

City and Borough of Wrangell WORK SESSION & Borough Assembly Meeting AGENDA

Tuesday, September 08, 2020 Location: Borough Assembly Chambers WORK SESSION - 6:00 PM / REGULAR ASSEMBLY MEETING – 7:00 PM

Resolution No. 03-20-1520 allows for the temporary suspension of in-person Assembly Meetings and allows for teleconference meetings, due to COVID-19, until October 17, 2020 unless terminated before that date.

Teleconference Information for anyone wishing to call into the meeting and speak under Persons to be Heard

If you wish to call into the meeting to speak under Persons to be Heard, please contact the Borough Clerk at 907-874-2381 or email: clerk@wrangell.com no later than Tuesday, September 8th at 4:00 p.m. so that you can be added to the Sign-Up sheet.

You will be called in the order that your request is received.

Please note that KSTK is still broadcasting the Borough Assembly meetings. Therefore, if you wish only to listen in, you may do so by tuning into KTSK! We will also be streaming on Facebook LIVE.

To Join by Computer:

https://zoom.us/j/9078742381?pwd=MTNgSEdncjRyakh2UCtMVUNxMndYUT09

And Enter the Meeting ID: 907 874 2381

Then Enter Password: 99929

~~ OR ~~

To use your phone, call one of the following numbers:

- +1 669 900 9128
- +1 346 248 7799
- +1 301 715 8592
- +1 312 626 6799
- +1 646 558 8656
- +1 253 215 8782

And enter the Meeting ID: 907 874 2381

Then enter Password: 99929

WORK SESSION - 6:00 PM

a. FY 2021 Capital Improvement Projects Plan

1. CALL TO ORDER

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

- 2. ROLL CALL
- 3. PERSONS TO BE HEARD
- 4. AMENDMENTS TO THE AGENDA
- 5. CONFLICT OF INTEREST
- 6. CONSENT AGENDA

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

- <u>a.</u> Minutes of the August 25, 2020 Regular Assembly Meeting
- <u>b.</u> Renewal of Retail Marijuana Store Licence #10200 from Kelsey J. Martinsen dba Happy Cannabis
- c. CORRESPONDENCE School Board Action from August 24, 2020 Special Meeting
- d. CORRESPONDENCE School Board Action from August 31, 2020 Special Meeting

7. BOROUGH MANAGER'S REPORT

- a. COVID-19 Update (Verbal at Meeting)
- <u>b.</u> September Finance Department Report
- <u>c.</u> Capital Facilities Department Report
- d. WML&P August 2020 Report
- e. P&R Department Report
- <u>f.</u> Nolan Center Report:
- g. M/V Chugach Ranger Boat Report
- h. Armory Property Divestiture Report

8. BOROUGH CLERK'S FILE

- a. Borough Clerk's Report
- 9. MAYOR AND ASSEMBLY BUSINESS
- 10. MAYOR AND ASSEMBLY APPOINTMENTS
- 11. PUBLIC HEARING
- 12. UNFINISHED BUSINESS
- 13. NEW BUSINESS
 - a. Approval of Revised CARES Act Funding Plan with an Allocation up to \$125,000 for Wrangell Public Schools for COVID-19 Mitigation
 - b. Discussion Item Only: Wrangell's Community COVID-19 Risk Assessment
 - c. Approval of a Contract Award to Schmolck Mechanical Contractors, Inc. in the Amount of \$53,450 for the Recreation Center Hot Water Tank Replacement
 - d. RESOLUTION No. 09-20-1540 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL ALASKA AMENDING THE FY21 BUDGET IN THE CIP FUND BY TRANSFERRING \$32,950 FROM THE GENERAL FUND RESERVES TO THE SWIMMING

- POOL HOT WATER TANK REPLACEMENT PROJECT AND AUTHORIZING ITS EXPENDITURE
- e. Approval of a Professional Service Agreement to Spawn Ideas for Visitor Branding in Response to COVID-19 Impacts in the Amount of \$44,980
- f. Approval of a Professional Services Agreement with R&M Engineering-Ketchikan, Inc. in the Amount of \$62,400 for the Water Mains Replacement Project
- **RESOLUTION No. 09-20-1541** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA ALLOWING FOR THE EXPIRATION OF RESOLUTION 08-20-1534 AND ENACTING RESOLUTION 09-20-1541, ENCOURAGING THE RESIDENTS OF AND VISITORS TO THE CITY AND BOROUGH OF WRANGELL TO WEAR FACE COVERINGS IN PUBLIC PLACES
- h. RESOLUTION No. 09-20-1542 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA SUPPORTING NATIONAL PILT (PAYMENT IN LIEU OF TAXES) AND SRS (SECURE RURAL SCHOOLS) DAY OF ACTION SEPTEMBER 10, 2020
- i. PROPOSED RESOLUTION No. 09-20-1543 A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE JOB DESCRIPTION OF THE ACCOUNTING GENERALIST POSITION
- 14. ATTORNEY'S FILE Available for Assembly review in the Borough Clerk's office
- 15. EXECUTIVE SESSION
- **16. ADJOURNMENT**

City and Borough of Wrangell FY2021 Capital Improvements and Major Maintenance Proposed Projects

				CE	BW Funding			Οι	ıtside Funding			1				
Dept.	Project Name	Estir	nated Project Cost	FY2:	1 CIP Funding Request		Grants and Donations		Loans		In-Kind Contributions		ital Requested in W Contributions		d FY21	
				GENE	RAL FUND											
Nolan Center	Civic Center Floor Replacement	\$	41,000.00		41,000.00	\$	-	\$	-	\$	-	\$	41,000.00	\$ 41,0	00.00	
P&R	Skeet Range Improvements	\$	55,070.00	\$	-	\$	55,070.00	\$	-	\$	-	\$	-	\$	-	
***P&R	Swimming Pool Hot Water Tank Replacement (Pool Priority #1)	\$	55,000.00	\$	32,950.00	\$	-	\$	-	\$	-	\$	32,950.00	\$ 32,9	50.00	
P&R	Swimming Pool Lighting Upgrades (Pool Priority #2)	\$	40,000.00	\$	40,000.00	\$	-	\$	-	\$	-	\$	40,000.00		00.00	
*P&R	Swimming Pool HVAC Upgrades, Phase III (Pool Priority #3)	\$	50,000.00	\$	50,000.00	\$	-	\$	-	\$	-	\$	50,000.00	\$ 50,0	00.00	
*P&R	Kyle Angerman Memorial Playground Replacement	\$	192,000.00	\$	56,000.00		116,000.00	\$	-	\$	20,000.00	\$	56,000.00		00.00	
Public Works	Environmental Work Plan for Public Works Yard Site	\$	55,000.00	\$	55,000.00	\$	-			\$	-	\$	55,000.00	\$ 55,0	00.00	
	Total General Fund	\$	488,070.00	\$	274,950.00	\$	171,070.00	\$	-	\$	20,000.00	\$	274,950.00	\$ 274,	950.00	\$ 5,708,74
				VNAC LE	CACV FUND											
WMCLogacy	Environmental Work Plan for Wrangell Medical Center	\$	35,000.00		35,000.00	Ġ	-	¢		\$		\$	35,000.00	\$ 35	00.00	
WMC Legacy	Total WMC Legacy Fund	\$	35,000.00		35,000.00			\$		\$		\$ \$	35,000.00	-	00.00	\$ 229,91
		-	<u> </u>	-	00,000.00	T		*		<u> </u>			55,655.65	+		Ţ
		NORT	H COUNTRY TR	RAILHE	AD ACCESS ROA	D REI	PAIR FUND									
*Streets	North Country Trailhead Access Road Repair	\$	61,790.00	\$	-	\$	56,190.00	\$	-	\$	5,600.00	\$	-	\$	-	
	Total North Country Trailhead Access Road Repair	\$	61,790.00	\$	-	\$	56,190.00	\$	-	\$	5,600.00	\$	-	\$	-	N/A - Grant
			SECURE	E RURA	AL SCHOOLS FUN	ND										
Schools	High School Elevator Repairs/Replacement (Priority #1)	\$	210,000.00	\$	210,000.00	\$	-	\$	-	\$	-	\$	210,000.00	\$ 210,0	00.00	
*School/Streets	High School Sidewalk Replacement Project (Priority #2)	\$	55,000.00		55,000.00			\$	-	\$	-	\$	55,000.00		00.00	
Schools	Primary School Gymnasium Flooring Improvements (Priority #3)	\$	45,000.00	\$	45,000.00	-	-	\$	-	\$	-	\$	45,000.00		00.00	
	Total Secure Rural Schools Fund	Ś	310,000.00	Ś	310,000.00	Ś	-	\$	_	\$	-	\$	310,000.00	\$ 310.0	00.00	\$ 2,936,42

City and Borough of Wrangell FY2021 Capital Improvements and Major Maintenance Proposed Projects

			'	СВ	W Funding		Ou	utside Fu	unding			1				
Dept.	Project Name	Estir	nated Project Cost		L CIP Funding Request		Grants and Donations	Loan	s	In-Kind Contribution	s		al Requested in Contributions	Recomme		Fund Balance After 40% Working Capital Setaside
		60	MANAFOCIAL DA	CCENC	ER VESSEL EXCIS	CC TA	V FUND									
*P&R	Mt Dewey Trail Extension FLAP Grant Match	Ś	504,577.00		50,000.00	-	454,577.00 \$		-	\$	_	\$	50,000.00	ċ	50,000.00	
1 4.1	Total Commercial Passenger Vessel Excise Tax Fund	\$	504,577.00		50,000.00	-	454,577.00 \$		<u> </u>		-		50,000.00	-		\$ 267,117.00
	Total Commercial Lassenger Vesser Excise Tax Fana	7	304,377.00	7	30,000.00	7	434,377.00 Ç			-		,	30,000.00	,	30,000.00	207,117.00
			INDUSTR	IAL CO	NSTRUCTION FL	UND										
Ind Constr	Environmental Work Plan (former) Wilcox Automotive	\$	65,000.00	\$	65,000.00	\$	- \$		-	\$	-	\$	65,000.00	\$ (65,000.00	
	Total Industrial Construction Fund	\$	65,000.00	\$	65,000.00	\$	- \$		-	\$	-	\$	65,000.00	\$ (65,000.00	\$ 334,567.00
			WRANGELL MU	JNICIPA	AL LIGHT & POV	VER F	UND									
**WML&P	AMI Electric Metering System Upgrades	\$	560,000.00	\$	560,000.00	\$	- \$		-	\$	-	\$	560,000.00	\$ 50	60,000.00	
WML&P	Environmental Assessment for Utilities Campus Master Plan	\$	102,000.00	\$	102,000.00	\$	- \$		-	\$	-	\$	102,000.00	\$ 10	02,000.00	
	Total Municipal Light & Power Fund	\$	662,000.00	\$	662,000.00	\$	- \$		-	\$	-	\$	662,000.00	\$ 60	62,000.00	\$ 1,359,752.00
				WAT	ER FUND											
Water	Upper Dam Stability and Repairs Alternative Analysis (First Phase toward Shovel Ready)	\$	65,000.00	\$	65,000.00	\$	- \$		-	\$	-	\$	65,000.00	\$	65,000.00	
	Ash Street Water Main Replacement Engineering Design (toward															
Water	Shovel Ready)	\$	95,000.00		95,000.00		- \$		-	\$	-	\$	95,000.00		95,000.00	
	Total Water Fund	\$	160,000.00	\$	160,000.00	\$	- \$		-	\$	-	\$	160,000.00	\$ 10	60,000.00	\$ 319,691.00
				HARR	OD FUND											
****	Parts and Harbars Surveillance System	ć	FC0 000 00		OR FUND	ć				ć		ć	100 000 00	ć 4.	00 000 00	
****Harbor	Ports and Harbors Surveillance System	\$	560,000.00	>	100,000.00	>	- \$		-	\$	-	\$	100,000.00	> 10	00,000.00	
****Harbor	Inner Harbor Replacement Engineering Design (toward shovel ready)	\$	672,000.00	\$	672,000.00	\$	- \$		-	\$	-	\$	672,000.00	\$	-	
	Total Harbor Fund	\$	1,232,000.00	\$	772,000.00	\$	- \$		-	\$	-	\$	772,000.00	\$ 10	00,000.00	\$ 578,144.00

City and Borough of Wrangell FY2021 Capital Improvements and Major Maintenance Proposed Projects

				С	BW Funding			0	utside Funding					
Dept.	Project Name	Estim	nated Project Cost	FY2	21 CIP Funding Request		Grants and Donations		Loans	In-Kind Contributions	-	Manager Recommended FY21 CIP Funding Request		ing
				SEW	VER FUND									
*Sewer	Node 8 Sewer Pump Station Rehabilitation	\$	150,000.00	\$	150,000.00	\$	-	\$	-	\$ -	\$ 150,000.00	\$ 150,000.00		
	Total Sewer Fund	\$	150,000.00	\$	150,000.00	\$	-	\$	-	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 401,5	57.00
		SALE	S TAX FUND: S	СНОС	OLS, HEALTH, AN	D SAN	NITATION							
****Sanitation	Solid Waste Transfer Station Baler	\$	475,000.00	\$	90,000.00	\$	-	\$	-	\$ -	\$ 90,000.00	\$ 90,000.00		
	Total Sanitation Fund	\$	475,000.00	\$	90,000.00	\$	=	\$	=	\$ -	\$ 90,000.00	\$ 90,000.00	\$ 712,4	31.00

Notes:

- 1. * Identifies projects approved in FY20, not transferred to a CIP Fund. Projects remain viable and are in a variety of progressive phases.
- 2. ** Identifies projects approved in part in the WML&P's FY20 operating budget, which was unspent and rescoped with an associated additional funding requirement
- 3. *** Identifies projects approved in FY21's CIP Fund, which require a budget amendent.

4. **** Identifies projects under review for grant funding. If grant funding is unsuccessful or the timing is such that it is not in the Borough's best interest to wait on outside funding, a local funding source may need to be identified.

Summary of Requested FY21 Capital Improvement Projects by Funding Source:		Ċ	Grants/Loans/ In-Kind	Total Project Funding	
General Fund	\$ 274,950.00	\$	191,070.00	\$ 466,020.00	
Wrangell Medical Center Legacy Fund	\$ 35,000.00			\$ 35,000.00	
North Country Trailhead Access Road Repair Fund	\$ -	\$	56,190.00	\$ 56,190.00	
Secure Rural Schools Fund	\$ 310,000.00	\$	-	\$ 310,000.00	(\$55,000 already approved in operating budget, requires transfer to CIP Fund)
Commercial Passenger Vessel Excise Tax Fund	\$ 50,000.00	\$	454,577.00	\$ 504,577.00	
Industrial Construction Fund	\$ 65,000.00	\$	-	\$ 65,000.00	
Municipal Light & Power Department Fund	\$ 662,000.00			\$ 662,000.00	
Water Fund	\$ 160,000.00			\$ 160,000.00	
Harbor Fund	\$ 100,000.00	\$	-	\$ 100,000.00	
Sewer Fund	\$ 150,000.00	\$	-	\$ 150,000.00	
Sanitation Fund	\$ 90,000.00	\$	-	\$ 90,000.00	(\$90,000 already approved in operating budget, requires transfer to CIP Fund)
Total Requested FY20 CIP/MM Funding	\$ 1,896,950.00	\$	701,837.00	\$ 2,598,787.00	



CITY AND BOROUGH OF WRANGELL

FY20201 CAPITAL IMPROVEMENTS PROJECTS PLAN

(Supplement to the Fiscal Year 2020-2021 Municipal Budget)

PURPOSE AND BENEFITS

Each year, the City and Borough of Wrangell (CBW) adopts a Capital Improvements Projects (CIP) plan for its capital facilities. Capital facilities are those public facilities and services, including utilities, which are necessary for the CBW to carry out its functions and to provide services to its citizens. Examples of these are our public buildings, school buildings, road system, parks and trails, water, sewer, and electrical systems, sanitation, fire protection, public safety, and library. Often, the entire collection of these facilities is referred to as infrastructure. Capital improvements refer to major capital expenditures needed to purchase, construct, replace, and maintain the infrastructure.

The CIP plan proposes critical projects to address deferred systems, infrastructure maintenance and new construction for the upcoming fiscal year, together with an estimated cost of each improvement and the proposed method of funding them. The CIP is developed by the CBW, with collective input from its administration, staff, boards and commissions, the Borough Assembly, and often the citizens of Wrangell.

The growth scenario projected in Wrangell's Comprehensive Plan, together with the more recent development of the Waterfront Masterplan, the Institute Master Plan and the Mill Property Assessment for further planning, will not become a reality unless it can be shown through CIP development that there will be adequate facilities and services in place to support future development envisioned by the community. It must also be shown that those improvements can be funded and the appropriate funding sources identified.

The goals and policies established through the Wrangell Comprehensive Plan focus on the following:

- Maintaining quality of life for current residents, which also draws potential new business and residents to the community;
- Maintaining current jobs and supporting existing businesses;
- Providing a safe and reliable transportation network to move people and goods within Wrangell, as well as to and from Wrangell;
- Designating and managing land to meet current and future commercial, industrial, residential and recreational needs;
- Providing adequate and cost-effective infrastructure and services to enable residential living and economic opportunity;
- Providing effective public safety to residents and visitors; and
- Maintaining a balanced municipal budget.

The growth anticipated in the Wrangell Comprehensive Plan will place varying pressures on our facilities, roads and utilities infrastructure, and in many cases, will compel modifications or expansions to the existing infrastructure.

COSTS

A capital improvement project is defined as a new, one-time project with a cost of \$50,000 or more. As well, major maintenance of an existing infrastructure with a cost of \$25,000 or more is considered a CIP project under the CBW's current CIP plan. CIP projects generally require significant engineering design and construction, whereas general maintenance projects are those that require routine upkeep, either annually or every several years. Such routine general maintenance project or those larger maintenance projects that fall under the \$25,000 threshold are scheduled under the associated department's Facility Maintenance and Repair account of their operating budget.

Cost estimates included in the CIP are intended to capture the entire project cost, including any applicable land development, engineering design and construction. The total cost for each project is evaluated and prioritized to meet the Borough's needs. Project needs, funding constraints and staff allocation resources were all considered in the development of the FY20 CIP plan to ensure manageable workloads as well as financial sustainability.

FINANCIAL RESOURCES

For many years, the CBW has relied on grant resources from state and federal governments sources as the mainstay of our CIP budgets; however, these resources are becoming increasingly scarce Capital improvements projects are generally budgeted within enterprise departments' funds, from the CBW's General Fund or from other restricted and/or non-restricted special funds that may be established for a specific purpose or project.

Alternative funding sources can be accessed through a number of state and federally funded programs. The following is an example of various financial resources that Wrangell has utilized to help fund projects in the past. These, along with many other funding opportunities, may be considered for funding future capital improvements projects.

Local Taxes:

- Property Tax
- Sales Tax

Local Non-Tax Sources:

- User Fees
- Reserve Funds
- Lease Agreements
- Fines and Forfeitures
- Donations / In-Kind Contributions

Debt Financing:

- Loans
- Revenue Bonds
- Municipal General Obligation Bonds

Grants and Loans:

- Community Development Block Grants (CDBG)
- Housing Urban Development (HUD)
- Economic Development Administration (EDA)
- US Department of Agriculture (USDA)
- Federal Lands Access Program (FLAP)
- Land & Water Conservation Fund (LWCF) for parks, playgrounds and trails projects
- Recreational Trails Program (RTP) for trails projects
- Environmental Protection Agency (EPS) for water and wastewater projects
- Drinking Water Revolving Fund (DWRF)
- Wrangell-Petersburg, Resource Advisory Committee (RAC)
- Denali Commission
- Rasmussen Foundation

- Wrangell Cooperative Association (WCA)
- Federal Highway Administration (FHWA) for transportation projects
- State Transportation Program (STIP) for transportation projects
- BUILD Transportation Program (former Transportation Investment Generating Economic Recovery [TIGER] program) for transportation projects

LONG-TERM CIP PLAN

Funding for capital improvements has become increasingly difficult, and the cost for new projects and the rehabilitation of our older facilities is increasing beyond what Wrangell can afford. Making the most of limited financial resources is a challenge, which will likely continue for Wrangell's foreseeable future, considering especially the reductions in state funding and the unknowns from potential state budget policies. With funding challenges leading what and how projects are pursued, strong, financial planning is essential to developing successful, comprehensive CIP plans in order to maintain the quality of facilities and services that the citizens of Wrangell have come to expect.

Development of a long-term CIP plan may require future policy decisions, with a focus on challenges and opportunities. They may include decisions related to:

- Desired level of services for health, safety and community amenities in terms of balancing financial affordability, sustainability and service expectations.
- Desired balance between capital budgets and operating budgets with Assembly priorities and directives for operating constraints.
- Level of commitment for staffing resources, workload and the complexities of non-local funding sources.
- Setting prioritization and timing of projects to ensure consistency with the long-range comprehensive plan and other area-specific plans.
- Establish if dedicated funding should be earmarked for Equipment and Vehicle Replacement and Capital Reserve.

CLOSING

The CIP plan focuses on infrastructure that provides necessary services to the community of Wrangell. It also includes those projects that help to maintain the high quality of life in Wrangell. Ultimately, these are the initiatives that strengthen our community's foundation and support businesses, workers, and residents alike.

The FY21 CIP Plan is a supplement to the budget and outlines the CIP priorities for fiscal year 2021. It is presented here with a project list that identifies the name of each improvement, the department whose mission is further-achieved by the improvement, and the amount and type of either available outside funding, or CBW-provided funding, as requested by staff and further-recommended for funding by the Borough Manager. The CIP plan is developed and approved through the annual budgeting process and is subject to change with each update.



Project:	Civic Cent	er Flooring Rep	lacement		
Description:	Replace the vi material	nyl flooring in the Civ	vic Center (Nolar	n Room) with new	vinyl flooring
Cost Estimate:	\$41,000	Sched. Complete:	FY2021	Project Mgmt:	A Al-Haddad

PROJECT DISCUSSION

The Nolan Center's Civic Center is regularly used for large gatherings, including conventions, weddings, conferences, dinners, and public meetings. Additionally, it operates as a movie theater on the weekends.

The flooring in the room is the flooring material installed during the center's original construction in 2004. The flooring material consists of 4" strips of vinyl planks (intended to look like hardwood) attached with adhesive.

The vinyl flooring is showing severe signs of wear and tear, as well as damage likely resulting from adhesive failure. Many of the flooring strips have become loose and are now an extreme hazard. Attempts have been made to repair areas of concern, but at this point there are too many areas that are unsafe. The areas where the buckling has created ridges are just enough to create a trip and fall event. The wellbeing of the facility's patrons is extremely important. The facility has received numerous complaints about near falls, and concerns about Wrangell's elders. The flooring is also difficult to clean without causing more damage in certain areas. It's challenging to use our commercial cleaning machine and buffer without hitting one of the raised areas and causing more damage.

Even though safety is the biggest concern, the facility hosts large professional events and is advertised as being a state-of-the-art facility. Our facility should represent the highest standards in safety, and it should also be the aesthetically professional establishment that we advertise.

Flooring replacement is required due to the planks cupping at the seams. In advance of replacing the vinyl flooring, moisture content in the concrete slab was tested to help direct the proper method of concrete preparation and vinyl flooring replacement in various sections of the building.

Staff reviewed the concrete slab's as-built conditions and its existing conditions with three different engineers, as well as industry concrete solutions manufacturers. With the presence of a vapor barrier under the slab and no signs of water transfer through the slab, it was recommended that we test for vapor transmission through the slab. Following ASTM F1869, the Standard Test Method for Measuring Moisture Vapor Emission Rate of Concrete Subfloor Using Anhydrous Calcium Chloride, we have measured the amount of moisture passing through the on-grade slab. The alkalinity of the

concrete was also tested as part of this standard. There are no signs of moisture vapor emission from water of intrusion or hydrostatic pressure, and the test results are linked to vapor emission through hydration of the initial concrete mixing.

Based on the results of our testing, and a review with concrete flooring industry representatives, a water-based copolymer primer designed to treat interior moisture vapor emission and protect against alkalinity would be used on a cleaned concrete surface prior to installation of a replacement vinyl flooring material.

PROJECT COST ESTIMATE							
BREAKDOWN ESTIMATE BUDGET REQUEST							
Design	\$0	FY2021 General Fund	\$41,000				
Construction Cost	\$10,500	Donation	\$0				
Materials Cost	\$24,000	In-Kind Match	\$0				
Force Account	\$6,500	Grant	\$0				
		Loan	\$0				
Total Estimate	\$41,000	Budget Total	\$41,000				

















Project:	Skeet Range Imp	provement	s		
Description:	Site improvements to	the existing S	keet Range, Ph	ase I improvemen	ts project
Cost Estimate:	Phase I Cost: \$55,070 (Total Project Cost: \$120,000)	Sched. Complete:	Summer 2021	Project Mgmt:	A Al-Haddad

PROJECT DISCUSSION

The Wrangell Outdoor Shooting Range needs repairs and improvements to encourage further community use and to ensure a sustainable future for shooting sports in Wrangell. It is our goal to improve all areas of the range to re-establish varied sporting activities for public engagement, education and participation.

Included in the long range project scope are the following improvements: clear sections of overgrown alder and clear accumulated debris to reestablish the parking area at the entrance of the shotgun range and establish a hardened surface for vehicle parking in the cleared area; fill skeet range to reestablish a hardened surface to improve drainage and prepare the site for the skeet field; demolish the existing, deteriorated low and high houses' framed wall and roof structures, repair the houses' concrete foundations and rebuild the enclosed houses; design and construct an eight-station skeet range; and procure skeet machines for sporting activity.

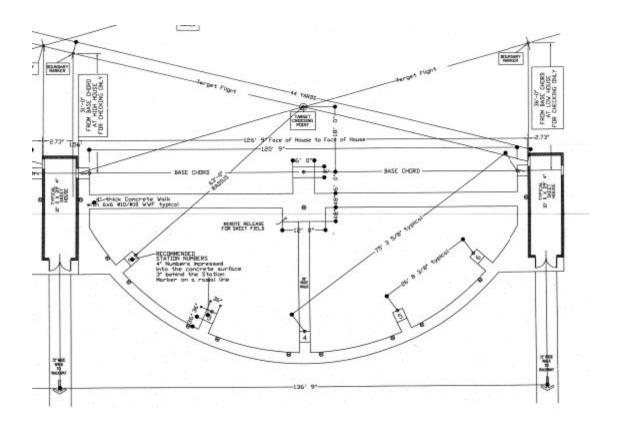
In November 2019 the CBW made an application to the National Rifle Association (NRA) for the full improvements. While a formal grant agreement has not yet been received, we have learned that grant funds, in the amount of \$55,070, are intended to be made available from the NRA for a Phase I Skeet Range Improvements project. With their limited funds and coupled with the significant level of request, the NRA has moved to exploring supporting projects that can be phased, which will allow their annual grant funds to be shared with more communities. Wrangell's project was one that they believed could be phased by performing site work as a Phase I project, which would include the clearing and grubbing, demolition of the skeet houses, and excavating unsuitable materials and backfilling, grading and compacting, all in advance of constructing the houses, walkways, and shooting stations as a future phase of the project.

While verbal notification was received in January 2020 about our successful application, further notification was provided in May 2020 that due to the nature of the COVID-19 pandemic and their staff's need to alter their way of doing business, their Grant Program operations were being temporarily suspended and they will contact grantees once conditions allow the program to resume.

Staff anticipates moving the grant agreement forward for formal approval once received. There is no match requirement for the NRA grant.

PROJECT COST ESTIMATE							
BREAKDOWN	ESTIMATE	FUNDING SOURCE	S				
Phase I Site Work	\$55,070	NRA Grant	\$55,070				
Total Project Estimate	\$55,070	Budget Total	\$55,070				
Project Cost Estimate Discussion							

Long Range Conceptual Skeet Field Design:





Project:	Swimming Pool I	Basin Lighting Upgra	des	
Description:	Replace the swimming	g pool's metal halide overhe	ad lighting to LED I	ighting
Cost Estimate:	\$40,000	Sched. Complete: FY2021	Project Mgmt:	A Al-Haddad

PROJECT DISCUSSION

The existing overhead light fixtures for the Swimming Pool basin are metal halide (HID), mounted face down from the upper-most height of 26 feet, which are original to the facility. Without use of underwater wet-niche lights, which have been non-functional for many years (many of the niche boxes have been tiled over and it is unknown whether or not their cavities were filled in), the ceiling mounted lights create significant glare on the water's surface in the pool. Certain areas of the pool are much darker than others and the light output is not evenly distributed. Some of the higher fixtures are not easily accessed for lamp replacement, and with the consistent burn out of the HID lamps maintaining adequate lighting is problematic.

In hopes of combatting the early burn out rate of the HID lamps, in 2017 P&R moved to a LED bulb replacement for use in the HID fixtures. The LED replacement bulbs were identified to be compatible with the fixtures, and they matched the wattage of the previous metal halide lamps; however, the LED bulbs were showing signs of overheating and thus the HID lamps were returned to use.

The Borough hired an electrical engineer who worked with us to develop a new lighting model to improve the lighting and reduce glare over the swimming pool, considering no underwater lights and replacing the existing fixtures with new LED fixtures, designed for high bay-style lighting.

They developed 3D lighting models, used to evaluate a variety of overhead LED light fixtures to confirm illumination objectives with our existing conditions, while meeting standards, codes and swimming pool lighting regulations. Their design uses the existing light fixture positions and eliminates four existing fixture locations on the low side of the pool, which would result in significant improvement in the overall uniformity. The engineer expects we would realize a total energy savings of approximately 75% and significant reduction in maintenance of the fixtures and lamp replacement with extremely difficult and hazardous access.

PROJECT COST ESTIMATE								
BREAKDOWN	ESTIMATE	FUNDING SOURCE	ES					
Engineering and CA/CI	\$5,000	FY21 General Fund Balance	\$40,000					
Construction	35,000							
Total Project Estimate	\$40,000	Budget Total	\$40,000					



Project:	Swimming	Pool HVAC Upg	rades Phas	e III	
Description:	Replace mech	anical devices associa	ated with the Sv	vimming Pool HVA	AC system.
Cost Estimate:	\$50,000	Sched. Complete:	FY21	Project Mgmt:	A Al-Haddad

PROJECT DISCUSSION

Through Phases I and II projects of the HVAC Upgrades for the Swimming Pool, which are both now complete, it was identified that part of the problem with the heating and cooling system's proper operation was the failed mechanical devices, including dampers, air handler heating coils and a circulation pump, which are original, 1985-installed devices, and have been contributing to the difficulty in managing the Swimming Pool's HVAC system for many years. These devices need to be replaced for proper operation of the HVAC system.

HVAC systems are an important and integral part of maintaining a healthy building with respect to temperature and humidity, using fresh air from outdoors. Dampers, fans and other devices that regulate temperature and humidity inside the building contribute to the proper ventilation, including both the exchange of air to the outside as well as circulation of air within the building. It is one of the most important factors for maintaining acceptable indoor air quality in buildings.

The Swimming Pool HVAC Upgrades Phase III project was approved as a FY20 CIP project; however, the project has not yet begun. Allocation of funding for this project is requested again under the FY21 CIP budget. Staff requests authorization of \$50,000 for this project in the upcoming FY21 CIP budget.

Air quality and ventilation are significant factors in mitigating the spread of Covid. If the mechanical features do not function to allow the necessary air exchange, then the quality of inside air is compromised.

Staff have determined this project to be eligible for funding through the community assistance and COVID relief funding that Wrangell received through the CARES Act as an option to funding from the General Fund.

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PROJECT COST ESTIMATE								
BREAKDOWN	ESTIMATE	FUNDING SOURCE	S					
Engineering	\$8,000	FY20 General Fund Request	\$50,000					
Construction	\$42,000							
Total Estimate	\$50,000	Budget Total	\$50,000					



Project:	Kyle Angerman N	lemorial F	Playground	Improvement	s
Description:	Park and site furnishings' upgrades for Kyle Angerman Memorial Playground				
Cost Estimate:	CBW Requested Funds: \$56,000 / Total Project Cost: \$192,000	Sched. Complete:	Summer 2021	Project Mgmt:	A Al-Haddad

PROJECT DISCUSSION

The Kyle Angerman Memorial Playground Improvement project was successful in receiving funding, in the amount of \$31,000, through the City and Borough of Wrangell's approved FY2020 CIP budget. Improvements were necessary to replace non-compliant playground equipment. Following receipt of this initial funding, Parks & Recreation (P&R) received a \$5,000 donation from the Wrangell Cooperative Association (WCA), as well as a \$15,000 donation from the Walker Foundation.

Resolution 11-18-1436 provided for the authorization of the grant application to the National Parks Service (NPS), Land and Water Conservation Fund (LWCF) for the Kyle Angerman Park and Playground Improvement project. This grant offered the opportunity to leverage the \$51,000 in available funds for this project, plus in-kind CBW staff time and additional donated in-kind engineering design, to increase the scope of the project, thus making greater improvements to the park.

The LWCF grant program is a federally-funded partnership program which provides up to fifty percent matching grants for park and other public outdoor recreation facilities' development, and they have selected Wrangell's Kyle Angerman Memorial Playground Improvement project for a \$71,000 grant award.

Through the grant application process, evaluators determined that the original soft surface fall material that was selected does not meet accessibility requirements. In order to receive the full reimbursement from the State, a new soft surface fall material, which provides for the required accessibility, must be procured for installation.

The project requires an additional \$50,000 in funds for the soft surface fall material to complete the funding package required to initiate the project. The LWCF has invited the City and Borough of Wrangell to apply for a budget amendment once matching funds are procured. We submitted the necessary revisions, requesting an amendment to the grant, addressing the changes to the project description, environmental screening, timeline and budget.

We also submitted a Rasmuson Foundation Tier I grant application to seek the \$25,000 for the 50/50 match to our request to LWCF. Staff were notified in May that the Rasmusen Foundation has redirected their grant funding to Covid-19 related projects and therefore Wrangell's application has been rescinded at this time.

Staff requests reauthorization of the FY20 funding for the Kyle Angerman Memorial Playground project, at \$31,000, and increasing the local match contribution by another \$25,000 to leverage further LWCF grant money.

These funds will act, in conjunction with the combined monetary donations and the combined in-kind time donations, as the CBW's match to the LWCF grant and grant amendment, to cover the soft surface fall material.

The Parks and Recreation Department has planned the following improvements as project priorities for the larger scoped project: decommission the original wooden structure and play equipment, remove existing wood chip playground surface material, improve site drainage, and replace perimeter fence/gate, signs, playground equipment and safety surfacing, all with new material.

REVISED PROJECT COST ESTIMATE					
BREAKDOWN	ESTIMATE	FUNDING SOURCES			
Construction Engineer/Mgmt./Admin. Play Equipment and Surfacing Project Contingency	\$89,100 \$27,790 \$66,200 \$8,910	FY21 General Fund Request In-Kind CBW Staff Time In-Kind Engineering Design WCA Donation Walker Foundation LWCF 50/50 Match	\$56,000 \$10,000 \$10,000 \$5,000 \$15,000 \$96,000		
Total Project Estimate	\$192,000	Budget Total	\$192,000		

Project Cost Estimate Discussion

The FY21 project estimate has been revised to include the additional \$50,000 (\$25,000 from CBW; \$25,000 from LWCF) in material cost for the grant eligible soft surface fall material.

Kyle Angerman Memorial Playground Site:



General Playground Equipment:

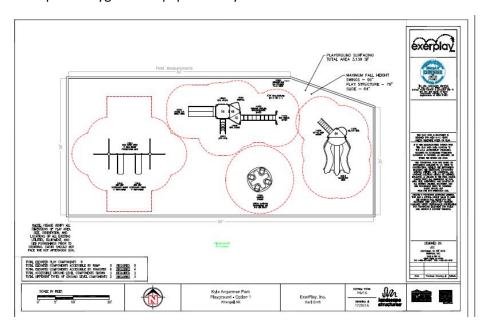


Wood Playground Equipment Structure:

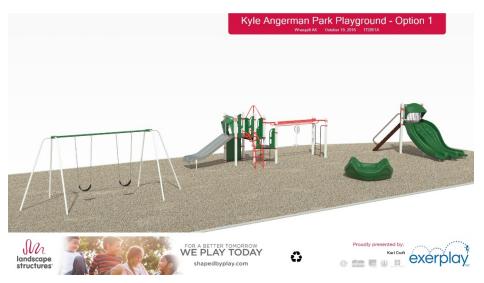


FY2021 CIP Proposed Project Kyle Angerman Park and Playground Improvements

Conceptual Playground Equipment Layout Plan View:



Conceptual Playground Equipment Layout Elevation_2 View:





Project:	Environmental Work Plan for Public Works Yard Site (City Shop)				
Description:	Perform site assessment of contaminated site				
Cost Estimate:	\$55,000	Sched. Complete:	FY2021	Project Mgmt:	A Al-Haddad

PROJECT DISCUSSION

This project serves to conduct site characterization activities at the Public Works Yard Site (aka City Shop). According to the Alaska Department of Environmental Conservation's (ADEC's) underground storage tank (UST) database, one 500-gallon UST that was used to store used oil was removed from the site in June 2012. On May 23, 2019, the ADEC requested that a work plan be submitted to address the nature and extent of any groundwater contamination associated with the former used oil UST.

The objective of the project is to delineate the vertical and horizontal extent of soil and groundwater contamination exceeding the applicable ADEC cleanup levels and determine what, if any, further remediation work is required.

PROJECT COST ESTIMATE					
BREAKDOWN ESTIMATE BUDGET REQUEST					
Environmental Consultants Services	\$55,000	FY21 General Fund Reserves	\$55,000		
Total Estimate	\$55,000	Budget Total	\$55,000		





Project:	Environmental Work Plan for Wrangell Medical Center				
Description:	Perform site assessment of contaminated site				
Cost Estimate:	\$35,000	Sched. Complete:	FY2021	Project Mgmt:	A Al-Haddad
Cost Estimate:	\$35,000	Sched. Complete:	FY2021	Project Mgmt:	A Al-

PROJECT DISCUSSION

This project serves to conduct site characterization activities at the Wrangell Medical Center. According to the Alaska Department of Environmental Conservation's (ADEC's) underground storage tank (UST) database, a site characterization for subsurface soil contamination at the former 3,000-gallon dual purpose UST located on the north side of the Wrangell Medical Building is required to delineate the vertical and horizontal extent of soil and groundwater contamination exceeding the applicable ADEC cleanup levels and determine what, if any, further remediation work is required to obtain cleanup complete with institutional controls (CCIC) with the ADEC.

PROJECT COST ESTIMATE					
BREAKDOWN ESTIMATE BUDGET REQUEST					
Environmental Consultants Services	\$35,000	FY21 Wrangell Medical Center Legacy Fund	\$35,000		
Total Estimate	\$35,000	Budget Total	\$35,000		



Project:	North Country 7	Trailhead A	Access Roa	d Repairs	
Description:	The project will repair the roadway from the end of pavement on Ishiyama Drive to the USFS' North Country Trailhead, to provide safe vehicular access.				
Cost Estimate:	\$61,790	Sched. Complete:	FY21	Project Mgmt:	A Al-Haddad C Rushmore

PROJECT DISCUSSION

In 2016, the City and Borough of Wrangell was successful in being selected as a FHWA FLAP grant program recipient for funding, in the amount of \$56,190, to construct the North Country Trailhead Road Repair project. This program requires a minimum of a 9.03% match, or an approximate %,600 in-kind value, for which the CBW plans to use staff time during planning and managing the project as in-kind match. The project will repair the roadway from the end of pavement on Ishiyama Drive to the USFS' North Country Trailhead, to provide safe vehicular access. Specific work tasks include resurfacing spot portions of the roadway, recapping areas for erosion control, replacing a culvert or two and cleaning culverts, ditch reestablishment, and trimming of alders to return the scenic views of the Stikine River Delta.

Project grant funding was released by the federal government in Fall 2018, and this project will require Assembly approval to transfer the grant funds to the CIP Fund.

PROJECT COST ESTIMATE					
BREAKDOWN	ESTIMATE	FUNDING SOURCE	S		
Permitting /Environmental Construction	\$5,600 \$56,190	FHWA FLAP Grant CBW Staff In-Kind Match	\$56,190 \$5,600		
Total Project Estimate	\$61,790	Project Budget Total	\$61,790		
Project Cost Estimate Discussion					



Project:	High School Elevator Replacement				
Description:	Replace elevat	tor at the High School	I		
Cost Estimate:	\$210,000	Sched. Complete:	FY2021	Project Mgmt:	J Blatchley A Al-Haddad
PROJECT DISCUSSION					

The High School elevator is non-functional due to a leak in the hydraulic ram cylinder. The School, in consultation with the Borough, has taken the lead on working with a couple of elevator companies to determine the best solution.

- Otis provided the School with an estimate of \$67,000 as the first phase of a two-phase project, whereby the first phase would be exploratory in nature to determine what phase two would require in order to replace the cylinder in its current location. This company has indicated that final repair cost is unknown due to the challenging conditions of a buried cylinder, the location of the elevator in the building, and other unknown conditions, if it is even feasible to access the space with equipment suitable for potential excavation, removal and replacement of the buried cylinder.
- ThyssenKrupp has provided the School with a \$163,000 cost to remove the existing elevator and replace it with a new elevator unit that is "hole-less" in design, meaning there is no earth penetration required for cylinders. This option would provide for a complete elevator replacement, utilizing the existing hoist way with a smaller-than-existing cab and car. For the list of exclusions from ThyssenKrupp, we have estimated the need for possibly another \$35,000 \$45,000 to cover electrical, sprinkler, and general construction work.
- After a review of the ThyssenKrupp full replacement option, the School has returned to discuss a similar option with Otis. Initial conversations indicate that a "hole-less" retro-fit option *may* be possible for the existing elevator. The School is awaiting additional information to this option.

While a full-scale project is not yet decided for this concern, advance notice is hereby provided regarding funding that will be required to address this problem. The School is required to have an operational elevator in order to comply with school regulations, and a project of this nature falls under the CIP obligations of school facilities owned by the Borough.

PROJECT COST ESTIMATE				
BREAKDOWN	ESTIMATE	BUDGET REQUEST		
Cost Estimate for replacing the elevator		FY21 Secure Rural Schools Fund	\$210,000	



Project:	High School Parking Lot Sidewalk Replacement				
Description:	Repair portions of sidewalk infrastructure at the High School and the sidewalk corridor from Reid Street to Church Street				
Cost Estimate:	\$55,000	Sched. Complete:	FY2021	Project Mgmt:	A Al-Haddad

PROJECT DISCUSSION

At the High School parking lot along Reid Street, the inside perimeter sidewalk and curb has been exhibiting serious problems for many years. The sidewalk was built at the edge of the steep slope, which is the embankment for the parking lot. The sidewalk has pulled away from the curb, more than 6" on one end, and is now sloping downhill and sideways. A rough estimate to replace the sidewalk in its current location, without consideration of slope stabilization work is \$25,000, as proposed in this budget item. The parking lot's asphalt surface and drainage appear to be in good condition.

The sidewalk corridor which acts as a major pedestrian thoroughfare from Reid Street to Church Street, which is also associated with access to/from the High School and its parking lot, the Swimming Pool and the Community Center, is also in need of repair, as the concrete in this area has deteriorated to the point where the concrete aggregate is exposed and the depressions hold water, which creates slip hazards. Certain concrete panels and possibly the upper-most stairwell would be a first phase sidewalk replacement through this corridor.

Approval of this project will provide staff the means of further project development.

PROJECT COST ESTIMATE					
BREAKDOWN	ESTIMATE	BUDGET REQUEST			
Construction estimate for		FY21 Secure Rural Schools			
Demolition and		Fund	\$55,000		
Replacement					
Total Estimate	\$55,000	Budget Total	\$55,000		

Project costs are an estimate and will be redefined through the first stages of project development.

High School Parking Lot Sidewalk and Stairway/Lower Landing Photos:















Project: Primary School Gymnasium Flooring Replacement					
Description:	Replace carpet flooring with vinyl flooring in the Multi-Purpose Gymnasium				
Cost Estimate:	\$45,000	Sched. Complete:	FY2021	Project Mgmt:	A Al-Haddad J Blatchley
DDO IFOT DISCUSSION					

PROJECT DISCUSSION

This proposed project replaces carpet flooring in the Evergreen Elementary School's Multi-Purpose Gymnasium, Lunchroom, and Public Assembly space, that is well beyond its useful life and poses a sanitary concern.

The project includes removing the existing, approximately 4,500 sf of carpet flooring and replacing it with a non-porous, hard-surface flooring, which could be routinely disinfected for sanitary concerns.

Staff have determined this project to be eligible for funding through the community assistance and COVID relief funding that Wrangell received through the CARES Act as an option to funding from the Secure Rural Schools Fund or the General Fund.

PROJECT COST ESTIMATE					
BREAKDOWN	ESTIMATE	BUDGET REQUEST			
Construction estimate for		FY21 Secure Rural Schools			
Demolition and		Fund	\$45,000		
Replacement of Flooring					
Total Estimate	\$45,000	Budget Total	\$45,000		



Project:	Mt Dewey Trail Extension FLAP Grant Match			
Description:	The Mt. Dewey Trail extension project is funded by Federal Highways' FLAP grant program and requires a CBW-provided match to the grant funding.			
Cost Estimate:	\$50,000 requested in CBW Funds / Total Project Cost is \$504,577	Sched. FY21 Complete:	Project Mgmt:	A Al-Haddad

PROJECT DISCUSSION

In 2014, the City and Borough of Wrangell was successful in being selected as a FHWA FLAP grant program recipient for funding in the amount of \$454,577 for the Mt. Dewey Trail Extension project. This program requires a minimum of a 9.03% match. The CBW has approved and accepted the FLAP Mt. Dewey Trail grant and have continued to reauthorize the match funds in the amount of \$50,000 from the Commercial Passenger Vessel Excise Tax Fund in previous years, in anticipation of the FHWA funds being released for this project.

Project grant funding was released by the federal government in Fall 2018. The Match Agreement and the MOA was executed with the FHWA in 2018, and this project will require a Request for Qualifications type solicitation for engineering design. Once design and permitting is complete, project construction will follow.

Staff requests reauthorization of the funding for the Mt. Dewey Trail Extension FLAP Grant Match, otherwise known as the FHWA's project titled *Wrangell Non-Motorized Transportation System*, in the amount of \$50,000. These funds will act as the CBW's continued match to the FHWA FLAP grant.

PROJECT COST ESTIMATE					
BREAKDOWN	FUNDING SOURCE	ES .			
Design Permitting/Environmental Construction Contract Admin/Inspection FHWA's Oversight	\$40,000 \$25,000 \$400,000 \$24,577 \$15,000	FY20 CIP Commercial Passenger Vessel Excise Tax Funds FHWA FLAP Grant	\$50,000 \$454,577		

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Total Project Estimate \$504,577 Project Budget Total \$504,577

Project Cost Estimate Discussion

Project cost estimates were developed by CBW staff when submitting our grant funding application to FHWA in 2014. Due to the potential for cost escalation since 2014, a full cost estimate will be required for development as part of the engineering design portion of the project. FHWA has acknowledged the potential for cost escalation due to their deferred project funding schedule and may be able to included additional funds to cover some realized added costs. The CBW would still be required to provide the 9.03% match for any additional grant funds offered by FWHA, but we can also consider in-kind contributions, i.e. CBW staff time, toward our match. Staff are currently tracking time spent on the project in an effort to reduce our cash match toward the project and/or accommodate potential, added project costs.





Project:	Environme	ntal Work Plan	for Former \	Wilcox Autom	otive Site
Description:	Perform site assessment of contaminated site				
Cost Estimate:	\$65,000	Sched. Complete:	FY2021	Project Mgmt:	A Al-Haddad

PROJECT DISCUSSION

This project serves to conduct site characterization activities at the Former Wilcox Automotive Site on Front Street. According to the Alaska Department of Environmental Conservation's (ADEC's) underground storage tank (UST) database, two approximately 2,000-gallon gasoline USTs and one approximately 1,000-gallon diesel UST were removed from the site. ADEC requested that a work plan be submitted to delineate lead impact to subsurface on the property and determine what, if any, further remediation work is required to obtain cleanup complete with institutional controls (CCIC) with the ADEC.

PROJECT COST ESTIMATE					
BREAKDOWN	BUDGET REQUES	Г			
Environmental	4	FY21 Industrial	\$65,000		
Consultants Services	\$65,000	Construction Fund			
Total Estimate	\$65,000	Budget Total	\$65,000		
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Project:	Automated Metering Infrastructure (AMI) for Electrical Meter System			
Description:	Acquisition and implementation of an Advanced Metering Infrastructure (AMI), electrical metering, system.			
Cost Estimate:	\$560,000	Sched. Complete: FY2021	Project Mgmt:	R Rhoades
DDO IFOT DISCUISCION				

PROJECT DISCUSSION

Wrangell's electric utility department is faced with the challenge of managing thousands of meters, which are becoming obsolete and are no longer supported; therefore, the department has been planning to switch from analog meters to the latest technology, Advanced Metering Infrastructure (AMI) electrical meters. AMI meters use low-energy radio frequency (RF) waves to transmit information across distances and to allow for two-way communication between the utility and the customer.

In addition to improving staff efficiencies, customer service, and data collection, the benefits of AMI Meters include:

- Billing Accuracy. AMI meters are designed to help modernize the electric grid and provide
 higher billing accuracy. Instead of a meter reader entering your property to look at the
 numbers on a dial, the information is automatically and wirelessly transmitted over a secure
 network.
- Informative. AMI metered customers can better understand their energy usage and how the weather affects their bill by knowing what days their usage peaked and when it's the lowest. Allows members to make more knowledgeable decisions about electric use.
- Improved Reliability and Quicker Service Restoration Pinpoints outages and automatically
 notifies the utility when power is out. This allows for a faster response time and the ability to
 return power to service sooner. If power is disconnected for non-payment, service can be
 reconnected remotely once payment is made without sending a service technician into the
 field
- **Time Savings**. AMI technology allows meters to be read remotely so that meter readers do not have to drive to or enter a customer's property each month.
- Cost Savings. Eliminates the need for a Meter Reader position.

This project will provide for replacement of all single-phase and three-phase electrical meters, for all of Wrangell's approximate 2,700 residential and commercial customers, based on an RF mesh network system. The system selected, through the competitive solicitation procurement process, should be capable of integrating Wrangell's current billing system into the current billing software,

and it should have the added capacity of supporting water meters should the Water Department decide to move in that direction at a future date.

PROJECT COST ESTIMATE					
BREAKDOWN	BUDGET REQUES	BUDGET REQUEST			
Full Project Cost	\$560,000	FY2021 funding from the WML&P Fund Balance	\$560,000		
Total Estimate	\$560,000	Budget Total	\$560,000		

PROJECT BUDGET DISCUSSION

Municipal Light & Power's FY20 operating budget included \$127,500 for a first phase of an introductory AMI electrical meter system that would have provided for the infrastructure to accommodate the new metering system and only 2% of customers' meters. Realizing the unsupported date for our existing system is soon approaching, management decided to forego the introductory phase procurement and rather pursue a full system replacement so that Wrangell's electrical metering system was not left in a vulnerable position.

Wrangell AMI Service Area with Gateway (Gear) Candidate Sites and Meter Locations:





Project:	Environme	ntal Assessment for Utilitie	es Campus Ma	ster Plan
Description:	Environmental Assessment for the Borough-owned parcels that house the primary operations of the Municipal Light and Power and the Public Works/ Garage			
Cost Estimate:	\$102,000	Sched. Complete: FY2021	Project Mgmt:	R Rhoades A Al-Haddad
DDO IFOT DISCUSSION				

PROJECT DISCUSSION

Wrangell's Diesel Generation Power Plant houses four of our five diesel power generators, which serve to provide standby and supplemental power to the community of Wrangell. The building was constructed in two phases: the original pre-1948 concrete section and the 1948 steel addition. The building suffers from a long list of problems, including deterioration of the concrete structure, roof load stress from undersized trusses, under-reinforced walls, poor resistance to lateral loads due to lack of mechanical connections, as well as life safety and security concerns.

The City and Borough of Wrangell is preparing to undertake development of a Master Plan for the parcels that house the WML&P complex and the Public Works complex. That study will provide valuable information for making a final decision toward these facilities's necessary rehabilitation, or replacement, with the first priority being the Power Plant, in order for Wrangell to maintain a suitable facility for emergency backup electrical power.

In advance of the Master Plan development, the environmental conditions of these sites must be known in order to understand if any significant environmental cleanup costs may be necessary. Both parcels have had several underground fuel storage tanks and there have been fuel lines buried in the past.

This environmental assessment work will provide for the site investigations, including the preparation of a DEC sampling and analysis plan identifying soil borings, groundwater well installation and sampling, the in-field follow-on work identified in the plan, and testing and reporting.

PROJECT COST ESTIMATE					
BREAKDOWN ESTIMATE BUDGET REQUEST					
Environmental Site	\$102,000	FY2021 WML&P Fund Balance			
Investigations	\$102,000		\$102,000		
Total Estimate	\$102,000	Budget Total	\$102,000		





Project:	Upper Dam Stability and Repairs Alternatives Analysis				
Description:					
Cost Estimate:	\$65,000	Sched. Complete:	FY2021	Project Mgmt:	A Al-Haddad R Howell

PROJECT DISCUSSION

In an effort to work toward "shovel-ready" status of this critical drinking water infrastructure need, we have reviewed the need with Shannon & Wilson engineers, who specialize in dam engineering and who have been working with us in regards to our dams for at least the last twenty years.

Shannon & Wilson was contacted to discuss a probable cost to address a stabilization analysis and the engineering design for the construction of the stabilization and repairs of the upper dam, to achieve a dam stability status that is greater than minimum requirements according to Corps of Engineer (COE) dam guidelines. Shannon & Wilson has recommended that an alternatives analysis be conducted to weigh the options and determine a preferred approach.

Recommendations from the 1993 stability analysis report indicate that material should be added to buttress the toe of this dam to improve embankment stability to more acceptable factors of safety. As crib material continues to decay, voids in the dam embankment are expected to grow larger and decrease stability at an increasing rate. The CBW continues to receive recommendations from both the inspection engineers, as well as from the State of Alaska Dam Safety office, to visit the 1993 analysis report and begin efforts to rectify this significant potential mode of failure.

To provide additional context, through two previous dam stabilization studies, as well as Wrangell's periodic dam inspections, the two primary concerns identified with the upper dam is: 1) soft support soils, causing foundation instability; and 2) the deteriorating timber crib, causing internal instability. The engineer has suggested that Wrangell's best option to improve the upper dam's stability would be to assess the best way to both stabilize and repair the deficiencies at the same time. In doing so, there are a variety of methods that could achieve this, including improvements to ground soils within the dam and under the slope, stabilization by adding fill in front of and at the base of the existing dam, constructing a new dam in front of the existing dam, and increasing the height of the lower dam. These may not be the exhaustive options to the alternatives suitable for us; however, this offers a glimpse into a variety of alternatives through which our dam repair goals could be achieved.

Much of the work done under the USFS's 1993 stabilization study was also used by the USACOE (Corps) in their 2006 study, along with their own new analysis, to recommend corrective action related to our instable dams, while also addressing building storage capacity. The Corps' alternatives analysis recommended the Construct New Dam and Repair Lower Dam as having the

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highest benefit as it relates to meeting future demand, water quality, and safety; however, the cost associated with this alternative had the second highest cost (second only to the Sunrise Lake alternative). In 2006 the cost estimate for a new dam was \$36.3 million. Their next best recommendation was the Repair and Raise Existing Upper Dam and Repair Lower Dam at a cost of \$7.7 million.

The report indicates that even though the Construct New Dam option was recommended, other alternatives should be given detailed consideration in a feasibility study. It also indicates that it is in the "federal interest" to pursue a feasibility-level study to determine the optimum alternative. If this means that most federal funding will require a feasibility study either to make us eligible for funding, or that such a feasibility study would be required as part of a federally-funded project, then performance of an engineering feasibility study, or alternatives analysis, would be the first step toward advancing the project to a "shovel-ready" status.

PROJECT COST ESTIMATE					
BREAKDOWN ESTIMATE BUDGET REQUEST					
Dam Stabilization	\$65,000	FY21 Water Department Fund	\$65,000		
Alternatives Analysis	\$05,000				
Total Estimate	\$65,000	Budget Total	\$65,000		



Project:	Ash Street	Water Main Rep	olacement		
Description:	Replace the municipal water distribution mains serving the residents of Ash Street, Lemieux Street and Zimovia Avenue				
Cost Estimate:	\$95,000 Sched. Complete: FY2021 Project Mgmt: A Al-Haddad				

PROJECT DISCUSSION

This project focuses on replacing water mains to improve water delivery a primary residential area by connecting existing low-pressure zones to high pressure zones. The project distribution area regularly becomes stale with its current dead-end design, requiring more routine flushing to comply with regulations for chlorine residuals.

The existing low pressure in the domestic water service and fire protection means Wrangell's fire department's current policy is to deliver a water tanker in response to all fires in the area, in case water pressures are too low to deliver water for fire suppression. The replacement mains and connection to the high-pressure water system would eliminate the need for this alternative plan for fire suppression. With the completion of this project, we expect to enhance water circulation, reduce flushing, maintain higher pressures and enhance emergency fire flows, ultimately improving water service to this neighborhood.

The current water mains were constructed with asbestos cement pipe as well as some Blue Brute push-together plastic water pipe. These existing water mains will be replaced using modern, non-corrodible plastic materials.

The project will provide design of the water mains replacement project. Completion of the design would qualify this project "shovel-ready" for possible future funding opportunities.

PROJECT COST ESTIMATE					
BREAKDOWN ESTIMATE BUDGET REQUEST					
Engineer Design of the Water Main Replacement	\$95,000	FY21 Water Department Fund	\$95,000		
Total Estimate	\$95,000	Budget Total	\$95,000		



Project: Ports and Harbors Surveillance System					
Description:	Description: Install a surveillance/security system at all Ports and Harbors facilities				
Cost Estimate:	\$560,000 / Requesting \$100,000 for Grant Match	Sched. Complete: FY2021	Project Mgmt: A Al-Haddad		

PROJECT DISCUSSION

During the FY20 CIP budget development, \$100,000 was added to the Harbor CIP project list for a first phase security system for Ports and Harbors facilities. Given two separate grant funding opportunities, which could provide for a full Ports and Harbors facilities surveillance system, an engineer's opinion of probable cost was developed for ten locations. To include all facilities, the estimate is approximately \$560,000.

The project involves installing video cameras and all associated equipment throughout the Ports and Harbors. Wrangell has three basins involving six float systems that span a distance of five miles, a deep-water port that accepts cargo barges, a MTSA regulated cruise ship facility, and an eight-acre boat yard for major repairs and rebuilds. The project includes 40 cameras with all associated radio systems, enclosures, and miscellaneous equipment necessary for the installation of the system.

The Harbor Department, Police Department, Customs and Border Patrol, Fire and Emergency Services, and Borough Officials would have real time access through this system via an internet-provided secure link. The Police Department would have 24/7 surveillance, and in the event of an emergency, Police and Fire responders would be able to see the areas prior to dispatching personnel to ensure the correct assets are made available.

Staff submitted grant applications to Homeland Security requesting the full project amount, as there is no required match. Staff also submitted a grant application to the FEMA Port Security Grant Program for which there is a 25% cost match required from the recipient. Maintaining the \$100,000 local Harbor funds for this project, as a reauthorization in FY2021, would serve as the required match for the FEMA program. If the CBW is not successful in receiving either grant to which we have applied, full project funding would be required from local funds to provide for a total Ports and Harbors facilities surveillance system, or the project would be reduced to a phased project whereby the initial \$100,000 of local funds would provide for the most critical of the facilities.

PROJECT COST ESTIMATE					
BREAKDOWN ESTIMATE BUDGET REQUEST					
Design and Construct	\$560,000	Harbor Fund Balance	\$100,000		
Surveillance System \$560,000					
Total Estimate	\$560,000	Budget Total	\$100,000		



Project:	Inner Harb	or Replacement			
Description:	Replace the In	ner Harbor infrastruc	ture		
Cost Estimate:	\$672,000	Sched. Complete:	FY2021	Project Mgmt:	A Al-Haddad

PROJECT DISCUSSION

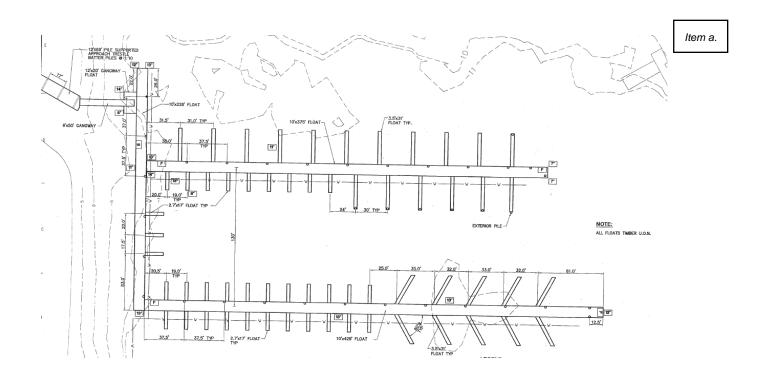
In an effort to work toward "shovel-ready" status of this critical harbor infrastructure need, the Borough submitted a grant application for engineering design funding for this project through the ADOT National Infrastructure Investments grant program, referred to as the BUILD grant. The CBW, considered a rural community, is not required to provide match for a planning grant.

The cost to complete the engineering design of a replacement float system, access trestle, upgraded utilities, storm drainage, dredging and parking lot expansion is estimated at \$672,000, 10% of the estimated \$6,717,000 construction cost. The funds will be used to develop and complete the engineering design and all permitting necessary to replace the existing aging and failing infrastructure at Inner Harbor, Wrangell, Alaska, with a modern facility to meet the current and projected industry and economic needs of the community and regional fleet.

The project includes complete replacement of the existing moorage system with HDPE tubs with wood decking and bull rails above; replace existing creosote pilings with galvanized steel pilings with zinc anodes; replacement of the approach trestle; installation of an ADA compliant covered gangway; improved parking area, and upgraded code compliant utilities. Engineering design will include an analysis of moorage space and reconfiguration as necessary to accommodate current and future vessel requirements.

Funding the engineering design would be the first step toward advancing the project to a "shovel-ready" status; however, the harbor fund balance is not sufficient to fund this project at this time.

PROJECT COST ESTIMATE					
BREAKDOWN ESTIMATE BUDGET REQUEST					
Engineer Design of the Inner Harbor Replacement	\$672,000				
Total Estimate	\$672,000	Budget Total			





Project:	Project: Node 8 Sewer Pump Station Rehabilitation				
Description:	Replace Node 8 pump station on Zimovia Highway				
Cost Estimate:	Cost Estimate: \$150,000 Sched. Complete: FY2021 Project Mgmt: R Howell				

PROJECT DISCUSSION

Node 8 Pump Station, located on Zimovia Highway near Sea Level Seafoods, is in need of replacement. This sewer pump station was installed in 1977 and has experienced significant deterioration.

PROJECT COST ESTIMATE					
BREAKDOWN ESTIMATE BUDGET REQUEST					
Sewer Pump Station &		FY21 Sewer Department	\$150,000		
Control Panel	\$105,000	Reserves			
Electrical	15,000				
Installation	20,000				
Engineering Assistance	10,000				
Total Estimate	\$150,000	Budget Total	\$150,000		

Existing Node 8 Sewer Pump Station and Electrical/Controls Panels:





FY2021 CIP Proposed Project Node 8 Sewer Pump Station Rehabilitation



Project:	Solid Waste Tran	sfer Station Bal	er		
Description: Procure a baler and accessory equipment to implement a MSW baling program					
-	50,000 / Requesting 0,000 for Grant Match	Sched. Complete:	FY2021	Project Mgmt:	R Howell

PROJECT DISCUSSION

The City and Borough of Wrangell performed final closure of the solid waste landfill in 2011. Since the original closer in the mid-2000s, we've loaded our municipal solid waste (MSW) into 48' open top containers and shipped them to the State of Washington via Alaska Marine Lines (AML), to be disposed of in one of Republic Services landfills. After several fires on their barges, AML has requested that Wrangell, along with other towns in Southeast Alaska, start baling their MSW and loading it into closed top containers.

Baling should alleviate some of the risk of fire on the barges. To begin this new process, the CBW will need to purchase a large MSW baler and the equipment needed to load it and the closed top containers at our facility. The additional equipment required is a skid steer to load the baler, a forklift and loading ramp to load the containers and 3 phase power will need to be ran to the facility to power the baler.

The Denali Commission administers a grant program that funds solid waste projects. The CBW is prepared to submit a grant application seeking funding for this complete baler project. The Denali Commission grant program requires a minimum 20% match. The Sanitation Department's request for the \$90,000 match was approved in the FY21 operating budget under the Sales Tax Fund: Schools, Health, and Sanitation set aside. This match amount requires transfer to the CIP Fund through Assembly approval, which will be sought through the larger CIP Plan approval.

If the CBW is not successful in receiving grant funding from the Denali Commission, or if the time frame under which the granting agency's review process exceeds the time frame required to complete this project, full project funding will be required from local funds.

PROJECT COST ESTIMATE						
BREAKDOWN	ESTIMATE	BUDGET REQ	UEST			
Baler, Equipment, and 3- Ph Power Cost Estimate \$450,000. 20% Match Required	\$90,000	FY21 Sales Tax Fund, Schools, Health and Sanitation	\$90,000			
Total Estimate	\$90,000	Budget Total	\$90,000			

City and Borough of Wrangell

Fiscal Year Budget

Capital Improvement Fund

City & Borough of Wrangell Alaska Capital Improvement Fund Fiscal Year 2021

riscal leal 2021		Project Cost	Prior Year	FY 2021
General Fund Projects				
11300 000 7900 00 11001	Parks & Recreation Swimming Pool Domestic Hot Water Tank	35,000		
	Transfer from General Fund		12,950	22,050
	Revenue			
	Expenditures		12,950	22,050
11300 000 7900 00 11002	Public Safety Building Piping Heating System	25,000		
	Transfer from General Fund		2,827	32,173
	Revenue			
	Expenditures		2,827	32,173
11200 000 7000 00 11002	Dublic Cafety Duilding Assessment	155,000		
11300 000 7900 00 11003	Public Safety Building Assessment	155,000		455.000
	Transfer from General Fund			155,000
	Revenue			455.000
	Expenditures			155,000
Total General Fund Projec				
	Transfer from General Fund			209,223
	Revenue			
	Expenditures			209,223
Harbor Projects				
74310 000 7900 74001	Shoemaker Harbor	10,700,000		
	Transfer from Harbor Fund		5,256,666	435,697
	Revenue		4,088,258	
	Expenditures		9,344,924	435,697
74240 000 7000 74002	Company Florida	02.000		
74310 000 7900 74002	Summer Float Project	92,000	67.000	25.000
	Transfer from Transient Tax Fund		67,000	25,000
	Revenue		67.000	25.000
	Expenditures		67,000	25,000

City & Borough of Wrangell Alaska Capital Improvement Fund Fiscal Year 2021

Power & Light Projects				
70300 000 79000 70001	Electric Generation Project	7,337,864		
	Transfer from Power & Light Fund		266,994	449,738
	Revenue			
	Expenditures		266,994	449,738
Total CIP Fund	Transfer from Other Funds			1,119,658
	Revenue			
	Expenditures			1,119,658

Minutes of Regular Assembly Meeting Held on August 25, 2020

Mayor Prysunka called the Regular Assembly meeting to order at 7:00 p.m., August 25, 2020 by Zoom teleconference and immediately recessed the Regular Meeting until 7:10 p.m.

The Regular Assembly meeting reconvened at 7:12 p.m.

The pledge was led by Assembly Member Gilbert and the roll was called.

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

ABSENT: DECKER

Borough Manager Von Bargen and Borough Clerk Lane were also in attendance by teleconference.

CEREMONIAL MATTERS - None.

PERSONS TO BE HEARD

Keith Appleman, resident commented on the development of the Institute Property. In favor of both residential and commercial use for the area.

David Wilson, resident, and School Board Member stated that he wanted to wait to speak until Agenda Item 13b came up on the Agenda (Rescission of COVID funds to school).

Aaron Angerman, resident, and School Board Member stated that he was in favor with waiting to speak on Agenda Item 13b until it came up on the Agenda (Rescission of COVID funds to school).

AMENDMENTS TO THE AGENDA

CONFLICT OF INTEREST

Gilbert declared a potential conflict of interest to Item 13b (Rescission of CARES Act Funding to Wrangell Public Schools) due to her being a lobbyist for the School District as a member of the School Board. Prysunka declared that in reviewing with the attorney, it does appear that she did have a conflict of interest, due to her lobbying interest for the school and therefore that conflict did preclude her from participating in Item 13b. There were no objections from the Assembly.

Powell declared a potential conflict of interest to Item 13b (Rescission of CARES Act Funding to Wrangell Public Schools) since his wife works for the school district and he runs two businesses in town. Prysunka stated that he did not see a conflict since neither his household or the businesses would receive money above anyone else. There were no objections from the Assembly.

Howe declared a potential conflict of interest to Item 13b (Rescission of CARES Act Funding to Wrangell Public Schools) due to his employment with the School District. Prysunka declared that as an employee of the school, none of the funds would directly benefit him, above any other employee of the school. Therefore, Prysunka stated that he did not see a conflict. There were no objections from the Assembly.

CONSENT AGENDA

- a. Minutes from the August 4, 2020 Special Assembly Meeting
- b. Minutes from the August 14, 2020 Special Assembly Meeting
- c. Minutes from the August 11, 2020 Regular Assembly Meeting

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

BOROUGH MANAGER'S REPORT

Von Bargen provided updates on the following:

- Captain Sprehe gave a COVID-19 Update:
 - Working on the Risk Assessment (will present to Assembly in early September)
 - $\circ \quad \hbox{Continuing to meet every weekday morning to share updates} \\$
 - o Statewide COVID numbers 4,843 residents; 823 non-residents; 36 deaths
 - o Laura Holder compiled a group to assist those who are in quarantine
 - o Overall decline in testing numbers across the State
 - o SEARHC still offering free testing every weekend for asymptomatic individuals
 - o Seeing more cases in smaller communities and homeless persons
 - EOC has put a request in with the State for 4,000 masks and informational yard signs and posters
- Cyni Crary, Library Director commented on the Historic Centennial flight from New York to Nome and encouraged folks to read the article in the Sentinel and come and see the exhibit at the Nolan Center; commented on Gig Decker's article on the Star of Bengal in the Fishing the Frontier
- Von Bargen stated that the Generator that we received from Nome is up and running
- Steve Miller has excepted the position as Ports and Harbor Director
- RFQ for the Water Treatment Plant for the Engineering and Design will be released this week
- Collective Bargaining Team is having their first meeting on September 8th
- Armory building divestiture schedule will be on the September 8th Agenda
- RFQ for Engineering for the Water Mains project is closing this week
- Provided update on the Valvoda lawsuit costs incurred; APEI covers fifty percent so the actual costs are over \$100,000; our costs are almost \$50,000

BOROUGH CLERK'S FILE

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS – None.

MAYOR AND ASSEMBLY APPOINTMENTS - None.

PUBLIC HEARING – None.

UNFINISHED BUSINESS

12a Approval of the FY 2019 Audit (postponed from the August 11, 2020 Regular Assembly Meeting)

M/S: Gilbert/Morrison to approve the 2019 Audit.

Joyce Mason, Finance Director stated that there were findings on the 2019 Audit and asked that Mr. Thomson speak to the findings.

Sam Thompson, BDO Director explained the standards that were used in evaluating the governmental agencies; required by general auditing standards to report findings; identified four deficiencies or material weaknesses in the Borough's internal control in financial reporting. Mr. Thompson explained each of those deficiencies to the Assembly and explained also how he suggested correcting these deficiencies.

In response to Gilbert on if corrective action has been taken to prevent further deficiencies, Mr. Thompson stated that on page 148, the Borough submitted a statement on how they will correct these deficiencies or material weaknesses moving forward; will know if corrective action has been taken when the 2020 audit is done.

Ms. Mason explained measures and other corrective action that has been put in place to prevent deficiencies.

Mr. Thompson stated that if BDO was able to get what they need from the Borough in a timely manner, the audit should be done by December; gave suggestions on CARES Act auditing requirements.

NEW BUSINESS

13a Approval to Negotiate the Sale of Borough Owned Property, Lot 6A, Block 61, Industrial Park Subdivision III, to Brett Woodbury and Mike Matney

M/S: Morrison/Howe to approve the Negotiation of the Sale of Borough Owned Property, Lot 6A, Block 61, Industrial Park Subdivision III, with Brett Woodbury and Mike Matney.

Von Bargen explained that the City has received a request from these two individuals to purchase parcels that are adjacent to their property in the Industrial Lot; appraisal was done in July 2019 and would like concurrence from the Assembly that a new appraisal would not be required.

Motion approved unanimously by polled vote.

13b Approval of Rescission of CARES Act Funding to Wrangell Public Schools in the Amount of \$250,000

M/S: Morrison/Powell to approve the Rescission of CARES Act Funding to Wrangell Public Schools in the Amount of \$250,000.

Von Bargen explained that she had received concerns from Assembly Members, that community members had contacted them with regard to a trip to Juneau that had taken place to purchase COVID materials for the start of school; there were concerns that CARES Act funds were being spent inappropriately. Von Bargen stated that that was why this item was on the Agenda for consideration.

David Wilson, resident, and School Board Member spoke to Item 13b (Rescission of CARES Act Funding to Wrangell Public Schools): acknowledged that some policies were not followed and that there was a lack of communication between the Board and the community; however, he believed that the intent was good and that it was not to bring injury to the district or the community; stated that there was a special School Board meeting to bring everything out into the open; acknowledged that the trip violated some of the policies and practices; there is a Board policy revision in the works to insert a local purchase preference clause; asked that we put this behind us and move forward; requested that the Assembly vote against rescinding the CARES Act funding to the school.

Aaron Angerman, resident, elected official and parent spoke to Item 13b (Rescission of CARES Act Funding to Wrangell Public Schools; stated that he did have some concerns with this item being on the Agenda this evening; held a special School Board meeting and took steps to resolving the issue in-house, as a School Board member, would appreciate support from the Assembly, to allow the School Board to operate on their own timeline to act in a timely manner, and if not done to the Assembly's satisfaction, to step in at that time; believed that if the concerns from the Assembly had gone through the School Board instead of putting this on the Agenda, there may not have been the added stress or pressure on Board Members and Staff; the rescission will hurt the teachers and students; encouraged the Assembly to vote no on the rescission so that the school can open up safely.

Prysunka explained how much the City received in COVID Act funding for the listening public and the Assembly, explained that once this money is gone, we will have to spend funds out of our General Fund; could have an impact on our General Fund if we offset the school budget.

Debbe Lancaster, Wrangell Public School Superintendent stated that she was sincerely apologetic and had no idea of the perspective that the public would have; was focusing on procuring the supplies that were not available and were necessary to open the schools safely.

Ms. Lancaster further stated that the majority of the approved COVID Cares Act funds was to hire sanitation and screening personnel at the school; have not yet hired for those positions; 2020 audit is complete and there were no findings; has an amazing staff that has worked through the summer without pay; apologized and stated that she made a terrible mistake.

Prysunka recapped the chain of events for the Juneau trip; explained that Cares Act funds are not wide open; the City will be audited for funds spent; if the City reimburses the School on expenditures that are not allowable under the Cares Act, the City will have to pay that.

In response to Morrison, Joyce Mason explained that not only will the Federal Government be auditing the Cares Act expenditures, the State will also be auditing these expenditures.

Powell stated that after reading the purchases made, he saw no emergency on making the trip to Juneau; stated that his idea was to take this money back, let the school spend their own funds and then come to the Assembly and ask for reimbursements; can spend their reserve funds first; this has hurt the relationship between the School Board and the Assembly; wants one hundred percent control of this money.

Dalrymple questioned how this money was to be given to the School. Prysunka explained the process. Von Bargen explained that the School was directed by Finance Director Mason, to submit receipts to the City so that eligibility could be established and reimbursed.

Howe asked for clarity on what the School would submit from this trip. Prysunka explained what was submitted; Von Bargen clarified that travel and food was not eligible for reimbursement.

Howe also stated that school is going to open and needs supplies to open safely; if the supplies are reimbursable, would like to see that happen.

Prysunka stated that the Assembly banned all non-essential travel and training by the City; does not believe that this trip warranted an emergency trip; terrified that by the end of October or December, we will be dipping into our reserves.

Powell stated that he has no confidence in the administration at the school on spending these funds; we need to have complete control of these funds.

Howe asked that the Assembly consider that yes, there was a mistake made by the Superintendent, but not to punish the School District as a whole for this mistake and remember what these funds are for; the School District is not one person, but 500 people and they are all effected by this.

Prysunka asked Ms. Lancaster how many kids were anticipated to enroll; Lancaster stated that she did not know; enrollment is open now.

Prysunka further stated that a lot of the safety supplies that were purchased are available free, from the State.

After further discussion, Von Bargen clarified that if the motion was voted down, Staff would bring something back to the next Assembly Meeting to approve and "up to" amount and not a blanket approval; would make sure that the approval of receipts submitted were eligible for reimbursement.

Motion approved with Morrison, Powell, Dalrymple, and Prysunka voting yes; Howe voted no; Gilbert did not take part in the discussion or the vote since a conflict of interest was established.

13c RESOLUTION No. 08-20-1537 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE SUPPLEMENTAL BUDGET FOR GENERAL, NOLAN CENTER, PARK & RECREATION, SALES TAX AND TRANSIENT TAX FUNDS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2019-2020

M/S: Morrison/Powell to postpone Resolution No. 08-20-1537.

Von Bargen stated that she and the finance director had realized that they needed to relay this item in a more detailed fashion; therefore this item was not ready for Assembly consideration; would come back to the Assembly at the next regular meeting.

Motion approved unanimously by polled vote.

13d Approval of Amendment to Professional Services Agreement with R&M Engineering Ketchikan in the Amount of \$41,021

M/S: Powell/Morrison to approve the Amendment to Professional Services Agreement with R&M Engineering Ketchikan in the amount of \$41,021. Motion approved unanimously by polled vote.

13e RESOLUTION No. 08-20-1538 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2021 BUDGET IN MULTIPLE FUNDS PROVIDING FOR THE AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT FOR THE LAND DEVELOPMENT SURVEY SERVICES PROJECT

M/S: Morrison/Gilbert to approve Resolution No. 08-20-1538. Motion approved unanimously by polled vote

13f RESOLUTION No. 08-20-1539 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA DECLARING AN ECONOMIC DISASTER IN THE CITY AND BOROUGH OF WRANGELL, ALASKA DUE TO COVID-19 AND POOR REGIONAL RETURNS OF ALL SALMON SPECIES

M/S: Powell/Howe to approve Resolution No. 08-20-1539.

Von Bargen explained that due to COVID-19, the lack of tourism, and the dismal salmon return; we believe that Wrangell needs to get in front of this and declare an economic disaster; we know that the impacts locally will be large.

Gilbert requested that we send this Resolution to our Lobbyist; also supply an easy pathway for the public to read these economic documents; post on our website; this really paints a grim picture.

Motion approved unanimously by polled vote

13g Approval of CARES Act Expenditure in the Amount of \$15,000 for Southeast Senior Services for Senior Center Van Match Funding for COVID-19 Mitigation Services for Wrangell Seniors

M/S: Gilbert/Morrison to approve CARES Act Expenditure in the Amount of \$15,000 for Southeast Senior Services for Senior Center Van Match Funding for COVID-19 Mitigation Services for Wrangell Seniors.

Von Bargen explained that the Senior Center van needed to be replaced; being used to transport Seniors for activities as well as additional meals due to COVID, additionally the Senior Service is picking up mail, prescriptions, groceries, and performing face-to-face wellness checks.

Southeast Senior Services was able to get eighty percent of the purchase covered for the van, from Department of Transportation; they are asking if we can cover \$15,000.

Motion approved unanimously by polled vote.

13h Approval of CARES Act Expenditure in the Amount of \$6,700 for KSTK Radio for COVID-19 Related Broadcasting and Public Service Notices

M/S: Morrison/Gilbert to approve CARES Act Expenditure in the Amount of \$6,700 for KSTK Radio for COVID-19 Related Broadcasting and Public Service Notices. Motion approved unanimously by polled vote

13i Approval of Contract with Ketchikan Mechanical for the Touchless Plumbing Fixtures Project in the Amount of \$256,505.65

M/S: Gilbert/Powell to approve a contract with Ketchikan Mechanical for the Touchless Plumbing Fixtures Project in the amount of \$265,505.65.

Ms. Al-Haddad spoke to the lifespan of these units; said that her assumption was that they were commercial-grade; further confirmed for the Assembly that this contract would include toilets, urinals, and the faucets.

Motion approved with Dalrymple, Howe, Gilbert, Morrison, and Prysunka voting yes; Powell voted no.

13j Approval to Dispose of City Surplus Property

M/S: Gilbert/Morrison to approve the disposition of surplus property in conformance with Wrangell Municipal Code Section 5.10.060 and to authorize the Borough Manager to dispose of any Surplus items that were not bid on for the Surplus Sale, in a manner that is in the best interest of the Borough.

In response to Prysunka on the surplus of the old dump truck, Von Bargen stated that she did not feel that it was appropriate to bring this to the Assembly until the new dump truck purchase report was provided to the Assembly.

Motion approved unanimously by polled vote.

ATTORNEY'S FILE 14 Available for Assembly review in the Borough Clerk's office. EXECUTIVE SESSION – None. Regular Assembly meeting adjourned at 10:01 p.m. Stephen Prysunka, Mayor ATTEST: Kim Lane, MMC, Borough Clerk

License # Initiating License Applic Item b. 6/18/2020 10:20:25 AM

Alcohol & Marijuana Control Office

License Number: 10200

License Status: Active-Operating
License Type: Retail Marijuana Store

Doing Business As: HAPPY CANNABIS

Business License Number: 1033845

Designated Licensee: Kelsey Martinsen

Email Address: kjm420@hotmail.com

Local Government: Wrangell (City and Borough of)

Local Government 2: Community Council:

Latitude, Longitude: 56.471000, -132.383000

Physical Address: 225 South Front Street

Wrangell, AK 99929 UNITED STATES

Licensee #1

Type: Individual

Name: SARINEE NUAMNUI

Phone Number: 907-305-0292

Email Address: kjm420@hotmail.com

Mailing Address: po box 110

Wrangell, AK 99929 UNITED STATES

Entity Official #1

Type: Individual

Name: Kelsey Martinsen

Phone Number: 907-305-0292

Email Address: kjm420@hotmail.com

Mailing Address: po box 110

Wrangell, AK 99929 UNITED STATES Licensee #2

Type: Individual

Name: KELSEY J MARTINSEN

Phone Number: 907-305-0292

Email Address: kjm420@hotmail.com

Mailing Address: po box 110

Wrangell, AK 99929 UNITED STATES

Entity Official #2

Type: Individual

Name: Sarinee Nuamnui

Phone Number: 907-305-0292

1 110110 1101110011 001 000 0202

Email Address: kjm420@hotmail.com

Mailing Address: po box 110

Wrangell, AK 99929 UNITED STATES

Note: No affiliates entered for this license.



Alaska Marijuana Control Board

Alcohol and Marijuana Control Off 550 W 7th Avenue, Sui Ite Anchorage, A

marijuana.licensing@alaska.gov https://www.commerce.alaska.gov/web/amco

Phone: 907.269.0350

Form MJ-20: Renewal Application Certifications

What is this form?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's main office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Kelsey J. Martinsen, Sarinee Nuamnui License Number: 10200				
License Type:	Retail Marijuana Store				
Doing Business As:	Happy Cannabis				
Premises Address:	225 South Front Street				
City:	Wrangell	State:	Alaska	ZIP:	99929

Section 2 - Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Kelsey J. Martinsen
Title:	Owner Operator

	Section 3 – Violations & Charges	
Read each line below, and then sign y	our initials in the box to the right of any applicable statements:	Initials
I certify that I have not been convicted	of any criminal charge in the previous two calendar years.	2
I certify that I have not committed any	civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.	9
I certify that a notice of violation has n	ot been issued to this license between July 1, 2019 and June 30, 2020.	2
Sign your initials to the following state	ement only if you are unable to certify one or more of the above statements:	Initials
I have attached a written explanation the type of violation or offense, as required.	n for why I cannot certify one or more of the above statements, which includes juired under 3 AAC 306.035(b).	
Form MI-201 (roy 4/22/2020)		Page 1 of 3

Form MJ-20] (rev 4/23/2020) Page 1 of 2

Form MJ-20: Renewal Application Certifications

Section 4 - Certifications

Read each line below, and then sign your initials in the box to the right of each statement:	Initials
I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.	A Section of the second
I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.	2
I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.	2-
I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.	2
I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.	Ca 3
I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.	2-
l certify that I understand that providing a false statement on this form, the online application, or any other form provided by or to AMCO is grounds for rejection or denial of this application or revocation of any license issued.	
As an applicant for a marijuana establishment license renewal, I declare under penalty of unsworn falsification that I have refamiliar with AS 17.38 and 3 AAC 306, and that this application, including all accompanying schedules and statements, is true and complete. I agree to provide all information required by the Marijuana Control Board in support of this application and that failure to do so by any deadline given to me by AMCO staff may result in additional fees or expiration of this license.	e, correct,
Men 20-0 Melle	
Signature of licensee Notary Public in and for the State of Al	aska
Kelsey J. Martinsen Printed name of licensee My commission expires: 7-22-20	022
Subscribed and sworn to before me this 22 day of	
OFFICIAL SE	AL I



Alcohol and Marijuana Contr 550 W 7th Avenue, St Anchorage, A

marijuana.licensing@alaska.gov https://www.commerce.alaska.gov/web/amco

Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-20: Renewal Application Certifications

What is this form?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's main office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Sarinee Nuamnui, Kelsey J. Martinsen License Number: 10200)	
License Type:	Retail Marijuana Store				
Doing Business As:	Happy Cannabis				
Premises Address:	225 South Front Street				
City:	Wrangell	State:	Alaska	ZIP:	99929

Section 2 - Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Sarinee Nuamnui	•
Title:	Owner	
	Section 3 – Violations & Charges	
Read each line be	low, and then sign your initials in the box to the right of any applicable statements:	Initials
I certify that I have	e not been convicted of any criminal charge in the previous two calendar years.	6N
I certify that I have	e not committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years.	SN
I certify that a not	cice of violation has not been issued to this license between July 1, 2019 and June 30, 2020.	SN
Sign your initials t	to the following statement only if you are unable to certify one or more of the above statements:	Initials
	written explanation for why I cannot certify one or more of the above statements, which includes on or offense, as required under 3 AAC 306.035(b).	anthropologica (1945)

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Form MJ-20: Renewal Application Certifications

Section 4 - Certifications

Read each line below, and then sign your initials in the box to the right of each sta	tement:	Initials
I certify that no person other than a licensee listed on my marijuana establishment lidirect or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business establishment license has been issued.		5 N
I certify that I meet the residency requirement under AS 43.23 or I have submitted (MJ-20a) along with this application.	a residency exception affidavit	5N
I certify that this establishment complies with any applicable health, fire, safety, or other law in the state.	tax statute, ordinance, regulation, or	SN
I certify that the license is operated in accordance with the operating plan currently Marijuana Control Board.	approved by the	5 N
I certify that I am operating in compliance with the Alaska Department of Labor and requirements pertaining to employees.	Workforce Development's laws and	SN
I certify that I have not violated any restrictions pertaining to this particular license to operated in violation of a condition or restriction imposed by the Marijuana Control		SN
I certify that I understand that providing a false statement on this form, the online a by or to AMCO is grounds for rejection or denial of this application or revocation of		SN
As an applicant for a marijuana establishment license renewal, I declare under pena familiar with AS 17.38 and 3 AAC 306, and that this application, including all accompand complete. I agree to provide all information required by the Marijuana Control that failure to do so by any deadline given to me by AMCO staff may result in additional matter and the second staff of the second sta	anying schedules and statements, is true Board in support of this application and u	, correct, nderstand
Satince Nuamnui Printed name of licensee	My commission expires: 7-22-20	22
Subscribed and sworn to before me this 22th day of	_ 20 _20	
	OFFICIAL SEAL	

PARTNERSHIP AGREEMENT

This Partnership Agreement (the "Agreement") is made and entered into this March 28, 2016 (the "Effective Date"). The Partners in this Agreement are as follows:

- Kelsey Jene Martinsen
- · Sarinee Nuamnui

The Partners to this Agreement agree to the following:

I. NAME

This Partnership will be known as Happy Cannabis (the "Partnership").

II. THE PARTNERSHIP

- The Partners wish to become legal partners in business.
- The terms and conditions of their Partnership will be outlined in this Agreement.
- If the Agreement is executed, the Partnership will be in effect on March 28, 2016.
- The Partnership will only be terminated as outlined in this Agreement.
- The Partnership's primary place of business will be 225 South Front Street, Wrangell, Alaska, 99929.
- The Partnership will be governed under the laws of the state of Alaska.
- The Partnership's primary purpose is Cultivate, process and sell Cannabis...
- If applicable, the Partners will obtain any necessary licenses and permits to do business, register its Doing Business As Name ("DBA"), and obtain a Federal Employer Identification Number ("EIN").

III. CONTRIBUTIONS

The Partners will make an initial contribution to the Partnership as follows:

• Kelsey Jene Martinsen: \$0.00

• Sarinee Nuamnui: \$0.00

Contributions will be submitted no later than ______. All capital contributions are final unless all partners give written consent of withdrawal. All contributions will be deposited into a joint capital account.

IV. INTEREST AND AUTHORITY

The Partners' ownership interest in the Partnership will be as follows:

• Kelsey Jene Martinsen: 51%

• Sarinee Nuamnui: 49%

The Partners' authority will be defined by the following unless otherwise stated in the Agreement: All decisions for contract or otherwise will be made based on a majority vote of percent of ownership. Each Partner will have the authority based on their percent ownership outlined above in the Agreement.

V. COSTS

The Partners will share costs according to the following percentages:

Kelsey Jene Martinsen: 51%

• Sarinee Nuamnui: 49%

VI. PROFITS

The Partners will share the net profits of the Partnership according to the following percentages:

• Kelsey Jene Martinsen: 51%

• Sarinee Nuamnui: 49%

The Profits will be accounted by _____ and distributed on the end of month of the month according to the above percentages after the costs of the Partnership have been paid according to the above cost percentages.

VII. SALARY

All Partners must give their unanimous consent if a permanent salary is to be established and their unanimous consent for the amount of salary to be given to each Partner.

VIII. ACCOUNTING

- All accounts related to the Partnership including contribution and distribution accounts will be audited upon a majority vote of the Partners.
- All Partners will maintain a joint contribution account. All Partners will maintain a joint
 distribution account. Partners will keep accurate and complete books of account for all
 accounts related to the Partnership. Any Partner, whether majority or minority, will be
 allowed to review all books of account at any time they request.
- Each Partner will be responsible for his or her own taxes on any distributions made.
- Accounting records will be kept on a accrual basis.
- The fiscal year will be complete on the last day of December of each year. All Partners will present their position on the state of the Partnership within two weeks of the completion of

each fiscal year.

- The following partners will be able to sign checks from any joint Partner account:
 - · Kelsey Jene Martinsen
 - Sarinee Nuamnui

IX. NEW PARTNERS

The Partnership will amend this agreement to include new partners upon the written and unanimous vote of all Partners.

The name of the Partnership may be amended if a new Partner is added to the Partnership upon the written and unanimous vote of all Partners.

X. WITHDRAWAL OR DEATH

The Partners hereby reserve the right to withdraw from the Partnership at any time. Should a Partner withdraw from the Partnership because of choice or death, the remaining Partners will have the option to buy out the remaining shares of the Partnership. Should the Partners agree to buy out the shares, the shares will be bought in equal amounts by all Partners. The Partners agree to hire an outside firm to assess the value of the remaining shares. Only upon the partners' unanimous agreement will the outside firm's valuation of the shares be considered final. The Partners will have 365 days to decide if they want to buy the remaining shares together and disperse them equally. If all Partners do not agree to buy the shares, individual Partners will then have the right to buy the shares individually. If more than one Partner requests to buy the remaining shares, the shares will be split equally among those Partners wishing to purchase the shares. Should all Partners agree by unanimous vote, the Partnership may choose to allow a non-Partner to buy the shares thereby replacing the previous Partner.

If no individual Partner(s) finalize a purchase agreement by 365 days, the Partnership will be dissolved.

The name of the Partnership may be amended upon the written and unanimous vote of all Partners if a Partner is successfully bought out.

XI. DISSOLUTION

Should the Partnership be dissolved by majority vote, the Partnership will be liquidated, and the debts will be paid. All remaining funds after debts have been paid will be distributed based on the percentage of ownership interest outlined in this Agreement.

XII. AMENDMENTS

- Amendments may be made hereto upon the unanimous and written consent of all Partners.
- Amendments must be expressly written and have the original signatures of all Partners.
- · All amendments, notices, requests, claims, demands and other communications between

the parties shall be in writing. All such written communications shall be given (i) by delivery in person, (ii) by a nationally recognized next day courier service, (iii) by first class, registered or certified mail, postage prepaid, (iv) by facsimile or (v) by electronic mail to the addresses of the parties specified in this Agreement or such other addresses specified in writing. All notices shall be effective upon (i) receipt by the party to which the written communication is given, or (ii) on the 5th day following mailing, whichever occurs first.

IN WITNESS WHEREOF, this Agreement has been executed and delivered in the manner prescribed by law as of the Effective Date first written above.

Signature:	DAT		Date:	3	25/	16	
	Kelsey Jene Mart	insen		,			

Signature: Sarince Noamny Date: 3/25/16

Sarinee Nuamnui

State of Alaska County of Wrongell-Petersburg
Subscribed and sworn before me on 3-25-116

(Date)

(Notary Signature)

NOTARY PUBLIC
ALEISHA MOLLEN
STATE OF ALASKA
MY COMMISSION EXPIRES July 22, 2018

COMMERCIAL PROPERTY LEASE AGREEMENT

between

Kelsey Jene Martinsen and Sarinee Nuamnui, P.O. Box 110 Wrangell, AK 99929 as Landlord

and

Kelsey Jene Martinsen and Sarinee Nuamnui, DBA Happy Cannabis 225 Front Street Wrangell, Alaska 99929 as Tenant.

Effective Date

April 1, 2016

PARTIES

This agreement ("Agreement" or "Lease") is made effective the 1st day of April, 2016, by and between Kelsey Jene Martinsen and Sarinee Nuamnui, P.O. Box 110, Wrangell, AK 99929 ("Landlord") and Kelsey Jene Martinsen and Sarinee Nuamnui, DBA Happy Cannabis, 225 Front Street, Wrangell, Alaska 99929 (Tenant").

RECITALS

- A. Landlord: (i) is the owner of developed commercial real property located at 225 Front Street, Wrangell, Alaska more particularly described below (the "Real Property" or "Premises"); (ii) desires to lease such Real Property with the improvements existing thereon to Tenant;
- B. Tenant wishes to lease from Landlord the Commercial Real Property with its improvements, located at 225 Front Street, Wrangell, Alaska 99929.

CONSIDERATION

For good and valuable consideration received and to be received, the sufficiency of which is hereby acknowledged by the parties; the parties have agreed, and hereby agree, as follows:

TERMS AND CONDITIONS

1. Demise of Premises.

Landlord agrees to lease to Tenant and Tenant agrees to lease from Landlord that protion of following described Real Property known as 225 Front Street, located in the Wrangell Recording District, First Judicial District, State of Alaska:

A portion of Lot One (1), Block One-A (1-A), Tidelands Addition to U.S. Survey 1119, Wrangell Subdivision, according to the official tideland subdivision plat, prepared by Hubbell and Waller Engineering Corporation, approved by the Common Council of the City of Wrangell on October 13, 1964 and filed April 12, 1965 as Plat No. 65-87, Wrangell Recording District, First Judicial District, State of Alaska.

2. Term.

The term of this lease shall be for a period of one (1) year, commencing on the 1st day of April 2016, ("Commencement Date") and ending on the 30th day of March 2016, and subject to the renewal and termination provisions contained herein.

3. Option to Renew.

Tenant is granted the right to renew this Lease for ten additional periods of one year each. This Lease shall automatically renew unless Tenant gives written notice by certified mail, delivered to addressee only, return receipt requested, at least one month prior to the end of the normal one-year term of this lease that Tenant has elected not to renew this Lease. Tenant may also personally serve Landlord in a manner according to the Superior Court rules, in and for the First Judicial District, State of Alaska, the election to not renew. At least one month prior to the renewal date, the Tenant shall provide Landlord with a Notice which shall specify and include all of Tenant signatures, and shall notify Landlord in writing of the then existing legal nature of Tenant, together with Articles of Incorporation or partnership or limited partnership or certificate of formation of limited liability company, as the case may be, names, addresses and telephone numbers of all persons involved in an ownership position of Tenant.

4. Recision of Previous Agreements

Upon the execution of this agreement by the Landlord and the Tenant, all previous lease agreements for the real property described in Paragraph 1, between the Landlord and the Tenant or any portion thereof are rescinded and held null and void.

Base Rent.

The parties have agreed that the rent shall be Ten Dollars (\$10.00) per year

6. <u>Utilities</u>.

Tenant, upon execution of this lease agrees to contract with the appropriate provider of utilities and pay for all public utilities which shall be used in or charged against the Real Property and to hold the Landlord harmless from such charges.

7. Insurance.

Tenant, upon execution of this lease, shall provide the following:

- a. Property Insurance: Tenant shall, at Tenant's expense, maintain on all improvements belonging to Landlord and on all of Tenant's personal property and leasehold improvements and alterations on the Premises, full coverage for property damage, including special form perils insurance coverage, of their replacement value, including demolition costs. The property coverage shall include coverage relating to Ordinance and Law issues. This provision shall be satisfied if Landlord maintains the required property insurance and is reimbursed by tenant.
- b. Liability Insurance: Tenant shall, at its own expense, maintain throughout the term of this Lease, commercial general liability limits (BI & PD) \$1,000,000 per occurrence and \$2,000,000 aggregate; sexual molestation coverage, \$100,000 per occurrence, \$300,000 aggregate; professional liability \$1,000,000; owned auto & non-owned auto liability \$1,000,000 per occurrence. The tenant shall maintain a commercial umbrella policy with additional \$1,000,000 limits over the commercial general liability and the commercial auto coverages. Within a reasonable time but in no case beyond a year after the effective date of this lease, this coverage shall be reviewed and coverages adjusted to reflect current industry standards. At each five (5) year anniversary date of the effective date of this lease, these limits shall be reviewed to determine the change in industry standards and then adjusted accordingly.

Certificates: In all policies the Tenant is to provide, the Landlord shall be named as an additional insured, and shall be furnished a copy of such policy or policies or certificate(s) of coverage, or both, at the Landlord's election. Each certificate of insurance shall provide that the insurance policy or policies are not subject to cancellation without at least thirty (30) days advance written notice of such cancellation having been first given to the Landlord.

Any General Contractor performing more than fifty thousand dollars (\$50,000.00) of work on the site shall name the Landlord as an additional insured on its liability policies and provide the Landlord with certificates of insurance indicating the same.

8. Waiver of Subrogation.

Neither Landlord nor Tenant shall be liable to the other (by way of subrogation or otherwise) or to any insurance company insuring the other party for any loss or damage to the Premises, the improvements or any structure or other tangible property located

therein, or any resulting loss of income, or losses under worker's compensation laws and benefits, even though such loss or damage might have been incurred by the negligence of such party, its agents or employees, if any such loss or damage is covered by insurance benefiting the party suffering such loss or damage or was required to be covered by insurance pursuant to this Lease. This waiver applies to each party's directors, officers, employees, shareholders, members, and agents. The waiver does not apply to claims caused by a party's willful misconduct. Tenant and Landlord shall promptly give notice to their insurance carriers) that the foregoing mutual waiver of subrogation is contained in this Lease. If either party, is thereafter unable to obtain insurance at reasonable commercial rates providing coverage under a waiver of subrogation within thirty 30 days of the Commencement Date of this Lease for Landlord or execution of a Construction Contract for Tenant, both parties shall be released from their obligation to obtain the Waiver.

9. Purpose: Operation of a cannabis growing and sales business.

Tenant intends to use the Real Property, to use existing buildings, and to construct additional buildings and related improvements for use as a cannabis growing and retail business and to conduct such other activities as are incidental and reasonably related to such facility or such other activities or legal uses to which the Landlord consents.

10. Construction of Improvements.

Tenant intends to use existing buildings and to construct or reconstruct one or more buildings to comprise a growing facility on the Premises. These improvements and any others Tenant intends to construct on the Premises shall be at Tenant's cost. The construction of all improvements, alterations and/or installation of fixtures shall be carried out by Tenant in a first-class manner at its sole cost and expense, and in full compliance with all federal, state, county and other governmental statutory and regulatory requirements. Until the expiration or sooner termination of this Lease, and subject to the provisions of the section entitled, DISPOSITION OF IMPROVEMENTS AT END OF LEASE, hereof, title to any improvements situated and constructed by Tenant on the Premises and any alteration, change or addition thereto, as well as title to fixtures and articles of personal property attached to or used in connection with the Premises by Tenant, shall remain solely in Tenant.

11. Disposition of Improvements at end of Lease.

Tenant shall have the right to remove all equipment, personal property, improvements, including any portable buildings constructed by Tenant premises, fixtures and trade fixtures which may have been placed upon the Premises by Tenant during the period of

this Lease, provided that the same are removed upon conclusion of the Lease and that the Lease is in good standing and further provided that Tenant shall not have the right to remove any equipment, personal property, improvements, fixtures or trade fixtures during any period of Tenant's default. Any equipment, personal property, improvements, on the premises and any structures erected by the tenant during the lease period, fixtures and trade fixtures not removed from the premises by Tenant at the termination or expiration of the Lease shall revert to Landlord. All other improvements shall become the property of the Landlord. If Tenant does not remove all equipment, personal property and trade fixtures which have been placed on the Premises by Tenant during the period of this Lease and Landlord wants the property removed, then the same shall be removed and stored at Tenant's expense and Landlord shall recover any costs and expenses from the Tenant resulting from the removal.

12. Condition of the Premises.

Landlord makes no warranties regarding the condition of the property, or its sub-surface conditions, and Tenant accepts the Premises in its present condition; is not relying upon any covenants, warranties or representations of Landlord as to its condition or usability, except Landlord's right to grant a lease of the property and subject to the covenants contained in the section of this Lease entitled ENVIRONMENTAL PROVISIONS; and agrees to make any changes in the Premises necessary to conform to federal, state and local law applicable to Tenant's use of the Premises.

13. Tenant will obtain Permits/Landlord Cooperation.

Tenant shall be solely responsible for obtaining and complying with all permits, approvals or licenses required for the operation and conduct of Tenant's activities and the construction, installation, erection and/or operation of any structures, facilities or equipment, including but not limited to, items constituting alterations or additions, or defined as trade fixtures on the Premises. Landlord shall cooperate with Tenant to obtain the approvals for structures and any other approvals needed for the construction. If Tenant fails to obtain and comply with such permits, then Tenant accepts full responsibility for any and all costs incurred by the Landlord, including actual attorney's fees, incurred by Landlord pursuing Tenant's default for its failure to obtain and/or comply with such permits. Tenant agrees to hold the Landlord harmless from any liability and to fully reimburse expenses of the Landlord for Tenant's failure to obtain and/or fully comply with any necessary permit.

14. Laws and Regulations.

The Tenant agrees, at its sole cost and expense, to conform to, comply with and abide by all lawful rules, codes, ordinances, requirements, orders, directions, laws and regulations of the United States, the State of Washington, and any municipality or agency of any of said entities, including without limitation those relating to environmental matters, now in existence or hereafter promulgated, applicable to the Tenant's use and operation of said Premises, including the construction of any improvements thereon, and not to permit said Premises to be used in violation of any of said rules, codes, laws or regulations. Any fees for inspection of the Premises during or for the term of this Lease by any federal, state or municipal officer shall be paid by Tenant. Tenant shall pay all costs, expenses, liabilities, losses, damages, fines, penalties, claims, and demands, including reasonable counsel fees that may in any manner arise out of or be imposed because of the failure of Tenant to comply with the covenants of this section.

15. Environmental Provisions.

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This section delineates the Landlord's and the Tenant's rights and obligations with respect to the release, spillage, storage, transportation or any other aspect of handling hazardous or toxic materials of any nature ("Hazardous Material") regulated by federal and or state law ("Hazardous Material Regulation")

- a. Tenant covenants to defend, indemnify, and hold Landlord harmless from any imposition or attempted imposition by any person upon Landlord of any obligation or cost ("liability") of whatever form, including, without limitation, damages; claims; governmental investigations, proceedings or requirements; attorney fees in investigation, at trial or administrative proceeding, or on appeal; witness or consultant costs; or any other liability to the extent that such liability arises from a violation, or alleged violation, or from the failure to satisfy a requirement, or alleged requirement, of any Hazardous Material Regulation and or any environmental or land use law or regulation or arising from the release, spillage, or any other mishandling or misuse of any Hazardous Material causing damage to the property of, or resulting in injury to, any third any person, and proximately resulting from Tenant's use of the Premises during the term of this Lease, and without regard to when the liability is asserted.
- b. In like manner as in subsection (a.) above, so Landlord shall indemnify Tenant solely for liability proximately resulting from use of the Premises prior to the commencement of this Lease, or from conditions caused by Landlord subsequent to the Commencement Date.
- c. Landlord represents and Tenant acknowledges that Landlord has visually inspected the Premises for legally impermissible Hazardous Material contamination and that none was apparent on the surface of the Premises from a

visual inspection as of the date of this Lease.

Tenant shall notify Landlord within twenty-four (24) hours of its discovery d. of any release of a reportable quantity of any Hazardous Material, or of the receipt by Tenant of any notices, orders or communications of any kind from any governmental entity which relate to the existence of or potential for Hazardous Material or environmental pollution of any kind existing on or resulting from the use of the Premises or any activity conducted thereon. If Tenant fails to comply with any of the requirements of this section, Landlord may undertake, without cost or expense to Landlord, any actions necessary to protect Landlord's interest including steps to comply with such laws.

16. Maintenance/Commit no Waste.

The Tenant shall at all times during the term of this Lease maintain the Premises in good condition, maintaining and repairing any structural defect to the premises, including the roof structure, exterior walls and foundations and shall maintain the structure of the buildings in a good state of repair. The Tenant shall replace any broken windows. maintain the heating system and hot water heater, and shall, at its sole cost and expense, keep the Premises neat, clean and in a safe and sanitary condition. Tenant shall maintain and repair in a good condition the interior of the buildings, including lighting, electrical and plumbing. Tenant shall be responsible to repair plumbing damage or repairs necessary beyond the foundation lines. Tenant shall maintain the yard area in its present or better condition. Tenant shall wash windows, maintain and repair carpet or flooring, sidewalks and walkways. Tenant shall maintain required fire extinguishers, alarm systems and life or safety equipment required. The Tenant shall maintain the kitchen area, including dishwasher, stove garbage disposal, and all other equipment. The tenant shall maintain blinds and window coverings. Tenant agrees not to allow conditions of waste and refuse to exist on the Premises. Tenant shall also maintain all improvements constructed by Tenant in good repair and in a neat and clean condition at all times.

17. Liens and Insolvency.

Tenant shall keep the Premises free from any liens arising out of work performed, materials furnished, or obligations incurred by Tenant. In the event Tenant becomes insolvent, voluntarily or involuntarily bankrupt, or if a receiver, assignee or other liquidating officer is appointed for the business of the Tenant, then the Landlord may cancel this Lease at Landlord's option.

18. Termination.

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Upon Termination of this lease or any extension thereof, whether by expiration of the stated term or sooner termination thereon as herein provided, Tenant shall surrender to Landlord said Premises peaceably and quietly and in the condition required under paragraphs entitled Maintenance/Commit No Waste and Disposition of the improvements at End of Lease.

19. Default and Re-Entry

Time is of the essence of the agreement (i) If (a) any rent or other payment due from Tenant Hereunder remains unpaid for more than thirty (30) days after the ae it is due; (b) Tenant files a voluntary petition in bankruptcy or makes general assignment to the benefit of, or a general arrangement with, creditors; c() there is involuntary bankruptcy fled against Tenant that has not been dismissed within ninety (90) days of filing; (d) Tenant becomes insolvent; or (e) a receiver, trustee, or liquidating officer is appointed for Tenant's business; or (ii) If Tenant violates or Breaches any of the other covenants, agreements, stipulations or conditions herein, and such violation of breach shall continue for a period of thirty (30) days after written notice of such violation or breach is sent to Tenant, then Landlord may at its option declare this Lease forfeited and must contact State of Alaska Alcohol Marijuana Control Board stating the termination of the lease. Landlord may not make any attempt to take possession of cannabis and cannabis products. Once Landlord has secured permission from State of Alaska Alcohol Marijuana Control Board then the Landlord may at its option, declare this Lease forfeited and the term hereof ended and thereupon take such further actions to recover possession of the premises as my be permitted by law or, upon an abandonment of the Premises by Tenant without Tenant authorized Landlord to relet the Premises or any part thereof for such term or terms (which may be for a term extending beyond the term of this Lease) an at such rent or rents and upon such other terms and conditions as Landlord in is sole discretion deems advisable. Upon each such reletting, all rents received by landlord from such reletting shall be applied, first to the payment of any amounts other than rent due hereunder from Tenant to Landlord: second, to the payment of any costs and expenses of such reletting and renovation, including brokerage fees ad attorneys' fees; third, to the payment of the rent due and unpaid hereunder, and residue, if any shall be held by landlord and applied to payment of future rent as the same may become due and payable hereunder. If rent received from such reletting during any month are less than that to be paid during that month by tenant herder, Tenant shall pay any such deficiency to Landlord and Tenant covenants and agrees to pay Landlord for all other expenses resulting from its default, including, but not limited to, brokerage commissions, attorneys, fees and reasonable cost of converting the Premises for the benefit of the next Tenant. Delinquent rent and other payments shall bear interest at the rate of twelve percent (12%) per annum (at the prime rate plus four percent (4%) if that rate exceeds twelve percent(12%) at the time of delinquency from the date due until paid. In the event of any default hereunder and entry in, or taking possession of, the Premises in the Many provided by law. Landlord shall have the right, but not the obligation, to remove from the premises all

personal property located therein, and may store the same in any place selected by Landlord, including but not limited to a public warehouse, at the expense and risk of the owners thereof, with the right to sell such stored property, without notice to Tenant, after it has been stored for a period of thirty (30) days or more, with the proceeds of such sale to be applied to the cost of such sale and to the payment of charges for storage, and to the payment of any other sums of money which may then be due from Tenant to Landlord under any of the terms hereof.

If Landlord violates or breaches any of the other covenants, agreements, stipulations or conditions herein, and such violation or breach shall continue for a period of thirty (30) days after written notice of such violation or breach is sent to Landlord, then Tenant may at its option, declare this Lease terminated and the term hereof ended and thereupon take such further actions as are permitted under the section entitled DISPOSITION OF IMPROVEMENTS AT END OF LEASE herein. Alternatively, Tenant may continue the Lease and seek any other legal and equitable remedy available for Landlord's violation or breach.

20. Assignment and Sublease.

Tenant shall not, by operation of law or otherwise, assign or sublease any portion of the Premises without Landlord's prior written consent. The consent of Landlord to any assignment or sublease shall not in any manner be construed to relieve Tenant from obtaining Landlord's express written consent to any other or further assignment or sublease.

21. Landlord's Right to Enter Premises.

Landlord and/or its authorized representatives shall have the right to enter the Premises at all reasonable times for any of the following purposes:

- a. To determine whether or not the Premises are in good condition or whether the Tenant is complying with its obligations under this Lease;
- b. To do any necessary maintenance and to make any restoration to the Premises that the Landlord has the right or obligation to perform;
- c. To post "For Rent" or "For Lease" signs during any period that the Tenant is in default;
- d. To repair, maintain or improve the Premises; and
- e. To do any other act or thing necessary for the safety or preservation of the

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Premises.

Except in the event of bona fide emergencies, Landlord shall provide notice to Tenant not less than twenty-four (24) hours in advance of any such inspection.

Landlord shall not be liable in any manner for any inconvenience, disturbance, loss of school time, interference with business advantage, nuisance, or other damage arising out of the Landlord's entry onto the Premises as provided in this section. Landlord shall conduct its activities on the Premises as provided herein in a manner that will cause the least inconvenience, annoyance or disturbance to the Landlord.

22. Notices.

All notices or payment hereunder may be delivered by hand, E-mail, facsimile or mailed to the parties at the addresses below. Notices are deemed given when received; mailed notices shall be deemed received three days after mailing.

LANDLORD:

Kelsey Jene Martinsen and Sarinee Nuamnui, P.O. Box 110 Wrangell, AK 99929

TENANT:

Kelsey Jene Martinsen and Sarinee Nuamnui, DBA Happy Cannabis 225 Front Street Wrangell, Alaska 99929

23. Time is of the Essence.

It is mutually agreed and understood that time is of the essence in this Lease and that a waiver of any default of Tenant or Landlord shall not be construed as a waiver of any subsequent default, and that any Notice required to be given under this Lease may be given by United States Mail addressed to the party identified in paragraph 29, entitled NOTICES of this Lease, or to such other addressees) that either may hereafter provide in writing to the other party for such purpose.

24. Covenants and Warranties of Landlord.

a. <u>Landlord and Warranties of Title</u>. Landlord hereby represent and warrants

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to tenant that it owns and holds good, marketable and unencumbered fee simple title to the Premises, subject only to (a) exceptions, reservations, restrictions, rights of way, easements, covenants, conditions, notations, orders and other matters of record, (b) obstructions, defects and encroachments which a thorough physical investigation, inspection and survey of the Premises and adjacent properties would reveal, and (c) orders, ordinances, rules, regulations, statutes, laws and codes applicable to the Premises.

- b. <u>Quiet Possession and Enjoyment.</u> Tenant shall have quiet possession and enjoyment of the Premises during the Term hereof and any extension or renewal thereof.
- c. <u>Rights of Access. Ingress & Egress.</u> During the Term hereof, Landlord shall continuously provide to Tenant rights of pedestrian and vehicular ingress and egress to the Premises from the public road or highway.
- d. <u>Landlord's Consent.</u> Where the consent or approval of the Landlord is required hereunder, such consent shall not be unreasonably withheld.

25. Eminent Domain - Total Taking and Partial Taking.

If any part of the Premises shall be taken or condemned for public use and a part thereof remains which is susceptible of occupation hereunder, this Lease shall, as to the part taken, terminate as of the date the condemnor acquires possession, and thereafter Tenant shall be required to pay such proportion of the rent for the remaining term as the value of the Premises including improvements remaining bears to the total value of the Premises at the date of condemnation. In the event the Premises are condemned in whole, or that such portion is condemned that the remainder is not susceptible for use hereunder, this Lease shall terminate upon the date of possession of the condemnor. Any and all sums which may be payable on the account of the condemnation shall be allocated between land and improvements. Tenant shall be entitled to payments for taking improvements. Landlord shall be entitled to payments for taking land and loss of the Lease and revenue here from. Loss of business or occupancy, or other damage personal to the Tenant shall belong to the Tenant or those occupying the improvements. Moving expenses or other allowance allowed by statute or law shall be as specified in the statute or law.

26. Damage and Destruction.

76

In the event of destruction or substantial damage or other casualty of any building or structure on the Premises, which, in the sole opinion of Tenant, precludes continued use of the Premises as a school without reconstruction. Tenant may exercise the option to not rebuild. If Tenant exercises its option to not rebuild, Tenant shall provide Landlord with written Notice of Tenant's election. Upon such written Notice to the Landlord, this Lease shall terminate on the date of said Notice or upon such other date provided in the Notice.

In the event that either of the original buildings, the house at 505 Spring Street or the house at 535 spring Street, is destroyed or rendered unusable by fire or other calamity, the rent will be reduced during the rebuilding period by the same percentage that the fair market value of the overall property is reduced by the fact that a building was destroyed. If the building is not rebuilt or repaired by the landlord, the reduction in rent shall be permanent.

27. Tenant Security Assignment.

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Landlord acknowledges that Tenant may seek private or bank financing with respect to construction of buildings on the Premises. In order to assist the Tenant in obtaining such financing, Landlord and Tenant agree as follows:

Tenant shall have no right, power or authority to assign all of any portion of Tenant's right, title or interest in or to this Agreement and/or its Leasehold Estate for security purposes other than as follows: Upon written notice to the Landlord, Tenant shall have the right to provide a financial institution or private party ("Security Assignee") with a security interest. lien or encumbrance, including a mortgage or deed of trust on Tenant's Leasehold Estate and/or assignment of Tenant's interest in this Agreement for security. provided that such security interest, lien or encumbrance: (a) does not extend or attach to or affect Landlord's Reversionary Estate; and (b) is for a loan ("Loan") made by the Security Assignee solely for the construction, refurbishment or reconstruction of Improvements on or to the Premises. Such Security Assignee shall be subrogated to any and all rights and remedies of Tenant with respect to the curing of any default under this Agreement by Tenant if and to the extent that Tenant has assigned such rights and remedies to such Security Assignee; provided, however, that such Security Assignee shall have an additional thirty (30)-day grace period to effect such cure over and above whatever time is allotted by this Agreement for Tenant to do so. If any such Security Assignee should give Landlord notice of its right, title or interest in or to the Leasehold Estate before any uncured default by Tenant has occurred under or with respect to this Agreement, Landlord shall thereafter give such Security Assignee a copy of each notice that Tenant is entitled to under this Agreement, and Landlord shall not thereafter enter into any amendment of this Agreement or any extension of the Lease Term that Tenant is not entitled to as a matter of right under this Agreement without the prior written consent of such Security Assignee. Landlord understands that this Agreement may be exhibited to and relied upon by the said Security Assignee, its successors and assigns, and no further notice need be given to the Landlord of the acceptance of the same Security Assignee, its successors or assigns, or the making of the said loan.

28. Binding Arbitration.

In the event of dispute, the parties agree to binding arbitration pursuant to RCW 7.04A.101-903. Any decision of an arbiter may be recorded by either party at the San Juan County Superior Court clerk's office, and enforced as a judgment. Notice of a party's intention to invoke this paragraph shall be given in accordance with paragraph 28 of this agreement.

29. Costs and Attorney Fees.

If by reason of default on the part of either party to this Lease agreement it becomes necessary to employ an attorney to recover any payments due hereunder or to enforce any provision of this Lease, the prevailing party, whether such party be the successful claimant or the party who successfully defended against the claim of the other party, shall be entitled to recover a reasonable attorney's fee and to be reimbursed for such costs and expenses as may have been incurred by such prevailing party, including those incurred on appeal.

30. Short Form Memorandum of Lease.

Landlord and Tenant agree to record a Short Form Memorandum of Lease in the form attached as Exhibit C.

31. Entire Agreement.

This Agreement contains the entire and integrated agreement of the parties and may not be modified except in writing signed and acknowledged by the parties.

32. Captions and Construction.

The captions in this Lease are for the convenience of the parties and others reviewing the Lease and are not to be considered in the interpretation of the Lease terms.

33. Conflict of Provisions.

In case of conflict between two or more provisions of the Lease, the more specific

IN WITNESS WHEROF, Landlord h 2018.	has signed and dated the	foregoing instrume	nt this day of August
Tenant:			
300		Sarinee	Nuamnui
Kelsey Jene Martinsen		Sarinee Nuamnui	
	NOTARY		
State of Alaska First Judicial District)) ss		
August 2018, personally appeare be the individual described in and signed and sealed the same freel mentioned Dated at Wrangell, Alaska, the data	d who executed the withi	n instrument and act and details and deed, for the	cknowledged that he uses and purpose therein
State of Alaska	My Commission Expires 1-22-2	Notary Publi My Commis	ic for Alaska sion Expires <u>7–22–32</u>
First Judicial District) ss)		
I, the undersigned, a notary in an August 2018, personally appeare the individual described in and w and sealed the same freely and v mentioned	ed before me. Sarinee Nu who executed the within ir	amnui to me knowr Istrument and ackn	n and known to me to be owledged that he signed
Dated at Wrangell, Alaska, the da	OFFICIAL SEAL Aleisha Molien Notary Public - State of Alaska My Commission Expires 7-22-	Notary Publi	I Holl

+Lease Agreement

IN WITNESS WHEROF, Landlord h 2018.	as signed and	dated the fo	regoing instrumen	it this day of August
Landlord:				
20-		_	Savinee	Nuamnoi
Kelsey Jene Martinsen			Sari	nee Nuamnui
		NOTARY		
State of Alaska First Judicial District)) ss)			
I, the undersigned, a notary in and August 2018, personally appeared be the individual described in and signed and sealed the same freely mentioned	d before me. I who execute / and voluntar	Kelsey Jene № ed the within rily as his act	Martinsen to me kr instrument and ac and deed, for the i	nown and known to me to knowledged that he
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Item c.

BOARD ACTION

WRANGELL PUBLIC SCHOOL BOARD SPECIAL MEETING (PAGE 1) AUGUST 24, 2020, 6:30 PM

FOR DETAILS, CONTACT:

DR. DEBBE LANCASTER
SUPERINTENDENT
DIRECT PHONE: 907-874-2347

- Rejected a motion to approve professional leave and travel expenses for Dr. Lancaster to go to Juneau to purchase supplies for covid mitigation.
- Approved amending Board Policy 3310, Purchasing to include a robust clause on local buy preference.
- Directed the Superintendent to write an open letter to the business community and charitable organizations to express regret about this event
- Adjourned

WRANGELL PUBLIC SCHOOLS

FOR RELEASE: 9:15 AM AUGUST 25, 2020

BOARD ACTION

WRANGELL PUBLIC SCHOOL BOARD SPECIAL MEETING (PAGE 1) AUGUST 31, 2020, 6:30 PM

FOR DETAILS, CONTACT:

DR. DEBBE LANCASTER
SUPERINTENDENT
DIRECT PHONE: 907-874-2347

- Suspended our normal public hearing protocols to establish the following procedures in the interest of providing a smooth transition to our Smart Start plan:
 - 1. Allow public questions to be answered, public concerns to be acknowledged, and public suggestions to be considered
 - 2. Allow a follow-up question for each participant
- Approved the District Smart Start Plan to reopen school during the 2020-2021 school year as presented
- · Recessed into executive session.
- Reconvened into regular session
- Issued a formal reprimand to Superintendent Lancaster for her recent misconduct involving the staff trip to Juneau and communications with the borough and the media concerning borough travel policies; the Board President will work the school district's attorney to prepare the formal reprimand and a plan of improvement
- Adjourned

WRANGELL PUBLIC SCHOOLS

FOR RELEASE: 9:45 AM SEPTEMBER 1, 2020

September 1, 2020

To: City & Borough Mayor & Assembly members

From: Joyce Mason, Finance Director

It was my intent to have the July statements to you this meeting, but I spent well over a month working on the 2018 and 2019 account balances to match the audit. I was finally able to find and fix the issues this week. The main issue was entries were made to the financial records after the trial balances were sent to the auditors.

The accounting records are to be closed at the end of each year so entries cannot be posted. For 2020 and beyond the accounts will be closed to prevent entries posted in the incorrect year. I have closed 2020 and I will only be able to post adjusting entries as I reconcile fiscal year 2020 which will be delivered to the auditors by September 30.

At the beginning of the fiscal year there are several processes done and copied to each month following July. The budget is entered and reviewed for comparison reports throughout the year. The liability insurance is allocated to each department. Health Insurance costs and PERS costs are updated in the payroll system. Interdepartmental charges are allocated per the adopted budget. These processes are complete except for the insurance allocation which I will finish this week. Barring unforeseen circumstances, the July and August financial statements will be available for the September 22 meeting.

Last week the Borough was notified by the State the reporting requirements for the CARES Act funding have changed. The initial report had three lines to report the expenditures. Nice and simple and we submitted a spreadsheet to support the line items. The new report now has thirteen lines and the June 30 report must be resubmitted. This revised report is due September 8. The July and August reports are due September 15th.

On a positive note our new Finance Department employee, Erin is doing great. She has learned the software quickly and has great customer service. All the staff at City Hall enjoy and appreciate her.

Thank you for your support and cooperation. If you have any questions, please contact me anytime.

City and Borough of Wrangell Capital Facilities Department Report September 3, 2020

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

General Department News.

- The department's Facility Maintenance Specialist position was vacated on July 10th. On August 11th, the Borough assembly approved a revised job description for this position. On August 12th, a 5-day union member hiring notice was issued to which no applications were received. A public job announcement was filed as open until filled on August 24th. Until this position is filled, we have one maintenance staff dedicated to the Borough's primary facilities.
- As proposed in the FY21 budget work sessions, the Capital Facilities Department will be relocating to the Municipal Light & Power office. Planning for the relocation has begun; phone lines were relocated on September 1st. However, due to the department's continual high workload coupled with a reduced work force, we anticipate being fully relocated by September 11, 2020.
- Custodial Services. The Capital Facilities Department provides custodial service to the City Hall and Public Safety Building.

• COVID-19 Related Work.

- Touchless Bathroom Accessories. A competitive solicitation was issued for this project, and no bids were received. The Borough is considering alternative procurement options to implement this project within the timeframe allowed by the funding source, the CARES Act funding.
- Touchless Plumbing Fixtures. An Invitation to Bid solicitation was issued and the Borough received one bid, from Ketchikan Mechanical. A contract has been issued and the contractor has begun procuring their materials. Based on the longer lead time for the products, the Contractor anticipates receipt of all materials in Wrangell by the beginning of October. Considering this long lead time, they do not anticipate trouble meeting our substantial completion deadline.

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

GENERAL FUND PROJECTS

Public Safety Building Siding and Roofing Renovations. A PSA was executed with AMC Engineering for this assessment survey of the Public Safety Building and a Notice to Proceed has bene issued. The engineering team of five consulting firms will be in Wrangell to perform the infield survey assessments during the week of September 14th.

One of the three outcomes from this engineering effort is to estimate the cost to demolish the existing Wrangell Medical Center and construct a new PSB in the hospital's location on Bennett Street, which includes a hazardous materials survey of each section of the building. SEARHC administration and facilities met with us and the AMC team to discuss the Covid-19 mitigation protocol, to gain access into the hospital building. While the Long term Care unit is off limits to this effort, we have reviewed the various construction phases of the hospital facility and will be able to acquire the sampling needed for the Long Term Care from adjacent areas that were constructed under the same construction phase. Many thanks to SEARHC for working with us to keep this project moving forward and to offering to perform rapid testing for all survey team members upon their arrival to Wrangell. All team members are from and will be flying into Wrangell from within Alaska.

AMC's final reports are expected six weeks following the in-field work.

 Swimming Pool Domestic Hot Water Tank Replacement. This project replaces the deteriorated domestic hot water heater at the Swimming Pool and Recreation Center with Owner-furnished hot water tanks.

Under the FY2021 CIP Fund, the replacement of the Swimming Pool and Recreation Center Domestic Hot Water Tank was scheduled with funding from the General Fund. Facilities staff believed that the maintenance staff could replace the hot water tank and therefore, we reduced the reallocation of funding request to complete the project. Soon after the budget was approved, the State Mechanical Inspector confirmed that our maintenance staff, without the proper occupational licensing (which our current staff does not hold, nor are they required to), could not make such new installations.

The City & Borough of Wrangell issued an Invitation to Bid for the installation of the Owner-procured domestic hot water tanks. On August 20, 2020, the CBW received two bids in response to the Invitation to Bid. The apparent lowest, responsive, and responsible bid was received from Schmolck Mechanical Contractors, Inc. in the amount of \$53,450.

With the anticipation of an approval of a requested budget amendment to the FY21 CIP Fund for Swimming Pool Domestic Hot Water Tank project, which appears on the Assembly Agenda on September 8, 2020, staff recommend awarding the procurement contract to Schmolck Mechanical Contractors, Inc.

• **Kyle Angerman Memorial Playground Replacement.** The Kyle Angerman Memorial Playground Improvement project was successful in receiving funding, in the amount of \$31,000, through the City and Borough of Wrangell's approved FY2020 CIP budget. Improvements were necessary to replace non-compliant playground equipment. Following receipt of this initial funding, Parks & Recreation (P&R) received a \$5,000 donation from the Wrangell Cooperative Association (WCA), as well as a \$15,000 donation from the Walker Foundation.

Resolution 11-18-1436 provided for the authorization of the grant application to the National Parks Service (NPS), Land and Water Conservation Fund (LWCF) for the Kyle Angerman Park and Playground Improvement project. This grant offered the opportunity to leverage the \$51,000 in available funds for this project, plus in-kind CBW staff time and additional donated in-kind engineering design, to increase the scope of the project, thus making greater improvements to the park.

The LWCF grant program is a federally funded partnership program which provides up to fifty percent matching grants for park and other public outdoor recreation facilities' development, and they have selected Wrangell's Kyle Angerman Memorial Playground Improvement project for a \$71,000 grant award.

Through the grant application process, evaluators determined that the original soft surface fall material that was selected does not meet accessibility requirements. To receive the full reimbursement from the State, a new soft surface fall material, which provides for the required accessibility, must be procured for installation.

The project requires an additional \$50,000 in funds for the soft surface fall material to complete the funding package required to initiate the project. The LWCF has invited the City and Borough of Wrangell to apply for a budget amendment once matching funds are procured. We submitted the necessary revisions, requesting an amendment to the grant, addressing the changes to the project description, environmental screening, timeline, and budget.

We also submitted a Rasmuson Foundation Tier I grant application to seek the \$25,000 for the 50/50 match to our request to LWCF. Staff were notified in May that the Rasmusen Foundation has redirected their grant funding to Covid-19 related projects and therefore Wrangell's application has been rescinded at this time.

Staff is requesting reauthorization of the FY20 funding for the Kyle Angerman Memorial Playground project, at \$31,000, and increasing the local match contribution by another \$25,000 to leverage further LWCF grant money. These funds will act, in conjunction with the combined monetary donations and the combined in-kind time donations, as the CBW's match to the LWCF grant and grant amendment, to cover the soft surface fall material.

NORTH COUNTRY TRAILHEAD ACCESS ROAD REPAIR FUND

North Country Trailhead Access Road Repair. Staff met with the Federal Lands staff to confirm
that a Categorical Exclusion was approved for this project, which removes the requirement to
have a full NEPA process performed. The USFS Wrangell Ranger District provided a certain level

of in-kind match for this project, through their Biological Evaluation Wildlife Project Level Analysis and a Cultural Resource Analysis. Design for the project will utilize USFS road repair and maintenance standards, in lieu of retaining and engineering firm to develop the specifications. Staff anticipate the competitive construction bidding documents to be complete by the end of 2020, to allow for construction in the spring 2021.

COMMERCIAL PASSENGER VESSEL EXCISE TAX FUND

Mt. Dewey Trail extension FLAP Grant Match. Staff met with the Federal Lands staff to confirm
that a Categorical Exclusion was approved for this project, which removes the requirement to
have a full NEPA process performed. The USFS Wrangell Ranger District provided a nearly \$17,000
value of staff in-kind match for this project, through their Biological Evaluation Wildlife Project
Level Analysis and a Cultural Resource Analysis.

An RFQ for engineering design is currently being developed to select a design engineer for this project.

WATER FUND

- **Upper Reservoir Bypass.** A PSA was executed with Shannon & Wilson for this engineering design project and was immediately followed by a kick-off meeting with all project partners. The land survey and bathometric survey of the interior side of the reservoir (at the spillway / siphon intake location) and the geologist was in Wrangell this week to perform an analysis of the dam rock structure to understand the feasibility of trenching deeper int eh spillway for the purpose of adding a necessary drawdown intake pipe. The engineering design of this project is scheduled to be complete by the end of February 2021.
- Water Mains Replacement. A Request for Qualifications (RFQ), which serves as the competitive solicitation for engineering design services was released on July 30th, and Proposals, from interested engineering consultants, were received by August 27th, 2020.

The purpose of the solicitation was to seek Statements of Qualifications from qualified firms to provide engineering design and construction phase services for the replacement of approximately 1,900' of water lines and services in Graves Street, 5th Avenue, Spring Street, and a Utility Easement between Zimovia Highway and Case Avenue.

The CBW received and opened three proposals, which were reviewed and scored by an evaluation committee. With careful consideration of both Statements of Qualifications and Cost Proposals, the evaluation committee has made a recommendation to enter into a Professional Services Agreement with R&M Engineering-Ketchikan, Inc.

• Water Treatment Plant Improvements. The Request for Qualifications (RFQ), which serves as the competitive solicitation for engineering design services was released on August 27th. Statements of Qualifications of engineering consultants are due by September 30, 2020.

HARBOR FUND

- Shoemaker Bay Harbor Replacement. The final pieces of the change order work for the Shoemaker Harbor project are rescheduled to be made the week of September 6th. This includes reconstruction of the boarding float abutment and the remaining uplands improvements to the storm sewer system.
- **Harbor Security System.** The Harbor Master and electrical engineer have developed a cost estimate for the provision of surveillance/security for all Ports and Harbor facilities in Wrangell. To include all facilities, the estimate is approximately \$550,000.

During the FY20 CIP budget development, \$100,000 was added to the Harbor CIP project list for a first phase security system for Ports and Harbors facilities. Given two separate grant funding opportunities, which could provide for a full Ports and Harbors facilities surveillance system, an engineer's opinion of probable cost was developed for ten locations. To include all facilities, the estimate is approximately \$560,000.

The project involves installing video cameras and all associated equipment throughout the Ports and Harbors. Wrangell has three basins involving six float systems that span five miles, a deepwater port that accepts cargo barges, a MTSA regulated cruise ship facility, and an eight-acre boat yard for major repairs and rebuilds. The project includes 40 cameras with all associated radio systems, enclosures, and miscellaneous equipment necessary for the installation of the system.

The Harbor Department, Police Department, Customs and Border Patrol, Fire and Emergency Services, and Borough Officials would have real time access through this system via an internet-provided secure link. The Police Department would have 24/7 surveillance, and in the event of an emergency, Police and Fire responders would be able to see the areas prior to dispatching personnel to ensure the correct assets are made available.

Staff submitted grant applications to Homeland Security requesting the full project amount, as there is no required match. Staff also submitted a grant application to the FEMA Port Security Grant Program for which there is a 25% cost match required from the recipient. Maintaining the \$100,000 local Harbor funds for this project, as a reauthorization in FY2021, would serve as the required match for the FEMA program. If the CBW is not successful in receiving either grant to which we have applied, full project funding would be required from local funds to provide for a total Ports and Harbors facilities surveillance system, or the project would be reduced to a phased project whereby the initial \$100,000 of local funds would provide for the most critical of the facilities.

SECURE RURAL SCHOOLS FUND

• **Sidewalk Repairs at the High School Parking Lot.** This project received reallocation of funding through the Secure Rurals School Fund under the FY21 operating budget.

At the High School parking lot along Reid Street, the inside perimeter sidewalk and curb has been exhibiting serious problems for many years. The sidewalk was built at the edge of the steep slope, which is the embankment for the parking lot. The sidewalk has pulled away from the curb, more than 6" on one end, and is now sloping downhill and sideways.

The sidewalk corridor which acts as a major pedestrian thoroughfare from Reid Street to Church Street, which is also associated with access to/from the High School and its parking lot, the

Swimming Pool and the Community Center, is also in need of repair, as the concrete in this area has deteriorated to the point where the concrete aggregate is exposed and the depressions hold water, which creates slip hazards. Certain concrete panels and possibly the upper-most stairwell would be a first phase sidewalk replacement through this corridor.

FUTURE PROJECTS IN FUNDING PHASE / PLANNING PHASE

• Skeet Range Improvements. While the CBW has not yet received notification of an NRA award, Dave Powell, Wrangell representative to NRA, suggested we would be receiving \$55,000, of the requested \$119,000 (the NRA delegates agreed that their available funding could be spread further between the communities if projects could receive funding in phases, and Wrangell's project was one such that a phased approach was deemed feasible), for Skeet Range Improvements. CBW staff agree that a phased approach will work to beginning with site work, and while are anticipated receipt of a formal notification of award, to be able to develop a Summer/Fall 2020 season project, no notification has yet been received. Although this project has been added to the FY21 CIP request for funding approval, we recently received a blanket email that indicated the NRA's Grant Program operations have been temporarily suspended due to COVID-19 concerns. They indicated they will contact grantees once conditions allow their program to resume.

Staff received a notification from NRA that the grant for this project has been awarded. If accepting the award this year, the project would be required to be complete by November 1st. At staff's request, the NRA has agreed to defer the funding until 2021, which will allow us time to plan the project as a Spring 2021 project.

• Electrical Metering System Replacement (status unchanged since last report – additional project funding is required to proceed). Due to the looming end of technical support and availability of equipment for our existing electric meter system, expected to end at the end of December 2020, the Municipal Light & Power Department has in its FY20 operating budget \$127,500 that was intended to buy into an introductory package of AMI Electric Meters (advanced metering infrastructure, consisting of smart meters, communications networks, and data management systems) as a first-phase, meter replacement, including the initial software and hardware to implement replacement of 300 meters.

Given the risk associated with not having all meters upgraded, the department plans to request reauthorization of the \$127,000 of FY20 operating funds for equipment, as well as the additional \$373,000 funds necessary to implement a Borough-wide meter upgrade project, under the FY21 CIP request for funding approval with further consideration of the enterprise fund balance available for capital projects.

Staff have been working with a meter manufacturer who offered to perform, free of charge, a modeling of the Wrangell geographical area to help us determine system challenges with connectivity. This will give us an understanding of the level of hardware necessary to meet the connectivity points which will complete the mesh network upon which this system relies and consider this criteria during the development of the competitive solicitation for the project.

 Power Diesel Generation Plant Rehabilitation (status unchanged since last report – further planning required to identify scope). The Borough Assembly reviewed a recommendation by staff to acquire land upon which to reconstruct the Power Plant and have some additional land retained for future growth. The decision was made to refrain from purchasing adjacent land; therefore, staff are working toward the development of a Utilities Campus Master Plan that would focus on balancing organizational growth and renewal with the knowledge that there is no new square footage.

This will require a different approach to our planning due to limited land and the need to maintain critical facilities to keep the Municipal Light & Power and Public Works departments in operation throughout a multi-year, multi-phase process. To make this effort successful, a Master Plan is needed to guide the development, possibly through a combination of reduction, renovation, repurposing, and renewal, of our facilities. A first phase of this Master Plan would focus primarily on a new or restructured Power Plant facility, due to the structural deficiencies and associated hazards to life and critical infrastructure of the existing Power Plant building.

Staff will continue to work with PND Engineers and their team of selected subconsultants to identify our current facility needs, as well as anticipate our future growth needs.

Given this list of needs, which is in the process of being developed, PND Engineers will be asked to provide an objective and unclouded assessment and approach for a campus master plan. Their scope of work may include further facility assessments to determine the remaining life of the existing buildings and considering long term maintenance requirements of the buildings. This will allow them to develop the Master Plan with viable and sound options for facilities, including space required for offices, workshops, material and equipment storage (heated versus unheated), parking and site circulation, all of which would accommodate the growing needs of both departments. The facility needs of the Capital Facilities department have also been identified, for consideration to include our department in this Master Plan.

The Denali Commission makes available funding for power plants; however, we have learned that their FY2020 power plant funds have been obligated. Their 2021 Workplan is still in draft form, and funds for that plan will not be available until the beginning of their fiscal year, October 1st. With this information on the two fiscal year funding options, they recommended we continue with our applications submission, in case they receive additional funding as a result of a possible COVID-19 federal stimulus package. Pending a decision about a future Power Plant Rehabilitation project, we are prepared to submit an application requesting funds to cover the cost of the design engineering effort for that project. The required grant funding match has been identified to be contributed from the WML&P enterprise reserve fund.

Meanwhile staff plan to recommend, under the FY21 CIP request, funding for the engineering phase of the Power Plant project from the WML&P's fund balance available for capital projects. Funding the engineering design would be the first step toward advancing the project to a "shovel-ready" status.

Inner Harbor Replacement (status unchanged since last report – capital funds are required to
proceed). In an effort to work toward "shovel-ready" status of this critical harbor infrastructure
need, staff submitted a grant application for engineering design funding for this project through
the ADOT National Infrastructure Investments grant program, referred to as the BUILD grant.

We participated in the same competitive grant program in 2019 without success in an award. The 2020 round of applications is due next week, and staff are committed to completing a new application for the cost to complete the engineering design of a replacement float system, access

trestle, upgraded utilities, storm drainage, dredging and parking lot expansion. The CBW, being considered rural, is not required to provide match for a planning grant.

While a grant application has been submitted to the BUILD program, staff are recommending identification of funding under the FY21 CIP request funding approval for the engineering phase of this harbor replacement. Funding the engineering design would be the first step toward advancing the project to a "shovel-ready" status.

Upper Dam Stabilization and Repair (status unchanged since last report – capital funds are
required to proceed). In an effort to work toward "shovel-ready" status of this critical drinking
water infrastructure need, we have reviewed the need with Shannon & Wilson engineers, who
specialize in dam engineering and who have been working with us in regards to our dams for at
least the last twenty years.

We asked Shannon & Wilson for a cost for engineering design to address a stabilization analysis and the engineering design for the construction of the stabilization and repairs of the upper dam, to a status that is greater than minimum requirements according to Corps of Engineer (COE) dam guidelines.

Shannon & Wilson have collaborated on our dams' needs between their Anchorage and Seattle offices and have likened our project to one of their previous dam projects, which had a \$2,000,000 design price tag attached to the completed design. Shannon & Wilson has recommended that an alternatives analysis be conducted to weigh the options and determine a preferred approach, with a service cost estimated at approximately \$60,000.

To provide additional context, through two previous dam stabilization studies, as well as Wrangell's periodic dam inspections (these occur every three years), the two primary concerns identified with the upper dam is: 1) soft support soils, causing foundation instability; and 2) the deteriorating timber crib, causing internal instability. The engineer has suggested that Wrangell's best option to improve the upper dam's stability would be to assess the best way to both stabilize and repair the deficiencies at the same time. In doing so, there are a variety of methods that could achieve this, including improvements to ground soils within the dam and under the slope, stabilization by adding fill in front of and at the base of the existing dam, constructing a new dam in front of the existing dam, and increasing the height of the lower dam. These may not be the exhaustive options to the alternatives suitable for us; however, this offers a glimpse into a variety of alternatives through which our dam repair goals could be achieved.

Much of the work done under the USFS's 1993 stabilization study was also used by the USACOE (Corps) in their 2006 study, along with their own new analysis, to recommend corrective action related to our instable dams, while also addressing building storage capacity. The Corps' alternatives analysis recommended the *Construct New Dam and Repair Lower Dam* as having the highest benefit as it relates to meeting future demand, water quality, and safety; however, the cost associated with this alternative had the second highest cost (second only to the Sunrise Lake alternative). In 2006 the cost estimate for a new dam was \$36.3 million. Their next best recommendation was the *Repair and Raise Existing Upper Dam and Repair Lower Dam* at a cost of \$7.7 million.

The report indicates that even though the Construct New Dam option was recommended, other alternatives should be given detailed consideration in a feasibility study. It also indicates that it is

in the "federal interest" to pursue a feasibility-level study to determine the optimum alternative. If this means that most federal funding will require a feasibility study either to make us eligible for funding, or that such a feasibility study would be required as part of a federally-funded project, then performance of an engineering feasibility study, or alternatives analysis, would be the first step toward advancing the project to a "shovel-ready" status.

Shannon & Wilson has provided us a budgetary price to perform a Dam Stability Alternatives Analysis as a first step to advance the project for this critical infrastructure to a "shovel-ready" status. This budgetary number will be included in the FY21 CIP request for funding approval.

ENVIRONMENTAL REMEDIATION PROJECTS

- Contaminated Sites. With the three open CBW-owned properties listed in ADEC's contaminated sites system, Shannon & Wilson has prepared the Work Plan for Site Characterization for each of the below sites. Work plans are under review by staff before submitting to ADEC for review and approval. With each work plan, the engineers have developed a cost for in-field implementation of the proposed work plan, which have been include in the FY21 CIP request for funding approval.
 - 1. Former Wilcox Automotive, Hazard ID 26212 The work plan submitted to ADEC has been placed on hold as the Borough explores the site assessment assistance opportunity with EPA and their Targeted Brownfields Assessment program. The Borough's ability to meet the eligibility criteria of this program is currently in review. We have asked ADEC to delay the review until we learn more from EPA. If EPA provides funding for the project, they will prepare their own work plan, thus making the ADEC review null and void.
 - 2. Wrangell City Shop UST #3, Hazard ID # 26199 The work plan has been approved by ADEC to move forward. This cost to perform the work has been estimated by Shannon & Wilson to cost approximately \$34,000. This project has been included in the FY21 CIP request for funding approval.
 - 3. Wrangell Medical Center, UST #2 Hazard ID 26676 – The work plan has been submitted to ADEC for review and approval. Anticipating ADEC approval to move forward with the work plan, this project has been included in the FY21 CIP request for funding approval.

TRAINING/PROFESSIONAL DEVELOPMENT AND SAFETY TRAINING

The following is a list of training/safety courses completed by Capital Facilities staff for August 2020:

GHS Labeling and Hazard Communication

City and Borough of Wrangell

Wrangell Municipal Light and Power Department Report September 2, 2020

Power Generation Solutions Project

To date WML&P has completed the following milestones:

- Status of 20 Cylinder generator
 - o 20 Cylinder is in place within the Powerplant
 - Control and Distribution is 97% complete
 - The generator has been started; however, several problems have been identified:
 - The governor works in reverse, i.e., the governor works to shut the engine down when called upon to ramp up.
 - Several temperature sensors have found to be bad, feeding wrong information into the Control Systems.
 - EPS is scheduled to arrive in Wrangell September 21 to address the issues noted above.
 - When running, the generator runs smoothly (it purrs).
 - The movement of the containerized generator has been rescheduled to the beginning of October due to the availability of Tim Heller's crane.
- Work in Progress:
 - Termination and insulation of High-Voltage cabling to switchgear.
 - Cable Tray cover installations and clean-up.

Financials:

- In the month of **August** WML&P sold 1,807,957 KW Hours of Electricity, generating \$225,099.05 of Revenue. This can be compared to 2018 and 2019 as follows:
 - 2018 WML&P sold 2,439,716 KW Hours of Electricity, generating \$280,472.44
 of Revenue.
 - 2019 WML&P sold 2,162,454 KW Hours of Electricity, generating \$252,624.65 of Revenue.

Additional Information:

SEAPA will begin their annual maintenance on the power plant at Lake Tyee next week, September 8th. WML&P will begin a diesel run in support of SEAPA's maintenance outage on Tuesday. It is expected that WML&P will run our diesel generators through September 18.

To: Borough Manager Lisa Von Bargen & The Borough Assembly From: P&R Director Kate Thomas Subject: P&R Department Report

Date: September 1st, 2020

Parks & Recreation has officially been open for three consecutive months. Staff and patrons alike have become acclimated to the new policies related to COVID. The department identified a significant increase in facility attendance from June to July. Naturally, during periods of increased case count attendance took a dip. As far as revenues go, an increase was noted from June to July. July revenues include a \$2,000 contribution from SEARHC for their employee wellness fund. That explains the drop from July to August. Below is a comparison chart from 2019 to 2020. While attendance is starting to bounce back there is a lag in revenue boosts. The Summer Recreation program is one of the most lucrative and critical programs the department offers the community. Without its function this summer, revenues dropped substantially and services to the community were lost. P&R sees a future opportunity to expand the Summer Recreation program to include a full workday (8-5) of activities. Childcare is a vital service to working families and is extremely limited in town. P&R administrators are actively discussing new avenues to generate revenue and return programming to the community of Wrangell in a more intentional and fluid manner while maintaining a safe and healthful facility for staff and members of the public.

COMPARISON	MONTH	2019	2020	%
ATTENDANCE	June	729	325	45 %
	July	761	517	68 %
	August	950	530	56 %
REVENUES	June	\$13,016.02	\$1,152.25	9 %
	July	\$14,443.50	\$5,491.59	38 %
	August	\$7,312.32	\$3,392.51	46 %

P&R is undergoing a period of transition among staff. January and September tend to be transitional times that management prepares for in advance with recruitment tactics and certification courses. This year the department is seeing its normal trends complicated by COVID and other factors. On a positive note, the department is pleased to report that several staff applied for positions that would advance their career and were selected for employment. Any time personnel can transfer their shared experiences and professional development gained from P&R into new positions, it is considered a positive thing. Leaders within the department strive to encourage employees to reach for their fullest potential and support them in the process by acting as references or crafting letters of recommendation. In addition to a few staff advancing their careers, P&R is saying goodbye to several long-time high school employees who are moving onto the next chapter in the lives. The department is grateful for the remaining tenured staff who show continued commitment to the mission. Currently, there is a strong need for new recruits in the form of lifeguards, recreation assistants and swim instructors. Ongoing efforts are being made to grow the team's capacity to meet scheduling demands ongoing.

Aquatics programming took way the month of August. Two small group swim camps were offered, along with a Lifeguard Course in full and a recertification component for two senior guards. Instructors Kate Thomas, Renee Roberts and Jimmy Baggens worked together to facilitate skills camps focused on the front crawl for two groups of ten swimmers. Children were only allowed to enroll in one of the two camps to enable as many swimmers as possible the opportunity to participate. Safety mitigation measures were in place and well managed throughout the program. Renee Roberts and Jimmy Baggens prove to be wonderful instructors and strong assets to the department's aquatics programming. Jimmy was recently certified as a lifeguard and intends to work in the coming months. Five other individuals were certified as lifeguards as well. Only four of the six are interested in working on the team. There are limitations of availability as some candidates are students who engage in athletics and strongly focus on academics, which the department clearly encourages. If need be the department is prepared to facilitate another certification course as interested parties are identified.

With the involvement of the Advisory Board and Recreation Coordinator, P&R is reviewing and revising its Annual Work Plan to reflect the necessary changes in programming due to COVID. Included in this effort is a review and revision of the mission statement and core values, along with a draft document containing the Employee Handbook and Policies. The framework for the Employee Handbook already exists with many standalone supporting policies. The desire is to compile all staff related policies into one comprehensive handbook. Two ad-hoc committees were formed to assist with these efforts.

The P&R Director received email confirmation from the NRA that the 2020 Grant Award will be available for the CBW project after the first of the new calendar year. Additionally, the unspent 2020 grant will not impact our ability to apply for a 2021 Grant. 2021 Grants are expected to be much smaller because the organization has not been able to fundraise due to COVID.

The Kyle Angerman project requires an additional \$50,000 in funds for the soft surface fall material to complete the funding package required to initiate the project. The LWCF has invited the City and Borough of Wrangell to apply for a budget amendment once matching funds are procured. P&R submitted the necessary revisions, requesting an amendment to the grant, addressing the changes to the project description, environmental screening, timeline, and budget. Administrators are actively seeking new funding streams to fill gap outside of CBW funds. Rasmuson is not awarding projects that are not related to COVID relief at this time.

City and Borough of Wrangell Nolan Center Report Director: Cyni Crary September 1, 2020

Sales Summary: July 23, 2020 – September 1, 2020

	Category	Net Sales
NOLAN CENTER	GIFT SHOP	\$2389.34
NOLAN CENTER	MUSEUM ADMISSIONS	\$333.00
NOLAN CENTER	EVENTS	\$875.00
NOLAN CENTER	THEATER	\$2176.00
		\$5773.34

Staff

Cyni Crary - Director Cindy Kilpatrick - Museum Collections Kiara Meissner - Temporary, part-time attendant

As mentioned in my last report, Kate Thomas and I agreed to cross-train a few members of her staff at the Nolan Center – this has proven to be very effective.

Contractual Services - Janitorial RFP

The Nolan Center and Library put out a request for proposals for a janitorial services contract. The janitorial function at both facilities used to be handled by temporary staff. The proposals were due by August 18th, 2020. We received one proposal; from Stikine Solutions. The initial proposal was rejected and after negotiations a revised bid was submitted. We are currently working on a Professional Services Agreement and hope to have a contract in place and janitorial services beginning late September or early October.

Garden Beds/Groundskeeping

The garden beds and groundskeeping at the Nolan Center continues to be an ongoing issue. The lawn around the facility is still being nicely maintained by the Parks & Recreation crew however with very limited staff at the Nolan Center the garden beds are not being maintained (and the community has noticed). Initially the thought was to considerably downsize the ten vast garden beds so that's it's more manageable. Kate Thomas, Amber Al-Haddad and myself met to consider this option. Amber brought the landscape construction plans from when the beds were initially designed and explained the thought put into what was planted in each garden by the design team. It was always intended to be an impressive landscape and should remain so. Right now all of the beds are extremely overgrown and full of weeds. A lot of the original design has not been kept up and will continue to get worse unless maintained. The folks with Stikine Solutions (the janitorial contract) have experience with landscaping as well – this may be an option to consider. In the meantime we have done some light weeding especially in the cracks of the sidewalks all around the building and applied weed killer to the major problem areas. We

also hosted a volunteer event and several community members came out to help pull weeds. Although that was helpful in the short term, this is a huge job that needs regular maintenance.

Exhibit: Lobby Display - National Fisherman Article by: Gig Decker

Last fall the Nolan Center featured an exhibit showcasing notable shipwrecks in SE Alaska. Gig Decker was one of our presenters and spoke eloquently about the Star of Bengal. His passion comes alive in this beautifully written article published in the August 2020 issue of the National Fisherman magazine. We have copies of the magazine in our library available to the public. We also added the article layout as part of a permanent display sitting above the chilling Star of Bengal deadeye – which is a fantastic shipwreck artifact from the Star of Bengal.



Exhibit: Lobby Display – New York to Nome

We celebrated a centennial of aviation history with our newest lobby display at the Nolan Center. 100 years ago, Wrangell was the first location in Alaska to receive an international cross-country flight. The New York to Nome expedition was a big deal for Wrangell - citizens enthusiastically welcomed the adventurous aviators! The Sentinel did a great job covering this historical flight. We have the article on display next to the exhibit.





Spring/Summer Newsletter

The newsletter is attached. It has many more details about our exhibits and everything else going on at the Nolan Center. All issues of the newsletter are available on our website: www.nolancenter.org/newsletters

Theater

The theater is going strong however the movie studios are still closed so we are unable to get new releases at this time. We continue to show older classics or family movies. Below are some of the titles recently played or coming up! The theater is only open on Sunday afternoons for a matinee at 4pm.









Facility Hours

The Museum is now open Monday-Saturday from 1pm-5pm. The Theater is open on Sundays at 3pm.

Wolf Donation

As reported last time, we received an exquisite donation of a full body gray wolf mounted on a habitat base done by Dave Brown. It is a beautiful piece that will make for an incredible display. We are currently working on a display case for this and hope to have it done soon.

Pest Management Survey

Cindy Kilpatrick, our Museum Collection Specialist conducts a pest management report three times per year. I am happy to report that as a result some problem areas near our collection storage doors were addressed by Capital Facilities and have improved significantly since the last survey was done. We still have a few areas of concern and are addressing them.

Mitigation Plan Update

After meeting with the EOC, I revised the Nolan Center Mitigation Plan to include an additional phase. We are currently operating in phase 3 (open with modified services), but added an additional phase (phase 2 – open with very limited services) that would happen based on community virus spread prior to closing if there is an outbreak.

PLEASE NOLAN CENTER NOLAN CENTE

TO PROTECT OUR COMMUNITY, WE REQUIRE FACE COVERINGS FOR BOTH OUR EMPLOYEES AND CUSTOMERS

*Children under the age of 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance, should not wear masks (CDC guidelines).

THE NOLAN CENTER IS TAKING SAFETY SERIOUSLY

- PLEASE USE THE HAND SANITIZER PROVIDED AT THE ENTRANCE
- PLEASE FOLLOW PHYSICAL DISTANCING OF 6 FEET
- WHEN THE THEATER DOORS SHUT, PLEASE ONLY OPEN FOR EMERGENCIES.
- OUR STAFF IS FOLLOWING CDC GUIDELINES FOR PROMPT CLEANING



ltem f.

The Nolan Center

Newsletter

SPRING/SUMMER APRIL - JULY 2020

MUSEUM

- FEATURED EXHIBIT
- MUSEUM SPOTLIGHT
- LOBBY DISPLAYS
- ACCESSIONS/ARCHIVES
- MUSEUM HIGHLIGHT

EVENTS

- BEARFEST
- COMMUNITY MARKET
- WEDDINGS

THEATER

HIGHLIGHTS

GIFT SHOP

• FEATURED BOOKS

SPRING/SUMMER HIGHLIGHTS

WRANGELL HASN'T SEEN MUCH SUNSHINE BUT THE GARDEN BEDS ARE STILL GROWING IN FULL FORCE. WE HELD A "HELPING OUR GARDENS" EVENT ON JUNE 12TH AND SEVERAL VOLUNTEERS SHOWED UP TO SPEND THE AFTERNOON SPRUCING UP THE GARDENS. MANY THANKS TO ALL!





Melcome Item f.

Saying Goodbye...



The Nolan Center said goodbye to Keeleigh Solverson at the end of May. She spent almost one year with us and will be missed.

She accepted a position at the Harbor Department.

Wishing her the best in her new role!

Facility Hours

During these uncertain times the Nolan Center hasn't had a steady flow of our regular visitor traffic, but we continue to open our doors for the community and for those that are still visiting.

Museum Hours: Monday - Saturday 1pm - 5pm

Theater Hours: Sunday - 4pm matinee

Nolan Center Staff

Director

Cyni Crary

Collections

Cindy Kilpatrick

Attendant

Kiara Meissner

Friends of the Museum

President
Vice-President
Treasurer
Secretary
Director
Director
Director

Director

Michael Bania Nancy McQueen Loretta Rice Olinda White Olga Norris Anne Morrison Frank Roppel Gig Decker

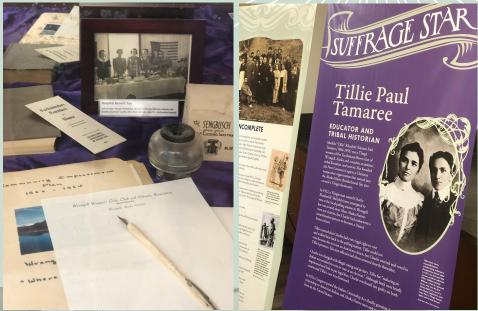
The Friends of the Museum supports the activities and acquisitions of the Wrangell Museum through advocacy, fundraising, special programming and activities. Foremost will be efforts to maintain the stability and preservation of Wrangell's history, secure grants, promote a volunteer program and join in the partnership with the Wrangell Museum and its staff.



Exhibit

Alaska's Suffrage Star





The traveling exhibit "Alaska's Suffrage Star" opened on JULY 1, 2020. The exhibit shares the history of women's suffrage in Alaska, explaining how local and national activism helped Alaska women citizens achieve the vote in 1913. That year, the first bill ever passed by the Alaska Territorial Legislature granted voting rights to women citizens. Only in 1924 did all Alaska Native women become eligible voters, because it was only then that the federal government granted US citizenship to Native Americans.

The Alaska State Museum produced the exhibit to commemorate the centennial of the 19th Amendment, which in 1920 extended the right to vote to American women throughout the country. The traveling exhibit has been enhanced by the Wrangell Museum collection. The exhibit is a walk through time highlighting women, industry and politics. Explore the beginnings of important women's organizations in Wrangell such as the Alaska Native Sisterhood and Wrangell Women's Civic Club. Visit items utilized by Wrangell ladies over 100 years ago.



Exhibit

Alaska's Suffrage Star



Educator and Tribal Historian

Matilda "Tillie" Khaalyát' Kinnon Paul Tamaree (1864-1955) was a Tlingit woman of the Teeyhittaan Raven clan of Wrangell, Alaska, and a teacher, translator, tribal historian, and activist. She founded the New Covenant Legion, a Christian temperance organization that turned into the Alaska Native Brotherhood. She also created a Tlingit dictionary.

In 1922, a Tlingit man named Charlie Xhadanéik; Shéiyksh Jones attempted to vote at the local polling station in Wrangell but was turned away. Most Alaska Natives were not citizens, but Charlie had underwent a naturalization process to become a United States citizen. Tillie insisted that Charlie had every legal right to vote and walked him back to the polling station. Tillie could not vote because she was not an American citizen, but Charlie entered and voted in Tillie's presence. Election officials had them arrested shortly thereafter. Charlie was charged with illegal voting and perjury, Tillie for "inducing an Indian not entitled to vote to vote at an election." Although both were briefly imprisoned and had to pay legal fees, Charlie was found not guilty on both counts and Tillie's case was dimissed.



Exhibit

Alaska's Suffrage Star

The Nolan Center Presents:

As part of our new exhibit: "Alaska's Suffrage Star" we are showing special screenings related to the exhibit. Come enjoy some popcorn and learn about the women's suffrage movement, and how women won the right to vote.

IRON JAWED ANGELS

ENCORE SHOWING:

Sunday, July 12th 4pm



THE VOTE

Thursday, July 16th 3pm



THE HISTORY OF TILLIE PAUL

Thursday, July 30th 3pm

Ben Paul speaking at the Sharing Our Knowledge Clan Conference





Wrangell's Role in the 1920 NY to Nome Expedition

100 years ago, aviation history was made in Wrangell Alaska. This was the first location in Alaska to receive this international cross-country flight. In mid-August 1920, four De Havilland-4B planes safely landed on nearby Sergief Island. These bi-wing planes were a slightly remodeled version of bombers used by the Allies in WWI.

Their mission was to prove the feasibility of commercial aviation in Alaska.

The planes left Mitchell Field, NY July 15th 1920. There were many delays along the way, mostly caused by bad weather and rough landing strips.

Common damage included broken axles, shredded tires, and ruined propellers or tail skids. Spare parts and fuel drums were staged along the route. Each plane carried the pilot and a mechanic who kept all systems on track. The test would be a 9,000-mile round trip, New York to Nome and back. Their Liberty 400 engines performed well throughout.



Wrangell citizens enthusiastically welcomed the adventurous group. The Hazel B #3 towed a barge full of people to Sergief Island Aug 14th, leaving the Wrangell Hotel dock at noon. Others brought their own boats. 4 hours later, the contents of all the picnic baskets were consumed. Thoughts that another delay must have occurred faded away with the sounds of a distant rumble. The crowd was soon thrilled as pilot Ross Kirkpatrick buzzed just overhead and deftly touched down right in front of all. Incidentally, it turned out the grassy field selected for their landing was inundated with several inches of seawater. There happened to be an unusual 19ft high tide. No problems though, except a good soaking to the open cockpit!

After tending the planes, the crowd and celebrities headed to town for a banquet and dance at the Wrangell Hotel. Mayor John Grant owned the hotel. But first there was a slight 1 ½ hour pause when the barge got stuck on a sandbar. Next day some of the pilots experienced take-off difficulties, sliding in the watery conditions. One needed to be pulled out of a muddy slough, without consequences. Squadron leader Capt. Streett, always the last to leave, slid into a ditch damaging his propeller and tail skid. After replacements were completed, he decided to wait and catch up with the others the next day. His damaged propeller and tail skid ended up with the Grant family, generously loaned to Wrangell Museum today. We applaud the expedition's great achievement, one hundred years ago this year.



Lobby Displays

New York to Nome Centennial

We celebrate a centennial of aviation history in this lobby display. The center of focus is a tail skid from one of the De Havilland DH-4B bi-planes that participated in the featured Alaska Flying Expedition of 1920. It is surrounded by several photographs of the pilots and their "aeroplanes". This group called The Black Wolf Squadron, made a refueling stop-over in Wrangell August 14th, 1920. Wrangell was their first stop in Alaska.



The photographs were taken by various Wrangell citizens experiencing the unique event. Included in the exhibit are objects representing Wrangell Hotel, where the pilots and crew spent the night. Their arrival was much anticipated. The eight men were enthusiastically welcomed in Wrangell with much dining and a big community dance. It must have been exciting to witness the 4 planes rumbling overhead and see them land and take off on nearby Sergief Island. This exhibit illustrates a slice of the New York to Nome adventure, from a Wrangell perspective... one hundred years ago.



The first plane to land
In Alaska. Aug. 14. 1920



Spotligh Campbell Press

Tail Dragger

De Havilland DH-4 planes were called "tail draggers" because of their tail skid feature. There were no brakes. The skid helped slow down landings and maneuver for takeoff position. It also would support the tail when on the ground. Pilots could steer by pressing a rudder bar footrest to the right or left. With foot pressure on the right, more drag was created that side, so the plane pivoted to the right.

The tail skid attached to the bottom of the fuselage near the tail. It was housed in a socket that included two heavy duty springs to serve as shock absorbers. The skid was usually made of oak or ash wood and encased in steel that had lightning holes cut into it.

The Black Wolf Squadron of the 1920 NY to Nome Alaska Flying Expedition stopped on Sergief island near Wrangell to refuel. Squadron leader Captain St. Clair Streett slid into a ditch damaging his propeller and tail skid when attempting to depart. After replacements were installed, he rejoined the group continuing toward Nome. This skid and the propeller are now on loan to Wrangell Museum from the Grant family.



A 19th century goliath waits for visitors in our exhibit gallery. The large Campbell Country Press enjoys restful retirement nowadays, after nearly a half century of printing Alaska's oldest continuously published newspaper, The Wrangell Sentinel. It was believed to be the last of its kind in operation within the USA back in 1965 when The Sentinel switched to offset printing. The single large-cylinder machine had originally printed newspapers in Tacoma Washington, and later produced an early day paper in Ketchikan. It was purchased from the Ketchikan Miner in 1914 and moved to Wrangell. Those who ran it worked around many clink, chunk, and whirr sounds as the old machinery would grind out the weekly news. That long process is now replaced by computers.



It is interesting to note that this press has been operated by hand, water (wheel) power, steam, and finally an electric motor. The grand old Campbell Country Press was donated to Wrangell Museum by Mr. and Mrs. Lew Williams, who for many years were owners and publishers of The Wrangell Sentinel. Its final page type-set is still on the press.





THE WRANGELL SENTINEL

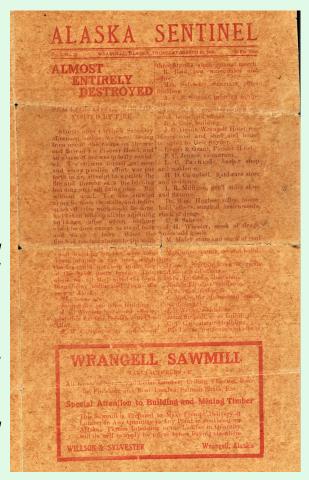
In the museum gallery near the Campbell Country printing press is exhibited a small brown colored document. A small label quietly states: This is the Wrangell Sentinel newspaper that was printed on butcher paper after the fire of 1906. Sometimes the most subtle seeming exhibits can turn out to be most amazing. It seems appropriate to revisit the headline article of front-page news at the same time this newsletter spotlights the large Campbell Printing Press close by.

Thursday March 29, 1906

ALMOST ENTIRELY DESTROYED

Peaceful little village visited by fire

Shortly after 4 o'clock Saturday afternoon smoke was seen hissing from one of the rooms on the second floor of the Pioneer Hotel, and an alarm of fire was quickly sounded. The citizens turned out soon and every possible effort was put forth in an attempt to squelch the fire and thereby save the burning building and adjoining ones. But without avail. The fire crawled along between the walls and before much effective work could be done, had taken hold on all the adjoining buildings, after which nothing could be done except stand back and watch it burn. When the fire had reached almost to the store of the St. Michael Trading Co. a small building or two was torn down forming a gap over which the fire could not leap in the face of the brisk north wind. This alone was all that saved the town from being obliterated from the map of Alaska.



The article goes on to list a long inventory of stores, residences, and warehouses destroyed, most of downtown. Included in the list is the Sentinel office and printing equipment. Remarkably, the fire was Saturday afternoon, and the regular edition of the newspaper was published on schedule the next Thursday. It was printed on butcher paper.

What an achievement of journalism!



accessions

Donations

Thank you to our generous donors this quarter:

- Dave Brown- Wolf full-body mount on habitat base
- Judy Fleck- Photo archive of Wallace Scribner.



Additions to our Collection

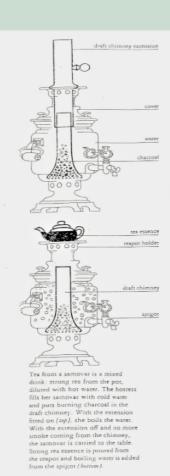
Wrangell Museum collects materials relating to the history and culture of our area, in safekeeping for the future. These donations and occasional loans are then made available for educational viewing and research. We are grateful for the contributions made this spring quarter 2020. If you are interested in donating objects to the Wrangell Museum, contact us at 907-874-3699, Director Cyni Crary.

Russian Samovar Set

A complete samovar set was recently gifted to Wrangell Museum from the estate of Alford and Elizabeth Crogan. They both worked at Wrangell Institute during the 1970s, and purchased this set from a local gift shop. It was a cherished reminder of happy times in our community. Eventually their employment moved on, but they made sure the set could return someday.



This shiny brass samovar set was manufactured in the V.I. Lenin Samovar Factory, in Tula Russia between 1900–1930. Included in the set is the samovar, tray, teapot, draft chimney extension, and drip bowl. The name Samovar can be loosely translated into english as self-boiler. It was used to make tea before electricity. Steam was generated to brew a strong tea essence in the teapot sitting at the samovar top. This concentrate could then be diluted with boiled water added from the lower spigot. The interior of a samovar contained burning charcoal surrounded by a water jacket. A samovar was one of the earliest home appliances in Russia. Families and guests would sit around a large dinner table and enjoy drinking the hot beverage. It was everything needed to create that perfect cup of tea.





The Museum Virtual Tour

This March was all about bringing the The Nolan Center Museum online.

We released our museum 360° virtual tour.

With just a click of your mouse, you can move around the entire museum gallery. If something catches your eye you can even zoom in for detail!

If you would like to join in on the fun visit our website: www.nolancenter.org/museum-virtual-tour

or our Facebook page:
The Nolan Center - Museum & Civic Center





Summer















BEARFEST Community Market

SATURDAY, JULY 25TH 10AM - 2PM OUTSIDE - NOLAN CENTER

Some vendors will be in the lobby depending on the weather





Summer



Weddings &





Highlights

THE NOLAN CENTER THEATER IS STILL OPEN! ADMISSION ADMISSION THE NOLAN CENTER THEATER IS STILL OPEN!

Unfortunately we will not be able to show new releases until the studios reopen. We are currently showing retro movies for free every Sunday afternoon at 4pm. Our concessions window is open!



Concessions Menu

Drinks		Popcorn	
Fountain Drinks Bottled Water Bottled Juice Bottled Soda Fountain Refills	\$3 \$3 \$3 \$3 \$1	Large Popcorn Large Popcorn Refill Small Popcorn Small Popcorn Refill Extra Butter	\$6 \$2 \$4 \$1 \$1
Food		Candy	
Hot Dog Pretzel	\$4 \$5	Assorted Candy	\$2 - \$3
Pretzel Cheese Sauce Nachos	\$1 \$5	\$10 - Combo	
Extra Nacho Cheese	\$1	Food Item, Drink & C	alluy
		7 2	

We are taking safety seriously.

Chairs are spaced more than 6 feet apart and masks are required to enter the building.

Masks may be removed once seated.

Our staff is following the CDC guidelines for prompt cleaning.

HERE ARE SOME OF THE TITLES WE'VE RECENTLY PLAYED















NOLAN CENTE

Neus

PLEASE NOLAN CENTER WEAR AMASK

TO PROTECT OUR COMMUNITY, WE REQUIRE FACE COVERINGS FOR BOTH OUR EMPLOYEES AND CUSTOMERS

*Children under the age of 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance, should not wear masks (CDC guidelines).

THE NOLAN CENTER IS TAKING SAFETY SERIOUSLY

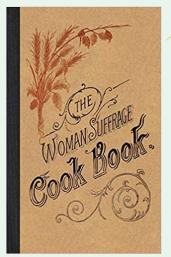
- PLEASE USE THE HAND SANITIZER PROVIDED AT THE ENTRANCE
- PLEASE FOLLOW PHYSICAL DISTANCING OF 6 FEET
- WHEN THE THEATER DOORS SHUT, PLEASE ONLY OPEN FOR EMERGENCIES.
- OUR STAFF IS FOLLOWING CDC GUIDELINES FOR PROMPT CLEANING



Made by Foundation Health Partners, Alaska Department of Health and Social Services, and Alaska Department of Commerce, Community, and Economic Development.



Featured Books



The Woman Suffrage Cook Book

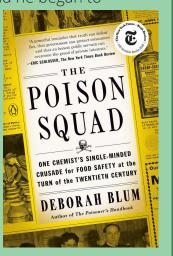
Originally published in 1886, this collection of recipes and miscellaneous tips and tricks is a volume published almost entirely by women for women. The book was launched to raise funds for the women's suffrage movement and to communicate --- in the shared, common language of a cook book ---

that a woman's place at the polls was not a substitute for her place at home.

The Poison Squad

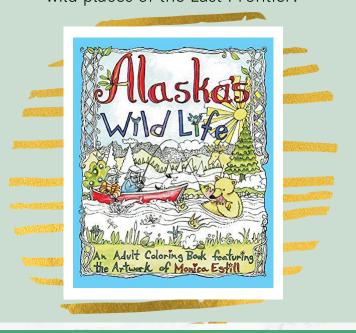
Near the end of the nineteenth century, food was dangerous --- lethal, even. Milk and meat were routinely preserved with formaldehyde, and rancid butter was made edible with borax, best known as a cleaning product. Unchecked by regulation, food manufacturers put profit before the health of their customers. Then in 1883, Dr. Harvey Washington Wiley was named chief chemist of the United States Department of Agriculture, and he began to

campaign tirelessly for food safety and consumer protection. Deborah Blum brings to life this hugely satisfying David and Goliath tale, driving home the moral imperative of confronting corporate greed, which speaks resoundingly to the enormous social and political challenges we face today.



Alaska's Wild Life Adult Coloring Book

Quirky, whimsical, playful art captures the "Wild Life" of Alaska in this first coloring book from beloved Alaskan artist Monica Estill. From the humongous moose and whales to the tiny puffin and dragonfly, colorists can dream about the hidden creatures that frolic in the wild places of the Last Frontier.





Name

Mailing Address

Friends of the Museum

Friends of the Museum Membership

Contact Information

City, State, Zip	
Phone Number	
Email	
Membership Options	
INDIVIDUAL - \$25	
FAMILY - \$50	
CONTRIBUTOR - \$100	

Payment Options

BENEFACTOR - \$500+

Send Membership Checks to: Friends of the Wrangell Museum P.O. Box 34 Wrangell, AK 99929

If you're not already a member, you might consider this an invitation to become a Friend of the Wrangell Museum.

Dear Friends

Since the opening of the quilt show and its subsequent lock down, life has slowed down to the extent that our membership purpose has necessarily ground to a halt. It was a pleasure to be able to help spruce up the museum gardens last month but since that time even mother nature seems to be conspiring against us. We have all taken to hunkering down and perhaps are spending these months dusting off old projects that would normally be set aside for winter.

With our membership unfortunately idle, I have been wondering what we could do to lend current support to the Museum at this time. Normally in June we would be encouraging the members to renew their memberships and would be getting together to consider where our energies would most be needed in the upcoming year. What we are missing this year due to the COVID virus, is not only being actively involved with museum exhibits and events, but enjoying the opportunity to continue coming together to renew and recommit to the aims of the Friend's stated purpose.

Prior to the shutdown we had voted to use some of our funds to move along the construction of new shelving units for the Museum gift store. These units will be used to feature the Museum's large selection of Alaska themed books in a more visually attractive manner rather than having a large portion of the books lying flat on the counters. That project is slated to begin in the fall and our initial contribution has allowed for purchasing a good portion of the necessary building materials which have arrived and are being stored at the facility. I would like the members to consider renewing their memberships during July and August, not only to help with the completion of the shelving units and lessen some of the pressure on the Center due to the Museum's lack of income during this normally busy tourist season, but to stand firm as an important body until we are able to fully participate again.

Hopefully you will join us for another year.

Thanks.

Michael Bania

President, Friends of the Museum July 21, 2020

September 4, 2020

To: Mayor Prysunka & Assembly Members
From: Lisa Von Bargen, Borough Manager
Re: M/V Chugach Ranger Boat Report

In November 2019 the Assembly approved an MOU with the USFS for the *M/V Chugach* Ranger Boat Display at the Nolan Center. The MOU establishes a completion date for having the *Chugach* installed in a cradle on the Nolan Center property by September 30, 2020. It also waives the Marine Service Center storage fees for the vessel through that time. The *Chugach* will not be in place by the end of this month but forward progress is being made. Below is an update from District Ranger Kolarich from September 2nd:

- 1. Site plan contract solicitation ends September 2, 2020:
 - a. This contract included material (wood timbers) to be left on site and used for the construction of the cradle
 - b. Contract states that work must be completed by October 1st
- 2. Cradle contract opens September 2, 2020 and closes on September 22, 2020
 - a. This contract states that work must be completed by late December (Estimated December 23, 2020)

b.

Ranger Kolarich is hopeful things will progress smoothly and work will be completed prior to these end dates. However, issues with material availability, logistics, and weather can upset the schedule. The USFS is committed to adapt and overcome as needed.

USFS staff met with Harbor staff on September 3rd to conduct another site walkthrough of what is needed to move the vessel on the travel lift from the yard to the Nolan Center. Given the MOU outlines specific completion dates, and waives fees, Administration believes it best to bring the MOU back to the Assembly at the September 22nd meeting for an amendment.

Gary Morrison is working with Cyni Crary on an accompanying exhibit inside the Museum. Mr. Morrison has a keen interest in the preservation of the Ranger Boat history and has collected information and related artifacts to assist with the exhibit. He has also been in contact with USFS personnel to help move the vessel project along. Our thanks for his efforts.

September 4, 2020

To: Mayor Prysunka & Assembly Members
From: Lisa Von Bargen, Borough Manager
Re: Armory Property Divestiture Plan

The FY 2021 Budget includes the relocation of the Capital Facilities Department to Wrangell Municipal Light & Power. A little later than intended, the move is expected to be finished by September 11th. The Assembly gave direction for the Borough to divest itself of the property as soon as possible after the move.

Administration committed to have a divestiture plan to the Assembly by September 8th. However, there have been some complications.

- The property requires a full appraisal to determine its fair market value, which allows the Borough to set a minimum bid. The Borough's assessor is unable to provide a full appraisal. Bringing an appraiser in from Sitka is the next best option. A call to the appraisal firm in Sitka with whom the Borough has a professional relationship revealed they are booked up at least through November. Administration is providing the information on the property so we can get in the queue.
- A title report needs to be run. Administration has ordered the title report.
- A review of the documents transferring ownership of the building from the State to the Borough was conducted. This led to the realization that the tile flooring in the building is adhered with <u>ASBESTOS CONTAINING MATERIAL</u>. The Borough agreed to accept the building as is so we do not have the ability to go back to the State to have the asbestos abated. If there is a bright side to this situation, it is that the asbestos is in the mastic (glue) adhering the tiles to the floor. The asbestos is non-friable, which means when dry it may not be crumbled, pulverized or reduced to powder by hand pressure, making it far less dangerous. The asbestos is encapsulated or trapped in the glue beneath the tiles. Still, the liability associated with hazardous material stays with the responsible party which we now are.

In a conversation with the Attorney, it may be possible to have a potential buyer agree to waive any liability associated with the asbestos, and agree to take responsibility for it. We will continue to review that option. In the meantime, the team coming to conduct the assessment of the Public Safety Building is also conducting a hazardous materials assessment of Wrangell Medical Center to determine a demolition cost estimate. While here, we will have them "walk across the street" to the Armory and conduct an assessment there so a cost estimate for abatement of the asbestos can be determined.

These items will push our timeline back. As soon as we have the information on the assessment
and an abatement cost we will report back to the Assembly with some options moving forward.

CITY & BOROUGH OF WRANGELL, ALASKA

CLERK'S REPORT

SUBMITTED BY:

Kim Lane, MMC, Borough Clerk

Upcoming Meeting/Informational dates:

- Sept 9 Parks & Recreation Board mtg. scheduled for 5:30pm via Zoom Teleconference
- **Sept 10** Planning & Zoning Commission mtg. scheduled for 6pm via Zoom Teleconference
- **Sept 21** Absentee Voting Begins for the Regular Borough Local Election (*Clerk's office at City Hall from 8am to 4pm M-F*)
- **Sept 22** Regular Assembly mtg. scheduled for 6pm Zoom Teleconference

Election Safety – We will be providing single-use face masks for voters and cloth face masks and face shields for the election workers on election day (October 6th). Also, the election workers will have gloves to use (if they should choose to do so). I have ordered a mass amount of felt pens (new for the ballot and election equipment) and will have a dirty and clean bin for those pens. My "plan" is to give each voter when they are given their ballot and when they deposit their ballot into the voting scanner, they will drop their felt pen into a "used" container for cleaning and reuse. I will most likely take direction from what the State does for the Primary Election next month!

The Sample Ballot for the October 6th Regular Borough Election is attached!

The upcoming Election dates are:

MUNICIPAL LOCAL BOROGUH ELECTION - Tuesday, October 6, 2020 GENERAL ELECTION (Federal -State of Alaska) - Tuesday, November 3, 2020

Here are the available Board/Commission seats (I have sent letters to those whose terms are expiring):

Planning & Zoning 1 – three-year term
Parks & Recreation 2 – three-year terms
Wrangell Convention & Visitors Bureau 2 – three-year terms
Economic Development Committee 2 – three-year terms

EOC (Emergency Operations Command): I have continued to meet, as part of the EOC, each

Item a.

morning (M-F). The daily morning meetings serve as a briefing for the team so that we each know what is going on and what might be coming up (meetings, teleconference, etc.). The discussions that we have are related to COVID-19.



CITY AND BOROUGH OF WRANGELL OFFICIAL BALLOT REGULAR ELECTION OCTOBER 6, 2020

Instructions:

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

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

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

MAYOR TWO YEAR TERM	ASSEMBLY MEMBER THREE YEAR TERM				
VOTE FOR NO MORE THAN ONE	VOTE FOR NO MORE THAN TWO				
STEPHEN PRYSUNKA	O RYAN HOWE				
○ WRITE-IN	○ JENNIFER JACKSON				
ASSEMBLY MEMBER	○ ANNE M. MORRISON				
UNEXPIRED ONE-YEAR TERM	○ WRITE-IN				
UNTIL OCTOBER 2021	○ WRITE-IN				
VOTE FOR NO MORE THAN ONE	SCHOOL BOARD THREE YEAR TERM				
○ TERRY COURSON	VOTE FOR NO MORE THAN ONE				
○ BOB DALRYMPLE	VOTE FOR NO MORE THAN ONE				
○ WRITE-IN	○ LAURA BALLOU				
PORT COMMISSION	○ CONSTANCE HARRIS				
THREE YEAR TERM	○ WRITE-IN				
VOTE FOR NO MORE THAN ONE	PORT COMMISSION UNEXPIRED TWO-YEAR TERM				
○ GARY MORRISON	UNTIL OCTOBER 2022				
○ WRITE-IN	VOTE FOR NO MORE THAN ONE				
	○ WRITE-IN				

PROPOSITION 1

Ratification of Ordinance 979

Shall the City and Borough of Wrangell withdraw from, and no longer participate in, the port authority known as the Inter-Island Ferry Authority, as provided by Ordinance No. 979 of the City and Borough of Wrangell?

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CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

			Septen	nber 8, 2020		
AGENDA ITEM TITLE:			13			
			13			
Funding Plan with	an Allocatio	on up to \$125,	,000 for \	Wrangell Public		
1						
	FISCAL NOTE:					
	Expenditure Required: \$125,000 Total					
	FY 20: \$			FY22: \$		
				•		
	Amount	Allocated:				
	F	FY21 \$250,000	0			
nmandations	Account	Number(s):				
<u>Illilelluations</u>	1	11121 000 75	76 00 32	021		
or Committee	Account	Name(s):				
	(CARES Act Gra	nt Fund			
	Unencur	nbered Balar	ice(s) (n	orior to		
]	Funding Plan with	Funding Plan with an Allocation FISCAL Expendit FY 20: \$ Amount Account Or Committee Unencum	Funding Plan with an Allocation up to \$125, and a section FISCAL NOTE: Expenditure Require FY 20: \$ FY 21: \$125,0 Amount Allocated: FY21 \$250,000 Account Number(s): 11121 000 75: Account Name(s): CARES Act Graune Unencumbered Balar	Agenda Section 13		

ATTACHMENTS: 1. WPS Submittals

Insurance

RECOMMENDATION MOTION:

Move to Approve Revised CARES Act Funding Plan with an Allocation up to \$125,000 for Wrangell Public Schools for COVID-19 Mitigation.

\$250,000

SUMMARY STATEMENT:

At the August 25th meeting the Assembly voted to rescind the previous CARES Act allocation for Wrangell Public Schools in the amount of \$250,000. Direction was provided to Administration to come back with a revised plan. Administration offers the following for Assembly consideration.

- Initial funding allocation of \$125,000
 - This number was chosen partially because the school district is no longer in need of funds for additional staff to support COVID mitigation efforts
- The district may request additional funding if necessary
- In advance of expenditure, and no less than weekly, the district shall submit a list of desired purchases to the Borough Finance Director for review for eligibility under the CARES Act
 - A response will be provided within three business days, unless concurrence from the State regarding eligibility is required
 - All purchases must meet Federal Procurement Guidelines, as required by CARES Act funding, to be eligible for reimbursement
- At least every two weeks, a spreadsheet summarizing expenditures, along with copies of detailed receipts or invoices shall be provided to the Borough Finance Director for review and reimbursement
- Purchases of \$25,000 or more require approval by the Assembly

The Borough is currently working with the District Administration to determine, 1) the total amount of expenditures that have been made already they hope to have reimbursed, and 2) those purchases which are planned for the near future.

Vendor ID Docu	ument Date PO Number	PO Line Status	PO Type Item Number	Item Description	Location Code	QTY Ordered	Jnit Cost Ext	ended Cost	Document Status	Inventory Account Number
AMAZO01	8/17/2020 20991	New	Standard CAMERA MOUNT TRIPOD	CAMERA MOUNT TRIPOD	MAIN	12.00	17.78 \$	213.36	Open	252-500-100-000-450
AMAZO01	8/17/2020 20991	New	Standard IPAD TRIPODS	IPAD TRIPODS	MAIN	12.00	19.99 \$	239.88	Open	252-500-100-000-450
CHAST01	7/18/2020 027863	New	Standard ADVISORY CURRICULUM	A Esco Supplies	MAIN	1,999.50	1.00 \$	1,999.50	Open	252-500-100-000-450
CIT324	9/1/2020 PO00000639	Released	Standard 62100256	zompers child size face masks 2,000 masks	MAIN	1.00	877.51 \$	877.51	Open	252-500-100-000-450
CIT324	9/1/2020 PO00000639	Released	Standard 73060238	lysol disinfecting wipes lemon and lime 18 35ct tubs per case	MAIN	7.00	55.15 \$	386.05	Open	252-500-100-000-450
DEM2000	8/14/2020 TAL0820-03	New	Standard BMO-CHAIR FOR LIBRARY	BMO-CHAIR FOR LIBRARY	MAIN	1,766.70	1.00 \$	1,766.70	Open	252-500-100-000-450
FLU2018	8/14/2020 027861	New	Standard ONLINE SPANISH	ONLINE SPANISH	MAIN	337.50	1.00 \$	337.50	Open	252-500-100-000-450
GRA1875	8/25/2020 PO00000637	Released	Standard 2HPC3	dayton Air cleaners for all schools	MAIN	10.00	210.55 \$	2,105.50	Open	252-500-100-000-450
GRA1875	8/25/2020 PO00000637	Released	Standard 39AM86	elkay bottle filler for EPS	MAIN	1.00	1,064.16 \$	1,064.16	Open	252-500-100-000-450
GRA1875	8/25/2020 PO00000637	Released	Standard 39AM87	elkay bottle filer for middle school	MAIN	2.00	1,699.20 \$	3,398.40	Open	252-500-100-000-450
NWJ1403	8/14/2020 PO00000590.	Released	Standard ESPT13G	ESPT13G	MAIN	114.00	1.00 \$	114.00	Open	252-500-100-000-450
NWJ1403	8/14/2020 PO00000590.	Released	Standard ESPT33G	ESPT33G	MAIN	38.67	1.00 \$	38.67	Open	252-500-100-000-450
NWJ1403	8/14/2020 PO00000590.	Released	Standard PX200ES	PX200ES	MAIN	795.00	1.00 \$	795.00	Open	252-500-100-000-450
NWJ1403	8/14/2020 PO00000590.	Released	Standard PX300ES	PX300ES	MAIN	1,885.00	1.00 \$	1,885.00	Open	252-500-100-000-450
OTT1503	8/25/2020 PO00000622	Released	Standard 1234	Covid sneeze guard supplies	MAIN	1.00	80.83 \$	80.83	Open	252-500-100-000-450
OTT1503	8/25/2020 PO00000623	Released	Standard 1234	Covid sneeeze guard supplies	MAIN	1.00	69.97 \$	69.97	Open	252-500-100-000-450
OTT1503	8/25/2020 PO00000626	Released	Standard 134	Covid plexiglass supplies	MAIN	1.00	32.86 \$	32.86	Open	252-500-100-000-450
OTT1503	8/25/2020 PO00000627	Released	Standard 1234	Covid plexiglass sneeze guard supplies	MAIN	1.00	137.98 \$	137.98	Open	252-500-100-000-450
OTT1503	8/25/2020 PO00000629	Released	Standard 1234	WHS Covid plexigass	MAIN	1.00	34.99 \$	34.99	Open	252-500-100-000-450
POW2006	8/25/2020 27859	Released	Standard Powerschool LLC	Powerschool Online	MAIN	1.00	10,500.00 \$	10,500.00	Open	252-500-100-000-450
PEAPL01	8/25/2020 27999	Released	Standard Playful Playgrounds	Social Distancing Kits	MAIN	1.00	3,388.87 \$	3,388.87	Open	252-500-100-000-450
QUA2015	7/1/2020 027986	New	Standard QUAVERMUSIC CURRICULUM 1-5	QUAVERMUSIC CURRICULUM 1-6	MAIN	1,400.00	1.00 \$	1,400.00	Open	252-500-100-000-450
QUA2015	7/1/2020 027986	Closed	Standard QUAVERSEL CURRICULUM K-5	QUAVERSEL CURRICULUM K-6	MAIN	1,680.00	1.00 \$	1,680.00	Open	252-500-100-000-450
RAPRE01	8/18/2020 20993	Released	Standard ADULT HUMANITY SHIELDS	ADULT HUMANITY SHIELDS	MAIN	4,320.00	1.00 \$	4,320.00	Open	252-500-100-000-450
SAVLE01	7/30/2020 027860	New	Standard MATH CURRICULUM	Quote 118897-3	MAIN	3,374.90	1.00 \$	3,374.90	Open	252-500-100-000-450
SCREE01	8/12/2020 PO00000610	Released	Standard RECORD/EDIT DISTRICT LICENSE	2 Campuses	MAIN	2.00	750.00 \$	1,500.00	Open	252-500-100-000-450
TIERN01	8/19/2020 PO00000615	Released	Standard CTIMPACTPLUS4K-65	65" Clevertouch IMPACT PLUS Series	MAIN	4.00	2,599.00 \$	10,396.00	Open	252-500-100-000-450
TIERN01	8/19/2020 PO00000615	Released	Standard SR598	CART FOR 55-98" DISPLAYS	MAIN	4.00	659.00 \$	2,636.00	Open	252-500-100-000-450
ZOOM01	8/12/2020 PO00000609	Released	Standard YEARLY SUBSCRIPTION	27 Host accounts	MAIN	27.00	90.00 \$	2,430.00	Open	252-500-100-000-450

\$ 57,203.63

#NAME?	Description	Quantity	Price	Total Cost
Classrooms				
0.035.000				
	Currently students are			
	seated at shared tables;			
	additional desks will be			
Desks	required to provide social distancing	90	\$ 100.00	\$9,000.00
Desire	Currently students are	30	Ç 100.00	75,000.00
	seated at shared tables;			
	additional desks will be			
	required to provide social			
Portable Tables/Stools	distancing	90	\$ 12.22	\$1,100.00
	digital enrollment software and training to alleviate			
	paper registration for			
PowerSchool Enrollment Express	students	1	\$ 10,700.00	\$10,700.00
	These are to replace the			
	chairs in the secondary			4
Stackable Chairs w/out Arms Interactive White Boards - Portable	library	30 4	\$ 58.89 \$ 2,125.00	\$1,766.70
interactive white Boards - Portable		4	\$ 2,125.00	\$9,000.00
Distance Delivery/Instruction				
Distance Delivery Training for Faculty				
& Staff 5 Days Professional				
Development Staff Wages		1	\$ 43,000.00	\$43,000.00
AVCVC District linears	Unlimited K-12 classes for	4	¢ 0.000.00	¢0,000,00
AKSVS - District license Alaska Digital Academy Seats	school year 2020 - 2021	1 25	\$ 9,000.00 \$ 100.00	\$9,000.00 \$2,500.00
Additional Digital Academy Seats	to go with Distance	23	ý 100.00	72,300.00
Algebra 2: Students Solutions Manual	•	1	\$ 21.97	\$21.97

	to go with Distance				
Algebra 2: Guided Teachers Note	Delivery program	1	\$	2,197.00	\$2,197.00
	to go with Distance				
Algebra 2: Teacher's Edition	Delivery program	1	\$	130.97	\$130.97
	1 110				
	https://fluencymatters.co	_		400.00	4400.00
Books for Spanish Curriculum	m/	1	\$	100.00	\$100.00
	Currently students share				
	calculators throughout the				
	day. In order to maintain				
	sanitation, students will	20		44.04	4225.00
Calculators	need to have their own.	20	\$	11.84	\$236.80
	For Distance Delivery	_		4-	40.00.05
Calculus MyLab	calculus per D. Massin	5	\$	52.47	\$262.35
Calculus Teachers Edition	To go with Calculus MyLab	1	\$	137.97	\$137.97
	Online curriculum to meet		•		·
	the Social/Emotional				
	Learning Needs of our				
Character Strong Curriculum	students	1	\$	2,000.00	\$2,000.00
_	iPad app for Distance				
DragonBox Algebra 12+ App	Delivery Algebra	34	\$	3.99	\$135.66
	iPad app for Distance				
Dragonbox Elements App	Delivery Geometry	20	\$	2.49	\$49.80
	Currently students share				
	boards throughout the				
	day. In order to maintain				
	sanitation, students will				
Dry Erase two-sided XY Boards (24 pa	c need to have their own.	2	\$	65.20	\$130.40

Fine-tip Dry Erase Markers (12 pack)	Currently students share markers throughout the day. In order to maintain sanitation, students will need to have their own. Currently students share erasers throughout the day. In order to maintain sanitation, students will	12	\$ 7.61	\$91.32
Fine-tip Dry Erase Erasers (40 pack)	need to have their own. FY'20 Home Deliveries to	2	\$ 8.99	\$17.98
Fuel for School Van	Students For all teachers to provide	1	\$ 518.16	\$518.16
Headsets	online instruction	31	\$ 32.99	\$1,022.69
Ipads w/Cases	FY'20	150	\$ 492.00	\$73,800.00
	For Distance Delivery math			
Math for the Trades	per D. Massin	7	\$ 52.47	\$367.29
Microscopes		20	\$ 103.00	\$2,060.00
Nature Journals		20	\$ 3.50	\$70.00
NearPod Online Program	https://nearpod.com/ For Distance Delivery pre-	1	\$ 1,500.00	\$1,500.00
Pre-calculus MyLab	calculus per D. Massin	8	\$ 52.47	\$419.76
SIRS Proquest	Library research https://www.screencastify.	1	\$ 2,000.00	\$2,000.00
Screencastify Pro	com/ Distance learning and	24	\$ 29.00	\$696.00
ZOOM District Subscription	meetings Turns a classroom in to a	22	\$ 119.00	\$2,618.00
ZOOM Rooms Add On District Subscri	r meeting room Distance learning and	1	\$ 100.00	\$100.00
NEAT - 2 Hardware setups/Logitech	meetings	2	\$ 1,999.00	\$3,998.00

Facilities/Maintenance	Amber and Josh			
Gym Flooring				\$0.00
	model 13194 as			
	recommended by Penny			
Hudson Commercial Bak-Pak Sprayer	Allen	20	\$ 55.99	\$1,119.80
Sneeze Guards				\$0.00
Touchless Faucets				\$0.00
Touchless Hand Dryers				\$0.00
Touchless Soap Dispensers				\$0.00
Touchless Toilets				\$0.00
Free-standing Hand Sanitizer Units				\$0.00
	https://safehandles.com/p			
Safe Handles Heat Shrinking Sleeves	roducts/			\$0.00

This list has been listed separately and given to Amber

Health Aides	See attached job description. Price includes benefits. 1 at elementary and 1 at secondary to continually sanitize during and	2	\$ 6	8,274.82	\$136,549.64
Sanitation Aides	between classes	2	\$ 6	2,196.49	\$130,549.64
Health/Sanitation Supplies					
AA Batteries for Thermometers, 8pk		12	\$	1.90	\$22.80
Cleaning Supplies (Ottesen's)	FY'20	1	\$	25.95	\$25.95
Cleaning Supplies (Walter Nelson)	FY'20	1	\$	730.06	\$730.06
Clorox Disinfecting Wipes		80	\$	6.03	\$482.40
	Reasonable accommodation for faculty				
Germ Guardian Air Purifier	in classroom.	3	\$	84.99	\$254.97

	Reasonable			
	accommodation for faculty			
Germ Guardian Replacement Filters	in classroom.	12	\$ 24.99	\$299.88
Kleenex Facial Tissue (36 boxes/case)		22	\$ 37.17	\$817.74
Hand Soap				\$0.00
Hand Sanitizer				\$0.00
Infrared Non-contact Thermometers		12	\$ 72.80	\$873.60
Paper Towels (30/case)		30	\$ 28.09	\$842.70
Sanitizing Spray	KDCA estimate			\$0.00
	https://kioskindustry.org/t			
Temperature Check Kiosk	emperature-kiosks/	4	\$ 2,798.00	\$11,192.00
	Reasonable			
	accommodation for faculty			
	in classroom. Included			
Winnix P450 Air Purifier	above.	0	\$ 329.99	\$0.00
	Reasonable			
	accommodation for faculty			
	in classroom. Included			
Winnix P450 Replacement Filters	above.	0	\$ 89.99	\$0.00
	Josh compiled list of			
	supplies from KCDA ready			
WPSD Misc cleaning supplies - KCDA	to order - see attached	1	\$ 3,075.90	\$3,075.90
Personal Protective Equipment				
Disposable Gloves (500/box)		7	\$ 11.68	\$81.76
Disposable Masks (1000/box)		4	\$ 499.95	\$1,999.80
Face Mask Fabric/Supplies	FY'20	600	\$ 2.50	\$1,500.00
	To be worn by teachers,			
Face Shields	coaches or singers	71	\$ 4.45	\$315.95
Gloves (Grainger)	FY'20	3000	\$ 0.11	\$330.00
Paper Masks	FY'20	600	\$ 0.50	\$300.00

Activities					
	To be used by coaches &				
Air Horns	referees in lieu of whistles	29	\$	28.04	\$813.16
Gym/Wrestling Mats	FY'20	1	\$ 10	0,200.00	\$10,200.00
	To talk into; reducing the				
Mega Phones	need to yell.	2	\$	61.20	\$122.40
	So referres don't have to				
	use old ones - to avoid				
Whistles (12/pkg)	contamination	5	\$	77.55	\$387.75

\$483,636.72

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

		DATE:	September 8, 2020			
	<u>AGENDA ITEM TITLE:</u>	<u>Agenda</u>	13			
		<u>Section</u>				
Discussion	Item Only: Wrangell's Community COV	ID-19 Risk	Assessment			
SUBMITT	FD BV	FISCAL	NOTE:			
SODMIT I	ED D1.	Expenditure Required: \$XXX Total				
		FY 20: \$	FY 21:			
Jamie Robe	erts, EOC Liaison &	F1 20: \$	F1 Z1:	Φ ΓΙΖΖ: Φ		
Dorianne S	prehe, Emergency Manager	Amount	Budgeted:			
			FY20 \$XXX			
Reviews	/Approvals/Recommendations		Number(s):			
	, 11 <u>p</u> p 1 0 1 0 1 0 1 1 1 1 1 1 1 1 1 1 1 1 1	XXXXX XXX XXXX				
	Commission, Board or Committee Accou					
Name(s)	Name(s)			re		
Name(s)		Unencur	nbered Balaı	nce(s) (prior to		
	Attorney	expenditure):				
	Insurance		\$XXX			

RECOMMENDATION MOTION:

None, Discussion and/or Direction Only.

ATTACHMENTS: 1. Community Risk Assessment

SUMMARY STATEMENT:

From Jamie Roberts & Dorianne Sprehe:

This Community Risk Assessment was created by the Wrangell EOC (Emergency Operations Center). It has been reviewed by the EOC and Dr. Prysunka.

Purpose:

The purpose of this Community Risk Assessment is to assess the overall risk to the community due to COVID-19. The community risk level is one factor used by Wrangell Public Schools to determine their level of operation. In the future, each risk level will be paired with recommended or required community mitigation measures such as reduced capacity, gathering size limits, etc.

Why we Did Not use the State's Alert Levels as the sole factor to determine the local Community Risk Level:

According to the Alaska Smart Start guidance "DHSS does not recommend solely using Alaska COVID-19 Alert Levels that were published for long-term care facilities and populations over 100,000, but using them as a tool along with many other tools to direct decisions about in person education. Alert Levels are for long-term care facilities and do not correspond directly to school and district operational zones. These alert levels can represent community transmission over a relatively large community in the last two weeks, but are less useful for predicting what will happen next week, showing true community transmission levels in communities under 20,000 people, or showing a spike in cases or a new outbreak in the last few days."

Due to our population size, we will not be using the State Alert Levels as a sole indicator of our community risk level.

Indicators used in the local Community Risk Assessment:

The Risk Assessment uses both qualitative and quantitative indicators in the following categories: Disease Situation, Vulnerability, Detection Capacity & Response Capacity. The quantitative data is mostly collected locally, as the data can be challenging to get from the State Data Hub. Wrangell is lumped in with several other communities for Regional data and there can also be a lag in when it shows up on the Hub. We have set up a local system for how and when data will be reported to the EOC so that the risk level can be evaluated on a weekly basis. An update will be provided each Monday to the EOC.

1. 7-day & 14-day average case count: The 7-day average case count is a determined by adding up the total active cases for each day over a 7-day period and dividing it by 7. The 7-day average case count is useful to determine if we are experiencing an increase in community transmission and will help inform decisions to increase the risk level.

The 14-day average case count is a determined by adding up the total active cases for each day over a 14-day period and dividing it by 14. The 14-day average case count reduces the day-to-day fluctuations in the number of cases and is most useful for making the decision to decrease the risk level.

2. Transmission Situation: This is an indicator of whether the case is isolated or community spread. Community spread is when someone gets COVID without any known contact with a sick person.

- **3. Containment Situation:** This is an indicator of how likely it is that all persons that may have infected are in isolation and that all persons that had been in contact with an infected individual have been identified, notified and instructed to quarantine.
- **4. Number and size of large gatherings:** The more a person mixes with persons that are not from their household, the greater the risk of spreading COVID. Outbreaks around the state been associated with gatherings such as weddings, funerals, and parties, especially if they are held indoors. This will be tracked by monitoring reservations made in City facilities and events posted on Community Boards.
- **5. Reduction of employees in critical CBW departments:** The departments include first responders, law enforcement & water/sewer. These departments may be unable to meet basic life & safety services should they have employees out for a period of time, especially for a 14-day quarantine.
- **6. Average # of close contacts per case:** A close contact is defined as someone who was within 6' of an infected person for at least 15 minutes (with or without a mask) starting 2 days before illness onset (or for asymptomatic persons, 2 days prior to a positive specimen collection) until the time the infected person is isolated. The more close contacts a person has the greater the risk of spread. Having many close contacts also results in a strain on the ability for Public Health to contact trace in a timely manner. If Public Health gets overwhelmed, infected individuals may be asked to contact their own close contacts initially until Public Health catches up.
- **7. Percent of new cases contacted with 48 hours:** By the time a person is notified by Public Health that they tested positive they have already had an opportunity to interact with people for a few days, especially if they were asymptomatic and had no reason to believe they were infected. So, the sooner Public Health can contact infected individuals, the sooner they can go into isolation.
- **8. Broad Testing:** The goal is to test across the broad spectrum of residents to identify infected individuals. It is especially important that symptomatic individuals are seeking testing. We currently have several businesses/organizations that participate in routine testing programs, community asymptomatic testing, testing prior to dental care and other health care procedures, testing prior to medivac & testing of incoming travelers from out of state.
- **9. Turnaround times:** Some tests are processed locally (Rapid tests), but the majority of tests are sent to State labs or Commercial Labs for processing. The quicker they are processed, and individuals are notified, the quicker the infected individuals can go into isolation and the contact tracing process can be initiated. There were times this summer when results were taking up to 14 days to be received. Current turnaround times are averaging 3.5 days.
- **10. Reduced capacity for COVID-response responders:** These responders have been fitted to wear an N95 mask and are trained on response & decontamination protocols for COVID-19.

- **11. Responder Exposure:** Responder exposure reduces the ability of EMS to respond as members would be required to be in quarantine for 14 days.
- **12. Number of beds available at Wrangell Medical Center:** Wrangell has 8 beds in total. Any COVID-positive patient requiring hospitalization will be medivaced to Mount Edgecombe Medical Center per SEARHC's Surge Plan. The # of beds at WMC is an indicator of how busy the medical center is & is not the number of beds available for COVID patients.
- **13. PPE supply:** This gets tracked at the EOC and through SEARHC. Supply orders are either filled through the State EOC, SEARHC partners, or through private vendors.
- **14. Ability to transfer patients out of Wrangell:** This is an indicator of the situation Statewide and whether we may be expected to provide care locally until a bed becomes available elsewhere.

Please submit any questions or concerns regarding this Community Risk Assessment to Jamie Roberts at jreimer@aptalaska.net with the subject line :Risk Assessment.

Wrangell Community Risk Assessment Matrix

Catagory	Koy Question	Indicator	Level 1	Level 2	Level 3	Level 4
Category	Key Question	indicator	Minimal	Moderate	High	Very High
	What is the level of disease	7-day avg case count	1 or less	2-4	4-6	Greater than 6
	burden & how is it changing?	14-day avg case count	3 or less	4-7	8-10	Greater than 10
		Transmission situation	Evidence of isolated	Sustained transmission	Large scale, controlled	Large scale,
			cases or limited	likely to result in limited	community transmission	uncontrolled
			community transmission	spread to low-risk	or one outbreak	community transmission
				populations	involving a high-risk	or multiple outbreaks
Disease					population	involving high-risk populations
						populations
Situation		Containment situation	Ability to fully isolate	Ability to isolate cases	some ability to isolate	limited to no ability to
		Containment situation	cases & quarantine	and quarantine known	cases and quarantine	isolate cases and
			contacts	contacts, but	known contacts, but	quarantine contacts;
				undetected cases likely	many undetected cases	many undetected cases
				occurring based on	are likely occurring	based on contact
				contact investigation	based on contact	investigations and/or
					investigation	inability to investigate
	How many large gatherings are	# and size of large	No gatherings or	Large gatherings 20-60	Large gatherings 60-100	Large gatherings >100
	occurring?	gatherings	Minimal Gatherings < 20	people	people	people
Vulnerability			people			
	Is there diminished capacity in	Reduction of employees in	Full capacity	Reduced by 1 employee	Reduced by 2-3	Reduced by 3+
	critical CBW departments?	critical CBW departments			employees	employees
	Is contact tracing capacity	Avg # close contacts per	< 5 contacts	6-10 contacts	> 10 contacts	> 10 contacts or unable
	sufficient to successfully	case				to contact trace for all
Detection	quarantine & isolate?	Daniel of a succession	. 000/	F0.000/	. F00/	cases
Detection		Percent of new cases	> 90%	50-90%	< 50%	< 50% or unable to
Capacity	Is testing capacity sufficient to	contacted in < 48hrs Broad testing	Testing > 10% of	Testing < 10% of	Testing < 5% of	contact trace Testing < 2% of
	detect COVID?	Broad testing	population/week	population/week	population/week	population/week
	detect covid:	Turnaround times	< 3 days	3-5 Days	> 5 days	> 7 days
	What is the current situation in	Reduced Capacity for	>9 EMS Responders	6-9 EMS Responders	<5 EMS Responders	<3 EMS Responders
	Wrangell?	COVID-response				
		Responders				
		Responder exposure	1 or less responder	2 responders exposed &	3 responders exposed &	4 responders exposed &
Posponso			exposed & in quarantine	in quarantine	in quarantine	in quarantine
Response		# beds available at WMC	6-8	4-5	2-3	1 or less
Capacity		(8 total)				
		PPE Supply	Adequate supply	Limited supply	Limited supply of key	Inadequate supply
		Ability to top C	NI	Carra difficult	items	No. of the control of
		Ability to transfer patients	No restrictions	Some difficulty	Significant difficulty	No ability
	What is the current situation	out of Wrangell				
	outside of Wrangell?					
	outside of writingen;					

Weekly Risk Assessment Summary							Item b.			
			Dis	sease Situation						
Week	Overall Risk	7-day avg case	14-day avg	Transmission						
Ending	Level	count	case count	Situation	Containment Situation	Vulner	rability	Detection Capacity	Response Capacity	
8/1/20		3.71	2.57	Color-coded risk as	Color-coded risk assessment was in development					
8/8/20		4.71	4.21	Color-coded risk as	sessment was in developme	nt				
8/15/20	Level 2.5	1.43	3.07	Color-coded risk as	sessment was in developme	nt				
8/22/20	Level 2/2.5	.86	1.14	Level 1	Level 2	Level 2 Level 2 Level 1.5				
8/29/20	Level 2.5	1.29	1.07	Level 3	Level 2	Level		Level 2	Level 2	
						2.5				

Risk Level Determination for 8/31/20								
Overall Community Risk	Disease Situation	Vulnerability	Detection Capacity	Response Capacity				
Level 2.5	Community spread cases are minimal; the 7-day avg case count is increasing & the 14-day avg case count is decreasing	Minimal gatherings are occurring; some critical CBW departments are short staffed (water & law enforcement)	Continue to see a low % of population getting tested; Testing turnaround time has improved; LabCorp turnaround time was 63 hrs. this past week	Limited responders for positive - screened patients;1 bed available at WMC				

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

	DATE:	September 8, 2020
AGENDA ITEM TITLE:	Agenda Section	13

Approval of a Contract Award to Schmolck Mechanical Contractors, Inc. in the Amount of \$53,450 for the Recreation Center Hot Water Tank Replacement

SUBMITTED BY: Amber Al-Haddad, Capital Facilities Director

Reviews/Approvals/Recommendations						
	Commission, Board or Committee					
Name(s)						
Name(s)						
	Attorney					
	Insurance					

FISCAL NOTE:					
Expend	litu	re Required: \$53,45	50		
FY 20: 5	\$	FY 21: \$53,450	FY22: \$		
Amour	t B	udgeted:			
	FY	21 \$22,050 plus \$32	,950 approved		
	FY	'21 Budget Amendme	ent on 9-8-20		
Accour	ıt N	umber(s):			
	11	.300-000-7900-00-12	1001		
Accour	ıt N	ame(s):			
	Ca	pital Improvement F	und for		
	Sv	vimming Pool Domes	tic Hot Water		
	Tank				
Unencumbered Balance(s) (prior to					
expenditure):					
	\$5	5,000			

<u>ATTACHMENTS:</u> 1. Preliminary Bid Summary for Recreation Center Hot Water Tank Replacement Project

RECOMMENDATION MOTION:

Move to approve a contract award to Schmolck Mechanical Contractors, Inc. in the amount of \$53,450 for the Recreation Center Hot Water Tank Replacement Project.

SUMMARY STATEMENT:

This project will replace the deteriorated domestic hot water heater at the Swimming Pool and Recreation Center with Owner-furnished hot water tanks.

Under the FY2021 CIP Fund, the replacement of the Swimming Pool and Recreation Center Domestic Hot Water Tank was scheduled with funding from the General Fund. Facilities staff believed that the maintenance staff could replace the hot water tank and therefore, we reduced the allocation funding request to complete the project. Soon after the budget was approved, the State Mechanical Inspector confirmed that our maintenance staff, without the proper occupational licensing (which our current staff does not hold, nor are they required to), could not make such new installations.

The City & Borough of Wrangell issued an Invitation to Bid (ITB) for the installation of the Owner-procured domestic hot water tanks. On August 20, 2020, the CBW received two bids in response to the ITB. The apparent lowest, responsive, and responsible bid was received from Schmolck Mechanical Contractors, Inc. in the amount of \$53,450.

Staff is anticipating the approval of a requested budget amendment to the FY21 CIP Fund for the project. The resolution amending the budget appears next on the Assembly Agenda for this meeting. If the Assembly approves this contract, the accompanying resolution must also be approved. Staff recommends awarding the contract to Schmolck Mechanical Contractors, Inc.

*The City and Borough of Wrangell's procedures for submitting documentation for the purpose of award, involves the withholding of detailed information from each Bidder until an award has been made. The reason for this procedure is that in case all bids are rejected, or the project is rebid, the details of each Bidder's bid should remain confidential between potential competitive bidders.

City and Borough of Wrangell, Alaska

Recreation Center Hot Water Tank Replacement Bid Opening Checklist and Tabulation Summary

Bid Opening Date: August 20, 2020 @ 4:30 p.m. - Assembly Chambers & Zoom

Verified By:	1 / ()			Ketchikan Mechanical	Schmolck Mechanical	Bidder's Name
\$	\bigcirc			×	×	Signed Bid Form
				×	×	Bid Schedule
					×	Bid Security
Witnessed By: Audu				×	×	Addendum #1
Ž.				69	€9	
my a				71,475.89	73,368.00	Bid
5					€9	Φ
House .)				(19,918.00)	Bid Modification
1.				€9	↔	
				71,475.89	53,450.00	Total Bid with
I		1 8 5 - 1 - 1				

Of all town ward

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

	DATE:	September 8, 2020
AGENDA ITEM TITLE:	Agenda Section	13

RESOLUTION No. 09-20-1540 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL ALASKA AMENDING THE FY21 BUDGET IN THE CIP FUND BY TRANSFERRING \$32,950 FROM THE GENERAL FUND RESERVES TO THE SWIMMING POOL HOT WATER TANK REPLACEMENT PROJECT AND AUTHORIZING ITS EXPENDITURE

SUBMITTED BY:			FISCAL NOTE:				
			Transfer Required: \$32,950				
		FY 20):	FY 21: \$32,950	FY22:		
Amber Al-H	laddad, Capital Facilities Director						
	-	Amount Budgeted:					
			FY21 \$22,050				
D 1 // 1 /D 1 //			Account Number(s):				
<u>Reviews</u>	'Approvals/Recommendations		11300 000 7900 00 11001				
	Commission, Board or Committee	Account Name(s):					
Name(s)			P&R Swimming Pool Hot Water Tank				
Name(s)		Unencumbered Balance(s) (prior to					
	Attorney	expenditure):					

\$55,000 (after Resolution approval)

ATTACHMENTS: 1. Resolution No. 09-20-1540

RECOMMENDATION MOTION:

Insurance

Move to approve Resolution No. 09-20-1540.

SUMMARY STATEMENT:

The Swimming Pool and Recreation Center domestic hot water tank requires replacement due to previous failures in the tank wall of the pressure vessel.

Funding, in the amount of 22,050, was included for this project in the approved FY21 Budget, CIP Fund. Following competitive construction bidding, where two bids were received, additional funding in the amount of \$32,950, bringing the total funding available to \$55,000. The contract being approved for this work is \$53,450.

Resolution 09-20-1540 amends the FY21 Budget to accommodate expenditures for this project.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. <u>09-20-1540</u>

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY21 BUDGET IN THE CIP FUND BY TRANSFERING \$32,950 FROM GENERAL FUND RESERVES TO THE PARKS & REC SWIMMING POOL HOT WATER TANK PROJECT AND AUTHORIZING ITS EXPENDITURE

WHEREAS, a domestic hot water tank and associated plumbing is necessary for replacement for the Parks & Recreation Swimming Pool; and

WHEREAS, \$22,050 was included for this project in the CIP Fund in the FY21 Budget; and

WHEREAS, additional funding in the amount of \$32,950 is required for the hot water tank replacement project for a total project budget of \$55,000.

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

<u>Section 1</u>: The FY 2021 Budget in the CIP Fund is amended to reflect an increase in transfer funds in the amount of \$32,950 from General Fund Reserves.

Section 2: The FY 2021 Budget in the CIP Fund is amended to reflect an increase in the authorized expenditures in the Parks & Rec Swimming Pool Hot Water Tank Account (11300 000 7900 00 11001) in the amount of \$32,950.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 8th Day of September, 2020.

	CITY & BOROUGH OF WRANGELL, ALASKA
	Stephen Prysunka, Mayor
ATTEST: Kim Lane, Borough Clerk	_

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 3, 2020
	Agenda Section	13

Approval of a Professional Service Agreement to Spawn Ideas for Visitor Branding in Response to COVID-19 Impacts in the Amount of \$44,980

SUBMITTED BY:
Carol Rushmore, Economic Development Director

Reviews/Approvals/Recommendations				
XX	Commission, Board or Committee			
Name(s)	Wrangell Convention and Visitor Bureau			
Name(s)				
	Attorney			
	Insurance			

FISCAL NOTE:						
Expend	Expenditure Required: \$44,980 Total					
FY 20: S		FY 21: \$44,980	FY22: \$			
Amount Budgeted (Allocated in CARES:						
	FY21 \$145,516 Tourism Marketing					
Account Number(s):						
	11121 000 7576 00 32021					
Account Name(s):						
	CARES Act Funding					
Unencumbered Balance(s) (prior to expenditure): Allocation						
	\$145,516					

ATTACHMENTS: 1. Spawn Ideas Brand Proposal

RECOMMENDATION MOTION:

Move to Approve a Professional Service Agreement to Spawn Ideas for Visitor Branding in response to COVID-19 Impacts in the amount of \$44,980.

SUMMARY STATEMENT:

The Wrangell Convention and Visitor Bureau (WCVB) met during May and June to discuss marketing options during the COVID-19 pandemic to target visitors for what will hopefully be a more normal visitor season in 2021. The WCVB developed a new comprehensive marketing strategy to respond to the COVID-19 impacts. They have mirrored some of the marketing strategies that the Alaska Travel Industry Association is pursuing, including more of an online focus. Another one of the key components of the WCVB COVID-19 marketing plan is the development of a tourism oriented Branding effort that will be used to guide promotional and marketing efforts in the changing tourism climate due to COVID-19 impacts and for the future.

A Request for Proposals was issued on August 14, 2020. There were 10 very qualified responses to the RFP and the WCVB has been reviewing and ranking proposals. The WCVB narrowed down the selection to four primary preferences and after further review of the proposal components, reviewing references and similar projects, the recommendation is to issue a Professional Service Agreement to Spawn Ideas for the visitor branding effort. The WCVB felt that overall, the awareness of the community's needs, the described methodology and scope of work components, and the creative design elements of other similar projects will fit and work well with Wrangell.

The ten (10) firms that submitted responses to the Branding RFP included: Bloom Communications
Bright Bright Great
Chandler Thinks
Dark Roast
Park Circle
Pivot Path Digital
Rule 29
Rustle and Spark
Spawn Ideas

Sunshine and Bourbon

This \$44,980 is coming out of the COVID-19 Marketing Assistance funding (\$145,516) allocated by the Assembly on June 23rd. This is not a new allocation being requested.





Wrangell Convention and Visitor Bureau Brand Proposal

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letter of introduction

SECTION 1 about spawn ideas

SECTION 2 qualifications and experience

team

firm expertise

case studies

SECTION 3 proposed scope of work

SECTION 4 schedule and proposed fee

SECTION 5 client testimonials





AUGUST 31, 2020

Carol Rushmore // Economic Development Director City and Borough of Wrangell

Dear Carol:

The time of COVID-19 requires agility, grit, perseverance – and a belief in tomorrow. At Spawn Ideas, we applaud the WCVB's rebranding project and desire to adapt to a new normal as soon as possible. It's that fire in the belly and willingness to pivot that attracts us to this project, along with another chance to help our Alaskan friends in tourism. This is a time of neighbors helping neighbors. We believe that we can help hasten your recovery and help Wrangell stand out as special and unique as we all work to overcome in this time of difficulty. Wisely, we're evolving as an agency. You are too, and our organizations working together can help us emerge from this time with vitality and a new and strategic action plan.

Here are more reasons we hope you'll choose Spawn as your partner for your important rebrand:

- 1. The heart of the Tongass and Inside Passage deserves the brightest branding minds in Alaska. We have a reputation as the most experienced brand development agency in the state. Please see page 11 for a partial list of branding projects in our portfolio.
- 2. We know Alaska tourism. As the agency of record for the Alaska Tourism Industry Association, we can ensure that Wrangell's resulting brand is aligned and enhanced by the state's advertising and marketing efforts and vice versa.
- 3. Spawn is committed to people fluency. Just as individuals learning a language become fluent, at Spawn we gain a high level with client stakeholders always. No agency in Alaska has created an innovation practice like Spawn's Hooligan team to make people centric insights part of each and every project. It's more than understanding demographics; it's understanding people's wants and needs. Only with this full picture, can Wrangell effectively craft messages that deliver effective outcomes.

There is no such thing as a proprietary branding process. But quality execution of this kind of work varies broadly. Spawn knows it best because we never settle. Our process continually evolves. We adapt it to meet the needs of each and every client and their needs, desires and budget. We are flexible. We are smart. We do as we promise, always. Bottom line: we care.

Best,

Karen King // President, CEO

Karen King

letter of introduction

FIRM INFORMATION

Spawn Ideas

510 L Street, Suite 100 Anchorage, AK 99501 907.274.9553 // spawnideas.com

Primary Contact

Karen King // President & CEO karen.king@spawnideas.com 907.529.5611 (wireless)





SPAWN WORK HISTORY TO TODAY

Spawn Ideas is a full-service marketing agency founded in 1975 as Mystrom Beck Advertising and renamed in the 1990's as The Nerland Agency. In 2013, we rebranded ourselves as Spawn Ideas.

Today, Spawn is an independent, employee owned firm (since 2005). All staff/ owners have skin in the game, making us uniquely entrepreneurial, forward thinking, accountable and hardworking. We consistently follow what's new and necessary in research, trends, tools, technology and capabilities, growing and changing to stay on the forefront of client needs and our industry.

Spawn doesn't consider location as a barrier - for clients or staff - given efficient use of technology. In 2019, we had clients in Alaska, Arizona and Texas, and team members in Alaska (home office), Colorado, Wisconsin and Hawaii. Thus, Spawn fully applied technology prior to COVID, so it's been easy for us to be a virtual team. Tools like DropBox, GChat, Workamajig (project management software), and Zoom allow our team members and clients to collaborate successfully from anywhere.

Average Client Retention:

Average Employee-Owner (Staff) Retention:

14 years 8 years

AN AWARD-WINNING FIRM

Our attention is 100% on performing excellent work that delivers results for clients. When we do seek awards, it is to solidify our reputation, attract and retain talent, and challenge ourselves to earn greater opportunities that improve our work product and results for clients. Here is a sample of recent accolades:

Advertising Age Small Agency of the Year, (national) Best Culture, silver 2018

Advertising Age Small Agency of the Year, (northwest) gold 2017, silver 2018

Anchorage Chamber of Commerce Bill Bivins Award for "Business Excellence", 2017

Outside Magazine's "50 Best Places to Work in America", (eight years running: 2012-2019)

75 Best Places to Work for Millennials: the Center for Generational Kinetics, 2015

AdWeek Magazine's "Alaska's Top Shop", 2015

Annual Alaska awards competitions: AMA (marketing), AIGA (design), and PRSA (PR). We enter best work and have won dozens of awards in categories like these: branding, logos, internal communications, content, annual reports, website design, integrated marketing campaigns, video, radio, digital, advocacy campaigns, promotional design and retail merchandising.





PROJECT TEAM



Karen King
President & CEO



Amy AdamsSenior Art Director



Siobhan Johansen
Project Coordinator



Abbey BrauAccount Supervisor



Jesse AllevaSenior Strategist,
Market Researcher

PROJECT TEAM BIOS



Karen King, President & CEO
Strategic Brand Counsel

Spawn employee owners call themselves *perpetual adventurers*, and that attitude starts at the top with Karen King. She mentors a *never settle* mentality that makes Spawn a modern partner with the resources, talent and capabilities necessary for today – and ready for what's next. Under her leadership, Spawn has been named "Alaska's Top Shop" by AdWeek magazine and won Advertising Age "Small Agency of the Year Northwest" awards in both 2017 and 2018.

Karen's team leadership and gift for strategy ensure that Wrangell Convention & Visitor Bureau has a best-in-class partner. No Alaska firm offers the mix of services that Spawn does – with seasoned staff with a history of cohesively working together – from the expert community engagement and strategic insight needed to perform distinctive brand identity work to the depth, breadth and brand experience of a multi-talented creative team. Karen has engaged in branding work for most of her 30-year career. Branding/rebranding projects she's led in Alaska include the Alaska Travel Industry Association (Travel Alaska), the Alaska Railroad, the City of Anchorage (Anchorage. Big. Wild. Life.), GCI, UAA and UAF.





Jesse Alleva, Senior Strategist/Market Researcher Account Planner, Research Lead

Jesse is a born and raised Alaskan whose motto is "Daring to be great, means daring to be different." He has grit, guts, resourcefulness and determination - and brings this character and intensity to every project. He is always 100% in, generally defying expectations with how much he knows and can quickly learn in every situation.

Jesse has conducted ethnographic research and interviews all across Alaska, and in the Lower 48, for branding initiatives. Currently, he is working on branding for the Central Iowa Water Trails. Jesse teaches marketing research at UAA, part-time. He has expertise in qualitative research, including ethnographic studies and design thinking. He and a coworker manage Spawn's innovation practice called Hooligan, with Jesse taking the lead on research and data analytics. Among other clients, he is presently the strategic planner on Spawn's Northrim Bank business and leads a similar effort for the University of Alaska and its MAUs.



Abbey Brau, Account Supervisor Account Lead

Abbey started her advertising career at Periscope in Minneapolis, MN. There she worked on various health care accounts, dabbled in pest control, and ultimately learned more about media buying than she thought she would as an account manager. She has experience managing media, creative, brand redesign, package design, UX and web design projects.

Two years ago, Abbey moved to Alaska to be a part of the Spawn team and see what it's like to live near the mountains! Needless to say, she has fallen in love and spends weekends on her bike and exploring new places. At Spawn, Abbey keeps an eye on multiple local industries, acting as account lead for Alaska Railroad, The Alaska Club, and previously, BP.





Siobhan Johansen, Project Coordinator

Day-to-Day Execution Lead

Since starting at Spawn Ideas as an intern, Siobhan has touched almost all the clients on Spawn's roster. Her eye for detail is key to keeping projects running on time and on budget. She played an integral role on the schedule & budget management for Travel Alaska's redesigned Official State of Alaska Vacation Planner, as well as helping execute their nationwide advertising plan.

Siobhan is a born and raised Alaskan, growing up in Palmer and moving to Anchorage to attend the University of Alaska Anchorage. She has a long list of Alaska bucket list adventures and loves getting out and exploring the state, rain or shine. Through her work with Travel Alaska she understands the importance of tourism in Alaska. Siobhan is passionate about showcasing Alaska's splendor and encouraging travelers to discover the beauty of the state for themselves.



Amy Adams, Senior Art Director
Graphic Design Lead

Amy provides clean sophisticated design solutions that accomplish client goals and exceed expectations. She was the creative lead on Travel Alaska's rebrand in 2018 and was also the lead on their redesigned Official State of Alaska Vacation Planner.

She moved to Alaska in 2012 and spends as much time as possible in the great outdoors. When she's not working on fresh designs and concepts for Spawn's clients, you can find her hiking, camping and exploring Alaska. Amy loves approaching life with a creative eye, whether it's navigating new places outdoors or exploring fresh concepts for clients, she enjoys keeping her every day new and exciting.

FIRM EXPERTISE

BRANDING

Successful brands are the promise of an experience, told through their unique story. The Wrangell brand is a promise of beauty, extraordinary encounters, falling in love with the place and lifelong memories. Deep consumer insights that get to the bottom of how people experience Wrangell will point the way to distinctive communications that get attention and effectively change audience perspectives and behavior – attracting more visitors to your area.

Working with the branding committee, Spawn will assure a special and distinctive brand for Wrangell. Our implementation recommendations will reflect and enhance that brand. And as the top branding agency in Alaska, we're more than capable of proposing a new Wrangell brand identity, standards and positioning for consistency and lasting impact. We've transformed many brands to energetic, contemporary storytellers for products/services and destinations. Among them: the city of Anchorage, University of Alaska (Fairbanks and Anchorage), The Salmon Project, GCI, Northrim Bank, Alaska Railroad, The Alaska Club and Alyeska Pipeline Service Company.

Later in this response, you'll see our brand development process, individualized for WCVB.

What we offer for Wrangell: While this RFP response specifically answers your need for brand development, Spawn has a broad array of other services that may be useful to WCVB during the brand rollout and beyond:

Integrated Communications (external, internal)

Hooligan, Spawn's innovation practice

Account Planning/Strategy

Design Thinking

Data Analytics/Measurement

Marketing Strategy

Project Management

Graphic Design

Copywriting

Video/Radio Broadcast Production

Photography

Digital and Social Strategy & Asset Creation

Content Strategy & Development

Media Planning and Buying (legacy, digital, social)

Bore Tide One Source

Spawn's subsidiary company offers discount print and promotional items sourcing/production from vendors worldwide







RELEVANT TOURISM EXPERIENCE































EXPERIENCE























^{*}all logos by Spawn, above, except Kaladi Brothers which represents brand repositioning work

Item 6

BEFORE

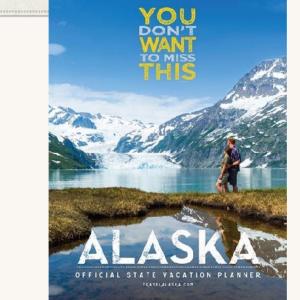






FREE Official Alaska
Vacation Guide Click Here



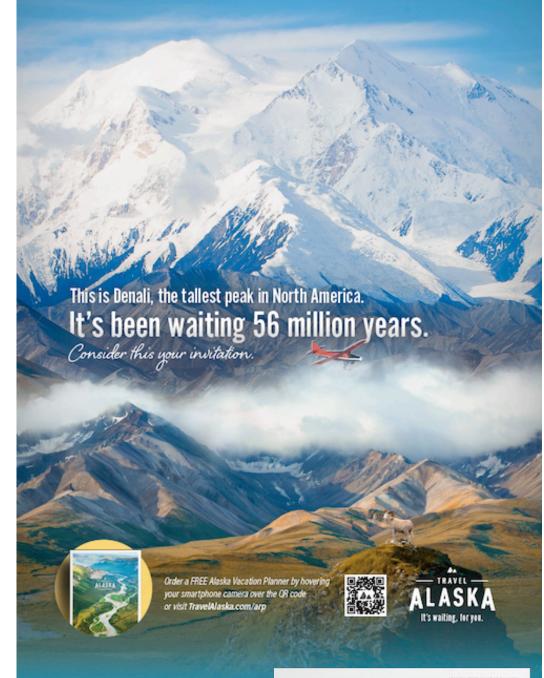




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AFTER



















Item e

BEFORE

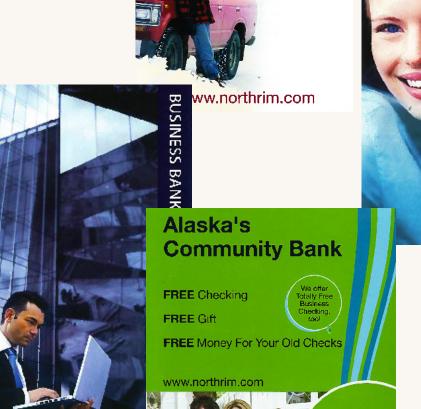




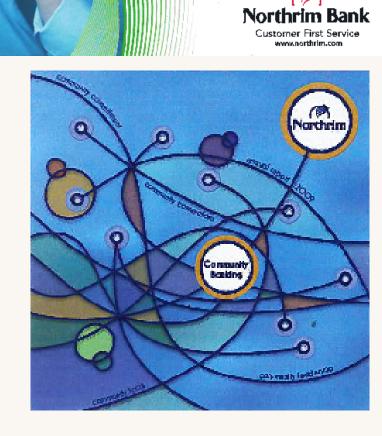
Totally Free Checking

and other great accounts!

Open a Northrim Bank Totally Free Checking account and get a FREE Kore Gear® Emergency Sleep System, plus up to \$25 for your unused checks and check card!



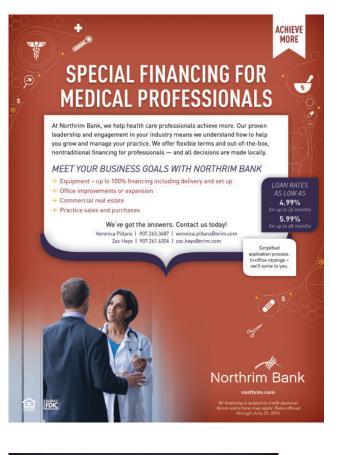
Northrim Bank



AFTER

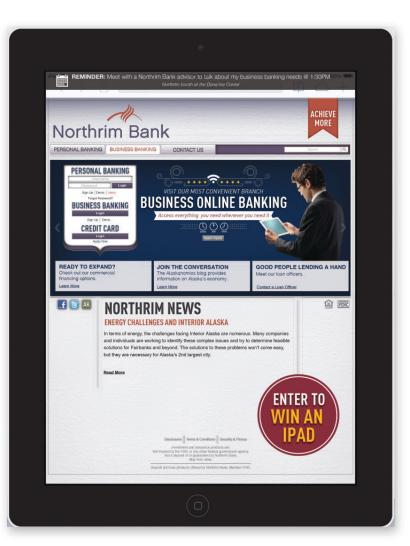
















ALASKA RAILROAD

BRAND OBJECTIVE

Overhaul the Alaska Railroad's brand identity (including brand characteristics, personality and audience personas).





LOGO DEVELOPMENT



ORIGINAL



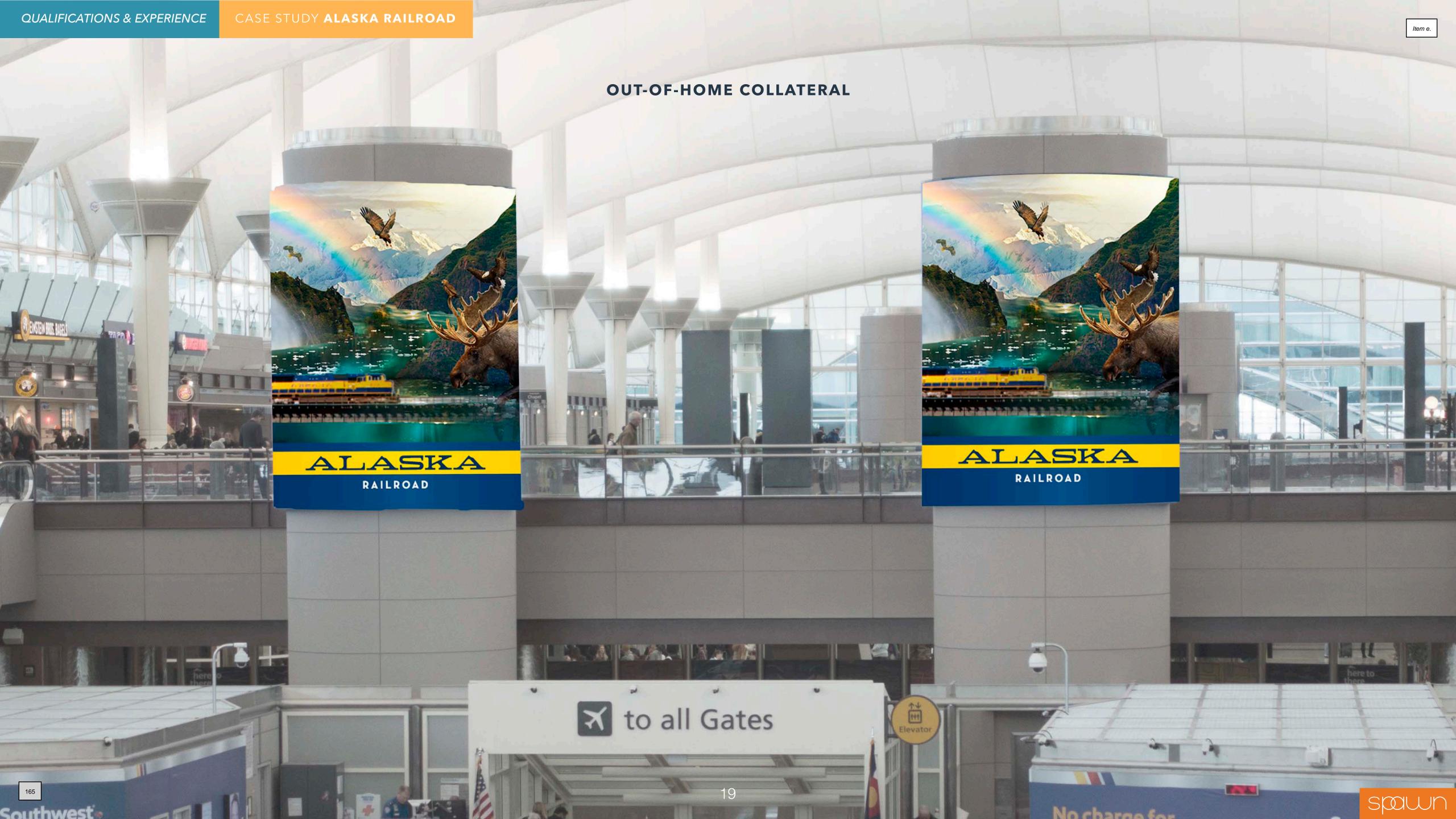
NEW



PRINT DEVELOPMENT









RESULTS

Online bookings up more than \$550,000 40% OVER GOAL

Dollar sales UP 22.5% YOY



THE SALMON PROJECT

BRAND OBJECTIVE

Align diverse and often competing constituencies around a prized resource, through a unified brand.





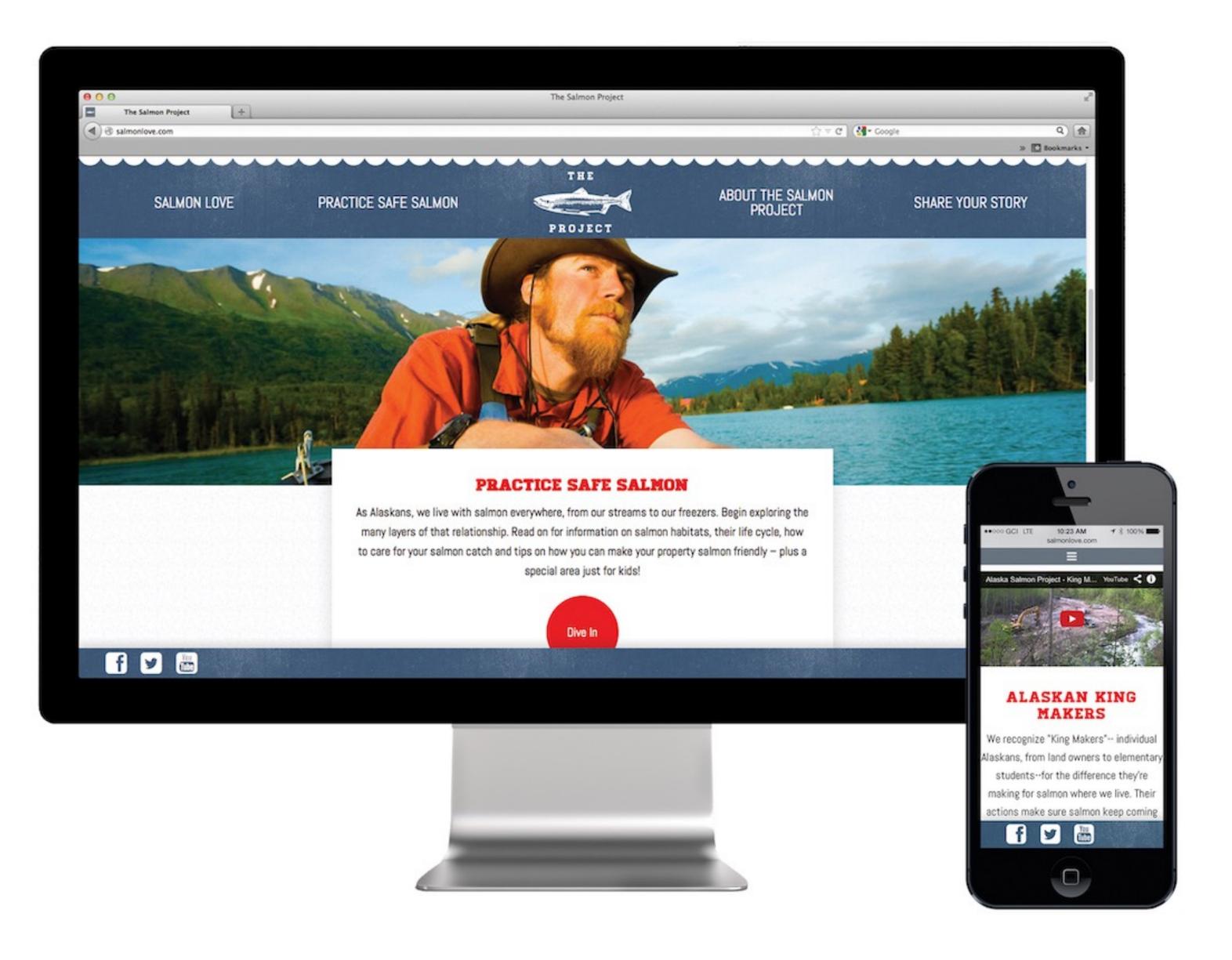
LOGO DEVELOPMENT







WEB DEVELOPMENT





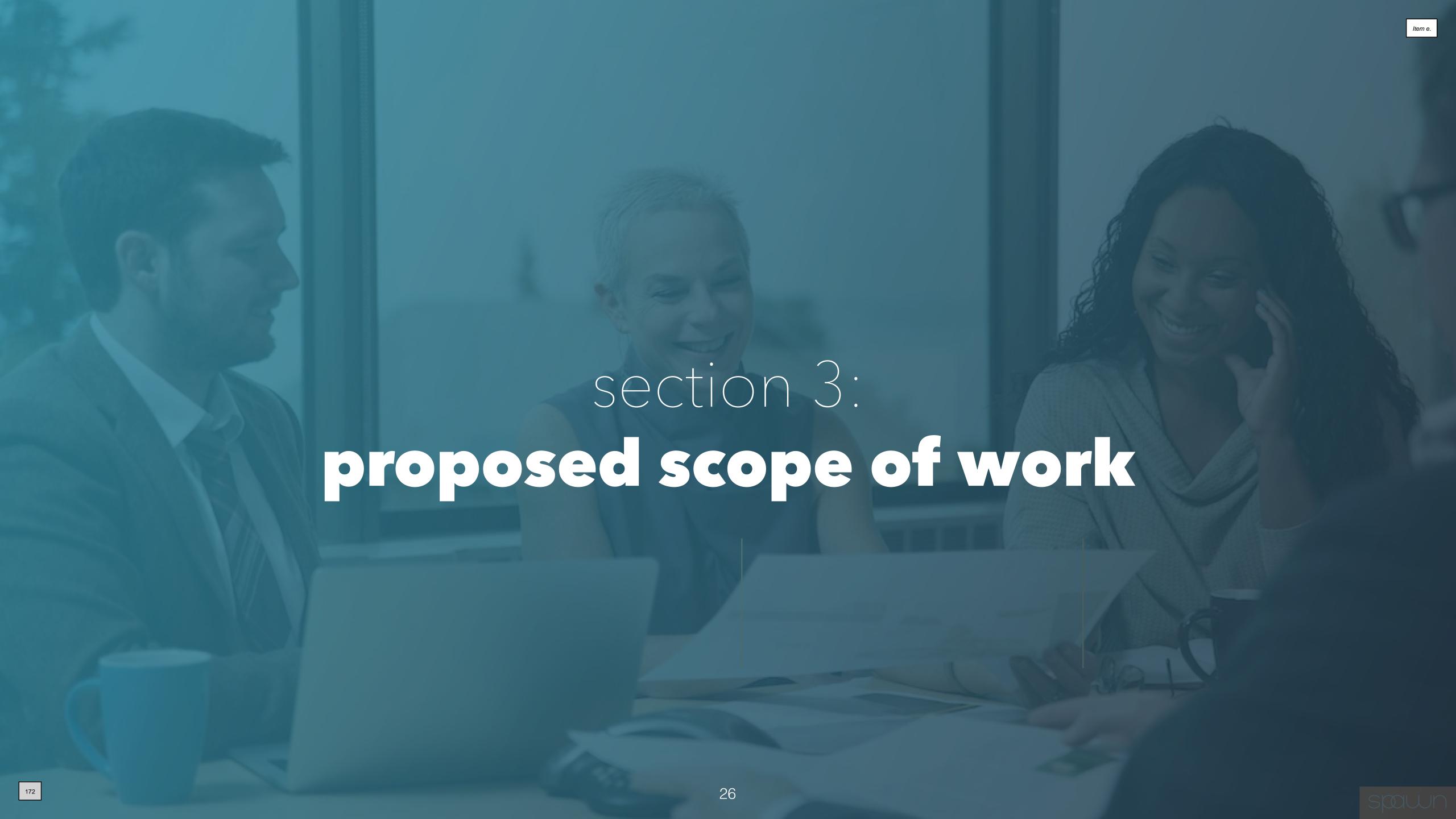
COLLATERAL



RESULTS

10,000-person email list in 12 weeks 2 YEARS LATER, MORE THAN 52,000





oroject approach

A strong and resilient brand platform leads with a promise, position and value proposition, and includes these foundational elements: attributes, values, personality and brand look, feel and voice (including logo and creative guidelines). These associations, together, make up a singular brand that will be best defined for Wrangell as the promise of an experience you offer.

Spawn's branding process is a bottom-up approach that deeply engages local stakeholders to discover your authentic and engaging brand. This sometimes challenging and time-consuming work is worth the reward. Rest assured that our brand development experts will collaborate with your communications team using comprehensive stakeholder input, with consideration of time and budget, to set the vision for your brand (no crowdsourced or copycat logos and slogans ever from Spawn).



THE WRANGELL BRAND

Wrangell is already a special and unique place, nestled in the heart of the Tongass. 2400 Alaskans know this place for its charm, friendliness, uncrowded and unpretentious ways. It's not our job to create a new identity for Wrangell, but discover - as 2400 Alaskans discovered - what makes Wrangell unlike anywhere else in the world. We will work to bring the true image of Wrangell closer to its identity, compelling and persuasively salable to visitors.

Because a destination means so many different things to different stakeholders, a typical branding approach is inappropriate. Simply, we aren't going to take what everyone likes about Wrangell, throw it into a blender, and call it a brand. That's how you get beige and no one likes beige. Wrangell is special and unique.

While this rebranding is in response to COVID-19 losses, the resulting brand will live long after this pandemic. The repositioned Wrangell brand, done well, will positively impact the following areas for decades:

- Hasten travel and tourism recovery efforts
- Entice and retain visitors and industry
- Engage and lift up the community
- Increase economic and social development opportunity
- Build reputation and status amongst Alaska and US communities
- Reflect and enhance what it means to be a citizen of Wrangell
- Claim the competitive position of your community

DESTINATION BRANDING VS. CORPORATE BRANDING

we know the difference and act on it.

Destination Branding:

- Is **PROACTIVE** and dynamic not rigid and fixed like traditional branding.
- **ENGAGES** a wider variety of stakeholders for feedback, ideas and inspiration about the brand.
- **LEADS** to greater community support for the brand vision, guidelines and principles.
- **HELPS** to establish priorities when making future decisions for the brand.
- **REPRESENTS** the evolution of branding.





branding approach

Community engagement during a destination rebrand is paramount. Our role as brand strategist is to not only facilitate conversations within the community but also sell the branding process to skeptical audiences.

Destination branding is inherently a political process. There will be naysayers and detractors who will not immediately see the value of rebranding or will believe that a brand is simply a logo. Most often we find that this group, like all stakeholders, simply wants to have their voice heard, be aware of the process, and feel like they have 'skin in the game.' We don't shy away from critics but embrace them.

Wrangell has a complex identity with a variety of experiences to be championed and celebrated. Working with your branding committee, the Spawn team will engage with diverse stakeholders to identify and communicate the Wrangell brand experience.



The following is a step-by-step outline of our process:

COMMUNITY ENGAGEMENT

- 1. **Engage the stakeholder Branding Committee and WCVB members.**We need doers, promoters, influencers and even some detractors in order to gain the best buy-in and ownership of the process and brand. We will meet with this group early about the rebranding plan, their role and process milestones. This group represents the "top-down insiders" that we will help inform the desired identity of Wrangell. From this group, we will compile a list of candidates that represent *outsiders* for interviews.
- 2. **Engage the community.** From experience and best practices, we know that destination marketing comprises three factors: the *production* by individual tourism businesses and *place* experiences, the *consumption* of those experiences by visitors, and the *validation* of the destination by residents. Where these three factors overlap is the distinctive brand. In effect, tourism companies, visitors and residents together co-create the brand.

Because of this need for co-creation, we don't recommend a top-down approach that just speaks with tourism companies or tourism *ambassadors* and immediate stakeholders. Instead, we suggest a holistic approach that accounts for ALL stakeholder views, to ensure an authentic and desirable brand. To that end, we recommend a public survey and semi-structured interviews to capture insights, perceptions, and recommendations from an array of community and business leaders in and around Wrangell. Importantly, we also recommend a public facing webpage that communicates branding activities to the public and collects feedback on our progress.

KEY NEEDS FOR THESE PHASES FROM WCVB

- List of top-down insiders for engagement
- Contact information for outsiders fishermen, residents, business owners and past visitors
- Public-facing website adaptation to include information on branding process and planned outcomes

POTENTIAL STAKEHOLDERS GROUP FOR ENGAGEMENT

- City Government
- Alaska Natives
- Outdoor Recreationalists
- Fishermen
- Tourism Experts
- Media
- Residents
- Merchants
- Hotels and Restaurants
- Writers and Artists
- Park Officials





RESEARCH AND ASSESSMENT

- 3. Audit the current Wrangell brand, competitors and stakeholders. We will use data mining software on visitor-generated content to further capture stakeholder opinion. We will scrape content from TripAdvisor, travel blogs and social media. We mine this data to determine sentiment, frequency of keywords and model topics. We will review competitor messaging and marketing strategies through secondary desktop research and access through online ad aggregators. We will consult with Spawn resources like CEB Iconoculture (now Gartner), a leading consumer and attitudes firm; and the American Association of Advertising Agencies (4As), for greater understanding of consumer attitudes, preferences and behaviors.
- 4. **Conduct semi-structured interviews.** Working closely with the Branding Committee, we will conduct 15-18 semi-structured interviews with a variety of stakeholders. It's important to strive for equitable views from as many diverse audiences as time and budget allow. This is/will be after all, their brand. Our team will work with the committee to determine the most important mix of stakeholders for brand discovery.
- 5. **Visit Wrangell.** We champion an ethnographic approach with primary research, meaning we will get our feet wet (literally) by exploring Wrangell with a variety of stakeholders. Given that your brand is *the promise of an experience*, it's important to explore all the experiences that Wrangell has to offer. Of course, in the time of COVID-19, this may prove to be difficult, but it's our research philosophy if you want to know how and why people do the things they do, the best people to learn from are the doers themselves and the best place to learn is where the doing gets done. Because Spawn feels spending time in Wrangell is an important part of our research, we'll be donating Jesse's time to visit.

KEY SPAWN DELIVERABLES FOR THESE PHASES

- Delivery of all research conducted by WCVB and partners
- Complete market research plan
- Semi-structured questionnaire guide
- Interview transcripts and analysis
- Market research report

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Why doesn't Spawn recommend focus groups?

Focus groups are an excellent market research tool. However, they can be (a) problematic when flexibility is needed. Scheduling focus groups to meet the timelines of participants can push timelines and increase costs. They also (b) don't always encourage participants to be totally candid, which is difficult in the focus group setting. Finally, (c) increasing the number of focus group participants decreases the depth of the conversation. Focus groups, done poorly, just skim the surface.

Semi-structured interviews allow for maximum scheduling flexibility, and candid and more in-depth conversations and truths.



BRAND DEVELOPMENT

- 6. **Development of a SWOT analysis.** From research inputs, brand development continues, with reporting and inputting from committee members along the way.
- 7. **Application of Strategic Marketing Tools**. We develop fluency about stakeholders with the goal of making the brand and its future marketing more effective. While data and human insights are essential to creating credible, provocative and actionable audience personas and in defining customer journeys, they can paint an incomplete picture. That's why Spawn's strategic approach goes further and deeper to get to know audiences through the following smart marketing tools:

Jobs to Be Done: People don't think in terms of product categories, they hire solutions for their problems through a process marketers and social scientists call "jobs to be done." For instance, a family thinking about a visit to Wrangell wants to solve a social job to be done that might be called "feeling connected with family." There are many different solutions that the family could hire to help them with this job, so our goal by understanding their job is to persuade them to choose Wrangell as a solution.

Key Audience Modes: Modes are the mind-sets and patterns of behavior that people get into in order to get a job done – how they think and act to yield the best productivity or most enjoyment in the moment. While stakeholders will differ in perceptions, associations, and values, they will be surprisingly universal in their modes. Just using visitors as an example, when fishing in Wrangell, a person might be in "harvesting" mode, or "killing time" mode; or when canoeing, perhaps "relaxing" mode, "daddy" mode or "disconnecting" mode.

Modes are powerful tools for marketers, helping brands connect more deeply and valuably with people. Creating with mode in mind is a more accurate and direct way to get the right message to the right person at the right time - often across audience personas or demographics.

8. **Insights Development.** The next step is insights development based on our planners' study of the information gleaned from the work above. These insights are included in a creative brief to be shared with the committee.

Brand concept development happens at this stage and includes earlier-mentioned brand essentials such as promise and position (the *pitch* associated with your value proposition), attributes, values, personality and brand dress (look and feel, imagery, voice). With input from the committee, we'll narrow the 2-4 conceptual directions for the brand.

Visual brand elements: look, feel and voice will be finalized at this stage along with development of a logo, tagline (if used) and other basic tools offered again for your input, toward a robust, complete brand.

KEY DELIVERABLES FOR THESE PHASES

- SWOT Analysis
- Identification of modes and jobs to be done
- Creative brief
- Brand promise, position, attributes, values and personality
- Brand dress, look and feel, imagery and voice
- At least three brand concepts





DEVELOPMENT OF IMPLEMENTATION STRATEGY

Once the rebranding elements are finalized, the real work begins. Community and stakeholder engagement during the research and development process should help to build excitement, affinity and buy-in. The most important activity during this phase is to socialize the rebrand. This means presenting the brand, and the rebrand process, to stakeholders, sometimes multiple times. It is best practice to start with the internal stakeholders, then external stakeholders and finally the target audience.

Each brand requires a different implementation strategy due to category, budget, and timeline, but generally, for destination brands, we recommend the following:

Internal/External Stakeholders

- 1. Internal presentations of the finalized brand to the branding committee and other Wrangell influential groups/organizations that will use the brand and persuasively sell it to others.
- 2. Brand reveal celebration that showcases the branding process, the brand, style guide, talking points, elevator pitch and promotional items with the new brand logo.
- 3. Brand training webinars and centralized resource site.
 - a. This is to help businesses and organizations that will use brand assets learn how to effectively leverage the brand for Wrangell CVB and its members.

Target Markets/Audiences

- 4. Development of national, state and regional media strategies that address all steps in purchase funnel.
 - a. Awareness
 - b. Interest
 - c. Decision
 - d. Action

KEY DELIVERABLES FOR THESE PHASES

- Media plan recommendations
- Brand rollout recommendations
- Prioritized list of tasks and cost estimates
- Brand guidelines and key messages
- Final delivery of all brand assets





EVALUATING OUTCOMES

We believe that what gets measured, gets managed. Our work is never just about pretty pictures and award-winning creative.

It's about reaching our clients' goals.

We'll work together to determine the targeted KPIs and plans for testing and iteration. During our research, development and implementation phases we will be working to prepare and provide a plan on how to track results and optimize. Some typical destination branding KPIs include:

- Awareness
- Preference
- Social media mentions, views, clicks and sentiment
- Website visits
- CTA response, e.g., visitor guidebook request and bookings
- PR (articles, mentions, positive comments in response, etc.)
- Stakeholder participation and influence And more

KEY DELIVERABLES FOR THESE PHASES

Measurement plan and recommendation for tracking results





Item e.

section 4: schedule and proposed fee

PROJECT SCHEDULE

	Community Engagement & Research & Assessment Phases	Brand Strategy & Development Phase	Implementation Phase	Wrap Up Phase + Support
		valuation Methodology Developme oment, in partnership with WCVB (ongoing		Outcomes
Timeline	9/11-10/23 6 weeks	10/26-11/25 5 weeks	11/30-12/18 3 weeks	12/21-12/31 2 weeks
Specific Milestones	Contract Awarded: 9/11 Kick off meeting: 9/14 Create market research plan and identify interview participants: start 9/14 Secondary research and create interview guide: start 9/17 Schedule interviews: start 9/24 Conduct interviews: start 9/28 Wrangell visit: 10/9-10/11 Research analysis: start 10/12 Findings presentation: by 10/23	SWOT analysis development in partnership with WCVB: start 10/26 Identification of modes and jobs to be done: start 11/2 Insights/Creative brief development: start 11/5 Present creative brief to key stakeholders: week of 11/9 Brand concept development: start by 11/16 Final brand development/ package developed and approved: by 11/25	Internal presentations of the finalized brand to key stakeholders: week of 11/30 Brand reveal celebration: week of 12/7 Brand training webinars/ centralized source: week of 12/14 (and ongoing) Presentation to WCVB of implementation strategies and tools: by 12/18 KPI Development, in partnership with WCVB: by 12/18 Measurement/optimization plan: by 12/18	General Spawn support with implementation, outcome measurement planning and community understanding.



			Community Engagement & Research & Assessment Phases	Brand Strategy & Development Phase	Implementation Phase	Wrap Up + Support Phase		
		Timeline	9/11-10/23 6 weeks	10/26-11/27 5 weeks	11/30-12/18 3 weeks	12/21-12/31 2 weeks		
Proposed Project Team	Role	Hourly Rate	Est. Hours	Est. Hours	Est. Hours	Est. Hours	Total Hours	Total Cost
Karen King	President/CEO : Karen's roots started in brand development and you'd be hardpressed to find anyone in the state with more experience. Having her expertise ensures your brand will be effective and long-lasting.	\$135	5	4	3	1	13	\$1,755
Jesse Alleva	Senior Strategist : Business Intelligence: Jesse's a master at understanding consumers and then developing messaging strategies that effectively resonate with audiences. He does this through fact-based research ranging from in-depth data analysis to simply asking the right questions of the right people.	\$135	70	15	10	5	100	\$13,500
Abbey Brau	Account Supervisor : Abbey's expertise is in bringing the right people to the table to ensure an effective communications strategy is developed and (maybe most importantly) followed during execution.	\$135	15	25	25	5	70	\$9,450
Siobhan Johansen	Project Coordinator : Siobhan's attention to detail means that your critical scope elements - timeline + budget + deliverables - will happen as planned.	\$110	25	20	13	2	60	\$6,600
Amy Adams	Senior Art Director : Amy's unique ability to develop creative assets that not only are beautiful, but carry the strategy to the next level, is unmatched.	\$135	0	35	25	0	60	\$8,100
Implementation Specialists	Once we get to the implementation and evaluation strategy development phases, we'll pull in additional in-house expertise, including Leslie Stocker and Bear Collins, Spawn's Assistant Media Director and Creative Technologist, respectively.	\$135	0	0	22	3	25	\$3,375
Interview Transcription Costs						\$1,000		
						7	ravel Costs*	\$1,200
	Percent of Total Time Spent		34%	29%	22%	4%		
						Totals	328	\$44,980

^{*}Spawn feels travel to Wrangell, by Jesse Alleva, is an important component of this project. So much so, that we're willing to donate his travel time; costs shown here reflect our estimate of travel outbuys.







section 5: client testimonials



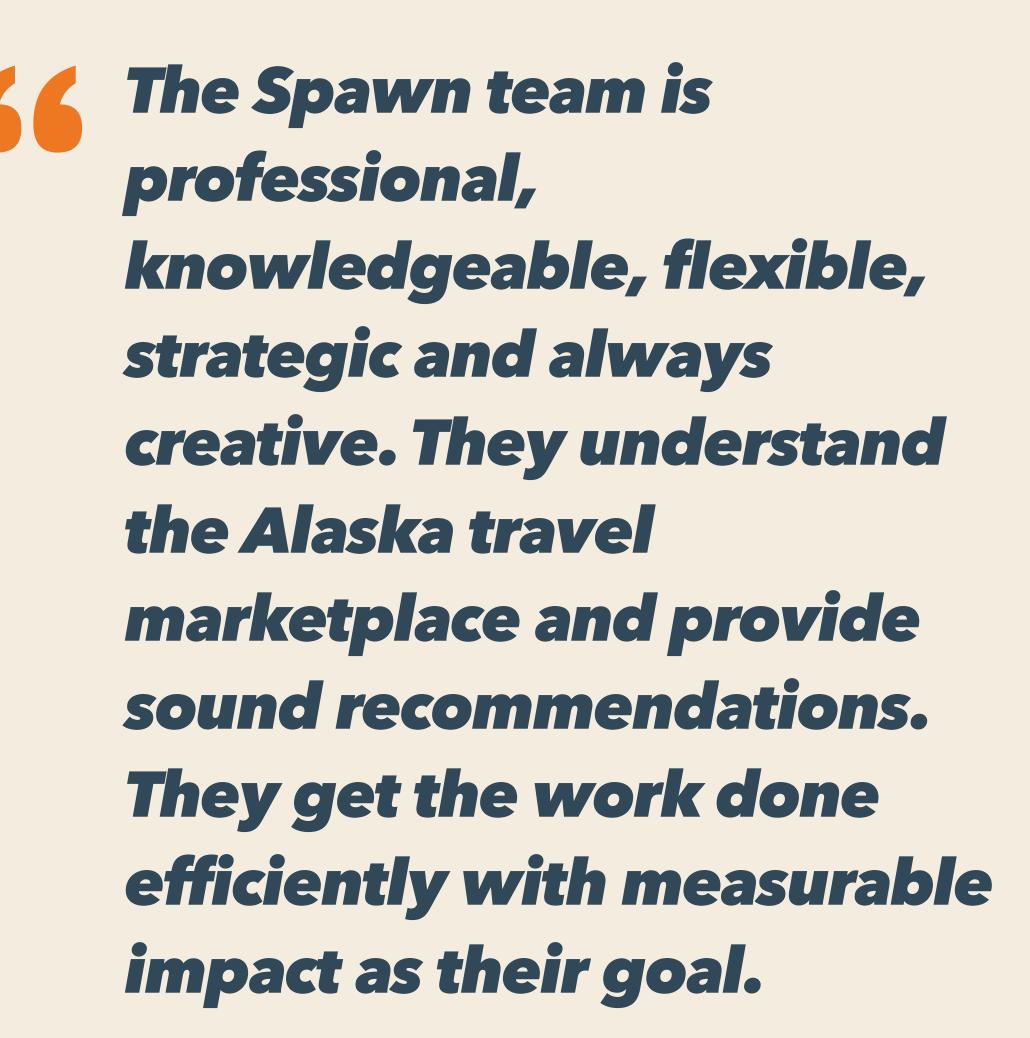


I've worked with Alaska tourism clients for more than 20 years, and have seen firsthand Spawn's ability to bring strategic, innovative ideas to the table every time. They are a joy to work with, and they are collaborative and a true partner..."

- Jennifer Thompson, Thompson & Co. | 907.561.4488

I can highly recommend Spawn for its comprehensive branding expertise, and the flexibility, efficiency and resulting shared buy-in that is keeping us on track..."

- Randy Belcher, Strategic America | 313.433.5583



- Jillian Simpson, ATIA | 907.646.3308





client

references



August 25, 2020

Dear evaluation team members:

I recommend Spawn Ideas as an agency partner for the work necessary to fulfill the Wrangell Convention and Visitor Bureau (WCVB) Branding Strategy For Visitor Promotions for COVID-19 Recovery RFP. Spawn has been the Alaska Travel Industry Association's (ATIA) agency of record since 2017. ATIA is the leading statewide nonprofit membership organization for Alaska's travel industry and implements the national destination marketing program for the State of Alaska. Through varying budget levels, the team at Spawn has expertly worked with us in achieving our goals for the marketing program.

- Branding. Two years ago, Spawn worked with ATIA to reposition the Travel Alaska brand and refresh our logo.
- Audience understanding and related messaging. Spawn helped us create a target audience persona to make best use of a limited budget while optimizing results.
- Idea/conceptual creative development and implementation, based on an audience-centric strategy
- 4) Media deployment with a consistently demonstrated progressive approach to engagement
- Ease of working relationship/partnership that includes on-time, on-budget implementation

Here are some specific points of difference we've found in working with Spawn:

- Audience Identification and Understanding: Spawn's insight into ATIA's audiences allows for more targeted marketing to prospects—and more effective messaging to persuade/change behaviors in order to meet our marketing goals.
- Media Engagement for a Changing World: Spawn is a modern partner that identifies new opportunities and negotiates
 expertly on our behalf. Their media team's efforts have advanced ATIA's digital outreach as well as our message
 testing to optimize results.
- Content Strategy and Implementation: Working with Spawn, ATIA has developed a sound content strategy and
 editorial calendar which has improved not only our content generation and implementation, but helped expand search
 terms for better organic traffic to our site.

The Spawn team is professional, knowledgeable, flexible, strategic and always creative. They understand the Alaska travel marketplace and provide sound recommendations. They get the work done efficiently with measurable impact as their goal. I highly recommend them as a partner for this exciting opportunity to refresh and reposition the Wrangell brand.

Sincerely,

Jillian Simpson

Vice President Alaska Travel Industry Association jsimpson@alaskatia.org

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Alaska Travel Industry Association 610 E 5th Ave, Ste 201 Anchorage, AK 99501 www.AlaskaTIA.org | www.TravelAlaska.com

client references

Bruce LaLonde 2215 Arbor Circle Anchorage, AK 99517

Mobile (907) 250-0403

August 24, 2020

Dear evaluation committee member:

It is my pleasure to recommend Spawn Ideas to the Wrangell Convention and Visitor Bureau (WCVB) as your partner on a Branding Strategy For Visitor Promotions for COVID-19 Recovery.

Several years ago, I was one of several evaluators that selected Spawn as the Alaska Railroad Corporation's (ARRC) advertising agency. An early project together was the repositioning of the ARRC brand. With Spawn's guidance, we created a target audience persona, a revitalized brand identity and logo, and a modern engagement strategy that among other tactics, used digital and out-of-home media placements to reach people dreaming about and traveling to Alaska.

I found Spawn to be expert on drawing insights from research. They quickly learned about the ARRC's primary audience, and brought their insights to life through compelling and imaginative creative work. The Spawn team drew on the history and nostalgia of rail travel, present day audience needs and expectations, and the special and unique aspects of the experience of rail travel to ARRC's many destinations.

Spawn was easy to work with, responsive and flexible but at the same time provided strong guidance. They always managed our tight budgets effectively. In summary:

- Spawn's planning team brought a deeper level of audience understanding than other agencies (in my experience). That understanding led to a more evocative brand.
- Spawn's creative team always brought us a variety of imaginative ideas. This work made for an exciting brand that both made internal ARRC staff proud and caught attention and response from visitors considering Alaska.
- Spawn's media team recommended new, different and effective ways to engage our visitor audience with our brand, separating us from competition to spur more ARRC website visits, inquiries and sales.

I trusted Spawn's people, and their ownership—not only of the work—but its results for ARRC. You'll be happy and satisfied with your choice of Spawn Ideas agency for your branding project. Best of luck on your important project for Wrangell tourism.

incerely.

Bruce LaLonde

Bu Kalinde

client references



Dear evaluation committee member:

I'm writing to recommend Spawn Ideas to the Wrangell Convention and Visitor Bureau (WCVB) for its Branding Strategy For Visitor Promotions for COVID-19 Recovery RFP.

The basis for my recommendation is Strategic America's(SA) partnership with Spawn on a Central Iowa Water Trails (CIWT) branding project presently underway. We chose Spawn for the agency's expertise in branding, particularly of travel and tourism attractions and the outdoors.

For our lowa project, it was Spawn's role to develop a brand position for the CIWT that would create awareness and appreciation of the water trails and distinguish them from other competing outdoor attractions. The Spawn team drew its recommendations from community engagement research it performed for the project. They conducted a series of quantitative interviews with diverse CIWT stakeholders (tourism, business, cultural diversity), and fielded two rounds of quantitative surveys: the first to test attitudes and awareness, and the second to test resulting CIWT brand names and associated visual elements.

Spawn's research created a foundation of trust with the brand's steering committee and stakeholders. Importantly, they understand the nuances between place branding and corporate branding – particularly the focus on community engagement in order to achieve a well-socialized and effective brand with necessary buy-in. Well-executed place branding will project images and attitudes about Wrangell and form relationships between people and place, to positively impact economic, political and cultural development.

Spawn's Strategic Planner Jesse Alleva was a gifted interviewer who quickly earned trust and confidence from even the most skeptical CIWT's stakeholders. Jesse's research, assessment and recommendations gave our design team at Strategic America an understanding of the brand's potential and was essential groundwork for imagining, with Spawn, a CIWT brand identity that defines what makes our water trails special and unique.

Our lowa project is still in its final phase of testing research, however I can highly recommend Spawn for its comprehensive branding expertise, and the flexibility, efficiency and resulting shared buy-in that is keeping us on track with our deadlines and budget. No doubt the insights Spawn drew from its CIWT branding research will have lasting impact on the desired outcomes of our lowa water trails.

i'll close with this: I can say, unequivocally, that SA would not have won the CIWT project without Spawn's involvement.

Rest

Randy Belcher

Randy Belcher Executive Creative Director Strategic America

6600 Westown Parkway, Suite 100 • West Des Moines, IA 50266 • tel: 515.453.2000 • DMA • 4A's • strategicamerica.com





thankyou

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

			<u>DATE:</u>	Septem	nber 8, 2020	
	<u>AGENDA ITEM TITLE:</u>		<u>Agenda</u>	13		
			<u>Section</u>	13		
Approval of a Professional Services Agreement with R&M Engineering-Ketchikan, Inc. in the Amount of \$62,400 for the Water Mains Replacement Project						
					1	
SUBMITT	ED BY:	FISCAL NOTE:				
		Expenditure Required: \$62,400				
		FY 20: \$	FY 21: \$62,	400	FY22: \$	
Amber Al-H	laddad, Capital Facilities Director					
		Amount Budgeted:				
		\$171,169 Estimated Budget for				
		Design and CA/CI				
Reviews/Approvals/Recommendations		Account Number(s):				
<u>INCVICAND</u>	Tippi ovais/ Recommendations	72300-000-7900-00-72003				
	Commission, Board or Committee	Account	Name(s):			
			CID Fund for M	Vator Ma	inc	

[Commission, Board or Committee
]	Name(s)	
]	Name(s)	
		Attorney
		Insurance

Expenditure Required: \$02,100				
FY 20: 5	FY	21: \$62,400	FY22: \$	
Amoun	t Budg	eted:		
	\$171,1	169 Estimated	l Budget for	
	Desigr	n and CA/CI		
Account Number(s):				
	72300-000-7900-00-72003			
Account Name(s):				
	CIP Fund for Water Mains			
	Replacement			
Unencumbered Balance(s) (prior to expenditure):				
		•	d from a \$696,415 2,249 DEC Loan)	

ATTACHMENTS: 1. Weighted Scoring Matrix - Water Mains Replacement Design - Statement of Qualifications

RECOMMENDATION MOTION:

Move to approve a Professional Services Agreement with R&M Engineering-Ketchikan, Inc. in the amount of \$62,400 for the Water Mains Replacement Project

SUMMARY STATEMENT:

The CBW issued an RFQ for the Water Mains Replacement Design Project, for engineering design and construction management services. The purpose of the solicitation was to seek Statements of Qualifications from qualified firms to provide these services for the replacement of four sections of water distribution mains. The scope of work includes engineering design and construction phase services for the replacement of approximately 1,900' of water lines and services in Graves Street, 5th Avenue, Spring Street, and a Utility Easement between Zimovia Highway and Case Avenue.

On August 27, 2020, the CBW received and opened three proposals from the following consulting firms:

- CRW Engineering Group, LLC
- PND Engineers, Inc.
- R&M Engineering-Ketchikan, Inc.

On September 3, 2020, the CBW convened an evaluation committee comprised of the Borough Manager, Capital Facilities Director, and Public Works Foreman. The evaluation committee evaluated and ranked the qualifications of the proposers based on the weighted criteria below, as outlined in the RFQ:

-	Capability to Perform	10	Points
-	Qualifications and Experience of the firm	20	Points
-	Key Project Staff and Subconsultants	20	Points
-	Methodology, Approach, Timeline	30	Points
-	Cost	<u>20</u>	Points
	Total Points	100	Points

Scoring of qualifications was very close between the three firms.

- CRW 70.5/80 Points
- PND 68.5/80 Points
- R&M 68.5/80 Points

Following the evaluation and scoring of qualifications the review committee opened the cost proposals. That is what set things apart considerably in the scoring.

•	CRW	\$160,143	8/20 Points
•	PND	\$114,695	11/20 Points
•	R&M	\$62,400	20/20 Points

The Borough Manager and Capital Facilities Director have reviewed the final results of the evaluation committee and request the Borough Assembly approve the findings and recommendations of the evaluation committee to enter into a Professional Services Agreement with R&M Engineering-Ketchikan, Inc. for the Water Mains Replacement Design project.

City and Borough of Wrangell Water Mains Replacement Design - Statement of Qualifications

Weighted Scoring Matrix							
		CRW Engineering Group		g Group PND Engineers		R&M Engineering-Ketchikan	
Evaluation Criteria	Weight	Rating Factor	Score	Rating Factor	Score	Rating Factor	Score
Capability to Perform	10	0.8	8	0.9	9	0.9	9
Qualifications and Experience	20	0.8	16	1	20	1	20
Key Project Staff and Subconsultants	20	0.9	18	0.85	17	0.85	17
Methodology, Approach and Timeline	30	0.95	28.5	0.75	22.5	0.75	22.5
Score Subtotal (total available weight = 80)		70.5		68.5		68.5	
Add Cost Score (from Point Score below) 20			8		11		20
Score Total			78.5	<u>-</u> =	79.5	- -	88.5

Firms are to be rated using the following qualitative rating factors, excluding cost, for each criteria. Multiply the Weight by the Rating Factor for each criteria Score.

1.0 = Outstanding 0.4 = Fair 0.8 = Excellent 0.2 = Poor

0.6 = Good 0.0 = Unsatisfactory

The Proposal with the lowest cost receives the maximum points allowed. All other Proposals receive a percentage of the points available based on their cost relationship to the lowest cost Proposal. The following formula will be used: Lowest Cost Proposal / Cost Proposal being evaluated (x) maximum points available = awarded points for Cost criteria.

	CRW Engineering Gro		ering Group		PND Engineers		R&M Engineering-Ketchikar		ng-Ketchikan
Evaluation Criteria		Cost	Point Score		Cost	Point Score		Cost	Point Score
Cost	\$	160,143.00	8	\$	114,695.00	11	\$	62,400.00	20

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

	DATE:	September 8, 2020
AGENDA ITEM TITLE:	Agenda Section	13

RESOLUTION No. 09-20-1541 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA ALLOWING FOR THE EXPIRATION OF RESOLUTION 08-20-1534 AND ENACTING RESOLUTION 09-20-1541, ENCOURAGING THE RESIDENTS OF AND VISITORS TO THE CITY AND BOROUGH OF WRANGELL TO WEAR FACE COVERINGS IN PUBLIC PLACES

SUBMITTED BY:		FISCAL NOTE:				
		Expenditure	Required: \$			
IZ: I T	n l. Cl l	FY 20: \$	FY 21:	FY22: \$		
Kim Lane, E	Borough Clerk					
		Amount Bud	lgeted:			
		FY21	1			
D	/A	Account Number(s):				
Reviews	'Approvals/Recommendations					
	Commission, Board or Committee	Account Nar	ne(s):			
Name(s)						
Name(s)		Unencumbe	red Balance(s)	(after approval		
	Attorney	and prior to expenditure):				
	Insurance	\$				

ATTACHMENTS: 1. Resolution 09-20-1541. 2, Previously adopted Resolution 08-20-1534.

RECOMMENDATION MOTION:

Move to Approve Resolution No. 09-20-1541.

SUMMARY STATEMENT:

Following a discussion by the Assembly and EOC a month ago regarding a potential mask mandate, the Assembly directed Administration to bring a resolution back for consideration encouraging the public to wear face coverings. The recommendation was to use Sitka's recently

passed resolution as a guide – which was done. Resolution No. 08-20-1534 was adopted by the Assembly on August 11, 2020 with an effective date through September 8, 2020.

The importance of face coverings remains while the spread of COVID-19 is still active. Administration, and the EOC, recommend renewing this public encouragement. This new resolution replaces the previous one which expires on September 8^{th} . This new resolution is valid through November 10^{th} . Again, this is not a mandate and is not enforceable.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. <u>09-20-1541</u>

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA ALLOWING FOR THE EXPIRATION OF RESOLUTION 08-20-1534 AND ENACTING RESOLUTION 09-20-1541, ENCOURAGING THE RESIDENTS OF AND VISITORS TO THE CITY AND BOROUGH OF WRANGELL TO WEAR FACE COVERINGS IN PUBLIC PLACES

WHEREAS, the COVID-19 pandemic has generated a public health emergency that threatens to endanger the wellbeing of the people, economy and general life of Wrangell; and

WHEREAS, the phased reopening has allowed businesses to get back to re-open, with precautions in place, but with cases rising in Wrangell, in Alaska and throughout the United States, our open status may be in jeopardy unless more individuals in Alaska, the residents of Wrangell and those visiting act decisively to mitigate the spread of COVID-19; and

WHEREAS, additional science and public health understanding now shows the efficacy of the use of face coverings in helping prevent the spread of COVID-19, and that more widespread use is in our community's best interest; and

WHEREAS, the CDC and Alaska's Chief Medical Officer now recommend wearing face coverings when physical distancing cannot be maintained or when in indoor public places of our community.

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

<u>Section 1:</u> All individuals are encouraged to wear masks or cloth face coverings over their noses and mouths when they are indoors in public settings or communal spaces outside the home. This encouragement is subject to the conditions and exceptions stated below.

<u>Section 2.</u> The settings included in this resolution include, but are not limited to, the public and communal spaces within the following:

- A. Grocery stores, pharmacies, and all other retail stores.
- B. Restaurants, cafes, and bars including food preparation, carry-out, and delivery food operations. There is a limited exception for customers while they are eating or drinking in one of these settings.
- C. All forms of public transportation when passengers are present.

- D. Personal care facilities, to the extent required.
- E. Communal areas of offices where people from multiple households are present.
- F. Elevators and indoor communal spaces in other buildings.

<u>Section 3.</u> Employers are encouraged to have employees who are present in the workplace have access to and are encouraged to wear masks or cloth face coverings when in direct contact with customers, members of the public, or other employees. Masks are not encouraged when the only direct contact is between members of the same household or when employees are able to physically distance with six or more feet of separation.

<u>Section 4.</u> This resolution does not apply to the following categories of people or activities:

- 1. Any child under the age of 2 years, as these very young children should not wear a face covering because of the risk of suffocation;
- 2. Any child under the age of 12 years, unless a parent or caregiver supervises the use of face coverings by the child to avoid misuse;
- 3. Any child in a childcare or day camp setting, although such settings may provide their own requirement for use for children age 2 years old or older;
- 4. Any individual for whom wearing a mask or cloth face covering would be contrary to his or her health or safety because of a medical condition or mental health condition, and any individual unable to tolerate a mask due to a physical or mental disability;
- 5. Individuals who are speech impaired, deaf, or hard of hearing, or individuals communicating with someone who is deaf or hard of hearing, where facial or mouth movements are an integral part of communication;
- 6. Any individual who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance;
- 7. Individuals who are exercising, if mask wearing would interfere with their breathing;
- 8. Individuals who are incarcerated, in police custody, or inside a courtroom, as these individuals should follow guidance particular to their location or institution;
- 9. Individuals performing an activity that cannot be conducted or safely conducted while wearing a mask (for example, a driver experiencing foggy glasses, a dental patient receiving care, an equipment operator where there is a risk of dangerous entanglement); and

10. Musicians, presenters, ministers, and others communicating to an audience or being recorded, for the duration of their presentation/practice/performance where mask usage impairs communication, and so long as safe physical distancing is maintained.

<u>Section 5.</u> If a person declines to wear a mask or face covering because of a medical condition or disability as described above, this resolution does not recommend them to produce medical documentation verifying the stated condition or disability. Businesses may wish to consider accommodating such individuals through curbside or delivery service or by allowing the individual inside without a mask if doing so will not place others at risk.

<u>Section 6.</u> This is a resolution, without the effect of law, and is unenforceable. The people of Wrangell are respectfully requested to comply with this resolution. Additionally, failure to follow this resolution does not create grounds for residents to harass individuals who choose not to observe or ignore the intent of it.

<u>Section 7.</u> This resolution shall be effective immediately upon adoption. Public services announcements shall be widely distributed providing public notice of this resolution. This resolution shall remain in effect through November 10, 2020, or until earlier terminated by the Assembly.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 8^{TH} Day of SEPTEMBER 2020.

	CITY & BOROUGH OF WRANGELL, ALAS		
	Stephen Prysunka, Mayor		
ATTEST:			
Kim Lane, Borough Clerk			

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. <u>08-20-1534</u>

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA ENCOURAGING THE RESIDENTS OF AND VISITORS TO THE CITY AND BOROUGH OF WRANGELL TO WEAR FACE COVERINGS IN PUBLIC PLACES

WHEREAS, the COVID-19 pandemic has generated a public health emergency that threatens to endanger the wellbeing of the people, economy and general life of Wrangell; and

WHEREAS, the phased reopening has allowed businesses to get back to re-open, with precautions in place, but with cases rising in Wrangell, in Alaska and throughout the United States, our open status may be in jeopardy unless more individuals in Alaska, the residents of Wrangell and those visiting act decisively to mitigate the spread of COVID-19; and

WHEREAS, additional science and public health understanding now shows the efficacy of the use of face coverings in helping prevent the spread of COVID-19, and that more widespread use is in our community's best interest; and

WHEREAS, the CDC and Alaska's Chief Medical Officer now recommend wearing face coverings when physical distancing cannot be maintained or when in indoor public places of our community.

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- C. All forms of public transportation when passengers are present.

- D. Personal care facilities, to the extent required.
- E. Communal areas of offices where people from multiple households are present.
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- 2. Any child under the age of 12 years, unless a parent or caregiver supervises the use of face coverings by the child to avoid misuse;
- 3. Any child in a childcare or day camp setting, although such settings may provide their own requirement for use for children age 2 years old or older;
- 4. Any individual for whom wearing a mask or cloth face covering would be contrary to his or her health or safety because of a medical condition or mental health condition, and any individual unable to tolerate a mask due to a physical or mental disability;
- Individuals who are speech impaired, deaf, or hard of hearing, or individuals communicating with someone who is deaf or hard of hearing, where facial or mouth movements are an integral part of communication;
- 6. Any individual who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance;
- 7. Individuals who are exercising, if mask wearing would interfere with their breathing;
- Individuals who are incarcerated, in police custody, or inside a courtroom, as these individuals should follow guidance particular to their location or institution;
- 9. Individuals performing an activity that cannot be conducted or safely conducted while wearing a mask (for example, a driver experiencing foggy glasses, a dental patient receiving care, an equipment operator where there is a risk of dangerous

entanglement); and,

10. Musicians, presenters, ministers, and others communicating to an audience or being recorded, for the duration of their presentation/practice/performance where mask usage impairs communication, and so long as safe physical distancing is maintained.

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individuals through curbside or delivery service or by allowing the individual inside without a mask if doing so will not place others at risk.

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<u>Section 7.</u> This resolution shall be effective immediately upon adoption. Public services announcements shall be widely distributed providing public notice of this resolution. This resolution shall remain in effect through September 8, 2020, or until earlier terminated by the Assembly.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 11th Day of August 2020.

CITY & BORØUGH OF WRANGELL, ALASKA

Stephen Prysunka, Mayor

ATTEST:

Kim Lane, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:		DATE:	September 8, 2020
		<u>Agenda</u>	13
		<u>Section</u>	13
RESOLUTION No. 09-20-1542 OF THE ASSEMBLA ALASKA SUPPORTING NATIONAL PILT (PAYMEN SCHOOLS) DAY OF ACTION SEPTEMBER 10, 2020	IT IN LIEU (
SUBMITTED BY:	FISCAL	NOTE:	
Expe		Expenditure Required: N/A	
Lica Van Pargan, Paraugh Managar	FY 20: \$	FY 21:	•
Lisa Von Bargen, Borough Manager			

/Approvals/Recommendations
Commission, Board or Committee
Attorney
Insurance

FISCAL NOTE:				
FISCAI	LINUII	<u> </u>		
Expend	liture R	Required: N	/A	
FY 20: \$	5	FY 21:	FY22: \$	
	_			
Amoun	t Previ	ously Alloc	ated:	
			<u> </u>	
Account Number(s):				
Accoun	t Name	e(s):		
_				
Unencumbered Balance(s) (prior to				
expenditure): Allocation				

ATTACHMENTS: 1. Resolution 09-20-1542

RECOMMENDATION MOTION:

Move to Approve Resolution 09-20-1542.

SUMMARY STATEMENT:

The National Association of Counties (NACo) is calling on regional governments across the country to show support on September 10, 2020 calling it National PILT and SRS Day of Action. The

attached resolution will be provided to our federal delegation and lobbyist, as it outlines just how important these two federal programs are for the Borough.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 09-20-1542

A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA SUPPORTING SUPPORTING NATIONAL PILT (PAYMENT IN LIEU OF TAXES) AND SRS (SECURE RURAL SCHOOLS) DAY OF ACTION SEPTEMBER 10, 2020

WHEREAS, through the federal PILT payment, the Department of Interior provides revenue to counties and county equivalents, such as boroughs, to compensate for non-taxable federal lands within their respective jurisdictions; and

WHEREAS, the Secure Rural Schools program provides critical funding for schools, roads, and other municipal services to more than 700 counties across the U.S. and Puerto Rico. The Forest Service was established in 1905 with 56 million acres of land. By 1910, the amount of National Forest System land tripled to 172 million acres. Today, the agency manages approximately 196 million acres. Congress ratified the Act of May 23, 1908, as a measure to support rural counties whose tax base was limited by the growing amount of Federal land. A portion of Forest Service funds generated through multi-use activities, such as grazing, timber production, and special use permits, are distributed to eligible counties to help maintain local roads and schools. By the year 2000, after decades of declining agency revenues, Congress passed the Secure Rural Schools and Community Self Determination Act to help stabilize the funds available to rural counties; and

WHEREAS, 97% of the land within the municipal boundaries of the City & Borough of Wrangell (CBW) is part of the Tongass National Forest, owned by the United States Forest Service, and will never be open for development; and

WHEREAS, the annual federal PILT payment compensates the CBW a fraction of what taxable revenue would be if those lands were available for development; and

WHEREAS, annual PILT revenue is used to provide essential services to residents of small-population jurisdictions, and

WHEREAS, annual Secure Rural Schools revenue provides a significant portion of the Borough's contribution to Wrangell Public Schools, and helps fund critical road maintenance; and

WHEREAS, PILT revenue for the past three years has totaled \$1,385,756 for the City and Borough of Wrangell; and

WHEREAS, SRS Revenue for the past three years has totaled \$2,715,918 for the City and Borough of Wrangell; and

WHEREAS, these federal programs provide funding critical for local essential services.

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

The Assembly of the City & Borough of Wrangell, Alaska supports National PILT AND SRS Day of Action on September 10, 2020.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 8^{th} Day of September, 2020.

		CITY & BOROUGH OF WRANGELL	, ALASKA
		Steve Prysunka, Mayor	_
ATTECT.			
ATTEST: Kim I	Lane, Borough Clerk	_	

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	September 8, 2020
	Agenda NO.	13

PROPOSED RESOLUTION No. 09-20-1543 A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE JOB DESCRIPTION OF THE ACCOUNTING GENERALIST POSITION

SUBMIT ⁷	TED BY:	FISC	AL NOT	<u>:</u>
		Expe	nditure F	Required: S
Joveo Mace	on Finance Director	FY 19	9:\$	FY 20: \$
Juyce Maso	on, Finance Director			
		Amo	unt Budg	eted:
			FY19 \$	SXXX
Davriarus	/Annayala/Dagammandations	Acco	unt Numl	per(s):
Reviews	/Approvals/Recommendations		XXXXX	XXX XXXX
	Commission, Board or Committee	Acco	unt Name	e(s):
Name(s)			Enter '	Text Here
Name(s)		Uner	ıcumbere	d Balance
	Attorney	expe	nditure):	

FISCAL NOTE:			
Expenditure	Expenditure Required: \$XXX Total		
FY 19: \$	FY 20: \$	FY21: \$	
Amount Bud	geted:		
FY19 \$XXX			
Account Number(s):			
XXXX	X XXX XXXX		
Account Nan	ne(s):		
Ente	Text Here		
Unencumbered Balance(s) (prior to expenditure):			
\$XXX			

ATTACHMENTS: 1. Resolution No. 09-20-1543 2. Job Description w/Tract Changes 3. Existing Job Description

RECOMMENDATION MOTION:

Insurance

Move to approve Resolution No. 09-20-1543.

SUMMARY STATEMENT:

With the vacancy of the Accounting Generalist position in the Finance Department, the current job description has been reviewed. With the continual changes of federal and state laws pertaining to employee practices, staff has added additional job responsibilities for the human resources aspect of the position. The onboarding and recruiting processes enable the Borough to hire qualified staff. The safety programs help ensure cost saving for the insurance and provide a safe environment for

the employees. The training programs will include, working with Department Managers for courses, implementing trainings and tracking certificates and continuing education. The accounting functions are still the main duties, but human resources duties have become a significant component of this position.

The position description with suggested changes is attached for the Assembly to review. There is no change planned to the wage grade at this time.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. <u>09-20-1543</u>

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE JOB DESCRIPTION OF THE ACCOUNTING GENERALIST POSITION

WHEREAS, the amendment of this position description allows the City and Borough of Wrangell's Finance Department the ability to appropriately update the duties and responsibilities of the Accounting Generalist position; and

WHEREAS, the current rate of pay for the Accounting Generalist position is a Grade 18 with the hourly pay range from \$23.19 to \$29.22 and based on the proposed changes to the job description, the pay range will not change; and

WHEREAS, this position has been reviewed and job description updated to accurately reflect actual duties, responsibilities, and qualifications; and

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

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

<u>Section 1</u>: The attached Exhibit "A" includes the job description which describes the duties, responsibilities, and qualifications for the Accounting Generalist.

<u>Section 2.</u> The new job description for the Accounting Generalist position will be effective upon approval of this resolution.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 8^{th} day of September 2020.

	CITY & BOROUGH OF WRANGELL, ALASKA
	Stephen Prysunka, Mayor
ATTEST: Kim Lane, Borough Clerk	_

City & Borough of Wrangell

I OSITION DESCRIPTION	Position	Descri	ption
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Position: Accounting Generalist	Type: Permanent, Full-Time
Department/Site: Finance	FLSA: Non-exempt
Evaluated by: Finance Director	Salary Grade: 18

Summary

Assists and supports all functions of the Finance Department. The Accounting Generalist can perform accounting work general ledger, special fund accounting, and payroll services. The primary focus of the Accounting Generalist will be payroll, human resources, employee benefit administration, cash receiptsmanagement, sales tax collection, and property tax, however the position will provide assistance in other areas as well. Acts as Recording Secretary for either the Planning & Zoning-or the Port_Commission, and as Deputy Borough Clerk in the Borough Clerk's absence.

Distinguishing Career Features

The Accounting Generalist is the senior level in a two-level career ladder for clerical and technical accounting. The Accounting Generalist has a working knowledge of the computer accounting system and codes as well as the ability to process a range of financial transactions for complete accounts such as accounts payable and receivable. Advancement to Accounting Generalist is possible with knowledge of and competency in preparing journal entries to general ledger, electronic funds transfers, payroll, and special accounting performance reports. Advancement to a professional accounting position is based on need and compliance with the requirements of the position.

Essential Duties and Responsibilities

Payroll Services

- Sets up and maintains employee payroll records. Ensures records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions.
- Prepares regular payrolls for personnel, prepares retirement reports. Computes payroll
 deductions including those for retirement, union dues, tax sheltered annuities, withholding
 taxes and insurance.
- Verifies accuracy of individual employee benefit rates, calculating unused portion of allowable benefit cap. Sets up and maintains payroll vendor files for various benefits and miscellaneous deductions.
- Calculates pay data and benefits arrangements for employees leaving service, retirees, and special circumstances. Processes appropriate coverage and payments under COBRA and/or other agreements. Reconciles voluntary employee deductions and payments for payment to third party insurers.

Accounting Generalist

Rev.09-08-202012-2017

- Assures payroll timelines are met, maintains payroll controls, and assures proper procedures, policies, rules and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations and policies.
- Interprets and explains payroll policies, procedures, and technical issues to employees, referring only the most difficult and sensitive matters to higher authorities.
- Audits and updates regular and supplemental payrolls adding payroll information for new employees and calculating proper deductions on an 'as-needed' basis.
- Assists accounting staff with the reconciliation of payroll system details to general ledger.
 Prepares document trails to support audit requirements.
- Prepares reporting of federal, state, and special payroll taxes and statutory fund contributions to external agencies. Prepares retirement and withdrawal forms and reports for pay systems for the Finance Director approval and submission to agencies.
- Participates in activities connected with the development and maintenance of automated payroll systems using relational databases.
- Performs other duties as assigned that support the overall objective of the position.

Human Resources Duties

- Assists with the recruiting and on-boarding processes during the recruitment of new employees.
- Assists department managers with compliance with all personnel regulations, collective bargaining agreements, and state and federal regulations, including EEOC guidelines.
- Assists management with development and revisions of job descriptions.
- Manages employee training programs, safety programs, background checks, and drug testing programs, including pre-employment, random, and as-needed testing.
- Maintains all official and confidential employee files.

Property Tax Services

- Responsible for working with assessor in completing annual property tax process. This
 includes entering names and address changes on property during the year and filing the
 new deeds.
- Responsible for sending out annual property tax exemption forms and advertising the exemptions in the newspaper.
- Responsible for working with the assessor and entering new assessment information into tax records and sending out annual assessment notices.
- Responsible for advertising the assessment and appeal process and working with taxpayers filing appeals.

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Accounting Generalist

Rev.09-08-202012-2017

- Responsible for working with the assessor on property tax appeals and preparing exemption reports and appeal information for the assessor and Board of Equalization.
- Responsible for preparation of final tax rolls and preparation and sending out of property tax bills.
- Responsible for maintaining and reconciliation of property tax receivables.
- Responsible for collections on property taxes including the foreclosure process.
- Maintain ArcGIS mapping information, including new plats, easements and property owner information.

General Ledger Accounting

- Assists the Finance Director with reconcilingReconciles balance sheet asset and payroll liability accounts.
- Assists with opening and closing of financial records based on fiscal year and entry of budgets.
- Provides assistance to other accounting staff on an as-needed basis to balance fluctuations in workflow.

Planning & Zoning Commission or Port Commission Services

- Act as Recording Secretary for the Planning & Zoning Commission or the Port Commission meetings.
- Responsible for preparation of public notices, preparation of agendas and recording of minutes for Planning & Zoning Commission meetings.

Borough Assembly Services

- Act as Deputy Borough Clerk during the absence of the Borough Clerk; perform all
 duties of the Borough Clerk, including public notices, preparation of agendas and
 recording minutes of Borough Assembly meetings.
- Assist Borough Clerk with election activities as required.

Other Duties and Responsibilities

- Cross train other office personnel to perform various job-related duties and maintain a strong sense of teamwork. Provide assists ance with other accounting staff as needed.
- Assist the Finance Director in reviewing efficiency and accuracy of department work and make recommendations for improvement.
- Work cooperatively with public, other external agencies and other Borough employees.
- Perform administrative and secretarial duties as needed.
- Work with IT technician and office personnel in maintenance of computer networks.
- May require development of working knowledge of GIS Mapping programs.

Accounting Generalist

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Qualifications

Knowledge and Skills

The position requires considerable knowledge of the principles and procedures of accounting, auditing, and finance. Requires in-depth knowledge of generally accepted financial processes and regulations and controls applying to assigned financial operations. Requires a working knowledge of audit documentation requirements. Requires in-depth knowledge of automated accounting systems and relational databases used for storing and linking accounting data. Requires well-developed math skills to perform complex accounting computations. Requires sufficient language skills to prepare reports suitable for external publishing. Requires well-developed human relation skills to explain detailed information in small group settings and work with staff in an advisory capacity.

Abilities

Requires the ability to perform the functions of the position. Requires the ability to apply accounting controls, rules, and procedures, and to perform accounting tests. Requires the ability to research, compile, analyze, and interpret accounting data. Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries. Requires the ability to perform accounting and general math computations quickly and accurately. Requires the ability to organize and prioritize work to meet deadlines and timetables. Requires the ability to work as contributing member of a team, work productively, patiently, and cooperatively with other teams, vendors, and external customers, and convey a positive image of the City and Borough and its services. Requires intermediate to advanced proficiency in the use of computers, Microsoft Excel, Outlook, Access, Word, and Adobe Acrobat, and the ability to learn these and other software programs quickly.

Physical Abilities

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

Education and Experience

Bachelor's or Associate's degree in accounting, finance, or related field is desirable. Requires four years of relevant and progressively responsible experience, preferably in governmental accounting, budgeting, or closely related field. Additional education may substitute for some experience.

Accounting Generalist

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Licenses and Certificates

May require a valid driver's license.

■ Working Conditions

Work is performed in an office environment with minimal safety considerations.

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.

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Accounting Generalist

Rev.09-08-202012-2017

City & Borough of Wrangell

Position	Description
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Position: Accounting Generalist	Type: Permanent, Full-Time
Department/Site: Finance	FLSA: Non-exempt
Evaluated by: Finance Director	Salary Grade: 18

Summary

Assists and supports all functions of the Finance Department. The Accounting Generalist is capable of performing accounting work in general ledger, special fund accounting, and payroll services. The primary focus of the Accounting Generalist will be payroll, human resources, employee benefit administration, cash receipts, and property tax, however the position will provide assistance in other areas as well. Acts as Recording Secretary for either the Planning & Zoning or the Port Commission, and as Deputy Borough Clerk in the Borough Clerk's absence.

Distinguishing Career Features

The Accounting Generalist is the senior level in a two-level career ladder for clerical and technical accounting. The Accounting Generalist has a working knowledge of the computer accounting system and codes as well as the ability to process a range of financial transactions for complete accounts such as accounts payable and receivable. Advancement to Accounting Generalist is possible with knowledge of and competency in preparing journal entries to general ledger, electronic funds transfers, payroll, and special accounting performance reports. Advancement to a professional accounting position is based on need and compliance with the requirements of the position.

Essential Duties and Responsibilities

Payroll Services

- Sets up and maintains employee payroll records. Ensures records are up-to-date and include the necessary job and biographical information for accurate group benefit and retirement plan coverage and deductions.
- Prepares regular payrolls for personnel, prepares retirement reports. Computes payroll
 deductions including those for retirement, union dues, tax sheltered annuities,
 withholding taxes and insurance.
- Verifies accuracy of individual employee benefit rates, calculating unused portion of allowable benefit cap. Sets up and maintains payroll vendor files for various benefits and miscellaneous deductions.
- Calculates pay data and benefits arrangements for employees leaving service, retirees, and special circumstances. Processes appropriate coverage and payments under COBRA and/or other agreements. Reconciles voluntary employee deductions and payments for payment to third party insurers.

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- Assures payroll timelines are met, maintains payroll controls, and assures proper procedures, policies, rules and regulations are applied to payroll activities. Checks payrolls for compliance with rules, regulations and policies.
- Interprets and explains payroll policies, procedures, and technical issues to employees, referring only the most difficult and sensitive matters to higher authorities.
- Audits and updates regular and supplemental payrolls adding payroll information for new employees and calculating proper deductions on an 'as-needed' basis.
- Assists accounting staff with the reconciliation of payroll system details to general ledger. Prepares document trails to support audit requirements.
- Prepares reporting of federal, state, and special payroll taxes and statutory fund contributions to external agencies. Prepares retirement and withdrawal forms and reports for pay systems.
- Participates in activities connected with the development and maintenance of automated payroll systems using relational databases.
- Performs other duties as assigned that support the overall objective of the position.

Property Tax Services

- Responsible for working with assessor in completing annual property tax process. This
 includes entering names and address changes on property during the year and filing the
 new deeds.
- Responsible for sending out annual property tax exemption forms and advertising the exemptions in the newspaper.
- Responsible for working with the assessor and entering new assessment information into tax records and sending out annual assessment notices.
- Responsible for advertising the assessment and appeal process and working with taxpayers filing appeals.
- Responsible for working with the assessor on property tax appeals and preparing exemption reports and appeal information for the assessor and Board of Equalization.
- Responsible for preparation of final tax rolls and preparation and sending out of property tax bills.
- Responsible for maintaining and reconciliation of property tax receivables.
- Responsible for collections on property taxes including the foreclosure process.
- Maintain ArcGIS mapping information, including new plats, easements and property owner information.

General Ledger Accounting

- Reconciles balance sheet asset and payroll liability accounts.
- Assists with opening and closing of financial records based on fiscal year and entry of

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