



City and Borough of Wrangell  
Port Commission  
AGENDA

Thursday, January 04, 2024  
6:00 PM

Location: Borough Assembly Chambers  
City Hall

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES** (*MOTION - Move to approve the Minutes, as presented*)

- a. 11/2/23 Port Commission Minutes

**4. AMENDMENTS TO THE AGENDA**

**5. CORRESPONDENCE**

**6. PERSONS TO BE HEARD**

**7. HARBORMASTER'S REPORT**

- a. Harbormaster Report

**8. COMMISSIONER REPORTS**

**9. UNFINISHED BUSINESS**

- a. Title 14 Review: pages 27-52

**10. NEW BUSINESS**

- a. **ORDINANCE No** 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.

- b. Approval to Create Wrangell Marine Service Center Lease Lot 9, and assign to Pat Ellis, dba Wrangell Boat Shop

- c. Approval of the Modification to Wrangell Mill Dock Leased Lot 1, Transferring lease from Solomon Fowler Alaska Ice Seafoods Inc dba Fathom Seafoods to Jeff Grannum Wind and Tide LLC dba Peninsula Seafood.

**11. NEXT AGENDA ITEMS**

**12. ADJOURN**

**Minutes of the Regular Wrangell Port Commission Meeting  
Held November 2, 2023**

Chairman John Yeager called the Regular Port Commission meeting to order at 6:00 p.m. on November 2, 2023.

PRESENT: Commissioners Yeager, Davies, Martin, and Morrison.  
Harbormaster Steve Miller was also in attendance.

APPROVAL OF MINUTES

a. Approval of minutes from meetings held on October 5, 2023.

***M/S: Morrison/Martin to approve the minutes as presented. Motion approved unanimously.***

AMENDMENTS TO THE AGENDA – none.

CORRESPONDENCE/PERSONS TO BE HEARD – none.

HARBORMASTER'S REPORT

- New Port lighting was installed by the Port & Harbors and WMLP crews. The new lighting system improves safety, visibility, and efficiency.
- A new steel bull rail was installed at the barge landing area, improving safety and minimizing the risk of accidents and potential damage to the port infrastructure.
- Winterization of Harbor and Port Facilities is in progress. Snow removal equipment preparations have started, enabling uninterrupted operations when winter conditions set in.
- The Marine Service Center is undergoing a lighting upgrade, switching out High-Pressure Sodium to LEDs, improving visibility and safety within the MSC and reducing energy usage and maintenance costs.
- Harbor Staff has been busy cleaning up accounts and organizing the office filing system. This will ultimately help make the office more efficient and will ensure stall assignments and billing are accurate. Harbor staff is also working towards more cross training/additional training of TMP to better utilize the accounting system.

COMMISSIONER REPORTS

- Morrison – none.
- Bunes – absent.
- Davies – Commented on needing better lighting in MSC, but recognized that the project is already underway.
- Martin – none.

- Yeager – none.

UNFINISHED BUSINESS –

**9A. Title 14 Review pg 1 – 26**

- Commissioners went through pages 1 – 26 of Title 14 and made recommended edits.
- Pages 27-52 are under review for the January 4<sup>th</sup> meeting.

NEW BUSINESS –

**10A. Recommended Port Rate Changes**

***M/S: Davies/Martin to approve the New Port Rate Schedule as presented. Motion approved unanimously.***

NEXT AGENDA ITEMS:

- Title 14 revisions, pages 27-52
- Port Commission Vice Chairman discussion
- Insurance

The next Regular meeting will be held on January 4, 2024.

The Regular Port Commission meeting was adjourned at 7:16 p.m.

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### Harbormaster Year in Review Highlights 2023:

Throughout the year, the harbor team worked diligently to ensure the smooth operation and maintenance of the harbor facilities. Here are some highlights from the year:

#### Maintenance and Repairs:

- In February, swing bearings and roller bearings were greased on hoists at Reliance, Mill dock, and Shoemaker Bay hoist.
- Light bulbs were replaced around the outside and inside of the Harbor office, including the shop.
- Decking outside of the Harbor office was repaired.
- Emergency pumps were cleaned and had their oil changed.
- Fascia boards were replaced at multiple harbors.
- Garbage was picked up in all harbor parking lots.
- Oil collection sites at Reliance, Inner Harbor, Heritage Harbor, and Shoemaker Bay harbor parking lots were serviced daily, weekly, monthly.
- Beach lines and pulleys were replaced at the barge landing.

#### New Hires and Events:

- Andrew Eyon was hired as the Harbor Administrative Assistant in March.
- I attended the Seattle Boat Show, generating interest from customers looking for stalls in Southeast AK.
- I also attended the annual Legislative Fly-In in Juneau to lobby for funding for the Harbor Facility Grant Program.
- Port and harbor staff were optimistic that the program would be funded, allowing for the rebuilding of Meyers Chuck's mooring floats.
- An agreement was entered into with PN&D for a condition assessment of the Concrete T Dock, MSC dock, and Heritage Harbor float anodes.

#### Training and Preparations:

- Staff completed computer training with Brightly Asset Essentials in April.
- Harbors were pressure washed and any issues were fixed before the arrival of northbound traveling yachts.
- The city dock was prepared for the summer season by replacing chalk blocks and power washing the entire dock.
- The Marine Service Center was busy with haul outs and booked out through the end of June.

#### Repairs and Busy Months:

- In June, repairs to the Fish and Game float, damaged by a sinking boat, were completed.
- Brush and grounds keeping were carried out at all harbors and parking lots.
- The Marine Service Center had its busiest month of the year in May, servicing 56 vessels.
- Preparation for the upcoming salmon season included getting ready to receive freezer vans.

End of Season and Future Plans:

- In October, maintenance and repairs were completed on the airplane float, Shoemaker Harbor boat launch ramp, and crane hydraulic systems at Shoemaker.
- Advertising for the Harbor Administrative Assistant position took place welcome Calleigh Miller.
- The anode project bid resulted in Global Diving and Salvage winning the bid. Construction planned for the end of March 2024.

- The Marine Service Center became available for winter vessel maintenance projects and boat storage.
- The cruise ship season came to an end, and summer floats were removed from the City dock.
- Installation of security cameras in January 2024.
- I also attended the fall AAHPA conference and Marine Expo in Seattle.

Year in Review: Overall, the year was filled with diligent maintenance, repairs, and preparations for the various harbor facilities. The Marine Service Center saw significant activity, serving numerous vessels and preparing for the salmon season. The harbor team remained committed to providing excellent service to transient vessels and ensuring the smooth operation of the harbor facilities.

**CITY & BOROUGH OF WRANGELL, ALASKA  
PORT COMMISSION AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	January 04, 2024
	<u>Agenda Section</u>	<b>13</b>

**ORDINANCE No** 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.

SUBMITTED BY:

Steve Miller, Port Director

FISCAL NOTE:

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

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Insurance Requirement ORD

**RECOMMENDATION MOTION:**  
Move to Open Public Hearing once Public hearing is complete close public hearing then; Move to Recommend ordinance requiring Vessel insurance to obtain moorage in Wrangell ports and harbors.

**SUMMARY STATEMENT:**

At the September meeting, the Port Commission requested that I send the information to the city attorney. The attorney has now sent back an ordinance for our consideration, which has been in development for some time. After numerous workshops and discussions, the port commission is now prepared to proceed with implementing the final ordinance. The cost of recovering sunken vessels has significantly increased, and the community can no longer afford to subsidize uninsured vessels. The most recent sinking could have cost the community of Wrangell over \$75,000, which is unsustainable for the Ports and Harbors budget. It is essential that these funds be allocated towards rehabilitating the infrastructure of Ports and Harbors.

This ordinance has been vetted and approved by our borough attorney.

CITY AND BOROUGH OF WRANGELL, ALASKA  
ORDINANCE NO. \_\_\_\_

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. Provide the Harbormaster with proof of current marine insurance showing, at a minimum, the owner's name, information identifying the vessel, and the dates of insurance coverage; or
2. Pay a non-refundable moorage surcharge of \$5.00 per vessel foot per month. 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. [Ord. 625 § 5, 1996.]

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: \_\_\_\_\_, 2023

PASSED IN SECOND READING: \_\_\_\_\_, 2023

\_\_\_\_\_  
Patricia Gilbert, Borough Mayor

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

**CITY & BOROUGH OF WRANGELL, ALASKA  
PORT COMMISSION AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	January 4, 2024
	<u>Agenda Section</u>	<b>10</b>

Approval to Create Wrangell Marine Service Center Lease Lot 9, and assign to Pat Ellis, dba Wrangell Boat Shop

<u>SUBMITTED BY:</u>
Steve Miller, Port & Harbor Director

<u>FISCAL NOTE:</u>		
<b>Expenditure Required:</b> \$XXX Total		
FY 23: \$	FY 24: \$	FY25: \$
<b>Amount Budgeted:</b>		
	FY20 \$XXX	
<b>Account Number(s):</b>		
	XXXXX XXX XXXX	
<b>Account Name(s):</b>		
	Enter Text Here	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$XXX	

<u>Reviews/Approvals/Recommendations</u>	
<input type="checkbox"/>	Port Commission
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Lease Request from Pat Ellis, dba Wrangell Boat Shop 2. Lease Lot 9 Location. 3. Pat Ellis Request

**RECOMMENDATION MOTION:**  
Move to Approve the Creation of Lease Lot 9 Wrangell Marine Service Center and assignment of lease Lot 9 to Pat Ellis, dba Wrangell Boat Shop.

**SUMMARY STATEMENT:**  
The creation of Lease Lot 9 in the Marine Service Center and assigning it to Pat Ellis, operating as Wrangell Boat Shop, is a well-founded decision that will greatly benefit the community. With a long-standing history of vessel repair and maintenance, Wrangell Boat Shop is highly qualified to establish a shop dedicated to working on wood boats and providing fiberglass repair services. This lease will contribute to the economic growth of the area. By supporting this venture, the community

can ensure the availability of specialized services and further enhance the reputation of the Marine Service Center as a hub for quality marine craftsmanship.





Wrangell Boatshop LLC  
PO Box 990  
Wrangell, AK 99929  
{907} 874-4669  
wrangellboatshop@hotmail.com

October 5, 2023

City of Wrangell Harbor Department,

Wrangell Boatshop LLC would like to lease a 40-foot by 50-foot space in the City of Wrangell Travel Lift yard for the purpose of putting in a shop space for working on vessels in the Marine Service Center Yard. The space would contain our woodworking equipment as well as provide us with a dry place to do small fiberglass repair and paint projects as needed. It would be ideal to have an area with a concrete pad and access to 220v electrical power. Please contact us if there's any further information we can provide.

Thank you,

A handwritten signature in black ink, appearing to read "Patrick A. Ellis".

Patrick A. Ellis  
Wrangell Boatshop LLC

## **Alaska Ice Seafoods, Inc.**

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1690 Marine View Dr. STE C  
Tacoma, WA 98422 U.S.A.

Letter of Interest / Intent to Transfer Lease  
City of Wrangell, Port Commission Members/Borough Assembly Members.  
To whom it may concern:

This letter is to express interest/intent on transferring the lease on property that is currently being leased by Alaska Ice Seafoods at Lot #1 of The Old Mill Dock to Jeff Grannum/Peninsula Seafood. The intentions for the leased property would be to continue and expand the current operations of Alaska Ice Seafoods; Purchase, Procure, Pack and Ship Crab, Shrimp, Salmon, Halibut and Bottom fish as well as servicing the local fishing fleet in Wrangell with bait and ice.

Please feel free to contact me by phone or email with any questions or concerns.

Thank you for your time and consideration of this request,

Solomon Fowler  
Alaska Ice Seafoods  
Ph.# (253)-777-5889  
Solomon@alaskaiceseafoods.com

# Letter of Interest / Intent to Lease

**City of Wrangell, Port Commission Members/Borough Assembly Members.**

To whom it may concern:

This letter is to express interest/intent on leasing property that is currently being leased by Alaska Ice, Inc dba Fathom Seafoods at Lot #1 of The Old Mill Dock. The intentions for the leased property would be to; Purchase, Procure, Pack and Ship Crab, Shrimp, Salmon, Halibut and Bottom fish as well as servicing the local fishing fleet in Wrangell with bait and ice. We also be submitting a request to modify said lease in a separate document.

Please feel free to contact me by phone or email with any questions or concerns.

Thank you for your time and consideration of this request,

## **Wind and Tide LLC dba Peninsula Seafoods**

**Jeff Grannum**  
**503-758-4956**  
[Grannum@peninsulaseafood.com](mailto:Grannum@peninsulaseafood.com)

**Wrangell Agent: Dustin Phillips**  
**PO Box 1004**  
**911 Evergreen Ave.**  
**Wrangell, AK 99929**  
**Ph.# (907)-723-0565**  
[Dphillips0565@gmail.com](mailto:Dphillips0565@gmail.com)

First Modification to the Facility Assigned Lease Agreement  
to the Wraoell Marine Service Center (WMSC)  
for Mill Dock Lot 1

This **first** modification to increase the square foot area of the Facility Assigned Lease Agreement is made and entered into as of May 11, 2021 by and among:

ALASKA ICE SEAFOODS, INC. dba FATHOM SEAFOOD, 1690 MARINE VIEW DRIVE  
BLDG C, TACOMA, WA 98422-4103.

Now therefore, both parties agree as follows:

*First Modification:*

- A. On May 11, 2021, Modification 1 changed: i) Section 2, Leased Property, by granting additional square footage; and ii) Section 4 (A) by increasing the monthly rental rate. The amendment is as follows and by reference becomes incorporated into the original Assigned Lease Agreement
  - a. Section 2, Leased Property: The property subject to this Lease is described as: Mill Dock, Lot 1, from approximately 51' x 100' (5,140 square feet) to an include an **additional** 2,320 (total 7,460 square feet).
  - b. Section 4 (A): Lease payments shall increase from \$411.20 to \$596.80 per month plus tax, payable in advance on the 10<sup>th</sup> day of each month.

a?---z\_\_\_\_\_

Alaska Ice Seafoods, Inc., dba Fathom Seafood, Lessee

12 / 2021

Date

*Patricia Gilbert*

**Stephen Prysunka, Mayor**

*Patricia Gilbert, vice Mayor*

May, 17, 2021

Date

*Kim Lane*

**(Attest) Kim Lane, Borough Clerk**



**CITY & BOROUGH OF WRANGELL, ALASKA  
PORT COMMISSION AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	January 4, 2024
	<u>Agenda Section</u>	<b>10</b>

Approval of the Modification to Wrangell Mill Dock Leased Lot 1, Transferring lease from Solomon Fowler Alaska Ice Seafoods Inc dba Fathom Seafoods to Jeff Grannum Wind and Tide LLC dba Peninsula Seafood.

SUBMITTED BY:

Steve Miller, Port & Harbor Director

FISCAL NOTE:

<b>Expenditure Required: \$XXX Total</b>		
FY 22: \$	FY 23: \$	FY24: \$
<b>Amount Budgeted:</b>		
	FY20 \$XXX	
<b>Account Number(s):</b>		
	XXXXX XXX XXXX	
<b>Account Name(s):</b>		
	Enter Text Here	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$XXX	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Lease transfer Letter from Alaska Ice Seafoods 2. Letter from Peninsula Seafoods requesting lease transfer. 3. Current lease 4. Lease Location

**RECOMMENDATION MOTION:**  
Move to Approve the Modification to Wrangell Mill Dock Lot 1 for Alaska Ice Seafoods Inc dba Fathom Seafoods, Transferring Mill Dock Lease Lot 1 to Jeff Grannum Wind and Tide LLC dba Peninsula Seafoods.

**SUMMARY STATEMENT:**  
The transfer of Wrangell Mill Dock Lease Lot 1 from Alaska Ice Seafoods to Peninsula Seafoods is a significant decision that holds great importance for the community of Wrangell. By providing fish processing services in Wrangell, this transfer ensures the continued growth and sustainability of

the local fishing industry. Peninsula Seafoods, with its experience in fish processing, is well-equipped to take on this responsibility and contribute to the economic development of the area. This transfer not only strengthens the fishing industry but also creates job opportunities and supports the livelihoods of local fishermen. Overall, the transfer of Lease Lot 1 to Peninsula Seafoods is a crucial step towards maintaining Wrangell's position as a thriving hub for fish processing and securing a prosperous future for the community.

