



City and Borough of Wrangell
Borough Assembly Meeting
AGENDA

Tuesday, July 25, 2023
6:00 PM

Location: Borough Assembly Chambers

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

- a. WS - Code Enforcement and Other Enforcement Issues

1. CALL TO ORDER

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

2. ROLL CALL

3. PERSONS TO BE HEARD

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

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

- a. **RESOLUTION No. 07-23-1800** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING AND REPLACING THE JOB DESCRIPTION TO CREATE THE LIBRARY TECHNICIAN FOR THE LIBRARY, AND AMENDING THE NON-UNION WAGE AND GRADE TABLE
- [b.](#) Minutes from the June 27, 2023 Regular Assembly Meeting
- [c.](#) Minutes from the July 6, 2023 Special Assembly Meeting
- [d.](#) POA-2023-00300 - Dept. Army Permit Application from BW Enterprises to Dredge up to 25,000 Cubic Yards of sand/gravel

7. BOROUGH MANAGER'S REPORT

- [a.](#) Managers Report
b. Financial Report / Update

8. BOROUGH CLERK'S REPORT

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

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

- [a.](#) Economic Development Board Vacancy Appointment

11. PUBLIC HEARING

- a. **ORDINANCE No. 1044** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.05.020 – ORDER OF BUSINESS IN THE WRANGELL MUNICIPAL CODE

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- a. **RESOLUTION No. 07-23-1796** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY2024 BUDGET BY TRANSFERRING \$53,605 FROM THE GENERAL FUND RESERVE TO THE GENERAL FUND CAPITAL BUDGET FOR THE PUBLIC SAFETY BUILDING REHABILITATION PROJECT
- b. Approval of a Professional Services Agreement with NorthWind Architects in the Amount of \$48,732.35 for the Public Safety Building Rehabilitation Project
- c. **RESOLUTION No. 07-23-1797** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2024 BUDGET IN THE POLICE PROFESSIONAL SERVICES CONTRACTURAL ACCOUNT IN THE GENERAL FUND BY INCREASING AUTHORIZED EXPENDITURES FOR THE OFFICE OF CHILDREN SERVICES POSITION FROM \$0 TO \$25,000
- d. **RESOLUTION No. 07-23-1798** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2024 BUDGET BY TRANSFERRING \$110,000 FROM GENERAL FUND RESERVES TO THE PARKS & RECREATION CIP FUND FOR THE SWIMMING POOL SIDING REPLACEMENT PROJECT AND AUTHORIZING ITS EXPENDITURES
- e. Approval of Change Order No 1 to Johnson Construction & Supply, Inc. in the amount of \$91,125.95 for the Swimming Pool Siding Replacement Project
- f. **RESOLUTION No. 07-23-1799** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, WRITING OFF SPECIFIC PROPERTY TAXES FOR TAX YEARS 2018-2023 FOR MULTIPLE PROPERTY OWNERS, DUE TO MANIFEST CLERICAL ERRORS

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

15. EXECUTIVE SESSION

- a. **Executive Session:** Discussion on the strategies, in the best interest of the City and Borough of Wrangell, regarding the possible purchase of a portion of 02-021-500 plat 2019-7 lot A

16. ADJOURNMENT

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 25, 2023
	<u>Agenda Section</u>	6

RESOLUTION No. 07-23-1800 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING AND REPLACING THE JOB DESCRIPTION TO CREATE THE LIBRARY TECHNICIAN FOR THE LIBRARY, AND AMENDING THE NON-UNION WAGE AND GRADE TABLE

SUBMITTED BY:

Sarah Scambler, Library Director

FISCAL NOTE:

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

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. RES 07-23-1800 2. NEW Job Desc 3. Non-Union W&G Table 4. EXISTING Job Desc.

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

RECOMMENDATION MOTION (Consent Agenda Item):
Move to Approve Resolution No. 07-23-1800.

SUMMARY STATEMENT:

For many years our temporary library workers, often referred to as library support staff, or “fill-in” has contributed to the success of the facility by filling shifts when permanent staff is unable to work. For safety and logistical reasons, it is important that the library not be operated for more than two hours by one single employee on a regular basis. Since the 3rd permanent library position was left unfilled in 2020, our fill-in staff has stepped in and made it possible for the library to operate at full capacity. Our longtime support staff member, Sarah Whittlesey-Merritt, has given her notice, therefore it is important to update the job title to Library Technician and update the job description to better reflect the actual duties and responsibilities this position requires prior to hiring new support staff.

We would like to thank Sarah Whittlesey-Merritt for 22 years of commitment to the Irene Ingle Public Library. Her hard work and dedication to this facility will be missed.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 07-23-1800

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING AND REPLACING THE JOB DESCRIPTION TO CREATE THE LIBRARY TECHNICIAN FOR THE LIBRARY, AND AMENDING THE NON-UNION WAGE AND GRADE TABLE

WHEREAS, this position plays a crucial role in the day-to-day operation of our library, supporting library services and contributing to the overall success of the institution; and

WHEREAS, aligning the job description and title with the actual tasks performed by individuals currently in this position will facilitate more accurate salary benchmarking, career progression, and professional development opportunities; and

WHEREAS, updating the job description and title will contribute to a more accurate representation of the role, enabling prospective candidates to better understand the position and its requirements; and

WHEREAS, the rate of pay for this position shall be a grade 8 with an hourly wage pay range from \$15.00 to \$21.00.

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

Section 1. The attached Exhibit “A” includes the new job description which describes the duties, responsibilities, and qualifications for the Library Technician.

Section 2. The new job description for the Library Technician will become effective immediately upon passage and approval of this resolution.

Section 3. The attached Exhibit “B” is the Non-Union Wage and Grade Table reflecting the new job title and grade from 9 to 8 for the Library Technician.

Section 4. The attached Exhibit “B” repeals all other previous Non-Union Pay Plans and becomes effective immediately upon passage and approval of this resolution.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 25TH DAY OF JULY 2023.

CITY & BOROUGH OF WRANGELL

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell

Position Description

Position: Library Technician	Type: Temporary Part-Time
Department/Site: Library	FLSA: Non-exempt
Evaluated by: Library Services Director	Salary Grade: 8

Summary

This is a casual part-time position that may work one to two shifts per week and fill in for full-time staff when needed. This position performs routine and recurring clerical duties specific to library operations. Duties include processing and circulation of library materials, responding to routine requests for information and assistance, and aiding in program implementation.

Distinguishing Career Features

The Library Technician facilitates access to information and resources, supports library patrons in their quest for knowledge and promotes the effective utilization of library services.

Essential Duties and Responsibilities

- Assists patrons of all ages with finding library materials.
- Uses library automation system to circulate materials. Collects service charges on overdue, lost, or damaged materials, and processes applications for library cards.
- Assists patrons with basic computer and device skills.
- Shelves and re-shelves books and other items into proper alpha or numeric category.
- Prepares books and other materials for circulation. Applies labels, bar codes, and plastic covers to books and audiovisual materials.
- Catalogs pre-classified books and other library materials by obtaining the correct bibliographic record online from a computer database.
- Processes interlibrary loan requests through the OCLC database.
- Assists other staff with preparation and implementation of programming.
- Participates in library beautification efforts such as but not limited to displays, placing and aligning materials on shelves, furniture arrangements and cleanliness, and appearance of entry ways.
- Fills in for full time library staff when needed.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires basic knowledge of library operations, the Dewey Decimal System, and the American Library Association rules for filing. Requires excellent customer service skills, and sufficient writing skills to compose routine memos and announcements.

- **Abilities**

Requires the ability to operate and assist patrons in using computers, mobile devices, and other office equipment. Requires the ability to learn various computer programs. Requires the ability to work as contributing member of a team and convey a positive image of the city and its services. Requires the ability to work Mondays, Saturdays, occasional evenings, and fill in for full-time staff throughout the week when needed.

- **Physical Abilities**

Must be able to function indoors in an office environment and engage in work of a moderately active nature. This position requires the employee to move about the library shelving materials both above eye level, and below knee level. Employee will occasionally ascend/descend stairs and move equipment weighing up to 40 pounds.

- **Education and Experience**

Must be at least 17 years of age.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

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.

Permanent Non-exempt Employee Pay Plan, City and Borough of Wrangell, Hourly Compensation

Resolution No . 07-23-xxxx

old step	6	7	8	9	10	11	12	13	14	15			
Grade Step	1	2	3	4	5	6	7	8	9	10	11	12	13
8	15.56	15.88	16.18	16.48	16.79	17.10	17.44	17.78	18.11	18.46	18.81	19.17	19.54
9	16.25	16.55	16.86	17.19	17.53	17.86	18.20	18.54	18.89	19.27	19.64	20.02	20.40
10	16.98	17.32	17.67	18.02	18.38	18.75	19.12	19.51	19.89	20.29	20.69	21.11	21.54
11	17.72	18.07	18.45	18.81	19.18	19.57	19.97	20.36	20.77	21.18	21.61	22.05	22.48
12	18.45	18.80	19.16	19.54	19.91	20.29	20.67	21.09	21.49	21.90	22.33	22.75	23.19
13	19.30	19.66	20.04	20.42	20.81	21.22	21.63	22.05	22.46	22.91	23.36	23.80	24.26
14	20.16	20.55	20.95	21.36	21.77	22.18	22.62	23.06	23.49	23.94	24.41	24.88	25.35
15	21.10	21.53	21.95	22.39	22.84	23.29	23.76	24.24	24.72	25.22	25.72	26.24	26.76
16	22.04	22.45	22.90	23.34	23.78	24.24	24.73	25.20	25.68	26.18	26.69	27.21	27.74
17	23.07	23.50	23.95	24.42	24.90	25.38	25.86	26.38	26.89	27.41	27.95	28.49	29.04
18	24.13	24.61	25.07	25.55	26.04	26.56	27.07	27.59	28.14	28.68	29.25	29.82	30.40
21	27.50	28.05	28.59	29.14	29.71	30.30	30.88	31.48	32.10	32.71	33.34	34.00	34.67
23	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.45
25	32.19	32.81	33.47	34.11	34.77	35.47	36.15	36.87	37.59	38.33	39.08	39.85	40.63
26	33.52	34.17	34.83	35.52	36.21	36.92	37.64	38.38	39.13	39.89	40.67	41.47	42.28

- 8 Custodian
- 9 Library Assistant I
- 12 DMV Assistant
Recreation Coordinator
Library Assistant II
Nolan Center Attendant - Museum Collection
Nolan Center Coordinator
- 13 Accounting Clerk
Utility Accounts Clerk
Property & Sales Tax Accounting Clerk
- 14 Dispatch/Corrections Officer
- 15 Public Works Administrative Assistant
MARKETING AND COMMUNITY DEVELOPMENT COORDINATOR
- 17 Police Officer Recruit
Accounting Clerk II
- 18 Administrative Assistant - Police
Corrections Sergeant
Firemedic/Trainer
Accounting Generalist/Technician
- 21 Police Officer Probationary
- 23 Police Officer
- 25 Police Sergeant
- 26 Police Lieutenant

Permanent, Salaried (Exempt) Employee Pay Plan, City and Borough of Wrangell, Monthly Compensation

old step	6	7	8	9	10	11	12	13	14	15			
Grade Step	1	2	3	4	5	6	7	8	9	10	11	12	13
19	4,379.04	4,463.32	4,551.75	4,638.10	4,726.54	4,817.05	4,912.77	5,006.40	5,102.12	5,203.04	5,303.96	5,406.96	5,511.00
22	4,950.22	5,048.02	5,146.86	5,247.78	5,348.70	5,453.78	5,559.90	5,666.02	5,779.42	5,891.79	6,007.27	6,123.79	6,246.27
24	5,358.06	5,464.18	5,569.26	5,677.46	5,790.87	5,902.19	6,015.59	6,135.24	6,253.84	6,378.69	6,502.50	6,630.47	6,760.52
25	5,579.67	5,687.87	5,801.27	5,913.63	6,027.04	6,147.72	6,266.33	6,391.18	6,516.03	6,643.99	6,773.00	6,907.22	7,042.47
27	6,056.17	6,174.77	6,293.38	6,420.31	6,544.12	6,672.09	6,804.22	6,935.31	7,074.72	7,212.05	7,352.51	7,496.08	7,644.86
28	6,458.64	6,587.16	6,714.66	6,849.30	6,981.90	7,119.60	7,259.34	7,402.14	7,548.00	7,695.90	7,847.88	8,001.90	8,158.98
30	6,873.92	7,011.26	7,146.51	7,289.04	7,429.50	7,576.19	7,726.01	7,876.87	8,031.89	8,191.07	8,351.29	8,515.67	8,683.18
31	7,148.59	7,292.16	7,432.62	7,580.35	7,727.05	7,878.95	8,035.01	8,192.11	8,353.37	8,518.80	8,685.26	8,855.88	9,030.67
32	7,434.70	7,583.48	7,730.17	7,893.51	8,036.05	8,194.19	8,356.49	8,519.84	8,687.34	8,859.01	9,032.75	9,210.66	9,391.69
33	7,732.25	7,886.23	8,039.17	8,199.39	8,357.53	8,521.92	8,690.46	8,860.05	9,034.83	9,213.78	9,393.77	9,578.96	9,767.28
34	8,041.25	8,202.51	8,360.65	8,527.12	8,691.50	8,863.17	9,037.95	9,214.82	9,395.85	9,582.08	9,769.36	9,961.83	10,158.47
35	8,362.74	8,530.24	8,694.62	8,868.37	9,039.00	9,217.94	9,400.01	9,583.12	9,772.48	9,965.99	10,160.55	10,360.30	10,564.22

- 19 Civic Center Manager
Library Director
- 22
- 24 Parks & Recreation Director
Fire Chief
Nolan Center Director
Construction and Facility Manager
- 28 Economic Development
Director
- 30 Electrical Superintendent
Director of Public Works & Capital Projects
Port & Harbor Director
- 35 Police Chief
Deputy Borough Manager

Temporary/Part-time/Seasonal Employees

Hourly Compensation

Actual Temp Rates, Calendar Year 2023

	1	2	3	4	5	6	7	8	9	10	11	12	13
7	12.00	12.33	12.66	12.99	13.32	13.65	13.98	14.31	14.64	14.97	15.30	15.63	16.00
8	15.00	15.50	16.00	16.50	17.00	17.50	18.00	18.50	19.00	19.50	20.00	20.50	21.00
9	18.00	18.33	18.66	18.99	19.32	19.65	19.98	20.31	20.64	20.97	21.30	21.63	22.00

- 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
Library Temporary Worker

City & Borough of Wrangell

Position Description

Position: Library Assistant I	Type: Temporary, Part-Time
Department/Site: Library	FLSA: Non-exempt
Evaluated by: Library Services Director	Salary Grade: 9

Summary

Performs routine and recurring clerical duties specific to Library operations and the provision of patron services. Duties may relate to processing, and circulation of library materials, and responding to routine requests for information and assistance.

Distinguishing Career Features

The Library Assistant I is the first in a multi-level career path for Library media services. The Library Assistant I provides circulation and customer service support.

Essential Duties and Responsibilities

- Assists patrons with finding library materials. Helps patrons use resource searches and library materials to locate information of interest.
- Charges out and checks in library materials. Collects service charges on overdue, lost, or damaged materials. Types overdue notices and similar short forms.
- Sort and file books and use the automation system. Maintains routine files related to library operations. Accepts applications for library cards.
- Prepares books and other materials for circulation. Applies labels, bar codes, and plastic covers to books and audiovisual materials.
- Shelves and re-shelves books into proper alpha or numeric category.
- Checks in periodicals received by the library. Discards periodicals according to instructions. Displays or files periodicals as appropriate.
- Catalogs pre-classified books and other library materials by obtaining the correct bibliographic record on-line from a computer database.
- Performs clerical tasks such as data entry into to pre-established databases using data entry screens, and processing reports on items such as books that are missing, replaced, transferred, or discarded.
- Processes interlibrary loan requests through the OCLC database.
- Mail duties: prepare books and other items to mail back to other loaning libraries.
- Assists other staff with preparation for and presentation of children's programming. Assists students during the summer reading program.

- Participates in library beautification efforts such as but not limited to displays, placing and aligning materials on shelves, furniture arrangements and cleanliness, and appearance of entry ways.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

Requires basic knowledge of library clerical procedures and basic familiarity with reference tools and sources including use of automated library card catalogs. Requires a basic understanding of the Dewey Decimal System of classification and the American Library Association rules for filing. Requires sufficient human relations skill to exercise patience and deal courteously with patrons of all ages. Requires sufficient writing skills to compose routine memos and announcements.

Abilities

Requires ability to perform all the duties of the position and to follow detailed procedures such as library filing rules. Requires the ability to work with a diverse customer population of all ages. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the city and its services. Requires the ability to learn library filing systems. Must be able to learn to perform transactions within an automated library system. Required to work Saturdays and one evening per week.

Physical Abilities

Incumbent must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a moderately active nature. Requires ability to converse with patrons, provide accurate information, and communicate effectively with small groups. Requires ability to operate a computer, mobile devices, and other office equipment. This position requires the employee to move about inside the office to access filing cabinets, bookshelves, computers, and check-out desk. Will occasionally ascend/descend stairs and move equipment weighing up to 40 pounds.

Education and Experience

The position requires a high school diploma plus one year of experience in a library, educational support setting, or equivalent in customer service. College-level courses and/or a certificate in library science is preferred and may substitute for some experience. Competency in a second language is desired.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors with minimal exposure to health and safety hazards.

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.

**Minutes of Regular Assembly Meeting
Held on June 27, 2023**

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 6:00 p.m., June 27, 2023, in the Borough Assembly Chambers. Assembly Member Morrison led the pledge of allegiance.

PRESENT - POWELL, DALRYMPLE, GILBERT, DEBORD, MORRISON

ABSENT – HOWE, ROBBINS

Borough Mayor Good and Clerk Lane were also present.

PERSONS TO BE HEARD - None.

AMENDMENTS TO THE AGENDA - None.

CONFLICT OF INTEREST - None.

CONSENT AGENDA

6a Minutes from the June 13, 2023 Regular Assembly Meeting

6b RESOLUTION No. 06-23-1786 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE ELECTRICAL UTILITY SUPERINTENDENT JOB POSITION

6c Approval of Marine Bar - Beverage Dispensary (Lic. 698) & Package (Liquor) Store (Lic. 701) License Renewals

6d Final plat review of the Ostrander Replat, a replat of a portion of Lot 5, Block 84, USS 2589 (Plat No. 65-152), creating Lot 5A and Lot5B, zoned Rural Residential 1, owned, and requested by Mark and Margaret Mitchell

6e CORRESPONDENCE - School Board Action from the June 19, 2023, Regular Meeting

M/S: Morrison/Dalrymple to approve the Consent Agenda, as submitted. Approved unanimously by polled vote.

BOROUGH MANAGER'S REPORT

Manager Good's Report was given.

Good stated that a Special Assembly meeting was needed to approve the Alder Top Village Site Work Project. After some discussion, Thursday, July 6, 2023 at 5:30pm was set for the Special Assembly meeting.

Amber Al-Haddad provided a verbal Infrastructure report.

BOROUGH CLERK'S REPORT

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS

Powell stated that he has been approached from several people about trailers along city roadways; requesting that something be done about that.

Powell requested that a work session be held before the next assembly meeting on Code Enforcement and other enforcement issues.

MAYOR AND ASSEMBLY APPOINTMENTS

Economic Development Board Vacancy Appointment

There were no applicants for this vacancy; clerk will continue to advertise.

PUBLIC HEARING - None.

UNFINISHED BUSINESS

12a RESOLUTION No. 06-23-1787 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADOPTING THE BUDGET FOR ALL FUNDS OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, FOR THE FISCAL YEAR 2023-2024

M/S: Powell/Morrison to approve Resolution No. 06-23-1787.

MS: Powell/Morrison to Pull the OCS Position out of the budget.

Powell stated that we do not know if we are going to fund that position; if we are, it can be brought back to the Assembly for consideration and a budget amendment.

Approved unanimously by polled vote.

MS: Powell/DeBord to take the Police Overtime down from \$60,000 to \$30,000.

Powell stated that since the police department is fully staffed and all front-end training has been done, he did not believe that this overtime was needed; if it is needed, a budget amendment can be brought back for consideration.

Approved unanimously by polled vote.

After further discussion...

Motion as amended, was approved Unanimously by polled vote.

NEW BUSINESS

13a ORDINANCE No. 1044 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.05.020 – ORDER OF BUSINESS IN THE WRANGELL MUNICIPAL CODE

M/S: Morrison/Powell to approve first reading of Ordinance No. 1044 and move to a Second Reading with a Public Hearing to be held on July 25, 2023. Approved unanimously by polled vote.

13b RESOLUTION No. 06-23-1788 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE WATER/WASTEWATER TREATMENT PLANT APPRENTICE POSITION

M/S: Powell/Morrison to approve Resolution No. 06-23-1788.

Good explained that because we are going to go from a Level 2 plant to a Level 3 plant, a higher level of certification is required; goal was to have a Lead position at the Water Plant that is level 3

certified; Level I lead at the Wastewater plant; reason for the apprentice and the Level I is because we do not know who will apply; not hiring for both the apprentice and the Level 1 position; would either hire an apprentice and have them work towards a Level 1 or hire a Level 1 and have them work towards a Level 2; would have a total of four at both plants; gives us the opportunity to train staff up to assist at the Water or the Wastewater Plant.

Sven Westerguard, IBEW Representative reported that that the retention program is necessary; training is important for retention; apprenticeship is the best way to recruit in a small town.

Tom Wetor, Public Works Director explained that the apprentice program provided the tools to hire an individual with minimal experience.

Approved unanimously by polled vote.

13c RESOLUTION No. 06-23-1789 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE WATER/WASTEWATER TREATMENT OPERATOR LEVEL I POSITION

M/S: Morrison/Powell to approve Resolution No. 06-23-1789.

Mr. Wetor stated that he would like to move this position to a Thursday through Monday schedule to allow for 7-day coverage.

Approved unanimously by polled vote.

13d RESOLUTION No. 06-23-1790 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE CREATION OF THE JOB DESCRIPTION FOR THE WATER/WASTEWATER TREATMENT OPERATOR LEVEL II POSITION

M/S: Morrison/Powell to approve Resolution No. 06-23-1790. Approved unanimously by polled vote.

13e RESOLUTION No. 06-23-1791 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE UNION WAGE AND GRADE TABLE BY ADDING THE WATER/WASTEWATER OPERATOR LEVEL II POSITION

M/S: Powell/Dalrymple to approve Resolution No. 06-23-1791. Approved unanimously by polled vote.

13f RESOLUTION No. 06-23-1792 THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE JOB DESCRIPTION FOR THE WATER TREATMENT OPERATOR LEAD POSITION

M/S: Powell/Dalrymple to approve Resolution No. 06-23-1792. Approved unanimously by polled vote.

13g RESOLUTION No. 06-23-1793 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT TO THE UNION WAGE AND GRADE TABLE AMENDING THE WATER TREATMENT OPERATOR LEAD POSITION

M/S: Powell/Morrison to approve Resolution No. 06-23-1793. Approved unanimously by polled vote.

13h Approval of a Contract Extension for Transportation and Disposal of MSW with Republic Services

M/S: Powell/Morrison to approve a contract extension for Transportation and Disposal of MSW with Republic Services. Motion approved unanimously by polled vote.

13i APPROVAL OF THE CONSENT TO ASSIGNMENT, ACCEPTANCE OF ASSIGNMENT AND BILL OF SALE TRANSFERRING THE WRANGELL AIRPORT LEASE ADA-50185 FROM THE WRANGELL GOLF CLUB, INC. TO THE CITY AND BOROUGH OF WRANGELL

M/S: Powell/Morrison to approve Consent to Assignment, Acceptance of Assignment and Bill of Sale transferring the Wrangell Airport Lease ADA-50185 from the Wrangell Golf Club, Inc. to the City and Borough of Wrangell.

Good explained that this was step one of a three step process; next step is to get the lease with the State; final step was to bring forward a lease with the Wrangell Golf Club; impact to Muskeg Meadows was to do an appraisal for \$15,000 along with the annual lease; State will lease to the city for \$1.00 a year and we will in turn sublease to Muskeg Meadows for \$1.00 a year; working with the attorney on the leases.

Approved unanimously by polled vote.

13j Approval of a contract award pursuant to Wrangell Municipal Code 5.10.050, E. to True North Sustainable Development Solutions for Archeological Monitoring of the Alder Top Village Subdivision Site Work Project

M/S: Powell/Morrison to approve a contract award pursuant to Wrangell Municipal Code 5.10.050, E. to True North Sustainable Development Solutions for Archeological Monitoring of the Alder Top Village Subdivision Site Work.

Dalrymple stated that he has a continued problem with this since we would essentially be paying someone to prove a negative; paying one archeologist \$1,600 a day with no limitations; paying this company to refamiliarize themselves with their previous work; disappointed that we did not go out to bid and try to negotiate a better price.

Approved with Powell, DeBord, Morrison and Gilbert voting yes; Dalrymple voted no.

13k RESOLUTION No. 06-23-1794 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, WRITING OFF SPECIFIC PROPERTY TAXES FOR TAX YEARS 2017-2022 FOR MULTIPLE PROPERTY OWNERS, DUE TO MANIFEST CLERICAL ERRORS

M/S: Powell/Morrison to approve Resolution No. 06-23-1794. Approved unanimously by polled vote.

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

EXECUTIVE SESSION

Meeting adjourned at 8:06 p.m.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

**Minutes of Special Assembly Meeting
Held on July 06, 2023**

Mayor Patricia Gilbert called the Special Assembly meeting to order at 5:30 p.m., July 6, 2023, in the Borough Assembly Chambers.

PRESENT – POWELL, ROBBINS, DALRYMPLE, GILBERT, MORRISON

ABSENT – DEBORD, HOWE

Borough Manager Jeff Good and Clerk Lane were also present.

PERSONS TO BE HEARD – None.

CONFLICT OF INTEREST - None

ITEM(S) OF BUSINESS:

5a RESOLUTION No. 07-23-1795 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2024 BUDGET BY CUMULATIVELY TRANSFERRING \$213,812 FROM MULTIPLE ACCOUNTS TO THE ALDER TOP VILLAGE SUBDIVISION PROPERTY DEVELOPMENT ACCOUNT IN THE RESIDENTIAL CONSTRUCTION FUND FOR THE CIP FUND FOR THE ALDER TOP VILLAGE SUBDIVISION SITE WORK PROJECT AND AUTHORIZING ITS EXPENDITURES

M/S: Powell/Morrison to approve Resolution No. 07-23-1795. Motion approved by polled vote.

5b Approval of a contract award to Ketchikan Ready Mix & Quarry, Inc. in the amount of \$928,900 for the Alder Top Village Subdivision Site Work Project

M/S: Morrison/Powell to approve a contract award to Ketchikan Ready Mix & Quarry, Inc. in the amount of \$928,900 for the Alder Top Village Subdivision Site Work Project. Motion approved by polled vote.

Special Assembly meeting adjourned at 5:35 p.m.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk



US Army Corps
of Engineers
Alaska District

Public Notice of Application for Permit

ANCHORAGE
Regulatory Division (1145)
CEPOA-RD
P.O. BOX 6898
JBER, AK 99506-0898

PUBLIC NOTICE DATE:	June 30, 2023
EXPIRATION DATE:	July 31, 2023
REFERENCE NUMBER:	POA-2023-00300
WATERWAY:	Stikine River

Interested parties are hereby notified that a Department of the Army permit application has been received for work in waters of the United States as described below and shown on the enclosed project drawings.

All comments regarding this public notice should be sent to the address noted above. If you desire to submit your comments by email, you should send it to the project manager's email as listed below or to regpagemaster@usace.army.mil. All comments should include the public notice reference number listed above.

All comments should reach this office no later than the expiration date of this public notice to become part of the record and be considered in the decision. Please contact Tyler Marye at (907) 753-5778, toll free from within Alaska at (800) 478-2712, or by email at Tyler.J.Marye@usace.army.mil if further information is desired concerning this public notice.

APPLICANT: BW Enterprises, Attention: Brett Woodbury, P.O. Box 2121, Wrangell, AK 99929

AGENT: Tydi Creek Environmental, Attention: Tyler Riberio, P.O. Box 2105, Wrangell, AK 99929

LOCATION: The proposed project has three separate dredging locations, all are located within the Copper River Meridian; USGS Quad Map Petersburg C-2; near Wrangell, Alaska:

Site A: Latitude 56.6822° N, Longitude 132.2513° W

Site B: Latitude 56.7016° N, Longitude 132.0666° W

Site C: Latitude 56.5874° N, Longitude 132.3743° W

Stockpile Area: Latitude 56.3600° N, Longitude 132.3539° W

PURPOSE: The applicant's stated purpose is to obtain sand and gravel meeting specifications for aggregate materials for use by the applicant's commercial earthwork operations.

PROPOSED WORK: The applicant proposes to perform work in navigable waters of the United States. Specifically, the applicant proposes to dredge up to 25,000 cubic yards of sand and gravel materials from three separate locations within the Stikine River; utilizing a hydraulic excavator located on a 28 foot by 80 foot barge. The three locations total 456.88 acres. Site A contains 76.88 acres, Site B contains 60 acres, and Site C contains 320 acres. The applicant states that dredging will create no side slopes during dredging as the river immediately refills the dredged area by sedimentation and hydraulic action. The dredged material will be stockpiled in an upland location as shown in the enclosed plan. All jurisdictional work shall only occur between June 15th through November 15th for Site A and Site C, and May 1st through June 15th for Site B. All work would be performed in accordance with the enclosed plan (sheets 1–6), dated June 27, 2023.

ADDITIONAL INFORMATION: The applicant has applied for a Fish Habitat Permit with the Alaska Department of Fish & Game and a Material Sale Permit with the Alaska Department of Natural Resources.

APPLICANT PROPOSED MITIGATION: The applicant proposes the following mitigation measures to avoid, minimize, and compensate for impacts to waters of the United States from activities involving discharges of dredged or fill material.

a. Avoidance: N/A. The applicant's proposed work will not discharge fill into waters of the United States as defined in 33 CFR part 323.

b. Minimization: N/A. The applicant's proposed work will not discharge fill into waters of the United States as defined in 33 CFR part 323.

c. Compensatory Mitigation: N/A. The applicant's proposed work will not discharge fill into waters of the United States as defined in 33 CFR part 323.

WATER QUALITY CERTIFICATION: A permit for the described work will not be issued until a certification or waiver of certification, as required under Section 401 of the Clean Water Act (Public Law 95-217), has been received from the Alaska Department of Environmental Conservation.

CULTURAL RESOURCES: The latest published version of the Alaska Heritage Resources Survey (AHRs) has been consulted for the presence or absence of historic properties, including those listed in, or eligible for inclusion in the National Register of Historic Places. There are no cultural resources in the permit area or within the vicinity of the permit area. The permit area has been determined to be the direct footprint of the dredging activities. Consultation of the AHRs constitutes the extent of cultural resource investigations by the U.S. Army Corps of Engineers (Corps) at this time, and we are otherwise unaware of the presence of such resources. The permit area has been routinely modified by other dredging operations over the years (POA-1997-00919). The Corps has made a No Historic Properties Affected (No Effect) determination for the proposed project. This application is being coordinated with the State Historic Preservation Office (SHPO), Federally recognized Tribes, and other consulting parties. Any comments SHPO, Federally recognized Tribes, and other consulting parties may have concerning presently unknown archeological or historic data that may be lost or destroyed by work under the requested permit will be considered in our final assessment of the described work. The Corps is requesting SHPO's concurrence with this determination.

ENDANGERED SPECIES: The project area is within the known or historic range of the short-tailed Albatross (*Phoebastria albatrus*), the threatened Mexico Distinct Population Segment (DPS) of humpback whales (*Megaptera novaeangliae*), and the proposed sunflower sea star (*Pycnopodia helianthoides*).

The proposed project would have no effect on the short-tailed albatross. They are a pelagic wandering species occasionally seen in Alaskan offshore waters, but are most commonly found over deep waters at the edge of the continental shelf breaks and slope regions. The proposed project would be located within a near-shore area. The species is not expected to be present in the project vicinity during the proposed construction activities. For the other listed species, we are currently gathering information regarding these species and have yet to make a determination of effect. Should we find that the described activity may affect the species listed above, we will follow the appropriate consultation procedures under Section 7 of the Endangered Species Act of 1973 (87 Stat. 844). Any comments the U.S. Fish and Wildlife Service or the National Marine Fisheries Service (NMFS) may have concerning endangered or threatened wildlife or plants, or their critical habitat, will be considered in our final assessment of the described work.

ESSENTIAL FISH HABITAT: The Magnuson-Stevens Fishery Conservation and Management Act (Magnuson-Stevens Act), as amended by the Sustainable Fisheries Act of 1996, requires all Federal agencies to consult with the NMFS on all actions, or proposed actions, permitted, funded, or undertaken by the agency, that may adversely affect Essential Fish Habitat (EFH).

The project area is within mapped EFH for the chum salmon (*Oncorhynchus keta*), pink salmon (*Oncorhynchus gorbuscha*), coho salmon (*Oncorhynchus kisutch*), Chinook salmon (*Oncorhynchus tshawytscha*), sockeye salmon (*Oncorhynchus nerka*), cutthroat trout (*Oncorhynchus clarkia*), Dolly Varden (*Salvelinus malma*), eulachon (*Thaleichthys pacificus*), and Steelhead trout (*Oncorhynchus mykiss*).

In consideration of the applicant's proposed jurisdictional work window, we have determined the described activity would not adversely affect EFH in the project area.

TRIBAL CONSULTATION: The Corps fully supports tribal self-governance and government-to-government relations between Federally recognized Tribes and the Federal government. Tribes with protected rights or resources that could be significantly affected by a proposed Federal action (e.g., a permit decision) have the right to consult with the Corps, Alaska District, on a government-to-government basis. Views of each Tribe regarding protected rights and resources will be accorded due consideration in this process. This public notice serves as notification to the Tribes within the area potentially affected by the proposed work and invites their participation in the Federal decision-making process regarding the protected Tribal rights or resources. Consultation may be initiated by the affected Tribe upon written request to the District Commander during the public comment period.

PUBLIC HEARING: Any person may request, in writing, within the comment period specified in this notice, that a public hearing be held to consider this application. Requests for public hearings shall state, with particularity, reasons for holding a public hearing.

EVALUATION: The decision whether to issue a permit will be based on an evaluation of the probable impacts, including cumulative impacts, of the proposed activity and its intended use on the public interest. Evaluation of the probable impact which the proposed activity may have on the public interest requires a careful weighing of all those factors which become relevant in each particular case. The benefits which reasonably may be expected to accrue from the proposal must be balanced against its reasonably foreseeable detriments. The decision whether to authorize a proposal, and if so, the conditions under which it will be allowed to occur, are therefore determined by the outcome of this general balancing process. That decision should reflect the national concern for both protection and utilization of important resources. All factors which may be relevant to the proposal must be considered including the cumulative effects thereof: among those are conservation, economics, aesthetics, general environmental concerns, wetlands, historic properties, fish and wildlife values, flood hazards, floodplain values, land use, navigation, shore erosion and accretion, recreation, water supply and conservation, water quality, energy needs, safety, food and fiber production, mineral needs, considerations of property ownership and, in general, the needs and welfare of the people. For activities involving 404 discharges, a permit will be denied if the discharge that would be authorized by such permit would not comply with the Environmental Protection Agency's 404(b)(1) guidelines. Subject to the preceding sentence and any other applicable guidelines and criteria (see Sections 320.2 and 320.3), a permit will be granted unless the District Commander determines that it would be contrary to the public interest.

The Corps is soliciting comments from the public; Federal, State, and local agencies and officials; Indian Tribes; and other interested parties in order to consider and evaluate the impacts of this proposed activity. Any comments received will be considered by the Corps to determine whether to issue, modify, condition, or deny a permit for this proposal. To make this decision, comments are used to assess impacts on endangered species, historic properties, water quality, general environmental effects, and the other public interest factors listed above. Comments are used in the preparation of an Environmental Assessment and/or an Environmental Impact Statement pursuant to the National Environmental Policy Act. Comments are also used to determine the need for a public hearing and to determine the overall public interest of the proposed activity.

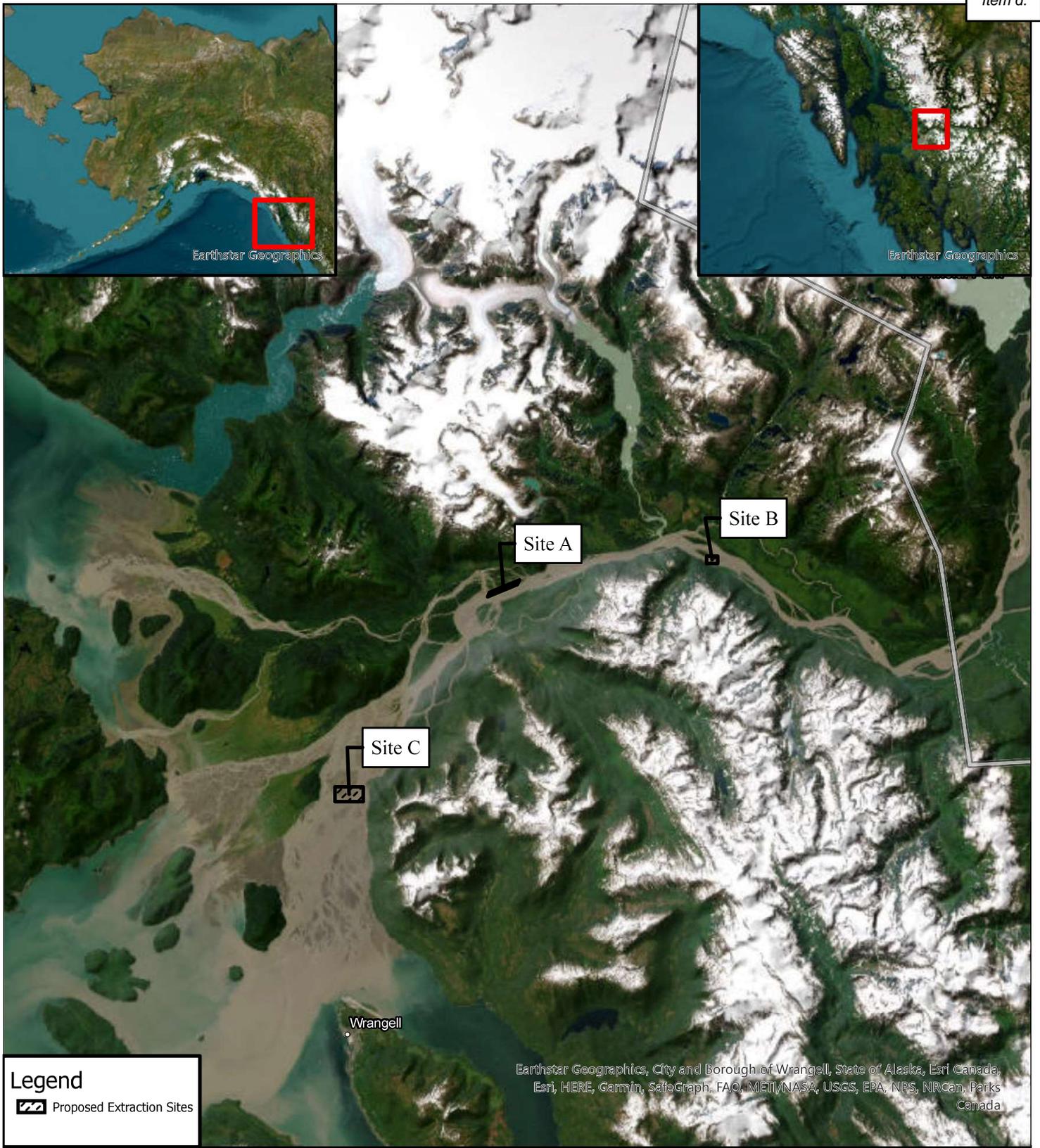
AUTHORITY: This permit will be issued or denied under the following authority:

(X) Perform work in or affecting navigable waters of the United States – Section 10 Rivers and Harbors Act 1899 (33 U.S.C. 403).

Project drawings are enclosed with this public notice.

District Commander
U.S. Army, Corps of Engineers

Enclosure



Legend

 Proposed Extraction Sites



0 2 3 5 6
 Miles



Tydi Creek Environmental

BW Enterprises
 Stikine River Material Extraction

Vicinity Map
 Page 1 of 6, 6/27/2023
 June 2023



Earthstar Geographics



Earthstar Geographics



Figure Eight Lake

Site A

Limb Island

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community, City and Borough of Wrangell, State of Alaska, Esri Canada, Esri, HERE, Garmin, SafeGraph, MET/NASA, USGS, EPA, NPS, USDA, NRCan, Parks Canada

Legend

 Proposed Extraction Sites



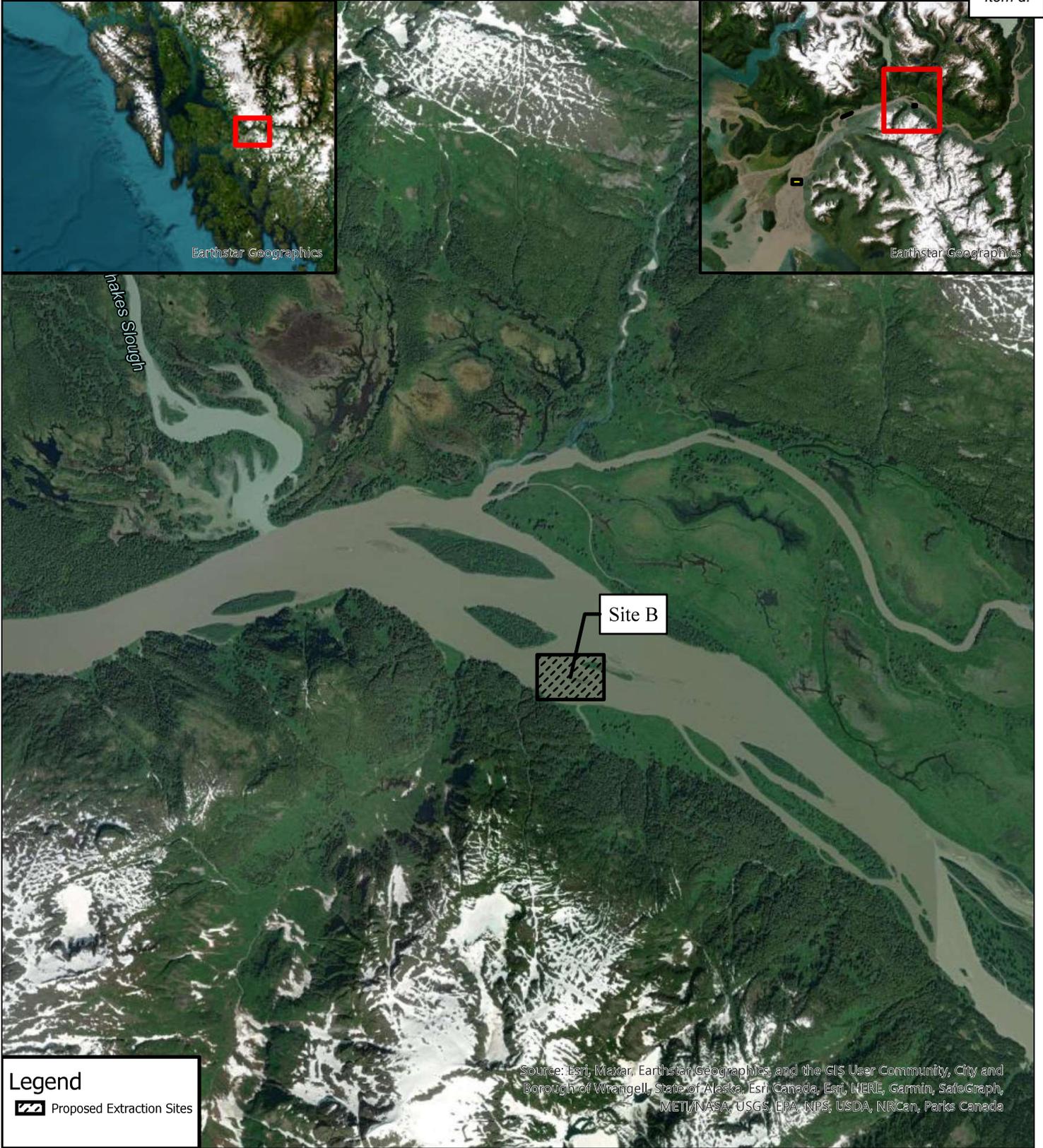
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 Miles



Tydi Creek Environmental

BW Enterprises
Stikine River Material Extraction

Plan View: Site A
Page 2 of 6, 6/27/2023
June 2023



Legend

 Proposed Extraction Sites



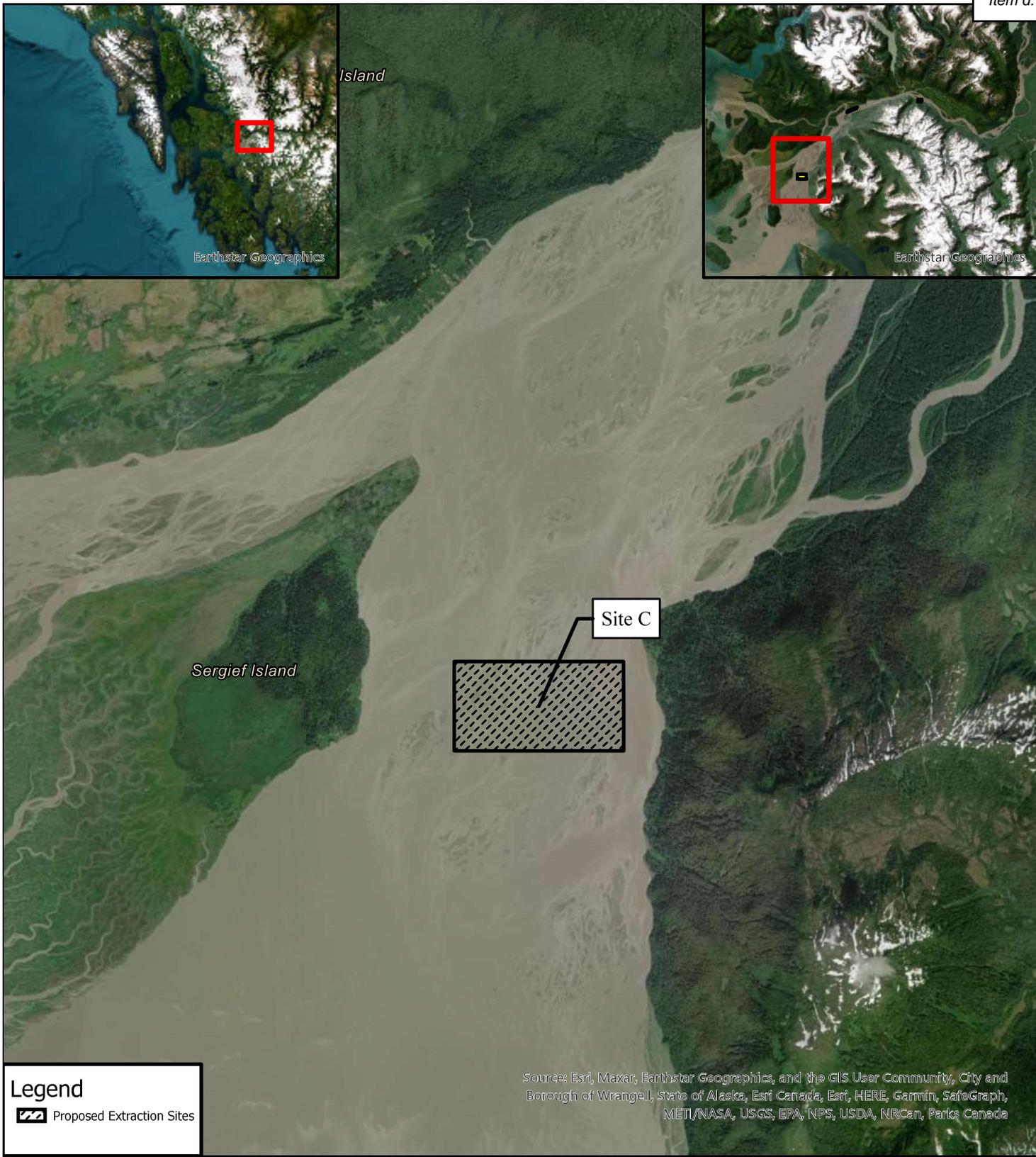
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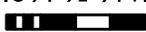
Tydi Creek Environmental

BW Enterprises
Stikine River Material Extraction

Plan View: Site B
Page 3 of 6, 6/27/2023
June 2023

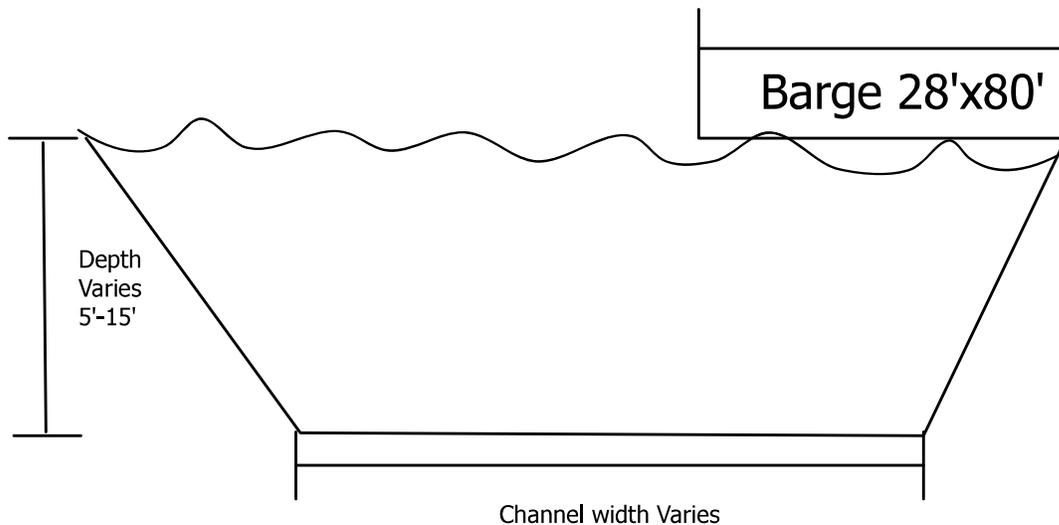


Legend
 Proposed Extraction Sites


 0.0 ¼ ½ ¾ 1.0
 Miles


Tydi Creek Environmental

BW Enterprises
 Stikine River Material Extraction
 Plan View: Site C
 Page 4 of 6, 6/27/2023
 June 2023



Notes:

- Depths at each site are variable between 5' and 15'.
- Side slopes are representative only. Most dredging activities will not be in the vicinity of the shoreline. No side slopes will be generated during dredging as the river immediately refills the dredged area via hydraulic action and sedimentation.

MEMORANDUM

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

**FROM: JEFF GOOD
BOROUGH MANAGER**

SUBJECT: MANAGER'S REPORT

DATE: July 25, 2023

INFORMATION:

- The survey topo is complete for the Wrangell Industrial Park Subdivision and work will start completing the design. We will need a Army Corp of Engineer permit for the roadway as that was not included in the original request.
- We need to start the process for a new monofil site and the required permitting. The goal is to start this process over the next month.
- EDA will be approving the additional \$2M in grant funding for the Water Treatment Plant project.
- As noted in the Harbor Master report, we met with PND for the Meyers Chuck harbor project. Steve did a great job of providing alternatives for the engineers to look at that could potentially save the project hundreds of thousands of dollars while still meeting the design requirements.
- I had a meeting with AML to discuss the barge ramp issue. We need to look at alternatives to replace the existing barge ramp as the loading for ramp is currently being exceeded. I sent an email to Sampson as well but I haven't heard back from them yet.

**City and Borough of Wrangell
Public Works Directors Report
Tom Wetor
July 2023**

Streets

- The 4th of July is always a busy event for the public works staff. A number of early mornings were required to get barriers placed, porta potties evacuated and roads cleaned before and after the 4th to ensure a smooth event.
- 5 water turn on/off's were done.
- 2 leaky valves were dug up and replaced on Berger St and Case Ave.



- 2 cemetery services were complete.
- 1 man hole on Church St was removed, replaced and re set.



- Several storm drains were cleared with the vac truck including the Nolan Center and AMH parking lot.
- Road maintenance and brushing continue to be done in between bigger projects.
- Working on plans for a few big projects to complete this season including utility installation for a business and concrete work on roads and sidewalks now that concrete is available.

Water

- We have been getting close to a million gallons per day for some days in July at the water treatment plant. The Upper reservoir is still overflowing however the lower reservoir is about 4' low. With the rain in the forecast and where reservoir levels are at, we are teetering on the edge of starting up the siphon from the upper reservoir to the lower reservoir. Typically once the lower reservoir is 5' low we start the siphon process. We are monitoring this situation daily and will communicate water conservation notices as necessary. At this time we are in pretty good shape in terms of supply.



- The spare parts that were purchased this spring have been very helpful. We have been getting 30-40% more production with the ozone after swapping out the new parts. A number of the old parts were able to be salvaged for spares however all the new parts have been used to meet the peak demand this summer.

Sewer

- Jeffrey Davidson has been offered and has accepted the position of Waste Water Treatment Operator Lead. Jeffrey is a fantastic hire for this position and we are excited to have him in this role. Jeffrey has wastewater experience working in Wrangell, Petersburg as well as rural Northern Alaska. As Brian Christian's retirement gets closer, Jeffrey will begin shifting more and more of his time over to waste water.

Sanitation

- A new product has been purchased to better handle latex paints. This new product will allow us to solidify latex paints quickly. Once the paint has hardened it is able to be

shipped in our normal waste stream as opposed to be shipped as hazardous waste. This is expected to cut down on the storage and added processing expense.

Overall

- The Water Treatment Operator Lead and the water/waste water operator positions have been advertised publicly. We are also beginning the process to fill the open streets maintenance specialist position.

Harbormasters report for July 2023

Steve Miller

- July completed projects:
 1. Repaired work float/fixing decking and reattached piling hoops.
 2. Replaced/repairs bull rail old mill dock.
 3. Boat launch parking lot striping.
 4. Pressure washed airplane float replaced some planking.
 5. Pressure washed E dock Heritage Harbor.
 6. Grounds maintenance all harbor parking lots.
 7. Compressor maintenance barge ramp.
 8. Winch maintenance barge ramp completed.
 9. Cranes all harbors annual certification complete.
 10. Concrete patching City Dock complete.
 11. Replaced bad decking old mill dock.
 12. Spigot replacement all harbors never ending 3/4" and 1.5" valves.
 13. Reliance dock decking and bull rail repairs.
- Notice to proceed given to Chatham Electric for the security camera project. Substantial completion by March 14th, 2024.
- Productive meetings with PND about Meyers Chuck will have a good idea of costs by the middle of next week 7/23/23.
- Meeting with PND on anode project this week. Design should be complete and ready to put out to bid early August.
- Trident Seafoods is running and the Marine Service center is now full of vans for fish processing. MSC has had an uptick in haul outs due to vessels that have run aground and are needing repairs. This is good for the local vendors but not so good for the vessel owners.

Irene Ingle Public Library Report
Director: Sarah Scambler
July 2023

New Director

- Sarah Scambler was offered and accepted the position of Library Director. She will begin her new role on July 1, and I have complete confidence in her and what she will bring to the library. Currently, the library is advertising her old position. This position will go from 30 hours to 40 hours per week, which will enable the library to be open for more hours.

Summer Reading Program

- The reading program is going well with 146 signed up as of today. They have until June 30th to register so we anticipate even more. So far, the kids have read 802 books, and earned a total of 883 points. The party for the kids will take place at the pool on August 5th.

Friends of the Library

- The Friends of the Library had a library clean up day on May 6th. There were 12 members who came and cleaned up the grounds. They spread bark, pulled weeds, and even removed old shrubs with a truck and chain. We are very grateful for their hard work.



**Wrangell Municipal Light and Power Department
 May 23, 2023
 Rod Rhoades**

WML&P Status: Replaced an aging utility pole on Mission Street on 7/19/2023.

**Parks and recreation Department
 Lucy Robinson**

EMPLOYEE UPDATES

- Recreation & Aquatics Coordinator
 - Devyn Johnson completed the NASM Senior Fitness Certification, which will be put to good use through senior focused programming & activities. Devyn is successfully coordinating with local volunteers to provide a variety of community recreation programming and activities. She is charged with

creating a pool of engaged volunteers, as well as managing the volunteer application & background check process. Devyn is joining us for the American Red Cross Lifeguard Course so that she can obtain instructor/trainer experience – preparing her for future lifeguard course instruction.

- Parks & Maintenance
 - Erik Scheib is in the field, managing our parks, trails and green spaces. He performed well over the 4th of July holiday by prepping our parks, tackling public restroom needs, managing trash and positively interacting with the public. Erik supported the community clean-up efforts post-festivities by prioritizing the downtown corridor to ensure the community looked fantastic. Erik is joining us for the American Red Cross Lifeguard Course – all for future support throughout the year. Erik successfully completed the US Forest Service chainsaw training in mid-June.
- Light Maintenance
 - Lane Fitzjarrald continues to prepare the pool facility for re-opening by balancing chemicals, manually managing the heat and ventilation system, cleaning and repairing the facility. Lane will replace the cracked wire glass that separates the lobby from the pool deck. He will also play a crucial role in the assembly and installation of the new weight room equipment from Rogue, removing a bench in the lobby to accommodate additional cardio equipment, assembling the dumbbell and kettlebell rack, GHD machine and moving already established equipment. Lane works hard at maintaining the pool and community center, happily completing projects, regular maintenance and troublesome issues that pop up.
- Lifeguards & Recreation Assistants
 - Anika Herman, Kalee Herman, Johanna Sanford and Christina Johnson are completing the American Red Cross Lifeguard Course. They have all played a crucial role in assisting with basic janitorial tasks and recreation programming throughout the past two months. With this experience, we look forward to working with this team of young adults.
 - Jamie Roberts continues to provide support through project-oriented tasks, office related duties and aquatics programming planning. We look forward to working with Jamie as we swing into the pool re-opening and engage our community of swimmers. Jamie will play a crucial role in our ability to provide quality aquatics programming to our community.

RECREATION & AQUATICS

- Alaska Recreation & Parks Association Conference
- Summer Sports Camps: Cheer Camp, Kickball, Wrestling Camp, Volleyball
- Youth Art Class
- Coffee with the Trooper

- Walk Southeast
- Pickleball
- Yoga Class
- Arthritis Class: land-based
- Jiu Jitsu
- Mushroom Foraging
- Wilderness Activities
- GORUCK Hiking Club
- Men's Basketball Open Gym
- Beach Explorers
- Forest Explorers
- Music in the Parks: August
- Youth Open Gym
- Touch-a-Truck
- Skate Night
- Zumba

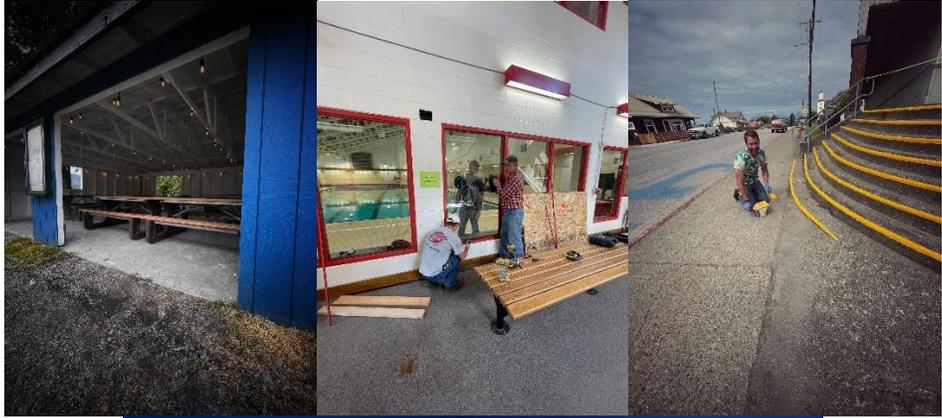
FACILITIES

- Lockers: Men's & Women's lockers need replaced due to rust damage. Short term plan – cover rusted, sharp areas with metal/aluminum/steel. Long range plan – purchase 30 plastic lockers, finish the rest out with durable cubbies that include a hook and a shelf.
- Surplus & Community Center Clean-Up: In progress. Estimated completion: Fall 2023
- Basement Safety Protocol: Created a protocol addressing the safety concern when maintenance staff are working in the basement. Prior to an employee entering the basement, they must indicate time in and time out to the office staff. Orange sign, with time in and expected time out. Alarm is set. If no contact, office staff perform a check.
- Stairs: The stairs between high school and community center gym need repaired
- Convert racquetball/wallyball court into strength training space: Host more equipment, expand available strength training space
- The pool is swim ready, with zero water loss, yet. Waiting on contractors to finish upgrades to the controls/HVAC systems.
- Expanded hours: P&R weight room, cardio and RW court, Sundays, 12:00pm-5:00pm
- The four broken windows that separate the lobby from the pool deck are being replaced. During the replacement process, Lane discovered that the metal framing is seriously deteriorating due to the corrosive environment. He will repair the corroded areas with an automotive bondo, followed by paint. Once the windows are placed, a sealant will be applied to protect against future deterioration. There are nine windows that are not damaged, but likely have the same issue. We plan on removing the remaining windows, this fall/winter, repairing the rest of the framing.

- Create an exercise equipment QA: weekly, monthly, quarterly, and annually. This includes deep cleaning, repair, and maintenance, along with a plan for equipment surplus and new equipment purchase plan. Light/Park Maintenance staff will manage QA, with documentation.
- Develop P&R promotional video, highlighting recreation, aquatics and parks/trails, that can be used to engage with potential donors, grant funding resources, etc. Promotional content will also be utilized to apply for wholesale markets, like LMNT electrolyte mix. Profits from sales can be worked back into youth program, etc.
- Develop monthly in-service training for lifeguard team versus 1 hour per week. This will allow for focused training and team development, enhancing skills and promoting unity. Allow for 1 hour per week endurance swim and partner in-water skills training.
- The SCA crew cleared the alders from behind the covered court. There's still a lot to be done. We're hoping to get help through the Forest Service and a team of volunteers.
- The TrueForm Runner has been a hit. Patrons love it. The P&R team loves it. We want more.
- Parks crew finished painting the ceiling, and hanging patio lights, at the Shoemaker shelter.
- The Wrestling camp wrapped up with over 60 kids attending. It was a total success.
- Lane painted the front entrance stairs with Hi-Viz paint, which was requested by Rob Brown.
- Lane, and the Capital Facilities crew, removed the broken glass. Lane replaced glass, after repairing the framing.
- Cindy Martin helps manage the downtown garden beds, spurring the Adopt-A-Garden program.
- Community Clean-Up day, post-4th of July.

PARKS, TRAILS & GREEN SPACES





July 13, 2023

Frank Sherman
Tongass Forest Supervisor
648 Mission Street
Federal Building
Ketchikan, AK. 99901

Dear Forest Supervisor Sherman,

The Wrangell Borough appreciates the opportunity to provide comment to the R10 Forest Service SASS-FM proposal.

Approximately 98% of the Wrangell Borough is on National Forest Lands. What the Forest Service does and does not do on these public lands has an extraordinary effect on the economic wellbeing and quality of life of the Borough's citizens.

While we are providing comment to the SASS-FM, we are disappointed that the Forest Service is excluding the other important SASS components including investments, recreation assets, and opportunities from this effort. Those components have a much more urgent immediate and critical impact on the local rural economies of Southeast Alaska than what has been identified as forest management in this proposal.

We ask that the Forest Service initiate discussions with the Wrangell Borough and the public on the SASS recreation and investments components. There is a limited window of time for Region 10 to take advantage of the funding in the Infrastructure Law's \$14.4 million and other appropriations to improve recreation infrastructure. The highly touted Cabin EA for the Wrangell and Petersburg Districts for new cabins has languished for over two years now.

We are also disappointed in the Forest Service's public involvement effort for SASS-FM. There was minimal public notice and a single public meeting was held in Wrangell at 5:00 pm on a Friday afternoon. This scheduling on a Friday afternoon resulted in minimal public participation. The Borough believes public participation is important at all levels of government and we urge the Forest Service to get back to the tradition of well announced public meetings with meaningful presentations. Wrangell is served by both a local newspaper and public radio station that serve to advertise local events and meeting.

The Wrangell Borough is encouraged by the Forest Service's renewed focus on active management and multiple use in areas allowed by the Forest Plan that will design forest management projects which support a diverse economy and enhance community resilience and overcome limitations in workforce capacity, industrial and community infrastructure, and agency policy in order to plan and implement projects more efficiently. We look forward to the results of those efforts. We offer the following comments on components of the SASS-FM.

Integrated Forest Management

The Wrangell Ranger District has many areas which have received integrated forest management in the past. These areas had timber harvest, road construction and maintenance, timber stand improvement, wildlife habitat and fish habitat improvements, invasive species treatments, along with recreation management. These were integrated projects identified through the EIS process and implemented through stewardship contracts and force account. These activities need to continue in all these areas. The primary areas for integrated forest management within the Borough are:

- Zarembo Island
- Wrangell Island
- Anita Bay area on Etolin Island
- Honeymoon Creek area on Etolin Island
- Rynda, Vank, Sokolof Island group

Industrial and Community Infrastructure

- The existing Marine Access Facilities on the District are in poor condition and need of repair or replacement. These sites are essential for subsistence, recreation, and administrative access to the National Forest. These sites should be developed into simpler lower maintenance multipurpose facilities to allow for both timber barges and recreational/subsistence boat ramps. The existing docks are important for public and administrative access and need to be maintained. These sites include:
 - Saint Johns Harbor, Zarembo Island
 - Roosevelt Harbor, Zarembo Island
 - Deep Bay, Zarembo Island
 - Anita Bay, Etolin Island
 - Pat Landing, Wrangell Island
 - Earl West, Wrangell Island
- After the recent landslides in Sitka and Haines and rock fall and wind throw events which have closed Zimovia Highway, the Wrangell Borough has identified the Back Channel emergency evacuation route as a priority project for public safety. This route would provide a secondary emergency access when Zimovia Highway is blocked. The route is a loop of existing logging roads which tie into both ends of Zimovia Highway. The majority of these roads need to be reconstructed, along with a ¼ mile section of new road construction to complete the connection. These roads occur on Borough, State, and Forest Service lands which will require cooperation between the agencies. The Borough requests technical support, funding advice, and administrative action from the Forest Service to succeed with this route.

- There is currently no road access to the Burnett Inlet hatchery which supports the fishing industry in Southeast Alaska and is important to the Wrangell economy. A road tying Burnett Hatchery to the existing Anita Bay road system would provide an economic benefit to the hatchery, the fishing industry, and the economy of Wrangell.

Restoration Projects

Roads

Approximately 50% of the roads on the Wrangell District have already been decommissioned; dramatically restricting access to public lands. All of the remaining roads currently open for public motorized travel on the Wrangell Ranger District need to remain open and should be maintained/reconstructed as needed for subsistence and recreation access. The maintenance should focus on maintaining the public investment on this critical infrastructure as well as minimizing the potential adverse effects on fish and fish habitat.

Streams and Watersheds and Water Quality

- As a component of watershed restoration, the Forest Service should move towards vault toilet systems at recreation sites across the Tongass whenever there is road or boat access to allow for pumping and removal of human waste from the environment. The current system using burn baskets is hazardous to employees and allows for waste contamination to enter the ground water.
- Streams and watershed conditions need to continue to be assessed across the District and improvement projects completed when warranted.
- Specific streams of focus include but are not limited to:
 - St. Johns Creek
 - Meter Bight Creek
 - Pats Lake and Pats Creek above and below the lake (recent additions to the National Forest through the AK Mental Health land exchange).
- The Bradfield River is the most significant waterbody in need of major restoration on the Tongass NF. It has been categorized in the past as “too big”. The Bradfield River should be fully assessed for restoration opportunities as a start. The increasingly rare Bradfield King Salmon run is of great concern and may be facing extinction.

Invasive Species

- We are pleased to see that R10 now identifies invasive species as a restoration concern. The Wrangell Ranger District had an active and successful invasive treatment program until recently. The invasive species of concern, primarily reed canary grass and

hawkweed, are found primarily along the roads which serve as a vector for these species to continue to expand. This program should be started back up, building on the efforts from the past.

- The Stikine Wilderness also has infestations of reed canary grass in the sensitive riparian areas which were being effectively treated in the past.
- The Borough suggests that invasive plant treatments be integrated into the road maintenance program where feasible.
- The Borough also encourages the Forest Service to collaborate with adjacent land owners in order to effectively treat these species as part of its management.

Timber

- The Forest Service should continue to inventory and assess the condition of its “second growth”. Timber stand improvement activities should continue on these second growth stands through an active silviculture program.
- The Forest Service needs to develop a long-term sustainable dependable timber program that actually provides timber for small timber sales. The agency should identify and commit to producing the 5 MMBF “old growth” program to support the current and future sawmills in the Borough. This timber volume could come from areas on Wrangell Island, Zarembo Island, Etolin Island, and the mainland where timber has been harvested historically and allowed for by the Forest Plan. The Wrangell District’s Roadside Timber analysis provides a timber supply based on demand. This timber supply can be supplemented with “second growth” timber when it becomes commercially viable.
- Timber supply should also include the aggressive salvage of insect and disease killed and wind thrown timber to supplement the green timber supply. There is an extensive amount of budworm killed timber and dead yellow cedar on the Borough. Wind thrown timber should also be salvaged quickly when it occurs.

Forest Service Policies

- We are encouraged that the SASS-FM will address agency policies to ensure that projects are planned and implemented more efficiently.

- We applaud the Forest Service for supporting the State of Alaska in developing local timber grading opportunities. These will benefit local and regional timber supply economics. Additional technical support to industry will provide economic benefits.
- Wrangell is located at the geographic center of the second growth timber supply on the Tongass. Wrangell's Six Mile Port site can support large ships and has been used historically for loading timber. The Borough requests that this area be designated as an export site for future timber sales.
- There is also a need to develop a new timber valuation process which will work in today's Southeast Alaska timber markets. The residual value timber appraisal method is problematic, obsolete, and should be replaced. Residual value appraisals are no longer used on other National Forests.
- The Forest Service should commit to working with other adjacent land owners such as the State DNR, University, and AK Mental Health Trust to schedule timber sales for economic efficiency. This is especially important for helicopter logging.
- Environmental analysis needs to be streamlined and conducted on strict timelines.

The Borough looks forward to the results from SASS-FM. And we would like to begin discussions with the Forest Service on the SASS-Recreation component which is much more important to Wrangell's economic well-being at this time.

Sincerely,

Jeff Good
Borough Manager

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH CLERK'S REPORT

SUBMITTED BY:

Kim Lane, Borough Clerk

Upcoming Meetings & Other Informational dates:

Other City Boards/Commissions:

Community Events:

Meetings and Other events of the Borough Assembly:

Please see below for the list of upcoming meetings for the Assembly.

I have been working with Laserfiche on the workflow for project records and public records (i.e.: minutes, packets, resolutions, ordinances, public notices, and proclamations). So much progress has been made, I am very excited. Understanding how the retention for the records will work is the next step.

Also, on the forefront is working on the Ordinance for the Board of Equalization procedures. Those will most likely come to you for the first reading at the meeting in August.

Last but certainly not least... It's election time! The regular borough election will be held on October 3rd this year. I have begun the prep process. After the calendar (below) is some more information.

Upcoming 2023 Work Sessions (scheduled), Public Hearings (scheduled), Regular Assembly Meetings, and Other Meetings (scheduled)

Date	Time	Purpose
<i>July 25 (WS Scheduled before meeting)</i>	<i>6pm</i>	<i>WS: Code Enforcement & other Enforcement Issues Regular Assembly Meeting</i>
<i>August 22 (WS Scheduled for Audit Presentation)</i>	<i>6-7pm (WS) 7pm Reg</i>	<i>Regular Assembly Meeting</i>
<i>August 28 (MONDAY) Joint w/School - WS Scheduled))</i>		<i>School, Public Safety Building, Barge Ramp Funding Solutions (Joint WS with School)</i>
<i>September 12 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>September 26 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>October 3</i>		<i>Regular LOCAL Election Day</i>
<i>October 5</i>	<i>5:30pm</i>	<i>Special Assembly Meeting to Certify Election</i>
<i>October 10 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>November 14 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>November 28 (no work session scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
<i>December 12 (no work session) scheduled)</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>

Election Information

Here are the upcoming Elected Term Expirations:

Borough Assembly:

- Morrison, Anne
- Howe, Ryan

Port Commission:

- Morrison, Gary

School Board:

- Ashton, Esther

Declaration for Candidacy will be from August 1st, through August 31st, 2023. I will have the forms available, in my office, for those wishing to declare their candidacy for an open seat, come October.

These are the seats/terms that will be placed on the ballot on October 3rd.

Borough Assembly: Two – (3 Year Terms)
Howe, Ryan and Morrison, Anne

Port Commission: One – (3 Year Term)
Morrison, Gary

School Board: One – (3 Year Term)
Ashton, Esther

The Election Calendar is attached.

REGULAR ELECTION CALENDAR FOR OCTOBER 3, 2023

<u>Date</u>	<u>Task to be completed</u>
July 28	Publish Declaration of Candidacy Notice - Declaration dates: 8/1-8/31/2022 as per WMC 2.16.010 (Publish at least four times starting on August 2nd)
Aug 1	Declaration of Candidacy Filing Begins and will continue until August 31, 2022
Aug 11	Publish Notice: City Voters Qualifications (Publish three times starting August 16th)
Aug 25	Write letters to those whose terms expire on the City Boards and Commissions
Aug 31	<u>Last Day</u> to file Declaration of Candidacy
Sept 1	Publish Public Notice: Regular Election/Ballot Proposition(s) up until Election Day (Publish four times starting September 6th)
Sept 1	Notify KSTK to announce my phone number for registering to vote - <u>deadline is Sept 3, 2023</u>
Sept 4	Labor Day – City Hall Closed
Sept 8	Publish Public Notice: Absentee Voting (Publish three times starting Sept 13th)
Sept 8	Publish Public Notice: Write-in notice (Publish three times starting Sept 13th)
Sept 8	Publish: Sample Ballot (Publish one week before Absentee Voting Starts Sept 13th)
Sept 12	At Assy. Mtg., adopt Resolution designating Canvass Board (One of the following: Gilbert, Powell, Robbins, DeBord, Dalrymple) (Canvass Board meets at 1:00 p.m. on Thursday, October 5, 2023)
Sept 13	At Assy. Mtg., approve Special Meeting to Certify Election for October 5, 2023 @ 5:30 p.m.
Sept 15	Publish Public Notice: City Boards and Commissions (Publish at least two times starting Sept 20th)
Sept 18	First Day to Absentee Vote in Person, by mail, or by fax (mail out any by-mail ballots to voters) from Sept 18 through October 2, 2023, at City Hall.
Sept 22	Post Public Notice: Canvass Board to be held on Oct. 5, 2023 at 1:00 p.m.

- Sept 22 **Post Public Notice: Special Meeting** to be held on Oct. 5, 2023 @ 5:30 p.m. to Certify Election.
- Sept 29 Last Day to file for Write-Ins (Send notification to Assembly & media of who (if any) filed
- Oct 2 Last Day to Absentee Vote in Person
- Oct 3 OCTOBER 3rd ELECTION DAY 8:00 A.M. TO 8:00 P.M. at Nolan Center**
- Oct 5 **Canvass Board meets** and tallies absentee, questioned, and possible challenged ballots in assembly chambers (1:00 p.m.)
- Oct 5 **Certify Election results and Administer Oath of Office** at 5:30 p.m. at Special Assembly meeting.
- Oct 5 After Canvass Board meets, Clerk will send letters to those voters whose ballots were not counted.

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 25, 2023
	<u>Agenda Section</u>	10

Economic Development Board Vacancy Appointment

SUBMITTED BY:

Kim Lane, Borough Clerk

RECOMMENDATION

Appointments are to be made by the Mayor, with the consent of the Assembly for the following vacancy:

<i>Board/Committee/Commission</i>	<i>Letter of Interest Received from:</i>
Economic Development Board	1. JILLIAN PRIVETT

Procedure - Mayor: "I will appoint _____ to fill the vacancy on the _____ until October 2023.

Recommended Action if not approved with the consent of the Assembly:

Motion: Move to appoint _____ to fill the vacancy on the _____ for the term up until October 2023.

Hello! I'm submitting my interest in serving in the Eco Development board. I feel that I can handle being on P&Z and the eco board at least until my term is up in October. I will be happy to serve on the Eco Board and offer up my ideas on how to keep Wrangell's tourism booming without giving up our small-town feel. I also feel Eco Development can also dive into the aspects of housing, childcare and more in the Wrangell area and needs to be addressed as well 👍

Thanks for the consideration! -Jill

PRIVCO Rentals LLC
Jillian Privett
Box 585
Wrangell, AK 99929
Contact #9073051095

I live and work on Lingít Aaní

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 25, 2023
	<u>Agenda Section</u>	11

ORDINANCE No. 1044 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.05.020 – ORDER OF BUSINESS IN THE WRANGELL MUNICIPAL CODE

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

Expenditure Required:	
FY 23:	
Amount Budgeted:	
Account Number:	
Account Name:	

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Ord 1044 2. Agenda (example)

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 1044.

SUMMARY STATEMENT:

The information below has not changed:

This ordinance is being brought forward because when there is a presentation on the regular assembly meeting agenda, it is currently done before the roll call is taken. I believe that this is improper. The quorum should be established before any presentation or business of the assembly.

I have attached a sample agenda so that you can see what it will look like.

CITY AND BOROUGH OF WRANGELL, ALASKA
ORDINANCE NO. 1044

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH
OF WRANGELL, ALASKA, AMENDING CHAPTER 3.05.020 – ORDER
OF BUSINESS IN THE WRANGELL MUNICIPAL CODE

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

SEC. 1. Action. Section 3.05.020 – Order of business, is hereby amended by
repealing and replacing Section 3.05.020 (A through B) – Order of business, in the Wrangell
Municipal Code as follows:

3.05.020 Order of business.

A. Call to Order. The mayor shall call the meeting to order at 6:00 p.m. in the Borough Assembly
Chambers. If a work session is scheduled preceding the regular assembly meeting, publication
shall be made on the website and posted at City Hall and the post office that the regular assembly
meeting shall begin at 7:00 p.m.

1. Pledge of Allegiance.
2. Roll Call. The borough clerk shall conduct a roll call of each elected and duly qualified
member of the assembly. The roll call will result in a record entry of those present or absent
from the meeting. The roll call is primarily used to determine if sufficient members are
present to conduct a meeting.

B. Ceremonial matters. Community presentations, proclamations, awards, certificates of service,
guest introductions. Presentations shall be limited to 10 minutes. Presenters are encouraged to
submit written presentations and exhibits in advance. Any such materials shall be given to the
borough clerk for distribution to the assembly. Presenters shall not distribute materials to the public
or address the public directly.

...

SEC. 2. Severability. If any provision of this ordinance, or any application thereof
to any person or circumstances is held invalid, the remainder of this ordinance and the application
to all other persons or circumstances shall not be affected thereby.

SEC. 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: June 27, 2023

PASSED IN SECOND READING: _____, 2023

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City and Borough of Wrangell
Borough Assembly Meeting
AGENDA



DATE
6:00 PM

Location: Borough Assembly Chambers

1. CALL TO ORDER

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

2. CEREMONIAL MATTERS

3. PERSONS TO BE HEARD

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

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

a.

7. BOROUGH MANAGER'S REPORT

8. BOROUGH CLERK'S REPORT

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

11. PUBLIC HEARING

12. UNFINISHED BUSINESS

13. NEW BUSINESS

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

15. EXECUTIVE SESSION

16. ADJOURNMENT

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 25, 2023
	<u>Agenda Section</u>	13

RESOLUTION No. 07-23-1796 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY2024 BUDGET BY TRANSFERRING \$53,605 FROM THE GENERAL FUND RESERVE TO THE GENERAL FUND CAPITAL BUDGET FOR THE PUBLIC SAFETY BUILDING REHABILITATION PROJECT

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$53,605		
FY 22: \$	FY 23: \$	FY24: \$53,605
Amount Budgeted:		
Account Number(s):		
Account Name(s):		
Unencumbered Balance(s) (prior to expenditure):		

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Res No 07-23-17XX; 2. NorthWind Architects' Fee Proposal dated July 13, 2023

RECOMMENDATION MOTION:
Move to Approve Resolution No. 07-23-1796.

SUMMARY STATEMENT:

The City and Borough of Wrangell has a need to repair and renovate the Public Safety Building.

Outside funding opportunities are limited; however, the USDA/RD has a Community Facilities program funds has been identified as a funding opportunity for this building improvement project. USDA/RD offers low interest rate loans, loan guarantees, and grant funding that can be used in conjunction with this program. Upon application, a credit analysis would be performed by USDA/RD to determine whether Wrangell qualifies for a loan, a loan and grant combination, or a grant only, subject to the availability of program funds.

CBW has had preliminary discussions with USDA to review their Community Facilities program and its application to this improvement project, and they have advised us of the preapplication requirements. To apply for this program, we must submit a Preliminary Architectural Report (PAR).

We have requested a fee proposal from the A&E team, who performed the Conditions Assessment and cost estimates for the Public Safety Building's improvement project, to develop the Preliminary Architectural Report (PAR). With the PAR in hand, Wrangell would be eligible to apply to USDA's Community Facilities program.

The PAR requires a much higher level of detail in the report than what was previously performed, and NorthWind and their team have reviewed the USDA/RD guidelines to determine what additional work is necessary to satisfy the federal agency requirement. While the condition assessment was the basis of development of a more comprehensive renovation and replacement project, the PAR requires the rational for the project need. It is further complicated by identifying and rationalizing the reduced scope of our proposed Phase I renovation project.

The cost for this level of PAR is proposed by NorthWind Architects as a lump sum fee in the amount of \$48,732.35. Staff have added a 10% contingency, bringing the total of the budget amendment to \$53,605 as requested under Resolution 07-23-1796.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 07-23-1796

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY2024 BUDGET BY TRANSFERRING \$53,605 FROM THE GENERAL FUND RESERVE TO THE GENERAL FUND CAPITAL BUDGET FOR THE PUBLIC SAFETY BUILDING REHABILITATION PROJECT

WHEREAS, a multi-disciplinary Preliminary Architectural Report of the Public Safety Building Rehabilitation project is necessary to determine the best option for repair or replacement of the facility to satisfy the requirements of the USDA/RD Community Facilities Program; and

WHEREAS, funding in the amount of \$53,605 is required for the development of the Preliminary Architectural Report for the Public Safety Building Rehabilitation project.

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

Section 1: The FY 2024 Budget is hereby amended to reflect a transfer from the General Fund Reserve to the General Fund Capital Budget for the Public Safety Building Rehabilitation project and authorize its expenditures.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 25th Day of July 2023.

CITY & BOROUGH OF WRANGELL, ALASKA

Patricia Gilbert, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 25, 2023
	<u>Agenda Section</u>	13

Approval of a Professional Services Agreement with NorthWind Architects in the Amount of \$48,732.35 for the Public Safety Building Rehabilitation Project

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$48,732.35		
FY 21: \$	FY 22: \$	FY23: \$48,732.35
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. NorthWind Architects' Fee Proposal dated July 13, 2023

RECOMMENDATION MOTION:
Move to Approve a Professional Services Agreement with NorthWind Architects in the Amount of \$48,732.35 for the Public Safety Building Rehabilitation Project.

SUMMARY STATEMENT:

The City and Borough of Wrangell has a need to repair and renovate the Public Safety Building.

Outside funding opportunities are limited; however, the USDA/RD has a Community Facilities program funds has been identified as a funding opportunity for this building improvement project. USDA/RD offers low interest rate loans, loan guarantees, and grant funding that can be used in conjunction with this program. CBW has had preliminary discussions with USDA to review their Community Facilities program and its application to this improvement project, and they have advised us of the preapplication requirements. To apply for this program, we must submit a Preliminary Architectural Report (PAR).

We have requested a revised fee proposal from the A&E team (since their November 2022 proposal submission), who performed the Conditions Assessment and cost estimates for the Public Safety Building's improvement project, to develop the Preliminary Architectural Report (PAR). With the PAR in hand, Wrangell would be eligible to apply to USDA's Community Facilities program.

The PAR requires a much higher level of detail in the report than what was previously performed, and NorthWind Architects and their team have reviewed the USDA/RD guidelines to determine what additional work is necessary to satisfy the federal agency requirement. While the condition assessment was the basis of development of a more comprehensive renovation and replacement project, the PAR requires the rational for the project need. It is further complicated by identifying and rationalizing the reduced scope of our proposed Phase I renovation project. The cost for this level of PAR is proposed by NorthWind as a lump sum fee in the amount of \$48,732.35.

Staff recommend approving a PSA with NorthWind Architects in the amount of \$48,732.35 for the development of the Preliminary Architectural Report (PAR), making Wrangell eligible to move forward with an application to the USDA/RD Community Facilities program requesting project funding for the Public Safety Building Rehabilitation project.



July 12, ~~2022~~ 2023

PND 20J053

Sean Boily, AIA
Principal Architect
Northwind Architects, LLC
126 Seward St
Juneau, AK 99801

Re: Wrangell Public Safety Building
Project Analysis Report
Structural Engineering Fee Proposal

Dear Mr. Boily:

PND Engineers, Inc. (PND) appreciates the opportunity to provide this proposal for the Wrangell Public Safety Building (WPSB). We understand that Northwind Architects is developing a Project Analysis Report (PAR) for a USDA Community Facilities Loan/Grant. You have asked PND to provide minimal structural engineering services to develop the PAR. Civil services are not included in this proposal.

Scope of Services:

PND's scope of work will include the following:

- 1) Review proposed envelope improvements and provide structural recommendations. Recommendations will also be provided at area where emergency shoring was installed due to rot uncovered during the condition assessment in 2020.
- 2) Review proposed roof overframing and provide structural recommendations. Minimal calculations to determine feasibility of overframing are included.
- 3) Recommendations will be provided in a narrative report. Narrative report will include limited structural drawings as necessary for cost estimation. Structural drawings will consist of PDF markups on the original drawings or the as-built drawings.

Fee proposal: PND proposes to perform this work on a Time and Expenses basis and have prepared the attached breakdown of fees for your consideration. We estimate the fees for the above scope of services will be approximately **\$13,515**. We will bill monthly for hours works and expenses incurred in accordance with our standard billing rates at the time of services.

Schedule: PND can commence work within one month of approval of our fee proposal, but no earlier than September 1, 2023. We anticipate our services will take one month from receiving Arch drawings.

Please let us know if you have any questions. We look forward to working with Northwind and CBW on this project.

Sincerely
PND Engineers, Inc. | Juneau Office

A handwritten signature in blue ink, appearing to read 'Brian Nielsen'.

Brian Nielsen, P.E., S.E.
Principal/Senior Engineer

PND Engineers, Inc.
Wrangell Public Safety Building - Project Analysis Report
Structural Engineering Services Fee Proposal - July 12, 2023
PND Proposal No. 20J053



Scope of Services

PND Senior Engineer VI	PND Senior Engineer V	PND Senior Engineer IV	PND Senior Engineer III	PND Staff Engineer VI	PND Staff Engineer IV	PND Land Surveyor III	PND Tech VI	PND Tech V	PND CAD Designer VI	Line Item Costs	Task Subtotal Costs
\$220.00	\$200.00	\$185.00	\$175.00	\$160.00	\$137.50	\$142.50	\$157.50	\$137.50	\$137.50		

Task 1 - Civil Engineering Assistance											
1. Background research & project management	5						2				\$1,415
2. Internal team meetings (2)	2										\$440
3. Structural calculations	8										\$1,760
4. Structural narrative	40										\$8,800
5. Review structural cost estimate	4										\$880
6. Meeting with owner to review report	1										\$220
											\$13,515
Total Estimated Manhours	60						2				
Estimated Third Party & Reimbursable Expenses											
Administration and Subconsultant Fee	10%										
TOTAL ESTIMATED FEE (T&E)											\$13,515

Sean Boily

From: Dave Boggs <dboggs@amc-engineers.com>
Sent: Wednesday, July 12, 2023 10:32 AM
To: Sean Boily
Subject: RE: Community Facilities Grant for Public Safety Building (20813)

Sean:

Our 28 November 2022 fee estimate below remains valid.

Please contact me if there are questions.

Regards,

Dave Boggs, PE, MS, CHC
Principal Mechanical Engineer
AMC ENGINEERS
Anchorage, AK | Bellingham, WA
t. 907.257.9100 | d. 907.257.9120
amc-engineers.com | [facebook](https://www.facebook.com) | [linkedin](https://www.linkedin.com)

From: Dave Boggs
Sent: Monday, November 28, 2022 11:16 AM
To: 'Sean Boily' <sean@northwindarch.com>
Subject: RE: Community Facilities Grant for Public Safety Building (20813)

Sean:

Sorry for being delinquent and getting a fee back to you.

AMC's scope is for mechanical control upgrades and limited support for the other three areas you referenced below. No support for economics narratives, ROI, or LCCA analysis is required. For the MEP support for the PAR my budget fee recommendations for mechanical support is 24 hours (12 hrs E8 and 12 hrs E5) and electrical is 12 hours (6 hrs E8 and 6 hrs E6), per our 2023 attached rate sheet. AMC budget fee estimate breakdown: mechanical - \$ 5,100 and electrical - \$ 2,640; for a total budget estimate of \$7,740.

The above is based upon my current understanding of AMC's requested scope of services.

Regards,

Dave Boggs, PE, MS, CHC
Principal Mechanical Engineer
AMC ENGINEERS
Anchorage, AK | Bellingham, WA
t. 907.257.9100 | d. 907.257.9120
amc-engineers.com | [facebook](https://www.facebook.com) | [linkedin](https://www.linkedin.com)

From: Sean Boily <sean@northwindarch.com>
Sent: Monday, November 28, 2022 10:22 AM
To: Dave Boggs <dboggs@amc-engineers.com>
Subject: RE: Community Facilities Grant for Public Safety Building

Dave – any progress getting us something to assist with developing the MPE side of this PAR? Even just a T&E budget for undefined support services should be fine. I really need to move this along, they want to have the work completed in January, so will need to get started.

NorthWind Architects, LLC
Sean M. Boily, AIA

From: Sean Boily
Sent: Friday, November 11, 2022 2:55 PM
To: Dave Boggs <dboggs@amc-engineers.com>
Subject: RE: Community Facilities Grant for Public Safety Building

I am still trying to get my mind around what exactly they need. It appears to boils down to the attached, about 80% of which I can address pretty quickly, with Jay giving me a cost estimate for the refined scope.

The scope of the project they are trying to put together is as follows:

- 1) Envelope, including removal of all siding., soffits, doors and windows, reframing of walls that need it, including the structural repairs that have been temporarily addressed. This is where I would need some comment from structural.
- 2) Roofing replacement, including expansion of sloped roof areas over flat roof areas. This is where I would need some comment from structural.
- 3) Mechanical controls upgrades – this is where AMC comes in – we need to define something for the cost estimator.
- 4) Replacement of the elevator.

NorthWind Architects, LLC
Sean M. Boily, AIA

From: Sean Boily
Sent: Friday, November 11, 2022 2:39 PM
To: Dave Boggs <dboggs@amc-engineers.com>
Subject: RE: Community Facilities Grant for Public Safety Building

Dave –

Can I get an fee proposal for AMC to assist with the M/P/E portions of reconfiguring the data we have assembled to date to this Project Analysis report format? Would be great to have something before Thanksgiving, call it November 22? I will ask the same of PND for structural. And of course from Jay for estimating.

NorthWind Architects, LLC
Sean M. Boily, AIA

From: Amber Al-Haddad <aal-haddad@wrangell.com>
Sent: Tuesday, November 1, 2022 10:38 AM

To: Dave Boggs <dboggs@amc-engineers.com>; Sean Boily <sean@northwindarch.com>

Subject: Community Facilities Grant for Public Safety Building

Good morning Dave and Sean,

Carol Rushmore, our Economic development Director, had communication with USDA/RD staff last month and shared the below communication with me, for consideration of funding from their Community Facilities Loan/Grant program. As you can see, there is a lot of work that has to be done up front to be able to apply to this program. The one piece that we need your assistance with is the Preliminary Architectural Feasibility Report. The attached PAR Guidance document and the Guide 6 1942-A documents are referenced as the outline for the Preliminary Architectural Feasibility Report (PAR) that we discussed on the phone last week.

Please review these documents to understand the scope of what USDA requires to be included in the PAR. We wish to obtain your fee proposal to develop this report based on using the work you have performed to date through the condition assessment and probable costs preparation for the various alternates we have discussed. For the financial portion of the report, we expect you will work with our finance director to obtain the information needed there. Once you've had the chance to review the scope of the PAR, please let me know if you have questions or if we need to discuss any portion of the scope.

Thanks,
Amber Al-Haddad
Capital Facilities Director
City and Borough of Wrangell
PO Box 531, Wrangell, Alaska 99929
Phone 907.874.3902
www.wrangell.com

From: Carol Rushmore <ecodev@wrangell.com>
Sent: Wednesday, October 5, 2022 3:26 PM
To: Amber Al-Haddad <aal-haddad@wrangell.com>
Subject: FW: [External Email]Community Facilities Grant

From: Hanak Dongoski, Heather - RD, State Office <Heather.HanakDongoski@usda.gov>
Sent: Wednesday, October 5, 2022 2:59 PM
To: Carol Rushmore <ecodev@wrangell.com>
Cc: Chambers, Robert - RD, State Office <robert.chambers@usda.gov>; Perkins, Keith - RD, State Office <keith.perkins@usda.gov>
Subject: RE: [External Email]Community Facilities Grant

Hi Carol –

Thank you for reaching out to us about your interest in our Community Facilities Grant and Loan program. I can schedule a meeting with you to go over your project. In the meantime, attached is all of the documents and information needed to apply. RD offers low interest rate loans, loan guarantees, and grant funding (if available) can be used in conjunction with our loan programs. I suggest that you review the Community Facilities Direct Loan Guidance Book first.

Current interest rates for the 1st Quarter of **Fiscal Year 2023, effective October 1, 2022 – December 31, 2022:**

Poverty: 4.500%*
Intermediate: 4.000%*
Market: 3.500%*

For the 1st FFY23 quarter, all loans *may be* obligated at the lower market rate.

The current State of Alaska MHI for off-road communities is \$92,641.
Wrangell City and Borough 2010 American Community Survey MHI is \$50,389.

A credit analysis will be completed upon the receipt of the items below to determine whether you qualify for a loan, loan and grant combination, or grant only: subject to the availability of program funds.

To apply for this program, please provide the following items:

1. Enclosed Construction Application, Form SF 424 for Federal Assistance. The budget section of the application should contain a cost breakdown for all construction and related costs.
2. Copy of your current and proposed operating budget. Proposed operating budget should be specific to the facility. You may use the enclosed Operating Budget, form RD 442-7.
3. Proposed Facility Information (Narrative)
4. Organizational Documents (Articles of Incorporation, Charters, Constitution, Bylaws, etc.)
5. List of governing body members, including officers and terms.
6. Audited financial statements for current year and 2 years prior (total 3 years).
7. Current SAM.gov registration is required. More information can be found here:
<https://sam.gov/content/home>
8. Community Plan (if available).
9. Evidence of Non-Availability of Other Credit, See attached RD Instruction 1942-A.
10. Commitment of other funds that will be used towards the project (If applicable).
11. Evidence of support from local governments (letter from City, Tribe, Borough) towards your proposed project.
12. Financial Feasibility Report. The enclosed Guide 5 1942-A should be used as an outline by the qualified firm or individual preparing this report.
13. Preliminary Architectural Feasibility Report. The enclosed guide 6 should be used as an outline by the qualified firm or individual preparing this report.
14. Describe type of security that could be offered for a loan.
15. Resolution of Members or Stockholders, Form RD 1942-8.
16. Public Notice of Intent to file an application. RD Inst. 1942-A,1942.17 (j) (9)
17. Assurance Agreement RD 400-4
18. Compliance Statement
19. Identifying Assistance to RD Employees

Thank you,

Heather

Heather Hanak Dongoski

Community Programs Specialist

United States Department of Agriculture | Rural Development

800 East Palmer Wasilla Hwy, Suite 201, Palmer, Alaska 99645-6539

Phone: (907) 761-7740 | Fax: (855) 201-1074 | Email: Heather.HanakDongoski@USDA.gov

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From: Carol Rushmore <ecodev@wrangell.com>

Sent: Wednesday, October 5, 2022 11:26 AM

To: Perkins, Keith - RD, State Office <keith.perkins@usda.gov>

Cc: Hanak Dongoski, Heather - RD, State Office <Heather.HanakDongoski@usda.gov>; Chambers, Robert - RD, State

Office <robert.chambers@usda.gov>

Subject: RE: [External Email]Community Facilities Grant

Heather,

I also grabbed the wrong data when I was asking about the Non metropolitan Household Median Income. We are 89% of the US median income and 75% of the State's.

Carol Rushmore
Economic Development Director
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929
907-874-2381

From: Perkins, Keith - RD, State Office <keith.perkins@usda.gov>

Sent: Wednesday, October 5, 2022 10:40 AM

To: Carol Rushmore <ecodev@wrangell.com>

Cc: Hanak Dongoski, Heather - RD, State Office <Heather.HanakDongoski@usda.gov>; Chambers, Robert - RD, State Office <robert.chambers@usda.gov>

Subject: RE: [External Email]Community Facilities Grant

Carol,

Bummer about the bond vote failing. No fun.

Community Facility application processes are now completely housed inside the Palmer state office. I am connecting dots to the person under Robert Chambers that can work directly with you on your interest in the Community Facilities program. She is a sharp and responsive co-worker. I know when to "get out of the way" and let productive conversations begin in this world of Community Facilities. Heather will be able to answer your questions and discuss the application process.

Heather – Carol is the long time Economic Development Director for the City and Borough of Wrangell. I think she has been there longer than I have been in my position! 😊 We have had some very good projects over the years with the city using both Community Facilities and the Water and Environmental Program. Business Programs has also had a few good projects inside the community over the years. A solid municipal government staff to work with.

With that, I will let you two get connected to see where this conversation might go.

Cheers from an unusual warm October couple of days! (it got up to 71 degrees in Sitka yesterday!),

Keith Perkins, Area Director
SE Alaska Area Office - USDA Rural Development
204 Siginaka Way, Suite B
Sitka, Alaska 99835
(907)747-3506 Phone / (855)711-9104 Fax
www.rd.usda.gov
www.rd.usda.gov/ak

"COMMITTED TO THE FUTURE OF RURAL COMMUNITIES"

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From: Carol Rushmore <ecodev@wrangell.com>
Sent: Wednesday, October 5, 2022 10:30 AM
To: Perkins, Keith - RD, State Office <keith.perkins@usda.gov>
Subject: [External Email]Community Facilities Grant

[External Email]

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Use caution before clicking links or opening attachments.
Please send any concerns or suspicious messages to: Spam.Abuse@usda.gov

Good morning Keith,
It was really great to see you again at SEC. Had been a while.

So, our proposition to bond to repair our Public Safety Building failed... which we kind of expected... so we will likely be applying to the Community Facilities program to renovate the building. A few questions.... I haven't looked for the application yet.. do we apply through grants.gov or do you send us the application information. Or do we contact Robert Chambers.

Part of the eligibility for the match talks about being 60% of the State NONMETROPOLITAN median HH income. I know what the State and US and Wrangell's MHHI, but I have never seen a Nonmetropolitan MHHI... can you tell me what that is? We are 89% of the State's MHHI.

Also.. what is the current interest rate on RD loan programs?

Anyway.. let me know best way to proceed. Thanks.

Carol Rushmore
Economic Development Director
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929
907-874-2381

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Sean Boily

From: Jay Lavoie <jay@estimations.com>
Sent: Wednesday, July 12, 2023 9:27 AM
To: Sean Boily
Cc: Maureen Benner
Subject: Re: Wrangel Public Safety Facility PAR Reduced scope - fee proposal update.

Sean

We will honor or proposal it is only months old.

Jay



Jay Lavoie, Senior Estimator
Estimations, Inc.
907-561-0755 d, 907-280-9406 m

On Tue, Jul 11, 2023 at 8:49 PM Sean Boily <sean@northwindarch.com> wrote:

Maureen and Jay -

You produced this fee proposal for us back in November last year, still good or do you want this opportunity to revise and update to current rates?

NorthWind Architects, LLC
Sean M. Boily, AIA
Principal Architect
126 Seward Street
Juneau, AK 99801
Office: (907) 586-6150 xt. 201
Cell: (907) 321-4131

November 2022

Sean Boily
 NorthWind Architects, LLC
 126 Seward Street
 Juneau, Alaska 99801

Re: Wrangell Public Safety Building Renovations
 Reduced Scope Fee Proposal

Sean,

We can provide you with cost estimating services for this project for the fee, outlined below. We have based our proposal on the SOW and attachment in your email on 11NOV22. The fee includes one estimate, with a revision based on your review comments.

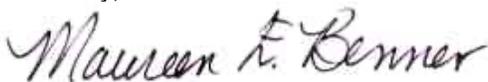
Please allow 3 weeks for us to develop a draft for review by the design team. Let us know at least 6 weeks in advance of when to block time on our calendar for the estimating efforts.

This proposal is a Fixed Fee, if there is any change in scope we reserve the opportunity to renegotiate our fee.

Item	Rate	Admin \$108.00	Estimator \$87.00	Sr Estimator \$170.00	Firm Fixed Fee
Construction Cost Estimating					
PAR Design Level Submittal					
Exterior Siding, Doors & Window	1	\$108.00	\$0.00	16 \$2,720.00	17 \$2,828.00
Roof Replacement	1	\$108.00	\$0.00	16 \$2,720.00	17 \$2,828.00
Mechanical Controls Upgrades	1	\$108.00	\$0.00	8 \$1,360.00	9 \$1,468.00
Elevator Replacement	1	\$108.00	\$0.00	8 \$1,360.00	9 \$1,468.00
Totals	4	\$432.00		48 \$8,160.00	52 \$8,592.00

We look forward to continue working with you on this project.

Sincerely,



Maureen E. Benner
 Senior Office Administrator

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 25, 2023
	<u>Agenda Section</u>	13

RESOLUTION No. 07-23-1797 OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2024 BUDGET IN THE POLICE PROFESSIONAL SERVICES CONTRACTURAL ACCOUNT IN THE GENERAL FUND BY INCREASING AUTHORIZED EXPENDITURES FOR THE OFFICE OF CHILDREN SERVICES POSITION FROM \$0 TO \$25,000

SUBMITTED BY:

Jeff Good, Borough Manager

FISCAL NOTE:

Expenditure Required: \$25,000		
FY 22:	FY 23:	FY24: \$25,000
Amount Budgeted:		
\$0		
Account Number(s):		
11000 013 7519		
Account Name(s):		
Professional Services Contractual		
Unencumbered Balance(s) (prior to expenditure):		

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution No. 07-23-1797

RECOMMENDATION MOTION (*Consent Agenda Item*):
 Move to approve Resolution No. 07-23-1797.

SUMMARY STATEMENT:

In FY 2023 the City and Borough of Wrangell entered into an agreement with the State of Alaska’s Office of Children’s Services to bring a position back to Wrangell. The agreement stated that the City and Borough of Wrangell would pay half of the salary for the position. As part of the agreement OCS could utilize the position in other municipalities as the case needs dictated.

During FY 2023, the OCS position was in other municipalities most of the time. With Wrangell being the only community contributing to an OCS position in the State, the Borough Manager went back to OCS to let them know the position may not be funded during the FY 2024 budget cycle. The Office of Children Services agreed to lower the contribution of CBW from \$53,000 to \$25,000.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 07-23-1797

A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2024 BUDGET IN THE POLICE PROFESSIONAL SERVICES CONTRACTURAL ACCOUNT IN THE GENERAL FUND BY INCREASING AUTHORIZED EXPENDITURES FOR THE OFFICE OF CHILDREN SERVICES POSITION FROM \$0 TO \$25,000

WHEREAS, the budget is adopted and approved by the Assembly of Wrangell Alaska; and

WHEREAS, the current amount of \$25,000 for the Office of Children Services position was not approved in the current 2024 budget; and

WHEREAS, the Office of Children Services has reduced their request from \$53,000 to \$25,000; and

WHEREAS, the amended budget will allow the OCS position to stay in Wrangell.

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

Section 1: The FY 2024 budget in the Police Professional Services Contractual Fund is amended by transferring \$25,000 from the General Fund account to all the OCS position to be funded in Wrangell.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 25th Day of July 2023.

CITY & BOROUGH OF WRANGELL, ALASKA

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 25, 2023
	<u>Agenda Section</u>	13

RESOLUTION No. 07-23-1798 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2024 BUDGET BY TRANSFERRING \$110,000 FROM GENERAL FUND RESERVES TO THE PARKS & RECREATION CIP FUND FOR THE SWIMMING POOL SIDING REPLACEMENT PROJECT AND AUTHORIZING ITS EXPENDITURES

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

<u>FISCAL NOTE:</u>		
Expenditure Required: \$110,000		
FY 23: \$474,497	FY 24: \$110,000	
Amount Budgeted:		
Account Number(s):		
24300-141-9999-00-24006		
Account Name(s):		
Swimming Pool Siding Replacement Project		
Unencumbered Balance(s) (prior to expenditure):		
\$		

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

ATTACHMENTS: 1. Resolution No. 07-23-1798

RECOMMENDATION MOTION:
Move to approve Resolution No. 07-23-1798.

SUMMARY STATEMENT:

The Swimming Pool Siding Replacement project was funded in the amount of \$436,000 from the Local Government Lost Revenue Relief (LGLRR) Grant and General Fund Reserves.

Based on the discovery of unknown wood rot conditions and inclusion of added design components to enhance the project for long life, additional funding in the amount of \$110,000 has been identified to support the completion of the Pool Siding Replacement project and issue a change order to the contractor. This level of additional funding includes a 20% contingency to accommodate for additional unknown needs for this project.

Additional funding in the amount of \$110,000 is required to proceed to the construction phase of the Pool Siding Replacement project. Resolution 07-23-1798 amends the FY24 Budget to accommodate expenditures for this project from the General Fund.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 07-23-1798

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2024 BUDGET BY TRANSFERRING \$110,000 FROM GENERAL FUND RESERVES TO THE PARKS & RECREATION CIP FUND FOR THE SWIMMING POOL SIDING REPLACEMENT PROJECT AND AUTHORIZING ITS EXPENDITURES

WHEREAS, the Swimming Pool portion of the High School Building requires exterior siding replacement to continue to maintain the integrity of the building; and

WHEREAS, the Swimming Pool Siding Replacement project was funded, in the amount of \$436,000 from the Local Government Lost Revenue Relief (LGLRR) Grant and General Fund Reserves; and

WHEREAS, based on the discovery of unknown wood rot conditions and inclusion of added design components to enhance the project for long life, additional funding in the amount of \$110,000 has been identified to support the completion of the Pool Siding Replacement project and issue a change order to the contractor.

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

Section 1: The FY 2024 Budget in the General Fund is amended to reflect a transfer of \$110,000 from General Fund Reserves to the Parks & Recreation CIP Fund for the Swimming Pool Siding Replacement project and authorize its expenditures.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 25th day of July 2023.

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 25, 2023
	<u>Agenda Section</u>	13

Approval of Change Order No 1 to Johnson Construction & Supply, Inc. in the amount of \$91,125.95 for the Swimming Pool Siding Replacement Project

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$91,125.95		
FY 23: \$	FY24: \$91,125.95	
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. Johnson Construction cost estimates for project needs.

RECOMMENDATION MOTION:

Move to approve Change Order No 1 to Johnson Construction & Supply, Inc. in the amount of \$91,125.95 for the Swimming Pool Siding Replacement project.

SUMMARY STATEMENT:

The Pool Siding Replacement project has begun.

Through contractor submittal of materials, it was learned that the siding manufacturer recommends adding a ventilation space behind the siding for the purpose of releasing heat. This space is created by adding a metal hat channel that is slotted for moisture release. Because the designer had based the design on a siding profile that included a ventilation space, they did not add a hat channel type component in the original design. In reviewing with the manufacturer, the siding profile specified was no longer offered and the new profile requires the ventilation space. The cost to include the hat channel is \$74,879.10.

Further, demolition has begun in advance of new siding material receipt. Through the first demolition effort, the plywood on the ramp wall under the concealed gutter was found to be deteriorated and needs replacing. Some of the framing is also rotten and should be replaced. The cost to repair the concealed gutter and downspout is \$4,855.82. The cost to replace the rotten wood materials at the ramp area is \$11,391. With this replacement cost, we have established with the contractor a square foot cost upon which we apply to further similar rot damaged that may be encountered in future demolition sections.

A budget amendment is being requested on July 25th to cover the costs above, which totals \$91,125.9591. included in the budget amendment is a 20% contingency, allowing funding to be in place to address any further concealed damage that may be found during future demolition construction.

Administration recommends approving Change Order No 1 to Johnson Construction & Supply, Inc. in the amount of \$91,125.95 for the Swimming Pool Siding Replacement Project.

JOHNSON CHANGE ORDER #1

DESCRIPTION	MATERIAL	LABOR	OTHER
JBS MATERIAL QUOTE (SEE ATTACHED)	26,533.80		
LABOR: LAYOUT / INSTALL HAT CHANNEL	<u>288@</u> \$97.50 PH	28,080.00	
LABOR: REPLACE PARAPET CAP	<u>48@</u> \$97.50 PH	4,680.00	
SUPERVISION:	<u>24@</u> \$97.50 PH	2,340.00	
MATERIAL MARK UP	10%	2,653.38	
LABOR MARK UP	18%	6,318.00	
EQUIPMENT RENTAL (BASIS \$70605.18)			2,824.21
DISPOSAL FEE`	LS		100.00
BOND FEE	1.50%		1,094.68
DOL FEE			255.03
TOTALS	29,187.18	41,418.00	4,273.92
GRAND TOTAL			74,879.10

Johnson's Building Supply
 P.O. Box 795, Wrangell, Alaska 99929
 Tel: 907-874-2375, Fax: 907-874-3100 / 3121

Customer: JOHNSON CONSTRUCTION	Requested By:
	Quote Requested By:
Date: 7/10/2023	Delivery Date: 4-5 weeks
Job: SWIMMING POOL SIDING EXTRAS	FOB Point: Wrangell

ITEM	QTY	DESCRIPTION OF GOODS	UNIT PRICE	TOTAL PRICE
	500	X 10', .063 GAUGE SLOTTED ALUMINUM HAT CHANNEL	\$29.90	\$14,950.00
	1	FREIGHT FROM NY TO WRANGELL	\$3,038.00	\$3,038.00
	7,900	STAINLESS STEEL METAL TO WOOD SELF DRILLERS	\$0.63	\$4,977.00
	1	DELIVERY AND FREIGHT TO WRANGELL	\$225.00	\$225.00
	290	LF VARIUOS WIDTHS OF 24G, PAINTED, PARAPET CAP	\$7.94	\$2,302.60
	1	MODIFICATIONS TO MISC. FLASHINGS / ACOM HAT CH	\$713.00	\$713.00
	6	FLEXSEAL SEALANT	\$9.90	\$59.40
	4	BUTYL TAPE	\$4.70	\$18.80
	1	MISC FASTNERS FOR CAP CLEATS	\$15.00	\$15.00
	1	MISC CONSUMABLES, BLADES, ETC.	\$135.00	\$135.00
	1	MISC. FLASHING FOR ENDWALL/PARAPET	\$100.00	\$100.00
		TOTAL QUOTE		\$26,533.80

JOHNSON CONSTRUCTION

P.O. BOX 795
WRANGELL, AK 99929

Invoice

Date	Invoice #
5/23/2023	2023-00136

Bill To
Southeast Paint Drywall P.O. Box 2296 Sitka, AK 99835

P.O. No.	Terms	Project
Caleb		

Quantity	Description	Rate	Amount
2	Articulated 40' man lift RENTAL OF EQUIPMENT DELIVERY: TO DELIVERY: FROM Sales Tax - RESALE	300.00 50.00 50.00 0.00%	600.00T 50.00T 50.00T 0.00
		Total	\$700.00

EXAMPLE

KETCHIKAN

5216 BORCH STREET
 KETCHIKAN, AK 99901
 Phone (907) 225-6069
 FAX (907) 225-6118
 Inside Sales TY DICKEY
 Outside Sales



ESTIMATE

INVOICE # **K492025**
 INVOICE DATE 5/11/23 Item e.
NETDUE 30 DAYS
 Page 1 of 2

Ordered By:

PO No.

SOLD TO: JOHNCONS

JOHNSONCONSTRUCTION
 PO BOX 795
 WRANGELLAK 99929

EXAMPLE

SHIPPED TO:

PHONE: 907-874-2375 FAX: 907-874-3121

ITEM	QTY	DESCRIPTION	Daily Ea	Weekly Ea	Monthly Ea	TOTAL
98-34	1.00	MANLIFT 34 FT	270.00	995.00	2,800.00	8,400.00
	Time Out	6/15/2023 7:00 AM				
	Due In	9/07/2023 7:00 AM				
78-74030	8.00	SCAFFOLD - CORNER POST	3.00	10.00	20.00	480.00
	Time Out	6/15/2023 7:00 AM				
	Due In	9/07/2023 7:00 AM				
78-74031	4.00	SCAFFOLD - 5' GUARD RAIL	1.50	4.00	8.00	96.00
	Time Out	6/15/2023 7:00 AM				
	Due In	9/07/2023 7:00 AM				
78-74033	2.00	SCAFFOLD 10' GUARD RAIL	1.50	4.00	8.00	48.00
	Time Out	6/15/2023 7:00 AM				
	Due In	9/07/2023 7:00 AM				
78-74032	4.00	SCAFFOLD 7' GUARD RAIL	1.50	4.00	8.00	96.00
	Time Out	6/15/2023 7:00 AM				
	Due In	9/07/2023 7:00 AM				
78-74007	16.00	SCAFFOLD 6' LADDER END FRAMES	8.00	16.00	30.00	1,440.00
	Time Out	6/15/2023 7:00 AM				
	Due In	9/07/2023 7:00 AM				
78-74013	8.00	SCAFFOLD 10' X 4' CROSS BRACE (RED)				0.00
	Time Out	6/15/2023 7:00 AM				
	Due In	9/07/2023 7:00 AM				
78-74011	16.00	SCAFFOLD - 7' X 4' CROSS BRACE BLACK				0.00
	Time Out	6/15/2023 7:00 AM				
	Due In	9/07/2023 7:00 AM				
78-74025	24.00	SCAFFOLD COUPLER PINS 9" W/ 1" COLLAR				0.00
	Time Out	6/15/2023 7:00 AM				
	Due In	9/07/2023 7:00 AM				
78-74035	56.00	SCAFFOLD SAFETY PINS				0.00
	Time Out	6/15/2023 7:00 AM				
	Due In	9/07/2023 7:00 AM				

CONTINUED NEXT PAGE

KETCHIKAN

5216 BORCH STREET
KETCHIKAN, AK 99901
Phone (907) 225-6069
FAX (907) 225-6118
Inside Sales TY DICKEY
Outside Sales



ESTIMATE

INVOICE # K492005
INVOICE DATE 5/11/23
NETDUE 30 DAYS
Page 2 of 2

Item e.

Ordered By: _____
PO No. _____

SOLD TO: JOHNCONS

SHIPPED TO:

JOHNSONCONSTRUCTION
PO BOX 795
WRANGELLAK 99929

PHONE: 907-874-2375 FAX: 907-874-3121

ITEM	QTY	DESCRIPTION	Daily Ea	Weekly Ea	Monthly Ea	TOTAL
78-74021	8.00	SCAFFOLD LEVEL JACKS WITH FEET	5.00	10.00	18.00	432.00
		Time Out 6/15/2023 7:00 AM				
		Due In 9/07/2023 7:00 AM				
78-74050	3.00	SCAFFOLD 10' ALUM. PLANK	8.00	16.00	33.00	297.00
		Time Out 6/15/2023 7:00 AM				
		Due In 9/07/2023 7:00 AM				
78-74047	6.00	SCAFFOLD 7' ALUM. PLANK	8.00	16.00	33.00	594.00
		Time Out 6/15/2023 7:00 AM				
		Due In 9/07/2023 7:00 AM				
SCAFFOLD	1.00					0.00

I DECLINE THE OPTION FOR RENTING SCAFFOLD GUARD RAILING _____ I HAVE
RECEIVED THE CODE FOR SAFE PRACTICES FOR SCAFFOLDS _____

EX AMPLE

SUBTOTAL	<u>\$11,883.00</u>
Sales Tax	<u>\$438.64</u>
	<u>\$0.000000</u>
ESTIMATE TOTAL	<u>\$12,321.64</u>

Printed Name: _____

Signature x: _____

Date _07/14/2023_

Number 2

City of Wrangell
Swimming Pool Siding replacement
CHANGE ORDER

Johnson Construction

Prime Contractor

Prime Contractor

Subcontractor

Water Damage(SIDING)

907-874-2375 - Office

Harley Johnson – President

email harley@jcsialaska.com

Jim Shoemaker – Project Manager

email jim@jcsialaska.com

Dustin Johnson - Superintendent

email dustin@jcsialaska.com

Approved Date _____

REPAIRS TO DETERIORATED WALLS DUE TO WATER DAMAGE
WRANGELL POOL SIDING
CHANGE ORDER #2

DESCRIPTION	MATERIAL	LABOR	OTHER
MATERIALS FROM JBS (SEE Attached)	1611.57		
MARK-UP 10%	161.16		
LABOR: DEMO, CLEAN-UP DISPOSAL REFRAMING, SHEATING			
77HR @ \$97.50		7508	
LABOR MARK-UP 18%		1351	
EQUIPMENT 4%			425.26
CONSUMABLES			165.85
BOND			168.34
Sub Totals	1772.73	8859	759.45
Grand Total			\$11,391.03
Square Ft Cost			\$16.18

Item e.

Cash Purchase

Johnson's Building Supply
1-907-874-2375
P.O. BOX 795
WRANGELL AK 99929

7/14/2023 8:53:00 AM Invoice # 53921

Cashier ID: 100101
Station ID: 07
of items: 4

Description	Item #	Quantity	Price
CDX 1/2" PLYWOOD	CDX 1/2"	22 @ \$40.66	\$894.52
2X6X10 HF	HF 2X6X10	40 @ \$13.76	\$550.40
2-3/8" 8D GUN NAIL HDG LB	2-3/8" 8D HDG GUN LB	40 @ \$2.42	\$96.80
8D GUN NAIL HDG /LB			
STEGOTACK TAPE 2"X50'	STEGOTACK TAPE	1 @ \$69.85	\$69.85
DOUBLE-SIDED SEALANT			
Grand Total			\$1,611.57

Thank you for your business!
Payment due within 30 days of invoice date
Invoice is subject to finance charges
of 1 1/2% per month

Date 07/14/2023

Number 3

City of Wrangell
Swimming Pool Siding replacement
CHANGE ORDER

Johnson Construction
Prime Contractor

Prime Contractor

Subcontractor

GUTTER REPAIR

907-874-2375 - Office

Harley Johnson – President

email harley@jcsialaska.com

Jim Shoemaker – Project Manager

email jim@jcsialaska.com

Dustin Johnson - Superintendent

email dustin@jcsialaska.com

Approved Date _____

REPAIR EXISTING BUILT-IN GUTTER 2 FRONT OF POOL
 WRANGELL POOL SIDING
 CHANGE ORDER #3

DESCRIPTION	MATERIAL	LABOR	OTHER	
MATERIALS FROM JBS (SEE Attached)	834.97			
MARK-UP 10%	83.49			
LABOR: CLEAN GUTTER, PRESSURE WASH				
32HR @ \$97.50		3120		
LABOR MARK-UP 18%		561.6		
EQUIPMENT 4%			184	
CONSUMABLES				
BOND			71.76	
Sub Totals	918.46	3681.6	255.76	
Grand Total				\$4,855.82

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	07/25/2023
	<u>Agenda Section</u>	13

RESOLUTION No. 07-23-1799 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, WRITING OFF SPECIFIC PROPERTY TAXES FOR TAX YEARS 2018-2023 FOR MULTIPLE PROPERTY OWNERS, DUE TO MANIFEST CLERICAL ERRORS

SUBMITTED BY:

Mason Villarma, Finance Director

<u>FISCAL NOTE:</u>		
Expenditure Required: \$ _____		
FY 21: \$	FY 22: \$	FY23: \$ _____
Amount Budgeted:		
Account Number(s):		
11000 000 1210 00 00000		
11000 000 4010 00 00000		
Account Name(s):		
Property Tax A/R Property Tax Revenue		
Unencumbered Balance(s) (prior to expenditure):		

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

ATTACHMENTS: 1) Resolution No. 07-23-1799 2) Exhibit A

RECOMMENDATION MOTION:
Move to approve Resolution No. 07-23-1799.

SUMMARY STATEMENT:

This resolution seeks to write off property taxes charged to persons and/or organizations that are exempt from property taxes or should have not been billed due to other circumstances. The

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 07-23-1799

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, WRITING OFF SPECIFIC PROPERTY TAXES FOR TAX YEARS 2018-2023 FOR MULTIPLE PROPERTY OWNERS, DUE TO MANIFEST CLERICAL ERRORS

WHEREAS, the City and Borough of Wrangell exempts all property exempt from taxation as prescribed by Alaska law; and

WHEREAS, State and Municipal owned land is therefore exempt from property taxes; and

WHEREAS, the Borough also exempts certain lands from property taxes with underlying agreements in effect; and

WHEREAS, the Borough cannot charge property taxes on property such as trailers that do not exist, and

WHEREAS, from 2018-2023 specific cases indicative of the circumstance above have been charged property taxes; and

WHEREAS, in accordance with WMC 5.04, such taxation is in appropriate and are the result of manifest clerical errors; and

WHEREAS, Alaska Statute 29.45.500 (c) allows a governing body to correct manifest clerical errors to the assessment roll at any time.

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

Section 1. The property taxes initially charged to each owner depicted in the attached Exhibit A are written off from the Borough’s property tax accounts receivable and revenue accounts.

Section 2. This resolution shall become effective upon its passage and adoption.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 25th day of July 2023.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

EXHIBIT A: MANIFEST ERRORS				
PARCEL	OWNER	TAX YEAR	AV	DESCRIPTION
72-140-2014	Thea James	2023	4,900	Duplicate property card, manifest error
02-011-130	Alaska Island Community Services	2023	438,500	Exempt under SEARHC PILT agreement
03-010-135	City and Borough of Wrangell(DBAK)	2023	5,500	Properties were not properly adjusted to Nontaxable in assessment software, resulting in manifest error
03-010-220	City and Borough of Wrangell(DBAK)	2023	337,800	Properties were not properly adjusted to Nontaxable in assessment software, resulting in manifest error
03-011-152	City and Borough of Wrangell(DBAK)	2023	160,500	Properties were not properly adjusted to Nontaxable in assessment software, resulting in manifest error
03-010-129	City and Borough of Wrangell(DBAK)	2023	41,400	Properties were not properly adjusted to Nontaxable in assessment software, resulting in manifest error
03-010-218	City and Borough of Wrangell(DBAK)	2023	427,400	Properties were not properly adjusted to Nontaxable in assessment software, resulting in manifest error
03-010-214	City and Borough of Wrangell(DBAK)	2023	125,500	Properties were not properly adjusted to Nontaxable in assessment software, resulting in manifest error
03-011-100	City and Borough of Wrangell(DBAK)	2023	88,200	Properties were not properly adjusted to Nontaxable in assessment software, resulting in manifest error
03-011-150	City and Borough of Wrangell(DBAK)	2023	267,400	Properties were not properly adjusted to Nontaxable in assessment software, resulting in manifest error
03-005-260	Tlingit & Haida Regional Housing Authority	2023	338,500	Properties were not properly adjusted to Nontaxable in assessment software, resulting in manifest error
72-250-2025	Thea James	2022	2,000	Trailer was destroyed in 2022
72-250-2025	Thea James	2021	2,000	Trailer was destroyed in 2022
72-250-2025	Thea James	2020	2,000	Trailer was destroyed in 2022
72-250-2025	Thea James	2019	2,000	Trailer was destroyed in 2022
72-250-2025	Thea James	2018	2,000	Trailer was destroyed in 2022
03-010-131	Lief Larsson Sr.	2023	43,800	Manifest error from assessment team. Appeal was filed with an approved value adjustment, but was not properly entered before tax roll certification

Tax Year	AV	Tax Revenue/AR Written-off
2023	2,279,400	\$ 22,224.15
2022	2,000	\$ 25.50
2021	2,000	\$ 25.50
2020	2,000	\$ 25.50
2019	2,000	\$ 25.50
2018	2,000	\$ 25.50

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	July 25, 2023
	<u>Agenda Section</u>	15

Executive Session: Discussion on the strategies, in the best interest of the City and Borough of Wrangell, regarding the possible purchase of a portion of 02-021-500 plat 2019-7 lot A

<u>SUBMITTED BY:</u>
Jeff Good, Borough Manager

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

<u>Reviews/Approvals/Recommendations</u>	
	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 AS 44.62.310 (c)(1), that we recess into executive session to discuss matters in which the immediate knowledge would clearly have an adverse effect upon the finances of the borough, specifically regarding the possible purchase of a portion of 02-021-500 plat 2019-7 lot A.

SUMMARY STATEMENT: