



City and Borough of Wrangell
2022-08-23 Borough Assembly Meeting
AGENDA

Tuesday, August 23, 2022
6:00 PM

Location: Borough Assembly Chambers

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Anne Morrison
- b. CEREMONIAL MATTERS - None.

2. ROLL CALL

- 3. PERSONS TO BE HEARD** - *Section WMC 3.05.040 (C) states that: The chair may call to order any person who is breaching the peace or being disorderly by speaking without recognition, engaging in booing or catcalls, speaking vulgarities, name calling, personal attacks, or engaging in other conduct which is determined by the chair to be disruptive of the meeting. Any person so disrupting a meeting of the assembly may be removed and barred from further attendance at the meeting unless permission to return or remain is granted by a majority vote of the assembly.*

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

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

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

- a. RESOLUTION No. 08-22-1708** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE PUBLIC WORKS FOREMAN POSITION
- b. RESOLUTION No. 08-22-1709** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE SANITATION WORKER POSITION
- c. RESOLUTION No. 08-22-1710** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE ADDITION OF THE JOB DESCRIPTION FOR THE SANITATION OPERATOR POSITION
- d. RESOLUTION No. 08-22-1711** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE ADDITION OF THE JOB DESCRIPTION FOR THE SANITATION LEAD POSITION
- e. RESOLUTION No. 08-22-1712** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE UNION WAGE AND GRADE TABLE BY AMENDING THE SANITATION WORKER POSITION AND ADDING BOTH THE SANITATION OPERATOR AND SANITATION LEAD POSITIONS
- f. RESOLUTION No. 08-22-1713** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY22 BUDGET IN THE MUNICIPAL LIGHT & POWER FUND BY TRANSFERRING \$9,000 FROM THE FUND RESERVES TO THE CAPITAL EXPENDITURES ACCOUNT AND AUTHORIZING ITS EXPENDITURES FOR THE DIESEL GENERATOR #5 ENGINE REHABILITATION CAPITAL PROJECT
- g. RESOLUTION No. 08-22-1714** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, CREATING A SPECIAL GENERAL OBLIGATION BOND COMMITTEE, AS ALLOWED IN WMC 3.04.060, SPECIAL COMMITTEES, TO WORK THROUGH THE PROCESS FOR THE GENERAL OBLIGATION

BONDS FOR THE RENOVATION OF THE PUBLIC SAFETY BUILDING AND CAPITAL IMPROVEMENTS FOR THE WRANGELL PUBLIC SCHOOLS

- [h.](#) Minutes from the July 26, 2022 Regular Assembly Meeting
- [i.](#) Minutes from the August 8, 2022 Special Assembly Meeting
- [j.](#) Minutes from the August 17, 2022 Special Assembly Meeting
- [k.](#) CORRESPONDENCE: School Board Action from the August 15, 2022 Meeting

7. BOROUGH MANAGER'S REPORT

8. BOROUGH CLERK'S FILE

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

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

11. PUBLIC HEARING

- [a.](#) **ORDINANCE No. 1029** OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE BOROUGH TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE THE MAJOR RENOVATION OF THE MIDDLE SCHOOL, AND HIGH SCHOOL, AND ELEMENTARY SCHOOL AND OTHER RELATED CAPITAL IMPROVEMENTS, AND TO SUBMIT THE QUESTION OF ISSUING THE BONDS TO THE QUALIFIED VOTERS OF THE BOROUGH AT THE REGULAR ELECTION TO BE HELD ON OCTOBER 4, 2022
- [b.](#) **ORDINANCE No. 1030** OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE BOROUGH TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE THE MAJOR RENOVATION OF THE PUBLIC SAFETY BUILDING AND OTHER RELATED CAPITAL IMPROVEMENTS, AND TO SUBMIT THE QUESTION OF ISSUING THE BONDS TO THE QUALIFIED VOTERS OF THE BOROUGH AT THE REGULAR ELECTION TO BE HELD ON OCTOBER 4, 2022
- [c.](#) **ORDINANCE No. 1031** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ASKING THE VOTERS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, TO RATIFY ORDINANCE NO. 1031 THAT ALLOWS THE CITY AND BOROUGH OF WRANGELL TO DISPOSE BY MEANS OF SELLING AND/OR LEASING THE 6-MILE-DEEP WATER INDUSTRIAL SITE (FORMER MILL SITE PROPERTY)

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- [a.](#) Approval of a Professional Services Agreement with Appraisal Company of Alaska, LLC in the Amount of \$48,000 for city assessments
- [b.](#) Approval of a sole source procurement in the Wastewater Department with Alaska Pump and Supply for Flyght Lift Station Pumps totaling \$33,394
- [c.](#) Approval of a sole source procurement in the Wastewater Department with Northwest Pump for E One Extreme Grinder Station Pumps totaling \$19,316.79
- [d.](#) Approval of an Amendment to the Professional Services Agreement with DOWL for the Water Treatment Plant Improvements Design in the amount of \$29,215

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

15. EXECUTIVE SESSION

- [a.](#) **Executive Session:** Update on Formal Grievance Procedure with the IBEW

16. ADJOURNMENT

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	August 23, 2022
	<u>Agenda Section</u>	6

RESOLUTION No. 08-22-1708 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE PUBLIC WORKS FOREMAN POSITION

SUBMITTED BY:

Tom Wetor, PW Director

FISCAL NOTE:

Expenditure Required: \$XXX Total

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

	FY22 \$XXX
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Account Number(s):

	XXXXX XXX XXXX
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Account Name(s):

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

	\$XXX
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Res 08-22-1708 2. Job Description

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

RECOMMENDATION MOTION (*Consent Agenda Item*):

Move to approve Resolution No. 08-22-1708.

SUMMARY STATEMENT:

Currently Sanitation workers are supervised under the Public Works Foreman. With the creation of a Sanitation Lead, supervision will no longer be required under the PW Foreman. This amendment changes from “supervises” to “works with” sanitation.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 08-22-1708

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE PUBLIC WORKS FOREMAN POSITION

WHEREAS, the Public Works Foreman position has been reviewed, and the proposed job description more accurately reflects the actual duties, responsibilities, and qualifications for the Public Works Foreman position; and

WHEREAS, the rate of pay for the Public Works Foreman position is a grade 23 with the pay range from \$29.70 to \$37.46; and

WHEREAS, the rate of pay for the Public Works Foreman position will not change; and

WHEREAS, the Public Works Foreman position will assist (instead of oversee and direct) in the operations of the Sanitation Department; and

WHEREAS, it is the desire of the City and Borough of Wrangell to bring all job descriptions into compliance with current standards; and

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

Section 1. The attached Exhibit "A" includes the job description which describe the duties, responsibilities, and qualifications for the Public Works Foreman position.

Section 2. The amended job description Public Works Foreman position will be effective as of September 1, 2022.

ADOPTED: August 23, 2022

Stephen Prysunka, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell

Position Description

Position: Public Works Foreman	Position Number:
Department/Site: Public Works	FLSA: Non-exempt
Evaluated by: Director of Public Works & Capital Projects	Salary Grade: 23

Summary

Responsible for the construction, maintenance, repair and alteration of streets, sidewalks, drainage, and sewer, water, and sanitation utilities. Directs and coordinates activities of City departments of public works and utilities by performing the following duties personally or through subordinate staff.

Distinguishing Career Features

The Public Works Foreman works directly on projects and closely supervises employees in the various divisions of Public works and others as directed. Responsibilities include planning, assigning, and directing work, appraising performance, addressing complaints and resolving problems. The Public Works Foreman is thus usually more experienced than the rest of the crew on a project, and so serves as a source of leadership, knowledge, and direction. Works closely with the Director of Public Works.

Essential Duties and Responsibilities

- Coordinates work and personally assists crews to ensure prompt and efficient removal of snow from the City's streets, sidewalks, alleys, and public areas.
- Coordinates work and personally assists crews in sewer, water, road construction, maintenance, and repair.
- Operates various public works heavy equipment in performance of Public Works projects and other City department projects.
- Inspects work in progress and for completion for compliance with codes, specifications, workmanship and safe work practices.
- Oversees the operation, maintenance, testing and reporting of municipal water distribution, wastewater collection, and storm water collection systems.
- ~~Oversees and directs the daily~~ Assists operations of the sanitation department as needed.
- Oversees and assists in the maintenance of the Municipality owned buildings.
- Assesses equipment and supply needs for streets, Sewer, Water, and sanitation department operation and projects.
- Obtains pricing and recommends purchases of supplies to the Director of Public Works.
- Performs construction, maintenance, and repair of City streets, sidewalks, alleys, and public areas including, but not limited to, grading of gravel roads, pothole repairs on asphalt and concrete roads, marking of crosswalks and painting curbs, sign installation and maintenance, cleaning of catch-basins and ditches, and removal of snow in winter.
- Performs sewer, water construction, maintenance, repair and alterations including locating utilities, using heavy equipment and hand tools to excavate utilities without causing additional damage to underground lines, selecting and

07/14/2022 Revised 2-1-13

Public Works Foreman

- installing the proper tools and materials to perform the job at hand, backfilling and compacting the excavation, and repairing the road surface.
- Will be required to operate various utility tracing and video inspection equipment. Installs, maintains, and repairs fire hydrant system.
 - Keeps detailed records of all work performed and updates utility as-builts as work is performed.
 - Identifies problems with streets, utilities, and equipment and determines the best course of action to correct these problems.
 - Performs the locating and lying out of grave plots, digging, shoring, and back filling graves, placing caskets and urns in plots, setting grave markers, and leaving Cemetery in satisfactory condition.
 - Responsible for the proper and safe use and maintenance of all assigned city equipment. Keeps equipment properly fueled and lubricated, performs or assists with tire work, and assists mechanics with repairs or maintenance if needed.
 - Participates in all job related training and required safety training and ensures that all staff are performing work in a safe manner.; promotes continuous improvement of workplace safety and environmental practices.
 - Responsible for, performs, and/or directs the training of Maintenance Specialist I/ Heavy Equipment Operator Trainee.
 - Oversees the training, continuing education, and maintenance of required licensing and certifications of supervised employees.
 - Will perform any of various duties required in the operation of the City rock pit, including moving rock with dozer, excavator, wheeled loader, or dump truck and operating and maintaining the rock crusher.
 - Scheduled and emergency projects occasionally require extended working hours and overtime, especially during winter snow removal efforts.
 - May assist with work within other Public Works divisions as manpower needs arise.
 - Uses survey equipment to layout projects and check grades.
 - Develops cost estimates for work to be performed by Public Works and prepares accurate invoices for work charged to other departments or the public.
 - Assists the Public Works Director in setting adequate budget levels for the departments of Public Works.
 - Performs other job related duties and responsibilities as assigned by the Public Works Superintendent.

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Qualifications

▪ **Knowledge and Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before customers, contractors, employees of others City departments, or other agencies.
- Ability to perform math up to basic geometry.
- Ability to read and interpret engineered drawings and project specifications.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

▪ **Abilities**

Public Works Foreman

07/14/2022 Revised 2-1-13

- Must have knowledge and operating experience of backhoes, wheeled loaders, motor graders, cranes, track excavators, dozers, dump trucks, rollers, pumps, and other small equipment.
- Will be required to participate in other job related training and safety training as it is offered. Examples are flagging training, CPR/First Aid, confined spaces training, etc.

- **Physical Abilities**

Requires sufficient ambulatory ability to inspect premises, including some ability to bend, stoop, and walk in confined areas. Sufficient visual acuity to read detailed drawings, recognizing words and numbers. Sufficient auditory ability to carry on conversations in person and over the phone.

- **Education and Experience**

- Must have a high school diploma or general education degree (GED) or must have sufficient education to clearly read, write, and speak English and have two years of applicable experience in addition to that listed below.
- Must have a minimum of five years' experience in operating heavy motorized construction equipment such as: track excavator, front end loader, motor grader, etc. and be highly proficient in operation of all Public Works equipment.
- Must have at least four years of experience installing and repairing sewer and water utilities.
- Must have sufficient skills necessary to operate heavy equipment effectively, safely, and responsibly in emergency situations, in inclement weather conditions, and in tight quarters on City streets in close proximity with pedestrians, vehicles, and structures.
- Must have knowledge in surveying and proper operation of surveying equipment, such as: properly setting up and reading transit level and grade rod for proper layout of projects.
- Must effectively and cooperatively work with and direct the work of other employees.

- **Licenses and Certificates**

- Must have an Alaska Class-A Commercial Driver's License (CDL) with a tanker endorsement.
- Must have and maintain State of Alaska DEC level two licenses in water distribution and wastewater collection.

- **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and equipment operation.

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

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	August 23, 2022
	<u>Agenda Section</u>	6

RESOLUTION No. 08-22-1709 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE SANITATION WORKER POSITION

SUBMITTED BY:

Tom Wetor, PW Director

FISCAL NOTE:

Expenditure Required: \$XXX Total

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

	FY22 \$XXX
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Account Number(s):

	XXXXX XXX XXXX
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Account Name(s):

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

	\$XXX
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Res 08-22-1709 2. Job Description

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

RECOMMENDATION MOTION (*Consent Agenda Item*):

Move to approve Resolution No. 08-22-1709.

SUMMARY STATEMENT:

With a restructure in the Sanitation Department this amendment is creating a new Sanitation Worker position. Currently both staff are sanitation workers under the current job descriptions. Under this restructure proposal, current “Sanitation Workers” will become “Sanitation Operators”. As a result, the Sanitation Worker Job Description needs to be amended.

Under this proposal Sanitation Workers will be an entry level position whose primary duties include day to day operations at the transfer station. Increased operations at the transfer station (primarily baling), and having only 2 staff in the department have contributed to it becoming increasingly difficult to maintain or increase operations. Baling, loading bales into containers and baler maintenance take considerable time especially when also trying to manage customers and proper waste handling protocols. This has proved difficult with 1 staff as the other staff is driving the truck. Additionally, if 1 person is on PTO for any reason from the Sanitation Department, Public Works is consistently pulling staff from the Streets and Garage Department to cover operations. This impacts day to day operations in both of those departments and also limits continuity for efficient use of the baler by trying to operate with staff unfamiliar with the equipment. Creating a 3rd position will allow for better upkeep of the baler and facility in addition to being able to have the facility open to the public Monday through Saturday as opposed to Tuesday through Saturday.

Once an employee obtains a CDL and is proficient in all equipment they will be eligible for promotion to a Sanitation Operator Position. This allows for a multi-step, progressive approach to a career with the City and Borough of Wrangell Sanitation Department.

Modifications to these Job Descriptions has been approved through the IBEW.

Recent Rate increases will cover additional expenses needed to pay for this position. Below is a breakdown of the 2 positions referenced in this amendment.

Sanitation Worker (New position)

- Grade 14
- Primarily responsible for transfer station operations. Potential for promotion once a CDL is obtained to sanitation operator
- Typically works a Tuesday through Saturday schedule

Sanitation Operator (this job description is the existing job description that has basically been renamed for the current staff and was changed the least in this re structure)

- Grade 16 (same)
- Primary duties include sanitation truck operation and collection, transfer station operations.
- Typically works a Monday through Friday schedule

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 08-22-1709

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE SANITATION WORKER POSITION

WHEREAS, the Sanitation Worker position has been reviewed, and the proposed job description more accurately reflects the actual duties, responsibilities, and qualifications for the Sanitation Worker position; and

WHEREAS, the current grade and rate of pay for the Sanitation Worker position is a grade 16 with the pay range from \$22.04 to \$27.73; and

WHEREAS, with the changes to the Sanitation Worker position, the revised grade will be 14 with the pay range from \$20.16 to \$25.36; and

WHEREAS, the decrease in the wage and grade for this position is a result of the restructuring of the Sanitation Department; and

WHEREAS, it is the desire of the City and Borough of Wrangell to bring all job descriptions into compliance with current standards; and

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

Section 1. The attached Exhibit "A" includes the job description which describe the duties, responsibilities, and qualifications for the Sanitation Worker position.

Section 2. The amended job description for the Sanitation Worker position will be effective as of September 1, 2022.

ADOPTED: August 23, 2022

Stephen Prysunka, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Position: Sanitation Worker	Position Number:
Department/Site: Public Works	FLSA: Non-exempt
Evaluated by: Director of Public Works <u>and the Sanitation Lead & Capital Projects</u>	Salary Grade: <u>16 14</u>

Summary

Primarily responsible for the operation, maintenance and repair of the City's Waste Transfer Facility and for garbage collection services throughout the community. Works independently or cooperatively with others under the daily direction and supervision of the Public Works ~~Foreman~~Director and Sanitation Lead.

Distinguishing Career Features

The Sanitation Worker plays an important role in the community, maintaining its general cleanliness, as well as in administering the key municipal asset that is the Waste Transfer Facility.

The Sanitation Worker is the first step on a 2 stage sanitation staff career path. Promotion to Sanitation Operator is required within one year and is possible upon acquisition of a CDL and sufficient time and satisfactory performance demonstrating knowledge of how to operate sanitation trucks for collection and the ability to satisfy all requirements of that job description.

Essential Duties and Responsibilities

- Personally operate, repair, and maintain the City's Waste Transfer Facility.
- Personally operate and maintain ~~all~~ sanitation department equipment including, but not limited to, ~~garbage trucks~~, excavator, forklift, tire shear, and ~~bulldozer-baler~~
- Personally maintain the closed municipal landfill in accordance with the landfill post-closure plan.
- ~~▪ Performs scheduled sanitation collection for the community, in all weather and road conditions.~~
- Operates transfer of sanitation including weighting private loads, determining charges, and handling money and account charges.
- Responsible for the proper and safe use and maintenance of ~~all~~ assigned city equipment.
- Must exhibit strong interpersonal skills to courteously and effectively direct customers to follow local, state, and federal rules for refuse collection and disposal.
- Must read and understand City of Wrangell Ordinances, the landfill post-closure plan, and the Transfer Station Operations Manual. Must operate the facility according to those guidelines.
- Ensures that all waste brought to the landfill is separated by type of material and placed in the proper location.
- Ensures that recyclable materials are separated and shipped to the proper recycling agents.
- Identifies and corrects possible safety or maintenance problems.
- ~~▪ Performs laboratory sample collection of Leachate as required by our permits according to the prescribed sample schedule. Ensures that required sampling materials are kept on hand. Keeps records of test results and ensures that copies are sent to the proper agencies.~~
- Identifies possible hazardous substances and ensures that they are kept separate from other waste and are either properly stored or turned away from the waste handling facility.
- Maintains logs, reports, and records of transfer station, equipment operations, and maintenance.
- Recovers refrigerant from discarded appliances according to EPA regulations.
- Is responsible for purchasing supplies as needed according to City purchasing guidelines.

