



City and Borough of Wrangell
Work Session & Regular Borough Assembly Meeting
AGENDA

Tuesday, January 10, 2023

Location: Borough Assembly Chambers

Work Session 6 - 7 PM / Regular Assembly Meeting at 7 PM

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

- [a.](#) Discussion of Marketing and Community Development Coordinator and Construction and Facility Manager Job Description Positions

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Ryan Howe
- b. CEREMONIAL MATTERS - Congratulations to Randy Churchill and Ethan Blatchley (Wrangell School Wrestlers), for their individual State Titles in their weight class in Anchorage (*take a short break for cupcakes*)

2. ROLL CALL

3. PERSONS TO BE HEARD

- [a.](#) CORRESPONDENCE: Letter from Kurt and Trina, Treasure Hunter Lodge regarding Wolves

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

Matters listed under the consent agenda are routine and will be enacted by one motion and one vote. there will be no separate discussion of these items. If the borough mayor, assembly member, manager, or clerk requests discussion on any item, that item will be removed from the consent agenda and will be considered under unfinished business (no motion is necessary to move an item from the consent agenda).

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

- [a.](#) Minutes from the December 20, 2022 Regular Assembly Meeting
- [b.](#) **RESOLUTION No. 01-23-1748** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE RECREATION COORDINATOR JOB DESCRIPTION AND AMENDING THE HOURLY-NON-EXEMPT WAGE AND GRADE TABLE
- [c.](#) **RESOLUTION No. 01-23-1749** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE PARKS AND RECREATION DIRECTOR JOB DESCRIPTION
- [d.](#) CORRESPONDENCE: Minutes from the December 19, 2022, Regular School Board Meeting

7. BOROUGH MANAGER'S REPORT

- [a.](#) Manager's Report
- [b.](#) Economic Development Report / Update
- [c.](#) Infrastructure Report / Update
- d. Financial Report / Update

8. BOROUGH CLERK'S REPORT

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

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

11. PUBLIC HEARING

12. UNFINISHED BUSINESS

- a. **RESOLUTION No. 12-22-1734** OF THE CITY AND BOROUGH OF WRANGELL, ALASKA CREATING THE MARKETING AND COMMUNITY DEVELOPMENT COORDINATOR JOB DESCRIPTION WITHIN THE ECONOMIC DEVELOPMENT DEPARTMENT AND AMENDING THE NON-UNION WAGE AND GRADE TABLE (*Postponed from the December 20, 2022, Regular Assembly meeting*)
- b. **RESOLUTION No. 12-22-1735** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY APPROPRIATING \$44,592 FROM GENERAL FUND UNRESTRICTED FUND BALANCE AND AUTHORIZING ITS EXPENDITURE THROUGH MULTIPLE ACCOUNTS FOR THE PURPOSE OF HIRING AND RETAINING A MARKETING AND COMMUNITY DEVELOPMENT COORDINATOR IN THE ECONOMIC DEVELOPMENT DEPARTMENT (*Postponed from the December 20, 2022, Regular Assembly meeting*)

13. NEW BUSINESS

- a. **ORDINANCE No. 1034** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 8.02.010 IN CHAPTER 8.02, ADMISSION RATES FOR THE MUSEUM/CIVIC CENTER AND ESTABLISHING A NEW PROCESS FOR RATES AND FEES IN THE WRANGELL MUNICIPAL CODE BY ADDING THE RATES TO THE ESTABLISHED FEE AND RATE SCHEDULE
- b. **RESOLUTION No. 12-22-1744** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE NEW PERMANENT JOB DESCRIPTION OF THE CONSTRUCTION & FACILITIES MANAGER AND AMENDING THE PERMANENT, SALARIED (EXEMPT) EMPLOYEE PAY PLAN
- c. **RESOLUTION No. 01-23-1745** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY APPROPRIATING \$52,404 FROM GENERAL FUND UNRESTRICTED FUND BALANCE AND AUTHORIZING ITS EXPENDITURE THROUGH THE CAPITAL FACILITIES OPERATING BUDGET FOR THE PURPOSE OF HIRING AND RETAINING A CONSTRUCTION & FACILITIES MANAGER
- d. **RESOLUTION No. 01-23-1747** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, CREATING THE JOB DESCRIPTION OF THE RECREATION FACILITY MAINTENANCE SPECIALIST AND AMENDING THE UNION WAGE & GRADE TABLE
- e. **Resolution No 01-23-1746** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ACCEPTING A GRANT IN THE AMOUNT OF \$250,000 FROM THE DENALI COMMISSION FOR THE SOLID WASTE TRANSFER STATION LOADING DOCK PROJECT
- f. **RESOLUTION No. 01-23-1750** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING PARTICIPATION IN THE STATE OF ALASKA COMMUNITY TRANSPORTATION PROGRAM
- g. **RESOLUTION No. 01-23-1751** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING PARTICIPATION IN THE STATE OF ALASKA TRANSPORTATION ALTERNATIVES PROGRAM

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

15. EXECUTIVE SESSION

16. ADJOURNMENT

City & Borough of Wrangell

Position Description

Position: Marketing and Community Development Coordinator	Type: Full time
Department/Site: City Hall/Nolan Center with remote possibilities	FLSA:
Evaluated by: Economic Development Director	Salary Grade:

Summary

Assists the Economic Development Director in implementing the Wrangell Convention and Visitor Bureau's marketing plan, other community promotional activities and assists with other community development activities.

Distinguishing Career Features

This is a community development position with an emphasis on tourism and marketing. Develops, organizes, and implements a tourism plan, social media presence, Tourism Best Management Practices program, and provides outreach to travel writers and influencers. The position will cultivate relationships with state and regional organizations, attend tradeshow, conferences and meetings representing Wrangell and the Visitor Industry. This position, under the Economic Development Department will also work on other community development projects assigned and will work cooperatively with other departments to market all economic aspects, assets, and strengths of the community.

Essential Duties and Responsibilities

- Must be knowledgeable about Wrangell, personable, and willing to visit and communicate with businesses.
- Assists with implementation of community development projects.
- Assists with the development and implementation of a tourism plan, marketing program and Tourism Best Management Program.
- Advises, manages, and provides staff support to the Wrangell Convention and Visitor Bureau.
- Implements the tourism marketing efforts of the city for business development and visitor services, working cooperatively with the Convention and Visitor Bureau, all departments, including Nolan Center, and visitor industry businesses and organizations.
- Build a social media presence, including but not limited to Facebook, Instagram, Twitter and Google directed at Visitor needs and interests
- Develop a database of visitor inquiries
- Develop surveys and analytical tools to track and monitor visitors, activities, inquiries and Key Performance Indicators
- Assists with the development and design of marketing materials, including brochures, signs, travel planners, fliers, display advertising, and banners/popups.
- Direct the ad sales for new travel planners and other cooperative advertising efforts.
- Enhance the travelwrangell.com website.
- Provide office assistance with data input, financial reporting, and customer service.
- Represent Wrangell and the Visitor Industry at tradeshow, travel shows, conferences and other industry meetings and events.
- Generate a photo, video and informational library using User Generated Content, professional services, personal/local photos and videos.

- Directs and participates in developing budgets for the Tourism program. Monitors and evaluates performance against established budgets. Identifies projects, programs, and priorities.
- Network and establish connections with other community liaisons and Destination Marketing Organizations.
- This position must be versatile and ready to assist with many different tasks and community development projects within the Economic Development Department.

Qualifications

▪ Knowledge and Skills

- Should be knowledgeable about Wrangell.
- Requires well-developed human relation skills to deliver persuasive talks and presentations to large and diverse audiences.
- Requires ability to plan and outline steps for project development and implement the requirements
- Requires knowledge of marketing and promotional methods to enhance local business and program efforts.
- Should have experience with Key Performance Indicators
- Knowledge of and skills in social media platforms including Facebook, Instagram, Twitter, and Google My Business and Analytics with a focus on strategic business promotion. Also requires understanding of professional social media etiquette.
- Should have experience with graphic design programs.
- Requires knowledge of how to gather content and ideas for postings, schedule postings, and create a calendar for planned events.
- Must be able and willing to take local photos and videos for posting.
- Should have copy writing, editing and publishing skills.
- Should be knowledgeable in Microsoft Office – specifically Word, Excel and Publisher.
- Requires knowledge of and sensitivity of the social, legal and political issues influencing tourism programs including online marketing, asset management, and UGC.
- Requires knowledge of research and analytics.
- Experience with identifying program funding needs and funding availability from various local, state or federal sources and applying as appropriate.

▪ Abilities

- Requires the ability to work independently and be self-motivated.
- Requires excellent interpersonal skills and the ability to communicate effectively with persons of diverse backgrounds.
- Requires the ability to write effectively.
- Requires the ability to use sound judgement when making decisions.
- Requires the ability to work productively and cooperatively and convey a positive image of Wrangell and its services.
- Requires computer skills.

▪ Physical Abilities

- Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires sufficient ambulatory ability to move about to office and remote locations.

- Requires auditory ability to carry on audience, ordinary, and telephonic conversation.
- Requires near and far visual acuity to read detailed maps, other printed material, computer screens, and observe physical layouts.
- Requires manual and finger dexterity to write and to operate microcomputers and other office equipment.

▪

▪ **Education and Experience**

The position requires knowledge and/or experience of visitor marketing and destination branding, and community development project implementation.

▪ **Licenses and Certificates**

Requires a valid Alaska Driver's License and reliable transportation.

▪ **Working Conditions**

Work is performed mostly indoors where minimal safety considerations exist.

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

City & Borough of Wrangell

Position Description

Position: Construction & Facilities Manager	Position Number:
Department/Site: Capital Facilities	FLSA: Salaried Exempt
Evaluated by: Capital Facilities Director	Salary Grade: 24

Summary

Under the Direction of the Capital Facilities Director, this position supervises and performs complex professional field and administrative work in the investigation, inspection, maintenance and construction of projects related to public buildings and capital improvements for all Borough infrastructure; provides support to staff, stakeholders and the public to resolve problems and ensure successful project completion; supervises maintenance staff; acts as project manager providing professional and responsible liaison activities as a representative of the Borough's interests with businesses, other governmental agencies, contractors, and individual citizens. Works independently and cooperatively with others.

Essential Duties and Responsibilities

This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

- Oversees and directs maintenance staff in performing a wide range of skilled work in the annual and preventative repair and maintenance of facility structures, their building systems and equipment for all Borough-owned facilities; resolving emergency situations; ensuring that assignments are completed in a safe, proper and timely manner; supporting assigned maintenance personnel in the performance of their assignments using standardized practices and methods; establishing maintenance priorities; developing resources and plans to execute priority maintenance projects.
- Oversees work performed on capital projects, or special projects, by contractors to assure compliance with contract specifications; performs field inspections of various projects and document progress to project schedule; assures project activities are compliant with project specifications and Borough policies.
- Coordinates and supervises a wide variety of projects, including those related to building maintenance and capital improvement projects, which includes projects related to building infrastructure and building systems, ports and harbors, streets, water, wastewater, electrical and sanitation.
- Oversees Borough force account personnel and specialized contractors.
- Schedules and coordinates all construction processes so that projects meet design specifications.
- Plans and coordinates the work of design professionals, including architects, engineers, surveyors, professional contractors, landowners, outside agencies, and other Borough departments to ensure thorough project scope; analyzes and recommends project alternatives; analyzes and reviews maintenance plans and construction project plans for acceptability to achieve compliance.
- Utilizes program and planning documents in determining real property facility requirements.
- Manages personnel safety programs.
- Gathers and analyzes field data.

- Prepares cost estimates, budgets, and schedules.
- Develops technical reports and/or drawings; assembles data and generates status reports.
- Communicates project goals and objectives; assures effective communications of project status.
- Monitors CIP/MM projects, plans, budgets; reviews special and recurring reports, budgets, payments, changes, and contracts.
- Develops contracts and proposals and ensures accuracy, completeness, and compliance with project design with Federal, State and Local policies and practices; prioritizes projects to optimize funds spent on facilities and infrastructure.
- Works with the Capital Facilities Director to pursue and manage grants for assigned projects.
- Independent travel and attendance at meetings outside the normal working hours is required.
- Performs other related duties as assigned.

Qualifications

Knowledge

- Construction practices and procedures, construction surveying, construction inspection and construction materials and methods.
- Proper methods, materials, and standards for construction of various public works including building systems, streets, storm drain, water and sewer lines, curb, gutter and sidewalk, and similar public improvements.
- Basic engineering principles and practices used in engineering drawings.
- Laws, regulations, codes, and ordinances related to areas of assignment.
- Public works contract administration procedures, including the process of contract preparation, contractor selection, administration of contract change orders, disputes, claims, equal opportunity and closing of contracts.
- Effective report writing requirements and techniques.
- Principles and practices of effective supervision.
- Accepted construction safety standards and regulations
- Personal computers, word processing, spreadsheets, project, and maintenance management software applications.

Abilities & Skills

- Learn, understand, and apply the Borough's organization, policies, operations, and procedures.
- Understand, interpret, and explain pertinent federal, state, and local regulations and guidelines related to assigned functions and responsibilities.
- Supervise field inspection and maintenance staff.
- Promote safe work practices.
- Read, interpret, and apply terms and requirements of pertinent specifications, laws, rules, and regulations.
- Read, evaluate, and interpret complex construction drawings and technical reports.
- Establish and maintain effective working relationships with those contracted in the performance of required duties which may include the public, other Borough employees, private agencies, contractors, architect and engineer professionals, developers, property owners and others involved in public improvement projects.
- Analyze complex technical problems and recommend or adopt an effective course of action.

- Review and process contract progress payments and negotiate contract change orders.
- Communicate clearly, concisely, and tactfully in both oral and written forms.
- Coordinate, prioritize, and integrate multiple projects in a cohesive and effective manner.
- Secure cooperation and teamwork among all affected and interested parties.
- Perform the full range of assigned duties and supervise the work of designated maintenance staff.
- Schedule, coordinate, and prioritize the work of self and others in a timely and proactive manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Physical Abilities

- Requires sufficient ambulatory ability to inspect premises, including the ability to bend, stoop, crawl, climb, and walk in confined areas.
- Sufficient visual acuity to read detailed drawings, recognizing words and numbers and to drive and read and write.
- Sufficient auditory ability to carry on conversations in person and over the phone.

Education and Experience

- Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:
- Four years of progressively responsible experience performing construction management and/or inspection, including supervisory responsibilities.
- Possession of the equivalent of a bachelor's degree from an accredited college or university with course work in construction management, engineering, or other field of study applicable to the responsibilities and requirements of this job/class is desirable.

Licenses and Certificates

- Requires a valid Alaska Driver's License or the ability to obtain one.

Working Conditions

- Work is performed in an office environment and in the field at Borough owned facilities and/or construction sites with frequent travel between sites.
- May be exposed to slippery surfaces, heavy equipment and machinery and inclement weather when conducting review of construction or project sites.
- Will frequently work near moving mechanical parts.
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, hazardous and obnoxious working conditions, extreme heat, and risk of electrical shock.
- The noise level in the work environment is usually moderated.

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.

The Klawock, AK Fish and Game Advisory Council is grateful for this opportunity to participate in the public about resource management in our state.

Item a.

On July 15, 2020, the Center for Biological Diversity, Alaska Rainforest Defenders and Defenders of Wildlife petitioned the Secretary of Interior/US Fish and Wildlife Service (USFW) to list the Alexander Archipelago (AA) Wolf in Southeast Alaska as threatened or endangered under the U.S. Endangered Species Act. The first petition to list the AA wolf was filed in 1993. The second was filed in 2011. The third and current one was filed in 2020 also requests that critical habitat be designated for AA wolves in Southeast Alaska. The document can be found at www.biologicaldiversity.org and www.doi.gov. We would like to state that the recurring petition process takes time away from resource managers studying wolf populations and other important issues and is disruptive for certain residents. The signatories of this document believe that the AA wolf should not be listed under the Endangered Species Act.

Prince of Wales Island, the third largest island in the United States, is home to approximately 3500 residents that reside in twelve rural communities, ranging from 35 in remote Point Baker to over 1000 in Craig. Many residents rely largely on a subsistence way of life. Subsistence in rural Alaska means legally that residents can fish and hunt under bag limits that allow us to fill our freezers and pantries because we do not have access to goods and services that people who live in urban areas have. Traditional subsistence lifestyles have been and still are practiced by the Tlingit, Haida and Tsimshian people who have lived here since time immemorial. Prince of Wales area census data from 2021 shows 41.6% Alaska Native residents which is almost half the population of POW's communities. Subsistence is a very important part of Alaska Native culture, tradition and heritage. Deer hunting is a major part of the subsistence lifestyle and is vitally important on POW. Our relationships, mental and physical health and food security are all improved by deer hunting. Deer hunting on POW is important because this is the only populated area in the region with just one ungulate game animal; POW does not have caribou, moose, elk, sheep, bison, mountain goat or muskox.

Today, subsistence on POW is critical in terms of food security, as soaring inflation nation-wide has increased the cost of all goods and services. Shipping chilled or frozen food here costs \$0.82/lb. In Klawock, a gallon of milk is \$6.49, a dozen eggs are \$5.19, and ground beef is \$5.99 per pound. Additionally, gas is \$5.87/gal and \$6.23/gal for diesel. Food and fuel costs are a larger percentage of the family budget than average households.

Information presented by Alaska Department of Fish and Game (ADFG) and other agencies at the 2022 Deer Summit on POW (October 13-15, 2022) show that the deer population has obviously declined in the past ten years. In 2012, hunters in Unit 2 averaged about 3.5 days of hunting effort per deer harvested; in 2022, hunters spent an average of 4.9 days trying to harvest a deer, according to ADFG hunt report survey data from 2012-2021.

We acknowledge that the deer population is affected by numerous factors, including habitat loss from fifty years of industrial scale old-growth logging on POW. We have noticed that, while ADFG reports link POW old-growth forest to healthy deer populations and state that the POWA deer population is in trouble, Division of Forestry staff continue to describe the old-growth stands they cut here as low value and minimize their importance to deer and to hunters. That doesn't agree with what we heard at the 2022 Deer Summit. We also acknowledge there is work to be done in terms of considering changing deer bag limits or seasons in response to population concerns.

While we acknowledge that POW is not the only place where the AA wolf exists, we do know that effects of management actions are felt more sharply on our island; in part, because it is an island. We have seen more wolves more frequently over the past decade, so we have questions about whether this trend is occurring in other places within the AA wolf's range. ADFG has been cautious and conservative, but to accurately assess the population of wolves in a temperate rainforest has always been difficult. As ADFG continues to refine the methodologies used to estimate and balance populations with carrying capacity, we expect the wolf population will remain healthy. We know the AA wolf is a top predator of Sitka blacktail deer and is far from being endangered. Our personal observations and trends in ADFG data lead us to believe the wolf is thriving in our area. Recent harvests of wolves have shown that past estimates were much lower than current numbers reflect.

If the AA wolf is listed under the Endangered Species Act, the federal government will assume authority over management, which will end legal trapping and hunting of wolves. If deer populations are decreasing, it doesn't make sense to list one of its top predators as endangered unless there is credible science and data that show good cause. ADFG has a growing list of data and science, including its own studies here on POW, proving the AA Wolf should not be listed under the Endangered Species Act.

Everyone agrees that wolves are an important part of POW and we enjoy seeing them, hearing them or just knowing they exist here. However, listing the AA wolf as endangered will not accomplish better management and will

eliminate all legal take of the top non-human predator in an island ecosystem where Sitka blacktail deer is the only ungulate prey available.

Item a.

We strongly oppose listing the AA wolf as endangered or threatened.

The Klawock ADFG Advisory Council

The following list also supports the above letter

City of Kasaan Kasaan, AK	Alaska Outdoor Council Anchorage, AK	Clinton Cook Sr. Tribal President Craig Tribal Association Craig, AK	Scott Van Valin Heidi Van Valin Island Air Express El Capitan Lodge
City of Coffman Cove Coffman Cove, AK	Alaska Trappers Association Fairbanks, AK	LeRoy & Tanya Johns F/V Chelsea Dawn Klawock, AK	Tim O'Conner F/V Virginia Rose Craig, AK
City of Thorne Bay Thorne Bay, AK	David & Cynthia Egelston Alaska Rainforest Adventures Thorne Bay, AK	David & Jen Creighton Shelter Cove Lodge Rainforest Auto Rentals Craig, AK	Sam & Michelle Peters Slammin' Sam's Charters POW Electric & Repair Klawock, AK
Mike & Sarah Warner Coffman Cove Adventures Coffman Cove, AK	DJ & Anne Hansen DJ's Alaska Adventure Rentals Klawock, AK	Josh & Chace Anderson Fireweed Lodge Klawock, AK	Ray & Elizabeth Douville F/V Faith Faith Fisheries Craig, AK
Daniel & Emily Peters F/V Sunlight Klawock, AK	Ellen Hannan & Brian Castle F/V Renegade Craig, AK	Phillip & Danel Winrod F/V Aurie G Thorne Bay, AK	Spencer & Hannah Richter F/V Resolution Craig, AK
Kurt Whitehead & Trina Nation Treasure Hunter Lodge Klawock, AK	Mike Hamme Mike Hamme's Quality Carpentry Craig, AK	Shawn & Jill Kato-Yates F/V Nauti Lady Klawock, AK	Kirk & Katie Agnitsch Sure Strike Lodge Craig, AK
Rosey & Lisa Roseland The Salt Shack Thorne Bay, Alaska	James Heppe Jr. Heppe & Sons Construction Klawock, AK	Grace Heppe Heppe's Indoor Edition Klawock, AK	Vaughn & Carrie Skinna F/V Annalyn Klawock, AK
Brad McMillan TTP Director Klawock Cooperative Assoc. Klawock, AK	Chuck & Jeanette Haydu Kingfisher Lodge & Charters Craig, AK	Sean Tomkinson Passages Alaska Adventure Therapy, Klawock, AK	Jason Clowar/Luther Jenson Adventure AK Southeast Thorne Bay, AK
Don & Teresa Busse Trophy Inn Klawock, AK	Rob & Val Steward Changing Tides Inn Klawock, AK	Mike & Jan Bush B-3 Contractors Inc. Klawock, AK	Carter & Gretchen Jones Spindrift Adventures Klawock, AK
Scott Peakes Northern Spell Lodge Klawock, AK	Mark & Beth Farrar Eagles Wings Wilderness Lodge Klawock, AK	Enoch & Elizabeth Winrod Ketchikan, AK	Jim Baichtal Thorne Bay, AK
Brian Ringeisen Anglers-Adventures Ketchikan, AK	Ann Williams Klawock, AK	John & Sheri Wylie Klawock, AK	Sam Sawyer Thorne Bay, AK
Chris Guggenbickler Wrangell, AK	Jon & Debbie Winrod Webster Point, AK	Kyle Berg & Courtney Nase Ketchikan, AK	Matt & Pam Beck Whale Pass, AK
Sh Toman V Pass, AK	Clay Bezenek Ketchikan, AK	Nichole Pope Naukati, AK	

**Minutes of Regular Assembly Meeting
Held on December 20, 2022 (Rescheduled from December 13, 2022)**

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 7:00 p.m., December 20, 2022, in the Borough Assembly Chambers. Assembly Member Morrison led the pledge of allegiance, and the roll was called.

PRESENT - ROBBINS (telephone), DALRYMPLE (telephone), GILBERT, HOWE, DEBORD, POWELL, MORRISON

ABSENT -

Borough Manager Jeff Good and Clerk Lane were also present.

PERSONS TO BE HEARD – None.

AMENDMENTS TO THE AGENDA – None.

CONFLICT OF INTEREST

Powell declared a potential Conflict to Item 13a since his brother is a member who is associated with that item; declared that he has no financial gain. Gilbert stated that she did not see that Powell had a conflict. There were no objections from the Assembly.

Robbins declared a potential Conflict to Items 13k and 13o since they are related to the school, because she serves on the school board. Gilbert declared that she did not see that Robbins had a conflict. There were no objections from the Assembly.

CONSENT AGENDA

6a Minutes from the November 22, 2022 Regular Assembly Meeting

6b Minutes from the November 28, 2022 Special Assembly Meeting

6c Approval to issue the FY 2021 Audit for the City and Borough of Wrangell

6d Final Plat approval of the GPV Tidelands Replat, a replat of Lot A, Block 84, GPV Replat (Plat No. 2022-12), and Lots 6 and 7, Block 84D, Wrangell Tidelands Addition (Plat 65-87), creating Lot A-1 and Lot 6-1, zoned Waterfront Development, requested by Micony, LLC.

6e Final Plat approval of the Massin Replat, a replat of Lot B, Block 67, Edgley-Massin Subdivision (Plat No. 2015-7) and Lot AA, Block 67 of the Good/Edgley Subdivision (Plat 2018-4) creating Lots A-1 and B-1 zoned Single Family Residential, requested and owned by Michelle Massin and owned by Chloe Edgley

6f RESOLUTION No. 12-22-1742 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE FINANCE DIRECTOR AND BOROUGH MANAGER TO BE SIGNERS OF THE KEYBANC CAPITAL MARKETS BROKERAGE ACCOUNT AND FURTHER AUTHORIZING THEM TO SIGN THE NON-CORPORATE RESOLUTION AND STANDING LETTER OF AUTHORIZATION FOR REQUESTING MONEY WIRES OR TRANSFERRING POSITIONS FROM THE KEYBANC CAPITAL MARKETS ACCOUNT TO THE KEYBANK AMLIP ACCOUNT

6g RESOLUTION 12-22-1743 OF THE CITY AND BOROUGH OF WRANGELL ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY23 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE

DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FMA 18:
CENTRAL SOUTHEAST AREA

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

BOROUGH MANAGER'S REPORT

Manager Good's report was given.

BOROUGH CLERK'S REPORT

Clerk Lane's report was given.

MAYOR AND ASSEMBLY BUSINESS

Mayor Gilbert Presented a Certificate of Service to Joan Sargent for her service on the Economic Development Committee.

MAYOR AND ASSEMBLY APPOINTMENTS

10a Appointment to fill the vacancy on the Investment Committee

There were no letters of interest submitted for the Investment Committee. Gilbert directed Clerk Lane to continue advertising for the vacancy.

PUBLIC HEARING

11a NON-CODE ORDINANCE No. 1033 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE SALE OF PUBLIC LAND IN CONFORMANCE WITH WRANGELL MUNICIPAL CODE CHAPTER 16.12, SPECIFICALLY, LOT A, BLOCK 54, WMC REPLAT, PLAT 2016-6, WRANGELL MEDICAL CENTER, WRANGELL RECORDING DISTRICT, AND REPEALING RESOLUTION NO. 04-22-1690

Mayor Gilbert called the Public Hearing to order and asked for an administrative report.

Good explained that this public hearing is to allow us to sell the old hospital through a commercial relator.

Gilbert asked if there were any persons wishing to speak on this item.

Gilbert closed the public hearing and asked for a motion.

M/S: Powell/Morrison to approve Ordinance 1033.

DeBord stated that because of the low price, his concern was that someone will come in and purchase it and get in over their head with it; we still have a land issue; concerned with where it ends up.

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

UNFINISHED BUSINESS

NEW BUSINESS

13a RESOLUTION No. 12-22-1731 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF PUBLIC TIDELANDS, LOT 6 AND LOT 7, BLOCK 84D, TIDELANDS SUBDIVISION, ATS 83, TO MICONY, LLC, FOR \$83,989 WHICH IS \$27,511

BELOW THE APPRAISED VALUE OF \$111,500 FOR ECONOMIC DEVELOPMENT PURPOSES AS ALLOWED UNDER WRANGELL MUNICIPAL CODE 16.12.012

M/S: Powell/Morrison to approve Resolution No. 12-22-1731.

Good explained that this item was for the approval to convey the tidelands to Micony, LLC; stated that there were no letters or comments received, opposing the sale of the tidelands; staff recommends accepting the offer from Micony, LLC., due to the economic development benefits.

Motion approved unanimously by polled vote.

13b RESOLUTION No. 12-22-1732 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$40,000 FROM THE SEWER FUND RESERVES TO THE SEWER FUND CIP AND AUTHORIZING ITS EXPENDITURE FOR THE WASTEWATER TREATMENT PLANT OUTFALL MIXING ZONE MODELING AND ANTI-DEGRADATION ANALYSIS PROJECT

M/S: Morrison/Howe to approve Resolution No. 12-22-1732. Motion approved unanimously by polled vote.

13c RESOLUTION No. 12-22-1733 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ESTABLISHING THE PRIORITY CAPITAL PROJECTS FOR FY 2024

M/S: Powell/Morrison to approve Resolution No. 12-22-1733. Motion approved unanimously by polled vote.

13d RESOLUTION No. 12-22-1734 OF THE CITY AND BOROUGH OF WRANGELL, ALASKA CREATING THE TOURISM COORDINATOR JOB DESCRIPTION WITHIN THE ECONOMIC DEVELOPMENT DEPARTMENT AND AMENDING THE NON-UNION WAGE AND GRADE TABLE

M/S: Powell/Morrison to approve Resolution No. 12-22-1734.

Chris Buness, WCVB, read a letter of support for the Tourism Coordinator position.

Brenda Schwartz-Yeager, WCVB, stated that she was available to answer any questions that the Assembly may have.

Powell stated that although he supports this, he believes that it's coming to the assembly very fast; might want to look at postponing this.

After further discussion...

M/S: Powell/Morrison to postpone this item until the January 10th meeting, with a Work Session to be held before that meeting. Motion to postpone was approved unanimously by polled vote.

13e RESOLUTION No. 12-22-1735 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY APPROPRIATING \$39,592 FROM GENERAL FUND UNRESTRICTED FUND BALANCE AND AUTHORIZING ITS EXPENDITURE THROUGH MULTIPLE ACCOUNTS FOR THE PURPOSE OF HIRING AND RETAINING A TOURISM COORDINATOR IN THE ECONOMIC DEVELOPMENT DEPARTMENT

M/S: Powell/Morrison to postpone this item until the January 10th meeting, with a Work Session to be held before that meeting. Motion to postpone was approved unanimously by polled vote.

13f RESOLUTION No. 12-22-1736 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET CUMULATIVELY TRANSFERRING \$2,206,123 FROM MULTIPLE ACCOUNTS TO THE ALDER TOP VILLAGE SUBDIVISION (I.E., INSTITUTE)

PROPERTY DEVELOPMENT EXPENSE ACCOUNT IN THE RESIDENTIAL CONSTRUCTION FUND AND FURTHER ADOPTING A METHODOLOGY FOR FUTURE PROJECT COST AND REVENUE SHARING

M/S: Morrison/Powell to approve Resolution No. 12-22-1736. Motion approved unanimously by polled vote.

13g RESOLUTION No. 12-22-1737 OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, CREATING THE BOROUGH CONTROLLER JOB DESCRIPTION WITHIN THE FINANCE DEPARTMENT AND AMENDING THE NON-UNION WAGE AND GRADE TABLE

M/S: Powell/Morrison to approve Resolution No. 12-22-1737.

Powell stated that he was not going to ask that this job be delayed because he had the opportunity to discuss this job with the manager and finance director.

Motion approved unanimously by polled vote.

13h RESOLUTION No. 12-22-1738 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY APPROPRIATING \$75,750 FROM GENERAL FUND UNRESTRICTED FUND BALANCE AND AUTHORIZING ITS EXPENDITURE THROUGH MULTIPLE ACCOUNTS FOR THE PURPOSE OF HIRING AND RETAINING A BOROUGH CONTROLLER IN THE FINANCE DEPARTMENT

M/S: Powell/Howe to approve Resolution No. 12-22-1738. Motion approved unanimously by polled vote.

13i RESOLUTION No. 12-22-1739 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY2023 BUDGET BY TRANSFERRING \$52,000 FROM THE GENERAL FUND RESERVE TO THE GENERAL FUND CAPITAL BUDGET FOR THE PUBLIC SAFETY BUILDING IMPROVEMENTS PROJECT

M/S: Morrison/Powell to approve Resolution No. 12-22-1739.

M/S: Powell/Morrison to postpone this item until the January 24th meeting so that a Work Session can be held.

Motion to postpone was approved unanimously by polled vote.

13j Approval of a Professional Services Agreement with NorthWind Architects in the Amount of \$47,204.60 for the Public Safety Building Improvements Project

M/S: Powell/Morrison to postpone this item until the January 24th meeting so that a Work Session can be held. Motion to postpone was approved unanimously by polled vote.

13k RESOLUTION No. 12-22-1740 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$98,500 FROM THE SECURE RURAL SCHOOLS FUND RESERVES TO THE SECURE RURAL SCHOOLS FUND CIP FUND FOR THE HIGH SCHOOL AND MIDDLE SCHOOL FIRE ALARM REPLACEMENT PROJECT AND AUTHORIZING ITS EXPENDITURES

M/S: Powell/Morrison to approve Resolution No. 12-22-1740. Motion approved unanimously by polled vote.

13l Approval of a contract award to Sitka Electric Company in the amount of \$655,000 for the High School and Middle School Fire Alarm Replacement Rebid Project

M/S: Powell/Morrison to approve a contract award to Sitka Electric Company in the amount of \$655,000 for the High School and Middle School Fire Alarm Replacement Rebid project. Motion approved unanimously by polled vote.

13m Approval of a contract award to Schmolck Mechanical Contractors, Inc. in the amount of \$424,100 for the Recreation Center HVAC Upgrades Project

M/S: Morrison/Powell to approve a contract award to Schmolck Mechanical Contractors, Inc. in the amount of \$424,100 for the Recreation Center HVAC Upgrades project. Motion approved unanimously by polled vote.

13n Approval of a Sole Source Procurement, in Conformance with Section 5.10.050 (B) of the Wrangell Municipal Code, from NC Power Systems for a Caterpillar Generator in the amount of \$80,756 for the Nolan Center Standby Generator Upgrades project

M/S: Powell/Morrison to approve a Sole Source Procurement, in Conformance with Section 5.10.050 (B) of the Wrangell Municipal Code, from NC Power Systems for a Caterpillar Generator in the amount of \$80,756 for the Nolan Center Standby Generator Upgrades project. Motion approved unanimously by polled vote.

13o RESOLUTION No. 12-22-1741 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE BOROUGH TO ISSUE GENERAL OBLIGATION BONDS TO FINANCE THE MAJOR RENOVATION OF THE MIDDLE SCHOOL, HIGH SCHOOL, AND ELEMENTARY SCHOOL AND OTHER RELATED CAPITAL IMPROVEMENTS; FIXING CERTAIN DETAILS OF SUCH BONDS; AND AUTHORIZING THEIR SALE

M/S: Morrison/Powell to approve Resolution No. 12-22-1741. Motion approved unanimously by polled vote.

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

15. EXECUTIVE SESSION – None.

Regular Assembly Meeting adjourned at 8:56 p.m.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	January 10 th , 2023
	<u>Agenda Section</u>	6

RESOLUTION No. 01-23-1748 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE RECREATION COORDINATOR JOB DESCRIPTION AND AMENDING THE HOURLY-NON-EXEMPT WAGE AND GRADE TABLE

SUBMITTED BY:

Kate Thomas, Parks & Recreation Director

FISCAL NOTE:

Expenditure Required:

FY 20:	FY 22:	FY23:

Amount Budgeted:

	\$
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Account Number(s):

--	--

Account Name(s):

--	--

Unencumbered Balance(s) (prior to expenditure):

	\$XXXXXXX
--	-----------

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1) Resolution No. 01-23-1748 2) Recreation and Aquatics Coordinator Job Description (Proposed) 3) Non-Union Hourly Non-Exempt Wage & Grade Table 4) Recreation Coordinator Job Description (Original)

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. 01-23-1748.

SUMMARY STATEMENT:

The Recreation and Aquatics Coordinator Job Description has been updated to reflect the current responsibilities and needs of the department.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 01-23-1748

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE RECREATION COORDINATOR JOB DESCRIPTION AND AMENDING THE NON-UNION HOURLY WAGE & GRADE TABLE

WHEREAS, the Parks and Recreation Director's job description has been amended bringing the position duties current; and

WHEREAS, the current position title is Recreation Coordinator and the amended changes the title to Recreation and Aquatics Coordinator; and,

WHEREAS, the rate of pay, listed on the Hourly-Non-Exempt Wage and Grade Table for the Recreation and Aquatics Coordinator's position will remain the same to a 12 with the pay range now from \$18.45/hr. to \$23.19/hr.; and

WHEREAS, it is the desire of the Borough Assembly to amend the Recreation and Aquatics Coordinator's Job Description to ensure the position meets the needs of the organization.

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

Section 1. Exhibit "A" is the 2023 revised job description which describes the duties, responsibilities, and qualifications for the Recreation and Aquatics Coordinator.

Section 2. Exhibit "B" includes the amended Hourly-Non-Exempt Wage and Grade Table.

Section 3. The amended job description for the Recreation and Aquatics Coordinator position will be effective as of February 1, 2023.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, THIS 10th DAY OF January 2023.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell**Position Description**

Position: Recreation and Aquatics Coordinator	Position Number:
Department/Site: Parks and Recreation Facilities	FLSA: Non-exempt hourly
Evaluated by: Parks and Recreation Director	Salary Grade: 12

Summary

The Recreation and Aquatics Coordinator performs a wide variety of programming duties including planning, coordinating, and facilitating recreation and aquatics programs, activities, events and classes within the swimming pool, community center, parks, and trails of the Parks & Recreation Department.

Distinguishing Career Features

The Recreation Coordinator's task is to supervise and support in instructing various recreation and aquatics programs and classes, and to help the community through developing and promoting the same.

Essential Duties and Responsibilities

- Assists the Parks & Recreation Director in developing annual goals and work plans to include recreation and aquatics programming for all ages within the community.
- Facilitates and instructs various recreation and aquatics programs.
- Recommends and develops activities for children in grades K-12 as well as young children, adults and seniors.
- Assists with scheduling staff for swimming pool and community center operations.
- Prepares purchase recommendations for aquatics and recreation equipment and supplies to the Parks & Recreation Director.
- Recommends program expenses for the budget each fiscal year.
- Promotes and publicizes recreation and aquatics programs through fliers, radio broadcasts, newspaper articles and/or interviews and any other media programs utilized by the department.
- Performs head lifeguard duties including deck surveillance, water chemistry tests and act as a shift supervisor in the absence of the Director.
- Develops and oversees team of instructors within the learn-to-swim program and instructs lessons in support the overall mission of the program.
- Develops training plans and conduct weekly in-service safety meetings for lifeguard and recreation staff in accordance with American Red Cross standards. Tracks and documents all in-service meetings.
- Supports Director in recruiting, on-boarding, and training new staff.
- Performs administrative tasks and front desk duties including fee collection, attendance tracking, daily and weekly deposits, data entry, program registration, membership sales, and reservation management.
- Assists the Parks & Recreation Director with development and review of new and existing policies specific to recreation and aquatics programs and operations.
- Assists with sponsorship programs to increase revenues and program opportunities.
- Promotes and maintains positive community relations and acts as a role model for customer service.
- Performs other duties as assigned in support of the overall function of the department.

Qualifications**Knowledge and Skills**

- Requires knowledge of recreation and aquatics programs and program development for all age groups.

- Requires general knowledge of national lifeguard standards and best practices. As well as basic knowledge of daily responsibilities in aquatics centers.
- Requires general knowledge of swimming strokes and learn to swim standards.

Professional Abilities

- Requires ability to work flexible and extended hours base on program, staffing and facility needs. Must be able to work the various hours that the facilities are open (hours may vary from 5:30am-10pm, Sunday through Saturday).
- Requires the ability to identify, mitigate and respond to risks associated with aquatics and recreation programs to reduce potentially harmful outcomes to participants and the Borough.
- Requires the ability to plan, implement and evaluate recreation programs and make sound recommendations for improvement.
- Requires the ability to conduct program needs assessments to identify potential recreation programs.
- Requires the ability to build rapport with patrons of a broad age range and recreational interest.
- Requires the ability to work independently and collaboratively with volunteers, staff and the Director
- Requires the ability to adapt well to change, remain flexible and solution oriented.
- Requires the ability to learn computer programs including but not limited to Excel, Word, PowerPoint and Outlook.
- Ability to instruct Lifeguard, CPR and First Aid classes for employees and the public.

Physical Abilities

- Incumbent must be able to function effectively indoors and outdoors in a classroom, sports court, park, trail or similar environment while engaged in physical activity.
- Requires sufficient ambulatory ability to stand, walk and demonstrate activities for intermittent periods of time.
- Requires sufficient arm, hand, and finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment.
- Must be physically able to swim and perform other lifeguard duties such as in water rescues and CPR/AED.

Education and Experience

- Requires high school diploma.
- Two years of recreation and/or aquatics experience is preferred.

Licenses and Certificates

- Requires American Red Cross Lifeguard/First Aid Certificate and a CPR/AED Certificate.
- Requires Lifeguard Instructor certification or ability to gain one upon hire.
- Requires Swim Instructor Trainer certification or ability to gain one upon hire.
- Requires the ability to instruct Learn to Swim lessons or ability to gain certification to do so upon hire. Must possess a valid Alaska driver's license or ability to gain one upon hire.
- Certified Pool Operator Certificate or Aquatics Facility Operator Certificate preferred.

Working Conditions

Work is performed indoors at the swimming pool and community center where relative risks occur. Exposure to pool treatment chemicals may occur. Physical exertion may be required when assisting with pool rescues. Seasonal recreation programs may require additional hours spent outside the swimming pool and community center.

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. 01-10-1748

Effective January 10, 2023

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	14	Dispatch/Corrections Officer	18	Administrative Assistant - Police Corrections Sergeant
9	Library Assistant I	15	Public Works Administrative Assistant Tourism Assistant (res 12-22-1734)		Firemedic/Trainer Accounting Generalist/Technician
12	DMV Assistant Recreation and Aquatics Coordinator Library Assistant II Nolan Center Attendant - Museum Collection Nolan Center Coordinator	17	Police Officer Recruit Accounting Clerk II	21	Police Officer Probationary
				23	Police Officer
13	Accounting Clerk Utility Accounts Clerk Property & Sales Tax Accounting Clerk			25	Police Sergeant
				26	Police Lieutenant

City & Borough of Wrangell

Position Description

Position: Recreation Coordinator	Position Number:
Department/Site: Parks and Recreation/Community Center	FLSA: Exempt
Evaluated by: Parks and Recreation Director	Salary Grade: 12

Summary

Develops, organizes and manages; staff, contractors and volunteers in providing recreation and leisure activities for the community.

Distinguishing Career Features

The Recreation Coordinator's task is to supervise and support in instructing various recreational programs and classes, and to help the community through developing and promoting the same.

Essential Duties and Responsibilities

- Facilitates activities of recreational programs.
- Develops activities for children in grades K-12 and adult activities.
- Promotes and publicizes recreation programs through fliers, radio and newspaper.
- Performs head lifeguard duties and supervises the evening swims.
- Teaches learn-to-swim lessons.
- Performs administrative tasks including daily deposits, data entry, reservation management and policy and procedure updates.
- Role model customer service and patron relations.

Qualifications

- **Knowledge and Skills**

- Requires knowledge of recreation programs and recreation program development for all age groups.
- Requires general knowledge of national lifeguard standards and best practices. As well as basic knowledge of daily responsibilities in aquatics centers.

- **Abilities**

- Requires the ability to plan, implement and evaluate recreation programs and make sound recommendations for improvement.
- Requires the ability to conduct program needs assessments to identify potential recreation programs.
- Requires the ability to build rapport with patrons of a broad age range and recreational interest.
- Requires the ability to work independently and collaboratively with volunteers, staff and the Director.
- Requires the ability to adapt well to change, remain flexible and solution oriented.
- Requires the ability to learn, computer programs including but not limited to Excel, Word, PowerPoint and Outlook.

- **Physical Abilities**

- Requires sufficient ambulatory ability to stand, walk and demonstrate activities for intermittent periods of time.
- Requires sufficient arm, hand, and finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment.
- Must be physically able to swim and perform other lifeguard duties including CPR/AED.

▪ **Education and Experience**

- Requires high school diploma or equivalent, two years of recreation programming.
- Requires Lifeguard/First Aid and CPR/AED Certification or ability to gain certification upon hire.

▪ **Licenses and Certificates**

- Requires American Red Cross Lifeguard/First Aid Certificate and a CPR/AED Certificate.
- Must possess a valid Alaska driver's license or ability to gain one upon hire.

▪ **Working Conditions**

Work is performed indoors at the aquatics center where relative risks occur. Seasonal recreation programs may require additional hours spent outside the aquatics center.

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

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	January 10 th , 2023
	<u>Agenda Section</u>	6

RESOLUTION No. 01-23-1749 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE PARKS AND RECREATION DIRECTOR JOB DESCRIPTION

SUBMITTED BY:

Kate Thomas, Parks & Recreation Director

FISCAL NOTE:

Expenditure Required:

FY 20:	FY 22:	FY23:
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Amount Budgeted:

	\$
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Account Number(s):

Account Name(s):

Unencumbered Balance(s) (prior to expenditure):

	\$XXXXXXXX
--	------------

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1) Resolution No. 01-23-1749 2) Parks & Recreation Director Proposed Job Description 3) Parks & Recreation Director Original Job Description

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. 01-23-1749.

SUMMARY STATEMENT:

The Parks & Recreation Director Job Description has been updated to reflect the current responsibilities and needs of the department.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 01-23-1749

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF THE PARKS AND RECREATION DIRECTOR JOB DESCRIPTION

WHEREAS, the Parks and Recreation Director's job description has been amended bringing the position duties current; and

WHEREAS, the rate of pay, listed on the Non-Union Wage and Grade Table for the Parks and Recreation Director's position will remain the same to a 24 with the pay range now from \$5,358.06 to \$6,760.52; and

WHEREAS, it is the desire of the Borough Assembly to amend the Parks and Recreation Director Job Description to ensure the position meets the needs of the organization.

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

Section 1. Exhibit "A" is the 2023 revised job description which describes the duties, responsibilities, and qualifications for the Parks and Recreation Director.

Section 2. Exhibit "B" is the original job description for the Parks and Recreation Director.

Section 3. The amended job description for the Parks and Recreation Director position will be effective immediately.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, THIS 10th DAY OF January 2023.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell

Position Description

Position: Parks and Recreation Director	Position Number:
Department/Site: Parks and Recreation/Community Center	FLSA: Exempt
Evaluated by: Borough Manager	Salary Grade: 24

Summary

Plans, organizes, manages, coordinates, and participates in providing program of recreation, sports, and leisure activities for the community. Manages and evaluates programs, facilities, and staff who provide a wide variety of services and classes.

Distinguishing Career Features

The Parks and Recreation Programs Director is a supervisory management position that integrates recreation services such as but not limited to a city swimming facility, sports programs, interest-based recreation programs, and classes. The Director oversees the work of a team of seasonal help and independent contractors who deliver specific classes and programs. Advancement to Director requires compliance with the qualifications of the position and the ability to establish goals for the section based on community needs assessment, review of the accomplishments of teams and performance of individuals.

Essential Duties and Responsibilities

- Plans, and participates in the development of the park and recreation master plans that include services and capital enhancements.
- Plans, manages, and evaluates the work of assigned staff. Develops, implements, and monitors work plans to achieve recreation service goals and performance measures. Establishes performance requirements.
- Participates in developing budgets, specifically those for recreation. Administers and oversees service delivery according to approved budgets.
- Plans, organizes, integrates, oversees and participates in developing recreation, sports, and leisure programs.
- Facilitates, oversees, implements, and evaluates results of recreation needs assessments. Identifies, develops, recommends and implements curriculum and activities to meet those needs. Researches new and innovative programs and trends and adapts and introduces programs to meet community needs.
- Determines program facility, equipment and supply needs, optimizing the use of available space and resources. Oversees and monitors the purchase, distribution, care, use and maintenance of equipment and supplies. Maintains current supply and equipment inventories.
- Develops, communicates, and implements program schedules. Evaluates preliminary program schedules for registration and cost breakeven. Develops, oversees, and monitors registration and fee collection processes.
- Participates with various non-profit organizations, school officials, community groups and others in offering programs and services.
- Receives, investigates and resolves participant, volunteer, staff, citizen, community group, or community partner inquiries, concerns, complaints, and problems.
- Plans, designs, schedules, and implements events, classes, activities, shows, and tours for a diverse population of community members. Coordinates special programs such as, but not limited to, speakers, presenters, and exhibits.

- Researches, identifies and develops marketing and publicity plans and strategies for the City's recreation services. Oversees development and distribution of and writes and edits media releases, pamphlets, flyers, newsletters and other publicity materials for site activities, events and programs.
- Works with instructors, event leaders, presenters, volunteers or personally implements programs. Assures that adequate supplies, props, fixtures, and other materials are available to support programs.
- Maintains and updates financial, statistical, and program-specific data, reports, and records. Develops and maintains computer-aided databases of program information, including demographic information of participants and the community in general.
- Coordinates use and scheduling of facilities and fields with schools, community organizations, and sports groups.
- Maintains accurate attendance records. Collects and accounts for fees from classes and events. Prepares reports and other administrative communications.
- Assures safe and efficient operation of facilities such as swimming pools and community use centers. Identifies, directs, and resolves facility management/maintenance issues.
- Prepares complete, accurate and concise written reports and correspondence.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

- The position requires specialized professional knowledge of the theories, principles, practices, techniques, and procedures governing recreation program origination, selection, design, and delivery.
- Requires knowledge of the trends in the field of recreation, sport, and leisure activity programs.
- Requires advanced knowledge of research design and data collection methods for identifying program demand and trends.
- Requires in-depth knowledge of the rules associated with team play in a variety of sports.
- Requires working knowledge of the procedures used in establishing optimal facility use schedules.
- Requires working knowledge of human development concepts.
- Requires knowledge of safety requirements applicable to leading individuals in recreational activity.
- Requires knowledge of personal computers sufficient to access and use common office productivity software.
- Requires sufficient math skill to prepare cost summaries and statistics.
- Requires well-developed language skills to write course descriptions and promotional materials.
- Requires well-developed human relations skills to convey concepts and conduct training, and use courtesy when dealing with others.

▪ Abilities

- Requires the ability to plan, organize, manage and integrate the activities of a large recreation program to meet City and Borough business and public service objectives.
- Requires the ability to plan, implement, and evaluate recreation programs and make sound recommendations for improvement. Organizes work, sets priorities and exercises sound independent judgment within areas of responsibility.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations.

- Requires the ability to negotiate effectively on behalf of the City.
- Requires the ability to conduct program needs assessment to identify potential recreation programs.
- Requires the ability to develop and apply the rules, regulations, policies and procedures used by the department in connection with recreational activity.
- Requires the ability to facilitate activities with small groups in a variety of programs.
- Requires the ability to coordinate and participate and partner with other community organizations to design and implement programs.
- Requires the ability to work cooperatively with senior citizens.
- 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.

▪ **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors in a classroom, sports court, park trail or similar environment engaged in work of primarily a moderately active nature. Requires sufficient ambulatory ability to stand, walk and demonstrate activities for intermittent periods of time lift and move medium weight materials up to 50 pounds, and move to various work locations. Requires sufficient arm, hand, finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment. Requires normal hearing and speaking skills to communicate with staff and customers in one-on-one and small group settings. