



City and Borough of Wrangell
WS & Regular Borough Assembly Meeting
AGENDA



NIXLE Registration

Tuesday, June 11, 2024

Location: Borough Assembly Chambers

Work Session from 6-7 PM / Regular Assembly Mtg at 7 PM

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

- a. WS - Thriving Communities (Mill Site location)

1. CALL TO ORDER

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

2. CEREMONIAL MATTERS

3. PERSONS TO BE HEARD

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

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

- [a.](#) Minutes from the May 28, 2024, Regular Assembly Meeting
[b.](#) Approval of a Memorandum of Understanding with the State of Alaska for the Processing of Minor Offense Citations issued by the Wrangell Police Department and Electing to become a Non-Payee Borough

7. BOROUGH MANAGER'S REPORT

- [a.](#) Economic Development Report
[b.](#) Library Director's Report
[c.](#) Nolan Center Report
d. Borough Manager's Report (Verbal)

8. BOROUGH CLERK'S REPORT

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

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

11. PUBLIC HEARING

- a.** **RESOLUTION No 06-24-1868** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE AMENDED FEE AND RATE SCHEDULE FOR WATER AND SEWER FEE INCREASES AND FOR ADDING A CREDIT CARD SURCHARGE FOR SALES TAX AND PROPERTY TAX PAYMENTS AND ADDING AN ONLINE CHECK PAYMENT FEE

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- a.** **ORDINANCE No. 1057** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.05.025, GENERAL MOORAGE CONDITIONS AND RESTRICTIONS, OF TITLE 14, HARBOR AND PORT FACILITIES, OF THE WRANGELL MUNICIPAL CODE, TO ADD A NEW SUBSECTION REQUIRING MARINE VESSEL INSURANCE OR ALTERNATIVELY TO REQUIRE USERS TO PAY A MOORAGE SURCHARGE
- b.** **RESOLUTION No 06-24-1867** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 GENERAL FUND BUDGET BY APPROPRIATING \$808,533 FROM GENERAL FUND UNRESTRICTED FUND BALANCE TO THE FIRE DEPARTMENT TO ADDRESS LANDSLIDE EXPENDITURES INCURRED AS A RESULT OF THE 11.2 MILE ZIMOVIA HIGHWAY LANDSLIDE
- c.** **RESOLUTION No. 06-24-1869** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET IN THE RESIDENTIAL CONSTRUCTION FUND BY ACCEPTING REVENUE FROM THE SALE OF THE OLD WRANGELL MEDICAL CENTER AND REAL PROPERTY AS DESCRIBED AS LOT A, BLOCK 54, IN THE AMOUNT OF \$200,000

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

15. EXECUTIVE SESSION

- a.** **Executive Session:** To evaluate the Borough Manager and Discuss the Goals and Expectations of the Borough Manager

16. ADJOURNMENT

**Minutes of Regular Assembly Meeting
Held on May 28, 2024**

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 6:00 p.m., May 28, 2024, in the Borough Assembly Chambers. Assembly Member Powell led the pledge of allegiance.

PRESENT – GILBERT, POWELL, OTTESEN, DALRYMPLE, DEBORD

ABSENT – MORRISON, ROBBINS

Borough Manager Villarma and Clerk Lane were also present.

CEREMONIAL MATTERS – None.

PERSONS TO BE HEARD – None.

AMENDMENTS TO THE AGENDA

Villarma asked that item 6b be moved to Unfinished Business for consideration.

CONFLICT OF INTEREST – None.

CONSENT AGENDA

6a Minutes from the May 13, 2024 Board of Equalization Hearing

6b ~~Presentation and Acknowledgement of the 2024 Certified Real Property Tax Roll Report~~

~~***M/S: to approve the 2024 Certified Property Tax Assessment Roll. Motion approved by polled vote.***~~ *Moved to Unfinished Business.*

6c Acceptance of the corrected 2023 Certified Property Tax Assessment Roll

6d CORRESPONDENCE - School Board Minutes from the Regular meeting held May 20, 2024

M/S: Powell/Ottesen to approve the Consent Agenda, as amended. Approved by polled vote.

BOROUGH MANAGER'S REPORT

Manager Villarma provided his report.

Harbormaster Miller's report was provided.

BOROUGH CLERK'S REPORT

Clerk Lane provided her report.

MAYOR AND ASSEMBLY BUSINESS

MAYOR AND ASSEMBLY APPOINTMENTS –None.

PUBLIC HEARING

11a **ORDINANCE No. 1056** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 11.04.020 TITLED "TRAFFIC FINE SCHEDULE – ADOPTION OF STATE BAIL FORFEITURE SCHEDULES BY REFERENCE", IN THE WRANGELL MUNICIPAL CODE

Gilbert called the Public Hearing to order and asked for an administrative report. Villarma stated that this Ordinance was necessary since the way that the code was worded, it did not allow for the new collection method to be enacted; this takes care of that discrepancy.

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

Hearing none, Gilbert closed the Public Hearing and asked for a motion.

M/S: Ottesen/Dalrymple to approve Ordinance No. 1056. Motion approved by polled vote.

UNFINISHED BUSINESS

6b Presentation and Acknowledgement of the 2024 Certified Real Property Tax Roll Report

M/S: DeBord/Ottesen to accept the 2024 Certified Property Tax Assessment Roll.

M/S: Powell/Ottesen to amend the CY 2024 Tax Roll Assessment, specifically Parcel 03-020-307 from \$253,900 to \$207,800, correcting a manifest error.

Amendment approved by polled vote.

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

NEW BUSINESS

13a RESOLUTION No 05-24-1865 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, LEVYING A GENERAL TAX FOR SCHOOL AND MUNICIPAL PURPOSES UPON ALL TAXABLE PROPERTY WITHIN THE BOROUGH FOR THE TAX YEAR 2024 PURSUANT TO WRANGELL MUNICIPAL CODE SECTION 5.04.010; PROVIDING FOR THE COLLECTION OF TAXES DUE IN FY 2025 AND PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES

M/S: Ottesen/DeBord to approve Resolution No. 05-24-1865. Motion approved by polled vote.

13b RESOLUTION No. 05-24-1866 OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ACCEPTING A LOAN FROM THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC), STATE REVOLVING FUND AS INTERIM LOAN FOR THE WATER TREATMENT PLANT IMPROVEMENTS PROJECT AND AUTHORIZING ASSOCIATED EXPENDITURES

M/S: Ottesen/Powell to approve Resolution No. 05-24-1866. Motion approved by polled vote.

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

EXECUTIVE SESSION

15a Executive Session: Borough Clerk's Annual Evaluation

M/S: Dalrymple/Ottesen pursuant to 44.62.310 (c) (2), that we recess into executive session to discuss matters that may tend to prejudice the reputation and character of any person, specifically the Borough Clerk's Evaluation. Motion approved by polled vote.

Entered into Executive Session at 6:59 p.m.

Reconvened from Executive Session at 7:40 p.m.

Regular Assembly meeting adjourned at 7:40 p.m.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 11, 2024
	<u>Agenda Section</u>	6

Approval of a Memorandum of Understanding with the State of Alaska for the Processing of Minor Offense Citations issued by the Wrangell Police Department and Electing to become a Non-Payee Borough

SUBMITTED BY:

Nick Pearson, Police Sergeant

FISCAL NOTE:

Expenditure Required: \$XXX Total	
Fiscal Year (FY):	Amount: \$
Amount Budgeted:	
	FY: \$
Account Number(s):	
	XXXXX XXX XXXX
Account Name(s):	
	Enter Text Here
Unencumbered Balance(s) (prior to expenditure):	
	\$XXX

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. MOU (Draft Agreement)

RECOMMENDATION MOTION:

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

SUMMARY STATEMENT:

Ordinance No. 1054 was adopted in April. That ordinance changed the code to add the provision in Title 1 for disposition and payment of citations without a court appearance so that the state can collect the fines imposed and remit those to the Wrangell PD. The final step in the process is to have the MOU with the state, signed. This item accomplishes that. Once this has been done, we can move forward to implement the process to become a Non-payee City.

The following information was included in Agenda Statement for Ordinance No. 1054.

The Wrangell Police Department is currently facing a problem with entering and maintaining traffic-related records. The State of Alaska Court is no longer accepting paper documents, so all documents including traffic citations must be e-filed. The Wrangell Police Department currently does not have the necessary equipment to enter the records efficiently. All traffic citations issued by the Wrangell Police Department are currently handwritten and must be scanned individually and uploaded one at a time to file them with the court. Additionally, each citation must be manually entered into the Alaska Public Safety Information Network. The current method of handwriting citations is not only inefficient for police department staff, but also causes unnecessary delay to the public when compared to electronic citations.

The Wrangell Police Department's proposed solution is to equip every patrol vehicle currently in use with tablets capable of running TraCS software, a scanner, a printer, and mounting hardware to secure the items inside the vehicles.

This equipment will enable officers to quickly issue citations and print them, so they can return to service. The printed citations are easier to read than handwritten documents and will reduce errors in data entry. The tablets will also enable officers to upload the citations and 12-200 Motor Vehicle Collision reports, to the Alaska Court System via the internet without having to scan each document.

To fund this project the Wrangell Police Department has applied for a grant through the State of Alaska Office of Highway Safety which will pay for eighty percent of the cost. The grant has been approved, however in order to proceed with the project the borough must sign a memorandum of understanding with the State of Alaska court to become a non-payee city.

Please see Alaska Court Administrative Bulletin 39 for information about the differences between payee and non-payee cities.

Agreement

BETWEEN

The City and Borough of Wrangell

AND

the Alaska Court System

FOR

the Processing of Minor Offense Citations Issued by the Wrangell Police Department
(Election to become a Non-Payee City for Wrangell PD issued citations only)

1. Parties

This Agreement is made between the City and Borough of Wrangell (Wrangell) and the Alaska Court System (ACS).

2. Effective Date

This Agreement becomes effective once signed by both parties.

3. Purpose

The purpose of this Agreement is to document changes in the processing of minor offense citations by the Wrangell Police Department (WPD).

Currently the City and Borough of Wrangell is a "payee city."¹ As such, WPD files all optional court appearance minor offense citations with the City and Borough of Wrangell. Administrative Bulletin 39(B)(1).

By this Agreement, Wrangell elects to electronically file with the Wrangell court all minor offense citations issued by the WPD using the Traffic and Criminal Software (TraCS) electronic citation application.

Because other departments within the City and Borough of Wrangell do not use TraCS, Wrangell will continue to file all minor offense citations issued by other departments with the City and Borough, and not with the Wrangell court. This Agreement does not affect the procedure for filing or collecting on citations issued by those other departments; it concerns only the processing of minor offense citations issued by WPD.

4. Agreement Regarding Minor Offense Citations Issued by WPD.

Wrangell and the ACS agree that all minor offense citations issued by WPD officers will be filed electronically with the Wrangell court. Wrangell and the ACS agree that all citations filed with the Wrangell court by WPD will be processed in accordance with Administrative Bulletin 39(C).

Wrangell and the ACS agree that all minor offense citations issued by any other department of the City and Borough will continue to be processed by the City and Borough in accordance with Administrative Bulletin 39(B)(2) and (3).

¹ Payee City is defined in Administrative Bulletin 39 as a municipality in which citations for optional court appearance offenses are filed with the municipality, and in which defendants are required to send their responses to the citation to the municipality, not to the court.

a. **Wrangell agrees** that when WPD is authorized to begin filing citations with the Wrangell court electronically via TraCS:

- (1) WPD will file all citations with the Wrangell court within 10 days of issuance.
- (2) WPD will cite only those offenses listed in the ACS Uniform Minor Offense Table (UMOT).² To ensure that the minor offense table is current, Wrangell agrees to provide the Administrative Office of the Alaska Court System with timely notice of any changes to its ordinances and fine schedules pursuant to the instructions provided on the court's website at:
<http://courts.alaska.gov/trialcourts/umot.htm>

NOTE: Citations for certain offenses cannot be filed electronically via TraCS. These offenses are listed in Paragraph A.2. of Administrative Bulletin 88. <https://courts.alaska.gov/adbulls/docs/ab88.pdf> TraCS may be used to issue a citation for these offenses, but the citation must then be filed with the Wrangell court via the ACS' eFile portal.

- (3) On those very limited occasions when an officer is unable to issue a citation electronically via TraCS, WPD will use the most current version of the Department of Public Safety's Alaska Uniform Citation (AUC) paper citation form. WPD will file the AUC citation with the Wrangell court by uploading it via the ACS eFile portal. WPD agrees that use of the paper form is permitted only when an officer experiences technical or equipment problems with TraCS, or when an officer is unable to access TraCS issuing equipment for logistical reasons. WPD will report any issues with the use of TraCS to the clerk of court and the TraCS helpdesk for prompt resolution.
- (4) Upon notification of an available TraCS update from the Department of Public Safety, WPD officers will update the TraCS application on their computers in a timely manner.
- (5) WPD and Wrangell will not accept payment for any citation issued by WPD; except, however, Wrangell may accept payment after the ACS has transferred a citation back to Wrangell for collection, if agreed under Administrative Bulletin 43.

² Minor Offense Rule 3.

b. The ACS agrees that the ACS:

- (1) will forward the disposition of all minor offense citations filed by WPD with the Wrangell court for traffic moving violations to the Department of Administration, Division of Motor Vehicles as required by AS 28.15.191(a); and
- (2) will issue a 15-day warning notice as required by Minor Offense Rule 9(a)(2) for defendants who fail to respond to citations filed by WPD with the Wrangell court. The court will enter default judgment if the defendant fails to respond to the warning notice. Administrative Bulletin 39. <https://courts.alaska.gov/adbulls/docs/ab39.pdf>

5. 10% Processing Fee

- a. To offset the costs associated with processing citations, the ACS will charge Wrangell a processing fee equal to 10% of the fine amount for:
 - (1) fines paid to the ACS after a defendant pleads no contest or guilty to an optional court appearance offense charged on a citation filed by WPD with the Wrangell court; and
 - (2) fines paid to the ACS on a default judgment entered for a citation filed by WPD with the Wrangell court.
- b. The ACS will send Wrangell a quarterly invoice for these fees. The ACS will forward all fees received from Wrangell under this Agreement to the State of Alaska to be deposited into the state general fund.
- c. The court system will not charge a 10% processing fee for:
 - (1) fines paid for a mandatory court appearance offense filed by WPD with the Wrangell court; or
 - (2) fines paid after a defendant is found guilty after a trial for an optional court appearance offense filed by WPD with the Wrangell court.

6. Notice of Changes

The parties agree to notify each other in writing upon learning of:

1. a change to a rule or law affecting this agreement; and
2. an apparent conflict between the terms of this agreement and a rule or law governing it.

7. Agreement Duration & Changes

This agreement will remain in effect until terminated in writing by either party. The parties agree to give each other at least 30 days written notice of intent to terminate this agreement unless to do so would unreasonably compromise compliance with laws, court rules, public safety, or the administration of justice. Notice of termination must be sent via email or first class mail to the following:

City and Borough of Wrangell
Borough Mayor
PO Box 531
Wrangell, AK 99929

clerk@wrangell.com

Alaska Court System
Administrative Director
Alaska Court System
303 K Street, 5th Floor
Anchorage AK 99501
smarz@akcourts.gov

City & Borough of Wrangell

Patricia Gilbert
Borough Mayor

Date

Alaska Court System

Stacey Marz
Administrative Director

Date

- cc: Presiding Judge, First Judicial District
First District Area Court Administrator
Wrangell Judicial Officers
Wrangell Clerk of Court
ACS Fiscal Operations Department
City and Borough of Wrangell
Police Chief, Wrangell Police Department

ALASKA COURT SYSTEM
 OFFICE OF THE ADMINISTRATIVE DIRECTOR
 ADMINISTRATIVE BULLETIN NO. 39
 (Revised September 8, 2022)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff
All Judges	Central Services
Area Court Administrators	Judicial Services
Clerk of the Appellate Courts	APD Warrants
Rural Court Administrators	
All Clerks of Court	
All Magistrate Judges	
Law Libraries at Anchorage, Fairbanks & Juneau	

SUBJECT: Processing of Minor Offense Citations Issued by Municipal Peace Officers or Other Persons Authorized by Law to Issue Citations

This administrative bulletin is promulgated to implement the provisions of AS 12.25.210(a) and Administrative Rule 49 and to establish procedures for the filing of minor offense citations by municipalities.

A. DEFINITIONS

1. **Minor Offense.** See definition in Minor Offense Rule 2.
2. **Correctable Offense.** An offense that may be dismissed if the defendant shows a law enforcement agency proof of correction (for equipment defects) or proof of compliance (for driver's license and insurance offenses).¹ Ordinarily, correctable offenses are listed in municipal fine schedules or state bail forfeiture schedules so the defendant has the option of mailing in a fine amount instead of showing proof of compliance. If the offense is listed in such a schedule, the correctable offense is treated like an optional court appearance offense.
3. **Fine Schedule.** A "fine schedule" is a municipal ordinance that lists offenses that can be disposed of without a court appearance. A fine schedule includes the name and ordinance number of each offense, the fine for each offense, and the procedure for disposing of the charges by submitting a "no contest" plea along with payment of the fine and any applicable surcharge required by state statute.

¹ Note: Proof of compliance with driver's license and insurance requirements can be made to the court as well as to police agencies. Minor Offense Rule 5(a)(4).

4. **Mandatory Court Appearance Offense.** An offense not listed in a municipal fine schedule or state bail forfeiture schedule. The defendant is required to appear in court to answer to the charge.² Minor Offense Rule 6.
5. **Municipality.** A political subdivision incorporated under the laws of the state that is a home rule or general law city, a home rule or general law borough, or a unified municipality. AS 01.10.060.
6. **Optional Court Appearance Offense.** An offense listed in a municipal fine schedule or state bail forfeiture schedule. The defendant may (a) plead no contest and submit payment of the citation, (b) plead not guilty and request a trial, or (c) request to appear for arraignment. Minor Offense Rule 5.
7. **Non-Payee City.** A municipality that files all citations (mandatory and optional court appearance) with the court.
8. **Payee City.** Municipalities in which citations for municipal optional court appearance offenses are filed with the municipality and defendants send their responses to the citation to the municipality.

B. PAYEE CITIES

1. **Applicable Municipalities.** This section applies to the following municipalities:

Anchorage	Ketchikan*
Cordova	Ketchikan Gateway Borough
Craig	Petersburg
Fairbanks	Sitka
Juneau*	Wrangell
Kenai	

*Exceptions:

Effective July 24, 2013, all citations issued by the Juneau Police Department are filed with the Juneau court and processed as provided in Section C of this Bulletin. Citations for fine schedule offenses issued by **other** Juneau departments or agencies will continue to be filed with the City and Borough of Juneau.

Effective October 5, 2022, all citations issued by the Ketchikan Police Department are filed with the Ketchikan court and processed as provided in Section C of this Bulletin. Citations for fine schedule offenses issued by

² However, the defendant can avoid appearing in court for arraignment by submitting a "not guilty" plea. Minor Offense Rule 6(a)(2).

other City of Ketchikan departments will continue to be filed with the City of Ketchikan.

2. Payee City Citations That Must Be Filed with the Municipality

- a. Filing the Citation. If a citation charges an offense under a municipal ordinance that is listed on a municipal fine schedule, the peace officer shall deposit the original or a copy of the citation with the designated office in the municipality as required by AS 12.25.210(a).
- b. Records of Conviction. These municipalities must comply with AS 28.15.191(f), which requires them to forward records of fine payments received after no contest pleas for traffic moving violations to the Department of Administration (Division of Motor Vehicles).
- c. Default Judgments for Failure to Respond. These municipalities may request the court to enter a default judgment for defendants who fail to respond to citations as follows:
 - (1) The municipality must first send defendants a 15-day warning notice required by Minor Offense Rule 9(a)(2).
 - (2) To request default judgment for defendants who fail to respond to the warning notice, the municipality must file the citation with the court together with a Request and Affidavit for Default Judgment on court form TR-102M.
 - (3) Requests for default judgment must be filed within six months of issuance of a citation.³
- d. Request for Entry of Judgment.⁴ A payee city may request the court to enter a judgment for defendants who:
 - (1) submits a no contest plea but do not submit payment or payment was not completed due to insufficient funds, or
 - (2) makes a partial payment with or without submitting a plea of no contest.

To request a judgment, the municipality must file the citation with the court together with a Request and Affidavit for Judgment on court form TR-425. The citation must be filed within six months after the citation was issued.

³ Minor Offense Rule 9(a)(3).

⁴ Minor Offense Rule 5.1.

3. Citations That Must Be Filed with the Court

a. The municipality (payee city) must file citations issued by a municipal peace officer with the court as follows:

- (1) *State Offense.* Citations in which the plaintiff is the State of Alaska⁵ must be filed with the court within 10 days⁶ from the date of issuance, except as provided in Minor Offense Rule 3(g)(3).⁷
- (2) *Mandatory Court Appearance.* Citations charging an offense for which no scheduled fine amount has been established by ordinance must be filed with the court within 10 days from the date of issuance, except as provided in Minor Offense Rule 3(g)(3).⁴
- (3) *Optional Court Appearance - Not Guilty Plea.* Citations for which the defendant has submitted a not guilty plea must be filed on the next business day following receipt of the not guilty plea.
- (4) *Optional Court Appearance - Request for Arraignment.* Citations for which the defendant has submitted a request for arraignment must be filed with the court by the next business day following receipt of the request. The court will send the defendant a notice of hearing for the arraignment.

b. For citations filed with the court, the municipality does not need to send the 15-day warning notice or request default judgment. The court will send defendants who fail to respond the 15-day warning notice required by Minor Offense Rule 9(a)(2) and enter default judgment against any defendant who fails to respond to the warning notice.

4. 10% Processing Fee for Citations Filed With Court

Administrative Rule 49 authorizes the assessment of a processing fee only for “uncontested municipal citations for which a fine schedule has been established by municipal ordinance...”

⁵ If a municipal officer charges a state offense that the municipality has not adopted by reference, the plaintiff must be the State of Alaska. Any fine paid must be deposited into the State’s General Fund. AS 22.15.250 and .270.

⁶ AS 12.25.210(a).

⁷ Exception: Minor Offense Rule 3(g)(3) requires that proof of service be filed with the citation when it is filed with the court. The requirement that citations be filed within 10 days of issuance does not apply if the citation was served by a method listed in Minor Offense Rule 3(g)(2)(C) because it may not be possible to submit proof of service within 10 days after the citation is issued and served by one of those methods (e.g. service by certified mail).

For citations filed with the court,

- a. Until further notice, the court system will charge a 10% processing fee⁸ for:
- (1) fines paid to the court after a defendant pleads no contest to an optional court appearance offense (including correctable offenses listed on fine or bail schedules), and
 - (2) fines paid to the court on a default judgment for an optional court appearance offense (including correctable offenses listed on fine or bail schedules).

The processing fee equals 10% of the gross revenue collected by the court from the above fines, excluding surcharges. The court system will send the municipality a quarterly invoice for these fees.

- b. The court system will **not** charge a processing fee for:
- (1) fines paid to the court for a mandatory court appearance offense, and
 - (2) fines paid to the court after a defendant is found guilty at a trial.

5. Procedure for Electing to Be a Non-Payee City

- a. A payee city that elects to become a non-payee city must notify the Administrative Director in writing that it wishes to become a non-payee city. This request should be sent to:

Office of the Administrative Director
Alaska Court System
303 K Street
Anchorage, Alaska 99501-2084
Fax: (907) 264-0881

- b. The court system will prepare an agreement explaining the responsibilities of the municipality and the court when the municipality becomes a non-payee city.

⁸ The Administrative Director or area court administrator may waive this fee because of services provided to the court system by the municipality. The Administrative Director waived the 10% fee for the Municipality of Anchorage (MOA) in exchange for the MOA paying for the costs incurred to develop a data exchange for default judgments between the Municipality and the court.

C. NON-PAYEE CITIES

1. **Filing the Citation.** In all other Alaska municipalities, all minor offense citations must be filed with the court.⁹
2. **10% Fee.**
 - a. Until further notice, the court system will charge a 10% processing fee for:
 - (1) fines paid to the court after a defendant pleads no contest to an optional court appearance offense (including correctable offenses listed on fine or bail schedules), and
 - (2) fines paid to the court on a default judgment for an optional court appearance offense (including correctable offenses listed on fine or bail schedules).

The processing fee equals 10% of the gross revenue collected by the court from the above fines, excluding surcharges. The court system will send the municipality a quarterly invoice for these fees.
 - b. The court system will **not** charge a processing fee for:
 - (1) fines paid to the court for a mandatory court appearance offense, and
 - (2) fines paid to the court after a defendant is found guilty at a trial.
3. **Records of Conviction.** The court system will forward records of conviction for traffic moving violations to the Department of Administration, Division of Motor Vehicles as required by AS 28.15.191(a).
4. **Request to Become Payee City.**
 - a. A non-payee city that elects to become a payee city must notify the Administrative Director in writing that it is choosing to become a payee city. This notification should be sent to:

Office of the Administrative Director
Alaska Court System
303 K Street
Anchorage, Alaska 99501-2084
Fax: (907) 264-0881

⁹ AS 12.25.210(a) provides that citations filed with the court must be filed within 10 days of issuance except as provided in footnote 7.

b. The court system will prepare an agreement explaining the responsibilities of the municipality and the court when the municipality becomes a payee city.

5. **Default Judgments for Failure to Respond.** The court will send defendants who fail to respond to citations the 15-day warning notice required by Minor Offense Rule 9(a)(2). The court will also enter default judgment against any defendant who fails to respond to the warning notice. Non-payee cities do not need to send the 15-day warning notice or request default judgment.

D. ENFORCEMENT OF JUDGMENTS

If defendants do not pay their municipal fines voluntarily, it is the responsibility of the municipality to take the actions necessary to enforce payment. The courts will not engage in enforcement efforts on behalf of municipalities, unless authorized to do so in writing by the area court administrator.

E. ELECTRONIC EXECUTION ON THE PFD TO SATISFY MINOR OFFENSE JUDGMENT

If a payee or non-payee city wants court authorization to execute electronically on a defendant's Alaska Permanent Fund Dividend to collect a fine, the municipality must enter into an agreement with the court system as described in Administrative Bulletin 43 and follow the required procedures.

Dated: September 8, 2022

/s/

Stacey Marz
Administrative Director

Original bulletin was issued December 30, 1987; amended July 1, 2003; January 1, 2008; April 1, 2011; July 24, 2013; October 15, 2014; November 1, 2016 and revised September 8, 2022.

The November 1, 2016, revision includes:

- changes in the Definitions section to reference Minor Offense Rule 5(a)(4) and new Minor Offense Rule 6(a)(2),
- changes in Section B(2)(d) concerning municipal requests for judgments under new Minor Offense Rule 5.1,
- addition of an "Exception" footnote #7 in section B(3)(a)(1) explaining when the 10-day time limit for filing citations does not apply (that is, citations issued and served by any method other than personal service), and
- corrections of some typographical errors.

The September 8, 2022 revision adds Ketchikan to the "Exceptions" in B (1) to reflect that all citations issued by the Ketchikan Police Department are filed with the Ketchikan court effective October 5, 2022.

CITY & BOROUGH OF WRANGELL

Economic Development Report

June 11, 2024



CITY & BOROUGH OF WRANGELL
GATEWAY TO THE STIKINE

Item a.

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

CC: MASON VILLARMA, BOROUGH MANAGER
PLANNING AND ZONING COMMISSION
ECONOMIC DEVELOPMENT BOARD
WRANGELL CONVENTION AND VISITORS BUREAU

FROM: KATE THOMAS, ECONOMIC DEVELOPMENT DIRECTOR

SUBJECT: MAY MONTHLY ECONOMIC DEVELOPMENT REPORT

DATE: June 11, 2024

General Administration

- No Planning and Zoning Meetings in May.
- Wrangell Convention and Visitors Bureau meeting on May 21, 2024.
- Economic Development Board meeting preparation. Met with Board Chair, Bob Dalrymple.
- Participated in all Police Chief and Fire Chief interviews.
- Facilitated quarterly meetings with staff to update work plans and set priorities for the next three months of operations.
- Approved revised job description for Marketing and Community Development Coordinator.
- Reviewed year-end finances and processed credit card reconciliation.
- Filed for reimbursement from USDOT for December travel to DC.
- Updated Performance Evaluation for department staff.

Economic Development

- Met with Huna Totem Corporation staff about investment in Wrangell.
- Conducted audit of Economic Development webpages. Crafted outline for new structure and layout of information. Prioritized implementation for June.
- Met with the Chamber of Commerce to discuss joint initiatives.

- Established concept for monthly Economic Focus Groups to create more synergies within core industries of the community.
- Continued planning for the Alaska Recreation & Parks Association conference this fall.
- Sent solicitation letter to the National Outdoor Leadership School encouraging investment in Wrangell for expedition programming.
- Attended joint meetings with USDA and the Denali Commission.
- Hosted State of Alaska Small business loan staff.
- Continued meeting with downtown business owners.
- Finalized site visit agenda and invited stakeholders for USDOT visit scheduled for the week of June 11, 2024.

Planning and Zoning

- Obtained new parcel and assessment information for GIS import.
- Reviewed Alder Top Land Covenants with Attorney.
- Attended GIS transition training webinar.
- Reviewed, researched, and crafted staff reports for five Commission items for review.
- Provided resources for Timber Cruise meeting of Entitlement Lands.
- Processed three building permits to move forward to the Building Official for final approval.
- Responded to five resident inquiries regarding property issues.
- Met with the State recorder's office to review plat amendment procedures and other requirements of recording.

Tourism Management

- Coordinated and met with the captain of Nieuw Amsterdam and toured the ship.
- Visited downtown businesses while the 2,000 PAX ship was in port.
- Met with Brenda Schwartz on Tourism initiatives.
- Updated content and invitation to participate in the Tourism Best Management Practices.
- Created schedule and identified partners in the Visitor Survey.

Marketing and Communications

- Established goals and objectives for student on-the-job training projects for the summer. Emphasis will be placed on the Visitor Survey, data entry, and content/media acquisition.
- Obtained media content during Mayfest in Petersburg to add to a regional marketing campaign.
- Met with Build America Bureau for marketing deep water port property.
- Recorded and published kick-off video to tourism season with Borough Manager.

- Continue the design process for the borough branding project.
- Created page and information for the Port and Harbor payment portal.
- Completed design and content for the Visitor Welcome pamphlet.
- Began brainstorming the Wrangell Relocation guide for new residents and businesses.
- Captured drone footage of bulkhead at deep water port.
- Continue work with Anchorage Daily News on sponsored content advertisements for the deep-water port.
- Met with Borough Manager and Clerk on contents of the new draft communications plan.
- Received and began distribution of the Travel Guides.
- Captured and began editing Le Conte glacier footage.
- Reviewed Q4 ad buys for tourism marketing. Wrangell will soon be featured in Outside Magazine, Conde Nast, and the New Yorker.
- Worked with Borough Staff on media content and press releases.
- Set up structure and design layout of budget and continued working with Borough Manager to finalize that project.
- Continued organizing and processing edits of media.

CITY & BOROUGH OF WRANGELL

LIBRARY REPORT

6/1/2024



Item b.

MEMORANDUM

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

CC: MASON VILLARMA, BOROUGH MANAGER

FROM: SARAH SCAMBLER, LIBRARY DIRECTOR

SUBJECT: MONTHLY LIBRARY REPORT

MEETING DATE: 6/11/2024

EVENTS

Tech Savvy Seniors: The library partnered with Heather Howe's high school government class to offer this wonderful program to Wrangell's seniors. Patrons brought in their devices and tech issues and got help fixing them from Wrangell High Schoolers. This was a very successful and fulfilling program that we hope to continue to offer in the future.



EVENTS CONTINUED...



50 Word Flash Writing Workshop: Author Michael Bania offered this fun and engaging class at the library. Participants were given a one word prompt and were challenged to write a story exactly 50 words long. Participants ranged from school age to retired. Fun was had by all.

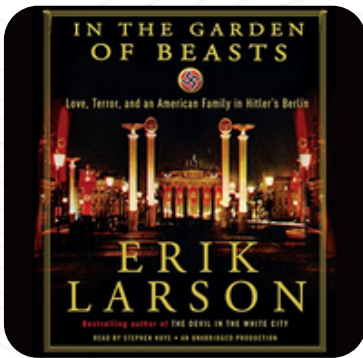
Mother's Day Crafts: The library continued its popular paper craft offerings with Mother's Day crafts. There were various crafts available for people to create depending on age and ability. We had 38 participants!



Class Visits: Each year we invite the elementary school classes to come for a library visit and learn about the Summer Reading Program. During the visit we talk about the program, give the kids a chance to view the wonderful prizes available, and this year, they participated in a scavenger hunt to familiarize themselves with the location of materials, and to get comfortable pulling books off the shelves!



EVENTS CONTINUED...



May Book Club: This month's read was "In the Garden of Beasts: Love, Terror, and an American Family in Hitler's Berlin" by Erik Larson. It follows the life of William E. Dodd in 1933 as he becomes the first American Ambassador to Hitler's Nazi Germany. Our book club group found this to be an interesting but heavy subject.

The Library's book club meets every second Saturday of the month. If you would like to join please email library@wrangell.com.

SUMMER READING PROGRAM

The Summer Reading Program began the last week of May. This was a week earlier than usual, thanks to fund management being transferred from the City to the Friends of the Library, which allowed us to buy our own Chromebooks for the program. This seamless transition from school to summer reading kept the kids motivated and enthusiastic. We currently have 128 participants enrolled, and in the first 5 days of the program they read and tested on **347 books**. Go team! The last day to register is June 29th.



As always, thank you to the Assembly for your continued support of the library!

Sincerely,

SARAH SCAMBLER
LIBRARY
DIRECTOR

CITY & BOROUGH OF WRANGELL [INSERT DEPARTMENT] REPORT

June 11th 2024



Item c.

CITY & BOROUGH OF WRANGELL
GATEWAY TO THE STIKINE

MEMORANDUM

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

CC: MASON VILLARMA, BOROUGH MANAGER

FROM: Jeanie Arnold, Nolan Center Director

SUBJECT: MONTHLY Nolan Center REPORT

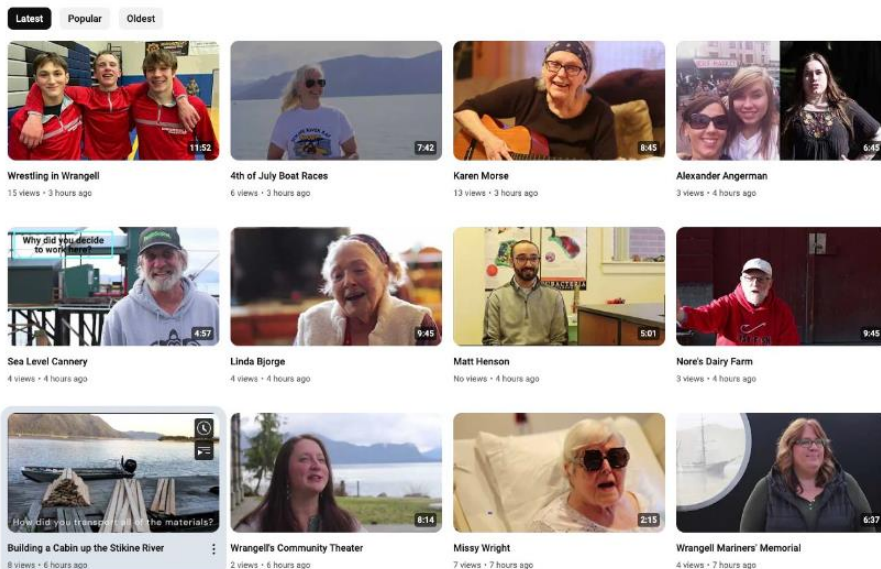
DATE: June 11th 2024

May Events

May was filled with some wonderful community events hosted at the Nolan Center.

Stikine Stories Film Festival (Wrangell Middle School, Laura Davies)

We had over 125 community members attend the screenings of short films produced by our town. This was the first year the student got to see their films on the “big screen” at the Nolan Center and we plan to host on an annual basis.



May Community Market

Our May community Market was successful, many of our local makers have started setting up for the busy summer season.

Movies


The Nolan Center offered 2 newer movie titles this month “Kung Fu Panda” and “Godzilla x Kong” both were popular with community members. We co-sponsored a free movie “Migration” to celebrate the end of the school year with the Evergreen Elementary Parent Teacher Community club. The Lutheran church hosted the retro movie “Galaxy Quest.”

New Lobby Exhibit- AT.ÓOW Lingít Objects of Significant Cultural Value


We introduced our new lobby exhibit to the community during our community market on Saturday May 18th. This display is a selection of repatriated objects returned to the local lingít clan of KAACHX ANA.ÁAK'W (WRANGELL). In the Lingít language these objects are classified as: AT.ÓOW which refers to an object of significant symbolic value, collectively owned, inherited and revered by the clan. We are honored to be partial caregivers of these items.

THE NOLAN CENTER

AT.ÓOW:
LINGÍT OBJECTS OF SIGNIFICANT CULTURAL VALUE



REPATRIATED ITEMS
OF THE NAANYA.ÁAYI CLAN



PLEASE JOIN US IN THE NOLAN
CENTER LOBBY THIS WEEKEND AS
WE UNVEIL A NEW EXHIBIT
SATURDAY, MAY 18TH | 10AM

NEW EXHIBIT OF REPATRIATED ARTIFACTS

Canoe Landing Celebration & Potluck

The Nolan Center hosted a wonderful celebration potluck to honor all the paddlers from Wrangell and other communities who will be paddling to Juneau for Celebration.



Conservation Assessment Program Grant

The Nolan Center applied for and was awarded a grant through the Foundation for Advancement in Conservation in association with the Institute of Museum and Library Services. This grant will provide resources for a comprehensive Collections Assessment of the items at the Nolan Center. This grant was once awarded to the museum in 2005.

MV Chugach Update

There have been no significant updates this month from the Forest Service on the progress to unveil the MV Chugach. I will keep the Assembly informed as I hear what the next steps will be.

Friends of the Museum

I have reached out to the friends of the museum with a welcome newsletter and plan to hold a meeting towards the end of July to discuss various topics and recruit new members.

Future events

- Fourth of July exhibits and Talent Show
- Bear Fest
- *The 20th Anniversary of the Nolan Center* celebration and fundraising Gala

Sincerely,
Jeanie Arnold, Nolan Center Director

CITY & BOROUGH OF WRANGELL

BOROUGH CLERK'S REPORT

June 11, 2024



TO: BOROUGH ASSEMBLY MEMBERS AND MAYOR GILBERT
 FROM: KIM LANE, BOROUGH CLERK
 SUBJECT: JUNE 11TH CLERK'S REPORT

Upcoming Meetings & Other Informational dates:

Other City Boards/Commissions:

June 13 - Planning & Zoning Commission mtg at 5:30pm in the Assembly Chambers
June 18 - Wrangell Convention & Visitors Bureau mtg at 5:30pm in the Assembly Chambers

Community Events:



June - 4th of July Chamber of Commerce Royalty Contest. Visit the downtown pavilion during the designated times to support the candidates!

[Wrangell Chamber of Commerce](#)

June 12 - Thriving Communities - Deep-Water Port Community Stakeholders Meeting at 5:30pm in the Assembly Chambers

Upcoming 2024 Work Sessions (scheduled), Public Hearings (scheduled), Regular Assembly Meetings, and Other Meetings (scheduled)

DATE	TIME	PURPOSE
June 11 (WS - Thriving Communities – Mill Site)	6pm	Regular Assembly Meeting
June 25 (no work session scheduled) - (FY2025 Budget PH & Adoption)	6pm	Regular Assembly Meeting
July 23 (no work session scheduled)	6pm	Regular Assembly Meeting
August 27 (no work session scheduled)	6pm	Regular Assembly Meeting
September 10 (no work session scheduled)	6pm	Regular Assembly Meeting
September 24 (no work session scheduled)	6pm	Regular Assembly Meeting
October 3 (Thursday)	5:30pm	SPECIAL Assembly Meeting to certify election
October 8 (no work session scheduled)	6pm	Regular Assembly Meeting
October 8 (no work session scheduled)	6pm	Regular Assembly Meeting
October 22 (no work session scheduled)	6pm	Regular Assembly Meeting
November 12 (no work session scheduled)	6pm	Regular Assembly Meeting
November 26 (will most likely cancel this meeting since it's two days before thanksgiving (no work session scheduled)	6pm	Regular Assembly Meeting

How to

Find information on our Entitlement Lands.

Visit our website for information: <https://www.wrangell.com/planning/borough-entitlement-lands> Also, contact our Economic Development Director, Kathleen Thomas at 907-874-2381 for specific information or questions.

Out of the Office

I will be attending the Professional Development (Master Academy) Institute from June 9th through June 14th. Robbie Marshall will be assisting with the clerk duties for the June 11th meeting.

Dominion Voting Systems visit

On June 3rd, Dominion Voting Systems who is the distributor of our election tabulator equipment visited Wrangell to update our equipment. They informed me that coming to the communities to perform the updates to the voting equipment is a necessary function.

Police Chief Candidate visit

On Friday, June 7th, the selected Police Chief candidate, Gene Meek came down from Anchorage with his spouse, Mechel to visit Wrangell. We hosted a “Meet & Greet” at City Hall at 5:00pm.

Community Stakeholder meeting

On Wednesday, June 12th at 5:30 PM in the Assembly Chambers, there will be a community stakeholder meeting to discuss the development of the Development of the Deep-Water port (Mill Site) property. The borough received a Thriving Communities grant (<https://www.transportation.gov/grants/thriving-communities>) to support the advancement of transformative infrastructure projects. This stakeholder meeting is part of the process for the grant.

Upcoming Primary and General Election information

Attached is the Election information for the upcoming Primary and General elections. The information explains that if the voter will be out of town on election day or during absentee voting, they can visit the Division of Elections website (or they can come to City Hall) to complete an absentee by mail application.

The information also speaks to the key dates and resources for both elections. I have posted this information on the City Hall lobby board as well.

Ordinance update....

I will be bringing an Ordinance to the assembly for the June 25th meeting to modify the elections section of the Code, essentially to allow for “Early Voting”. What that means is that for the 15 days prior to the election, voters who choose to vote in person (in my office) will vote their ballot and place it in the tabulator. What does that mean? Well, it means that the Clerk’s office would run the early voting just like election day. Currently, when someone wants to vote early in-person, they will fill out an Absentee Ballot Oath & Affidavit, vote their ballot, insert their ballot into a grey sleeve, place that ballot into the Absentee Ballot Oath & Affidavit, seal it, and then give it to me to keep secure. The new steps for the voter would be to provide identification for me to verify that they are on the official voter register, sign the official voter register, vote their ballot and then insert it into the tabulator (just like election day). I will highlight the early voting voter in a different color that the election day workers will be using so that they will know that the voter voted early. This ensures an additional layer of security so that if a voter “accidentally” comes in and wants to vote on election day and they already voted early, the election worker will see that they already voted!

On the first day of early voting, I will “open the polls”, using the same process as on election day. When someone comes into vote, they will have the security of knowing that their vote has gone through the tabulator and not just into an envelope for Canvass processing. The counter will keep track of how many people have voted and I will be able to verify that number by the number of voters that have signed the official voter register AND by the number of ballots used. On election day, the same tabulator will be used, and the start number will of course be those who voted early.

I will maintain registers for Questioned Ballots (for those who do not appear on the official voter roll), Special Needs (for those who are not able to come in to vote and require a representative to transport their ballot), By-mail, and By-fax. Those ballots will need to be processed by the Canvass Board as normally done.

I have communicated with several other municipalities on this process, and it has been tried and well received. I am very excited to be able to modify this process and offer it to the voters! Some of the communities that are doing this are Fairbanks, Sitka, Kodiak Island Borough, City of Kodiak, and Bethel. Those are just the ones I know about.

Election time is SO exciting. I am so very happy to be able to evolve and change with the times and with voter’s needs.

Make Your Vote Count

Going on vacation?

Will you be temporarily out of state?

Can't make it to your
polling place on Election Day?

Vote Absentee

To participate in state and federal election(s):

Complete an application and return
it to the Division of Elections.

Applications are available at:

www.elections.alaska.gov

or

Contact Your Regional Election Office

Region I Elections Office

Juneau
(907) 465-3021
Toll Free 1-866-948-8683

Region II Elections Office

Anchorage
(907) 522-8683
Toll Free 1-866-958-8683

Region III Elections Office

Fairbanks
907-451-2835
Toll Free 1-866-959-8683

Region IV Elections Office

Nome
907-443-5285
Toll Free 1-866-953-8683

Region V Elections Office

Matanuska-Susitna
(907) 373-8952
Toll Free 1-844-428-8952

Absentee & Petition Office

Anchorage
907-270-2700
Toll Free 1-877-375-6508

Language Assistance

Toll Free 1-866-954-8683

State of Alaska

Primary Election Fact Sheet

August 20, 2024



Key Dates



July 6 – Military, Overseas and Advance Remote Ballots Sent

July 21 – Voter Registration Deadline

July 23 – Target Day to Mail Absentee Ballots

August 5 – Early Voting Begins

August 5 – Electronic Transmission Voting Begins

August 5 – Absentee Ballot By-Mail Application Deadline

August 19 – Absentee Ballot by Electronic Transmission Application Deadline 5:00pm AST

August 20 – Primary Election Day
Polls Open 7:00 a.m. – 8:00 p.m.

August 20 – By-Mail Ballots Must Be Postmarked

September 1 – Target Date Primary Election Certification

Resources



AKVoterInformation.alaska.gov – Contact information, sample ballots, election results, election information, language and disability assistance information

Voterregistration.alaska.gov – Online voter registration

Myvoterinformation.alaska.gov – Find your polling place and voter information

Early & Absentee Voting

AKVoteEarly.alaska.gov – Find Other Voting Opportunities:

- Early In-Person
- By-Mail
- Online Delivery or Fax
- Special Needs by Personal Representative



Ballot Information



One – United States House of Representative Seat

Ten – State Senate Seats

Forty – State House of Representatives Seats

Primary Ballot Option

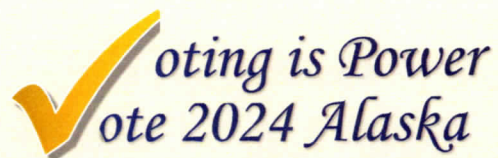
- The Primary Election is an open primary, meaning all candidates will appear on the same ballot.

Web: elections.alaska.gov

Email: elections@alaska.gov

Facebook: facebook.com/akelections/

Language Assistance: 1-866-954-8683



State of Alaska

General Election Fact Sheet

November 5, 2024

Key Dates



September 20 – Military, Overseas and Advance Remote Ballots Sent

October 6 – Voter Registration Deadline

October 11 – Target Day to Mail Absentee Ballots

October 21 – Early Voting Begins

October 21 – Electronic Transmission Voting Begins

October 26 – Absentee Ballot By-Mail Application Deadline

November 4 – Absentee Ballot by Electronic Transmission Application Deadline 5:00pm AST

November 5 – General Election Day
Polls Open 7:00 a.m. – 8:00 p.m.

November 5 – By-Mail Ballots Must Be Postmarked

November 30 – Target Date General Election Certification

Ballot Information

One – President and Vice-President

One – United States House of Representatives Seat

Ten – State Senate Seats

Forty – State House of Representative Seats

Judicial Retention – Supreme Court, Court of Appeals, Superior Court and District Court

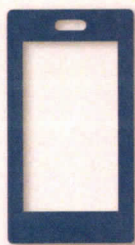


Ballot Measures

23AMLS - An initiative to increase Alaska's minimum wage, provide workers with paid sick leave, and protect workers from practices that violate their constitutional rights.

22AKHE - An Act to get rid of the Open Primary System and Ranked-Choice General Election.

Resources



AKVoterInformation.alaska.gov – Contact information, election results, election information, language and disability assistance information

Voterregistration.alaska.gov – Online voter registration

Myvoterinformation.alaska.gov – Find your polling place and voter information

Early & Absentee Voting

AKVoteEarly.alaska.gov – Find Other Voting Opportunities:

- Early In-Person
- By-Mail
- Online Delivery or Fax
- Special Needs by Personal



Web: elections.alaska.gov

Email: elections@alaska.gov

Facebook: facebook.com/akelections/

Language Assistance: 1-866-954-8683

oting is Power
ote 2024 Alaska

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 11, 2024
	<u>Agenda Section</u>	11

RESOLUTION No 06-24-1868 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE AMENDED FEE AND RATE SCHEDULE FOR WATER AND SEWER FEE INCREASES AND FOR ADDING A CREDIT CARD SURCHARGE FOR SALES TAX AND PROPERTY TAX PAYMENTS AND ADDING AN ONLINE CHECK PAYMENT FEE

SUBMITTED BY:

Mason Villarma, Borough Manager

FISCAL NOTE:

Expenditure Required:	
Amount Budgeted:	
Account Number(s):	
Account Name(s):	
Unencumbered Balance(s) (prior to expenditure):	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. RES 06-24-1868. 2. Proposed Fee & Rate Schedule for “Finance, Water, & Sewer”

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

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

RECOMMENDATION MOTION:

Move to Approve Resolution No. 06-24-1868.

SUMMARY STATEMENT:

The Wrangell Municipal Code states that a Public Hearing is required for any requested changes to the Fee and Rate Schedule.

With the implementation of the new online credit card payment options for Sales Taxes and Property Taxes, there is a 2.75% service charge that comes from the payment processor. We are proposing that the fee be charged to the credit card holder. Please note that in the proposed fee and rate schedule, there is a new section titled "Finance" that outlines these fees.

We are excited to be able to offer credit card payments to the consumer for Sales Tax and Property Tax payments. We have never been able to do this before. We believe that adding this service will decrease the late payments for those services. Also, when someone pays by check – online, there is a \$2.50 fee for that service. We are proposing to add that service fee as well.

We are proposing that there is a 3% increase for all water and sewer services. We are not proposing an increase or decrease in the flat rates for those services.

If approved, these fees will go into effect July 1, 2024.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 06-24-1868

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE AMENDED FEE AND RATE SCHEDULE FOR WATER AND SEWER FEE INCREASES AND FOR ADDING A CREDIT CARD SURCHARGE FOR SALES TAX AND PROPERTY TAX PAYMENTS AND ADDING AN ONLINE CHECK PAYMENT FEE

WHEREAS, a Public Hearing shall be held on the resolution that requests changes to the Fees and Rates Schedule; and

WHEREAS, the Borough Assembly has determined by the Public Works Director and Finance Director, that adjustments in the fees and rates are necessary for the “Water” and “Sewer” schedule; and

WHEREAS, with the implementation of online credit card payment options for property tax and sales tax payments, there is a 2.75% fee for that service; and

WHEREAS, the 2.75% fee needs to be charged to the customer for the service; and

WHEREAS, when the customer pays by check through the online payment system, there is a \$2.50 service charge for this service; and

WHEREAS, the \$2.50 service charge needs to be charged to the customer for this service.

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

Section 1. The Borough Assembly held a Public Hearing on June 11, 2024, on the proposed Fee and Rate Schedule amendments.

Section 3. The attached schedule of fees shall govern the collection of fees and rates.

Section 4. The attached Agenda Statement includes the amended fees and rates schedule.

Section 5. This resolution shall become effective on July 1, 2024.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 11th DAY OF June 2024.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City and Borough of Wrangell Schedule of Fees and Rates

Effective: _____

Finance

Credit Card Surcharge		
Sales Tax payments		2.75%
Property Tax payments		2.75%
Online Check Payment (all services)		
Sales Tax payments		\$2.50
Property Tax payments		\$2.50
Utility payments		\$2.50

end of section

City and Borough of Wrangell Schedule of Fees and Rates

Effective: _____

PUBLIC WORKS (Water)

Metered Rates

Residential Metered	Monthly base charge first 4,000 gallons	44.28	\$45.61
	Charge additional 1,000 gallons	4.15	\$4.27
Commercial Metered	Monthly base charge first 4,000 gallons	44.28	\$45.61
	Charge per additional 1,000 gallons	4.15	\$4.27
Large Commercial Metered	Monthly base charge first 5,000 gallons	664.41	\$684.35
	Per additional 1,000 gallons	2.71	\$2.79

Unmetered Rates

Residential Commercial/Industrial	67.42	\$69.44
Bakeries	116.06	\$119.54
Bars	255.31	\$262.97
Barbershop – one chair	63.78	\$65.69
Barbershop – per each additional chair	51.07	\$52.60
Beauty Shop – one basin	63.78	\$65.69
Beauty Shop – per additional basin	51.07	\$52.60
Bed and Breakfast within Single-Family Residential – per rental unit	13.48	\$13.88
Churches	63.78	\$65.69
Cleaners and Cleaning Plant	127.37	\$131.19
Clubs, Lodges – w/o Bar or Restaurant Facilities	63.78	\$65.69
Clubs, Lodges – w/Bar or Restaurant Facilities	127.57	\$131.40
Cold Storage Plants	1361.22	\$1,402.06
Convenience Stores	57.98	\$59.72
Vehicle and Marine Service Stations, Car Lots – w/o Wash Racks	127.37	\$131.19
Grocery Stores – w/o Meat Market	174.09	\$179.31
Grocery Stores – w/Meat Market	232.12	\$239.08
Hydrants, Fire – each	40.44	\$41.65
Hotels and Motels – 10 Rooms or Less	191.45	\$197.19
Hotels and Motels – Over 10 Rooms, per additional room	14.20	\$14.63
Laundromats, Self Service – Under 30-lb. Capacity, per machine	30.00	\$30.90
Laundromats, Self Service – 30 lbs. or Over Capacity, per machine	35.00	\$36.05
Multifamily per unit (4 units and above)	51.67	\$53.22
Office Building – base rate first plumbed space	67.44	\$69.46
Office Building – each additional plumbed space	42.16	\$43.42
Offices w/Additional Laboratory and/or X-Ray Unit	134.88	\$138.93
Plane Floats	127.37	\$131.19
Public Showers – first two stalls	68.17	\$70.22

City and Borough of Wrangell Schedule of Fees and Rates

Effective: _____

Unmetered Rates		
Public Showers – per additional stall		16.62 \$17.12
Ranger District		653.97 \$673.59
Restaurant, Lunch Counters, Etc. – Up to and Including 30 Seats		174.09 \$179.31
Restaurant, Lunch Counters, Etc. – Over 30 Seats		255.33 \$262.99
Fountain only		63.78 \$65.69
Schools, per classroom		42.16 \$43.42
Shops and Stores		63.78 \$65.69
Everything Else		67.44 \$69.46
Standby Fire Protection		40.44 \$41.65
Fees		
Deposit required		\$25.00
Meter deposit required		\$100.00
Service turnoff for delinquent accounts - Charges	Disconnect Service Charge	\$50.00
	Reconnection Service Charge	\$50.00
Meter accuracy - Testing upon customer request	For meters one inch and smaller. For meters larger than one inch, shall be an estimate of the cost of testing the meter as determined by the Public Works Director.	\$50.00
Outside of Business Hours - Call out Fee		\$150.00
Service connection charges	Size of Service (in inches)	Minimum Charges
	3/4	\$350.00
	1	\$450.00
	2	\$600.00
	3 and over	\$700.00

end of section

City and Borough of Wrangell Schedule of Fees and Rates

Effective: _____

PUBLIC WORKS (Sewer)

Class A Residential		
Metered Water Customers	Same cost as metered water bill for period	
Monthly Residential Charge	56.70	\$58.40
Vacation Rate	44.18	\$14.61
Class B Commercial		
Bakeries	85.06	\$87.61
Bars	170.12	\$175.22
Barbershop – two chairs	56.70	\$58.40
Barbershop – per each additional chair	28.35	\$29.20
Beauty Shop – two basin	56.70	\$58.40
Beauty Shop – per additional basin	28.35	\$29.20
Bed and Breakfast within Single Family Residential – per rental unit	11.34	\$11.68
Canneries	56.70	\$58.40
Canneries – Shellfish		special
Canneries – Fish Processing		special
Canneries – Rinsing and Packaging Only		special
Canneries – Saltwater Process Only		special
Churches	56.70	\$58.40
Cleaners and Cleaning Plant	113.39	\$116.79
Clubs, Lodges – w/o Bar or Restaurant Facilities	56.70	\$58.40
Clubs, Lodges – w/ Bar or Restaurant Facilities	113.39	\$116.79
Cold Storage Plants		special
Convenience Stores	56.70	\$58.40
Docks	56.70	\$58.40
Garage, Service Station, Car Lots – w/o Wash Racks	56.70	\$58.40
Garage, Service Station, Car Lots – w/ Wash Racks	113.39	\$116.79
Grocery Stores – w/o meat market	85.06	\$87.61
Grocery Stores – w/ meat market	170.12	\$175.22
Hotels and Motels – First 10 rooms or less	170.12	\$175.22
Hotels and Motels – Over 10 Rooms, Per Room	41.30	\$11.64
Hospital – 2 ERUs + Per Bed Charge of 0.4 ERU per 24 Beds	657.89	\$677.63
Laundromats, Under 30- Pound Capacity	15.00	\$15.45
Laundromats, 30 Pound or Over Capacity	20.00	\$20.60
Multifamily per unit	56.70	\$58.40
Office Building – Per employee	5.64	\$5.81
Office Building – Each additional plumbed office	56.70	\$58.40
Office Building – Each additional unplumbed office	11.30	\$11.64

City and Borough of Wrangell Schedule of Fees and Rates

Effective: _____

Class B Commercial		
Offices – Medical	31.94	\$32.90
Offices – Medical – w/ laboratory and/or X-Ray Unit	113.39	\$116.79
Offices – Medical – w/o laboratory and/or X-Ray Unit	56.70	\$58.40
Public Showers – First two Stalls	56.70	\$58.40
Public Showers – Per additional stall	11.30	\$11.64
Ranger District	442.37	\$455.64
Restaurant, Lunch Counters, Etc. – Up to and including 30 seats	170.12	\$175.22
Restaurant, Lunch Counters, Etc. – each additional 20 seats or fraction thereof	56.70	\$58.40
Lunch Counters, Drive-Ins or Fast Food, of less than 30 seats	85.06	\$87.61
Industrial		special
Schools, per Classroom	24.36	\$25.09
Shops, Stores, Dry Goods, Gifts, Etc.	56.70	\$58.40
Swimming Pool, Public	453.71	\$467.32
Rooming Houses	56.70	\$58.40
Rooming Houses per bed	11.30	\$11.64
Service Connection Charge (not including labor & materials)		\$287.50

end of section

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 11, 2024
	<u>Agenda Section</u>	13

ORDINANCE No. 1057 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.05.025, GENERAL MOORAGE CONDITIONS AND RESTRICTIONS, OF TITLE 14, HARBOR AND PORT FACILITIES, OF THE WRANGELL MUNICIPAL CODE, TO ADD A NEW SUBSECTION REQUIRING MARINE VESSEL INSURANCE OR ALTERNATIVELY TO REQUIRE USERS TO PAY A MOORAGE SURCHARGE

SUBMITTED BY:

Steve Miller, Port & Harbor Director

FISCAL NOTE:

Expenditure Required: \$XXX Total	
Fiscal Year (FY):	Amount: \$
Amount Budgeted:	
	FY: \$
Account Number(s):	
	XXXXX XXX XXXX
Account Name(s):	
	Enter Text Here
Unencumbered Balance(s) (prior to expenditure):	
	\$XXX

Reviews/Approvals/Recommendations

<input checked="" type="checkbox"/>	Port Commission
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. ORD 1057

RECOMMENDATION MOTION:
Move to Approve first reading of Ordinance No. 1057 and move to a second reading with a Public Hearing to be held on June 25, 2024.

SUMMARY STATEMENT:

The Port Commission held several meetings on vessel insurance. They held a public hearing on January 4, 2024, to approve moving the attached ordinance to the assembly for approval. There were no persons to be heard on the item at that meeting. They looked at Seward, AK, Whittier, AK, Anacortes Marina, WA (Private), Port of Anacortes, WA (City), Bellingham, WA, and Port Townsend, WA and compiled the attached Ordinance. The Port Commission approved the attached Ordinance with no amendments.

The Assembly held a joint work session with the Port Commission on March 7, 2024 and heard from community members (both for and against) on requiring vessel insurance.

Ordinance 1057 effectively accomplishes the following:

- It requires liability coverage (to include salvage insurance) for vessels 30ft+
- It establishes the CBW must be an additional insured for non-transient vessels.
- It points to the fee and rate schedule for a surcharge to be applied if the vessel owner opts out of coverage.
- It requires the harbor department to assess maneuverability of vessels beyond the breakwater at least once annually.

CITY AND BOROUGH OF WRANGELL, ALASKA
ORDINANCE NO. 1057

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 14.05.025, GENERAL MOORAGE CONDITIONS AND RESTRICTIONS, OF TITLE 14, HARBOR AND PORT FACILITIES, OF THE WRANGELL MUNICIPAL CODE, TO ADD A NEW SUBSECTION REQUIRING MARINE VESSEL INSURANCE OR ALTERNATIVELY TO REQUIRE USERS TO PAY A MOORAGE SURCHARGE.

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

SEC. 1. Action. The purpose of this ordinance is to amend Section 14.05.025 of Chapter 14.05, Moorage, of the Wrangell Municipal Code, to add a requirement that all vessels using the Wrangell Ports & Harbors carry marine insurance or incur a higher moorage rate.

SEC. 2. Amendment. Section 14.05.025 General moorage conditions and restrictions, is amended to include a new subsection as follows:

14.05.025 General moorage conditions and restrictions.

A. Qualified Interest Required. Moorage may only be assigned to an applicant with a qualified interest in the vessel to which space is to be assigned.

B. Marine Insurance Required. Prior to obtaining a reserved moorage assignment, the owner of a vessel must:

1. As a condition of using Harbor facilities, vessels in excess of 29 feet in length must provide the Harbormaster's Office with a certificate of insurance evidencing that they have liability coverage (to include salvage) in an amount not less than \$300,000. For non-transient vessels mooring within Borough Harbor facilities, the certificate of insurance shall name the City and Borough of Wrangell as an Additional Insured; or
2. Pay a non-refundable moorage surcharge per vessel foot per month. Such fees shall be established by the assembly, by resolution. A public hearing of the assembly shall be required on the resolution that establishes fees and rates. The funds collected from the moorage surcharge under this regulation will be used to pay for the unrecoverable costs attributable to vessel salvage and disposal activities in Borough harbor facilities. This surcharge does not constitute marine insurance.

C[B]. No Unpaid Charges. Moorage may only be assigned to an applicant who has no delinquent fees or unpaid fines.

D[C]. Use by Assigned Vessel Only. Reserved moorage space may only be used by the holder for the assigned vessel.

E[D]. No Assignment or Transfer. Moorage space shall not be assigned or transferred by the holder thereof and does not transfer with the sale or other disposition of the vessel except as provided in WMC 14.05.015(I). Moorage space shall not be involuntarily assigned or transferred by operation of law except as expressly provided in this title.

F. Maneuverability Assessment. The Harbor Department shall observe each vessel mooring in Borough harbor facilities maneuver their vessel beyond the breakwater no less than once annually.

SEC. 3. Severability. If any provision of this ordinance, or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to all other persons or circumstances shall not be affected thereby.

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

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

PASSED IN FIRST READING: _____, 2024

PASSED IN SECOND READING: _____, 2024

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 11, 2024
	<u>Agenda Section</u>	13

RESOLUTION No 06-24-1867 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 GENERAL FUND BUDGET BY APPROPRIATING \$808,533 FROM GENERAL FUND UNRESTRICTED FUND BALANCE TO THE FIRE DEPARTMENT TO ADDRESS LANDSLIDE EXPENDITURES INCURRED AS A RESULT OF THE 11.2 MILE ZIMOVIA HIGHWAY LANDSLIDE

SUBMITTED BY:

Mason Villarma, Borough Manager

FISCAL NOTE:

Expenditure Required: \$808,533 Total	
Amount Budgeted:	
	0
Account Number(s):	
	Multiple
Account Name(s):	
	Multiple
Unencumbered Balance(s) (prior to expenditure):	
	\$XXX

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. RES 06-24-1867. 2. Landslide Expenditures Detail

RECOMMENDATION MOTION:

Move to Approve Resolution No. 06-24-1867.

SUMMARY STATEMENT:

The City and Borough of Wrangell is estimating that a total of \$900,000 was incurred responding to the 11.2 Mile Zimovia Landslide disaster. The Borough is pursuing the public assistance

reimbursement process through FEMA for all funds spent to address the landslide. An estimated summary of landslide expenditures is provided below:

11000 012 7001 00 00911	Materials and Supplies	\$36,088
11000 012 7008 00 00911	Non-Capital Equipment	\$82,998
11000 012 7519 00 00911	Professional Services/Contractual	\$663,035
11000 012 7900 00 00911	Capital Equipment	<u>\$26,412</u>
		\$808,533

A detail of landslide expenditures incurred is attached to this item for review.

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 06-24-1867

RESOLUTION OF THE ASSEMBLY OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 GENERAL FUND BUDGET BY APPROPRIATING \$808,533 FROM GENERAL FUND UNRESTRICTED FUND BALANCE TO THE FIRE DEPARTMENT TO ADDRESS LANDSLIDE EXPENDITURES INCURRED AS A RESULT OF THE 11.2 MILE ZIMOVIA HIGHWAY LANDSLIDE

WHEREAS, the 11.2 mile landslide disaster response included activities such as debris removal, emergency procedures, and utility repairs and replacements; and

WHEREAS, the cost of this recovery effort is estimated to be \$808,533; and

WHEREAS, other expenditures including salaries and wages for each department were incurred outside of this figure, however current appropriations have been deemed sufficient at this time.

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

Section 1: The FY 2024 Budget in the General Fund is amended to authorize an additional \$808,533 appropriation to the Fire Department.

Section 2: This budget amendment is retroactive to November 20th, 2023.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 11th DAY OF JUNE.

CITY & BOROUGH OF WRANGELL

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City and Borough of Wrangell
Year To Date Actual Ledger for Period Ending 6/30/2024

Account	Date	Source	JE Reference	Description	Debit	Credit	Balance
11000 012 7001 00 00911				Materials and Supplies (Landslide) Beginning Balance			0.00
	11/21/2023	A/P	11-21-23	Zak's Cafe	1,170.00		1,170.00
	11/21/2023	A/P	32945	LANDSLIDE Meals for SAR	310.72		1,480.72
	11/21/2023	A/P	32953	Petro Marine Services	546.48		2,027.20
	11/21/2023	A/P	495757/2	LANDSLIDE Unleaded 65.4G			
	11/21/2023	A/P	495758/2	Petro Marine Services	309.92		2,337.12
	11/21/2023	A/P	495758/2	LANDSLIDE Dave Powell Landing Craft	287.92		2,625.04
	11/21/2023	A/P	536304	110.1G	230.93		2,855.97
	11/22/2023	A/P	141960	Ottesen's Ace Hardware	323.76		3,179.73
	11/22/2023	A/P	32961	LANDSLIDE Shovels	503.05		3,682.78
	11/22/2023	A/P	47561	Petro Marine Services	175.00		3,857.78
	11/22/2023	A/P	495774/2	LANDSLIDE Search & Rescue 100G	389.97		4,247.75
	11/22/2023	A/P	536328	Buness Brothers Inc	128.33		4,376.08
	11/22/2023	A/P	536333	LANDSLIDE Interstate Battery	13.69		4,389.77
	11/22/2023	A/P	536356	Ottesen's Ace Hardware	252.89		4,642.66
	11/22/2023	A/P	536357	LANDSLIDE 10X10 Canopy's Gray	71.07		4,713.73
	11/22/2023	A/P	LANDSLIDE	Sentry Hardware and Marine	39.96		4,753.69
	11/22/2023	A/P	11/22/23	LANDSLIDE Rite Rain Notebooks/Ext	19.98		4,773.67
	11/24/2023	A/P	04193	Cords	134.95		4,908.62
	11/24/2023	A/P	495790/2	Sentry Hardware and Marine	47.96		4,956.58
	11/24/2023	A/P	495800/2	LANDSLIDE Push Adapter	109.37		5,065.95
	11/24/2023	A/P	536360	LANDSLIDE Chicken Feed	19.99		5,085.94
	11/24/2023	A/P	LANDSLIDE	LANDSLIDE Lamp Oil/Propane	30.97		5,116.91
	11/24/2023	A/P	11/24/23	LANDSLIDE Rain Gauge	76.12		5,193.03
	11/24/2023	A/P	11/24/23(2)	LANDSLIDE Wrangell IGA	15.36		5,208.39
	11/24/2023	A/P	11/24/23(3)	LANDSLIDE Wrangell IGA	24.08		5,232.47
	11/25/2023	A/P	1013887	LANDSLIDE Wrangell IGA	189.94		5,422.41
	11/25/2023	A/P	47523	LANDSLIDE Meals for SAR	16.50		5,438.91
	11/25/2023	A/P	495808/2	LANDSLIDE Creamer for SAR	279.99		5,718.90
	11/25/2023	A/P	495818/2	LNM Services	95.97		5,814.87
	11/25/2023	A/P	495819/2	LANDSLIDE Battery Supply	119.97		5,934.84
	11/25/2023	A/P	536439	LANDSLIDE Pressure Washer	13.99		5,948.83
	11/25/2023	A/P	LANDSLIDE	Ottesen's Ace Hardware	194.64		6,143.47
	11/26/2023	A/P	1009	LANDSLIDE Diesel/Kerosene Cans	585.00		6,728.47
				LANDSLIDE Gas Cans			
				Sentry Hardware and Marine			
				LANDSLIDE LED Lights			
				LANDSLIDE Wrangell IGA			
				11/25/23			
				LANDSLIDE Beverages for SAR			
				Hungry Beaver Pizza LLC			
				LANDSLIDE Meals for First Responders			

**City and Borough of Wrangell
Year To Date Actual Ledger for Period Ending 6/30/2024**

<u>Account</u>	<u>Date</u>	<u>Source</u>	<u>JE Reference</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
	11/26/2023	A/P	23030	Arrowhead LP Gas	47.25		6,775.72
	11/26/2023	A/P	495824/2	LANDSLIDE Propane 10.5G Ottesen's Ace Hardware	279.72		7,055.44
	11/26/2023	A/P	495829/2	LANDSLIDE Batteries/Gloves Ottesen's Ace Hardware	89.95		7,145.39
	11/26/2023	A/P		LANDSLIDE Batteries			
	11/26/2023	A/P		LANDSLIDE Wrangell IGA	24.08		7,169.47
	11/26/2023	A/P	11/26/23	LANDSLIDE Coffee Supplies			
	11/26/2023	A/P		LANDSLIDE Wrangell IGA	521.53		7,691.00
	11/26/2023	A/P	11/26/23(2)	LANDSLIDE Meals for SAR			
	11/26/2023	A/P		LANDSLIDE Wrangell IGA	39.90		7,730.90
	11/26/2023	A/P	11/26/23(3)	LANDSLIDE Meals for SAR			
	11/26/2023	A/P		LANDSLIDE Wrangell IGA	35.96		7,766.86
	11/26/2023	A/P	11/26/23(4)	LANDSLIDE Meals for SAR			
	11/26/2023	A/P		LANDSLIDE Wrangell IGA	20.94		7,787.80
	11/26/2023	A/P	11/26/23(5)	LANDSLIDE Bread for SAR			
	11/27/2023	A/P	23032	Arrowhead LP Gas	216.90		8,004.70
	11/27/2023	A/P		LANDSLIDE Propane 48.2G			
	11/27/2023	A/P	23033	Arrowhead LP Gas	189.45		8,194.15
	11/27/2023	A/P		LANDSLIDE Propane 42.1G			
	11/27/2023	A/P	CC#0500NO	LNM Services	91.41		8,285.56
	11/27/2023	A/P	V23-3	LANDSLIDE Expense			
	11/27/2023	A/P		LANDSLIDE Wrangell IGA	90.96		8,376.52
	11/27/2023	A/P	11/27/23	LANDSLIDE Meals for SAR			
	11/28/2023	A/P	536487	Sentry Hardware and Marine	2,918.39		11,294.91
	11/29/2023	A/P		LANDSLIDE Materials/Supplies			
	11/29/2023	A/P	04196	Angermans Inc	82.95		11,377.86
	11/29/2023	A/P		LANDSLIDE Clothing PPE Workwear			
	11/29/2023	A/P	1010	Hungry Beaver Pizza LLC	248.00		11,625.86
	11/29/2023	A/P		LANDSLIDE Meals for First Responders			
	11/29/2023	A/P	1014355	LNM Services	37.99		11,663.85
	11/29/2023	A/P		LANDSLIDE Garbage Bag Supply			
	11/29/2023	A/P	536528	Sentry Hardware and Marine	23.54		11,687.39
	11/29/2023	A/P		LANDSLIDE Fasteners/Hitch Pin			
	11/30/2023	A/P	03-78805	The Bay Company	628.85		12,316.24
	11/30/2023	A/P		LANDSLIDE STIHL Chain/File/Wedge/Oil/Bar			
	11/30/2023	A/P	03-78869	The Bay Company	11.40		12,327.64
	11/30/2023	A/P		LANDSLIDE PAWL/Spark Plugs			
	11/30/2023	A/P	03-78870	The Bay Company	120.40		12,448.04
	11/30/2023	A/P		LANDSLIDE Oil/Lube/OCK 2.1L			
	11/30/2023	A/P	03-78872	The Bay Company	362.56		12,810.60
	11/30/2023	A/P		LANDSLIDE Chain Loop/Rollomatic/Stihl Chain			
	11/30/2023	A/P	03-78875	The Bay Company	281.10		13,091.70
	11/30/2023	A/P		LANDSLIDE Oil/Filter Oil/Seals			
	11/30/2023	A/P	1014483	LNM Services	59.98		13,151.68
	11/30/2023	A/P		LANDSLIDE Snacks			
	11/30/2023	A/P	536563	Sentry Hardware and Marine	199.99		13,351.67
	11/30/2023	A/P		LANDSLIDE Watersystem Pump			
	11/30/2023	A/P	FireDept11/30/23	Wrangell IGA	174.65		13,526.32
	11/30/2023	A/P		LANDSLIDE Sandwiches for SAR			
	11/30/2023	A/P	MainAccount	Wrangell IGA	102.80		13,629.12
	11/30/2023	A/P	11/30/23	LANDSLIDE Chili for SAR			
	12/01/2023	A/P	12-1-23	Zak's Cafe	198.00		13,827.12
	12/01/2023	A/P		LANDSLIDE Meals for Line Crew			
	12/01/2023	A/P		LANDSLIDE Wrangell IGA	76.34		13,903.46
	12/01/2023	A/P	12/1/23	LANDSLIDE Meals for SAR			
	12/02/2023	A/P	495934/2	Ottesen's Ace Hardware	99.98		14,003.44
	12/02/2023	A/P		LANDSLIDE Drying Racks			
	12/02/2023	A/P	495940/2	Ottesen's Ace Hardware	24.90		14,028.34
	12/02/2023	A/P		LANDSLIDE Hand Warmers			
	12/02/2023	A/P	536637	Sentry Hardware and Marine	74.21		14,102.55
	12/02/2023	A/P		LANDSLIDE Funnel/Kerosene			
	12/02/2023	A/P	MainAccount	Wrangell IGA	48.96		14,151.51
	12/02/2023	A/P	12/2/23	LANDSLIDE Beverages for SAR			
	12/03/2023	A/P	12-3-23	Nic's Place	1,223.28		15,374.79
	12/03/2023	A/P		LANDSLIDE First Responder Meals			

**City and Borough of Wrangell
Year To Date Actual Ledger for Period Ending 6/30/2024**

<u>Account</u>	<u>Date</u>	<u>Source</u>	<u>JE Reference</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
	12/04/2023	A/P	23073	Arrowhead LP Gas	37.80		15,412.59
	12/04/2023	A/P	495966/2	LANDSLIDE Propane 8.4G Ottesen's Ace Hardware	21.99		15,434.58
	12/05/2023	A/P	4494	LANDSLIDE Gloves North Star Ventures LLC	1,710.00		17,144.58
	12/05/2023	A/P	536759	LANDSLIDE EOC Food/Beverage SAR Sentry Hardware and Marine	240.19		17,384.77
	12/06/2023	A/P	12-6-23	LANDSLIDE Shackles/Sleeves/ Cable Rooney, Jeffrey A	42.74		17,427.51
	12/06/2023	A/P	12-6-23	LANDSLIDE Reimbursement for PPE/Work wear Scheib, Erik	144.39		17,571.90
	12/07/2023	A/P	23086	LANDSLIDE Reimbursement for PPE/Work wear Arrowhead LP Gas	41.40		17,613.30
	12/08/2023	A/P	110	LANDSLIDE Propane 9.2G Alaska Waters Inc	820.97		18,434.27
	12/08/2023	A/P	4499	LANDSLIDE SAR Gear Spring River Waders/Wading Boots North Star Ventures LLC	62.75		18,497.02
	12/09/2023	A/P	12-6-23	LANDSLIDE Coffee Shop 12/5/23 Eastaugh, Jake	377.53		18,874.55
	12/11/2023	A/P	1016	LANDSLIDE Reimbursement for PPE/Work wear Sweet Tides Bakery	5,820.00		24,694.55
	12/18/2023	A/P	23122	LANDSLIDE Catering/Food/Meals Arrowhead LP Gas	40.50		24,735.05
	12/19/2023	A/P	496263/2	LANDSLIDE Propane 9G Ottesen's Ace Hardware	149.00		24,884.05
	12/22/2023	A/P	537357	LANDSLIDE 20V Batteries Sentry Hardware and Marine	21.98		24,906.03
	12/27/2023	A/P	20231201	LANDSLIDE Marking Paint The Drop Zone LLC	100.00		25,006.03
	12/27/2023	A/P	20231202	LANDSLIDE Meals The Drop Zone LLC	1,250.00		26,256.03
	1/16/2024	A/P	496815/2	LANDSLIDE Meals Ottesen's Ace Hardware	221.94		26,477.97
	1/16/2024	A/P	496816/2	LANDSLIDE Gas Cans Ottesen's Ace Hardware	244.92		26,722.89
	1/16/2024	A/P	496817/2	LANDSLIDE Headlamps/Batteries Ottesen's Ace Hardware	389.97		27,112.86
	1/22/2024	A/P	K3899642	LANDSLIDE LED Work Lights Wrangell Fire Department	1,158.41		28,271.27
	1/25/2024	A/P	#1	LANDSLIDE Kuiu Gear Reimbursement TK's Mini Mart LLC	1,356.28		29,627.55
	1/25/2024	A/P	#2	LANDSLIDE Food/Materials/Supplies TK's Mini Mart LLC	1,510.47		31,138.02
	1/29/2024	A/P	04295	LANDSLIDE Fuel Angermans Inc	194.90		31,332.92
	2/06/2024	A/P	CS-452933	LANDSLIDE Rain Bibs/Boots D. Sprehe Wrangell Fire Department	413.84		31,746.76
	3/27/2024	A/P	000196847	LANDSLIDE WesSpur Chainsaw Trousers Reimbursement Wrangell Fire Department	128.29		31,875.05
	4/23/2024	A/P	4-23-24	LANDSLIDE Baileys Chainsaw Bar Reimbursement Guggenbickler, Christopher	117.69		31,992.74
	5/15/2024	A/P	499539/2	LANDSLIDE Canopy 10'X 10' Reimbursement Ottesen's Ace Hardware	4,095.05		36,087.79
				LANDSLIDE CDX Plywood/Supplies			
11000 012 7001 00 00911				Materials and Supplies (Landslide) Ending Balance	36,087.79	0.00	36,087.79
11000 012 7008 00 00911				Non-Capital Equipment (Landslide) Beginning Balance			0.00
	11/22/2023	A/P	15384	Buness Electric LLC	7,285.00		7,285.00
				LANDSLIDE 10KW Generac Generator/Fittings/Labor			
	11/22/2023	A/P	47556	Buness Brothers Inc	22,843.00		30,128.00
				LANDSLIDE Honda Generators			

**City and Borough of Wrangell
Year To Date Actual Ledger for Period Ending 6/30/2024**

<u>Account</u>	<u>Date</u>	<u>Source</u>	<u>JE Reference</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
	11/24/2023	A/P	CC#3099NO	Harbor Freight Tools	1,958.37		32,086.37
			V23-6	LANDSLIDE Generators			
	11/28/2023	A/P	CC#8529NO	Starlink	2,728.50		34,814.87
			V23-7	LANDSLIDE Starlink High Performance Kit			
	11/29/2023	A/P	03-78839	The Bay Company	90.09		34,904.96
				LANDSLIDE Tri Ball Solid Shank 2"			
	11/30/2023	A/P	03-78883	The Bay Company	16,188.00		51,092.96
				LANDSLIDE Yamaha Inverters			
	12/01/2023	A/P	03-78893	The Bay Company	12.31		51,105.27
				LANDSLIDE Wand Tip QC			
	1/23/2024	A/P	5906393-00	Anixter Inc	6,039.94		57,145.21
				LANDSLIDE; CUST# 6000750 WMLP Replacement Hardware			
	1/30/2024	A/P	S1029-	Samson Tug and Barge Co	410.85		57,556.06
			WRA-005-N	LANDSLIDE CUSTNO: CMAJS1317			
				Anixter WMLP Replacement Hardware			
	2/02/2024	A/P	5906434-00	Anixter Inc	6,500.00		64,056.06
				LANDSLIDE WMLP Replacement Hardware See attached Quote: U00742183.00			
	3/26/2024	A/P	90211654	Stella-Jones Corporation	18,942.00		82,998.06
				Order #20139089 Penta Utility Poles WMLP/LANDSLIDE			
11000 012 7008 00 00911				Non-Capital Equipment (Landslide) Ending Balance	82,998.06	0.00	82,998.06
11000 012 7519 00 00911				Professional Services/Contractual Services (Landslide) Beginning Balance			0.00
	11/21/2023	A/P	12938	Sunrise Aviation Inc	225.00		225.00
				LANDSLIDE Flyover Tim Bunes			
	11/25/2023	A/P	11/25/2023	Breakaway Ferry and Freight LLC	10,800.00		11,025.00
				Landslide Transportation Support			
	11/29/2023	A/P	199	Taylor Properties LLC Sourdough Lodge	445.00		11,470.00
				LANDSLIDE S&R K9 Lodging 11/27 11/28			
	11/29/2023	A/P	CC#4863NO	Taylor Properties LLC Sourdough Lodge	990.00		12,460.00
			V23-6	LANDSLIDE Search and Rescue K9 Lodging			
	12/05/2023	A/P	4493	North Star Ventures LLC	9,356.00		21,816.00
				LANDSLIDE Noncongregate Housing/Hotel Stay/Cleaning Services			
	12/08/2023	A/P	000384	Breakaway Adventures LLC	2,000.00		23,816.00
				LANDSLIDE Transportation 11/24-11/27			
	12/08/2023	A/P	109	Alaska Waters Inc	6,200.00		30,016.00
				LANDSLIDE Transportation Charter Boat Run/Standby Time			
	12/15/2023	A/P	24205	Bunes Brothers Inc	107.50		30,123.50
				LANDSLIDE EU1000 Generator Repair/Service			
	1/22/2024	A/P	2359	BW Enterprises	155,965.62		186,089.12
				LANDSLIDE Progress Invoice #1 Nov 27 - Jan 4			
	1/23/2024	A/P	000004	Tinys Island Taxi Service	7,998.25		194,087.37
				LANDSLIDE Transportation Services			
	2/21/2024	A/P	2-21-24	Altepeter, Karl M & Stacy L	7,500.00		201,587.37
				11 Mile Zimovia Hwy Staging Area Facility Lease			
	4/11/2024	A/P	2360	BW Enterprises	461,447.95		663,035.32
				LANDSLIDE Progress Invoice #2 Jan 5th-Feb 12th			
11000 012 7519 00 00911				Professional Services/Contractual Services (Landslide) Ending Balance	663,035.32	0.00	663,035.32
11000 012 7900 00 00911				Capital Expenditures (Landslide) Beginning Balance			0.00
	11/22/2023	A/P	K530971	Tyler Rental	6,918.30		6,918.30
				LANDSLIDE Light Tower Pro Equipment			
	11/24/2023	A/P	CC#0500NO	Pape Machinery formally known as	12,400.00		19,318.30
			V23-1	Washington Tractor			
				LANDSLIDE Doosan Light Tower SN 501258UBAFG78 (Credited on Jan.2024 Stmt)			

City and Borough of Wrangell
Year To Date Actual Ledger for Period Ending 6/30/2024

<u>Account</u>	<u>Date</u>	<u>Source</u>	<u>JE Reference</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
	11/24/2023	A/P	CC#0500NO V23-2	Alaska Marine Highway System LANDSLIDE Shipping Doosan Light Tower SN 501258UBAFG78	1,095.00		20,413.30
	11/30/2023	A/P	LM 335389 S	Pape Machinery formally known as Washington Tractor LANDSLIDE SN 501258UBAFG78 Light Tower	12,400.00		32,813.30
	12/19/2023	A/P	47560	Buness Brothers Inc LANDSLIDE Honda Generator EU7000IAN	5,999.00		38,812.30
	1/10/2024	A/P	CC#0500JA N24-1	Pape Machinery formally known as Washington Tractor CREDIT LANDSLIDE Doosan Light Tower SN 501258UBAFG78 (Paid by Check)		12,400.00	26,412.30
11000 012 7900 00 00911	Capital Expenditures (Landslide) Ending Balance				38,812.30	12,400.00	26,412.30
Report Total					820,933.47	12,400.00	808,533.47

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	June 11, 2024
	<u>Agenda Section</u>	13

RESOLUTION No. 06-24-1869 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET IN THE RESIDENTIAL CONSTRUCTION FUND BY ACCEPTING REVENUE FROM THE SALE OF THE OLD WRANGELL MEDICAL CENTER AND REAL PROPERTY AS DESCRIBED AS LOT A, BLOCK 54, IN THE AMOUNT OF \$200,000

<u>SUBMITTED BY:</u>
Mason Villarma, Borough Manager

<u>FISCAL NOTE:</u>		
Expenditure Required:		
FY 24: \$	FY 25:	26: \$
Amount Budgeted:		
	24	
Account Number(s):		
	Detail provided below	
Account Name(s):		
	Detail provided below	
Unencumbered Balance(s) (prior to expenditure):		
	Detail provided below	

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

ATTACHMENTS: 1. RES 06-24-1869.

RECOMMENDATION MOTION:

Move to approve resolution No. 06-24-1869.

SUMMARY STATEMENT:

This resolution accepts the revenue from the sale of the Old Wrangell Medical Center and property. Since the property is being purchased for residential purposes, we are requesting that the revenue go into the residential construction fund for future residential development.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO: 06-24-1869

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET IN THE RESIDENTIAL CONSTRUCTION FUND BY ACCEPTING REVENUE FROM THE SALE OF THE OLD WRANGELL MEDICAL CENTER AND REAL PROPERTY AS DESCRIBED AS LOT A, BLOCK 54, IN THE AMOUNT OF \$200,000

WHEREAS, the Borough assembly authorized the terms of the sale of the Old Wrangell Medical Center and real property to Wayne Johnson, DBA Wrangell Heritage House Development, LLC, by Resolution (04-24-1850) in April of 2024; and

WHEREAS, the negotiated and approved amount of the sale was \$200,000; and

WHEREAS, the FY 2024 Budget must be amended to accept this revenue.

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

Section 1. Lot A, Block 54 sold for \$200,000.

Section 2: The FY 2024 Budget in the Residential Construction Fund is amended to reflect an increase in revenue to account 50000-000-4650 Residential Construction Fund Revenue in the total amount of \$200,000.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 11th DAY OF June 2024.

CITY & BOROUGH OF WRANGELL

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