- Participates in all job related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.
- Assists in revising sanitation department methods and procedures to maximize safety and operational efficiency.
- Ensures proper handling and disposal of burnable waste
- Performs other related work as required.

Qualifications

Knowledge and Skills

- Must be able to operate all equipment and use all tools required to perform the duties listed in this document and to use them effectively in the operating environments encountered in this job.
- Must be able to read account ledger, record individual account numbers, and calculate charges.
- Must be able to record truck weight and determine net weight of waste.
- Must be able to estimate cubic yard volumes.
- Must be able to perform sample collection, and minor lab testing on landfill leachate samples.

Abilities

- ~~Ability to drive the sanitation truck under severe weather conditions on a defined schedule safely and efficiently.~~
- Ability to operate transfer station equipment
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak professionally and effectively with customers and other employees of the organization.
- Requires basic IT skills to perform duties including but not limited to proficiency in Microsoft word, Excel and outlook.

Physical Abilities

- Must be able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Frequently required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception
- Sufficient auditory ability to carry on conversations in person and over the phone.

Education and Experience

High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience.

Licenses and Certificates

- ~~Must have a valid Alaska Commercial Driver's License (CDL). This position operates under a DOT mandated random drug testing program.~~
- Will be required to obtain an EPA refrigeration license within one year to allow for the evacuation of refrigerant from discarded appliances.

Working Conditions

- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, moderate heat, and extreme cold.
- The noise level in the work environment ~~is usually loud~~ often requires hearing protection to be used.

- The employee has direct contact with the public, sometimes of an adversarial and stressful nature.
- Typically works on a Tuesday through Saturday schedule

Item b.

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

Employee Signature

Date

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	August 23, 2022
	<u>Agenda Section</u>	6

RESOLUTION No. 08-22-1710 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE ADDITION OF THE JOB DESCRIPTION FOR THE SANITATION OPERATOR POSITION

SUBMITTED BY:

Tom Wetor, PW Director

FISCAL NOTE:

Expenditure Required: \$XXX Total

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

	FY22 \$XXX
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Account Number(s):

	XXXXX XXX XXXX
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Account Name(s):

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

	\$XXX
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Res 08-22-1710 2. Job Description

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

RECOMMENDATION MOTION (*Consent Agenda Item*):

Move to approve Resolution No. 08-22-1710.

SUMMARY STATEMENT:

The Sanitation Worker Job Description has been modified to make it the entry level position. As a result, the Sanitation Worker Position would now be the Sanitation Operator. The current Sanitation Worker Position (basically the same job description as the new sanitation operator) had not been updated in 10 years. Considering the other proposed changes in the department it was a good opportunity to ensure all sanitation related Job Descriptions were up to date. In the last 10 years a forklift, tire shear, baler and increased IT needs have been added to the sanitation worker position. This amendment includes those additions and renames the Sanitation Worker job description to Sanitation Operator in order to bring it up to date. Below is a brief description of all 3 Sanitation Positions to break down changes and how staff will be structured.

Sanitation Worker (New position)

- Grade 14
- Primarily responsible for transfer station operations. Potential for promotion once a CDL is obtained to sanitation operator
- Typically works a Tuesday through Saturday schedule.

Sanitation Operator (this job description is the existing job description that has basically been renamed for the current staff and was changed the least in this re structure)

- Grade 16 (same)
- Primary duties include sanitation truck operation and collection, transfer station operations.
- Typically works a Monday through Friday schedule

Sanitation Lead (New position)

- Grade 19
- Primary duties include sanitation truck operation and collection, transfer station operations, supervision of sanitation department staff and operations.
- Typically works a Monday through Friday schedule

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 08-22-1710

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND
BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE
ADDITION OF THE JOB DESCRIPTION FOR THE SANITATION
OPERATOR POSITION

WHEREAS, the addition of this position is a result of the reorganization of the Sanitation Department; and

WHEREAS, this position is necessary due to the knowledge required for the additional equipment that has been added to the Sanitation Department; and

WHEREAS, the rate of pay for the Sanitation Operator position is a grade 16 with the pay range from \$22.04 to \$27.73; and

WHEREAS, this job description accurately reflects the duties, responsibilities, and qualifications for this position; and

WHEREAS, it is the desire of the City and Borough of Wrangell to bring all job descriptions into compliance with current standards; and

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

Section 1. The attached Exhibit "A" includes the job description which describe the duties, responsibilities, and qualifications for the Power Generation Mechanic/Operator.

Section 2. The new job description and wage table for the Sanitation Operator position will be effective as of September 1, 2022.

ADOPTED: August 23, 2022

Stephen Prysunka, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell

Position Description

Position: Sanitation Worker <u>Operator</u>	Position Number:
Department/Site: Public Works	FLSA: Non-exempt
Evaluated by: Director of Public Works <u>& Capital Projects and the Sanitation Lead</u>	Salary Grade: 16

Summary

Primarily responsible for the operation, maintenance and repair of the City's Waste Transfer Facility and for garbage collection services throughout the community. Works independently or cooperatively with others under the daily direction and supervision of the Public Works ~~Director Foreman~~ and Sanitation Lead.

Distinguishing Career Features

The Sanitation Worker plays an important role in the community, maintaining its general cleanliness, as well as in administering the key municipal asset that is the Waste Transfer Facility.

Essential Duties and Responsibilities

- Personally operate, repair, and maintain the City's Waste Transfer Facility.
- Personally operate and maintain all sanitation department equipment including, but not limited to, garbage trucks, excavator, ~~and tire shear, forklift,~~ bulldozer and baler.
- Personally maintain the closed municipal landfill in accordance with the landfill post-closure plan.
- Performs scheduled sanitation collection for the community, in all weather and road conditions.
- Operates transfer of sanitation including weighting private loads, determining charges, and handling money and account charges.
- Responsible for the proper and safe use and maintenance of all assigned city equipment.
- Must exhibit strong interpersonal skills to courteously and effectively direct customers to follow local, state, and federal rules for refuse collection and disposal.
- Must read and understand City of Wrangell Ordinances, the landfill post-closure plan, and the Transfer Station Operations Manual. Must operate the facility according to those guidelines.
- Ensures that all waste brought to the landfill is separated by type of material and placed in the proper location.
- Ensures that recyclable materials are separated and shipped to the proper recycling agents.
- Identifies and corrects possible safety or maintenance problems.
- Performs laboratory sample collection of Leachate as required by our permits according to the prescribed sample schedule. Ensures that required sampling materials are kept on hand. Keeps records of test results and ensures that copies are sent to the proper agencies.
- Identifies possible hazardous substances and ensures that they are kept separate from other waste and are either properly stored or turned away from the waste handling facility.
- Maintains logs, reports, and records of transfer station, equipment operations, and maintenance.
- Recovers refrigerant from discarded appliances according to EPA regulations.
- Is responsible for purchasing supplies as needed according to City purchasing guidelines.
- Participates in all job related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.
- Assists in revising sanitation department methods and procedures to maximize safety and operational efficiency.
- Ensures proper handling and disposal of burnable waste
- Performs other related work as required.

Sanitation Worker

11/10/2012

Qualifications

▪ **Knowledge and Skills**

- Must be able to operate all equipment and use all tools required to perform the duties listed in this document and to use them effectively in the operating environments encountered in this job.
- Must be able to read account ledger, record individual account numbers, and calculate charges.
- Must be able to record truck weight and determine net weight of waste.
- Must be able to estimate cubic yard volumes.
- Must be able to perform sample collection, and minor lab testing on landfill leachate samples.
- Requires basic IT skills to perform duties including but not limited to proficiency in Microsoft word, Excel and outlook.

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▪ **Abilities**

- Ability to drive the sanitation truck under severe weather conditions on a defined schedule safely and efficiently.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak professionally and effectively with customers and other employees of the organization.
- Ability to operate transfer station equipment.

▪ **Physical Abilities**

- Must be able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Frequently required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception
- Sufficient auditory ability to carry on conversations in person and over the phone.

▪ **Education and Experience**

- High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience.

▪ **Licenses and Certificates**

- Must have a valid Alaska Commercial Driver's License (CDL). This position operates under a DOT mandated random drug testing program.
- Will be required to obtain an EPA refrigeration license within one year to allow for the evacuation of refrigerant from discarded appliances.

▪ **Working Conditions**

- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, moderate heat, and extreme cold.
- The noise level in the work environment is usually loud often requires hearing protection to be used.
- The employee has direct contact with the public, sometimes of an adversarial and stressful nature.
- Typically works a Monday through Friday schedule

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

Employee Signature

Date

Sanitation Worker

11/10/2012

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	August 23, 2022
	<u>Agenda Section</u>	6

RESOLUTION No. 08-22-1711 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE ADDITION OF THE JOB DESCRIPTION FOR THE SANITATION LEAD POSITION

SUBMITTED BY:

Tom Wetor, PW Director

FISCAL NOTE:

Expenditure Required: \$XXX Total

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

	FY22 \$XXX
--	------------

Account Number(s):

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

Account Name(s):

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

Unencumbered Balance(s) (prior to expenditure):

	\$XXX
--	-------

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Res 08-22-1711 2. Job Description

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

RECOMMENDATION MOTION (*Consent Agenda Item*):

Move to approve Resolution No. 08-22-1711.

SUMMARY STATEMENT:

Over the last 10 years there has been an increase in operations (primarily baling) in the Sanitation Department. It is challenging for the Public Works Foreman to be involved in day to day Sanitation Operations Supervision while also focusing on roads, sewers, water mains, and cemetery needs. This restructure proposal includes adding a 3rd staff in order to improve operations at the transfer station.

With an increase in operations, an increase in staff, and an increase in time the facility is open it is proposed to include a Sanitation Lead Position. A Sanitation Lead would report directly to the Public Works Director and would directly oversee the other 2 staff in the department. This will allow for increased accountability as there will be increased oversight by someone in a leadership position. Other changes added to this job description include added equipment (baler, fork lift, tire shear), coordination with outside entities, and increased IT needs.

With increased responsibility this proposal includes raising the Sanitation Lead Position to a Grade 19. This would bring the Sanitation Lead in Line with the Marine Service Center and Harbor Team Lead.

The Sanitation Lead Position will be filled first followed by the Sanitation Worker Position. Modifications to these Job Descriptions has been approved through the IBEW.

Recent Rate increases will cover additional expenses needed to pay for this position.

Sanitation Worker (New position)

- Grade 14
- Primarily responsible for transfer station operations. Potential for promotion once a CDL is obtained to sanitation operator
- Typically works a Tuesday through Saturday schedule

Sanitation Operator (this job description is the existing job description that has basically been renamed for the current staff and was changed the least in this re structure)

- Grade 16 (same)
- Primary duties include sanitation truck operation and collection, transfer station operations.
- Typically works a Monday through Friday schedule

Sanitation Lead (New position)

- Grade 19
- Primary duties include sanitation truck operation and collection, transfer station operations, supervision of sanitation department staff and operations.
- Typically works a Monday through Friday schedule

The Public Works Foreman Job Description modification to remove sanitation department supervision.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 08-22-1711

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE ADDITION OF THE JOB DESCRIPTION FOR THE SANITATION LEAD POSITION

WHEREAS, the addition of this position allows the for the Sanitation Department to have an on-site lead position that will manage the day-to-day operations, along with other specified duties; and

WHEREAS, the addition of this position is a result of the reorganization of the Sanitation Department; and

WHEREAS, the rate of pay for the Sanitation Lead Position is a grade 19 with the pay range from \$25.26 to \$31.80; and

WHEREAS, this position has been reviewed, and the job description accurately reflects actual duties, responsibilities, and qualifications for this position; and

WHEREAS, it is the desire of the City and Borough of Wrangell to bring all job descriptions into compliance with current standards; and

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

Section 1. The attached Exhibit "A" includes the job description which describe the duties, responsibilities, and qualifications for the Sanitation Lead Position.

Section 2. The new job description and wage table for the Sanitation Lead Position will be effective as of September 1, 2022.

ADOPTED: August 23, 2022

Stephen Prysunka, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell

Position Description

Position: Sanitation Worker <u>Lead</u>	Position Number:
Department/Site: Public Works	FLSA: Non-exempt
Evaluated by: Director of Public Works & Capital Projects	Salary Grade: 16 <u>19</u>

Summary

Primarily responsible for the operation, maintenance and repair of the City's Waste Transfer Facility ~~and~~, for garbage collection services throughout the community, and for the supervision of staff in the sanitation department. Works independently or cooperatively with others under the daily direction and supervision of the Public Works ~~Foreman~~ Director.

Distinguishing Career Features

The Sanitation ~~Worker~~ Lead plays an important role in the community, maintaining its general cleanliness, as well as in administering the key municipal asset that is the Waste Transfer Facility.

Essential Duties and Responsibilities

- Personally operate, repair, and maintain the City's Waste Transfer Facility.
- Personally operate and maintain all sanitation department equipment including, but not limited to, garbage trucks, excavator, ~~and~~ tire shear, forklift, bulldozer ~~and~~ baler.
- Personally maintain the closed municipal landfill in accordance with the landfill post-closure plan.
- Performs scheduled sanitation collection for the community, in all weather and road conditions.
- Operates transfer of sanitation including weighting private loads, determining charges, and handling money and account charges.
- Responsible for the proper and safe use and maintenance of all assigned city equipment.
- Must exhibit strong interpersonal skills to courteously and effectively direct customers to follow local, state, and federal rules for refuse collection and disposal.
- Must read and understand City of Wrangell Ordinances, the landfill post-closure plan, and the Transfer Station Operations Manual. Must operate the facility according to those guidelines.
- Ensures that all waste brought to the landfill is separated by type of material and placed in the proper location.
- Ensures that recyclable materials are separated and shipped to the proper recycling agents.
- Identifies and corrects possible safety or maintenance problems.
- Performs laboratory sample collection of Leachate as required by our permits according to the prescribed sample schedule. Ensures that required sampling materials are kept on hand. Keeps records of test results and ensures that copies are sent to the proper agencies.
- Identifies possible hazardous substances and ensures that they are kept separate from other waste and are either properly stored or turned away from the waste handling facility.
- Maintains logs, reports, and records of transfer station, equipment operations, and maintenance.
- Recovers refrigerant from discarded appliances according to EPA regulations.
- Is responsible for purchasing supplies as needed according to City purchasing guidelines.
- Participates in all job related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.
- Assists in revising sanitation department methods and procedures to maximize safety and operational efficiency.
- Ensures proper handling and disposal of burnable waste
- Performs other related work as required.
- Coordinates with contractors, outside agencies and other departments

Sanitation Worker

07/14/2022 ~~11/10/2012~~

- Supervises sanitation related operations
- Supervises sanitation department staff
- Schedules sanitation staff to ensure coverage of operations

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Qualifications

▪ **Knowledge and Skills**

- Must be able to operate all equipment and use all tools required to perform the duties listed in this document and to use them effectively in the operating environments encountered in this job.
- Must be able to read account ledger, record individual account numbers, and calculate charges.
- Must be able to record truck weight and determine net weight of waste.
- Must be able to estimate cubic yard volumes.
- Must be able to perform sample collection, and minor lab testing on landfill leachate samples.
- Requires basic IT skills to perform duties including but not limited to proficiency in Microsoft word, Excel and outlook.

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▪ **Abilities**

- Ability to drive the sanitation truck under severe weather conditions on a defined schedule safely and efficiently.
- Ability to operate transfer station equipment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak professionally and effectively with customers and other employees of the organization.

▪ **Physical Abilities**

- Must be able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Frequently required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception
- Sufficient auditory ability to carry on conversations in person and over the phone.

▪ **Education and Experience**

High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience.

▪ **Licenses and Certificates**

- Must have a valid Alaska Commercial Driver's License (CDL). This position operates under a DOT mandated random drug testing program.
- Will be required to obtain an EPA refrigeration license within one year to allow for the evacuation of refrigerant from discarded appliances.

▪ **Working Conditions**

- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, moderate heat, and extreme cold.
- The noise level in the work environment is usually loud, often requires hearing protection to be used.
- The employee has direct contact with the public, sometimes of an adversarial and stressful nature.

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Sanitation Worker

07/14/2022 11/10/2012

- Typically works on a Monday through Friday schedule

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

Employee Signature

Date

Sanitation Worker

07/14/2022~~11/10/2012~~

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	August 23, 2022
	<u>Agenda Section</u>	6

RESOLUTION No. 08-22-1712 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE UNION WAGE AND GRADE TABLE BY AMENDING THE SANITATION WORKER POSITION AND ADDING BOTH THE SANITATION OPERATOR AND SANITATION LEAD POSITIONS

<u>SUBMITTED BY:</u>
Tom Wetor, PW Director

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

<u>FISCAL NOTE:</u>		
Expenditure Required: \$XXX Total		
FY 21: \$	FY 22: \$	FY23: \$
Amount Budgeted:		
	FY22 \$XXX	
Account Number(s):		
	XXXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

ATTACHMENTS: 1. Res 08-22-1712 2. Union Wage and Grade Table

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

RECOMMENDATION MOTION (*Consent Agenda Item*):

Move to approve Resolution No. 08-22-1712.

SUMMARY STATEMENT:

The restructure proposal for the Sanitation Department requires modification to the Wage and Grade Table.

- Sanitation worker (grade 16) needs to be renamed to Sanitation Operator (grade 16).
- The new Sanitation Worker position would be added to the grade 14
- The Sanitation Lead would be added to the grade 19.

Modifications to these Job Descriptions and wage grades has been approved through the IBEW. Recent Rate increases will cover additional expenses needed to pay for a new position and creation of a lead position.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 08-22-1712

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE UNION WAGE AND GRADE TABLE BY AMENDING THE SANITATION WORKER POSITION AND ADDING BOTH THE SANITATION OPERATOR AND SANITATION LEAD POSITIONS

WHEREAS, with the additional equipment, responsibilities, and requirements for the equipment, it is the desire of Staff and the Borough Assembly to restructure the staffing in the Sanitation Department; and

WHEREAS, with the amendment to the Sanitation Worker job description, moving the position from a grade 16 to a grade 14, the Union Wage and Grade table requires amending; and

WHEREAS, with the addition of the Sanitation Operator, placed at a grade 16, the Union Wage and Grade table requires amending; and

WHEREAS, with the addition of the Sanitation Lead, placed at a grade 19, Union Wage and Grade table requires amending; and

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

Section 1. The attached Exhibit "A" is the Union Wage and Grade Table, reflecting the changes for the following positions.

Section 2. The change to the Union Wage and Grade Table moves the Sanitation Worker position from a grade 16 to a grade 14.

Section 3. The change to the Union Wage and Grade Table adds the Sanitation Operator and places this position at a grade 16.

Section 4. The change to the Union Wage and Grade Table adds the Sanitation Lead and places this position at a grade 19.

Section 5. The changes to the Union Wage and Grade Table will be effective as of September 1, 2022.

ADOPTED: August 23, 2022

Stephen Prysunka, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Resolution No. 08-22-1712

Wage Scale, IBEW-represented positions, July 1, 2021 to June 30, 2024

City & Borough of Wrangell IBEW W&G Table														
Grade	Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13
13	Harbor Maintenance/Security	19.30	19.66	20.04	20.42	20.81	21.22	21.63	22.05	22.46	22.91	23.35	23.80	24.26
14	Sanitation Worker	20.16	20.55	20.95	21.36	21.77	22.18	22.62	23.06	23.49	23.94	24.40	24.88	25.36
14	Trainee	20.16	20.55	20.95	21.36	21.77	22.18	22.62	23.06	23.49	23.94	24.40	24.88	25.36
15	Administrative Assistant-Harbors	21.08	21.48	21.89	22.31	22.75	23.19	23.64	24.09	24.56	25.03	25.52	26.01	26.52
15	Water Trt. Plt. Apprentice	21.08	21.48	21.89	22.31	22.75	23.19	23.64	24.09	24.56	25.03	25.52	26.01	26.52
15	Custodian - Light Maintenance	21.08	21.48	21.89	22.31	22.75	23.19	23.64	24.09	24.56	25.03	25.52	26.01	26.52
16	Electrical Dispatch Secretary	22.04	22.45	22.90	23.34	23.78	24.24	24.73	25.20	25.68	26.18	26.68	27.20	27.73
16	Sanitation Worker Operator	22.04	22.45	22.90	23.34	23.78	24.24	24.73	25.20	25.68	26.18	26.68	27.20	27.73
17	Port & Harbor Maintenance	23.07	23.50	23.95	24.42	24.90	25.38	25.86	26.38	26.89	27.41	27.95	28.49	29.04
17	Marine Service Center Relief Operator	23.07	23.50	23.95	24.42	24.90	25.38	25.86	26.38	26.89	27.41	27.95	28.49	29.04
19	Mechanic	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Diesel Electric Mechanic Assistant	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Sanitation Lead	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Maint. Specialist II/Heavy Equip Operator	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Water/Wastewater Treatment Operator	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Marine Service Center & Harbor Team Leader	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
20	Power Generation Mechanic/Operator	26.47	26.98	27.50	28.05	28.59	29.14	29.71	30.30	30.88	31.48	32.10	32.72	33.36
20	Maint. Specialist III/Heavy Equip Operator	26.47	26.98	27.50	28.05	28.59	29.14	29.71	30.30	30.88	31.48	32.10	32.72	33.36
23	Public Works Foreman	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Water Treatment Leadman	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Wastewater Treatment Leadman	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Mechanic Lead	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Facility Maintenance Specialist Lead	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
27	Electrical Lineman	34.94	35.62	36.31	37.04	37.76	38.49	39.25	40.01	40.81	41.61	42.42	43.25	44.10
29	Electrical Line Foreman	38.01	38.77	39.51	40.31	41.09	41.90	42.72	43.56	44.41	45.29	46.18	47.09	48.01
Lineman Apprentice		50%	55%	60%	65%	75%	80%	85%	90%	100%				
		17.47	19.59	21.79	24.07	28.32	30.80	33.37	36.01	40.81				
		#####	12/30/2022	6/30/2023	12/30/2023	7/1/2024	#####	7/1/2025	#####	6/30/2026				

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	August 23, 2022
	<u>Agenda Section</u>	6

RESOLUTION No. 08-22-1713 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY22 BUDGET IN THE MUNICIPAL LIGHT & POWER FUND BY TRANSFERRING \$9,000 FROM THE FUND RESERVES TO THE CAPITAL EXPENDITURES ACCOUNT AND AUTHORIZING ITS EXPENDITURES FOR THE DIESEL GENERATOR #5 ENGINE REHABILITATION CAPITAL PROJECT

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$9,000

FY 22: \$	FY 23: \$9,000	FY24: \$
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Amount Budgeted:

Account Number(s):

Account Name(s):

Unencumbered Balance(s) (prior to expenditure):

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Res 08-22-1713.

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

RECOMMENDATION MOTION (*Consent Agenda Item*):

Move to Approve Resolution No. 08-22-1713.

SUMMARY STATEMENT:

The Municipal Light & Power Department has undergone an upgrade to the engine #5 diesel generator to address the overheating events causing damage to a significant amount of operational components thus rendering it unreliable without repair.

With no historical record of previous core exchanges, the generator head cores were anticipated to all be of a certain type; however, upon inspection by the factory, it was determined that twenty of the ninety-nine heads were not rebuildable. The contract was based on the expectation that all cores were of a certain type and those determined to not be of a specific diamond head or better would be subject to an upgrade charge.

Based on the twenty cores that were determined through factory inspection to be of a lessor grade and not rebuildable, an amount of \$9,000 is required to cover the factory cost for new material related to the twenty head core replacement units.

With Resolution 08-22-1714 approved, the FY 2023 Budget in the Municipal Light & Power Fund will be amended to reflect a transfer in the amount of \$9,0000 from the Fund Reserves to the Capital Expenditures Budget in Municipal Light & Power Budget and with expenditure authorized for the Diesel Generator #5 Engine Rehabilitation capital project.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 08-22-1713

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY22 BUDGET IN THE MUNICIPAL LIGHT & POWER FUND BY TRANSFERRING \$9,000 FROM THE FUND RESERVES TO THE CAPITAL EXPENDITURES ACCOUNT AND AUTHORIZING ITS EXPENDITURES FOR THE DIESEL GENERATOR #5 ENGINE REHABILITATION CAPITAL PROJECT

WHEREAS, the Municipal Light & Power Department has undergone an upgrade to the engine #5 diesel generator to address the overheating events causing damage to a significant amount of operational components thus rendering it unreliable without repair; and

WHEREAS, the generator head cores were anticipated to be of a certain type; however, upon inspection by the factory, it was determined that twenty heads were not able to be refurbished as expected and under the exchange rate quoted, which incurred additional factory charges for new material; and

WHEREAS, an amount of \$9,000 is required to cover the factory cost of the twenty head core replacement units for the Diesel Generator #5 Engine Rehabilitation capital project.

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

Section 1: The City and Borough of Wrangell FY 2022 Budget is amended to reflect a transfer in the amount of \$9,000 from the Municipal Light & Power Fund Reserves to the Capital Expenditures Account in Municipal Light & Power Budget and authorize its expenditure for the Diesel Generator #5 Engine Rehabilitation capital project.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 23rd DAY OF AUGUST 2022.

CITY & BOROUGH OF WRANGELL, ALASKA

Stephen Prysunka, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	August 23, 2022
	<u>Agenda Section</u>	6

RESOLUTION 08-22-1714 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, CREATING A SPECIAL GENERAL OBLIGATION BOND COMMITTEE, AS ALLOWED IN WMC 3.04.060, SPECIAL COMMITTEES, TO WORK THROUGH THE PROCESS FOR THE GENERAL OBLIGATION BONDS FOR THE RENOVATION OF THE PUBLIC SAFETY BUILDING AND CAPITAL IMPROVEMENTS FOR THE WRANGELL PUBLIC SCHOOLS

SUBMITTED BY:

Mason Villarma, Finance Director

FISCAL NOTE:

Expenditure Required:

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

Account Number(s):

Account Name(s):

Unencumbered Balance(s) (prior to expenditure):

Reviews/Approvals/Recommendations

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

ATTACHMENTS: Res 08-22-1715

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

RECOMMENDATION MOTION (*Consent Agenda Item*):

Move to approve Resolution No. 08-22-1714.

SUMMARY STATEMENT:

The purpose of the Special General Obligation Bond Committee is twofold:

- (A) Provide accurate, timely and relevant information to voters via social media, townhalls, radio and other outlets.
- (B) Strategize methods of subsidizing the debt service related to the two issuances in order to reduce the impact to taxpayers

The Special General Obligation Bond Committee will be composed of the following representatives:

Two Assembly Members, Borough Manager, Borough Finance Director, the Wrangell Public School Business Manager, Capital Facilities Director, School Maintenance and Facilities Specialist, and the School Superintendent.

Per the AMBBA, a Special Committee is the best mechanism to promote objective information regarding the bonds and give voters the tools they need to make informed decisions.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 08-22-1714

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, CREATING A SPECIAL GENERAL OBLIGATION BOND COMMITTEE, AS ALLOWED IN WMC 3.04.060, SPECIAL COMMITTEES, TO WORK THROUGH THE PROCESS FOR THE GENERAL OBLIGATION BONDS FOR THE RENOVATION OF THE PUBLIC SAFETY BUILDING AND CAPITAL IMPROVEMENTS FOR THE WRANGELL PUBLIC SCHOOLS

WHEREAS, the Borough Assembly gave direction at an Assembly Meeting on May 24, 2022 for Staff to pursue the following for the Public Safety Building:

Renovate the existing PSB in a long-term phased approach, to address the most critical of needs. A Phase I project would provide for rehabilitation to the building envelope with consideration to transition the flat roofs to sloped roofs.

A building envelope rehabilitation is the most critical of needs for the PSB. A phased approach was discussed with the Assembly in December 2021 with a rough order of magnitude costs for the most critical building envelop work at approximately \$4,100,000. This first phase project would include all building envelop systems, including structural, flat roofs, exterior wall systems and siding, exterior doors, and windows. (Note: This cost includes replacing the flat roofs in-kind, as they are designed now, and does not include a cost to consider designing a reconstructed roof to eliminate the flat roofs and tie into the sloped roof sections.)

The building envelope encloses the structure to protect it from damage. Improving a structure's envelope includes protecting the building from the elements, assisting in mechanical load support, and maintaining the structure's interior condition, keeping it safe from outside elements. Another critical role of the building envelope is that of facilitating climate control. Climate-controlled buildings have heat and air systems to make interior conditions comfortable and safe. Building envelopes help maintain the conditioned air in the building and help to control ventilation and airflow and reduce energy waste.

Phase II is proposed to address mechanical issues. Phase III is proposed to address architectural finishes, accessibility, electrical and water system devices, standby generator, and the existing metal roof panels (if not addressed in Phase I with a flat roof modification).; and

WHEREAS, in a July 26th work session of the City and Borough of Wrangell, the assembly was also presented a proposal for a school general obligation bond issuance to serve as a match for a Department of Education major maintenance program grant; and

WHEREAS, the Assembly executed a first reading of the an \$8.5M and \$3.5M general obligation bond issuance on August 9th for the PSB and School, respectively; and

WHEREAS, there is no committee that can fulfil the duty of providing relevant and timely information to the general public regarding the issuances and also strategize a way to subsizize the debt service for each bond; and

WHEREAS, according to the Alaska Municipal Bond Bank Authority, it is advisable for the municipal entity to establish a Special Committee to inform the public with relevant information and strategize subsidization methods to have the least impact on the tax base; and

WHEREAS, the Special General Obligation Bond Committee's objective is to provide accurate, timely and relevant information to voters regarding the bond proposals; and

WHEREAS, the Special General Obligation Bond Committee shall be comprised of two Assembly Members, Borough Manager, Borough Finance Director, the Wrangell Public School Business Manager, Capital Facilities Director, School Maintenance and Facilities Specialist, and the School Superintendent.

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

Section 1: This resolution establishes a Special General Obligation Bond Committee.

Section 2: The Special General Obligation Bond Committee shall be comprised of two Assembly Members, Borough Manager, Borough Finance Director, the Wrangell Public School Business Manager, Capital Facilities Director, School Maintenance and Facilities Specialist, and the School Superintendent

Section 3: The Special General Obligation Bond Committee is tasked with informing voters regarding facts of the two distinct issuance proposals and proposing strategies to Borough Administration to have the least impact on the tax base.

Section 4: The Special General Obligation Bond Committee shall dissolve upon completion of the General Obligation Bonds Issuance.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 23rd day of August, 2022.

CITY & BOROUGH OF WRANGELL, ALASKA

Patricia Gilbert, Vice-Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

**Minutes of Regular Assembly Meeting
Held on July 26, 2022**

Mayor Stephen Prysunka called the Regular Assembly meeting to order at 7:00 p.m., July 26, 2022, in the Borough Assembly Chambers. Assembly Member Powell led the pledge of allegiance, and the roll was called.

PRESENT: DALRYMPLE (by phone), HOWE, POWELL, PRYSUNKA, GILBERT

ABSENT: MORRISON, DEBORD

Borough Manager Jeff Good and Clerk Lane were also present.

Prysunka recessed the Assembly Meeting at 7:01 p.m.

Prysunka reconvened the Assembly Meeting at 7:40 p.m.

PERSONS TO BE HEARD

Shirley Wimberley, resident spoke to Public Hearing Item 11a (request to purchase city owned tidelands, currently leased by Benn Curtis and Shirley Wimberley), stated that they were wanting to purchase the tidelands that they are currently leasing because they are doing a lot of upgrades and it makes sense to purchase, rather than lease; would also be doing quite a bit of cleanup to the area so it would be more aesthetically pleasing.

Rolland Curtis, resident (son of Shirley Wimberley) also spoke to Public Hearing Item 11a (request to purchase city owned tidelands, currently leased by Benn Curtis and Shirley Wimberley), stated that it would increase the property values and in turn bring in more taxes to the city, improving the property.

AMENDMENTS TO THE AGENDA - None.

CONFLICT OF INTEREST - None.

CONSENT AGENDA

6a RESOLUTION No. 07-22-1706 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$30,000 FROM THE GENERAL FUND RESERVES TO THE GENERAL FUND CIP FUND AND AUTHORIZING ITS EXPENDITURE FOR THE AIRPORT RUNWAY LIGHTING BACKUP GENERATOR PROJECT

6b Final Plat review of the Kuntz Replat, a subdivision and replat of Lot 2, Healthcare Subdivision III (Plat # 2018 -7) zoned Open Space/Public, owned by SEARHC, and Lot 4, Block 29, USS 1119 (Plat # 73-7) zoned Single Family Residential, owned by Robert Kuntz, creating Lots 2A and 4A, Kuntz Replat

6c Final Plat review of the Henson Replat, a replat of Lot A and Lot B of the Henson/Molitor Replat (Plat No. 2008-5) creating Lot A-1 and Lot B-1, zoned Rural Residential 1, owned and requested by Steve and Terri Henson

6d Minutes from the June 28, 2022 Regular Assembly Meeting

6e Minutes from the July 11, 2022 Special Assembly Meeting

6f CORRESPONDENCE - School Board Minutes from the May 16, 2022 Regular Meeting

6g CORRESPONDENCE: School Board Action from the July 18, 2022 Special Meeting

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

BOROUGH MANAGER'S REPORT

Manager Good's report was provided.

BOROUGH CLERK'S FILE

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS - None.

MAYOR AND ASSEMBLY APPOINTMENTS - None.

PUBLIC HEARING

11a Approval to move forward with the Sale of City-Owned Tidelands, Lot 6, block 84B, Wrangell Tidelands Addition, currently leased by Ben Curtis, requested by Ben Curtis and Shirley Wimberley

Mayor Prysunka called to order the Public Hearing on this item and asked for an administrative report.

Manager Good explained that since there was a request to purchase the tidelands that the applicant was currently leasing, a Public Hearing was necessary.

Prysunka asked if there was anyone who wanted to speak on this item.

Hearing none, Prysunka closed the Public Hearing and asked for a motion on this item.

M/S: Gilbert/Powell to approve moving forward with the Sale of City-Owned Tidelands, Lot 6, block 84B, Wrangell Tidelands Addition, currently leased by Ben Curtis, requested by Ben Curtis and Shirley Wimberley.

Dalrymple questioned if the code was being followed with regard to showing that it was in the best interest of the public to sell the tidelands.

Lane stated that the applicant must, by code, demonstrate the benefit to purchasing the tidelands as opposed to leasing them; they were required to come to this meeting and state the reasons why they wished to purchase the tidelands.

Prysunka stated that one of the benefits would be greater taxation; also, they stated that they said that there would be some cleanup of the tidal area while constructing; still appreciates proceeding with caution and following the code.

Howe stated that they had also said that the development that they would do on the area would improve the aesthetics as well as some dock litter and refuse that was accumulating there.

Gilbert asked for clarification on if they would be doing the construction within the tidelands.

Lane stated that yes, it was a condition brought forward by the Planning & Zoning Commission that “all fill, piling, float & boat moorage need to be inside the property lines of the purchased tidelands”. Lane also stated that these conditions would be added to the Resolution that would come before the assembly at a later date.

Motion approved unanimously by polled vote.

UNFINISHED BUSINESS – None.

NEW BUSINESS

13a Approval to hold a Special Assembly Meeting on August 8, 2022

Approval to hold a Special Assembly Meeting on August 8, 2022

M/S: Gilbert/Powell to approve holding a Special Assembly Meeting on August 8, 2022.

The Assembly agreed to a 5:30 p.m. start time for the Special Assembly meeting.

Motion approved unanimously by polled vote.

13b Approval of a Sole Source Procurement in Conformance with Section 5.10.050 (B) of the Wrangell Municipal Code from Meridian Systems, Inc. for the Recreation Center DDC Upgrades project in the amount of \$82,323

M/S: Gilbert/Powell to approve a Sole Source Procurement in Conformance with Section 5.10.050 (B) of the Wrangell Municipal Code from Meridian Systems for the Recreation Center DDC Upgrades project in the amount of \$82,323.

Motion approved unanimously by polled vote.

13c Approval to list the Old Wrangell Medical Center Building and Land as described as Lot A, Block 54, WMC Replat, Plat 2018-6 with a Real Estate Agent

M/S: Gilbert/Powell to approve listing the Old Wrangell Medical Center Building and Land as described as Lot A, Block 54, WMC Replat, Plat 2018-6 with a Real Estate Agent.

Powell questioned if we listed the property with the Public Surplus site and it did not sell, would we have to pay any money; also, what would be the fee amount?

Lane stated that we would not have to pay anything to Public Surplus if it did not sell; also, that the fee was 6 or 8 percent.

M/S: Howe/Powell to amend the motion to remove the words "Real Estate Agent" and adding on the Public Surplus Auction Site. Amendment was approved unanimously by polled vote.

Main Motion, as amended, was approved unanimously by polled vote.

13d Approval of an Amendment to the Professional Services Agreement with Morris Engineering Group, Inc. for continued Engineering Services for the High School and Middle School Fire Alarm System Replacement

M/S: Gilbert/Powell to approve an Amendment to the Professional Services Agreement with Morris Engineering Group, Inc. for continued Engineering Services for the High School and Middle School Fire Alarm System Replacement.

Amber Al-Haddad, Capital Facilities Director explained that this amendment was necessary to complete the project.

M/S: Gilbert/Howe to include up to 36,635 in the motion. Amendment approved unanimously by polled vote.

Main Motion, as amended, was approved unanimously by polled vote.

ATTORNEY'S FILE

EXECUTIVE SESSION

15a Executive Session: Discussion on the strategies, in the best interest of the City and Borough of Wrangell, regarding the possible sale and disposition of the 6 – Mile Site Property (Old Mill Site)

M/S: Gilbert/Powell pursuant to AS 44.62.310 (c)(1), that we recess into executive session to discuss matters in which the immediate knowledge would clearly have an adverse effect upon the finances of the borough, specifically regarding the possible sale and disposition of the 6 – Mile Site Property (Old Mill Site). Motion approved unanimously by polled vote.

The Assembly recessed into Executive Session at 8:40 p.m.

The Assembly reconvened back into regular session at 9:07 p.m.

Prysunka stated that direction had been given to the Borough Manager and that there was no further action to be taken.

ADJOURNMENT

The Regular Assembly meeting adjourned at 9:08 p.m.

Stephen Prysunka, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

**Minutes of Special Assembly Meeting
Held on August 08, 2022**

Mayor Stephen Prysunka called the Special Assembly meeting to order at 5:30 p.m., August 8, 2022, by Zoom.

PRESENT: PRYSUNKA, HOWE, GILBERT, POWELL, DALRYMPLE, DEBORD

ABSENT: MORRISON

PERSONS TO BE HEARD - None.

CONFLICT OF INTEREST - None.

NEW BUSINESS

5a ORDINANCE No. 1029 OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE BOROUGH TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE THE MAJOR RENOVATION OF THE MIDDLE SCHOOL AND HIGH SCHOOL AND OTHER RELATED CAPITAL IMPROVEMENTS, AND TO SUBMIT THE QUESTION OF ISSUING THE BONDS TO THE QUALIFIED VOTERS OF THE BOROUGH AT THE REGULAR ELECTION TO BE HELD ON OCTOBER 4, 2022

Gilbert/Powell to approve first reading of Ordinance No. 1029 and move to a Second Reading with a Public Hearing to be held on August 23, 2022.

There was extensive discussion regarding the content of the Ordinance. After discussion, the following amendments were made.

M/S: Gilbert/Powell to amend the Ordinance to strike the reference in section 7 that said that they Borough Assembly may delegate authority to the Borough Manager and Borough Mayor. Amendment was approved unanimously by polled vote.

M/S: Gilbert/Powell to amend the Ordinance by embedding a statement to the affect that all ad valorem taxes levied to pay the interest and principal on the bonds shall sunset upon maturity of said bonds. Amendment was approved unanimously by polled vote.

Gilbert stated that we need to try to give the public a price range; possibly a “not to exceed” amount?

Prysunka echoed what Gilbert stated that we should include a range that the property taxes; could possibly go into the Voter Pamphlet.

Main motion, as amended, was approved unanimously by polled vote.

M/S: Gilbert/Powell to amend the previously adopted motion to amend the main motion, as amended, to include all three campuses in the Ordinance language.

Amendment was approved unanimously by polled vote.

Main motion, as amended, was approved unanimously by polled vote.

5b ORDINANCE No. 1030 OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE BOROUGH TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE THE MAJOR RENOVATION OF THE PUBLIC SAFETY BUILDING AND OTHER RELATED CAPITAL

IMPROVEMENTS, AND TO SUBMIT THE QUESTION OF ISSUING THE BONDS TO THE QUALIFIED VOTERS OF THE BOROUGH AT THE REGULAR ELECTION TO BE HELD ON OCTOBER 4, 2022

M/S: Powell/Gilbert to approve first reading of Ordinance No. 1030 and move to a Second Reading with a Public Hearing to be held on August 23, 2022.

There was extensive discussion regarding the content of the Ordinance. After discussion, the following amendments were made.

M/S: Gilbert/Powell to amend by removing the last fragment of section 7, any reference to the delegation to the Borough Manager and Borough Mayor to make and all determinations on the bond. Amendment was approved unanimously by polled vote.

M/s: Gilbert/Powell to amend by embedding a statement to the affect that all taxes levied to pay the interest and principal shall sunset upon maturity of all bonds. Amendment was approved unanimously by polled vote

Main motion, as amended, was approved unanimously by polled vote.

5c ORDINANCE No. 1031 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ASKING THE VOTERS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, TO RATIFY ORDINANCE NO. 1031 THAT ALLOWS THE CITY AND BOROUGH OF WRANGELL TO DISPOSE BY MEANS OF EITHER SELLING OR LEASING THE 6-MILE-DEEP WATER INDUSTRIAL SITE (FORMER MILL SITE PROPERTY)

M/S: Powell/Gilbert to approve first reading of Ordinance No. 1031 and move to a Second Reading with a Public Hearing to be held on August 23, 2022.

M/S: Gilbert/Powell to amend the Ordinance to add "uplands" to the fifth Whereas section. Amendment was approved unanimously by polled vote

M/S: Gilbert/Powell to replace the words "selling or leasing" and replace with the words "selling and/or leasing" throughout the Ordinance. Amendment was approved unanimously by polled vote

Main motion, as amended, was approved unanimously by polled vote.

5d RESOLUTION No. 08-22-1707 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$7,801 FROM THE SECURE RURAL SCHOOLS FUND RESERVES TO THE SECURE RURAL SCHOOLS CIP FUND AND AUTHORIZING ITS EXPENDITURE FOR THE HIGH SCHOOL (REID STREET) SIDEWALK REPAIRS PROJECT

M/S: Gilbert/Howe to approve Resolution No. 08-22-1707. Motion approved unanimously by polled vote.

5e Approval of Caselle Software License & Software Maintenance Agreements for \$295,515; Software to be paid in three annual installments of \$61,395 in FY23, FY24, and FY25; Maintenance and Support to be paid \$3,095 monthly.

M/S: Howe/Powell to approve of the Caselle Software License & Software Maintenance Agreements for \$295,515

Villarma gave a detailed explanation as to why this was coming forward for consideration.

Prysunka stated that when we changed from the prior program that we currently have, the Assembly was told that the current program was highly recommended by other municipalities; was told that Accufund would offer what we needed.

Villarma explained that although this is an expensive option, Caselle covers a lot of deficiencies that we are currently experiencing; a lot of time is spent dealing with Accufund issues and having to manipulate the systems to produce reports; Caselle will offer online payments for customers along with several other benefits; Accufund support is not good; we have to hire a contractor to assist us when problems arise; Caselle has excellent support and has been used by other municipalities for several years.

Motion approved unanimously by polled vote.

ADJOURNMENT – Special Assembly meeting adjourned at 6:59 p.m.

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

**Minutes of Special Assembly Meeting
Held on August 17, 2022**

Vice-Mayor Patricia Gilbert called the Special Assembly meeting to order at 5:30 p.m., August 17, 2022, in the Borough Assembly Chambers.

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

ABSENT: PRYSUNKA

ROLL CALL

PERSONS TO BE HEARD - None.

CONFLICT OF INTEREST - None.

ITEM(S) OF BUSINESS

5a Municipal Legal Services Interviews

The Assembly conducted the Municipal Attorney Services Interview for Landye Bennett Blumstein, LLP, attorneys Leslie R. Need and Anna C. Crary, by Zoom.

At the conclusion of the first interview, the Assembly conducted the interview for Levesque Law Group, LLC, attorney Joe Levesque, in person.

ADJOURNMENT

Special Assembly meeting adjourned at 6:48 p.m.

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

BOARD ACTION**WRANGELL PUBLIC SCHOOL BOARD
REGULAR MEETING (PAGE 1)****August 15, 2022****For Details, Contact:**

Bill Burr

Superintendent

Direct Phone: 907-874-2347

- Approved the agenda, removing Item #14.01, AASB Call for Resolutions
- Approved the consent agenda as presented
 - Approved the minutes of the June 20, 2022, Regular School Board Meeting
 - Approved the minutes of the July 18, 2022, Special School Board Meeting
 - Approved the minutes of the August 1, 2022, Special School Board Meeting
 - Offered an Extracurricular Contract to Kaelene Harrison, Assistant Basketball Coach
 - Approved the hire of Marsha McCay, High School Secretary
 - Offered Odile Meister a .14 FTE Teaching Contract
 - Reviewed the resignation of Cori Robinson, Middle School Secretary
 - Approved removing broken and missing items from the Inventory Data Base
- Accepted the donation from Ellen Jellum in the amount of \$301.00 to support the music program
- Approved the MOA with Taylor Transportation regarding the addition of a fuel surcharge or reduction
- Accepted the first reading of:
 - Board Policy 2123, Superintendent Evaluation
 - Board Policy 6141, Curriculum Review and Development
 - Board Policy 6182, Alternative Courses
 - Board Policy 7124, Student Representative to the Board
 - Board Policy 7130. Board Committees
 - Board Policy 7250, Board Member Compensation and Expenses
 - Board Policy 7260, Legal Protection
 - Board Policy 7261, The Legal Advisory Service
 - Repealing Board Policy 7262, Board Participation in Activities
 - Repealing Board Policy 7263, School Board Use of Electronic Mail and Social Media
 - Board Policy 7274, Board Member/Superintendent Progressive Response Protocols
- Accepted the second reading of:
 - Board Policy 5125.1, Release of Directory Information
 - Board Policy 7125, Duties of Individual Board Members
 - Repealing Board Policy 7126, Board Tracking and Reporting Protocols
 - Board Policy 7131, Board Ad Hoc Committees
 - Renumbering Board Policy 7132, Community Advisory Committees to Board Policy 1220
 - Board Policy 7230, Board Member Orientation
- Reviewed Board Policy 7270, Conflict of Interest
- Adjourned

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH CLERK'S REPORT

SUBMITTED BY:

Kim Lane, Borough Clerk

Upcoming Meetings & Other Informational dates:

Other City Boards/Commissions:

September 8 –Planning & Zoning Commission mtg. at 6PM in the Assembly Chambers

Community Events:

Meetings and Other events of the Borough Assembly:

September 13 – Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

September 14 – Parks & Recreation Board Meeting at 5:30 PM in the Assembly Chambers

September 27 – Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

October 6 – Canvass Board meets to count the Absentee / Questioned Ballots at 1:00 PM in the Assembly Chambers (either DeBord, Morrison, Dalrymple, or Howe (need 3) will be asked to be on the Canvass Board)).

October 6 – Special Assembly Meeting to Certify the Borough Election at 5:30 PM in the Assembly Chambers

October 11 - Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

October 25 - Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

Again..... here is the Election Information for the October 4th Regular Local Election

Here are the upcoming Elected Term Expirations:

Borough Assembly:

- Prysunka (Mayor)
- Powell
- Gilbert

Port Commission:

- Roppel
- Yeager

School Board:

- Ostrander
- Wilson
- Whitaker

Declaration for Candidacy will be from August 2nd, through August 31st, 2022. I will have the forms available, in my office, for those wishing to declare their candidacy for an open seat, come October.

These are the seats/terms that will be placed on the ballot on October 4th.

Borough Mayor: One – (2 Year Term)

Borough Assembly: Two – (3 Year Terms)

School Board: Two – (3 Year Terms)

School Board: One – (1 Year *Unexpired* Term until 10-2023)

Port Commission: Two – (3 Year Terms)

Attached is the October 4th Election Calendar

REGULAR ELECTION CALENDAR FOR **OCTOBER 4, 2022**

<u>Date</u>	<u>Task to be completed</u>
July 29	Publish Declaration of Candidacy Notice - Declaration dates: 8/1-8/31/2022 as per WMC 2.16.010 (Publish at least four times starting on August 3)
Aug 1	Declaration of Candidacy Filing Begins and will continue until August 31, 2022
Aug 12	Publish Notice: <u>City Voters Qualifications</u> (Publish three times starting August 17)
Aug 26	Write letters to those whose terms expire on the City Boards and Commissions
Aug 31	<u>Last Day</u> to file Declaration of Candidacy
Sept 2	Publish Public Notice: <u>Regular Election/Ballot Proposition(s)</u> up until Election Day (Publish four times starting September 7)
Sept 2	Notify KSTK to announce my phone number for registering to vote - <u>deadline is Sept 4, 2022</u>
Sept 5	Labor Day – City Hall Closed
Sept 9	Publish Public Notice: <u>Absentee Voting</u> (Publish three times starting September 14)
Sept 9	Publish Public Notice: <u>Write-in notice</u> (Publish three times starting September 14)
Sept 9	Publish: <u>Sample Ballot</u> (Publish one week before Absentee Voting Starts Sept 14)
Sept 13	At Assy. Mtg., adopt Resolution designating Canvass Board (Morrison, Howe, DeBord or Dalrymple) (Canvass Board meets at 1:00 p.m. on Thursday, October 6, 2022)
Sept 13	At Assy. Mtg., approve Special Meeting to Certify Election for October 6, 2022 @ 5:30 p.m.
Sept 16	Publish Public Notice: <u>City Boards and Commissions</u> (Publish at least two times starting Sept 21)
Sept 19	First Day to Absentee Vote in Person, by mail, or by fax (mail out any by-mail ballots to voters) until October 3, 2022 at City Hall.

- Sept 23 Post Public Notice: Canvass Board to be held on Oct. 6, 2022 at 1:00 p.m.
- Sept 23 Post Public Notice: Special Meeting to be held on Oct. 6, 2022 @ 5:30 p.m. to Certify Election.
- Sept 30 Last Day to file for Write-Ins (Send notification to Mayor & Assembly, & media of who (if any) filed)
- Oct 3 Last Day to Absentee Vote in Person
- Oct 5 OCTOBER 4TH ELECTION DAY 8:00 A.M. TO 8:00 P.M. at Nolan Center**
- Oct 6 **Canvass Board meets** and tallies absentee, questioned, and possible challenged ballots in assembly chambers (1:00 p.m.)
- Oct 6 **Certify Election results and Administer Oath of Office** at 5:30 p.m. at Special Assembly meeting.
- Oct 6 After Canvass Board meets, Clerk will send letters to those voters whose ballots were not counted.



CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	August 23, 2022
	<u>Agenda Section</u>	11

ORDINANCE No. 1029 OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE BOROUGH TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE THE MAJOR RENOVATION OF THE MIDDLE SCHOOL, AND HIGH SCHOOL, AND ELEMENTARY SCHOOL AND OTHER RELATED CAPITAL IMPROVEMENTS, AND TO SUBMIT THE QUESTION OF ISSUING THE BONDS TO THE QUALIFIED VOTERS OF THE BOROUGH AT THE REGULAR ELECTION TO BE HELD ON OCTOBER 4, 2022

SUBMITTED BY:

Jeff Good, Borough Manager
Mason Villarma, Finance Director

FISCAL NOTE:

Expenditure Required: \$XXX Total

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

	FY22 \$XXX
--	------------

Account Number(s):

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

Account Name(s):

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

Unencumbered Balance(s) (prior to expenditure):

	\$XXX
--	-------

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. ORD 1029

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

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

RECOMMENDATION MOTION:

Move to Approve Ordinance 1029.

SUMMARY STATEMENT:

The Borough is considering a combined issuance of municipal debt in the amount of \$12 million to address deferred maintenance of the Public Safety Building and School District Facilities. The two projects require separate authorizations from the voters. Said differently, it is quite possible one of the bond propositions could pass and the other could not, in which case the Borough would only be authorized to issue debt up to the amount approved by the voters. Ordinance 1029 seeks assembly approval for the purpose of placing the School GO Bond in the amount of \$3.5 million on the October ballot. For those that attended the July 26th work session, this amount is representative of “Option B”

For the School GO Bond, Borough Administration is proposing an amount equivalent to a 35% match (\$3.5 million) for a comprehensive and successful DEED CIP Major Maintenance Project estimated at \$10 million. If granted funds by the State, we would match \$3.5M to the Department of Education’s \$6.5 million grant.

Per discussions with the Alaska Municipal Bond Bank Authority (AMBBA), the Borough speculates that the effective rate of interest will be 4% or less. The School GO Bond will have a 20-year maturity, however, will have callable options at year 10 (the mid-point to bond maturity).

If approved by the voters, the debt service would be approximately \$413,000 annually. The permanent fund could subsidize the debt service up to \$330,000 annually, leaving an immaterial burden to the taxpayer for this specific issuance.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 1029

AN ORDINANCE OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE BOROUGH TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE THE MAJOR RENOVATION OF THE MIDDLE SCHOOL, ~~AND~~ HIGH SCHOOL, AND ELEMENTARY SCHOOL AND OTHER RELATED CAPITAL IMPROVEMENTS, AND TO SUBMIT THE QUESTION OF ISSUING THE BONDS TO THE QUALIFIED VOTERS OF THE BOROUGH AT THE REGULAR ELECTION TO BE HELD ON OCTOBER 4, 2022

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

SEC. 1. Public Purpose. It is hereby determined to be for a public purpose and in the public interest of the City and Borough of Wrangell, Alaska (the "Borough"), to incur general obligation bonded indebtedness in an amount not to exceed Three Million Five Hundred Thousand dollars (\$3,500,000), for the purpose of paying the Costs of Construction of major renovations to the middle school, ~~and~~ high school, elementary school, and related capital improvements (the "Facilities").

SEC. 2. Costs of Construction. "Costs of Construction" means all costs paid or incurred by the Borough in connection with the acquisition and construction of capital additions, improvements and betterments to and extensions of the Facilities, and the placing of the same in operation, including paying all or a portion of the interest on the indebtedness or any portion thereof issued to finance the costs of such improvements during the period of construction of such improvements and for a period of time thereafter; paying amounts required to meet any reserve requirement for the fund or account established or maintained for such bonded indebtedness; paying or reimbursing the Borough or any fund thereof or any other person for expenses incident and properly allocable to the acquisition and construction of such improvements and the placing of the same in operation; and all other items of expense incident and properly allocable to the acquisition and construction of such additions and improvements, the financing of the same, and the placing of the same in operation.

SEC. 3. Bonds Authorized. The Borough is authorized to borrow an amount not to exceed Three Million Five Hundred Thousand dollars (\$3,500,000) to finance the Costs of the Construction of the Facilities, and the borrowing shall be evidenced by the issuance of general obligation bonds of the Borough. The full faith and credit of the Borough are pledged for the payment of the principal of and interest on the bonds, and ad valorem taxes shall be levied without limitation as to rate or amount, as necessary, to pay the principal of and interest on the bonds when due. All ad valorem taxes levied to pay the interest and principal on the bonds shall sunset upon maturity of said bonds. ▲

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SEC. 4. Proposition. The Borough Clerk is authorized and directed to submit the following proposition to the qualified voters of the Borough at the regular election to be held on October 4, 2022, substantially in the following form:

PROPOSITION NO. 1

GENERAL OBLIGATION BONDS FOR

MAJOR RENOVATION OF
MIDDLE SCHOOL, ~~AND~~ HIGH SCHOOL, ~~AND~~
ELEMENTARY SCHOOL

Shall the City and Borough of Wrangell, Alaska, incur debt and issue general obligation bonds in an amount not to exceed Three Million Five Hundred Thousand dollars (\$3,500,000) for the purpose of paying the costs of construction of major renovation of the middle school, ~~and~~ high school, and elementary school, and related capital improvements?

The bonds shall be secured by a pledge of the full faith and credit of the Borough (Ordinance No. 1029).

☐ Yes A "YES" vote approves the issuance of bonds.

☐ No A "NO" vote opposes the issuance of bonds.

SEC. 5. Majority Required. The proposition must receive a majority vote of the qualified voters of the Borough voting on the question to be approved.

SEC. 6. Work Carried Out. The Borough Assembly shall determine the particular work authorized hereby to be carried out in the event the proceeds of the bonds are insufficient together with other money of the Borough to be used therefor to carry out all such work.

SEC. 7. Bond Anticipation Notes. In the event the issuance of the bonds is approved by the voters, the Borough is authorized to borrow money in anticipation of the sale of the bonds and to issue bond anticipation notes. The amount of the notes to be issued from time to time and the time of their issuance, the form and other details of the notes, and provisions for the sale thereof shall be fixed by the Borough Assembly by resolution, ~~or the Borough Assembly may delegate by resolution to the Borough Mayor or the Borough Manager the authority to make all or any of the foregoing determinations.~~

SEC. 8. Series. The bonds may be issued in one or more series.

SEC. 9. Classification. This is a non-code ordinance.

SEC. 10. Effective Date. Section 3 of this Ordinance shall be effective only if the proposition described in Section 4 is approved by a majority of qualified voters voting on the

proposition at the regular election to be held on October 4, 2022. The remaining sections of this Ordinance shall be effective upon adoption.

PASSED IN FIRST READING: August 8, 2022.

PASSED IN SECOND READING: _____, 2022.

Stephen Prysunka, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	August 23, 2022
	<u>Agenda Section</u>	11

ORDINANCE No. 1030 OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE BOROUGH TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE THE MAJOR RENOVATION OF THE PUBLIC SAFETY BUILDING AND OTHER RELATED CAPITAL IMPROVEMENTS, AND TO SUBMIT THE QUESTION OF ISSUING THE BONDS TO THE QUALIFIED VOTERS OF THE BOROUGH AT THE REGULAR ELECTION TO BE HELD ON OCTOBER 4, 2022

SUBMITTED BY:

Jeff Good, Borough Manager
Mason Villarma, Finance Director

FISCAL NOTE:

Expenditure Required: \$XXX Total

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

	FY22 \$XXX
--	------------

Account Number(s):

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

Account Name(s):

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

Unencumbered Balance(s) (prior to expenditure):

	\$XXX
--	-------

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. ORD 1030

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

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

RECOMMENDATION MOTION:

Move to Approve Ordinance 1030.

SUMMARY STATEMENT:

In addition to the School GO Bond, the Borough is proposing an \$8.5M GO Bond for the Public Safety Building (PSB). Much of the exterior shell including the roof, siding, and some structural components have failed and or exceed their useful life. The PSB is in dire need of structural rehabilitation. As such, the \$8.5M in bond proceeds would be used to address these structural deficiencies and preserve the life of the building. This issuance is specifically to address the “shell” of the building, including: a new roof, tearing out decay in walls, new siding, replacing exterior windows and doors, and addressing mechanical systems that preserve the integrity of the building.

The bond is proposed at \$8.5M with a 20-year term. Like the School GO Bond, the AMBBA projects the 20-year municipal bond interest rate to be 4% or less at the time of issuance. This would result in annual debt service of approximately \$628,000. If approved through the voters, the debt service could be reduced through subsidization by the permanent fund or proceeds from the jail contract with the State (as the PSB is home to our community jail).

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 1030

AN ORDINANCE OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE BOROUGH TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE THE MAJOR RENOVATION OF THE PUBLIC SAFETY BUILDING AND OTHER RELATED CAPITAL IMPROVEMENTS, AND TO SUBMIT THE QUESTION OF ISSUING THE BONDS TO THE QUALIFIED VOTERS OF THE BOROUGH AT THE REGULAR ELECTION TO BE HELD ON OCTOBER 4, 2022

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

SEC. 1. Public Purpose. It is hereby determined to be for a public purpose and in the public interest of the City and Borough of Wrangell, Alaska (the “Borough”), to incur general obligation bonded indebtedness in an amount not to exceed Eight Million Five Hundred Thousand dollars (\$8,500,000), for the purpose of paying the Costs of Construction of major renovations to the public safety building and related capital improvements (the “Facilities”).

SEC. 2. Costs of Construction. “Costs of Construction” means all costs paid or incurred by the Borough in connection with the acquisition and construction of capital additions, improvements and betterments to and extensions of the Facilities, and the placing of the same in operation, including paying all or a portion of the interest on the indebtedness or any portion thereof issued to finance the costs of such improvements during the period of construction of such improvements and for a period of time thereafter; paying amounts required to meet any reserve requirement for the fund or account established or maintained for such bonded indebtedness; paying or reimbursing the Borough or any fund thereof or any other person for expenses incident and properly allocable to the acquisition and construction of such improvements and the placing of the same in operation; and all other items of expense incident and properly allocable to the acquisition and construction of such additions and improvements, the financing of the same, and the placing of the same in operation.

SEC. 3. Bonds Authorized. The Borough is authorized to borrow an amount not to exceed Eight Million Five Hundred Thousand dollars (\$8,500,000) to finance the Costs of the Construction of the Facilities, and the borrowing shall be evidenced by the issuance of general obligation bonds of the Borough. The full faith and credit of the Borough are pledged for the payment of the principal of and interest on the bonds, and ad valorem taxes shall be levied without limitation as to rate or amount, as necessary, to pay the principal of and interest on the bonds when due. All ad valorem taxes levied to pay the interest and principal on the bonds shall sunset upon maturity of said bonds.

SEC. 4. Proposition. The Borough Clerk is authorized and directed to submit the following proposition to the qualified voters of the Borough at the regular election to be held on October 4, 2022, substantially in the following form:

PROPOSITION NO. 2

GENERAL OBLIGATION BONDS FOR

MAJOR RENOVATION OF PUBLIC SAFETY BUILDING

Shall the City and Borough of Wrangell, Alaska, incur debt and issue general obligation bonds in an amount not to exceed Eight Million Five Hundred Thousand dollars (\$8,500,000) for the purpose of paying the costs of construction of major renovation of the public safety building and related capital improvements?

The bonds shall be secured by a pledge of the full faith and credit of the Borough (Ordinance No. 1030).

☐ Yes A “YES” vote approves the issuance of bonds.

☐ No A “NO” vote opposes the issuance of bonds.

SEC. 5. Majority Required. The proposition must receive a majority vote of the qualified voters of the Borough voting on the question to be approved.

SEC. 6. Work Carried Out. The Borough Assembly shall determine the particular work authorized hereby to be carried out in the event the proceeds of the bonds are insufficient together with other money of the Borough to be used therefor to carry out all such work.

SEC. 7. Bond Anticipation Notes. In the event the issuance of the bonds is approved by the voters, the Borough is authorized to borrow money in anticipation of the sale of the bonds and to issue bond anticipation notes. The amount of the notes to be issued from time to time and the time of their issuance, the form and other details of the notes, and provisions for the sale thereof shall be fixed by the Borough Assembly by resolution, ~~or the Borough Assembly may delegate by resolution to the Borough Mayor or the Borough Manager the authority to make all or any of the foregoing determinations.~~

SEC. 8. Series. The bonds may be issued in one or more series.

SEC. 9. Classification. This is a non-code ordinance.

SEC. 10. Effective Date. Section 3 of this Ordinance shall be effective only if the proposition described in Section 4 is approved by a majority of qualified voters voting on the proposition at the regular election to be held on October 4, 2022. The remaining sections of this Ordinance shall be effective upon adoption.

PASSED IN FIRST READING: August 8, 2022.

PASSED IN SECOND READING: _____, 2022.

Stephen Prysunka, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	August 23, 2022
	<u>Agenda Section</u>	11

ORDINANCE No. 1031 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ASKING THE VOTERS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, TO RATIFY ORDINANCE NO. 1031 THAT ALLOWS THE CITY AND BOROUGH OF WRANGELL TO DISPOSE BY MEANS OF SELLING AND/OR LEASING THE 6-MILE-DEEP WATER INDUSTRIAL SITE (FORMER MILL SITE PROPERTY)

SUBMITTED BY:

Jeff Good, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total

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

	FY22 \$XXX
--	------------

Account Number(s):

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

Account Name(s):

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

Unencumbered Balance(s) (prior to expenditure):

	\$XXX
--	-------

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. ORD 1031

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

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

RECOMMENDATION MOTION:

Move to Approve Ordinance 1031.

SUMMARY STATEMENT:

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 1031

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ASKING THE VOTERS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, TO RATIFY ORDINANCE NO. 1031 THAT ALLOWS THE CITY AND BOROUGH OF WRANGELL TO DISPOSE BY MEANS OF ~~EITHER~~ SELLING AND/OR LEASING THE 6-MILE-DEEP WATER INDUSTRIAL SITE (FORMER MILL SITE PROPERTY)

WHEREAS, the 6-Mile site was purchased on June 30, 2022, for a total amount of \$2,500,000; and

WHEREAS, both the Borough Charter Section 5-14 and Borough Code Section 5.10.035(A) mandate that the sale of any real property valued at more than \$1,000,000, “shall be made only by the authority of an ordinance enacted or ratified at any election by an affirmative vote of a majority of qualified voters”; and

WHEREAS, the City and Borough of Wrangell is authorized to exercise the power to provide economic development within the Borough; and

WHEREAS, the Borough’s authority includes the disposal of real property owned by the Borough; and

WHEREAS, the 6-Mile Site constitutes ~~approximately 32 acres of~~ uplands and tidelands land available for economic development opportunities; and

WHEREAS, the Assembly will hold a public forum to discuss the economic development of the Mill Property prior to the sale or lease (over \$1M) of the mill property.

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

SEC. 1 **Authorization.** The Borough Assembly authorizes the Borough Manager, subject to Assembly direction, to be responsible for the administration of the 6-Mile-Deep Water Industrial Site economic development project.

SEC. 2 **Ordinance Ratification Ballot Question.** The Borough Clerk shall place the following question on the ballot at the October 4, 2022, regular election for the City and Borough of Wrangell.

PROPOSITION 3

Ratification of Ordinance 1031

Section 5-14 of the Borough Charter and Section 5.10.035(A) of the Wrangell Municipal

Code requires that any ordinance which provides for “the sale or lease of any Borough property, real or personal, or the sale or lease or other disposal of any interest therein, the value of which property, lease or interest is more than \$1 Million,” be ratified by a majority of voters who vote on the question. Ordinance 1031, enacted by the Assembly on August 23, 2022, provides authority to the Borough Manager to be responsible for the administration of the 6-Mile-Deep Water Industrial Site (former Mill Site Property) Economic Development Project which shall include the disposition of the property, to be sold and/or leased according to an approved Economic Development Project plan. The value of the 6-Mile-Deep Water Industrial Site is approximately \$2.5 Million Dollars. Shall Ordinance 1031 be ratified?

☐ Yes

☐ No

SEC. 3 **Classification.** This ordinance is not permanent in nature and shall not be codified in the Wrangell Municipal Code.

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

SEC. 5 **Effective Date.** This ordinance shall become effective immediately upon adoption and ratification by the voters (thus after the Proposition has been certified on October 6, 2022).

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 23rd DAY OF AUGUST 2022.

CITY & BOROUGH OF WRANGELL

Stephen Prysunka, Borough Mayor

ATTEST:

Kim Lane, MMC, Borough Clerk

PASSED IN FIRST READING: _____, 2022.

PASSED IN SECOND READING: _____, 2022.

Yes: _____

No: _____

Absent: _____

Abstaining: _____

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	August 23, 2023
	<u>Agenda Section</u>	13

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

SUBMITTED BY:

Jeff Good, Borough Manager

FISCAL NOTE:

Expenditure Required: \$48,000 Total

FY 21: \$	FY 22: \$48,000	FY23: \$
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Amount Budgeted:

FY21 \$0

Account Number(s):

Detail provided below

Account Name(s):

Detail provided below

Unencumbered Balance(s) (prior to expenditure):

Detail provided below

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Appraisal Company of Alaska, LLC contract

RECOMMENDATION MOTION:

Move to Approve a Professional Services Agreement with Appraisal Company of Alaska, LLC in the Amount of \$48,000 for city assessments.

SUMMARY STATEMENT:

The City and Borough of Wrangell has a current contract with the Appraisal Company of Alaska for annual assessment services. The assessment will include:

The purpose of this Professional Services Agreement is to assess all commercial and residential real property at their full and true fair market value as prescribed by Alaska Statutes Title 29.

The appraiser will complete all building inspections not previously inspected and the appraiser will revalue all real property based on the current valuation manual. The assessor will provide new assessments, digital photographs and valuation for all new properties constructed in assessment year. This includes revaluation of every single property within the Borough.

For assessment purposes, property values will be calculated based on the cost approach and adjusted based on the sales approach. Work will start in September and this process usually takes a couple of months with values finalized by the end of the year / early January. Assessment notices will be mailed at the end of March which will provide the city three months for any additional review. Fieldwork will be conducted in October/November during which the assessor will meet with the assembly to explain the value changes, on average how much property values will change, and the real estate market overview. The appraiser will update all tax rolls from information supplied by the Borough. The contractor will host the Borough's MARS Assessment Program and update all data.

The appraiser will provide individual assessments for all parcels that are currently combined, will inspect outlying areas within the Borough, and will meet with the Assembly to outline all anticipated valuation changes for the 2023 tax year and provide an assessment valuation summary to be included with notices. The appraiser will work together with the city to come up with a plan to notify property owners that some of the owners will receive multiple tax assessment notices, which in the past it would be only one.

The Appraisal Company can scan all the property record cards, if requested, for a separate fee. (\$8600.00). Cards would be shipped (air freight) to Anchorage in separate batches. The appraiser will justify appraisals and represent the City and Borough of Wrangell at the annual Board of Equalization.

Summary Timeline:

September - Starting the revaluation;
 October/November - Fieldwork; meeting with assembly;
 December/January - Finalizing the values;
 End of March 2023 - Mailing assessment notices.

Fax
(907) 563-1368

Appraisal Company of Alaska LLC

341 W. Tudor Rd. Suite 202
ANCHORAGE, ALASKA 99503
office@appraisalalaska.com
EIN#26-2071908

Telephone
(907) 562-2
Item a.

**PROPOSAL FOR
ASSESSMENT SERVICES
CITY AND BOROUGH OF WRANGELL
WRANGELL, ALASKA 99929
TAX YEAR 2023**

**APPRAISAL COMPANY OF ALASKA
341 W. TUDOR RD. SUITE 202
ANCHORAGE, ALASKA 99503**

Appraisal Company of Alaska

Appraisal Company of Alaska

341 W. TUDOR RD. SUITE 202
ANCHORAGE, ALASKA 99503
office@appraisalalaska.com

July 30, 2022

Jeff Good, Borough Manager
City and Borough of Wrangell
P.O. Box 531
Wrangell, Alaska 99929

Re: Professional Services for Contract Assessments
For the Tax Year 2023

Dear Mr. Good

Enclosed please find our proposal and agreement for professional services for the City and Borough of Wrangell real property assessments for tax years 2023.

Compensation and Terms of Payment

Assessment fees per year are as follows: 2023 48,000

Contract Assessor to also represent the City and Borough of Wrangell at the annual Board of Equalization (BOE).

Qualifications and Key Personnel:

The Appraisal Company of Alaska presently has a well qualified staff of 4 appraisers with extensive experience in the real property assessment field. The primary contact personal for this project will be Michael C. Renfro, owner of the firm. The appraisal qualifications of the key personnel are attached.

SCOPE OF WORK 2023:

The purpose of this Professional Services Agreement is to assess all commercial and residential real property at their full and true fair market value as prescribed by Alaska Statutes Title 29.

- Task 1: The appraiser will complete all building inspections not previously inspected and the appraiser will revalue all real property based on the current valuation manual.
- Task 2: The appraiser will provide new assessments, digital photographs and valuation for all new properties constructed in assessment year.
- Task 3: The appraiser will update all tax rolls from information supplied by the Borough.
- Task 4: The contractor will host the Borough's MARS Assessment Program and update all data.
- Task 5: The appraiser will provide individual assessments for all parcels that are currently combined. That is split up combined account.
- Task 6: The appraiser will inspect outlying areas within the Borough.
- Task 7: The appraiser will meet with the Assembly to outline all anticipated valuation changes for the 2023 tax year and provide an assessment valuation summary to be included with notices.
- Task 8: Martins Onskulis will provide MARS training as needed.
- Task 9: The Appraisal Company can scan all the property record cards, if requested, for a separate fee. (\$8600.00). Cards would be shipped (air freight) to Anchorage in separate batches.
- Task 10: The appraiser will justify appraisals and represent the City and Borough of Wrangell at the annual Board of Equalization.
- Task 11: The appraiser will provide data for the annual State of Alaska sales ratio study and State Report.

The Appraisal Company of Alaska will also be available to assist the Borough as needed for appraisal services.

If you have any questions on this proposal, please contact me at (907) 562-2424.

Sincerely,

APPRAISAL COMPANY OF ALASKA



Michael C. Renfro
Owner

CITY OF WRANGELL, ALASKA

AGREEMENT FOR PROFESSIONAL TAX ASSESSMENT AND APPRAISAL SERVICES

THIS AGREEMENT is between the CITY AND BOROUGH OF WRANGELL, ALASKA, ("City") and APPRAISAL COMPANY OF ALASKA, LLC ("Contractor"), effective on the 15th day of August _____, 2022.

THIS AGREEMENT is for professional tax assessment services for the City and Borough of Wrangell. Contractor's primary contact person under this agreement is Michael C. Renfro. Contractor's primary contact person may not be changed without written consent of the City.

ARTICLE 1. SUMMARY OF SERVICES

- 1.1 The scope of work to be performed hereunder is more completely described in Appendix A which is incorporated herein by reference.

ARTICLE 2. COMPENSATION

- 2.1 Compensation shall be paid in accordance with the Basis of Compensation Schedule attached hereto as Appendix B and incorporated herein by reference.

ARTICLE 3. PERIOD OF PERFORMANCE

- 3.1 The Contractor agrees to commence work under this agreement only as authorized by and in accordance with written notice to proceed and to complete the work in accordance with Scope of Work (Appendix A) and such time schedules contained in Wrangell Borough Code and any resolutions the Wrangell Borough Assembly passes pursuant thereto.
- 3.2 The period of performance under this agreement shall be tax assessment work for the City and Borough of Wrangell 2023 tax year and shall end upon completion of the Board of Equalization hearings and appeals for the 2023 tax year or December 31, 2023, which ever is last.
- 3.3 This contract may be carried over with the agreement of both parties.

ARTICLE 4. SUBCONTRACTORS

- 4.1 The Contractor shall perform all services required under this agreement except as may be performed by its subcontractors. Subcontractors may be retained only upon written consent from the City.

ARTICLE 5. INSURANCE

5.1 The following minimum limits of insurance coverage are required:

Limits of Liability

<u>Type Insurance:</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
Workmen's Compensation	\$1,000,000	\$1,000,000
Employers General Liability	\$1,000,000	\$3,000,000
Comprehensive General Liability	\$1,000,000	\$3,000,000
Comprehensive Automobile Liability	\$1,000,000	\$3,000,000

ARTICLE 6. APPENDICES

6.1 The following appendices are attached to this agreement and incorporated herein:

Appendix A	Scope of Work
Appendix B	Basis of Compensation

IN WITNESS WHEREOF, the parties have executed this Agreement on the _____ day of _____, 2022.

CONTRACTOR:

APPRAISAL COMPANY OF ALASKA, LLC

CITY AND BOROUGH OF
WRANGELL, ALASKA

Michael C. Renfro, Partner

Jeff Good, Borough Manager

APPENDIX B
BASIS OF COMPENSATION

Contractor shall be paid for all tax assessment work as follows:

2023 \$48,000

Scanning all record cards \$8600.00

QUALIFICATIONS OF APPRAISER

MICHAEL C. RENFRO

EDUCATION:

- 2018-2021 27 Hour Cont. Education Sponsored by Appraisal Institute, Chicago IL
- 2018 7 Hour Uniform Standards & Professional Appraisal Practice 2018 Update
- 2015-2017 27 Hour Continuing Education Sponsored by Appraisal Institute, Chicago, IL
- 2013-2015 27 Hour Continuing Education Sponsored by Appraisal Institute, Chicago, IL
- 2011 27 Hour Continuing Education Sponsored by Appraisal Institute, Chicago, IL
- 2009 27 Hour Continuing Education Sponsored by Appraisal Institute, Chicago, IL
- 2007 27 Hour Continuing Education Sponsored by Appraisal Institute, Chicago, IL
- 2005 27 Hour Continuing Education Sponsored by Appraisal Institute, Chicago, IL
- 2003 The Road Less Traveled; Special Purpose Properties by Appraisal Institute, Girdwood, Alaska
- 2003 Appraisal of Non-Conforming Uses by Appraisal Institute, Girdwood, Alaska
- 2003 Partial Interest Valuation Dividend; Appraisal Institute, Girdwood, Alaska
- 2003 Subdivision Analysis; Appraisal Institute, Girdwood, Alaska
- 2002 Introduction to Real Estate Econometrics with a Trend Analysis Application; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
- 2002 IAAO Course 102 – Income Approach to Valuation; sponsored by AAAO, Anchorage, Alaska
- 2001 Seminar on Partial Interest Valuation – Divided; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
- 2001 Seminar on Partial Interest Valuation – Undivided; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
- 2000 Standards of Professional Practice, Part C, sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
- 1999 On-Line Residential Design and Functional Utility, sponsored by Appraisal Institute, Chicago, IL
- 1999 The Technical Inspection of Real Estate, sponsored by The Beckman Company, Anchorage, Alaska
- 1999 Appraisal of Non-conforming Issues, sponsored by the Appraisal Institute, Anchorage, Alaska



QUALIFICATIONS**MICHAEL C. RENFRO pg. 2****EDUCATION (Continued):**

- 1997 IAAO Course 311: Residential Modeling Concepts, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1995 Standard of Professional Practice, Course 410 & 420, sponsored by the Appraisal Institute, Anchorage, Alaska
- 1995 IAAO Course 630: Personal Property Auditing, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1994 Valuing Property Affected by Environmental Contamination sponsored by the International Association of Assessing Officers, Seattle, Washington
- 1993 IAAO Course 301: Mass Appraisal of Residential Property, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1993 IAAO Course 1: Fundamentals of Real Property Appraisal, sponsored by the Alaska Association of Assessing Officers, Prudhoe Bay, Alaska
- 1993 IAAO Course 4: Assessment Administration, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1991 An Introduction to the Appraisal of Conservation Easements and Restricted Lands, sponsored by the Lincoln Land Institute, Phoenix, Arizona
- 1991 Valuation of Wetlands, sponsored by the Alaska Association of Assessing Officers, Fairbanks, Alaska
- 1991 Valuation Of Contaminated Properties and the Effect On Assessed Values, sponsored by the Alaska Association of Assessing Officers, Fairbanks, Alaska
- 1991 Standards of Professional Practice, sponsored by the Appraisal Institute, Anchorage, Alaska
- 1989 Seminar, The Appraisal of Possessory Interests for ad valorem tax purposes sponsored by the Alaska Association of Assessing Officers
- 1989 ANSCA 1991 Amendments workshop sponsored by the Alaska Association of Assessing Officers
- 1989 Seminar, Methods and Techniques Appropriate for the Development of a True Computer Assisted Mass Appraisal System for Commercial Properties and the Usefulness of a Graphic Information System. Methods of Statistical and Quantitative Techniques for Tracking Market Trends. Sponsored by the International Association of Assessing Officers, Fort Worth, Texas



QUALIFICATIONS**MICHAEL C. RENFRO pg. 3****EDUCATION (Continued):**

- 1987 Cash Equivalency Seminar sponsored by the American Institute of Real Estate Appraisers
- 1983 Condominium Seminar, Society of Real Estate Appraisers
- 1979 Attended Society of Real Estate Appraisers' Narrative Report Writing Seminar
- 1979 Completed Society of Real Estate Appraisers R-2 (Residential Narrative) Examination
- 1976 Attended Feasibility Analysis Seminar, sponsored by the Society of Real Estate Appraisers and the American Institute of Real Estate Appraisers, Anchorage
- 1972-1974 Western State College of Colorado, Degree Bachelor of Arts in Business Administration
- 1971 Completed Course 1A, "Real Estate Appraisal" Basic Principles, Methods and Techniques, American Institute of Real Estate Appraisers, Chicago, Illinois
- 1966-1968 Drake University, Des Moines, Iowa

EXPERIENCE:

- 1976 to
Present Appraiser, Appraisal Company of Alaska
- 1974-1976 Real Estate Appraiser with Gebhart and Peterson, Inc.
- 1969-1971 Staff Real Estate Appraiser with Alaska Mutual Savings Bank

PROFESSIONAL AFFILIATIONS:

- Residential Real Estate Appraiser; State of Alaska Certificate No. AA-114
- Alaska Association of Assessing Officers, Alaska Certified Assessor Appraiser, Level II - Certificate No.129
- Alaska Association of Assessing Officers

OTHER:

- Past member of the Matanuska Susitna Borough Board of Equalization
- Qualified as an expert witness in the State of Alaska Superior Court and the United States Federal Court



QUALIFICATIONS OF

ARNE G. ERICKSON

EDUCATION:

- 2008 Course Completion - Fundamentals of Real Property Appraisal.
Sponsored/conducted by AAAO.
- 2002 to Present Appraisal Company of Alaska; Assessing Department
- 1983 Masters of Urban & Regional Planning; Eastern Washington University
- 1996 to 1997 Appraisal Company of Alaska; On-the-Job Training
- 1975 to 1980 Alaska Municipal League Sponsored Municipal Assessment Courses
- 1974 Bachelor of Arts – Community Planning; Eastern Washington University
- 1972 Bachelor of Arts – Political Science and Economics; University of Alaska

EXPERIENCE:

- 2002 to Present Municipal Assessor; Appraisal Company of Alaska
- 1997-2002 Community Development Director; Bristol Bay Borough
- 1996-1997 Municipal Assessor; Appraisal Company of Alaska
- 1996-1990 EMS/HHS Coordinator; City of Unalaska, Alaska
- 1990-1983 Director of Planning; City of Unalaska, Alaska
- 1982- 1983 Assistant County Planner; Franklin County, Washington
- 1980-1982 Research Fellowship/Lecturer; Eastern Washington University
- 1975-1980 Administrative Assistant; Bristol Bay Borough
- 1974-1975 County Planner; Franklin County, Washington
- 1974 Community Planner; City of Winthrop, Washington
- 1966-1969 United States Lieutenant – Forward Support Platoon Leader

QUALIFICATIONS OF APPRAISER

ADAM B. VERRIER

EDUCATION:

2012-2016 Appraisal	Continuing Education USPAP Update Courses Alaska Chapter of the Institute, Anchorage, Alaska
2011 Insurance,	Loss Prevention for Real Estate Appraisers – Liability Administrators Santa Barbara, CA
2011 King	Uniform Standards of Professional Appraisal Practice Update - William & Associates, Federal Way, WA
2011	Energy Efficient Heating & Hot Water – Alaska Craftsman Home Program, Anchorage, AK
2011	Energy Efficient Lighting & Appliances – Alaska Craftsman Home Program, Anchorage, AK
2011	Ventilation in Homes – Alaska Craftsman Home Program, Anchorage, AK
2011	Energy Efficient Doors & Windows – Alaska Craftsman Home Program, Anchorage, AK
2011	Building Science Basics – Alaska Craftsman Home Program, Anchorage, AK
2011	Air Tightness in Homes – Alaska Craftsman Home Program, Anchorage, AK
2011	Ice Dams – Alaska Craftsman Home Program, Anchorage, AK
2009	Introduction to Valuing Green Buildings - Appraisal Institute, Chicago, IL
2009 IL	Valuation of Green Residential Properties – Appraisal Institute, Chicago, IL
2009	Eminent Domain and Condemnation - Appraisal Institute, Chicago, IL
2009 King	Uniform Standards of Professional Appraisal Practice Update - William & Associates, Federal Way, WA
2007	Course 400: USPAP Update Course – Alaska Chapter of the Appraisal Institute; Anchorage, Alaska

- 2005 Course 400: USPAP Update Course – Alaska Chapter of the Appraisal Institute; Girdwood, Alaska
- 2005 Rates & Ratios: Making Sense of GIMs, OARs, and DCF – Alaska Chapter of the Appraisal Institute; Girdwood, Alaska
- 2005 Residential Design & Functional Utility – Appraisal Institute; Chicago, Illinois
- 2005 The Professional's Guide to the Uniform Appraisal Report – Appraisal Institute; Warwick, Rhode Island
- 2002 IAAO Course 102 – The Income Approach to Valuation; Anchorage, Alaska
- 2001 The Technical Inspection of Real Estate - The Beckman Company; Anchorage, Alaska
- 2000 IAAO Course 400 – Assessment Administration; Anchorage, Alaska
- 2000 Introduction ACCESS 2000; Anchorage, Alaska
- 2000 IAAO Workshop 151 - Standards of Practice and Professional Ethics; Durham, New Hampshire
- 1999 IAAO Course 300 - Fundamentals of Mass Appraisal; Anchorage, Alaska
- 1999 Real Estate Appraisal - Case Studies, University of Alaska; Anchorage, Alaska
- 1998 Real Estate Appraising, University of Alaska, Anchorage, Alaska
- 1993 B.A. Psychology, University of Wyoming, Laramie, Wyoming

EXPERIENCE:

- 1998 to Present Residential Real Estate Appraiser; Assessor; Appraisal Company of Alaska
- 1997 Construction Contractor Assistant; Ed Sanderson, Anchorage, Alaska

PROFESSIONAL AFFILIATIONS:

- Alaska Association of Assessing Officers; Alaska Certified Assessor Appraiser Level III; Certificate #194
- Certified Residential Real Estate Appraiser, State of Alaska Board of Certified Real Estate Appraisers; License #326
- Member, U.S. Ski Team 1994-1995
- Member, U.S. Olympic Ski Team, 1994 Olympics, Lillehammer, Norway



Martins Onskulis

900 W 23rd Ave, Anchorage, AK 99503 | (C) 9077937713 | monskulis@appraisalalaska.com

PROFESSIONAL SUMMARY

I am a recent graduate from the University of Alaska Anchorage with Master's in Business Administration – Statistics/Data Analytics and with a bachelor's degree in aviation and Business Administration and additionally being the captain of the University Ski Team. I am an active volunteer for many organizations helping people in rural Alaska. I'm well-versed in negotiations, planning and development, relationship management, operations, and logistics coordination and scheduling. I am a hard worker, passionate skier, and amateur hockey player. Throughout my college and athletic career, I have learned the importance of hard work, honesty, and being grateful for what I have. Those principles and values have helped me to succeed in athletics and college. Since the age of 16, I have spent every summer working many different jobs, which has provided me with vast experience of problem-solving in ever-changing environments. In the past I have worked as a Management Intern at the Merrill Field Airport, where I gained practical skills, as well as a nuts & bolts perspective of what it takes to operate an airport. Currently I am working as an Assessor at Appraisal Company of Alaska and Alpine Ski Coach for Alyeska Ski Club.

CORE COMPETENCIES

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Communications Skills 2. Leadership/Management Skills. 3. Multicultural Sensitivity/Awareness fluent in 2 languages
Latvian/English/ and basic communication skills in Russian 4. Planning/Organizing. 5. Problem Solving/Reasoning/Creativity. | <p>As a student-athlete, I have developed many skills:
Understanding the value of teamwork, competitive nature, handling pressure well, coachable and willing to learn, great sense of discipline, strong work ethics, understanding the importance of preparation, seek and love for a challenge, self-motivated, mentally tough, understand the importance of time management.</p> |
|--|--|

PROFESSIONAL EXPERIENCE

ALYESKA SKI CLUB - ANCHORAGE

FIS U19 Alpine Coach, 09/2019 to current

- Responsible for each athletes' development to her/his full potential by offering an appropriate blend of guided free-skiing, skill enhancement, technical improvement, and racecourse tactics in an atmosphere of fun and encouragement. Other tasks include creating outstanding citizens and expert, versatile skiers who would eventually become outstanding racers. Areas of focus include mental/physical preparation and course tactics.

APPRAISAL COMPANY OF ALASKA - ANCHORAGE

Assessor Trainee/Intern, 09/2018 to 09/2019; Assessor 09/2019 to current

- Responsible for determination of the taxability and value of properties, field inspection, structural measurement, calculation, sales analysis, market trend studies, and income and expense analysis. I am also responsible for preparing and maintaining current data on each parcel assessed, including maps of boundaries, inventories of land and structures, property characteristics, and any applicable exemptions. GIS mapping and analysis.

MERRILL FIELD AIRPORT - ANCHORAGE

Management Intern, 05/2017 to 08/2017

- I worked on multiple tasks, projects, and activities. Most of the projects and activities can be divided into daily tasks that involve office work, and the on-site activities. The description of my work, activities, and assignments existed from; observing and researching, developing new ideas and suggestions, assisting office staff with many activities, and attending meetings.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	08/23/2022
	<u>Agenda Section</u>	13

Approval of a sole source procurement in the Wastewater Department with Alaska Pump and Supply for Flyght Lift Station Pumps totaling \$33,394.00.

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

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

<u>FISCAL NOTE:</u>		
Expenditure Required: \$33,394.00		
FY 20: \$	FY 21: \$	FY22: \$33,394.00
Amount Budgeted:		
	FY21 \$127,000.00	
Account Number(s):		
	76000 503 7025	
Account Name(s):		
	Collection System maintenance	
Unencumbered Balance(s) (prior to expenditure):		

ATTACHMENTS: 1. Flyght Sole Source Letter 2. Quote from Alaska Pump and Supply 3. Flyght pump drawing

RECOMMENDATION MOTION:

Move to approve a sole source procurement in conformance with WMC 5.10.050 (F) for the Wastewater Department with Alaska Pump and Supply for Flyght Lift Station Pumps totaling \$33,394.00.

SUMMARY STATEMENT

One of these pumps is for Node 10 (Start of the bike path)- Currently there is 1 pump on the shelf, this particular unit has been rebuilt several times. Node 10 pumps run a lot as this station receives everything out to 6 mile. Additionally, with an undersized pipe these pumps work harder than they need to, pumps run longer because the line is smaller which creates more back pressure. Node 10 pumps have a long run to pump sewage from the start of the bike path and then up the hill to the wastewater treatment plant. Node 10 was last upgraded in 1998 and this station has 2 pumps. Prior to 1998 this station was only outfitted with residential grinder pumps. Piping from Node 10 to the WWTP was never updated which is why this pipe is undersized.

