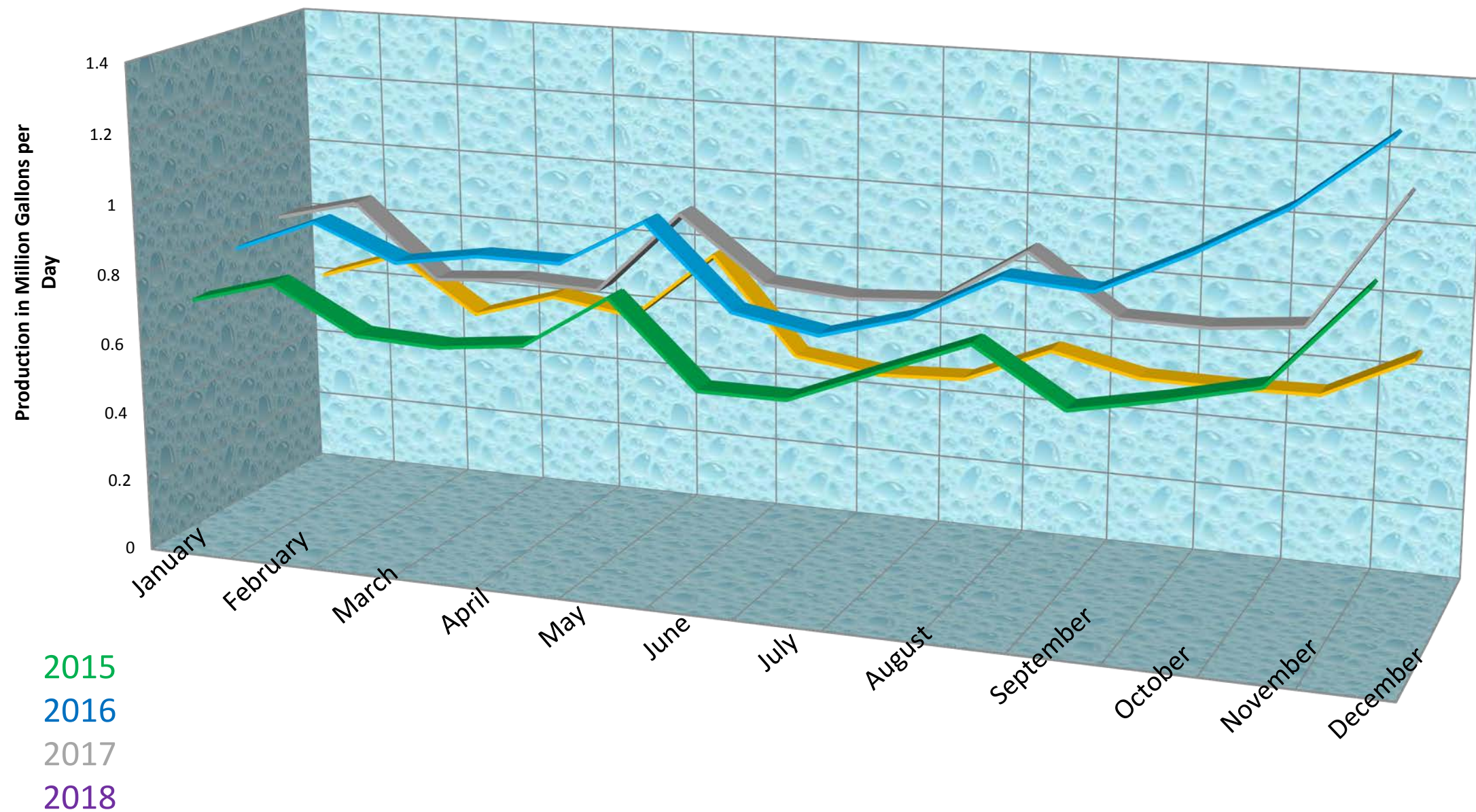


January = weeks 1-5  
February = weeks 5-9  
March = weeks 9-13  
April = weeks 14-18  
May = weeks 18-22

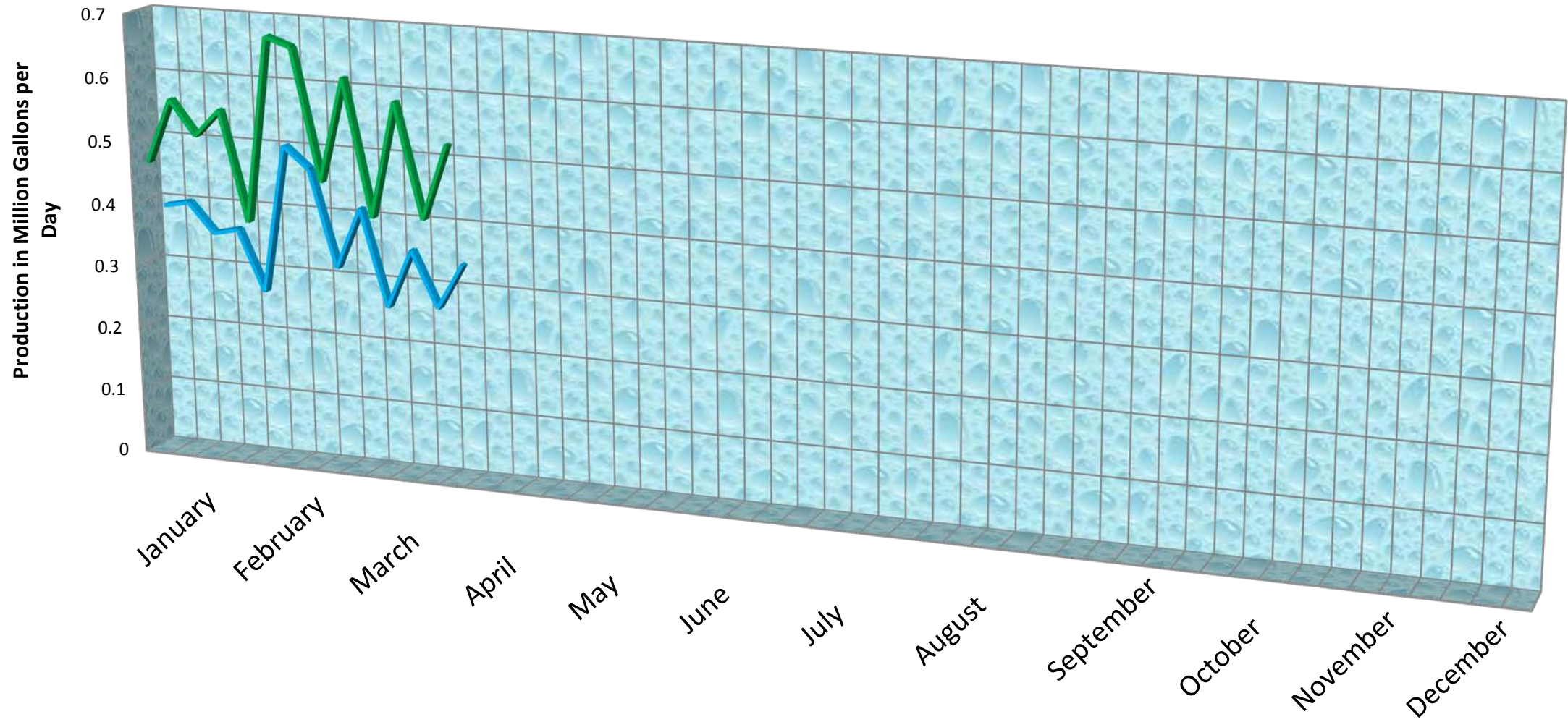
July = weeks 27-31  
August = weeks 31-35  
September = weeks 35-40  
October = weeks 40-44  
November = weeks 44-48  
December = weeks 48-52



Production 2015 - 2018



## Production vs. Consumption 2019



## CITY & BOROUGH OF WRANGELL, ALASKA

### *CLERK'S FILE*

#### SUBMITTED BY:

Kim Lane, Borough Clerk

#### CALENDAR:

- 4-11** Planning & Zoning Commission mtg. @6pm in the Assembly Chambers
- 4-13** Community Clean-up 8:30 am <https://www.wrangell.com/community/community-clean-0>
- 4-13** Community Market 10am – 1pm  
<https://www.wrangell.com/community/community-market-30>
- 4-30** **PLEASE MARK YOUR CALENDARS.... The Assembly approved moving the April 23<sup>rd</sup> Regular Assembly Meeting to April 30, 2019.**

SEAPA Board Meeting (Regular) is scheduled for June 19-20, 2019 in WRANGELL





# How do you “call the question” in Robert’s Rules?

By [Ann Macfarlane](#) | February 19, 2016

The motion “to call the question,” which has the technical name of “previous question,” may be the most abused motion in all of [Robert’s Rules of Order](#). It is very common for people to shout out the word “question” or “I call the question” in the expectation that debate will immediately stop, and a vote will be taken. **This is WRONG, WRONG, WRONG.**

## Key points to know about “call the question”

- A member must have the floor in order to make this motion. Raise your hand and wait until the chair gives you the nod – “recognizes you” – before speaking.
- When you make this motion, you are only suggesting that YOU would like to stop debate and vote. It is an expression of your wish, not a hammer to bludgeon your colleagues.
- This motion requires a second. There have to be at least two people in the room who want to cut off debate before it can be considered.
- This motion cannot be discussed or debated. As soon as the chair hears a second, she immediately takes the vote.
- It takes TWO-THIRDS of the voting members in favor to cut off debate. Therefore the chair should take the vote by show of hands, and not by voice.
- If indeed two-thirds of the group want to stop debate and vote, then the chair immediately takes the vote on the pending motion – the motion that the group is considering at this time. No further discussion is allowed.
- It is also possible to call the question on ALL the pending motions, in which case the chair will take the vote on each motion that is before the group, one after another.

## Sample script for “call the question”

**Member A:** *I call the question.*

**Member B** (without being recognized): *Second!*

**Chair:** *It has been moved and seconded that we stop debate and vote on the pending question, which is [state the motion being discussed].*

*All those in favor of stopping debate and voting now, raise your right hand.* [Members raise hands.]

*Thank you, hands down.*

*All those opposed, raise your right hand.* [Members raise hands.]

*Thank you, hands down.*

[If the ayes have it:] *There are two-thirds in favor and we will vote immediately.* [Take vote]

[If the noes have it:] *There are not two-thirds in favor and debate will continue. Next speaker please...*

## What does the motion “to call the question” or “previous question” really mean?

This motion is actually a “vote on whether to vote.” The term “previous question” is an unhappy leftover from the 19<sup>th</sup> century. The words meant something completely different in the British parliament. We believe that it would be better to rename this motion as “the motion to stop debate” or “motion to vote immediately.”

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 9, 2019
	<u>Agenda NO.</u>	<b>13a</b>

**PROPOSED ORDINANCE No. 961** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS IN CHAPTER 15.04, WATER, AND SECTION 15.12.050, METER DEPOSITS IN CHAPTER 15.12 OF THE WRANGELL MUNICIPAL CODE

**SUBMITTED BY:**

Kim Lane, Borough Clerk & Lisa Von Bargaen,  
Borough Manager

**FISCAL NOTE:**

**Expenditure Required:** \$XXX Total

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

FY19 \$XXX

**Account Number(s):**

XXXXXX XXX XXXX

**Account Name(s):**

Enter Text Here

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

\$XXX

**Reviews/Approvals/Recommendations**

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

Name(s)

<input type="checkbox"/>	Attorney
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<input type="checkbox"/>	Insurance
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**ATTACHMENTS:** 1. Ordinance No. 961

**RECOMMENDATION MOTION:**

Move to approve first reading of Ordinance No. 961 and move to a Second Reading with a Public Hearing to be held on April 30, 2019.

**SUMMARY STATEMENT:**

During the internal staff budget meeting with the Electric Department a discussion ensued about a budget line item titled: Meter Interest Refund. Long ago, in an alternate Wrangell universe, the policy was developed to pay electric customers 5% interest (annually) on their electric meter deposits. WHAT?! The CBW cannot even earn that amount on the deposits.



Residential electrical customers are required to submit a \$100 deposit; and commercial a \$200 deposit. Below is the text from the current code section regarding

*Persons who make deposits for property they own will be refunded after one year or 12 consecutive months of good credit. All other customers' deposits will be refunded less any amount due the borough for service, when service is discontinued. Deposits shall bear simple interest at five percent per year but shall not apply to any part of less than a full month, said interest credit or payment to be given no less frequently than semiannually.*

The current liability to the City for interest on the deposits is just over \$22,000 and growing annually. The code says the deposit will be refunded after 12 consecutive months of good credit. This means people have to pay their bill timely for 12 months in a row. Many are not able to do this, and many other apparently just leave the deposit in place. Why wouldn't you if you could earn 5% on your money. Another concerning issue that utility staff have seen is people "skipping" town on their last electric bill if the deposit has been refunded prior to account closure.

Administration is requesting to make two changes to this code provision. The first is to require a deposit which is refunded upon closure of the account. The second change is to completely eliminate interest payments on the deposits. To that end the attached ordinance provides new language for WMC Section 15.12.050 for consideration by the Assembly. If this ordinance passes second reading by the Assembly, a budget amendment will be brought forward to pay off the accrued interest to date. Although not specifically provided for in the code, apparently the Borough has also been accruing interest on water deposits. This is included in the total obligation amount of just over \$22,000.

Second, while changes to this Title of the WMC are being contemplated, the Public Works Director has asked for the Assembly to consider an increase to the water turn on/turn off fee of \$35. The current fee is expected to cover everything from new service turn on, turn on/turn off charge, disconnect service charge, reconnect service charge, delinquent account disconnect service charge, and the minimum meter testing fee. \$50.82 is the average hourly bill out rate for a Streets Department employee. Typically a scheduled water service turn on/ turn off takes ½ hour, for one man and a truck. Raising the minimum turn on/ turn off charge from \$35.00 to \$50.00 would help cover these costs.

This ordinance reflects the requested change to this water fee throughout the water code for consideration by the Assembly.

CITY AND BOROUGH OF WRANGELL, ALASKA  
ORDINANCE NO. 961

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND  
BOROUGH OF WRANGELL, ALASKA, AMENDING  
CERTAIN SECTIONS IN CHAPTER 15.04, WATER, AND  
SECTION 15.12.050, METER DEPOSITS IN CHAPTER 15.12  
OF THE WRANGELL MUNICIPAL CODE

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

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

SEC. 1.        Action. The purpose of this ordinance is to amend certain sections of Chapter 15.04, Water, of the Wrangell Municipal Code and Section 15.12.050, Meter Deposits, in Chapter 15.12.

SEC. 2.        Amendment. Sections in Chapter 15.04 Water, of the Wrangell Municipal Code are amended to read:

**15.04.420 Service turnoff for delinquent accounts – Charges.**

In all instances where water has been turned off because of account delinquency, a minimum ~~[\$35.00]~~\$50.00 disconnect service charge shall be imposed; a minimum reconnect service charge of ~~[\$35.00]~~\$50.00 shall be made for the restoration of service, in which case replacement of the cash deposit, as stated in this chapter, will be required.

**15.04.450 Meter accuracy – Testing upon customer request.**

A customer may, giving not less than seven days' notice, request the borough to test the meter serving his premises. The borough will require the customer to deposit the testing fee. This fee shall be ~~[\$35.00]~~\$50.00 for meters one inch and smaller and for meters larger than one inch shall be an estimate of the cost of testing the meter as determined by the public works director. The deposit will be returned to the customer if the test reveals the meter to over register more than five percent under conditions of normal operation. If the meter is operating satisfactorily or if the meter under registers more than five percent under the standard test conditions, the deposit shall be forfeited to the borough. Customers may, at their option, witness any meter tests which they request.

#### **15.04.545 Turn-on and turn-off fee.**

Except for the initial turn-on that occurs when a property is connected to the municipal water system for the first time, each customer or applicant for service shall pay all costs for turning on or turning off the water service to the property, whether the turn-on or turn-off is due to the customer's or applicant's request, nonpayment, interruption due to unsafe facilities, water waste, fraud, abuse, or noncompliance with any of the provisions of this chapter. The fee shall be computed at actual costs to the borough for labor, materials, and equipment, plus 15 percent overhead, with a minimum charge of [~~\$35.00~~]\$50.00, and the actual call-out labor cost, plus 15 percent for responses after business hours.

#### **15.04.550 Unauthorized turning on or off of service.**

A. It is a violation for any person, not specifically authorized to do so, to turn the water service on or to turn it off at the municipal valve.

B. Where water service has been discontinued for any reason and the water is turned on by the customer or other unauthorized person, the water may then be shut off at the main, the meter removed, or other preventative measures put into place. The charges for instituting these measures shall be computed at actual cost to the borough plus 15 percent overhead, but not less than [~~\$35.00~~] \$50.00. These charges shall be billed to the offending customer and water shall not be furnished to the premises until such charges are paid and the borough has reasonable assurances that the violation will not recur, at which time the offending customer will be billed any costs associated with re-establishing service plus 15 percent overhead, but not less than [~~\$35.00~~] \$50.00, and the actual call-out labor cost, plus 15 percent for responses after business hours.

SEC. 3.        Amendment. Section 15.12.050, Meter Deposits, of the Wrangell Municipal Code is amended to read:

#### **15.12.050 Meter deposits.**

All customers requesting new electrical service shall be required to establish an account with the borough and make a deposit in the following amount before service is rendered:

Residential: \$100.00.

Commercial: \$200.00.

Persons who make deposits for property they own [**will be refunded after one year or 12 consecutive months of good credit. All other customers' deposits**] will be refunded less any amount due the borough for service, when service is discontinued. [**Deposits shall bear simple interest at five percent per year but shall not apply to any part of less than a full month, said interest credit or payment to be given no less frequently than semiannually.**]

SEC. 4. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 5. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: \_\_\_\_\_, 2019

PASSED IN SECOND READING: \_\_\_\_\_, 2019

\_\_\_\_\_  
Stephen Prysunka, Mayor

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 9, 2019
	<u>Agenda NO.</u>	<b>13b</b>

**PROPOSED RESOLUTION No. 04-19-1448** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2019 BUDGET IN THE GENERAL FUND BY ACCEPTING DONATIONS FOR DIGITIZING WRANGELL NEWSPAPERS IN THE AMOUNT OF \$1,250 AND AUTHORIZING ITS EXPENDITURE

<u><b>SUBMITTED BY:</b></u>
Margaret Villarma, Librarian

<u><b>FISCAL NOTE:</b></u>		
<b>Expenditure Received: \$1,250</b>		
FY 19: \$1,250	FY 20: \$	FY21: \$
<b>Amount Budgeted:</b>		
\$0		
<b>Account Number(s):</b>		
11190-000-7590		
<b>Account Name(s):</b>		
Grant Expenditures		
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
\$0		

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

**ATTACHMENTS:** 1. Res 04-19-1448.

## **RECOMMENDATION MOTION:**

Move to Approve Resolution No. 04-19-1448 amending the FY 2019 Budget in the General Fund by Accepting a Donations for digitizing Wrangell Newspapers in the amount of \$1,250 and authorizing its expenditure.

## **SUMMARY STATEMENT:**

The Irene Ingle Public Library's goal is to digitize historical newspapers including the Stikine River Journal, Fort Wrangell News and the Wrangell Sentinel. With the advent of genealogical DNA databases the library has seen an increase in genealogy related research requests and questions. Many of the requests are for obituary, births, and death records. Currently, the only access to this

information is through the physical examination of individual microfilm rolls. Unfortunately, this is a very time consuming activity and the library does not have the staff or budget to thoroughly research every request. The digitization project will preserve, perpetuate and greatly increase accessibility and use of historical newspapers.

The library has applied for a grant in the amount of \$8,250 from the Institute of Museum and Library Services. If the grant is successful the digitizing project would need to be complete by July 31, 2020. Ann and Ron Loesch, owners of the Petersburg Pilot and the Wrangell Sentinel, offered to run a free ad requesting donations to help with the project. We are currently exploring various options for web hosting of the digitized material. It is our intention that all images are openly available online and accessible through a standard web browser. The donations were made in response to the advertisement in the local newspaper.

One donation was provided by the Williams Family Trust in the amount of \$1,000. The other, in the amount of \$250 was received from Cindy Kilpatrick. The Library is most appreciative of these very generous donations.



CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 04-19-1448

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2019 BUDGET IN THE GENERAL FUND BY ACCEPTING DONATIONS FOR DIGITIZING WRANGELL NEWSPAPERS IN THE AMOUNT OF \$1,250 AND AUTHORIZING ITS EXPENDITURE

WHEREAS, the owners of the Wrangell Sentinel and the Petersburg Pilot ran a free ad soliciting donations for the Irene Ingle newspaper digitizing project; and

WHEREAS, the Williams Family Trust donated \$1,000 toward the digitization project; and

WHEREAS, Cindy Kilpatrick donated \$250 toward the digitization project; and

WHEREAS, the FY19 Budget must be amended to accept these donations; and

WHEREAS, the City & Borough of Wrangell is grateful for the generosity of the Williams and Kilpatrick families.

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

Section 1: The FY19 Budget in the General Fund is amended to reflect an increase in revenue to account 11190-000-4595 – Miscellaneous Grant Revenue in the amount of \$1,250.

Section 2: The FY19 Budget in the General Fund is amended to authorize an increase expenditures from account 11190-000-7590 – Grant Expenditures in the amount of \$1,250.

Section 3: This funding is restricted to expenditure only for digitization of Wrangell newspaper by the Wrangell Public Library.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 9<sup>th</sup> DAY OF APRIL, 2019.

CITY & BOROUGH OF WRANGELL

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Stephen Prysunka, Mayor

ATTEST:\_\_\_\_\_

Kim Lane, MMC, Borough Clerk

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 9, 2019
	<u>Agenda NO.</u>	<b>13c</b>

Approval to Purchase Containerized Generator from Cal Power in the amount of \$75,000.00, plus shipping and handling of \$60,000.00.

## SUBMITTED BY:

Rod Rhoades, Electric Supervisor

## FISCAL NOTE:

**Expenditure Required: \$135,000 Total**

FY 19: \$135,000	FY 20: \$	FY21: \$
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## **Amount Budgeted:**

	FY19 \$135,000
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## **Account Number(s):**

	70000 202 7900
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## **Account Name(s):**

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

	\$0 Prior to Approval of Resolution
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## Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Pictures

## **RECOMMENDATION MOTION:**

Move to approve the Purchase of Containerized Generator from Cal Power in the amount of \$75,000, plus shipping and handling of \$60,000.

## **SUMMARY STATEMENT:**

This is a bit unorthodox. The summary statement for this item and the agenda statement for Resolution 04-19-1449 are exactly the same. That resolution is the next item on the agenda and authorizes the transfer of funds for the purchase of this unit. So, this summary statement and the one for the next item on the agenda are the same.

Two EMD Generators are being removed from the City of Nome's inventory of generators. These two generators can be had for the cost of moving them out of Nome. The generators are actually owned by the Nome Joint Utility System (NJUS), a subsidiary of the City of Nome. The Borough Manager has received verbal confirmation by phone from the Director of (NJUS), who also happens to be the Interim City Manager, that Wrangell may acquire the generators at no cost, other than shipping out of Nome. The Manager is making arrangements with the Borough Attorney to draft an Acquisition Agreement that will be signed by both parties

One generator is a 12-cylinder generator, putting out 1.5 MWs of power.

One generator is a 20-cylinder generator, putting out 2.5 MWs of power.

Both generators have been examined for expected life-service by the CBW's Powerhouse Lead Mechanic and found to be in good, to excellent condition. The 1.5 MW generator underwent a major rebuild about 11,000 run-hours ago. This is nearly new. The 2.5 MW generator underwent a major rebuild about 50,000 run-hours ago. All checks indicate that wear is fully within recommended tolerances. Both units match up well with the CBW's existing EMD generators.

Additionally, the City of Nome will 'give' the City of Wrangell their complete inventory of EMD spare parts and all their EMD specialty tools, most of which we do not have. This additional 'gift' is estimated to have a value of around \$120,000.

### **EXECUTION STATEMENT:**

To accomplish the movement of and installation of the two Nome Generators many pieces must come together.

The CBW will need to send two people to Nome for a period of about 10 days to move the Generators to the Port of Nome in time to have them loaded on to the first barge scheduled to leave Nome. This is expected at the end of May/ Early June. The two Generators are scheduled to come directly to Wrangell for a cost of \$61,000.

Concurrent to the shipping of the two generators WML&P must undertake to prepare the Powerhouse for the installation of the 20-cylinder (2.5 MW) generator. This will require the installation of conduit and conductors for the inter connection. A 'pad' will also have to be prepared of enough size and mass to hold the 20-cylinder generator in place while running. It is estimated that all this work can be done 'in-house'.

Preparations must also be made to receive the 12-cylinder (1.5 MW) generator. It is these preparations for which this agenda statement was written, to authorize the purchase and shipping of this containerized unit .

The acquisition of the 12-cylinder generator is for the purpose of Mobile Emergency Electrical Generation, thus it must be self-contained, or "Containerized". As a reminder, there is not enough space in the existing powerhouse to install both of the Nome units, so containerizing the 1.5 MW unit is the only option currently.

The initial plan for the 1.5 MW unit was to ship it from Nome to Anchorage where it would be containerized, commissioned and tested. Initial estimates for this work were found to incorrect. Early searches for a container proved to be difficult. All 'Containers' were found to be stripped out, and costly. The least expensive one that we could find was going to cost \$150,000, without anything in it. Generator containers are much more specialized than a standard shipping container – hence the cost.

Royce Cowan found one on Ebay for \$75,000 located in Barstow, California. Originally, it was built and used by the Navy, and then surplused. This container also has the benefit of having the Radiator, Exhaust Muffler, Switchgear, Air-start System, and all Control Systems. It also has a 12-cylinder generator in it as well. The condition of the generator is reported as "Unknown". It has been reconfigured to be a dual-fuel unit, that is to say, it has been modified to run on Natural Gas and Diesel. All pieces of this generator are compatible with our existing generators, except the fuel-delivery system and the cylinders.

The generator only has about 405 hours on it. However, the unknown reliability condition and fuel-delivery system of the generator in Barstow has led WML&P to look at the Ebay purchase as a plug-n-play container, leaving the possibly of parting out the incidental generator, or selling it.

The cost of shipping and handling has been estimated to be \$60,000 (Note: The exhaust muffler is available, but has been removed for shipping, and will have to be shipped separately.) When this agenda item was initially put on the agenda it was not known that the muffler would have to be shipped separately at an additional cost of \$20,000. This is why the published agenda reads \$40,000 and the agenda statement requests \$60,000.

This agenda item is only asking for the authorization to purchase for the Ebay Container and shipping from California to Wrangell.

Container Cost:	\$75,000
Shipping Cost:	<u>\$60,000</u>
Total:	\$135,000

The early part of this agenda statement, and the remainder of this agenda statement speak to the entire Generator Power Solution Project (GPSP) and a related Transformer Upgrade Project. To clarify, the new estimated cost for the GPSP is as follows:

Prepping Units for Shipping (w/staff):	\$26,750
Barge Shipping from Nome to WRG (both units):	\$61,000
Ebay Container & Shipping:	\$135,000
Exciter for One Unit:	\$60,000
System Interconnections:	\$67,000
Powerhouse Prep & Container Site Prep:	\$20,000
Commissioning (both units):	<u>\$45,000</u>
Total*	\$414,750

\*No contingency included in the budget

The Mobile Emergency Electrical Generator will also need a 2 MW Transformer to complete its ability to be used in its capacity as an emergency generator. If WML&P completes a much needed,

complimentary Transformer Upgrade Project, the 2 MW Transformer for the new mobile unit can be an existing transformer that is replaced.

WML&P's present distribution system has, in part, 4 each 2MW Transformers that serve to 'choke' or restrict the amount of load that can be pushed out to the City as a whole.

The Project to Upgrade the City and Borough of Wrangell's electrical infrastructure should include the replacement of the 4 each 2MW Transformers with 3 each 3 MW Transformers.

One of the 'replaced' 2MW Transformers will then be used to complete the Mobile Emergency Electrical Generator.

Preliminary engineering indicates that the general installation of 3 each 3 MW Transformers will be largely "plug-n-play"; eliminating the need to upgrade the existing infrastructure (breakers, wire and conduit). However, total cost of 3 each 3 MW Transformers is still being worked. A rough estimate puts the cost of these transformers at close to \$400,000.

Finally, both generators will have to be Commissioned and Functionally Tested. It is estimated that this effort will cost \$40,000 to \$45,000 for both generators.

A request for funding for the full Generator Power Solution Project will be brought to the Assembly in early May. A separate funding request for the Transformer Upgrade Project will also be brought back to the Assembly in the very near future.









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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 9, 2019
	<u>Agenda NO.</u>	13e

**PROPOSED RESOLUTION No. 04-19-1449** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2019 BUDGET IN THE ELECTRIC FUND BY TRANSFERRING \$135,000 FROM THE ELECTRIC FUND RESERVES TO ELECTRIC FUND CAPITAL FOR THE INITIAL PHASE OF THE GENERATOR POWER SOLUTION PROJECT

## SUBMITTED BY:

Rod Rhoades, Electrical Utilities Department

## FISCAL NOTE:

**Expenditure Required:** \$135,000 See Agenda Statement to explain difference

FY 19: \$135,000	FY 20: \$	FY21: \$
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## **Amount Budgeted:**

FY19 None
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## **Account Number(s):**

70000 202 7900
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## **Account Name(s):**

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

\$0 for this project, prior to approval of this request.
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## Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution No. 04-19-1449.

## **RECOMMENDATION MOTION:**

Move to approve Resolution No. 04-19-1449.

## **BACKGROUND STATEMENT:**

Two EMD Generators are being removed from the City of Nome's inventory of generators. These two generators can be had for the cost of moving them out of Nome. The generators are actually owned by the Nome Joint Utility System (NJUS), a subsidiary of the City of Nome. The Borough Manager has

received verbal confirmation by phone from the Director of (NJUS), who also happens to be the Interim City Manager, that Wrangell may acquire the generators at no cost, other than shipping out of Nome. The Manager is making arrangements with the Borough Attorney to draft an Acquisition Agreement that will be signed by both parties

One generator is a 12-cylinder generator, putting out 1.5 MWs of power.

One generator is a 20-cylinder generator, putting out 2.5 MWs of power.

Both generators have been examined for expected life-service by the CBW's Powerhouse Lead Mechanic and found to be in good, to excellent condition. The 1.5 MW generator underwent a major rebuild about 11,000 run-hours ago. This is nearly new. The 2.5 MW generator underwent a major rebuild about 50,000 run-hours ago. All checks indicate that wear is fully within recommended tolerances. Both units match up well with the CBW's existing EMD generators.

Additionally, the City of Nome will 'give' the City of Wrangell their complete inventory of EMD spare parts and all their EMD specialty tools, most of which we do not have. This additional 'gift' is estimated to have a value of around \$120,000.

### **EXECUTION STATEMENT:**

To accomplish the movement of and installation of the two Nome Generators many pieces must come together.

The CBW will need to send two people to Nome for a period of about 10 days to move the Generators to the Port of Nome in time to have them loaded on to the first barge scheduled to leave Nome. This is expected at the end of May/ Early June. The two Generators are scheduled to come directly to Wrangell for a cost of \$61,000.

Concurrent to the shipping of the two generators WML&P must undertake to prepare the Powerhouse for the installation of the 20-cylinder (2.5 MW) generator. This will require the installation of conduit and conductors for the inter connection. A 'pad' will also have to be prepared of enough size and mass to hold the 20-cylinder generator in place while running. It is estimated that all this work can be done 'in-house'.

Preparations must also be made to receive the 12-cylinder (1.5 MW) generator. **It is these preparations for which this resolution was written.**

The acquisition of the 12-cylinder generator is for the purpose of Mobile Emergency Electrical Generation, thus it must be self-contained, or "Containerized". As a reminder, there is not enough space in the existing powerhouse to install both of the Nome units, so containerizing the 1.5 MW unit is the only option currently.

The initial plan for the 1.5 MW unit was to ship it from Nome to Anchorage where it would be containerized, commissioned and tested. Initial estimates for this work were found to incorrect. Early searches for a container proved to be difficult. All 'Containers' were found to be stripped out, and costly. The least expensive one that we could find was going to cost \$150,000, without anything in it. Generator containers are much more specialized than a standard shipping container – hence the cost.



Royce Cowan found one on Ebay for \$75,000 located in Barstow, California. Originally, it was built and used by the Navy, and then surplused. This container also has the benefit of having the Radiator, Exhaust Muffler, Switchgear, Air-start System, and all Control Systems. It also has a 12-cylinder generator in it as well. The condition of the generator is reported as "Unknown". It has been reconfigured to be a dual-fuel unit, that is to say, it has been modified to run on Natural Gas and Diesel. All pieces of this generator are compatible with our existing generators, except the fuel-delivery system and the cylinders.

The generator only has about 405 hours on it. However, the unknown reliability condition and fuel-delivery system of the generator in Barstow has led WML&P to look at the Ebay purchase as a plug-n-play container, leaving the possibility of parting out the incidental generator, or selling it.

The cost of shipping and handling has been estimated to be \$60,000 (Note: The exhaust muffler is available, but has been removed for shipping, and will have to be shipped separately.) When this agenda item was initially put on the agenda it was not known that the muffler would have to be shipped separately at an additional cost of \$20,000. This is why the published agenda reads \$115,000 and the agenda statement requests \$135,000.

This resolution is only asking for the funding for the Ebay Container and shipping from California to Wrangell.

Container Cost:	\$75,000
Shipping Cost:	<u>\$60,000</u>
Total:	\$135,000

The early part of this agenda statement, and the remainder of this agenda statement speak to the entire Generator Power Solution Project (GPSP) and a related Transformer Upgrade Project. To clarify, the new estimated cost for the GPSP is as follows:

Prepping Units for Shipping (w/staff):	\$26,750
Barge Shipping from Nome to WRG (both units):	\$61,000
Ebay Container & Shipping:	\$135,000
Exciter for One Unit:	\$60,000
System Interconnections:	\$67,000
Powerhouse Prep & Container Site Prep:	\$20,000
Commissioning (both units):	<u>\$45,000</u>
Total*	\$414,750

\*No contingency included in the budget

The Mobile Emergency Electrical Generator will also need a 2 MW Transformer to complete its ability to be used in its capacity as an emergency generator. If WML&P completes a much needed, complimentary Transformer Upgrade Project, the 2 MW Transformer for the new mobile unit can be an existing transformer that is replaced.

WML&P's present distribution system has, in part, 4 each 2MW Transformers that serve to 'choke' or restrict the amount of load that can be pushed out to the City as a whole.

The Project to Upgrade the City and Borough of Wrangell's electrical infrastructure should include the replacement of the 4 each 2MW Transformers with 3 each 3 MW Transformers.

One of the 'replaced' 2MW Transformers will then be used to complete the Mobile Emergency Electrical Generator.

Preliminary engineering indicates that the general installation of 3 each 3 MW Transformers will be largely "plug-n-play"; eliminating the need to upgrade the existing infrastructure (breakers, wire and conduit). However, total cost of 3 each 3 MW Transformers is still being worked. A rough estimate puts the cost of these transformers at close to \$400,000.

Finally, both generators will have to be Commissioned and Functionally Tested. It is estimated that this effort will cost \$40,000 to \$45,000 for both generators.

A request for funding for the full Generator Power Solution Project will be brought to the Assembly in early May. A separate funding request for the Transformer Upgrade Project will also be brought back to the Assembly in the very near future.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 04-19-1449

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2019 BUDGET IN THE ELECTRIC FUND BY TRANSFERRING \$135,000 FROM THE ELECTRIC FUND RESERVES TO ELECTRIC FUND CAPITAL FOR THE INITIAL PHASE OF THE GENERATOR POWER SOLUTION PROJECT

WHEREAS, the City and Borough of Wrangell, Alaska's Resolution No. 04-19-1449 adopted the budget for all funds of the City and Borough of Wrangell, Alaska for the fiscal year 2018-2019; and

WHEREAS, the Wrangell Municipal Code requires that the Borough Assembly approve any budget amendments over those amounts adopted; and

WHEREAS, staff recommends a budget amendment adding \$135,000 to Capital Expenditures from the Electric Fund Reserves for the initial phase of the Generator Power Solution Project; and

WHEREAS, the City and Borough of Wrangell will amend the FY 2019 budget for the Electric Fund by transferring \$135,000 from the Electric Fund Reserves to the Electric Fund Capital Expenditures Account 70000-202-7900.

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

Section 1: The FY 2019 Budget in the Electric Fund is amended by transferring funds from the Electric Fund Reserves to the Electric Fund Capital Expenditures Account 70000-202-7900 and authorizing its expenditure.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 9<sup>th</sup> Day of April, 2019.

CITY & BOROUGH OF WRANGELL, ALASKA

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Steve Prysunka, Mayor

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



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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 9, 2019
	<u>Agenda NO.</u>	<b>13e</b>

**PROPOSED RESOLUTION No. 04-19-1450** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2019 BUDGET IN THE COMMERCIAL PASSENGER VESSEL EXCISE TAX FUND, TO AUTHORIZE THE EXPENDITURE OF FUNDS FROM THE PETROGLYPH BEACH IMPROVEMENTS PROJECT FOR THE CITY DOCK PORT FILL PROJECT IN THE AMOUNT OF \$20,000

## SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director &  
Lisa Von Bargaen, Borough Manager

## FISCAL NOTE:

**Expenditure Required: \$20,000**

FY 19: \$20,000	FY 20: \$	FY21: \$
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## **Amount Budgeted:**

	\$0 This project
	\$35,000 Petroglyph Beach Bathrooms

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

	28010-000-7900
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## **Account Name(s):**

	Commercial Vessel Passenger Fund
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## **Unencumbered Balance(s) (prior to expenditure):**

	\$35,000
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## Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution No. 04-19-1450.

## **RECOMMENDATION MOTION:**

**Move to Approve Resolution No. 04-19-1450.**

## **SUMMARY STATEMENT:**

The FY19 Budget in the Commercial Passenger Vessel Fund included \$85,000 in project expenditures. \$50,000 for matching funds for the two Flap Grants for the Mount Dewey Trail and \$35,000 for a new bathroom at the Petroglyph Beach Trailhead to replace the blue room outhouse. The Bathroom project has not come to pass this year. However, in

February, Bill Goodale approached the CBW asking if we would be interested in having a portion of area adjacent to the city dock causeway filled in conjunction with his fill project preparing for the hotel expansion. In an effort to increase desperately needed useable space at the dock, Administration agreed so long as the effort did not exceed the spending authority of the Borough Manager. Mr. Goodale agreed and said if the work exceeded that amount he would cover the difference with the contractor. The work is in progress. In anticipation of payment for this work this resolution has been prepared moving \$20,000 out of the bathroom project to pay for this "dirt work." There is no increase to the budget. This is being done to authorize the expenditure of the money for this new Port Fill project as it was not included in the original FY19 Budget.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 04-19-1450

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2019 BUDGET IN THE COMMERCIAL PASSENGER VESSEL EXCISE TAX FUND, TO AUTHORIZE THE EXPENDITURE OF FUNDS FROM THE PETROGLYPH BEACH IMPROVEMENTS PROJECT FOR THE CITY DOCK PORT FILL PROJECT IN THE AMOUNT OF \$20,000

WHEREAS, the City and Borough of Wrangell, Alaska's Resolution No. 06-18-1415 adopted the budget for all funds of the City and Borough of Wrangell, Alaska for the fiscal year 2018-2019 (FY19); and

WHEREAS, the Wrangell Municipal Code requires that the Borough Assembly approve any budget amendments over those amounts adopted; and

WHEREAS, staff recommends a budget amendment by authorizing the expenditure of funds within the Commercial Passenger Vessel Excise Tax Fund from the Petroglyph Beach Improvements project to the City Dock Port Fill project, in the amount of \$20,000. The City Dock Port Fill is a new project and was not included in the original budget adopted for FY19.

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

Section 1: The FY19 Budget in the Commercial Passenger Vessel Excise Tax Fund is amended by transferring funds from the Petroglyph Beach Improvements project to the City Dock Port Fill project in the amount of \$20,000 and authorizing the its expenditure.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 9<sup>th</sup> Day of April, 2019.

CITY & BOROUGH OF WRANGELL, ALASKA

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Steve Prysunka, Mayor

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 9, 2019
	<u>Agenda NO.</u>	<b>13f</b>

**RESOLUTION NO. 04-19-1451** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2019 BUDGET IN THE CIP & MAJOR MAINTENANCE FUND BY TRANSFERRING FUNDS FROM THE GENERAL FUND TO THE CIP & MAJOR MAINTENANCE FUND, ACCOUNT 80070-000-0000 PUBLIC SAFETY BUILDING RENOVATIONS, IN THE AMOUNT OF \$9,567 FOR THE OIL-FIRED BOILER INSTALLATION PROJECT

## SUBMITTED BY:

Amber Al-Haddad,  
Capital Facilities Director

## FISCAL NOTE:

**Expenditure Required: \$19,567**

FY 19: \$19,567	FY 20: \$	FY21: \$
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## **Amount Budgeted:**

FY19 \$10,000
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## **Account Number(s):**

80070-000-0000
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## **Account Name(s):**

Public Safety Building Renovations
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## **Unencumbered Balance(s) (prior to expenditure):**

\$10,000
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## Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution 04-19-1451; 2) Public Safety Building Oil-Fired Boiler Installation, RFQ Summary from March 22, 2019

## RECOMMENDATION MOTION:

Move to adopt Resolution 04-19-1451.

## SUMMARY STATEMENT:

Capital Facilities planned for the Oil-Fired Boiler Installation project for the Public Safety Building during the fiscal year 2018-2019. Staff's funding request for this project was originally \$30,000; however, a reduced amount of project funding, in the amount of \$10,000, was approved in the FY19 budget.

Through a competitive solicitation process, The CBW received three quotes in the amounts of \$19,567; \$25,167; and \$52,000 (the RFQ Summary for the project is attached). The low bidder for the project is All American Mechanical. However, this is still more than \$9,000 above the budgeted amount.

With a shortfall in funds budgeted for this project, staff recommend transferring \$9,567 from the General Fund to the CIP and Major Maintenance Fund, Account 80070-000-0000 Public Safety Building Renovations, Oil-Fired Boiler Installation project, in order to advance the project's construction.

The total amount of the contract for this work is within the Borough Manager's spending authority. For this reason the Assembly is only approving the budget amendment resolution and not a contract with the apparent low bidder as well.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 04-19-1451

A RESOLUTION OF THE ASSEMBLY OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2019 BUDGET IN THE CIP & MAJOR MAINTENANCE FUND BY TRANSFERRING FUNDS FROM THE GENERAL FUND TO THE CIP & MAJOR MAINTENANCE FUND, ACCOUNT 80070-000-0000 PUBLIC SAFETY BUILDING RENOVATIONS, IN THE AMOUNT OF \$9,567 FOR THE OIL-FIRED BOILER INSTALLATION PROJECT

WHEREAS, the City and Borough of Wrangell, Alaska's Resolution No. 06-18-1415 adopted the budget for all funds of the City and Borough of Wrangell, Alaska for the fiscal year 2018-2019 (FY19); and

WHEREAS, the Wrangell Municipal Code requires that the Borough Assembly approve any budget amendments over those amounts adopted; and

WHEREAS, staff recommends a budget amendment transferring funds from the General Fund to the CIP and Major Maintenance Fund, Account 80070-000-0000 Public Safety Building Renovations, in the amount of \$9,567 for the Oil-Fired Boiler Installation project; and

WHEREAS, the City and Borough of Wrangell will amend the FY19 Budget for the CIP and Major Maintenance Fund by transferring \$9,567 from the General Fund to the CIP and Major Maintenance Fund, Account 80070-000-0000 Public Safety Building Renovations for the Oil-Fired Boiler Installation project.

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

Section 1: The FY 2019 Budget is amended by transferring funds from the General Fund to the CIP and Major Maintenance Fund, Account 80070-000-0000 Public Safety Building Renovations, Oil-Fired Boiler Installation project, and authorizing its expenditure.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 9<sup>th</sup> Day of April, 2019.

CITY & BOROUGH OF WRANGELL, ALASKA

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Steve Prysunka, Mayor

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

City and Borough of Wrangell, Alaska

Public Safety Building Oil-Fired Boiler Installation  
RFQ Summary

RFQ Submission Date: March 22, 2019

Proposer's Name	Signed Bid Proposal	Addenda			Total Project
		#1	#2	#3	
Ketchikan Mechanical, Inc.	X	X	X	X	\$ 25,167.00
JGH Plumbing & Heating Inc.	X	X	X	X	\$ 52,000.00
All American Mechanical LLC	X	X	X	X	\$ 19,567.00

Verified By:

*Amber Al-Haddad*



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

AGENDA ITEM TITLE:

DATE:

April 9, 2019

Agenda NO.

**13g**

Approval to Write Off Delinquent Accounts and Forward to Collection Agency

SUBMITTED BY:

Lee Burgess, Finance Director

FISCAL NOTE: N/A

**Expenditure Required:** \$XXX Total

FY 19: \$

FY 20: \$

FY21: \$

**Amount Budgeted:**

FY19 \$XXX

**Account Number(s):**

XXXXXX XXX XXXX

**Account Name(s):**

Enter Text Here

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

\$XXX

Reviews/Approvals/Recommendations

☐

Commission, Board or Committee

Name(s)

Name(s)

☐

Attorney

☐

Insurance

ATTACHMENTS: 1. Detailed List of Write-Offs

**RECOMMENDATION MOTION:**

Move to approve write-off of delinquent accounts and forward to Collection Agency.

**SUMMARY STATEMENT:**

Periodically, after unsuccessful attempts by the Finance Department staff to track down customers and request payment of overdue amounts owed to the Borough, we compile a list of accounts deemed uncollectible to send to a collections agency. Doing so requires Borough Assembly approval.

While the amounts to be written off seem significant, the following should be noted:

- 1) From an accounting perspective, doubtful/uncollectible accounts are a normal expected reality of doing business.
- 2) The amount span a significant period of time and are a relatively small percentage of total billing, and are thus in line with what is often expected relative to the amount the Borough bills.
- 3) Writing off these amounts does not absolve the individual of responsibility to pay the amounts owed. Rather it permits Finance Department staff to forward uncollectible accounts on to the next stage of normal collection procedures.
- 4) The Borough still stands to collect on part of these amounts to the extent the collection agency is successful.
- 5) Collections agencies normally are entitled to between 25-40% of accounts collected on (whether collected by the agency or the Borough) and, while it would be ideal if we could avoid this, it is normal practice to forward accounts such as these to collections, as it is typically not economical for municipal finance departments to dedicate staff and resources to doing what collections agencies are specialized to be able to do.
- 6) The financial effect of uncollectible accounts is reflected annually in the Borough's audited financial statements, net of revenues. In other words, approving to send these amounts to collections does not impact the Borough financially in the current year and require budget amendments, rather it only authorizes us to proceed to the next step of the collection procedures.
- 7) We are within the statute of limitations (6 years) for the collection agency to collect on these accounts.
- 8) Although approving the list of Harbor delinquent accounts will authorize the Finance Department to send those accounts to a collections agency as appropriate, the Finance Director will work with the Harbormaster to determine if any can be addressed via a different avenue, such as boat impoundment, before actually sending the account to a collections agency.

**Attachments:**

Detailed List of Write offs.

**Recommendation:**

Move to approve the write off list and authorize the finance department to send to collections.

Port & Harbor Delinquent Accounts to Send to Collections Agency, 4/4/2019  
City and Borough of Wrangel

Nbr	Customer	Current	30-60	60-90	Over 90	Total
6608	SIMPSON, LARRY	-	-	-	1,622.33	1,622.33
5115	BRANDA, CLAYTON	-	-	-	2,667.99	2,667.99
7723	DE RUYTER, JOHN	200.37	196.45	-	65.06	461.88
5726	ELY, DOUGLAS	12.80	12.61	12.42	828.11	865.94
1565	OLIVER, RANDY	56.06	55.23	54.41	3,627.43	3,793.13
7586	HOUPPT, JOHN	8.36	8.23	8.11	540.75	565.45
7712	Evenson, Tom	-	-	8.38	558.94	567.32
7188	Huddleston, Scott	6.36	6.26	6.17	411.44	430.23
7540	SKAFLESTAD, (CLARENCE) KE	2.49	2.45	2.41	160.89	168.24
5440	CODDINGTON, ROBERT	2.07	2.04	-	136.00	140.11
7488	KOONTZ, JASON	-	-	-	34.88	34.88
6786	DORN, BILL	-	-	-	25.81	25.81
6259	ROSE, STEVE	8.81	8.68	8.55	569.99	596.03
7194	Degner, Andy	8.73	8.60	8.47	564.60	590.40
7167	Paulovits, Vazul	5.66	5.57	5.49	366.03	382.75
7415	LEE, NATHAN	12.42	12.24	12.06	803.76	840.48
5478	HAYES, DEREK	263.58	259.68	11.56	770.51	1,305.33
6200	MCGRAWS CUSTOM CONST	19.47	19.19	18.90	1,260.13	1,317.69
7327	Garcia, Marco	15.56	15.33	15.11	1,007.12	1,053.12
7004	WALCOTT, HOWARD	4.21	4.14	4.08	272.24	284.67
5957	HAYWARD, BYRON	-	-	-	24.12	24.12
6618	Littleton, Rodney	-	-	-	18.52	18.52
5213	ALLEN, EDWARD	-	-	-	3.18	3.18
7310	Korth, Todd	-	-	-	2.59	2.59
1225	Romane, Lee	3.01	90.63	2.92	188.96	285.52
		629.96	707.33	179.04	16,531.38	<b>18,047.71</b>

ACCT#	NAME	Address	City, State and Zip Code	AMT OWED	Date Opened Acct	Date Closed Acct	DATE OF LAST PMT
10039-01	Annette Younce	PO BOX 698	WRANGELL, AK 99929	\$893.56	12/1/1998	2/6/2018	DECEASED/11/27/2017
10140-09	Caleb Padgett	PO BOX 1211	WRANGELL, AK 99929	\$1,025.03	10/26/2016	4/5/2018	10/10/2017
12086-05	Casey Seimears	PO BOX 524	WRANGELL, AK 99929	\$158.78	11/4/2013	4/5/2018	10/3/2017
10324-18	Danielle C Roher	PO BOX 371	WRANGELL, AK 99929	\$792.94	1/5/2018	6/11/2018	4/5/2018
10126-11	Delma Palmer	PO BOX 1524	WRANGELL, AK 99929	\$134.96	5/1/2012	6/7/2012	NO PMT MADE
12040-12	Drew Huntington	PO BOX 2094	WRANGELL, AK 99929	\$232.89	9/6/2017	6/11/2018	4/5/2018
13109-06	Edward Koslovich	16021 N 110TH AVE	SUN CITY, AZ 85351	\$557.85	6/25/2013	7/10/2018	3/16/2018
12011-09	Ian Newman	PO BOX 1543	WRANGELL, AK 99929	\$322.62	7/22/2005	4/28/2018	4/3/2018
11682-21	James E Magnier	PO BOX 456	WRANGELL, AK 99929	\$135.16	10/27/2017	12/26/2017	12/21/2017
10645-34	James Sulak	PO BOX 341	WRANGELL, AK 99929	\$974.52	7/20/2017	4/3/2018	12/5/2017
10473-07	Julie Allen	4814 LAKE LAND RD	DUBLIN, VA 24084	\$239.65	1/17/2017	10/5/2017	9/7/2017
10194-18	Justin Barker	PO BOX 1696	WRANGELL, AK 99929	\$1,184.06	4/17/2017	1/31/2018	1/18/2019
10146-03	Kale M Wilcox	PO BOX 485	WRANGELL, AK 99929	\$965.98	8/9/2017	8/27/2018	5/8/2018
11596-31	Kenneth Pete	PO BOX 873	WRANGELL, AK 99929	\$238.00	8/18/2017	11/28/2017	NO PMT MADE
10527-17	Kjell T Nore III	9505 CHURCHILL WAY LOT 1	JUNEAU, AK 99801	\$1,623.15	6/2/2017	2/14/2018	9/8/2017
12018-04	Kory Meissner	PO BOX 676	WRANGELL, AK 99929	\$554.42	11/20/2017	4/5/2018	1/18/2018
12083-21	Livia Ney	PO BOX 516	WRANGELL, AK 99929	\$107.44	7/27/2017	6/26/2018	4/6/2018
10462-31	Luarissa Twyford	PO BOX 1461	WRANGELL, AK 99929	\$231.90	1/27/2017	5/24/2018	4/11/2018
10463-20	Nathaniel Johnson	PO BOX 1604	WRANGELL, AK 99929	\$37.81	3/31/2017	2/28/2018	1/30/2018
14158-02	Nicole J Lupro	5580 N DOUGLAS HWY	JUNEAU, AK 99801	\$61.31	6/29/2018	8/10/2018	NO PMT MADE
12349-11	Paul Lee Lawrence	PO BOX 2365	WRANGELL, AK 99929	\$1,286.83	7/14/2017	6/11/2018	4/27/2018
10485-02	Sara B Aleksieva	PO BOX 853	WRANGELL, AK 99929	\$1,303.56	8/9/2006	6/11/2018	3/16/2018
12354-05	Scott Burleson	33555 MELITOR RANCH RD	COTTAGE GROVE, OR 97424	\$998.12	11/28/2017	4/4/2018	2/2/2018
11682-25	Shannon Leatherman	730 DEERMOUNT	KETCHIKAN, AK 99901	\$42.55	8/31/2018	10/1/2018	NO PMT MADE
12355-02	Sharon Clark	PO BOX 902	WRANGELL, AK 99929	\$294.89	11/12/1999	4/20/2018	7/3/2018
10465-31	Steve D Homer	PO BOX 397	PETERSBURG, AK 99833	\$345.75	11/27/2017	3/5/2018	NO PMT MADE
10115-04	Steven Smith	PO BOX 615	WRANGELL, AK 99929	\$72.16	3/3/2014	4/20/2018	4/20/2018
11621-06	Suzanne A Kelsey	PO BOX 668	WRANGELL, AK 99929	\$142.40	12/15/2017	3/19/2018	11/19/2018
12046-16	Thomas I Evenson III	PO BOX 2064	WRANGELL, AK 99929	\$74.97	6/21/2018	10/10/2018	10/12/2018
12046-18	Thomas I Evenson III	PO BOX 2064	WRANGELL, AK 99929	\$59.23	10/12/2018	3/1/2019	NO PMT MADE
10995-32	Veronica C Gonzales	PO BOX 428	WRANGELL, AK 99929	\$264.34	9/9/2016	10/18/2018	9/7/2018
12323-12	Zachary J Fowler	GENERAL DELIVERY	KETCHIKAN, AK 99901	\$407.97	11/8/2017	2/5/2018	12/18/2017
				\$15,764.80			

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 9, 2019
	<u>Agenda NO.</u>	<b>13h</b>

**PROPOSED RESOLUTION No. 04-19-1452** OF THE CITY AND BOROUGH OF WRANGELL, ALASKA  
AFFIRMING THE EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PLAN

## SUBMITTED BY:

Carol Rushmore,  
Economic Development Director

## FISCAL NOTE:

**Expenditure Required:** \$ N/A

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

N/A

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

N/A

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

N/A

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

N/A

## Reviews/Approvals/Recommendations

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

Name(s)

<input type="checkbox"/>	Attorney
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<input type="checkbox"/>	Insurance
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ATTACHMENTS: 1. Resolution No. 04-19-1452 provided by DCCED for CDBG grant agreement

## **RECOMMENDATION MOTION:**

**Move to Approve Resolution No. 04-19-1452.**

## **SUMMARY STATEMENT:**

State funding of the Community Development Block Grant comes from the federal Department of Housing and Urban Development (HUD). One of the federal HUD requirements for receiving the funds for the purchase of a fire pumper engine is a resolution acknowledging that the City and Borough of Wrangell prohibits employment discrimination. The attached resolution was provided by Alaska Department of Commerce, Community and Economic Development (DCCED), the state agency administering the funds. This is a grant "housekeeping" item.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 04-19-1452

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AFFIRMING THE EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PLAN

WHEREAS, State and Federal law prohibits discrimination in employment on the basis of race, color, sex, religion, family status, age, or national origin; and

WHEREAS, the City and Borough of Wrangell, Alaska supports equal employment opportunities for all.

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

Section 1. It is the policy of the City and Borough of Wrangell, Alaska to:

1. Afford equal opportunities for employment to all persons regardless of race, color, sex, religion, family status, age, or national origin;
2. State that the City and Borough of Wrangell is an equal opportunity employer in all job announcements;
3. Take affirmative action steps when necessary to assure all persons are afforded an equal opportunity to apply for City and Borough of Wrangell employment.

Section 2. This EQUAL EMPLOYMENT/AFFIRMATIVE ACTION PLAN takes effect immediately upon adoption.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 9<sup>TH</sup> DAY OF APRIL, 2019.

CITY & BOROUGH OF WRANGELL, ALASKA

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Steve Prysunka, Mayor

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 9, 2019
	<u>Agenda NO.</u>	<b>15a</b>

Borough Clerk's Annual Evaluation

**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

**Account Number(s):**

XXXXXX XXX XXXX

**Account Name(s):**

Enter Text Here

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

\$XXX

**Reviews/Approvals/Recommendations**

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

Name(s)

<input type="checkbox"/>	Attorney
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<input type="checkbox"/>	Insurance
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**ATTACHMENTS:** 1. Clerk's evaluation form.

**RECOMMENDATION MOTION:**

I move, pursuant to 44.62.320 (c) (2), that we recess into executive session to discuss matters that may tend to prejudice the reputation and character of any person, specifically the Borough Clerk's Evaluation.

The Borough Assembly annually evaluates the Borough Clerk. The Clerk's anniversary date is in June. However, the request to evaluate the Clerk is being brought to you now, so that the Clerk's Budget can be completed.



In 2013, the Borough Assembly approved a Contract for the Borough Clerk. Since there is a Contract in place and because the Clerk position is an upper administration position, the Clerk is asking that her position be removed from the Non-union Wage & Grade Table and that moving forward, all aspects of the Borough Clerk contract, including salary and any other compensation, be negotiated.

This year (with the Assembly's support), we have started the process of automating the Agendas and Packets for the Assembly, the Parks & Recreation Board, and the Planning & Zoning Commission. We are very close to rolling this out! The last packet was compiled using this system!

The Clerk is called upon regularly to be the Acting Borough Manager. The level at which the Borough's program of work is being addressed means the Borough Manager is also using the Clerk in the capacity of an Assistant Manager to assist in accomplishing critical issues. She has also provided Open Meetings Annual training for the Borough Assembly and all other Boards/Commissions. She is also on three committees that serve the Alaska Association of Municipal Clerks (AAMC).

Laserfiche is still the focus for document storage. The long-term goal is to expand the repository in to include Records Management. That module is expensive, so it has not yet been accomplished.



# **CITY & BOROUGH OF WRANGELL BOROUGH CLERK'S EVALUATION - 2019**

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

Evaluator: \_\_\_\_\_

Rating Scale: "1" = Worse possible performance; "5" Best possible performance

RESPONSIBILITY OR CHARACTERISTIC	CIRCLE RATING	COMMENTS
<b>GENERAL PERFORMANCE</b>		
<b><u>Responsiveness:</u></b> Responsiveness to Assembly and staff concerns, questions and research requests.	1 2 3 4 5	
<b><u>Timeliness:</u></b> Timeliness in the performance of assigned tasks.	1 2 3 4 5	
<b><u>Quality of Work:</u></b> Quality of the work performed. Do you have confidence that work is accurate, and deadlines are met? Is the work product well thought out and thorough?	1 2 3 4 5	
<b><u>Effectiveness with Assembly:</u></b> Effectiveness in working relationships with the Assembly, both as individuals and as a group.	1 2 3 4 5	
<b><u>Effectiveness with Borough Administration:</u></b> Effectiveness in working relationships with other members of the Borough staff.	1 2 3 4 5	

RESPONSIBILITY OR CHARACTERISTIC	CIRCLE RATING	COMMENTS
<u>Effectiveness with Citizens and Outside Agencies:</u> Effectiveness in working relationships with citizens and with outside agencies.	1 2 3 4 5	
<u>General Knowledge and Skill:</u> Demonstration of overall knowledge and skill as a municipal clerk in the various areas for which responsible.	1 2 3 4 5	
<u>Budget:</u> Are the Assembly and Clerk budgets developed in an effective manner. Does she carry out the budget satisfactorily and control expenses within the levels set in the budget?	1 2 3 4 5	
<u>Written Communication Skills:</u> Effective communication skills through letters, memoranda and other forms of written information.	1 2 3 4 5	
<b>EXTERNAL RELATIONSHIPS</b>		
<u>Community Relations:</u> Skillfulness in dealings with the public and proper avoidance of politics and partisanship in public comments on issues before the Borough.	1 2 3 4 5	
<u>Professional Reputation:</u> How the Borough Clerk stands among her colleagues. Is she respected by professional and staff representatives of other governmental entities?	1 2 3 4 5	

RESPONSIBILITY OR CHARACTERISTIC	CIRCLE RATING	COMMENTS
<b>PERSONAL CHARACTERISTICS</b>		
<u>Imagination</u> : Originality in approaching problems; creativity in finding effective solutions; ability to visualize the implications of various alternatives.	1 2 3 4 5	
<u>Objectivity</u> : Is she fair and impartial in dealing with others?	1 2 3 4 5	
<u>Drive</u> : Energy and willingness to spend the time necessary to do a good job; initiative; mental and physical stamina.	1 2 3 4 5	
<u>Judgment and Decisiveness</u> : Ability to reach quality decisions in a timely fashion; exercise of good judgment in proposing options and alternatives for consideration.	1 2 3 4 5	
<u>Integrity</u> : Fulfillment of responsibilities and duties in accordance with high ethical standards; honesty and forthrightness in her professional and personal capacities; reputation in the community for honesty and integrity.	1 2 3 4 5	
<u>Self Assurance</u> : Appropriate self-assurance in her abilities; ability to be honest with herself and take constructive criticism.	1 2 3 4 5	

General Observations or Comments:

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Specific Suggestions for Improvements:

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