



City and Borough of Wrangell  
SPECIAL Borough Assembly Meeting  
AGENDA



NIXLE Registration

Tuesday, July 08, 2025  
5:30 PM

Location: Borough Assembly Chambers

**1. CALL TO ORDER**

**2. PERSONS TO BE HEARD**

**3. PUBLIC HEARING**

- a.** **ORDINANCE No. 1087** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 20.62, PLANNED UNIT DEVELOPMENTS AND AMENDING SEVERAL SECTIONS IN TITLE 20 – ZONING, TO ADD AND REFERENCE PLANNED UNIT DEVELOPMENTS TO THE WRANGELL MUNICIPAL CODE

**4. UNFINISHED BUSINESS**

- a.** **ORDINANCE No. 1081** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING A NEW CHAPTER 11.39, MICROMOBILITY DEVICES, TO TITLE 11, VEHICLES AND TRAFFIC, OF THE WRANGELL MUNICIPAL CODE (*reintroduced*)

**5. NEW BUSINESS**

- a.** **RESOLUTION No. 07-25-1958** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ACCEPTING REVENUE IN THE GENERAL FUND FROM ALASKA PUBLIC ENTITY INSURANCE (APEI) AND RESTRICTING IT FOR THE PURPOSE OF A PLAYGROUND CONSTRUCTION PROJECT
- b.** **RESOLUTION No. 07-25-1954** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE PUBLIC WORKS ADMINISTRATIVE ASSISTANT POSITION
- c.** **RESOLUTION No. 07-25-1955** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, URGING IMMEDIATE ACTION FOR EFFECTIVE SEA OTTER MANAGEMENT TO RESTORE SOUTHEAST ALASKA'S SHELLFISH COMMERCIAL FISHERIES AND SUBSISTENCE HARVESTS
- d.** **RESOLUTION No. 07-25-1956** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF PUBLIC TIDELANDS, LOTS 15A & 14A, BLOCK 83-A, PLAT 2004-09, TO JOHN AGOSTINE FOR THE APPRAISED VALUE OF \$45,600 PLUS ASSOCIATED FEES
- e.** **RESOLUTION No. 07-25-1957** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FISCAL YEAR 2026 GENERAL FUND BUDGET TO APPROPRIATE \$148,182 FROM GENERAL FUND RESERVES FOR THE ST. MICHAEL'S STREET REHABILITATION PROJECT AND AUTHORIZING ITS EXPENDITURE

- f. **RESOLUTION No. 07-25-1959** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE CREATION OF THE EXECUTIVE ASSISTANT POSITION AND AMENDING THE NON-UNION WAGE AND GRADE TABLE
- g. **RESOLUTION No. 07-25-1961** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ESTABLISHING REVISED STARTING BID AMOUNTS FOR INDUSTRIAL LOTS 9, 11, AND 12 AND AUTHORIZING THEIR SALE VIA PUBLIC AUCTION PURSUANT TO WRANGELL MUNICIPAL CODE CHAPTER 16.12
- h. **RESOLUTION No. 07-25-1960** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES MUNICIPAL HARBOR FACILITY GRANTS PROGRAM AND COMMITTING RAISE GRANT FUNDS AS THE REQUIRED FIFTY PERCENT (50%) MATCH FOR THE INNER HARBOR REPLACEMENT PROJECT
- i. Approval of a Cooperative Management Agreement for Managing Petroglyph Beach State Historic Site

## 6. EXECUTIVE SESSION

- a. **Executive Session:** Discuss potential Options for developing the Waterfront Property

## 7. ADJOURNMENT

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 8, 2025
	<u>Agenda Section</u>	<b>3</b>

**ORDINANCE No. 1087** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 20.62, PLANNED UNIT DEVELOPMENTS AND AMENDING SEVERAL SECTIONS IN TITLE 20 – ZONING, TO ADD AND REFERENCE PLANNED UNIT DEVELOPMENTS TO THE WRANGELL MUNICIPAL CODE

SUBMITTED BY:

Kate Thomas, Economic Development Director

FISCAL NOTE:

**Expenditure Required: \$XXX Total**

<b>Fiscal Year (FY):</b>	<b>Amount: \$</b>
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**Amount Budgeted:**

FY:	\$
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**Account Number(s):**

XXXXXX XXX XXXX
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**Account Name(s):**

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

\$XXX
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Ordinance No. 1087 – Planned Unit Developments

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

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

**RECOMMENDATION MOTION:  
Move to Approve Ordinance 1087.**

**SUMMARY STATEMENT:** This agenda item seeks Assembly approval of Ordinance No. 1087, which adds a new chapter to the Wrangell Municipal Code to establish Planned Unit Developments (PUDs) as a land use tool. The ordinance also makes related amendments to Title 20 – Zoning. The proposed PUD code provides an alternative development pathway that supports coordinated, flexible design in both residential and mixed-use projects.

The Planning and Zoning Commission began its review of the PUD ordinance in 2021 and conducted multiple work sessions in 2023 and 2025. Draft code provisions were reviewed at Planning Commission meetings on April 10, May 8, and June 19, 2025. These reviews included opportunities for discussion on applicability, design standards, public access, clustering, and subdivision integration. Following revisions, the Commission voted to recommend adoption of the final draft code at its June 19 meeting.

The purpose of the Planned Unit Development ordinance is to encourage creative, efficient, and coordinated land development that may not fit within the parameters of conventional zoning.

**Key provisions include:**

- **Applicability:** Permitted in zoning districts where allowed as a conditional use; minimum size of one acre under single ownership or control.
- **Permitted Uses:** May include residential, commercial, industrial, or mixed-use development.
- **Development Standards:** Allows limited deviation from traditional zoning standards, including:
  - Lot size
  - Internal setbacks
  - Housing type variety
  - Subdivision design standards

*Adjustments must demonstrate no material adverse impacts and consistency with public health, safety, and the comprehensive plan.*
- **Ownership and Maintenance:** Requires recorded plans outlining ownership and maintenance responsibilities for all common spaces and shared infrastructure.
- **Phased Development:** PUDs may be developed in stages, with each phase required to be independently functional.
- **Subdivision Integration:** When subdivision is included in a PUD, the application will replace the preliminary plat and be processed concurrently in accordance with WMC 19.12 and 19.16. **Final plat approval for PUDs with subdivision remains the responsibility of the Borough Assembly.**
- **Review Authority:**
  - The Planning Commission is the final authority for PUDs without subdivision.



- The Planning Commission provides a recommendation to the Assembly for PUDs with subdivision.
- **Approval Findings:** The code outlines specific findings that must be made to support approval, including justification of any deviations, adequacy of utilities and roads, and conformance with the comprehensive plan.
- **Expiration:** PUD approvals expire after two years if no development has commenced.

CITY AND BOROUGH OF WRANGELL, ALASKA  
ORDINANCE NO. 1087

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH  
OF WRANGELL, ALASKA, ADDING CHAPTER 20.62, PLANNED UNIT  
DEVELOPMENTS (PUD) AND AMENDING SEVERAL SECTIONS IN  
TITLE 20 – ZONING, TO ADD AND REFERENCE PLANNED UNIT  
DEVELOPMENTS TO THE WRANGELL MUNICIPAL CODE

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

The changes to the existing code are shown in track changes.

SEC. 1. Action. The purpose of this ordinance is to add Chapter 20.62 – Planned Unit Developments and to amend several sections of Title 20 – Zoning, to add reference to Planned Unit Developments in the Wrangell Municipal Code.

SEC 2. Addition. Section 20.08.602 - Definition for Planned Unit Development is hereby added to Chapter 20.08 – Definitions, as follows:

Chapter 20.08

Definitions

Sections:

...

20.08.602 Planned Unit Development.

...

20.08.602 Planned Unit Development.

A Planned Unit Development (PUD) is a device that allows a residential, commercial, industrial or mixed-use development to be planned and built as a unit, or as phased units, and permits flexibility and variation in many of the traditional controls related to density, land use, setback, open space and other design elements, and the timing and sequencing of the construction.

SEC 3. Addition. Section 20.26.035 - Zimovia Highway Mixed Use District is hereby added to Chapter 20.26 - Zimovia Highway Mixed-Use District, as follows:

Chapter 20.26

Zimovia Highway Mixed-Use District

Sections:

...

20.26.035 Conditional Uses.

...

**20.26.035 Conditional Uses.**

The following are uses which may be permitted in this district by action of the commission under the conditions and procedure specified in Chapter 20.68 WMC:

A. Residential planned unit developments and cluster housing developments;

B. Vacation rental dwellings and bed and breakfast inns.

SEC 4. Amendment. Section 20.28.040 - Conditional Uses in the Rural Residential 1 District in the Wrangell Municipal Code is hereby amended as follows:

Chapter 20.28  
Rural Residential District

Sections:

...

20.28.040 Conditional Uses.

...

W. Condominiums and planned unit developments if water and sewer are available.

SEC. 5. Amendment. The following Sections in Chapter 20.52 – Standards in the Wrangell Municipal Code are hereby amended as follows:

Section 20.52.090 - Density – Minimum lot size

Chapter 20.52

Standards

...

20.52.090 Density – Minimum lot size.

A. Within a single-family residential district, or within a multifamily residential district, the minimum lot area shall be 5,000 square feet per single-family residential unit. The minimum lot area for all multifamily structures shall be 800 square feet per residential unit for a one- or two-story structure, and 700 square feet per residential unit for a three-story structure so long as all setback requirements are met and developments have a density of at least 12 units per acre when within a multifamily district. The minimum lot area for the single-family medium density district is 15,000 square feet. The minimum lot area in either of the rural residential districts shall be 15,000 square feet, except that the minimum lot area may be 10,000 square feet for lots served by public water and sewer service, or for lots entirely within an area for which a local improvement district is proposed and a central sanitary sewer system is approved by the State Department of Environmental Conservation. The planning commission may require lot areas larger than 15,000 square feet for lots in rural residential districts which are not served by public sewer and water systems, in order to provide adequate separation of sewer and water systems. The minimum lot area in the rural commercial district is 5,000 square feet. The Zimovia Highway Mixed- Use District minimum lot area is 2 acres, except that the minimum lot area may be 10,000 square feet for lots that are developed exclusively for [single-family](#)-residential use [and planned developments](#). No minimum lot area requirements are imposed for the commercial and industrial districts.

...

SEC 6. Addition. Chapter 20.62 – Planned Unit Developments is hereby added as follows:

Chapter 20.62  
Planned Unit Developments (PUD)

Sections:

20.62.010 Scope and Purpose.

20.62.020 Applicability.

20.62.030 Objectives.

20.62.040 Development Standards.

20.62.050 PUD Application Requirements.

20.62.060 Procedure.

**20.62.010 Scope and Purpose.**

This chapter applies to all Planned Unit Developments in the City and Borough of Wrangell. The purpose of a Planned Unit Development (PUD) is to accommodate new and imaginative design concepts and land development, providing for flexibility and variation in the general design standards to promote and improve the health, safety, and general welfare of the residents, consistent with the Borough's adopted comprehensive plan.

### **20.62.020 Applicability.**

- A. Planned Unit Developments are allowed in a zoning district only when allowed by the code provisions specifically applicable to that district. PUD applications shall identify the base zoning district that applies.
- B. All uses that are allowed within the base zoning district are permitted within a PUD. A PUD may consist of residential, noncommercial, commercial, or industrial uses or a combination thereof, subject to any limitations or exceptions provided in this title.
- C. The land area proposed for the PUD shall include a contiguous area of land at least one acre in size, all of which is under single ownership or control at the time of application.

### **20.62.030 Objectives.**

#### **A. Commercial.**

Commercial PUD Districts should be designed to produce more attractive and functional clusters and commercial centers than the strip development that is frequently produced by the application of conventional zoning regulations. Commercial uses and buildings shall be planned as groups having common parking areas and common ingress and egress points in order to reduce the number of potential accident locations at intersections.

#### **B. Industrial.**

Industrial uses should promote efficient use of land and services by grouping buildings in parklike surroundings and utilizing landscaping and existing trees as buffers to screen lighting, parking areas, loading areas or docks and/or outdoor storage of raw materials or products.

#### **D. Residential.**

Residential PUDs should be designed to produce a variety of housing types and/or cluster housing and provide for more usable open space, better recreation opportunities, and efficient utility and road networks.

#### **E. Mixed Use.**

Mixed-use PUD Districts should promote the objectives of innovative design of their individual uses and encourage creative groupings of different but complementary uses to establish high-quality living environments. Mixed-use PUD Districts may encourage co-location of residential and working areas, or activity centers that incorporate a variety of uses.

### **20.62.040 Development Standards.**

#### **A. Intent.**

Planned Unit Developments allow for variation in many of the traditional controls related to density, land use, setback, open space, and other design elements, and the timing and sequencing of the construction. Each PUD application may request only the following types of adjustments from base zoning district standards:

1. Minimum lot sizes.
2. Increased non-residential development intensity.
3. Reduced or reorganized internal building setbacks.
4. Additional types of housing.
5. Subdivision standards.

#### B. General Standards.

All developments shall comply with applicable state and local building and fire codes. The minimum separation between detached structures shall be ten feet (10') unless a greater separation is required by fire or building codes. Review and approval of a Planned Unit Development by the Planning Administrator, Planning and Zoning Commission, or Borough Assembly does not supersede or waive any separate review, permitting, or approval requirements of the Borough's building officials, permitting offices, or state fire marshal.

#### C. Minimum Lot Sizes.

Residential and cluster housing development project permits the size of residential lots within a subdivision to be reduced below the minimum lot size required by the zoning district within which the subdivision is located; provided, that the average dwelling density of the entire development does not exceed the maximum overall density permitted by the applicable zoning district and comprehensive plan designation.

#### D. Commercial, industrial, and mixed-use standards.

Property adjacent to the perimeter proposed for nonresidential use and adjacent to property outside of the PUD area and within a residential zone shall maintain all specific setback or buffer requirements typically required for such uses when adjacent to property within a residential zone. Consideration shall be given to incorporating design features such as fencing, landscaping, or transitional building design to further reduce potential impacts between differing land uses within the PUD.

#### F. Setbacks.

All developments that propose reduced or zero setbacks from what is outlined in WMC 20.52 Standards, shall comply with the following development standards;

1. Lots with a reduced or zero lot line shall provide drainage easements of sufficient size to maintain drainage on the site;

2. The PUD plat shall indicate the reduced or zero setback lines and all easements shall be shown on the plat and incorporated into each deed transferring the title of the property;
3. In no case shall a property with a reduced or zero lot line be allowed adjacent to a property that is not part of the PUD.

#### G. Staged development.

A PUD proposed for phased or staged development shall be designed and constructed so that each stage is independently functional and self-sustaining, in the event that subsequent phases are not completed. A subdivision proposed for completion in stages shall be designed and constructed so that each stage will be self-supporting should future proposed stages not occur. The development plan should include a detailed description of each development stage and the expected timeline for implementation. All areas designed for future expansion or not intended for immediate improvement or development shall be landscaped or otherwise maintained in a neat and orderly manner.

#### H. Ownership and Common Spaces.

Each PUD shall clearly identify the ownership, management, and maintenance responsibilities for all individual dwelling units and common spaces. These responsibilities shall be clearly assigned to the public, homeowner's association, and/or private owners and documented in the development plan and plat, which shall be recorded at the time of establishment. Provisions shall include terms for maintenance and utility cost allocation; appearance, cleanliness, and rules for use; upkeep of common areas; and enforcement and dispute resolution for any violations of the agreement. Any agreements, covenants or restrictions of the PUD shall accompany any future deeds transferring title to the property.

#### I. Subdivisions.

Departure from the subdivision regulations and development standards requires the applicant to demonstrate that adequate provisions will be made for sufficient light and air, that the density of development is compatible with surrounding land uses, that pedestrian and vehicular traffic circulation systems are safe and efficient, that the development will progress in orderly phases, and that the public health, safety, and general welfare will be protected.

#### J. Utility and Road Networks.

Any Commercial, Industrial, and Mixed-Use PUDs must have direct access to an arterial or collector street. All required utilities, roads, and services must be constructed, installed and available for immediate use upon occupancy for all PUDs.

### **20.62.050 PUD Application Requirements.**

A. An application and development plan for a PUD shall be submitted to the Planning Administrator for review and recommendation to the Planning Commission. In addition to the general application, the PUD development plan shall include the following:

1. A narrative description of the purpose and objective for the PUD as a whole and for any development areas it contains:
  - a. The uses to be allowed as principal, accessory, or conditionally permitted; and
  - b. The development standards that apply to lands contained within the PUD and its development areas; and
  - c. Any specific development standards applicable to all proposed uses.
2. A surveyed map drawn to scale and showing the external boundaries of the PUD and the boundaries of any internal development areas. These areas shall be clearly labeled to correspond with the narrative description.
3. A program of development outlining the stages of future development and the phase for current approval;
4. The time schedule for construction and completion of all stages and phases;
5. A narrative description demonstrating that each stage is capable of independent development;
6. The general location and size of the area involved and the nature of the landowner's interest in the land to be developed;
7. The density of land use to be allocated within various portions of the development.
8. The location, function, ownership and manner of maintenance of common open space during construction; by development phase, and after final completion;
9. The use, height, bulk and location of buildings and other structures;
10. A utilities and drainage plan;
11. The proposed covenants, easements or other restrictions to be affecting land use, buildings and structures, including public utility and access easements;
12. A plan showing parking; loading areas; snow removal and storage areas; the proposed location and width of streets and rights-of-way; and how the new or existing streets connects with other public facilities in proximity to the PUD;
13. In the case of PUDs that are developed in phases, a schedule showing when each phase of development and/or platting is intended to be submitted;
14. A list of all permits required from local, state and federal agencies for the uses and site development proposed in the PUD;
15. Site plans sufficient to illustrate above listed requirements or other conditions required by staff;
16. A description of methods to ensure maintenance of any common areas and facilities; and



17. Where practical and safe, and where other means of access have not been provided, public access easements or dedications may be required to connect to public lands or non-motorized transportation corridors.

## **20.62.060 Procedure.**

### **A. Administrative Review.**

The applicant shall submit the PUD application to the Zoning Administrator to review for completeness. A PUD application may be utilized to include a review and determination of a conditional use and be in lieu of a separate conditional use permit application and determination when a use or uses are proposed that require a conditional use permit in the base zoning district. The applicant shall include any requested conditional uses in its PUD application. Following approval by the Zoning Administrator, the application shall proceed to the Commission for review and approval or recommendation to the Borough Assembly.

### **B. Commission Preliminary Review and Public Hearing.**

The Commission shall set a date for and hold a public hearing upon receipt of each completed and properly submitted application to conduct a preliminary review of the PUD application and development plan. At least 10 days before the hearing, a public notice specifying the subject, time, and place of the hearing shall be posted at City Hall. In addition, at least 10 days' notice of the time and place of the hearing shall be mailed to the applicant and all property owners within 300 feet of the property involved. The purpose of the preliminary review is to provide feedback to the applicant and inform any conditions for approval so that the applicant may modify the development plan and prepare a final PUD application. Following the preliminary review and public hearing, the applicant shall submit the final PUD application identifying any conditions or modifications for approval to the Commission.

### **C. Commission Review of Non-Subdivision PUDs.**

If a PUD does not include a subdivision, the Commission shall be the final decision-maker on the PUD application and shall approve or deny the PUD application and any requested conditional uses. Approval or denial shall be in the form of written findings of fact, conclusions of law, and in the case of approval, conditions of approval.

### **D. Commission Review of Subdivision PUDs.**

When a PUD includes a subdivision, the processing of the PUD application and subdivision application shall occur concurrently. The Commission shall recommend approval or denial of the PUD and the subdivision, and any requested conditional uses, to the Assembly. The recommended approval or denial shall be in the form of written findings of fact, conclusions of law, and in the case of approval, conditions of approval. PUDs requiring subdivision platting shall comply with the requirements of WMC 19.12 and 19.16.

### E. Required Findings.

1. In order to grant or recommend approval of a PUD, the Commission shall make, with respect to the requested adjustments from the base zoning district or other WMC standards, the following findings:
  - a. The deviations will not have a material adverse impact on surrounding uses as conditioned and will not be detrimental to public health, safety or welfare;
  - b. Exception from standard district requirements is warranted by the design and other amenities incorporated in the final development plan;
  - c. The streets and thoroughfares proposed are suitable and adequate to carry anticipated traffic and increased densities will not generate traffic in such amounts as to overload the street network outside the PUD; and
  - d. The PUD is in general conformance with the comprehensive plan.
2. To approve a conditional use permit as part of a PUD, the Commission shall make the additional findings found in WMC 20.68 as to the conditional use.

### E. Appeals.

1. Appeals from a Commission final decision shall follow the appellate process in WMC section 20.80.
2. Appeals from an Assembly final decision shall be subject to WMC section 3.05.

### F. Expiration of Approval.

A PUD application approval shall expire two (2) years following the date of approval.

SEC 7. Amendment. Section 20.80.010 – Board of adjustment appeals is hereby amended, as follows:

#### Chapter 20.80 Appeals

20.80.010 Board of adjustment appeals.

- A. The board of adjustment shall hear and decide:
  1. Appeals from decisions of the planning commission regarding administrative decisions of borough employees made in the enforcement, administration or application of this title.
  2. Appeals from decisions of the planning commission on requests for conditional uses.
  3. Appeals from a decision of the planning commission on a request for a variance from the terms of this title.
  - 3.4. Appeals from decisions of the planning commission on applications for planned unit developments that do not require a subdivision.

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SEC. 8. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 9. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 10. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: June 24, 2025

PASSED IN SECOND READING: \_\_\_\_\_, 2025

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

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 8, 2025
	<u>Agenda Section</u>	<b>5</b>

**ORDINANCE No. 1081** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING A NEW CHAPTER 11.39, MICROMOBILITY DEVICES, TO TITLE 11, VEHICLES AND TRAFFIC, OF THE WRANGELL MUNICIPAL CODE (*reintroduced*)

SUBMITTED BY:

Gene Meek, Police Chief  
Mason Villarma, Borough Manager

FISCAL NOTE:

**Expenditure Required:** \$XXX Total

FY 24: \$	FY 25: \$	FY26: \$
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**Amount Budgeted:**

FY25 \$XXX

**Account Number(s):**

XXXXXX XXX XXXX

**Account Name(s):**

Enter Text Here

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

\$XXX

Reviews/Approvals/Recommendations

☐

Name(s)

Name(s)

☒

Attorney

☐

Insurance

ATTACHMENTS: 1. ORD 1081.

**RECOMMENDATION MOTION:**

**Move to Approve Third Reading of Ordinance 1081 and move to a Forth Reading with a Public Hearing to be held on July 22, 2025.**

**SUMMARY STATEMENT:**

The Assembly held a Work Session on June 24, 2025 where they heard public testimony and was provided with a version of the Ordinance that changed the proposed age limit from 14 to 12 and provided for an educational process that would be provided by the Wrangell Police Department.

## **Purpose & Scope**

This chapter establishes regulations for the operation, equipment, parking, and enforcement of micromobility devices (e-bikes and e-scooters) within the City and Borough of Wrangell (CBW).

## **Licensing & Age Requirement**

- Operators must be at least 12 years old and have a valid driver's license, learner's permit, or a CBW-issued micromobility device permit.
- This Ordinance provides for an educational safety course, provided by the Wrangell Police Department.

## **Safety Requirements**

- Helmets are mandatory for anyone under 18.
- Devices must be equipped with lights, reflectors, brakes, a bell, a kickstand, and an owner label with contact info.

**Speed Limit Requirements** will be the posted speed limits.

## **Traffic & Parking**

- Operators must follow traffic laws as motor vehicle drivers do, where applicable.
- Devices must be parked without obstructing pedestrians, traffic, or property.

## **Usage Limits**

- Only one rider is allowed per e-scooter.
- Devices deemed unsafe or in violation of the law may be impounded as a public nuisance.

## **Parental & Owner Responsibility**

- Parents/guardians can be held liable for allowing minors to violate this chapter.
- Device owners must not allow operation by anyone likely to violate the law.

## **Impoundment & Penalties**

- Violations may lead to fines up to \$500, and immediate impoundment of the device.
- Devices not claimed within 30 days may be deemed abandoned.
- Impound fees start at \$150 plus \$10/day for storage.
- Owners may contest impoundment in a hearing before the Borough Manager.

\*\*\*Per Assembly direction in the first reading of ORD 1081, some clarifying language was added to the nuisance and parental responsibility sections of the ordinance.

## CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 1081 (reintroduced)

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING A NEW CHAPTER 11.39, MICROMOBILITY DEVICES, TO TITLE 11, VEHICLES AND TRAFFIC, OF THE WRANGELL MUNICIPAL CODE

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

[The changes to the existing code are shown using tract changes.]

SEC. 1. Action. The purpose of this ordinance is to add a new Chapter 11.36, Micromobility Devices, to Title 11, Vehicles and Traffic, of the Wrangell Municipal Code.

SEC. 2. New Chapter. A new Chapter 11.36, Micromobility Devices, is hereby added to Title 11, Vehicles and Traffic, in the Wrangell Municipal Code as follows:

MICROMOBILITY DEVICES

Sections:

- 11.36.010 Definitions.
- 11.36.020 Operators are required to be licensed.
- 11.36.030 Prohibited areas of operation.
- 11.36.040 Helmet required.
- 11.36.050 Required equipment.
- 11.36.060 Speed limits.
- 11.36.070 Failure to stop at the direction of a peace officer.
- 11.36.080 Traffic laws.
- 11.36.090 Parking.
- 11.36.100 E-scooters
- 11.36.110 Public nuisance and impoundment.
- 11.36.120 Parental responsibility.
- 11.36.130 Owner responsibility.
- 11.36.140 Penalty for violation and impoundment.

**11.36.010 Definitions.**

“CBW” means the City and Borough of Wrangell, Alaska.

“City Dock,” also known as the Cruise Ship Dock, is a t-shaped dock located at the north end of downtown adjacent to the Stikine Inn. The dock face is four hundred five (405) feet with a breast pier head of five hundred sixty-five (565) feet and an additional stern mooring dolphin two hundred twenty-five (225) feet off the northeast end of the dock.

“Electric power-assisted bicycle” or “E-bike” means a device having two (2) tandem wheels or two (2) parallel wheels and one (1) forward wheel, any two of which are not less than twelve (12) inches in diameter, that is designed to be operated by human power with the assistance of an electric motor that has a power output of not more than seven hundred fifty (750) watts that: (i) is incapable of propelling the device at a speed of more than twenty (20) miles per hour; and (ii) disengages or ceases to function when the device's brakes are applied.

“Electric power-assisted scooter” or “E-scooter” means a two (2) wheeled device that has handlebars, a floorboard that is designed to be stood upon when riding, and is powered by an electric motor that has a power output of not more than four hundred (450) watts that: (i) is incapable of propelling the device at a speed of more than fifteen (15) miles per hour; and (ii) disengages or ceases to function when the device's brakes are applied. An E-scooter may also have a driver seat that does not interfere with the ability of the rider to stand and ride and may also be designed to be powered by human propulsion.

“Micromobility device” means an E-bike, E-Scooter, or any part or any combination thereof. Micromobility devices do not include vehicles that must be registered with the Alaska Department of Motor Vehicles, or mobility devices such as wheelchairs used by a person with a disability.

“Inner Harbor” is the narrow, shallow passage on the east side of Chief Shakes Island. The Inner Harbor has reserved moorage stalls ranging from seventeen (17) feet to thirty-two (32) feet. It is one of the first floating docks in Wrangell and primarily serves commercial and pleasure vessels under forty (40) feet.

“Signal” means a hand motion, audible mechanical or electronic noise device, visual light device, or combination of them, used in a manner that a reasonable person would understand to mean that a peace officer intends that the person stop.

“Wrangell Mariner’s Memorial” means the memorial site south of Heritage Harbor, adjacent to the Heritage Harbor boat launch.

### **11.36.020 Operators are required to be licensed.**

A. No person shall operate a micromobility device on any roadway owned or maintained by the CBW unless they:

1. Are at least twelve (12) years of age, and possess either:
  - i. A valid driver’s license or learner’s permit, or
  - ii. A CBW-issued micromobility device permit

B. A CBW-issued permit may be issued to individuals without a driver's license or learner's permit who:

1. Successfully complete the CBW's micromobility safety course,
2. Submit a waiver of liability and hold harmless agreement signed by a parent or legal guardian, and
3. Pass a cursory device inspection performed by the Wrangell Police Department.

C. No person shall drive or operate a micromobility device in violation of any condition or limitation of the person's driver's license or learner's permit.

### **11.36.030 Prohibited areas of operation.**

No person shall operate a micromobility device on any of the following CBW public properties without the prior written permission of the CBW:

1. School grounds; and
2. Shooting range; and
3. Parks and playgrounds; and
4. Recreation areas; and
5. Walking/hiking trails; and
6. Sidewalks; and
7. Harbor floats, piers, fingers, docks, and ramps; and
8. Cemeteries; and
9. Wrangell Mariner's Memorial.

### **11.36.040 Helmet required.**

It is unlawful for any person under eighteen (18) years of age to operate or drive a micromobility device on any roadway owned or maintained by the CBW, unless that person wears a certified protective helmet that is properly fitted, that is properly fastened, and that meets safety standards set by the Federal Motor Vehicle Safety Standard 218. This requirement also applies to any minor who rides in a restraining seat, trailer, backpack, or similar child restraining device, used by someone driving or operating a micromobility device. A certified protective helmet is a helmet containing a manufacturer certification stating that it meets the standards of the Federal Motor Vehicle Safety Standard 218.



**11.36.050 Required equipment.**

No person shall operate a micromobility device on any roadway owned or maintained by the CBW without the following equipment:

1. At least one light on the front, capable of emitting white light visible from a distance of at least five hundred (500) feet in front of the device under normal atmosphere conditions;
2. A taillight which displays a red light visible five hundred (500) feet to the rear of the device;
3. Brakes capable of causing the device to stop within twenty-five (25) feet at ten (10) miles per hour on dry, level, clean pavement;
4. Reflectors on the front and rear of the device so that the device is visible during inclement weather or darkness;
5. A bell or other audible warning device capable of being heard at a distance of at least one hundred (100) feet away;
6. A kickstand; and
7. A label that identifies the owner of the device and his or her contact information, including but not limited to phone number.

**11.36.060 Speed Limits.**

A. No person shall operate a micromobility device at a speed greater than the posted speed limit for the roadway or trail being used.

**11.36.070 Failure to stop at the direction of a peace officer.**

No person, while operating or driving a micromobility device shall fail to stop as soon as practical and in a reasonably safe manner under the circumstances when requested or signaled to do so by a peace officer.

**11.36.080 Traffic laws.**

The operator of a micromobility device has the same rights and is subject to the same responsibilities applicable to motor vehicle operators under the laws of the state of Alaska and the Wrangell Municipal Code, except where provisions of those laws and ordinances by their very nature can have no application to a micromobility device.

**11.36.090 Parking.**

Micromobility devices shall not be parked in such a manner as to obstruct or impede the movement of pedestrians or motor vehicles or to cause damage to buildings, structures, trees, scrubs, or other living plants.

### **11.36.100 E-scooters.**

No E-scooter shall be used to carry more than one (1) person at a time.

### **11.36.110 Public nuisance and impoundment.**

A. The primary purpose of this section is to protect the public by addressing repeated and ongoing violations of this Chapter, particularly where a micromobility device and/or its operator have demonstrated a pattern of noncompliance that constitutes a public nuisance. This section is intended to deter repeated violations, mitigate the adverse impacts of nuisance behavior, and ensure responsible use of micromobility devices. The enforcement mechanisms provided herein, including impoundment, are not intended to generate revenue for the CBW.

B. A micromobility device operated or modified in a manner that violates the Wrangell Municipal Code or Alaska state law is hereby declared a public nuisance.

C. A micromobility device that is a public nuisance may be impounded immediately by a police officer. Impoundment may be accomplished through a seizure of the micromobility device at the time the citation is issued, or pursuant to a court order. Impoundment at the time of issuance of a citation is at the discretion of the citing police officer.

D. A micromobility device operated by, or driven by, or in the actual physical control of, an individual cited for violation of this Chapter is presumed to have been so operated by the owner(s) thereof or having been operated by another person with the knowledge and consent of the owner(s). A micromobility device that is declared to be a public nuisance for which the owner(s) holds legal responsibility.

E. The owner(s) of a micromobility device may obtain the release of the device upon providing proof of ownership and payment of a \$150 impound fee with an additional \$10 per day storage fee plus any additional costs incurred during the impoundment.

F. A micromobility device that is declared to be a public nuisance shall be held in the custody of the public safety department. Any micromobility device not claimed within thirty (30) days of impoundment shall be considered abandoned and may be disposed of in accordance with WMC Section 11.72.

G. A person contesting the impoundment of a micromobility device may be heard and decided by the Borough Manager or his or her designee. Hearings before the Borough Manager or his or her designee shall take place no less than three (3) days, and no more than thirty (30) days, after a request is made. At the hearing, a person who claims an ownership interest in a micromobility device may avoid impoundment if he or she establishes by a preponderance of the evidence that:

1. The claimant had an interest in the micromobility device at the time of the alleged citation or court order;
2. A person other than the claimant was in possession of the micromobility device and was responsible for or caused the act(s) which resulted in impoundment; and
- (3) That the micromobility device was used without his or her permission.

#### **11.36.120 Parental responsibility.**

A parent or guardian of a minor violates this Chapter if he or she knowingly permits, or through failure to exercise reasonable supervision or control, allows his or her child or ward to operate a micromobility device in violation of this Chapter. A pattern of disregard, lack of supervision, or failure to correct known violations may constitute insufficient control. Indifference to the activities or whereabouts of a minor or ward shall be prima facie evidence of insufficient control. Violations of this section are subject to citation and may contribute to a determination that the device constitutes a public nuisance under Section 11.36.110.

#### **11.36.130 Owner responsibility.**

No person who owns or controls a micromobility device shall permit a person to drive or operate the device if he or she knows or should reasonably know that it is likely to be driven or operated in violation of this Chapter.

#### **11.36.140 Penalty for violation and impoundment.**

Any person violating any provision of this Chapter is guilty of an infraction and shall be punished by the fine established in the WMC 1.20.050 fine schedule if the offense is listed in that fine schedule or by a fine of up to \$500.00 if the offense is not listed in the WMC 1.20.050 fine schedule.

SEC. 3. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 4. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: \_\_\_\_\_ May 13, 2025

POSTPONED IN SECOND READING: \_\_\_\_\_ May 27, 2025

REINTRODUCED IN THIRD READING: \_\_\_\_\_, 2025

PASSED IN FOURTH READING: \_\_\_\_\_, 2025

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

ATTEST:

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 8, 2025
	<u>Agenda Section</u>	<b>5</b>

**RESOLUTION 07-25-1958** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ACCEPTING REVENUE IN THE GENERAL FUND FROM ALASKA PUBLIC ENTITY INSURANCE (APEI) AND RESTRICTING IT FOR THE PURPOSE OF A PLAYGROUND CONSTRUCTION PROJECT

<p><u><b>SUBMITTED BY:</b></u></p> <p>Mason Villarma, Borough Manager</p>	<p><u><b>FISCAL NOTE:</b></u></p> <p><b>Expenditure Required:</b> \$XXX Total</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">FY 26: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY 27: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY28: \$</td> </tr> <tr> <td style="height: 15px;"></td> <td></td> <td></td> </tr> </table> <p><b>Amount Budgeted:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">FY26 \$XXX</td> </tr> </table> <p><b>Account Number(s):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">11000 000 4600 00000</td> </tr> </table> <p><b>Account Name(s):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">Enter Text Here</td> </tr> </table> <p><b>Unencumbered Balance(s) (prior to expenditure):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">\$XXX</td> </tr> </table>	FY 26: \$	FY 27: \$	FY28: \$					FY26 \$XXX		11000 000 4600 00000		Enter Text Here		\$XXX
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<p><u>Reviews/Approvals/Recommendations</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;"><input type="checkbox"/></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Name(s)</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Name(s)</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="border-bottom: 1px solid black;">Attorney</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="border-bottom: 1px solid black;">Insurance</td> </tr> </table>	<input type="checkbox"/>		Name(s)		Name(s)		<input checked="" type="checkbox"/>	Attorney	<input type="checkbox"/>	Insurance	
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**ATTACHMENTS:** 1. RES 07-25-1958 2. APEI Capital Distribution Letter

**RECOMMENDATION MOTION:**  
**Move to Approve Resolution 07-25-1958.**

**SUMMARY STATEMENT:**

The City and Borough of Wrangell has received a capital distribution in the amount of \$63,940 from Alaska Public Entity Insurance (APEI) as part of its wind-down and merger into the new Alaska Public Risk Alliance (APRA). This resolution formally accepts the funds into the General Fund and restricts them for the specific purpose of constructing a playground within the Borough.

The funds are unrestricted upon receipt but will be internally restricted through this action to support the development of outdoor recreational infrastructure for Wrangell youth and families.

## CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 07-25-1958

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ACCEPTING REVENUE IN THE AMOUNT OF \$63,940 FROM ALASKA PUBLIC ENTITY INSURANCE (APEI) AND RESTRICTING THE FUNDS IN THE GENERAL FUND FOR THE CONSTRUCTION OF A PLAYGROUND

**WHEREAS**, the City and Borough of Wrangell is a member of Alaska Public Entity Insurance (APEI), a joint insurance arrangement of public entities in Alaska; and

**WHEREAS**, the APEI membership voted in November 2024 to merge with the Alaska Municipal League Joint Insurance Association (AMLJIA) into the Alaska Public Risk Alliance (APRA), with the merger taking effect July 1, 2025; and

**WHEREAS**, as part of the merger, APEI is distributing surplus capital funds to its current and former members in accordance with a plan adopted by the APEI Board of Directors; and

**WHEREAS**, the City and Borough of Wrangell has received a check in the amount of Sixty-Three Thousand Nine Hundred Forty Dollars (\$63,940) representing its share of the 2025 APEI capital distribution; and

**WHEREAS**, the City and Borough of Wrangell wishes to accept these funds into the General Fund and restrict them specifically for the construction of a playground;

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

**Section 1.** The Assembly hereby accepts the revenue of \$63,940 from Alaska Public Entity Insurance into the General Fund.

**Section 2.** The Assembly further restricts the full amount of these funds for the sole purpose of playground construction within the City and Borough of Wrangell.

**Section 3.** This resolution shall become effective upon adoption.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, THIS 8th DAY OF July, 2025.

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

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





June 20, 2025

Borough Assembly  
City & Borough of Wrangell  
PO Box 531  
Wrangell, AK 99929

Re: Distribution of Capital from Alaska Public Entity Insurance (APEI)

Dear Members of the Borough Assembly,

As you are probably aware, the City & Borough of Wrangell is a member of APEI, a Joint Insurance Arrangement administering a group of public entities in Alaska who entered into a cooperative agreement for the purpose of self-insuring one another and buying excess insurance as a group. Joint insurance arrangements like APEI are often referred to as a “pool”. Unlike a commercial insurance company, APEI is a non-profit organization governed by a board of directors elected by our member public entities.

The APEI membership voted last November to have APEI merge with the other public entity pool in Alaska, AMLJIA, into a newly created pool, the Alaska Public Risk Alliance (APRA). This merger will be complete on July 1, 2025.

As part of the merger, APEI will have some remaining capital funds that are not required to be transferred to APRA. These funds will be distributed to our current and former members over a four-year period, with the first distribution occurring now. The attached document describes the plan adopted by the APEI Board of Directors specifying how these amounts are to be distributed among current and former APEI members.

The check for \$63,940 accompanying this letter represents the City & Borough of Wrangell’s share of the 2025 distribution.

We’ve appreciated your trust in APEI to manage the pool you have been a part of in the past and look forward to working with the City & Borough of Wrangell as part of APRA.

All APEI staff will be transitioning to APRA and will continue to provide the services you have been accustomed to, as well as additional services and resources.

Please feel free to reach out to me if you have any questions.

Sincerely,



Barbara Thurston  
Executive Director  
Alaska Public Entity Insurance  
(907) 560-2007

cc: Susan Erickson  
Petersburg-Wrangell Insurance

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 8, 2025
	<u>Agenda Section</u>	<b>5</b>

**RESOLUTION No. 07-25-1954** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE PUBLIC WORKS ADMINISTRATIVE ASSISTANT POSITION

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

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

<u>FISCAL NOTE:</u>		
<b>Expenditure Required:</b> Total		
FY 25: \$	FY 26: \$	FY26: \$
<b>Amount Budgeted:</b>		
	FY25 \$XXX	
<b>Account Number(s):</b>		
	XXXXXX XXX XXXX	
<b>Account Name(s):</b>		
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<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$XXX	

ATTACHMENTS: 1. Resolution No. 07-25-1954    2. Admin Asst Job Description

### RECOMMENDATION MOTION:

Move to Approve Resolution No. 07-25-1954.

**SUMMARY STATEMENT:****Summary of Changes:**

- The position's work schedule has been increased from 20 hours per week to 40 hours per week to better support department operations.
- The position remains classified as Grade 14 on the Non-Union Wage & Grade table, effective July 1, 2024; no wage rate changes were made.
- The revised job description, which outlines the duties, responsibilities, qualifications, and wage type for the position, is adopted as part of the resolution.

## CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 07-25-1954

## A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE PUBLIC WORKS ADMINISTRATIVE ASSISTANT POSITION

WHEREAS, it is the desire of the City and Borough of Wrangell to assess job descriptions periodically to ensure the position meets the needs of the organization; and

WHEREAS, the City and Borough of Wrangell recognized the need to amend the Public Works Administrative Assistant position from a 20-hour work week to a 40-hour work week; and

WHEREAS, the Administrative Assistant position was reclassified from a grade 15 to a grade 14 on the Non-Union Wage & Grade table, effective July 1, 2024 and that rate is not being amended.

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

Section 1. Attached is the job description which describes the duties, responsibilities, qualifications, and setting the wage type for the Administrative Assistant position.

Section 2. The amended job description for the Dispatch/Corrections Officer Temporary position will be effective upon adoption of this Resolution.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUH OF WRANGELL, THIS 8th DAY OF July, 2025.

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

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

## City &amp; Borough of Wrangell

## Position Description

Position: Administrative Assistant	Type: Permanent, <del>Full</del> Part-Time
Department/Site: Public Works	FLSA: Non-Exempt
Evaluated by: <del>Public Works Director</del> Director of Public Works	Salary Grade: 145

**Summary**

Performs computer software processing and data entry, record keeping, bookkeeping, office management, administrative support, organizational and clerical tasks in the Public Works and Municipal Light and Power Department. Works under the supervision of the Director of Public Works. This is a ~~full~~part-time position. ~~(approximately 20 hours per work week).~~

**Essential Duties and Responsibilities**

- Perform a variety of clerical, office support, report generation and record keeping assignments.
- Provide proper invoice coding for bill payment and invoice generation.
- Respond to requests for information from residents as well as Borough employees and make proper referrals.
- Establish, prepare, revise and monitor department files, records, maps and reports.
- Provide email correspondence and meeting setup as required.
- Manage, operate and maintain office equipment.
- Establish, organize and manage filing system – both hard copy and electronic files.
- Type, edit and proofread documents.
- Order departmental supplies and manage office supplies inventory.
- Answer telephone and email contacts and relay messages to employees in a timely manner.
- Provide data input and word processing as needed.
- Assist in the preparation of any required reporting documents.
- Prepare letters, correspondence, minutes, memos and reports for mailing and distribution.
- Create and track work orders and purchase orders.
- Assist in managing contracts and billings.
- Obtain data or information in the field as assigned.
- Ability to make minor decisions that are in compliance with department and Borough policies and apply them to work matters.
- Assist Public Works Department employees as well as all other Borough departments as needed.
- Perform additional projects or administrative support duties as assigned.
- Purchasing equipment and supplies from a variety of vendors and navigating shipping and logistical challenges for delivery.
- Implementing requisitions into accounting software.
- Support the billing department with the use of utility meter systems.

**Qualifications**

- **Knowledge and Skills**

- Minimum of a high school degree with secondary business education or training

Administrative Assistant

6/24/20257/21/2016

being highly desirable.

- Must be familiar with computer word processing and data processing software including the Microsoft Office suite of applications and have excellent typing skills.
- Experience with operation and care of office equipment (multi-function copiers, fax machine, computer, phone system).
- Possess excellent written and verbal communication skills.
- Possess a valid Alaska motor vehicle operator's license.
- Past successful experience in the administrative support and clerical field.

#### ▪ **Professional Abilities**

- Ability to juggle multiple projects with accuracy.
- Possess strong administrative and organizational skills.
- Possess exceptional customer service skills with customers, outside agencies and Borough employees, both over the phone and in person.
- Ability to effectively deal with upset customers.
- Ability to maintain confidentiality.
- Possess strong sense of urgency and problem solving skills.
- Maintain knowledge and skills in bookkeeping and accounting, use of computer system and software, telephone system, office equipment, records management, data compilation and report generation.
- Have positive work attitude.
- Willingness to become proficient in basic GIS software use.
- Possess thorough knowledge of business English, spelling and vocabulary.
- Willingness to learn department rules, regulations, policies, procedures and functions.
- Ability to understand and carry out complex oral and written instructions.
- Ability to perform quality work under pressure.
- Ability to work a regularly scheduled work week approximately ~~420~~ 40 hours of scheduled/assigned work.
- Willingness to work overtime or extra hours as assigned and to modify work hours.
- Ability to maintain regular punctual attendance.

#### ▪ **Physical Abilities**

- Frequent sitting; sometimes walking, stooping, bending, kneeling, standing, and squatting.
- Frequently reaching in front of body and occasionally overhead.
- Continuous handling of objects and equipment using hand, wrist, arms, and fingers simultaneously; frequent finger manipulations; use of keyboard, use of calculator, writing.
- Talking and hearing ordinary conversation, primarily in a moderately quiet environment; use of telephone and computer on an ongoing basis.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.
- Lifting to hip height and frequently carrying items 30 pounds or less.

#### ▪ **Minimum Qualifications and Experience**

- Must be at least 18 years old and hold a valid Alaska Driver's License.
- Applicants must be able to work a minimum of twenty hours a week, as set by the job requirements.

#### ▪ **Working Conditions**

Administrative Assistant

6/24/2025 7/21/2016

Work is performed primarily indoors.

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



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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 8, 2025
	<u>Agenda Section</u>	<b>5</b>

**RESOLUTION No. 07-25-1955** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, URGING IMMEDIATE ACTION FOR EFFECTIVE SEA OTTER MANAGEMENT TO RESTORE SOUTHEAST ALASKA'S SHELLFISH COMMERCIAL FISHERIES AND SUBSISTENCE HARVESTS

<p><b><u>SUBMITTED BY:</u></b></p> <p>Mason Villarma, Borough Manager</p>	<p><b><u>FISCAL NOTE:</u></b></p> <p><b>Expenditure Required:</b></p> <p>FY26:</p> <p><b>Amount Budgeted:</b></p> <p><b>Account Number(s):</b></p> <p><b>Account Name(s):</b></p> 
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<u>Reviews/Approvals/Recommendations</u>	
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Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

**ATTACHMENTS:** 1. RES 07-25-1955

### **RECOMMENDATION MOTION:**

Move to approve Resolution No. 07-25-1955.

### **SUMMARY STATEMENT:**

This resolution addresses the critical ecological and economic impacts resulting from the unmanaged proliferation of sea otters in Southeast Alaska. Since their reintroduction in the late 1960s, the sea otter population in the region has expanded dramatically—growing from approximately 400 individuals initially introduced to a current population estimated at over 70,000.

Sea otters consume immense quantities of shellfish, estimated at approximately 195 million pounds annually, vastly exceeding commercial shellfish harvest levels, and severely depleting local shellfish stocks crucial to the region's economy and subsistence practices.

The unchecked growth of the sea otter population has caused extensive damage to Southeast Alaska's commercial dive fisheries and crab fisheries, severely limiting economic opportunities and devastating the livelihoods of local fishermen and seafood processors. More than two-thirds of the original Dungeness crab harvest area has become barren, forcing fishermen into a significantly smaller fishing area and intensifying pressure on the remaining crab populations. The economic losses to coastal communities are profound, exceeding tens of millions of dollars.

Additionally, subsistence harvesters across the region report dramatic reductions in shellfish abundance and availability, raising severe concerns about local food security and the preservation of traditional cultural practices. Coastal indigenous communities have historically maintained ecological balance through sustainable hunting practices, including controlled hunting of sea otters, which are currently restricted under federal law.

The resolution strongly urges immediate cooperative action among federal and state agencies, Alaska Native organizations, and local stakeholders to implement comprehensive and adaptive sea otter management strategies. It emphasizes the necessity of equitable disaster assistance, similar to what has historically been provided to salmon fisheries, to support Southeast Alaska's heavily impacted crab and dive fisheries. It further recommends implementing a targeted permit buy-back program to relieve fishing pressure on vulnerable crab populations and calls for expanded economic opportunities for Alaska Native communities through the revision of Marine Mammal Protection Act regulations related to the use and sale of sea otter pelts.

This agenda item underscores the urgency of restoring ecological balance, sustaining critical marine resources, and reviving the economic stability and traditional subsistence lifestyles of Southeast Alaska communities.

## CITY AND BOROUGH OF WRANGELL, ALASKA

**RESOLUTION No. 07-25-1955**

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, URGING IMMEDIATE ACTION FOR EFFECTIVE SEA OTTER MANAGEMENT TO RESTORE SOUTHEAST ALASKA'S SHELLFISH COMMERCIAL FISHERIES AND SUBSISTENCE HARVESTS

**WHEREAS**, the City and Borough of Wrangell is a small island fishing community located in Southeast Alaska with approximately 2,000 residents, whose economy and subsistence lifestyle heavily depend on sustainable marine resources; and

**WHEREAS**, in the late 1960s, approximately 400 sea otters were reintroduced by the Alaska Department of Fish and Game (ADF&G) in cooperation with the U.S. Fish and Wildlife Service (USFWS) to six locations in Southeast Alaska without a comprehensive, long-term ecological management strategy; and

**WHEREAS**, the sea otter population, left unmanaged, has expanded exponentially from an estimated 5,800 in 2003 to over 11,000 by 2010, with ongoing growth rates of 12-14% per year, the sea otter population is estimated to have grown far in excess of 70,000 otters; and

**WHEREAS**, sea otters consume approximately 25–30% of their body weight in shellfish daily, resulting in annual predation of millions of pounds of shellfish resources including crab, abalone, urchins, sea cucumbers, and clams, significantly depleting these stocks for human use; and

**WHEREAS**, the Southeast Alaska Dungeness crab populations have been severely decimated by sea otters, causing over two-thirds of the original harvest area to become barren, compelling the crab fishing fleet to compete within a significantly smaller footprint and placing further unsustainable pressure on the remaining crab populations; and

**WHEREAS**, the unchecked proliferation of sea otters has severely impacted local ecological balance, drastically reducing shellfish availability for subsistence, personal use, sport, and commercial harvests, leading to the closure of numerous fisheries and severe impacts on community food security; and

**WHEREAS**, Alaska's sustainably managed marine resources form a fundamental component of coastal economies, and the depletion of shellfish resources due to sea otter predation has resulted in substantial economic losses exceeding tens of millions of dollars and adversely impacted employment opportunities in fishing, processing, and associated industries; and

**WHEREAS**, local communities in Southeast Alaska, including Wrangell, rely heavily on shellfish not only economically but for critical nutritional needs through traditional subsistence harvesting practices; and

**WHEREAS**, indigenous communities in Southeast Alaska have sustainably managed marine ecosystems, including traditional sea otter hunting, for thousands of years, maintaining ecological balance and abundant shellfish resources; and

**WHEREAS**, the U.S. Marine Mammal Protection Act (MMPA), while essential for sea otter recovery, now imposes severe restrictions that prevent effective management of the sea otter population, creating conflicts with Alaska's constitutional mandate for sustained-yield resource management; and

**WHEREAS**, under current MMPA regulations, Alaska Native communities face significant economic constraints due to restrictions on selling intact sea otter pelts, limiting traditional economic activities; and

**WHEREAS**, Section 119 of the MMPA allows for cooperative management agreements involving Alaska Native organizations and federal and state agencies, providing a framework for responsible local management and ecological balance;

**NOW, THEREFORE, BE IT RESOLVED THAT THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA**, strongly urges immediate action by federal and state authorities, in collaboration with Alaska Native and non-Native stakeholders, to establish and expedite a comprehensive and adaptive sea otter management strategy to restore ecological balance and protect critical shellfish populations; and

**BE IT FURTHER RESOLVED**, that federal and state managing agencies must prioritize equitable disaster assistance and financial relief for Southeast Alaska's crab and dive fisheries, commensurate with support historically provided to salmon fisheries, recognizing the severe economic impacts of unmanaged sea otter populations; and

**BE IT FURTHER RESOLVED**, the Assembly strongly urges the State of Alaska to implement a targeted permit buy-back program aimed at reducing fishing pressure on crab stocks, thus aiding their recovery and long-term sustainability; and

**BE IT FURTHER RESOLVED**, federal authorities are urged to amend MMPA regulations to expand allowable uses of sea otters harvested by Alaska Native subsistence hunters, enhancing economic opportunities through the sale of intact pelts and value-added products, thereby supporting traditional livelihoods; and

**BE IT FURTHER RESOLVED**, the Assembly supports initiatives to enhance shellfish populations, including community-driven ecological recovery and shellfish enhancement projects, as essential components of sustainable marine resource management; and

**BE IT FURTHER RESOLVED**, that the Assembly affirms strong support for the efforts of the Shellfish Preservation Alliance (SPA) and similar organizations advocating for ecological balance, sustainable resource use, and economic revitalization; and

**BE IT FINALLY RESOLVED**, the Assembly urgently calls on state and federal agencies to implement these management actions without delay, ensuring the restoration of balanced ecosystems and sustainable economies vital to the communities of Southeast Alaska.

**PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 8TH DAY OF JULY 2025.**

\_\_\_\_\_  
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>	July 8, 2025
	<u>Agenda Section</u>	5

RESOLUTION No. 07-25-1956 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF PUBLIC TIDELANDS, LOTS 15A & 14A, BLOCK 83-A, PLAT 2004-09, TO JOHN AGOSTINE FOR THE APPRAISED VALUE OF \$45,600 PLUS ASSOCIATED FEES

<p><u>SUBMITTED BY:</u></p>  <p>Kim Lane, Borough Clerk</p>	<p><u>FISCAL NOTE:</u></p> <p><b>Expenditure Required:</b> \$XXX Total</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">FY 20: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY 21: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY22: \$</td> </tr> <tr> <td colspan="3" style="height: 15px;"></td> </tr> </table> <p><b>Amount Budgeted:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">FY20 \$XXX</td> </tr> </table> <p><b>Account Number(s):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">XXXXX XXX XXXX</td> </tr> </table> <p><b>Account Name(s):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">Enter Text Here</td> </tr> </table> <p><b>Unencumbered Balance(s) (prior to expenditure):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">\$XXX</td> </tr> </table>	FY 20: \$	FY 21: \$	FY22: \$					FY20 \$XXX		XXXXX XXX XXXX		Enter Text Here		\$XXX
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<u>Reviews/Approvals/Recommendations</u>	
<input checked="" type="checkbox"/>	Port Commission
Name(s)	Planning and Zoning Commission
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Resolution to Convey 2. Request by John Agostine. 3. Memo from Planning and Zoning Commission 4. Memo from Port Commission 5. Areal map

### RECOMMENDATION MOTION:

Move to approve Resolution No. 07-25-1956.

## SUMMARY STATEMENT:

At the Assembly meeting held June 24, 2025, the Assembly approved moving forward with the sale of Borough-owned tidelands. This resolution approves the conveyance of said tidelands to Mr. Agostine.

*The information below was from the June 24<sup>th</sup> Assembly meeting and remains unchanged.*

We received a request from John Agostine to purchase the City-Owned Tidelands that he is currently leasing back in April 2023. The request was forwarded to the Planning & Zoning Commission and Port Commission for their consideration and comments.

Based on the proposed assessment, Mr. Agostine wanted to hold off on pursuing the purchase until he communicated his concerns with the assessor.

It has taken some time however; Mr. Agostine is prepared to move forward with his request to purchase the tidelands.

In Mr. Agostine's letter, he states that the parcels are adjacent to his primary residence. He would like to purchase the tidelands for the purpose of expanding his existing residence and / or developing the properties (tidelands) for the use of a storage facility that would have an economic benefit to the borough.

He also states "I lease these tidelands from the borough currently and I'm looking to purchase them outright as no person would have road access to them, as my primary resident blocks any access to them. It is unlikely the borough will develop the access and infrastructure needed to open up these properties from the water side. Therefore, the borough would benefit from this transaction as it would expand its tax base and provide an economic benefit as I could expand my storage capacity for my business. It is my understanding that the borough has no plans to develop these properties, and I believe such a transaction is mutually beneficial."

The Port and Planning & Zoning Commissions are required to review this request and make a recommendation for or against the potential sale before it comes to the Assembly in the form of a Public Hearing.

**Port Commission Action: On April 27, 2023, the Port Commission unanimously passed the request to sell tideland parcels 02-015-113 Lot 15A, Plat 2004-9 and parcel 02-015-111 Lot 14A, Plat 2004-9 to John Agostine.**

**Planning & Zoning Commission Action: On May 11, 2023, the Planning & Zoning Commission approved moving forward with the purchase of tidelands Parcel 02- 015-113 Lot 15A, Plat 2004-9 and Parcel 02-015-111 Lot 14A, Plat 2004-9.**

Property owners who are within 300 feet of the proposed tidelands were notified of this Public Hearing. If the Assembly approves moving forward with the sale of these tidelands, the next step

will be to obtain an appraisal and post the public notice, inviting those who want to protest the sale, to do so.

That Public Notice will be published 30-days prior to the final approval of the tidelands coming to the Assembly.

As per WMC 16.12.060 - No sale of tidelands shall occur except upon a public hearing as per At the public hearing, the applicant must clearly demonstrate the benefits of sale of the subject tidelands tract that could not be realized by the borough through leasing; a determination by the assembly adverse to the applicant may not be appealed unless clearly erroneous. An applicant for purchase of tidelands must conclusively demonstrate the outright sale of the nominated tidelands tract, as contrasted with the lease of such tract, is in the borough's best interest. The borough reserves the right to refuse sale of any tidelands tracts, regardless of sufficiency of proof.

The Appraised value of the two lots is \$45,600 (please see appraisal).

## CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 07-25-1956

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF PUBLIC TIDELANDS, LOTS 15A & 14A, BLOCK 83-A, PLAT 2004-09, TO JOHN AGOSTINE FOR THE APPRAISED VALUE OF \$45,600 PLUS ASSOCIATED FEES

WHEREAS, the Borough Assembly, at their meeting held June 24, 2025, held a public hearing to hear public testimony; and

WHEREAS, the Borough Assembly approved moving forward with the sale of city-owned tidelands, Lots 15A & 14A, Block 83-A, Plat 2004-09, to John Agostine; and

WHEREAS, said tidelands are currently leased by John Agostine; and

WHEREAS, all requirements as per WMC 16.12 – Sale of tidelands have been followed; and

WHEREAS, all property owners within 300-feet of the proposed tidelands were notified of the public hearing on May 28, 2025; and

WHEREAS, the Wrangell Planning & Zoning and Port Commissions both provided written memos in the affirmative to sell the leased Tidelands; and

WHEREAS, there were no protests for the sale of said tidelands received; and

WHEREAS, the Borough Assembly approves the sale of the above described tidelands to John Agostine, P.O. Box 1678, Wrangell, Alaska 99929, for the amount of \$45,600 plus associated fees; and

WHEREAS, at the Borough Assembly meeting held on June 10, 2025, the Assembly approved Resolution No. 06-25-1947 that approved the refund to Mr. Agostine for the overpayment of his Tidelands rent in the amount of \$4,413.07; and

WHEREAS, the overpayment of rent in the amount of \$4,413.07 will be deducted from the total amount due for the purchase of Tidelands.

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

Section 1. The Assembly of the City & Borough of Wrangell, Alaska authorizes the sale of the Borough-owned tidelands more particularly known as: LOTS 15A & 14A, BLOCK 83-A, PLAT 2004-09, to John Agostine.



Section 2. The overpayment of \$4,413.07 for Tidelands Rent shall be deducted from the total due for Tidelands Lots 15A & 14A, Block 83-A, Plat 2004-09.

Section 3. The Borough Mayor and Clerk are authorized to execute a quit claim deed to John Agostine, to convey the public tidelands, when the full price which includes the advertising, appraisal fee, recording fee and fair market value amount of \$45,600 (with \$4,413.07 deducted), is paid.

Section 4. This resolution takes effect upon approval.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 8th DAY OF JULY 2025.

CITY & BOROUGH OF WRANGELL

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

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

April 18, 2023

Attn: Kim Lane  
Borough Clerk  
City & Borough of Wrangell  
205 Brueger Avenue  
Wrangell, Alaska 99929

Dear Mrs. Lane,

I am contacting you today to express my interest in purchasing two leased tideland from the City and Borough of Wrangell. Please consider this letter as a formal request to purchase the following parcels of land that I currently lease from the Borough:

Parcel 02-015-113, Lot 15A, Plat 2004-9

Parcel 02-015-111, Lot 14A, Plat 2004-9

*\*See attached Schedule A*

As per WMC 16.12.040, it is necessary for me to outline my purpose and the intended use of the land I am requesting to purchase. The aforementioned parcels are adjacent to my primary residence. As such, I would like to acquire these properties for the purpose of expanding my existing residence and/or developing these properties for use of a storage facility that would have an economic benefit to the Borough.

I lease these tidelands from the Borough currently and am looking to purchase them outright as no person would have road access to them as my primary residence blocks any access to them. It is unlikely the Borough will develop the access and infrastructure needed to open up these properties from the waterfront side. Therefore, the Borough would benefit from this transaction as it would expand its tax base and provide an economic benefit as I could expand my storage capacity for business. It is my understanding that the Borough has no plans to develop these properties, and I believe such a transaction is mutually beneficial.

Please feel free to contact me directly at (907) 305-0408 regarding next steps. I sincerely hope you consider this request to purchase.

Respectfully,

*John Agostine*

John Agostine  
Wrangell Resident

Exhibit A:



LIMITED APPRAISAL OF  
LOTS 14A AND 15A BLOCK 84A WRANGELL TIDELANDS ADDITION  
CITY AND BOROUGH OF WRANGELL  
WRANGELL, ALASKA

FOR  
KIM LANE  
BOROUGH CLERK  
CITY AND BOROUGH OF WRANGELL  
P. O. BOX 531  
WRANGELL, ALASKA 99929

VALUATION DATE  
JUNE 11, 2025

FILE 25-3455

BY  
MICHAEL C. RENFRO,  
CITY ASSESSOR

APPRAISAL COMPANY OF ALASKA, LLC  
405 W. 27th AVE.  
ANCHORAGE, ALASKA 99503

## Appraisal Company of Alaska

405 W. 27th Ave.  
ANCHORAGE, ALASKA 99503  
office@appraisalalaska.com

June 11, 2025

Kim Lane, Borough Clerk  
City and Borough of Wrangell  
P. O. Box 531  
Wrangell, AK 99929

Re: Lots 14A and 15A Block 84A  
Wrangell Tidelands Addition  
Wrangell, Alaska

Dear Ms. Lane:

As requested, I have prepared a summary appraisal report on the fair market value of the above referenced lots as if vacant. The appraisal date is June 11, 2025. The purpose of the report is to determine the fair market value for a possible sale. A description and valuation follows.

As a result of the investigation and analysis, subject to the assumptions and limiting conditions, and **extraordinary conditions, on the next page**, it is my opinion the market value of the property as of June 11, 2025 is:

**\$45,600**

This is a summary report, intended to meet the current Uniform Standards of Professional Appraisal Practice as formulated by the Appraisal Foundation, and conform to the Appraisal Standards for Federally Related Transactions adopted by the Office of the Comptroller of the Currency (OCC).

A description of the sites and the analysis which lead to the fair market value conclusion follows. A complete description of the comparable data is included in a separate report which is retained in the appraiser's work file.

If you have any questions regarding this summary appraisal report, please do not hesitate to call me.

Sincerely,

APPRAISAL COMPANY OF ALASKA



Michael C. Renfro  
City Assessor

EXTRAORDINARY CONDITIONS

1.) The subject lots are valued as vacant and unimproved.



## SUMMARY APPRAISAL

This is a Summary Appraisal Report. As such, it presents only summary discussion of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning and analyses is retained in the appraiser's work file. The depth of discussion contained in this report is specific to the needs of the client and for the intended use stated below. The appraiser is not responsible for unauthorized use of this report.

**CLIENT:** Kim Lane, Borough Clerk  
City and Borough of Wrangell  
P.O. Box 531  
Wrangell, Alaska 99929

**APPRAISER:** Michael C. Renfro, City Assessor  
Appraisal Company of Alaska  
405 W. 27th Ave.  
Anchorage, Alaska 99503

**SUBJECT:** Fee Simple Estate  
Land Only – 30,423 sq. ft.  
Lots 14A and 15A Block 84A  
Wrangell Tidelands Addition  
Wrangell, Alaska 99929

**OWNER:** City and Borough of Wrangell

**PURPOSE OF THE APPRAISAL:** The purpose of this appraisal is to estimate the fair market value of the subject property. **Market value** is defined by the federal financial institutions regulatory agencies as follows:

"The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in the definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:



- (1) buyer and seller are typically motivated;
- (2) both parties are well informed or well advised, and acting in what they consider their own best interests;
- (3) a reasonable time is allowed for exposure in the open market;
- (4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

**INTENDED USE OF REPORT:**

This appraisal is intended to assist the client in determining the subject's value for possible sale.

**INTEREST VALUED:** Fee Simple estate which is defined as "Absolute ownership unencumbered by any other interest or estate; subject only to the limitations of eminent domain, escheat, police power, and taxation."

**EFFECTIVE DATE OF VALUE:** June 11, 2025

**DATE OF REPORT:** June 11, 2025

**SALES HISTORY:** No sales of the subject property have occurred within the past three years.

**APPRAISAL DEVELOPMENT AND REPORTING PROCESS:** In preparing this appraisal, the appraiser:

- Michael C. Renfro inspected the subject property prior to June 11, 2025.
- Reviewed available records.
- Applied the market approach to arrive at an indication of value.

The appraiser believes the primary approach to value is the market approach. The appraisal process therefore involved no departures from Standards Rule 1-4(b) i,ii,iv,v and vi.

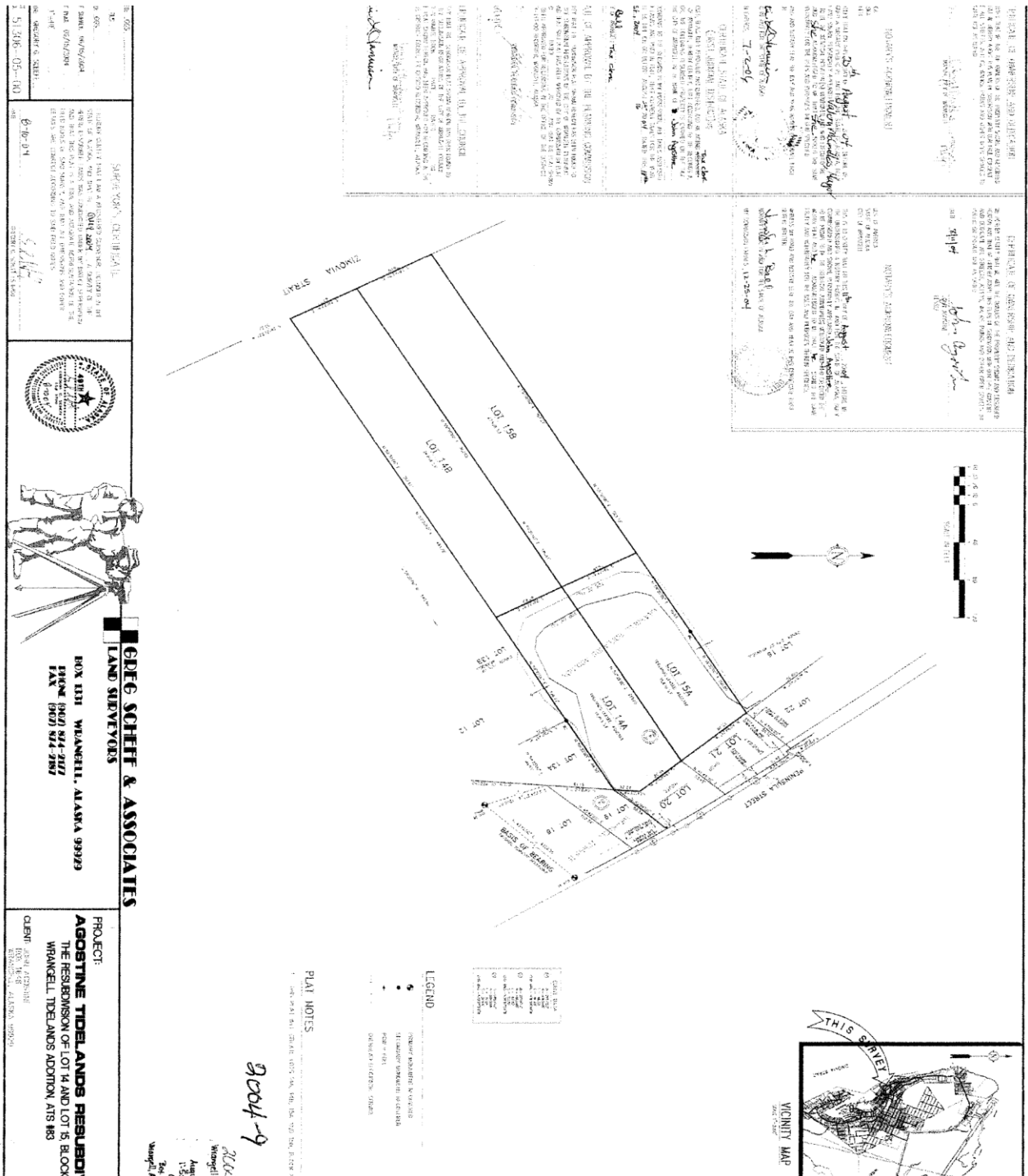
25-3455

Appraisal Company of Alaska





SUBJECT PLAT



This Summary Appraisal report is a brief recapitulation of the available data, analyses, and conclusions.

**SUMMARY OF PROPERTY APPRAISED:** The property that is the subject of this report is situated to the eastside of Peninsula St. on Zimovia Strait. The area surrounding the subject is developed with mixed commercial and residential uses.

Legal Description: Lots 14A and 15A Block 84A Wrangell Tidelands Addition, According to Plat 2004-9, Wrangell Recording District.

Address: NHN Peninsula St.

Land: The reader is referred to the Site Map on the previous page. The subject lots are irregular in shape with an area of 30,423 sq. ft. The topography is submerged tidelands.

Utilities: All utilities are available through the adjacent site.

Improvements: No improvements are included in this report.

Environmental Condition: No warranties as to environmental issues have been addressed by the appraiser. A visual inspection showed no evidence of contamination. If this is a concern of the seller or purchaser, it should be inspected by a qualified inspector.

Zoning: The subject is zoned waterfront development.

HIGHEST AND BEST USE: In common appraisal practice, the concept of highest and best use represents the premise upon which the value estimated is based.

As if vacant the subject's highest and best use would be for development consistent with the current zoning requirements.



Land Value: There have been limited sales of similar undeveloped lots. The sales and capitalized lease transactions provided are considered to be representative of the market for undeveloped tidelands.

COMPARABLE LAND SALES

NO	Legal	Date	Sale Price	Area/SF	Price/SF	Remarks
1	Tracts A&B ATS 1114	5/22	\$104,544	84,506	\$1.24	Submerged Tidelands off of Zimovia Hwy
2	Lots 6&7 Block 84D ATS 83	12/22	\$83,989	35,740	\$2.35	Submerged Tidelands inside Wrangell Harbor
9	Lot 2 Block 84A	1/19	\$13,300	16,436	\$.81	Submerged Tidelands Lot Entrance to Small Boat Harbor

25-3455

Appraisal Company of Alaska



### Analysis of Comparable Land Sales:

#### Time:

With a limited number of sales, it is difficult to obtain paired sales for analysis to arrive at the adjustments needed to bring the available sales into conformity with the subject. However, in general, values are increasing in Wrangell since 2020. The CPI indicates an increase of around 5% per year since 2020.

#### Terms:

None of the sales used in the analysis is believed to require consideration for special financing or other sale conditions.

#### Size:

Smaller parcels tend to sell for more per unit of comparison than larger parcels, all other factors being equal. In relation to the subject comparable sale 3 is smaller and requires a downward adjustment. Comparable 1 is larger and requires an upward adjustment. In relationship to subject, comparable 2 is approximately the same size.

#### Location and Access:

#### Location and Access:

Location and access is somewhat subjective on the part of the appraiser in relation to the comparable data utilized. However, analysis of other sales contained in our separate report on Wrangell sales and lease transactions indicates that location and access can account for up to 20% difference between superior and inferior locations. The subject's location and access is felt to be inferior to all of the comparables with access outside of the Wrangell Harbor.

#### Utilities:

All of the comparables have similar utilities.

#### Topography:

Again, topography is somewhat subjective on the part of the appraiser. All of the comparables are the sale or lease of submerged Tidelands.

25-3455

Appraisal Company of Alaska



Adjustment Grid: The following grid shows the estimated adjustment for each sale, bringing it into conformity with the subject:

Sale No.	1	2	9
Price/SF	\$1.24	\$2.35	\$.81
Time	+15%	+12.5%	+22.5%
Net After Time	\$1.43	\$2.64	\$.99
Terms	0	0	0
Size	+10%	0%	+30%
Location/Access	-20%	-20%	-20%
Utilities	0	0	0
Net Adjustment	-10%	-20%	+10%
Indicated Value/Acre	\$1.29	\$2.11	\$1.09

Conclusion:

After adjustments for property differences, the available transactions indicate a range of value for the subject site from \$1.09 to \$2.11 per square foot.

All of the comparables are weighted equally. They are all located inside the Wrangell Harbor.

After analysis of the property differences, including the subject's size and location, the market value of the subject's 30,423 square feet is concluded to be \$1.50 per square foot or \$45,634.50

$$30,423 \text{ sq.ft.} \times \$1.50 = \$45,631.50$$

**ROUNDED \$45,600.00**

25-3455

Appraisal Company of Alaska



ASSUMPTIONS AND LIMITING CONDITIONS:

1. As agreed upon with the client prior to the preparation of this appraisal, this is a Limited Appraisal because it invokes the Departure Provision of the Uniform Standards of Professional Appraisal Practice. As such, information pertinent to the valuation has not been considered and/or the full valuation process has not been applied. Depending on the type and degree of limitations, the reliability of the value conclusion provided herein may be reduced.
2. This is a Summary Appraisal Report which is intended to comply with the reporting requirements set forth under Standard Rule 2-2(b) of the Uniform Standards of Professional Appraisal Practice for a Summary Appraisal Report. As such, it might not include full discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning, and analyses is retained in the appraiser's file. The information contained in this report is specific to the needs of the client and for the intended use stated in this report. The appraiser is not responsible for unauthorized use of this report.
3. No responsibility is assumed for legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated in this report.
4. The property is appraised free and clear of any or all liens and encumbrances unless otherwise stated in this report.
5. Responsible ownership and competent property management are assumed unless otherwise stated in this report.
6. The information furnished by others is believed to be reliable. However, no warranty is given for its accuracy.
7. All engineering is assumed to be correct. Any maps, sketches, plot plans and illustrative material in this report are included only to assist the reader in visualizing the property.
8. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.



9. It is assumed that there is full compliance with all applicable federal, state, and local regulations and laws unless otherwise stated in this report.
10. It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there are no encroachments or trespass unless otherwise stated in this report.
11. The valuation assumes the appraised property (site and improvements) is free and clear of hazardous contaminants, unless specifically noted. If the appraised property is suspected of contamination, then the client is urged to retain an engineer's report. The appraiser(s) reserve the right to review value conclusions if documentation, including cost-to-cure estimates, is provided.
12. Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of the appraiser, and in any event, only with proper written qualification and only in its entirety.
13. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected) shall be disseminated to the public through advertising, public relations, news sales, or other media without prior written consent and approval of the appraiser.

## **CERTIFICATION**

I certify that, to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and is my personal, unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and I have no personal interest or bias with respect to the parties involved.
4. My compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
5. This appraisal was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.
6. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
7. I made a personal inspection of the property that is the subject of this report.
8. No one provided significant professional assistance to the person signing this report.
9. The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute.
10. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.



Michael C. Renfro, Partner

25-3455

**Appraisal Company of Alaska**





**City and Borough of Wrangell  
Planning and Zoning Commission  
Memorandum**

May 11<sup>th</sup>, 2023

To: Jeff Good, Borough Manager  
Kim Lane, Borough Clerk  
City and Borough Assembly

From: Kate Thomas, Economic Development Director

---

Subject: Request from John Agostine to purchase Borough Tidelands in the subdivided portion of Agostine Tidelands Resubdivision, adjacent to Lot 15A and 14A, zoned Waterfront Development.

During their regularly scheduled meeting on May 11<sup>th</sup>, 2023, the Planning and Zoning Commission unanimously approved the following motion:

**Move to recommend approval of John Agostine request to purchase tidelands Parcel 02-015-113 Lot 15A, Plat 2004-9 and Parcel 02-015-111 Lot 14A, Plat 2004-9.**

# memo

City of Wrangell

**To:** Wrangell Borough Assembly  
**From:** Steve Miller  
**Cc:** Kim Lane, Borough Clerk  
Kate Thomas, Economic Development Director  
**Date:** 4/28/2023  
**Re:** John Agostine leased property sale.

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**Comments:** On April 27<sup>th</sup>, 2023, the Port commission unanimously passed the request to sell tide land parcels 02-015-113 Lot 15A, Plat 2004-9 and parcel 02-015-111 lot 14A, Plat 2004-9 to John Agostine.



# CITY AND BOROUGH OF WRANGELL, ALASKA

Item d.



1" = 160.898384 feet  
63  
e: 5/4/2023

Public Map



**DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.  
PROPERTY LINES ARE APPROXIMATE. AERIAL 2002.**



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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 8, 2025
	<u>Agenda Section</u>	<b>5</b>

**RESOLUTION No. 07-25-1957** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FISCAL YEAR 2026 GENERAL FUND BUDGET TO APPROPRIATE \$148,182 FROM GENERAL FUND RESERVES FOR THE ST. MICHAEL'S STREET REHABILITATION PROJECT AND AUTHORIZING ITS EXPENDITURE

<p><b><u>SUBMITTED BY:</u></b></p> <p>Mason Villarma, Borough Manager</p>	<p><b><u>FISCAL NOTE:</u></b></p> <p><b>Expenditure Required:</b> FY26: 148,182</p> <hr/> <p><b>Amount Budgeted:</b> \$1,100,000</p> <p><b>Account Number(s):</b> 11300 000 9999 00 11018</p> <p><b>Account Name(s):</b> St. Michael's Street Rehabilitation Project</p>
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<b><u>Reviews/Approvals/Recommendations</u></b>	
<input type="checkbox"/>	
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

**ATTACHMENTS:** 1. RES 07-25-1957

### **RECOMMENDATION MOTION:**

Move to approve Resolution No. 07-25-1957.

### **SUMMARY STATEMENT:**

At its regular meeting on June 24, 2025, the Borough Assembly approved a contract award to Marble Island LLC for the St. Michael's Street Rehabilitation Project. Marble Island LLC submitted the lowest responsive bid in the amount of \$1,248,182. At the time of award, the FY 2026 General Fund budget, adopted in June, included \$1.1 million for the project.

Rather than amending the FY 2026 budget document during final adoption, Borough Administration advised the Assembly that a separate budget amendment would be brought forward in July to address the \$148,182 funding gap. The Assembly concurred with this approach.

This budget amendment draws \$148,182 from General Fund reserves. Following this appropriation, the projected FY 2026 year-end General Fund reserve balance—excluding School General Obligation Bond proceeds—is estimated at \$5,664,990, representing approximately 11.62 months of General Fund operating expenditures.

## CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 07-25-1957

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FISCAL YEAR 2026 GENERAL FUND BUDGET TO APPROPRIATE \$148,182 FROM GENERAL FUND RESERVES FOR THE ST. MICHAEL'S STREET REHABILITATION PROJECT AND AUTHORIZING ITS EXPENDITURE

**WHEREAS**, at its regular meeting on June 24, 2025, the Borough Assembly approved a contract award to Marble Island LLC for the St. Michael's Street Rehabilitation Project in the amount of \$1,248,182, based on the lowest responsive bid received; and

**WHEREAS**, the Fiscal Year 2026 General Fund budget, adopted by the Assembly in June 2025, included \$1,100,000 for the St. Michael's Street Rehabilitation Project; and

**WHEREAS**, the Borough Administration advised that the remaining \$148,182 funding gap would be addressed through a budget amendment in July rather than amending the final FY 2026 budget document at the time of adoption, and the Assembly concurred with this approach; and

**WHEREAS**, the appropriation of these funds will reduce the projected FY 2026 year-end General Fund reserve balance—excluding School General Obligation Bond proceeds—to \$5,664,990, representing approximately 11.62 months of General Fund operating expenditures.

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

**Section 1.** The FY 2026 General Fund budget is hereby amended to appropriate \$148,182 from General Fund reserves for the St. Michael's Street Rehabilitation Project.

**Section 2.** The funds are appropriated to the following account:

**Account Number:** 11300 000 9999 00 11018

**Account Name:** St. Michael's Street Rehabilitation Project

**Section 3.** The Borough Manager is hereby authorized to expend the appropriated funds in accordance with the terms of the awarded contract and applicable Borough purchasing procedures.

**Section 4.** This resolution shall become effective immediately upon its adoption.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, THIS 8th DAY OF JULY, 2025.

\_\_\_\_\_  
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>	July 8, 2025
	<u>Agenda Section</u>	<b>5</b>

**RESOLUTION No. 07-25-1959** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE CREATION OF THE EXECUTIVE ASSISTANT POSITION AND AMENDING THE NON-UNION WAGE AND GRADE TABLE

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

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

<u>FISCAL NOTE:</u>		
<b>Expenditure Required:</b>		
<b>Amount Budgeted:</b>		
<b>Account Number(s):</b>		
<b>Account Name(s):</b>		

ATTACHMENTS: 1. RES 07-25-1959    2. Proposed Job Description    3. Non-Union W&G Table

### **RECOMMENDATION MOTION:**

Move to approve Resolution No. 07-25-1959.

### **SUMMARY STATEMENT:**

This resolution reestablishes the Executive Assistant position and relocates the position to Grade 26 on the Non-union Exempt Wage and Grade Table.

## CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 07-25-1959

## A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE CREATION OF THE EXECUTIVE ASSISTANT POSITION AND AMENDING THE NON-UNION WAGE AND GRADE TABLE

WHEREAS, creating an Executive Assistant position that provides administrative level assistance to the Borough Manager is a need that will free up the Borough Manager to focus on high priority items; and

WHEREAS, the pay grade for the Executive Assistant will be placed at grade 26 on the Non-Union Wage & Grade table; and

WHEREAS, the pay range of grade 26 is between \$5,148.23 and \$6,529.20 per month; and

WHEREAS, the Borough Assembly approves the creation of the Executive Assistant position; and

WHEREAS, it is the desire of the Borough Assembly to amend the Non-Union Wage and Grade Table by adding the Executive Assistant position.

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

Section 1. The attached is the job description which describes the duties, responsibilities, qualifications, and setting the wage type for the Executive Assistant position.

Section 2. The amended job description for the Executive Assistant position will be effective as of July 1, 2025.

Section 3. Attached is the Non-Union Wage and Grade Table reflecting the addition of the Executive Assistant position, placing this position at Grade 26 on the table.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, THIS 8th DAY OF July, 2025.

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

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



**City & Borough of Wrangell****Position Description**

Position: <del>Human Resources Manager</del> /Executive Assistant	Type: Permanent Full-Time
Department/Site: Administration	FLSA: Non-Exempt
Evaluated by: Borough Manager	Salary Grade: <del>2630</del>

**Summary**

Under the direction of the Borough Manager, this position oversees all aspects of human resources management and provides high-level executive support to Administration. Key responsibilities include developing and enforcing personnel policies, coordinating employee training and certification programs, managing benefits and services, and overseeing performance management initiatives. Additionally, the role ensures efficient administrative operations, supporting the Borough Manager in achieving organizational goals and fostering a positive work environment.

**Essential Duties and Responsibilities**

- Provides executive assistance and support services to the Borough Manager, including, but not limited to: research, report preparation, scheduling, and drafting official documents, including, but not limited to: ordinances, resolutions, policies, and agreements.
- Inputs Borough Manager agenda management documents into the borough agenda management system.
- Prepares and monitors the budget for the Borough Manager and assists with the budget cycle preparation, as needed.
- Assists the Borough Attorney with research and preparation for litigation and acts as a liaison between the attorney and affected department. Works with the attorney on the preparation and presentation of routine legal opinions.
- Interfaces with federal, state, and local officials and facilitates their activities and requests with borough departments.
- Manages the Borough's human resources operations by performing a variety of complex administrative, technical and confidential tasks, ensuring compliance with applicable policies, procedures, laws and regulations.
- Confers with employees, supervisors and managers on disciplinary concerns, grievances and other related personnel issues; recommends discipline of classified staff, including the drafting of appropriate notices and letters.
- Administers, interprets and implements collective bargaining agreements; participates in the negotiations and grievance process.
- Coordinates training, certifications, and professional development opportunities organization wide.
- In coordination with the manager, develops, reviews, and personnel policies.
- Maintains official and confidential personnel files.
- Performs other duties as assigned by the Borough Manager.

- Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, financial management systems, e-mail, Internet, or other software programs.
- Aids Department Directors in matters assigned by the Borough Manager, in relation to Human Resources.

### **Education and Experience**

- Requires a Bachelors' degree from an accredited college or university with a degree or major course work in one or more of the following fields: public or business administration, public relations, planning, project management, economics, finance, or related field.
- Five years related experience in municipal government is desired. Advanced degree or certificate may be substituted for up to two years of the desired experience.

Any combination of related education and/or related experience will be considered if the candidate possesses the demonstrated ability.

### **Licenses and Certificates / Qualifications**

- Requires a valid Alaska Driver's License.
- Requires SHRM-CP Certification within one year.
- Bachelor's degree with a human resources emphasis is preferred

Any combination of experience and education which provides the applicant with the following attributes:

- Knowledge of local, state and federal laws applicable to local government activities.
- Ability to evaluate situations and circumstances and make administrative decisions and recommendations adhering to established ordinances, policies and guidelines.
- Ability to establish and maintain professional working relationships with borough officials, management, employees, federal and state officials and the general public; work cooperatively with supervisors and display willingness to assist co-workers and subordinates.
- Ability to negotiate acceptable solutions to difficult problems, interdepartmentally or between departmental personnel, management and/or the public.
- Ability to maintain confidentiality, when necessary.
- Ability to communicate effectively, both orally and in writing.

### **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

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

I have read and understand the duties of the above listed job. I understand that the job duties described above are the main highlights of the position and do not fully encompass all duties required.

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Employee Signature

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Date

## Non-Union Wage &amp; Grade Table (Amended via RES 07-25-1959)

New Grade	Step															
		1	2	3	4	5	6	7	8	9	10	11	12	13		
8		17.00	17.34	17.69	18.04	18.40	18.77	19.14	19.53	19.92	20.32	20.72	21.14	21.56		
9		17.50	17.85	18.21	18.57	18.94	19.32	19.71	20.10	20.50	20.91	21.33	21.76	22.19		
10		18.50	18.87	19.25	19.63	20.02	20.43	20.83	21.25	21.68	22.11	22.55	23.00	23.46		
11		19.00	19.38	19.77	20.16	20.57	20.98	21.40	21.83	22.26	22.71	23.16	23.62	24.10		
12		20.00	20.40	20.81	21.22	21.65	22.08	22.52	22.97	23.43	23.90	24.38	24.87	25.36		
13		21.00	21.42	21.85	22.29	22.73	23.19	23.65	24.12	24.60	25.10	25.60	26.11	26.63		
14		22.00	22.44	22.89	23.35	23.81	24.29	24.78	25.27	25.78	26.29	26.82	27.35	27.90		
15		23.00	23.46	23.93	24.41	24.90	25.39	25.90	26.42	26.95	27.49	28.04	28.60	29.17		
16		24.00	24.48	24.97	25.47	25.98	26.50	27.03	27.57	28.12	28.68	29.26	29.84	30.44		
17		25.00	25.50	26.01	26.53	27.06	27.60	28.15	28.72	29.29	29.88	30.47	31.08	31.71		
18		26.00	26.52	27.05	27.59	28.14	28.71	29.28	29.87	30.46	31.07	31.69	32.33	32.97		
19		28.00	28.56	29.13	29.71	30.31	30.91	31.53	32.16	32.81	33.46	34.13	34.81	35.51		
20		31.00	31.62	32.25	32.90	33.56	34.23	34.91	35.61	36.32	37.05	37.79	38.54	39.32		
21		34.00	34.68	35.37	36.08	36.80	37.54	38.29	39.06	39.84	40.63	41.45	42.27	43.12		
22		35.00	35.70	36.41	37.14	37.89	38.64	39.42	40.20	41.01	41.83	42.66	43.52	44.39		
8	Custodian						14	Dispatch/Corrections Officer Public Works Administrative Assistant						18	Administrative Assistant - Police Corrections Sergeant Senior Staff Accountant Marketing and Community Development Coordinator	
9	Library Assistant I						15	Property & Sales Tax Accounting Clerk Accounting Clerk Utility Accounts Clerk						19	Police Officer Probationary	
12	Library Assistant II Nolan Center Attendant Nolan Center Coordinator						17	Police Officer Recruit						20	Police Officer	
13	Recreation Coordinator														21	Police Sergeant Fire/EMS Admin
															22	Police Lieutenant

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	
23	4,554.21	4,645.29	4,738.20	4,832.96	4,929.62	5,028.21	5,128.77	5,231.35	5,335.98	5,442.70	5,551.55	5,662.58	5,775.83	
24	4,702.71	4,796.77	4,892.70	4,990.56	5,090.37	5,192.17	5,296.02	5,401.94	5,509.98	5,620.18	5,732.58	5,847.23	5,964.18	
25	4,999.73	5,099.72	5,201.71	5,305.75	5,411.86	5,520.10	5,630.50	5,743.11	5,857.98	5,975.13	6,094.64	6,216.53	6,340.86	
26	5,148.23	5,251.20	5,356.22	5,463.35	5,572.61	5,684.06	5,797.75	5,913.70	6,031.97	6,152.61	6,275.67	6,401.18	6,529.20	
27	5,360.31	5,467.51	5,576.86	5,688.40	5,802.17	5,918.21	6,036.58	6,157.31	6,280.45	6,406.06	6,534.18	6,664.87	6,798.17	
28	5,572.38	5,683.83	5,797.51	5,913.46	6,031.73	6,152.36	6,275.41	6,400.92	6,528.93	6,659.51	6,792.70	6,928.56	7,067.13	
29	5,802.85	5,918.91	6,037.29	6,158.03	6,281.19	6,406.82	6,534.95	6,665.65	6,798.97	6,934.95	7,073.64	7,215.12	7,359.42	
30	6,050.63	6,171.65	6,295.08	6,420.98	6,549.40	6,680.39	6,814.00	6,950.28	7,089.28	7,231.07	7,375.69	7,523.20	7,673.67	
31	6,298.42	6,424.38	6,552.87	6,683.93	6,817.61	6,953.96	7,093.04	7,234.90	7,379.60	7,527.19	7,677.73	7,831.29	7,987.91	
32	6,716.99	6,851.33	6,988.35	7,128.12	7,270.68	7,416.09	7,564.42	7,715.71	7,870.02	8,027.42	8,187.97	8,351.73	8,518.76	
33	6,932.93	7,071.59	7,213.02	7,357.28	7,504.43	7,654.52	7,807.61	7,963.76	8,123.04	8,285.50	8,451.21	8,620.23	8,792.63	
34	7,148.88	7,291.86	7,437.69	7,586.45	7,738.18	7,892.94	8,050.80	8,211.82	8,376.05	8,543.57	8,714.44	8,888.73	9,066.51	
35	7,434.53	7,583.22	7,734.89	7,889.58	8,047.38	8,208.32	8,372.49	8,539.94	8,710.74	8,884.95	9,062.65	9,243.91	9,428.78	
36	7,732.09	7,886.73	8,044.46	8,205.35	8,369.46	8,536.85	8,707.59	8,881.74	9,059.37	9,240.56	9,425.37	9,613.88	9,806.16	
37	8,041.54	8,202.37	8,366.42	8,533.75	8,704.42	8,878.51	9,056.08	9,237.21	9,421.95	9,610.39	9,802.60	9,998.65	10,198.62	
38	8,362.90	8,530.16	8,700.76	8,874.78	9,052.27	9,233.32	9,417.99	9,606.35	9,798.47	9,994.44	10,194.33	10,398.22	10,606.18	
39	8,697.24	8,871.19	9,048.61	9,229.59	9,414.18	9,602.46	9,794.51	9,990.40	10,190.21	10,394.01	10,601.89	10,813.93	11,030.21	
40	8,840.00	9,016.80	9,197.14	9,381.08	9,568.70	9,760.07	9,955.28	10,154.38	10,357.47	10,564.62	10,775.91	10,991.43	11,211.26	
	23					32	Senior Project Manager					35	Public Works Director Capital Projects Director	
	26	Library Director Executive Assistant					33	Economic Development Director Borough Controller					37	Finance Director
	28	Fire Chief Nolan Center Director Construction and Facility Manager					34	Electrical Superintendent Port & Harbor Director					39	Police Chief
	29	Parks & Recreation Director/Facilities Maintenance HR/Executive Assistant												

Temporary/Part-time/Seasonal Employees  
Hourly Compensation

Actual Ten	1	2	3	4	5	6	7	8	9	10	11	12	13
7	14.00	14.28	14.57	14.86	15.15	15.46	15.77	16.08	16.40	16.73	17.07	17.41	17.76
8	16.00	16.32	16.65	16.98	17.32	17.67	18.02	18.38	18.75	19.12	19.50	19.89	20.29
9	19.00	19.38	19.77	20.16	20.57	20.98	21.40	21.83	22.26	22.71	23.16	23.62	24.10
10	Fixed hourly rate of \$20.00 per hour												

- 7 Nolan Center Theater Temporary Worker
- 8 Aquatics & Recreation Temporary Worker  
Election Worker  
Library Technician
- 9 Election Chair and Co-Chair Person  
Parks Maintenance Temporary Worker  
Port & Harbor Maintenance Temporary Worker  
Maintenance/Custodian Temporary Worker
- 10 Intern Position

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 8, 2025
	<u>Agenda Section</u>	<b>5</b>

**RESOLUTION No. 07-25-1961** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ESTABLISHING REVISED STARTING BID AMOUNTS FOR INDUSTRIAL LOTS 9, 11, AND 12 AND AUTHORIZING THEIR SALE VIA PUBLIC AUCTION PURSUANT TO WRANGELL MUNICIPAL CODE CHAPTER 16.12

<p><b><u>SUBMITTED BY:</u></b></p> <p>Mason Villarma, Borough Manager</p>	<p><b><u>FISCAL NOTE:</u></b></p> <p><b>Expenditure Required:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> </tr> </table> <p><b>Amount Budgeted:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> </tr> </table> <p><b>Account Number(s):</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> </tr> </table> <p><b>Account Name(s):</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> </tr> </table>												

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

**ATTACHMENTS:** 1. RES 07-25-1961

### **RECOMMENDATION MOTION:**

Move to approve Resolution No. 07-25-1961.

### **SUMMARY STATEMENT:**

This resolution authorizes the re-offering of Borough-owned Industrial Lots 9, 11, and 12 (Block 66, Industrial Replat) for sale through public auction using the Public Surplus online platform. The lots were previously offered under Resolution 10-24-1885 at higher starting bid amounts but did not receive any qualified bids.

**Key Provisions:**

- **Revised Minimum Bids:**
  - Lot 9 (25,849 sq. ft.): \$39,165
  - Lot 11 (16,500 sq. ft.): \$25,000
  - Lot 12 (16,500 sq. ft.): \$25,000
- **Sale Platform:** Online public auction through [www.publicsurplus.com](http://www.publicsurplus.com) for a minimum of 60 days.
- **Bidder Qualifications:** Must be 18+, current on Borough debts, and register with a \$500 refundable fee.
- **Sale Terms:** 20% down payment required within 10 business days of signing the purchase agreement; full balance due within 60 days.
- **Title Transfer:** By quitclaim deed.
- **Unsold Parcels:** Will remain listed in 30-day increments until sold at revised values.
- **Borough Manager Authorization:** To administer sale procedures, forms, and requirements.

**Financial Impact and Historical Bid Information**

<b>LOT 5A, BLOCK 66, INDUSTRIAL REPLAT</b>	(25,491 sq. ft.)	\$75,100	<b>SOLD</b>
<b>LOT 7, BLOCK 66, INDUSTRIAL REPLAT</b>	(16,500 sq. ft.)	\$41,100	<b>SOLD</b>
<b>LOT 8, BLOCK 66, INDUSTRIAL REPLAT</b>	(21,435 sq. ft.)	\$50,900	<b>SOLD</b>
<b>LOT 9, BLOCK 66, INDUSTRIAL REPLAT</b>	(25,849 sq. ft.)	\$39,165	
<b>LOT 10, BLOCK 66, INDUSTRIAL REPLAT</b>	(16,500 sq. ft.)	\$31,400	<b>SOLD</b>
<b>LOT 11, BLOCK 66, INDUSTRIAL REPLAT</b>	(16,500 sq. ft.)	\$25,000	
<b>LOT 12, BLOCK 66, INDUSTRIAL REPLAT</b>	(16,500 sq. ft.)	\$25,000	
<b>LOT 13, BLOCK 66, INDUSTRIAL REPLAT</b>	(16,500 sq. ft.)	\$31,400	<b>SOLD</b>
<b>Total Land Sale Revenue:</b>		\$319,065	

Properties sold at a premium are highlighted in 'green'.

Cost of Development: \$233,000

Projected ROI prior to reduction in bid price: 47.81%

Estimated Actual ROI if sold at reduced bid price: 36.94%

## CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO: 07-25-1961

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ESTABLISHING REVISED STARTING BID AMOUNTS FOR INDUSTRIAL LOTS 9, 11, AND 12 AND AUTHORIZING THEIR SALE VIA PUBLIC AUCTION PURSUANT TO WRANGELL MUNICIPAL CODE CHAPTER 16.12

**WHEREAS**, the City and Borough of Wrangell owns certain parcels of land identified as Industrial Lots 9, 11, and 12 of the Industrial Replat (Block 66); and

**WHEREAS**, these lots were previously offered for sale by sealed bid under Resolution No. 10-24-1885, with starting bids of \$51,700 for Lot 9 and \$31,400 each for Lots 11 and 12; and

**WHEREAS**, no qualified bids were received for Lots 9, 11, or 12; and

**WHEREAS**, Wrangell Municipal Code Chapter 16.12 allows for the disposal of Borough land through public sale after proper authorization by the Assembly; and

**WHEREAS**, the Assembly finds it in the public interest to re-offer these lots for sale at revised starting bid prices in order to promote the productive use of Borough land and support industrial development; and

**WHEREAS**, the City intends to conduct the public sale through the Public Surplus website, an online government auction platform that complies with the procedural requirements of WMC Chapter 16.12;

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

**Section 1. REVISED STARTING BID AMOUNTS:**

LOT 9, BLOCK 66, INDUSTRIAL REPLAT	(25,849 sq. ft.)	\$39,165
LOT 11, BLOCK 66, INDUSTRIAL REPLAT	(16,500 sq. ft.)	\$25,000
LOT 12, BLOCK 66, INDUSTRIAL REPLAT	(16,500 sq. ft.)	\$25,000

**Section 2. PROCEDURES FOR PUBLIC SALE.** The Assembly of the City and Borough of Wrangell establishes the following procedure for the sale of the Borough-owned real property Lots as described in Section 1.

**1. Public Surplus Auction Website.**

The property shall be made available on the Public Surplus website ([www.publicsurplus.com](http://www.publicsurplus.com)) for not less than sixty (60) days.

**2. Qualifications, Eligibility, and Exclusions of Bidders:**

- a) All bidders must be eighteen (18) years of age or older; and
- b) Must be current on all payments or debts owed to the Borough, including but not limited to property tax and public utility bills.

**3. Restrictions on Successful Bidders:**

- a) The successful bidders shall follow current zoning requirements as outlined in WMC 20.48 – Industrial, including that all lots shall not be reduced in size.
- b) The successful bidder shall not sell their parcel(s) until the participant has paid their full purchase price to the City and Borough of Wrangell.

**4. Minimum Bid Established.**

The minimum bid for these properties shall be listed at 100% of the revised appraised values:

<b>Description</b>	<b>Starting Bid</b>
Lot 9, Block 66 (25,849 sq. ft.)	\$39,165.00
Lot 11, Block 66 (16,500 sq. ft.)	\$25,000.00
Lot 12, Block 66 (16,500 sq. ft.)	\$25,000.00

**5. Bidders Registration and Fee Required.**

Bidders shall be required to register in advance of the online auction on the Public Surplus Website and pay a \$500 registration fee. This fee shall be refunded to the winning bidder once paid in full. The fee shall be refunded to all non-successful bidders. If the winning bidder fails to purchase the parcel in conformance with the prescribed parameters, the bidder forfeits the registration fee. The registration fee must be paid on the Public Surplus Website.

**6. Sale Terms.**

The winning bidder shall sign a Purchase Agreement within ten (10) days of the closing of the auction. The property may be purchased with 20% of the winning bid amount as down payment, payable within ten (10) business days from the signing of the Purchase Agreement, with the balance due to the Borough in sixty (60) days. If the bidder does not pay in full within the time specified in this section, they shall forfeit their \$500 deposit and the parcel shall be offered to the next highest bidder from the Public Surplus Site.

**7. Type of Deed.**

Title shall be conveyed by quitclaim deed.

**8. Property Not Sold at Auction.**

If the properties are not sold in the initial timeframe in which the auction was listed, they shall be relisted on the Public Surplus Auction Website in increments of thirty (30) days until sold. They shall continue to be listed at the full revised values as listed above.

**9. Borough Manager Authorized to Administer.**

The Borough Manager is authorized to develop whatever administrative procedures, forms, and policies are necessary to implement this resolution.

**10. Other Requirements.**

The purchaser shall be responsible for all recording fees with the State Recorder's Office. The purchaser will be required to obtain any necessary federal, state, or local permits for development of the land. These may include, but are not limited to, U.S. Army Corps of Engineers permits, local building permits, or other land use authorizations.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF  
WRANGELL, ALASKA THIS 8TH DAY OF JULY 2025.

\_\_\_\_\_  
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>	July 8, 2025
	<u>Agenda Section</u>	<b>5</b>

**RESOLUTION No. 07-25-1960** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES MUNICIPAL HARBOR FACILITY GRANTS PROGRAM AND COMMITTING RAISE GRANT FUNDS AS THE REQUIRED FIFTY PERCENT (50%) MATCH FOR THE INNER HARBOR REPLACEMENT PROJECT

SUBMITTED BY:

Amber Al-Haddad, Capital Projects Director

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: Resolution No. 07-25-1960

**RECOMMENDATION MOTION:**

Move to Approve Resolution No. 07-25-1960.

**SUMMARY STATEMENT:**

The City and Borough of Wrangell intends to apply for a State of Alaska, Department of Transportation and Public Facilities (DOT&PF) Municipal Harbor Facility Grants Program. This grant would partially fund the Inner Harbor Replacement project, estimated as a 2027 project at

\$13,231,000. While the Inner Harbor Replacement is ranked #3 on the Borough's overall FY26 capital projects State priority list, it holds the #1 priority specifically for harbor facilities.

Inner Harbor was designed by the State of Alaska, Department of Transportation and Public Facilities (AKDOT&PF), and has undergone several expansion and repair/replacement projects within its service life. The facility is aged and is experiencing infrastructure failures of critical components. The harbor has an antiquated layout, originally designed to serve 1930 -1960 vessels, typically around 17'. Today's commercial fishing fleet averages 36'. Moorage for vessels 34'-40' in Southeast Alaska is at nearly 0% vacancy with waitlists up to 10 years. The Inner Harbor Revitalization will improve the regional moorage capacity of 34'-40' vessels to meet needs of the local and regional maritime economy. Funds will be used for design, permitting, and construction necessary to construct a modern facility to meet the current and projected industry and economic needs of the community and regional marine transportation fleet and develop land for adequate parking and access.

Ownership of the Inner Harbor was transferred to the City and Borough of Wrangell, from the State of Alaska, in 2014.

The Municipal Harbor Facility Grants Program (AS 29.60.800 et seq.) provides financial assistance in the form of a 50/50 matching grant to municipally or regional housing authority owned small boat harbor facilities in the State of Alaska with the maximum award per grant being \$5,000,000.

The Borough plans to request \$5,000,000 from the State Harbor Facility Grant Program for the Inner Harbor Replacement project, which is estimated to cost \$13,231,000. The remaining project costs will be covered by the FY24 RAISE grant award to the Borough for the Wrangell Harbor Basin Revitalization and Transportation Resiliency Project, which includes the Inner Harbor Replacement.

To apply for the Harbor Facility Grant Program, municipalities must provide evidence of local government authorization for the project. This evidence must also detail the source of local funds and their availability timeline. The FY2027 Grant Cycle will close August 15th, 2025. ADOT plans to rank project applications received this year and submit to the Alaska Legislature for consideration for funding in the next fiscal year.

Resolution 07-25-1960 authorizes the City and Borough of Wrangell Assembly to submit a funding application and necessary documentation to the State of Alaska, Department of Transportation and Public Facilities (DOT&PF), for a Municipal Harbor Facility Grant. This is subject to available Alaska Legislative funding and DOT&PF selection. The resolution also allocates \$8,231,000 from the FY24 RAISE grant award for the Wrangell Harbor Basin Revitalization and Transportation Resiliency Project to serve as the Borough's required match. This match will be made available upon the execution of a grant agreement with the State of Alaska, DOT&PF, following a successful Municipal Harbor Facility Grants Program award.

## CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 07-25-1960

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES MUNICIPAL HARBOR FACILITY GRANTS PROGRAM AND COMMITTING RAISE GRANT FUNDS AS THE REQUIRED FIFTY PERCENT (50%) MATCH FOR THE INNER HARBOR REPLACEMENT PROJECT

WHEREAS, the State of Alaska, Department of Transportation and Public Facilities administers the Municipal Harbor Facility Grants Program; and

WHEREAS, the City and Borough of Wrangell owns and maintains the Inner Harbor facility, and the Inner Harbor is eligible for a Tier I Municipal Harbor Facility Grant; and

WHEREAS, the City and Borough of Wrangell has established the Inner Harbor Replacement as the priority harbor project; and

WHEREAS, the total project cost is estimated to be \$13,231,000, and the City and Borough of Wrangell is requesting DOT&PF funding in the amount of \$5,000,000; and

WHEREAS, the City and Borough of Wrangell has the acquired no less than the required 50% in local contribution funding, in the amount of \$8,231,000 that has been committed from FY24 RAISE grant award to the Borough for the Wrangell Harbor Basin Revitalization and Transportation Resiliency Project, which includes the Inner Harbor Replacement; and

WHEREAS, the City and Borough of Wrangell is capable of completing the Inner Harbor Replacement within eighteen (18) months after award of a Municipal Harbor Facility Grant; and

WHEREAS, the Inner Harbor is critical to the City and Borough of Wrangell.

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

Section 1: The Assembly of the City and Borough of Wrangell support the Inner Harbor Replacement project and authorizes administration and staff to make an application and other necessary data or documentation to the State of Alaska, Department of Transportation and Public Facilities, for a Municipal Harbor Facility Grant, subject to available Alaska Legislative funding and selection by DOT&PF.

Section 2: The Assembly of the City and Borough of Wrangell authorizes \$8,231,000 of FY24 RAISE grant funding to the Borough for the Wrangell Harbor Basin Revitalization

and Transportation Resiliency Project, which includes the Inner Harbor Replacement, to be made available as the Borough's match requirements, which will be made available upon execution of a grant agreement with the State of Alaska, Department of Transportation and Public Facilities, for a Municipal Harbor Facility Grants Program funding award.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 8<sup>th</sup> day of July, 2025.

CITY & BOROUGH OF WRANGELL, ALASKA

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

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 8 <sup>th</sup> , 2025
	<u>Agenda Section</u>	<b>5</b>

Approval of a Cooperative Management Agreement for Managing Petroglyph Beach State Historic Site

SUBMITTED BY:

Kate Thomas, Economic Development Director

FISCAL NOTE:

**Expenditure Required: \$XXX Total**

<b>Fiscal Year (FY):</b>	<b>Amount: \$</b>
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**Amount Budgeted:**

	<b>FY:</b> \$
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**Account Number(s):**

	XXXXX XXX XXXX
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**Account Name(s):**

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

	\$XXX
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Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
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	Name(s)
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	Name(s)
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<input type="checkbox"/>	Attorney
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<input type="checkbox"/>	Insurance
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ATTACHMENTS: 1. Cooperative Management Agreement

**RECOMMENDATION MOTION:**

Move to Approve the Cooperative Management Agreement for managing Petroglyph Beach State Historic site between the State of Alaska, Department of Natural Resources Division of Parks and Outdoor Recreation and the City and Borough of Wrangell, Alaska.

**SUMMARY STATEMENT:** The City and Borough of Wrangell (CBW) and the Alaska Department of Natural Resources, Division of Parks and Outdoor Recreation (DPOR), recently entered into a Cooperative Management Agreement for the joint management of Petroglyph Beach State Historic Site. This agreement replaces the prior management agreement established in 1998 and introduces updated provisions to strengthen local management and improve site operations.

The purpose of this agreement is to protect the cultural and archaeological resources located at and surrounding Petroglyph Beach, to ensure public access, education, and interpretation of the site, and to formalize a cooperative framework for permitting, fee collection, enforcement, and site maintenance. Under this agreement, the City and Borough of Wrangell will continue to manage daily operations, site maintenance, and public access, which includes routine upkeep, janitorial services, and collaboration with local cultural representatives.

The agreement also authorizes CBW to administer Commercial Use Permits (CUP) and Special Use Permits (SUP) for activities at the site. This includes responsibility for application processing, fee collection, monitoring, and enforcement. The revenue collected from these activities will be retained by CBW and will be used to support maintenance and future improvements to the site. CBW police officers are authorized to enforce relevant state park statutes, though Alaska State Parks will retain ultimate enforcement authority.

Cultural sensitivity is a central consideration of the agreement, with formal recognition of the nearby ancestral graves and other culturally significant areas. The Wrangell Cooperative Association (WCA) is identified as the primary local contact for consultation on cultural resource management and site-related cultural issues.

CBW and DPOR will work cooperatively on potential future improvement projects to enhance visitor experience and improve site accessibility. Planned improvements may include the development of additional parking, walking paths, and restroom facilities adjacent to Evergreen Avenue and Grave Street. These projects aim to improve traffic safety, promote environmental stewardship, mitigate neighborhood impacts, and enhance the overall quality of the visitor experience.

The agreement further outlines that both CBW and DPOR will consult with each other on major maintenance and development projects. Each entity will be responsible for securing funding and completing their respective projects, with opportunities for mutual support and collaboration as needed.

This Cooperative Management Agreement will remain in effect for a period of five years. At the end of the five-year term, the agreement may be extended, renegotiated, or terminated with at least thirty days' notice by either party.

# COOPERATIVE MANAGEMENT AGREEMENT FOR MANAGING PETROGLYPH BEACH STATE HISTORIC SITE

BETWEEN  
THE STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES DIVISION OF  
PARKS AND OUTDOOR RECREATION  
AND  
THE CITY AND BOROUGH OF WRANGELL, ALASKA

## I. Purpose

This agreement is between the Alaska Department of Natural Resources Division of Parks and Outdoor Recreation (DPOR) and the City and Borough of Wrangell (CBW). The purpose of this Agreement is to establish a framework for the joint management of Petroglyph Beach State Historic Site, which became a State Historic Park (SHS) in 2000, to:

- Protect the cultural and archaeological resources within and adjacent to the site; and,
- Provide public access, education, and interpretation of the site and its cultural and archaeological resources; and,
- Establish a cooperative approach to permitting, fee collection, enforcement of regulations, and maintenance of the site.

## II. Introduction and Authority

This agreement authorizes CBW to manage, maintain and operate the site with co-operation from Alaska State Parks with the following guidelines.

This agreement is made by and between DPOR, also known as Alaska State Parks, and CBW to provide improved local management, operations, oversight and maintenance at Petroglyph Beach SHS. This site has been under a previous management agreement since 1998 with CBW in good standing and cooperation but now will continue with additional stipulation and authority described below. The State of Alaska enters into this agreement under the authority of Alaska Statute 41.21.020(a)(7), which authorizes the Department of Natural Resources to establish effective agreements for the purpose of providing recreational opportunities and enjoyment for the community members and the public.

## III. Background and Objectives

This agreement supersedes the previous agreement entered into by the Alaska Division of Parks and Outdoor Recreation and the City and Borough of Wrangell in 1998. This agreement establishes additional terms to also include the issuance of permits and collection of fees associated with activities at the site. The Alaska Division of Parks and Outdoor Recreation (DPOR) and the City and Borough of Wrangell (CBW) will work cooperatively to manage the site in accordance with this agreement.

#### **IV. Recognized Cultural Sensitivity**

Petroglyph Beach State Historic Site is a popular attraction for commercial tourism, independent tourists and residents. It is an important cultural resource and asset that requires cooperative management efforts between the DPOR and CBW. While both parties own the core property on which the resources of interest exist, or by which access is provided to the site, adjacent landowners have significant historic resources of interest on their lands. The agreement acknowledges and respects nearby graves of cultural significance, as well as prioritizing the preservation of petroglyphs and archaeological materials throughout the area. Management of the site prioritizes respectful use, considering the needs of the local native community, nearby residents, and heritage tourism businesses.

#### **V. Historical and Cultural Preservation**

The CBW will elevate public complaints, concerns and impacts occurring at the site to DPOR. The Parks and Recreation Advisory Board, along with the Convention and Visitors Bureau will review and advise the CBW and DPOR on management issues related to the site that is brought to their attention. Any persons proposing to perform field archaeology or to undertake activities that might adversely impact petroglyphs, rock alignments (canoe runs) or any "historic, prehistoric and archaeological resources" on state lands must contact the Alaska State Office of History and Archaeology (OHA) and apply for all required permits before engaging in any activity. CBW management will request technical review and advice from OHA regarding requests to the CBW for authorization of such activities with DPOR also being informed about permits requests for investigation or activities mentioned above. DPOR and CBW recognize the Wrangell Cooperative Association (WCA) is the primary local contact for consultation on cultural issues regarding site management and cultural resources.

Alaska Office of History and State Archaeology contact information - 550 West 7<sup>th</sup> Ave, Suite 1310, Anchorage, AK 99501. Phone (907) 269-8721 and FAX (907) 269-8908

#### **VI. Maintenance**

The City and Borough of Wrangell will be responsible for routine, corrective, and cyclical maintenance, janitorial and groundskeeping of the State and CBW owned parcels of the park, such as the beach access stairs, interpretative displays, boardwalk, and viewing platform located on CBW property, as well as regular trash collection. CBW will continue to provide and maintain portable restrooms during the summer season and continue to pursue future plans for permanent outhouse or latrine facilities in coordination and cooperation with DPOR. CBW will cooperate with the Wrangell Cooperative Association and lineal descendants to maintain current burial sites (graves) at the foot of Grave Street and lend such maintenance assistance as is performed at other CBW owned and maintained cemeteries. CBW will utilize the authorized funds collected associated with Commercial Permits and client fees described below.



## **VII. Major Maintenance and Improvements Project**

DPOR and CBW will cooperate on major maintenance and improvement projects at the site. DPOR agrees to consult with the CBW administration on development projects seeking opportunities for cooperative project execution that will further the goals of this agreement and enhancements at the site. Any recommended CBW improvement projects with funding secured by CBW will only occur with consultation and approval from DPOR. In return, DPOR agrees to inform and coordinate with CBW for any maintenance and improvement projects proposed for the site. Each agency will be financially accountable and responsible for any funding and project completion in which they undertake after it is approved and agreed upon. The City and Borough of Wrangell (CBW) will conduct annual site inspections to assess the condition of the site and provide a written report with photographs to DPOR. Both CBW and DPOR can confer or provide assistance in administering and managing projects upon mutual agreement.

## **VIII. Future Improvement and Access Projects**

The Alaska State Parks (DPOR) and the City and Borough of Wrangell (CBW) acknowledge their mutual interest in the continued success of the Wrangell Petroglyph Beach State Historic Site. This includes a shared commitment to ongoing maintenance and exploring opportunities to improve access to the site whenever possible throughout this partnership agreement.

At the time of this agreement, DPOR and CBW have already begun discussions for a possible future project, both parties agree to continue to collaborate with identifying funding sources for the development of a parking lot, walking paths, and restroom amenities adjacent to Evergreen Avenue and Grave Street rights-of-ways.

This project aims to address several issues:

- Delineation of pedestrian and vehicular traffic to promote safety for visitors accessing the site and adhering to accessibility guidelines and regulations to accommodate individuals with disabilities and mobility challenges.
- Promote environmental stewardship and sustainability principles in park management, essential for preserving cultural and natural resources and mitigating human and environmental impacts.
- Improve the quality of life for residents adjacent to the park by mitigating parking congestion and still allowing for a good park experience; and
- Improve the overall visitor enjoyment, satisfaction and experience through a diverse means of scenic land and marine view sheds, sights and sounds, the cultural and historic presence and interpretive and educational opportunities, while protecting and preserving the park's cultural, natural and historic resources.

## **IX. Permitting – Commercial Use (CUP) and Special Use (SUP)**

A **Commercial Use Permit (CUP)** is required for anyone conducting commercial activities (as defined in 11 AAC 12.990(9) \*) within any unit of the State Park system. Permits are valid from the date of issuance through December 31st of the same calendar year. Anyone conducting commercial activities within Petroglyph Beach State Historic Site must obtain a commercial permit prior to conducting tours or business of any kind. Under this agreement CBW is responsible for issuing, monitoring and enforcing all non-competitive commercial permits as the responsible managing entity in this agreement. The Division of Parks and Outdoor Recreation (DPOR) will assist CBW and provide current fee schedule structures, rules, stipulation, regulations and guidance required. CBW shall not issue any competitive commercial permits under this agreement, only non-competitive permits are permitted.

Examples of non-competitive commercial activities include guided activities, charter services, transportation services, outfitting, commercial filming and photography, supply or equipment sales, or rentals within state parks. (Section 11 AAC 18.030 – Non-competitive Park use permits for commercial activities). The permittee shall, at its expense, comply with all federal, state, and local laws, regulations, and ordinances directly or indirectly related to commercial activities. The permittee shall ensure compliance with its employees, agents, clients, licensees, or guests. Permits may be suspended, revoked or denied at any time at the discretion of the director, his/her designee or CBW without compensation to the permittee or liability to the DPOR or CBW. As the managing entity under this agreement, CBW is exempt from Commercial Use Permits requirements and fees from DPOR, as well as any consultants and contractors hired on behalf of CBW. The City and Borough must provide advanced notice, information and consult with DPOR of any intended activity in advance on their behalf.

**Client Fees and End of Season Reporting** – As part of the DPOR CUP program, permit holders must submit a report by December 31, detailing all activities conducted under the permit, the number of clients, the appropriate client fee amount and total for the entire season. The client fee total payment amount must accompany the end of season report submitted to CBW by the end of the calendar year. Late fees may be charged as a flat rate or based on an annual interest rate. Outstanding fees and reports must be settled before a permit can be renewed for the following year. Reporting is mandatory even if no activities occurred. No fees apply for clients of water/air taxi services accessing private property within the park or government employees using commercial transportation for official business. Multiple permittees serving a single client are each responsible for their respective service fees. For clients receiving multiple services from the same permittee on a single day, only the highest applicable fee will be charged.

**Special Use Permits (SUP)** are also required under DPOR regulation (per 11AAC18.010) for such activities as; assembly of more than 20 people, any promotional, entertainment or organized event, or any activity normally prohibited in a state park. As with the CUP program, CBW will also be responsible for administering, monitoring and enforcing the required SUP and associated fee program with guidance from DPOR as necessary.

## **X. Permitting responsibilities and public Information Requirements**

The City and Borough of Wrangell (CBW) is responsible and accountable for administering the permit application, issuance, and fee collection for the Commercial or Special Use Permit program and is one of the primary reasons for updating this MOU from the previous 1998 version. The City and Borough of Wrangell (CBW) will cooperate with the Alaska State Parks (DPOR) to enforce state regulations and statutes pertaining to the Wrangell Petroglyph Beach State Historic Site. CBW will be the primary source on public outreach, education and compliance regarding permitting requirements and fees. CBW police officers may enforce relevant provisions of Alaska Statutes 41.21 and 41.35 as authorized by AS 41.21.955(2) and AS 41.35.220(2), DPOR retains ultimate responsibility for enforcement actions.

Summary of the primary permit responsibilities:

- Administration of the non-competitive CUP and SUP program, including the application, review and issuing of the permits.
- Verification of each commercial permittee liability coverage.
- Monitoring commercial activities at the site.
- Monitoring of special event activities at the site.
- Collection of all associated permits and client fees.
- Revenue collected from applications, permits, and client fees shall be directly remitted to, and retained by, the City and Borough of Wrangell and utilized for maintenance, upkeep, groundskeeping, and improvements to the historical site.
- Continued coordination/cooperation and reporting practices with DPOR.

Both parties will maintain adequate insurance coverage for their respective activities at the site and under this agreement. Each party shall recognize the other as insured.

## **XI. Site Management Authority**

DPOR extends the authority to the City and Borough of Wrangell the management responsibility of Petroglyph Beach State Historical Site to the same extent and legal authority in which DPOR operates. CBW cannot operate beyond the authority and legal limits of DNR/DPOR in regard to such matters as, but not limited to; regulations, codes, statutes, Director's Orders and fee schedules.

With written consent from Alaska State Parks, CBW can enter into a third-party partnership to assist in management and funding responsibility for the site under this agreement, but CBW will remain as the responsible entity for this agreement. If CBW wishes to allocate management rights to a third party, it is recommended this agreement be dissolved and the same or similar agreement be enacted directly with the third party and Alaska State Parks (DPOR).

## **XII. Dispute Resolution**

Any disagreements arising under this agreement will be resolved through good faith discussions and negotiation. If negotiation fails, the parties may wish to pursue alternative dispute resolution mechanisms.

## **XIII. Amendments and Severability**

This Agreement may be amended by mutual written consent of the parties. If any provision of this Agreement is found to be unenforceable, the remaining provisions will still be valid.

## **XIV. Term of Agreement and Termination**

The City and Borough of Wrangell and Alaska State Parks (DPOR) both enter into this agreement, willing and in cooperation to benefit the local community as well as both parties. This agreement shall be active immediately upon signing of both parties and extend for a period of five (5) years, at which time the agreement can be extended, re-negotiated or discontinued with good cause after submitting a minimum thirty (30) day advanced letter of intent to the other party.

## **XV. Key Officials and Contacts:**

The key officials for each agency authorized to make this agreement and the local contacts responsible for the creation, coordination, communication and oversight of this agreement are as follows.

### **A. City and Borough of Wrangell:**

Mason Villarma – Borough Manager

[mfvillarma@wrangell.com](mailto:mfvillarma@wrangell.com)

PO Box 531

Wrangell, AK 99929

(306)981-1010

### **CBW oversight contact:**

Kathleen Thomas – Economic Development Director

[kthomas@wrangell.com](mailto:kthomas@wrangell.com)

PO Box 531

Wrangell, AK 99929

(907) 874-2381

**B. Alaska State Parks:**

Ricky Gease – Director, Division of Parks and Outdoor Recreation  
 550 W 7<sup>th</sup> Ave. Suite 1380  
 Anchorage, AK 99501-3561  
[ricky.gease@alaska.gov](mailto:ricky.gease@alaska.gov)  
 (907) 269-8700

**Regional contact:**

Preston Kroes – Southeast Region State Park Superintendent  
 400 Willoughby Ave, suite 500  
 PO Box 111071  
 Juneau, AK 99811-1071  
[preston.kroes@alaska.gov](mailto:preston.kroes@alaska.gov)  
 (907)465-2481

**XVI. Terms of Agreement, Termination and Authorizing Signatures:**

CBW and DPOR enter into this agreement willingly and in cooperation to benefit the local community as well as both parties. This agreement shall be active immediately upon signing by all parties and extend until a time at which either party chooses to re-negotiate or discontinue after submitting a minimum of a thirty (30) day advanced notice to the other party.

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Ricky Gease  
 Alaska State Park Director

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Date

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Mason Vilarma  
 City and Borough of Wrangell Manager

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Date

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 8, 2025
	<u>Agenda Section</u>	<b>6</b>

**Executive Session:** Discuss potential Options for developing the Waterfront Property

**SUBMITTED BY:**

Mason Villarma, Borough Manager

**FISCAL NOTE:**

**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. None.

**RECOMMENDATION MOTION** I move, pursuant to 44.62.310 (c)(1)&(2), that we recess into executive session to discuss matters waterfront development, the immediate knowledge of which would clearly have an adverse effect upon the finances of the borough, specifically to discuss with the Borough Manager, Potential Options for developing the Water Front Property.

**SUMMARY STATEMENT:**

None.