The other pump is for Node's 11 and 12. These stations were last updated in 1996 and will need to begin changing over to a new model. A requirement that has changed since these stations were last updated is that pumps and panels need to be explosion proof to reduce risks associated with sewer gases. New pumps will be in compliance with this requirement. There are currently 4 pumps between these 2 stations and there is only 1 used pump on the shelf for a spare.

The total for this purchase is \$33,394.00. Flygt pumps are the City and Borough of Wrangells standard pump for large lift stations in the collection system. Maintaining consistency with these pumps allows for some crossover with spare parts inventory and staff are familiar with these pumps and how to trouble shoot them. Pumps are up to a 18 week lead time which is another reason for this purchase to ensure we have the appropriate amount of spare parts on the shelf. With such long lead times if there is a breakdown in either station we will not have a spare left on the shelf.

Representatives with Alaska Pump and Supply in Anchorage have confirmed they are the only distributor for Flygt Pumps in the state of Alaska.



Grant Stayberg
Territory Manager
Xylem Inc
Flygt Products

4109 NE 107th St.
Vancouver, WA 98686
Cell 503-706-0601

Grant.Stayberg@Xyleminc.com

January 1, 2022

Flygt, a Xylem Water Solutions company

To whom it may concern

Xylem Water Solutions, Flygt brand (Flygt) is the manufacturer of Flygt pumps and parts for your wastewater process. All equipment, components and parts associated with your Flygt equipment should originate from Flygt's Factories.

Flygt, A Xylem brand solely uses DXP \ Alaska Pump & Supply, Inc. as it's only authorized representation/direct distributor in the State of Alaska. All inquiries regarding Flygt equipment and parts as well as service

should be routed through DXP \ Alaska Pump & Supply, Inc.. Below is their contact information.

DXP \ Alaska Pump and Supply, Inc.
8400 Sandlewood Place
Anchorage, AK 99507
Phone: (907) 563-3424

If there are any questions concerning the above statement please feel free to contact me

Sincerely,

Grant Stayberg

Territory Manager



ALASKA

PUMP & SUPPLY, INC

8400 SANDLEWOOD PL • ANCHORAGE, ALASKA 99507 • PHONE: (907)563-3424 • FAX: (907)562-5449

July 28, 2022

ATTN: ELSIE BAILEY - CITY OF WRANGELL

QUOTE: AKP22-0541REV1

Project: CITY OF WRANGELL

Subject: SPARE PUMPS

We are pleased to provide pricing for the following equipment:

Qty	Part #	Description	Each	Total
1	NP3085.070-0001	FLYGT NP3085.070-0001 3HP 3PH 460 VOLT FM/FLS 462 IMPELLER.	\$ 9,086.00	\$ 9,086.00
1	NP3153.095	FLYGT NP3153.095 23HP 460 VOLT 3PH FM/FLS 274SH IMPELLER HARD IRON. SEE ATTACHED DATA.	\$ 26,683.00	\$ 26,683.00
Please reference AKP22-0541REV1 when placing order.				Total: \$35,769.00

Subject to Alaska Pumps Terms & Conditions of Sale. Net Thirty (30) Terms are subject to Alaska Pumps' credit department approval.

F.O.B: WRANGELL

Ships: 18 WEEKS ARO

Regards,

Mark Ornellas

Account Manager / Outside Sales

DXP / Alaska Pump & Supply, Inc.

Direct: (907) 793-4812

Cell: (907) 301-3336

FAX: (907) 562-5449

Mark.Ornellas@dxpe.com

DXP | ALASKA PUMP & SUPPLY, INC.
STANDARD TERMS & CONDITIONS OF SALE

Terms of Payment: Payment is due thirty (30) days after the date of the invoice. Interest on the unpaid balance will be charged on all overdue monies at the rate of 18% per annum or the highest rate allowable by law, whichever is less. Customer agrees to pay all collection costs, including actual reasonable attorney's fees incurred in collecting monies due hereunder. Seller reserves the right to require payment in advance or provide other credit terms if Buyer's credit is not acceptable to Seller.

Identification and Risk of Loss: The products, goods and/or equipment shall be identified to the contract and risk of loss shall pass to Buyer when the products, goods and/or equipment are placed in the hands of the carrier.

Freight: All prices are FOB point of manufacture and do not include freight unless specifically listed as included. Seller shall not be responsible for actions, inactions or delays by the carrier.

Conditions: All orders are accepted with the understanding that they are subject to Seller's ability to obtain the necessary products, goods and/or equipment.

Not Included: Unless specifically provided herein, the products, goods, equipment, and/or services listed do not include freight, haulage, unloading, freight claims, installation, erection, concrete, grout, water, utilities, lubricating grease and oil, power, tools, labor, controls, conduit, wiring, meters, main disconnects, piping, valves, fittings, gaskets, hardware, taxes, covers, field painting, insurance, testing, royalties, maintenance, operation, erection supervision, start-up services, personnel transportation, anchor bolts, welding rod, or asset.

Inspection: Buyer shall inspect Seller's products, goods and/or equipment upon receipt and if Buyer's inspection reveals any defects, Buyer shall notify the Seller within three (3) days after receipt of the products, goods and/or equipment of any claim Buyer might have concerning such defects or of any claim discovered by Buyer. Buyer's failure to notify Seller within such three day period shall constitute a waiver by Buyer of all claims covering such defects.

Errors: Seller reserves the right to correct any clerical and/or stenographic error or omission.

Cancellation: Except as otherwise provided in this Agreement, no order may be cancelled unless requested in writing by either party and accepted in writing by the other. In the event of a cancellation by Buyer, Buyer shall, within thirty (30) days of such cancellation, pay Seller a cancellation fee, which shall include all costs and expenses incurred by Seller up to the receipt of the request for cancellation including, but not limited to, all commitments to its suppliers, subcontractors and others, all fully burdened labor and overhead expended by Seller, plus a reasonable charge for profit. Return of goods shall be in accordance with Seller's most current Return Materials Authorization and subject to a minimum twenty percent (20%) restocking fee.

Returns: Seller will not accept returns of chemicals, electrical items or special orders. Seller will not accept returns of any products, goods and/or equipment after ninety (90) days from the date of the invoice. Buyer will be assessed a reasonable restocking fee on any accepted returns.

Approvals: Buyer is responsible for obtaining any required engineers', owners', and/or governmental agencies' approval of the products, goods, equipment and/or services. Seller does not warrant that the products, goods, equipment and/or services will meet any such approvals or specifications.

Limitation of Liability: In no event shall Seller be liable for any lost profits, down time, lost sales, operating or maintenance costs, or for any other special, indirect, incidental or consequential damages of Buyer.

Warranties: SELLER MAKES NO EXPRESS WARRANTIES WITH RESPECT TO ANY PRODUCT, GOODS AND/OR EQUIPMENT SOLD OR SERVICES PERFORMED AND SELLER SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Seller does not authorize anyone to make a warranty of any kind on its behalf and Buyer should not rely on any statement to that effect. Seller is not the manufacturer of the products, goods and/or equipment. If the manufacturer of the products, goods and/or equipment warrants the products, goods and/or equipment that Buyer has purchased, Buyer shall have whatever manufacturer's warranty there is subject to the terms and conditions of the warranty. The Buyer's sole and exclusive remedy, if any, shall be against the manufacturer and not Seller.

Integration: These Terms and Conditions constitute the entire agreement between Buyer and Seller with respect to this transaction and supercede and replace all prior negotiations agreements, and representation, oral or written. These Terms and Conditions may not be amended or modified except pursuant to a written document signed by both parties.

Governing Law: The terms of this agreement and all rights and obligations of the parties hereunder shall be governed by the laws of the State of Alaska.

Binding Effect: These Terms and Conditions shall be binding on the parties hereto and their heirs, personal representatives, successors, and assigns. The undersigned acknowledges and agrees to Alaska Pump & Supply, Inc. terms and conditions of sale/quote as referenced in our quote AKP22-0541REV1 and is subject to Alaska Pump & Supply Inc.'s Standard Terms and Conditions of Sale which are outlined above and agrees to be bound by said Terms and Conditions. No other conditions previous or after date below apply.

Letters and Quotes: Notwithstanding any language to the contrary, nothing contained in our letters or quotes constitutes or is intended to constitute engineering work requiring a stamp or engineering seal by Alaska Pump & Supply, Inc.. We neither convey nor imply that the company or persons are practicing engineering herein.

Customer Name Printed

Company Name Printed

X

Customer Signature

Date:

NP 3153 SH 3~ 274

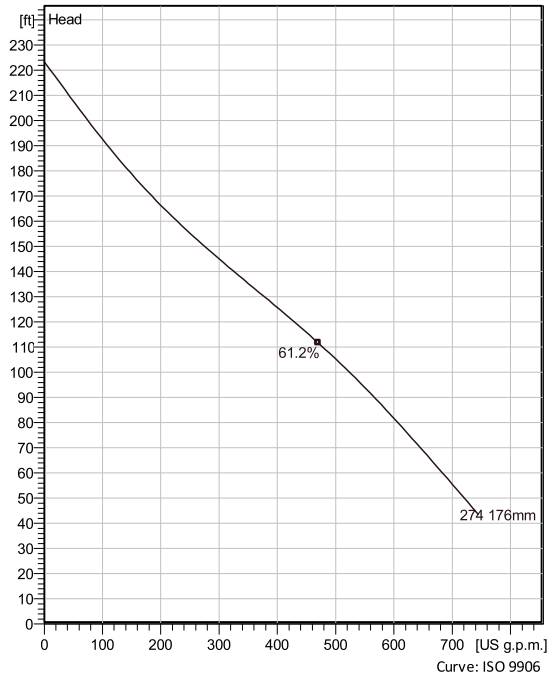
Patented self cleaning semi-open channel impeller, ideal for pumping in waste water applications. Modular based design with high adaptation grade.



Technical specification



Curves according to: Water, pure Water, pure [100%], 39.2 °F, 62.42 lb/ft³, 1.6891E-5 ft²/s



Configuration

Motor number N3153.095 21-18-2BB-W 23hp	Installation type P - Semi permanent, Wet
Impeller diameter 176 mm	Discharge diameter 3 inch

Pump information

Impeller diameter 176 mm
Discharge diameter 3 inch
Inlet diameter 150 mm
Maximum operating speed 3510 rpm
Number of blades 2
Max. fluid temperature 40 °C

Materials

Impeller Hard-Iron™

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	7/28/2022	7/28/2022

NP 3153 SH 3~ 274

Technical specification



Motor - General

Motor number N3153.095 21-18-2BB-W 23hp	Phases 3~	Rated speed 3510 rpm	Rated power 23 hp
ATEX approved FM	Number of poles 2	Rated current 26 A	Stator variant 4
Frequency 60 Hz	Rated voltage 460 V	Insulation class H	Type of Duty S1
Version code 095			

Motor - Technical

Power factor - 1/1 Load 0.91	Motor efficiency - 1/1 Load 91.0 %	Total moment of inertia 0.759 lb ft ²	Starts per hour max. 30
Power factor - 3/4 Load 0.87	Motor efficiency - 3/4 Load 91.5 %	Starting current, direct starting 207 A	
Power factor - 1/2 Load 0.79	Motor efficiency - 1/2 Load 91.5 %	Starting current, star-delta 69 A	

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Created on 7/28/2022 **Last update** 7/28/2022

NP 3153 SH 3~ 274

Performance curve

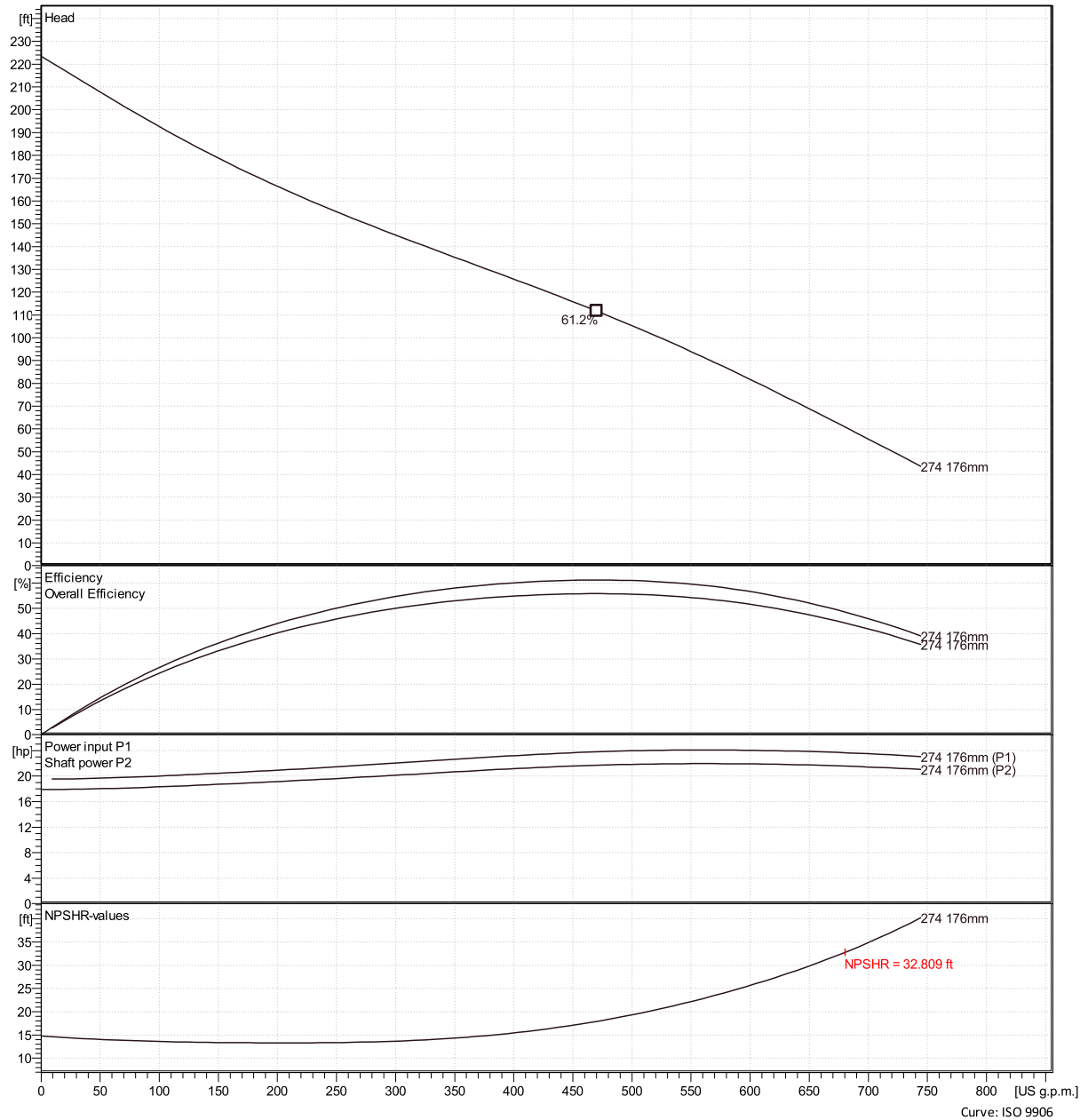


Duty point

Flow

Head

Curves according to: Water, pure Water, pure [100%], 39.2 °F, 62.42 lb/ft³, 1.6891E-5 ft²/s



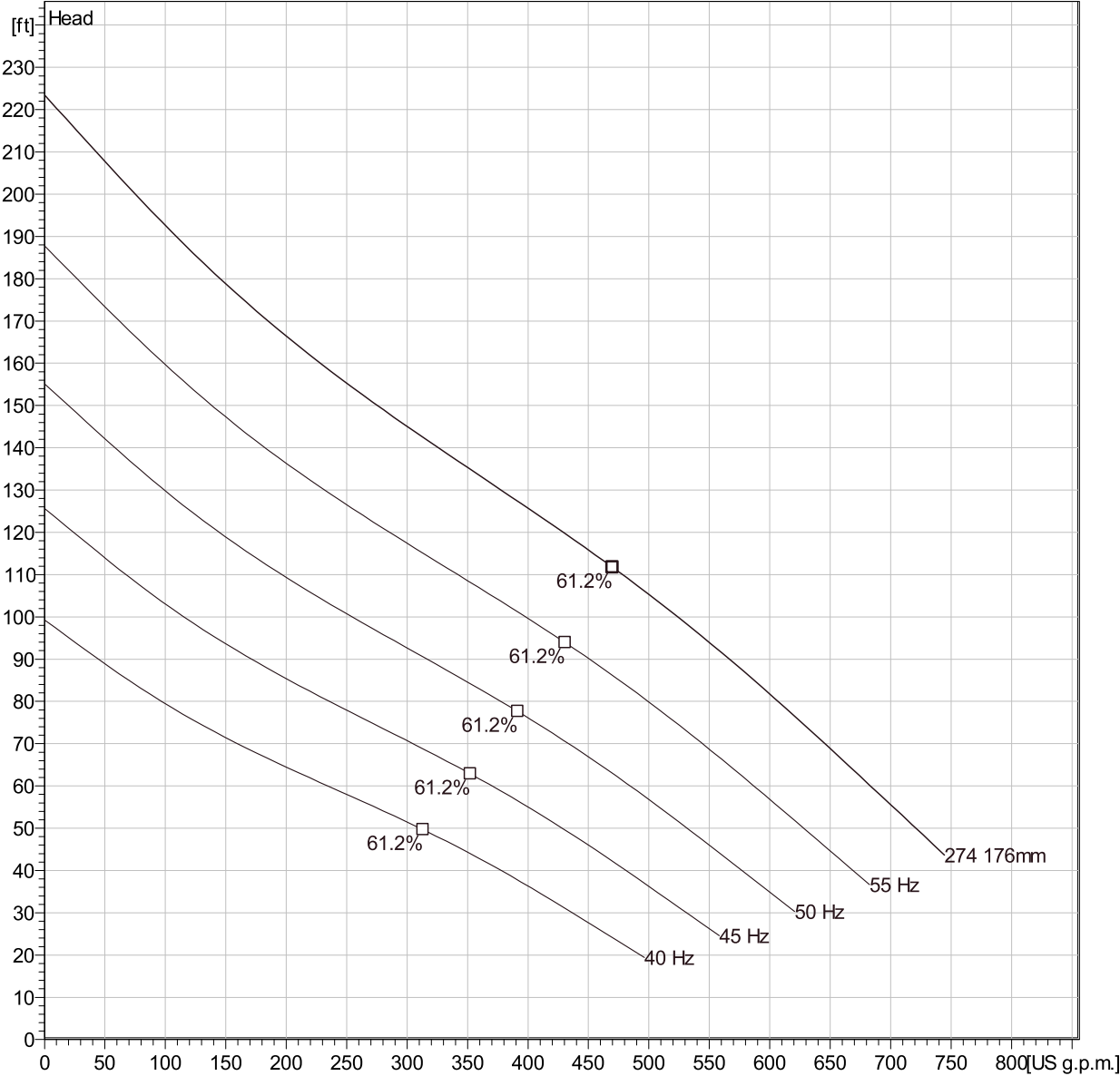
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Duty Analysis



Curves according to: Water, pure [100%] ; 39.2°F; 62.42lb/ft³; 1.6891E-5ft²/s



Operating characteristics

Pumps / Systems	Flow US g.p.m.	Head ft	Shaft power hp	Flow US g.p.m.	Head ft	Shaft power hp	Hydr.eff.	Spec. Energy kWh/US MG	NPSHre ft
-----------------	-------------------	------------	-------------------	-------------------	------------	-------------------	-----------	---------------------------	--------------

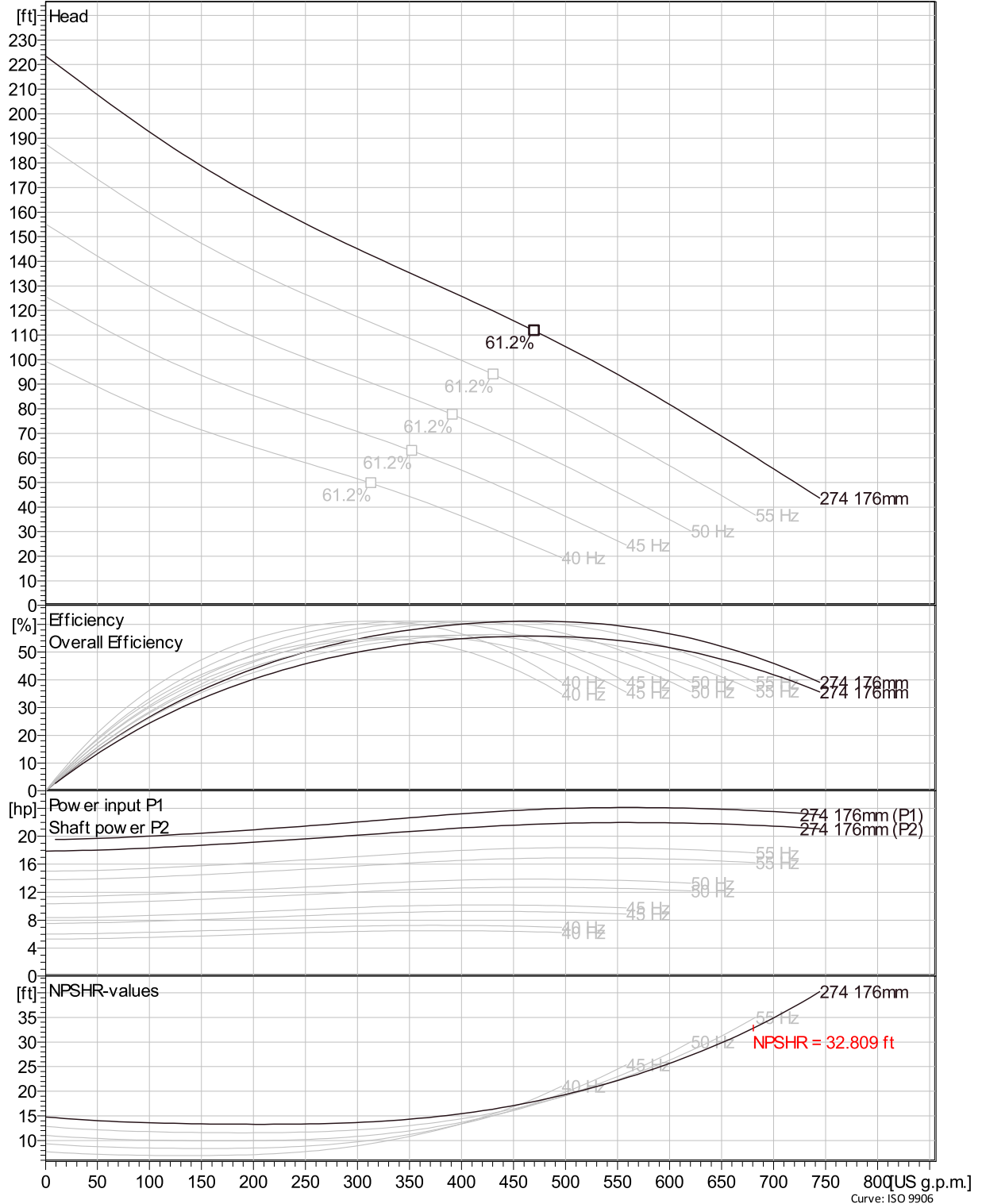
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NP 3153 SH 3~ 274

VFD Curve



Curves according to: Water, pure, 39.2 °F, 62.42 lb/ft³, 1.6891E-5 ft²/s

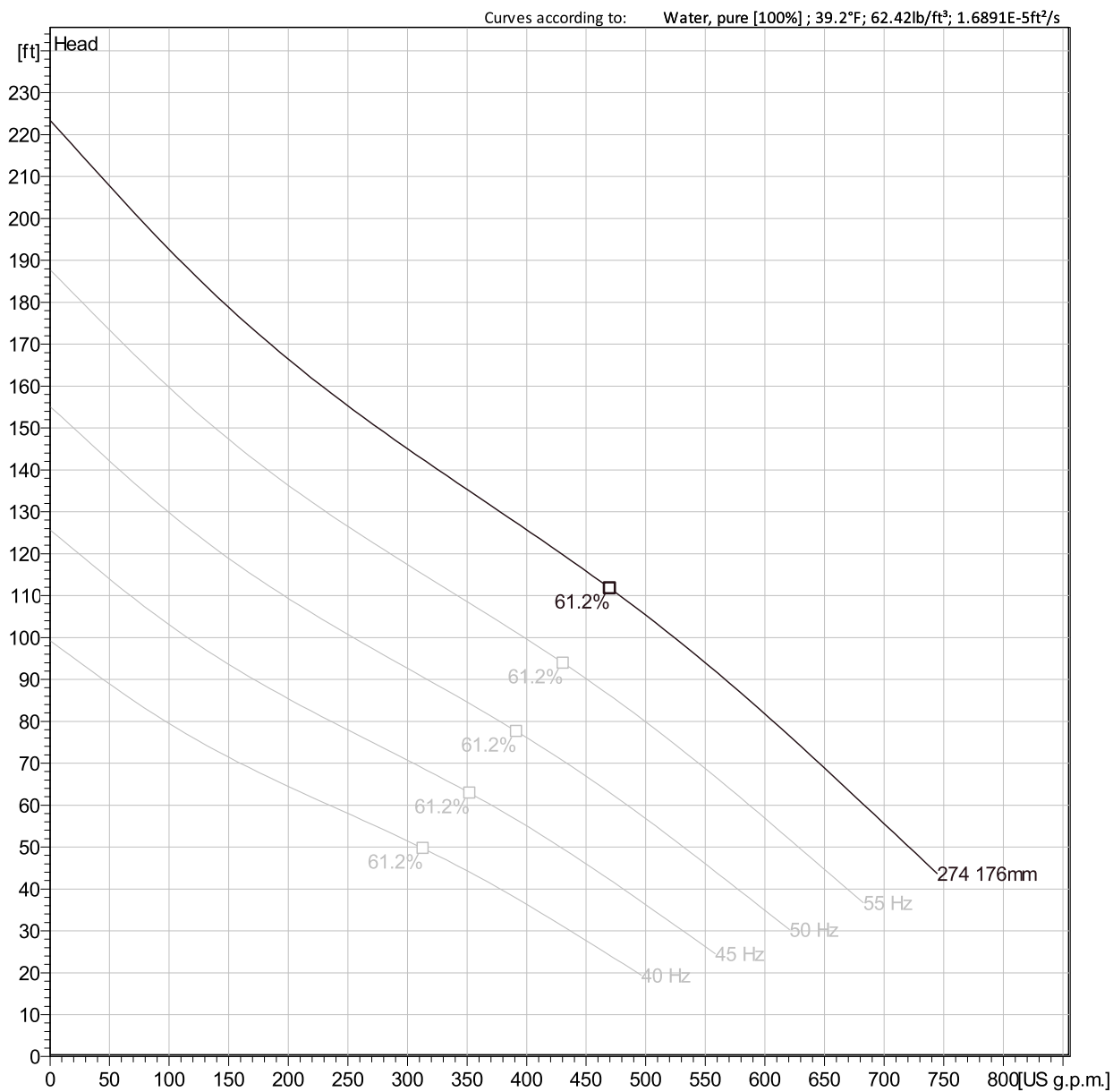


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VFD Analysis



Operating Characteristics

Pumps / Systems	Frequency	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr. eff.	Specific energy	NPSHre
		US g.p.m.	ft	hp	US g.p.m.	ft	hp		kWh/US MG	ft

Project

Created by

Block

Created on

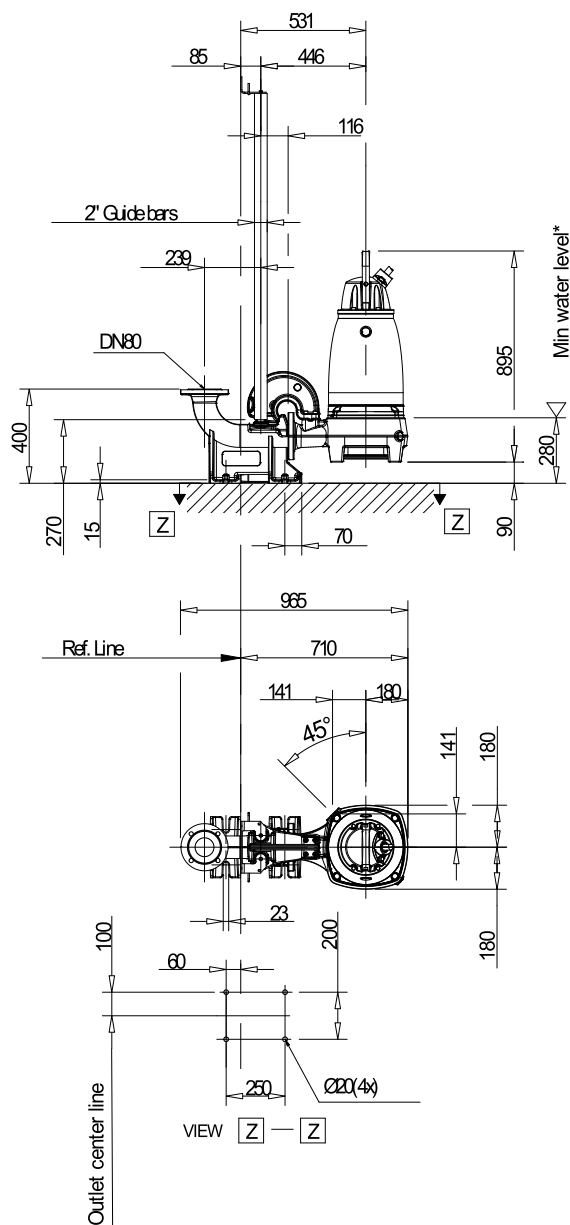
7/28/2022

Last update

7/28/2022

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Dimensional drawing



*Only applicable for intermittent duty.

Consult the ICM for more info



Weight	Pump	Disch
kg	220	35
Discharge outlet DN80	Scale 1:20	Date 220225
Pump outlet DN80	Drawing number 6926300	Revision 9
Pump inlet		
Suction inlet		

Project
Block

Created by

Created on 7/28/2022 Last update

7/28/2022

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	08/23/2022
	<u>Agenda Section</u>	13

Approval of a sole source procurement in the Wastewater Department with Northwest Pump for E One Extreme Grinder Station Pumps totaling \$19,316.79.

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

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

<u>FISCAL NOTE:</u>		
Expenditure Required: \$		
FY 20: \$	FY 21: \$	FY22: \$19,316.79
Amount Budgeted:		
FY21 \$127,000.00		
Account Number(s):		
76000 503 7025		
Account Name(s):		
Collection System maintenance		
Unencumbered Balance(s) (prior to expenditure):		
\$		

ATTACHMENTS: 1. Quote from Northwest Pump

RECOMMENDATION MOTION:

Move to approve a sole source procurement in conformance with WMC 5.10.050 (F) for the Wastewater Department with Northwest Pump for E One Extreme Grinder Station Pumps totaling \$19,316.79.

SUMMARY STATEMENT

Many grinder stations in the collection system were installed in the late 1990's and are showing significant signs of wear and tear. Currently there are 4 types of residential grinder stations in the collection system. As stations need to be updated the Department is working towards standardizing these pumps. With 4 models in the system, significantly more shelf inventory is needed as materials and supplies are needed to work on any of the 4 models. Having a standard model should reduce the amount of spare parts that are needed to fix grinder stations.

E one Extreme pumps are an updated model to one of our more common grinder pumps, the E one. Staff believe that these are some of the more reliable and easy to work on grinder pumps. The last pump on the shelf was just installed at a residence on Shoemaker loop as their station had failed. At least 4 other pumps in this area were installed in the same era and are increasingly likely to fail as they age. This order is for 3 pumps, 1 of these pumps are already spoken for and the other 2 pumps will be put on the shelf for future needs. This model pump is our most common residential grinder station pump in the system.

Lead times on grinder pumps are up to 22 weeks. Similar to lift stations, with such long lead times this could create significant compliance and safety issues if there is not a replacement pump on the shelf.

The total for this purchase is \$18,471.00. Northwest Pump is the only distributor for E one Extreme Grinder Pump Stations for the State of Alaska.

**Acknowledgement**

Customer #	Ship To	Order Date	Order #
67561	2	8/5/22	3340051-00
PO #	Placed By	Taken By	Page #
2653	Elsie	Chris Wagg	1 of 1

Bill To	Ship To	From
City of Wrangell PO Box 531 Wrangell, AK 99929 (907) 874-2381	City of Wrangell c/o Alaska Marine Lines 5615 West Marginal Way SW Seattle, WA 98106 (907) 874-2381(907) 874-2381	Northwest Pump 2800 NW 31st Avenue Portland, OR 97210 (253) 850-4680

Instructions					
AML					
Warehouse	Ship Via	Reference	Sales Rep	Terms	Ship Date
1101	Other		Rogers, Kyle	Net 30 days	

Notes

Line #	Product and Description	Qty Ordered	Qty Backordered	Qty Shipped	UM	Price		Amount
1	d200b14b10bf E1 STANDARD DT071-93 240 VOLT/ 240V CORE INCLUDES D200A01A01AA 240V CORE.	3.00	0.00	3.00	each	5,684.00		17,052.00
3	SE1A210C2AA E-One Sentry ProtectPlus with Protection Package	3.00	0.00	3.00	each	754.93		2,264.79
2	Lines Total	Total Order Quantity		6.00			Subtotal	19,316.79
							Taxes	0.00
							Total	19,316.79

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CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	August 23, 2022
	<u>Agenda Section</u>	13

Approval of an Amendment to the Professional Services Agreement with DOWL for the Water Treatment Plant Improvements Design in the amount of \$29,215

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$29,215

FY 22: \$	FY 23: \$29,215	FY24: \$
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. PND Engineers Engineering Services Fee Proposal dated June 8, 2022

RECOMMENDATION MOTION:

Move to approve an Amendment to the Professional Services Agreement with DOWL for the Water Treatment Plant Improvements Design in the amount of \$29,215.

SUMMARY STATEMENT:

DOWL (Engineers) was selected to perform the engineering design services for the Water Treatment Plant Improvements Design project, with multiple funding sources.

Through the 35% design development, including survey for the gravity sewer line to handle operational backwash waste and disposal by way of a gravity sewer line to the Wastewater Treatment Plant, an alternative discharge route and method was identified as a possible project cost savings and as a better long-term solution for handling the waste.

Instead of clearing a route through the timber above the City/Private rock quarry and constructing an above ground sewer line, exposed to risk of tree fall, we identified an abandoned water main, which routes from Wood Street below the water treatment plant to Zimovia Highway, as a alternative discharge route. This new route would require the waste material to route through one lift station as it makes its way to the Wastewater Treatment Plant.

This newly proposed means of discharge and disposal would require additional survey of the new route as well as an analysis of the lift station pumps and collection pipe system, to ensure the existing infrastructure could handle the additional flow/loads.

The amendment cost also includes additional time for the engineers to assist with the Packaged Water Treatment Plant Equipment solicitation (currently out for bid), which was not included in the original scope of work.

If approved, the survey work would not begin until the lift station and pipe analysis was complete with results that show it can handle the additional loads and is thus a viable alternative for handling the waste discharge and disposal.

Staff recommend approving an amendment to the existing PSA with DOWL in the amount of \$29,215 for the Water Treatment Plant Improvements Design project to move this scope of the project design forward. Funding is proposed to come from the State of Alaska Designated Legislative Grant the Borough was recently awarded in the amount of \$4,100,000.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	August 23, 2022
	<u>Agenda Section</u>	15

Executive Session: Update on Formal Grievance Procedure with the IBEW

SUBMITTED BY:

Jeff Good, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total

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

	FY22 \$XXX
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Account Number(s):

	XXXXX XXX XXXX
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Account Name(s):

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

	\$XXX
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1.

PROPOSED MOTION:

I move, pursuant to 44.62.310 (c) (1), that we recess into executive session and invite the Borough Manager to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough, specifically to receive an update on the Formal Grievance Procedure with the IBEW.

SUMMARY STATEMENT: The Borough and the IBEW have entered into the Formal Grievance Procedure (as provided for in the Collective Bargaining Agreement). This executive session will

provide an opportunity for the Borough Manager to update the Assembly on the status of the grievance procedure.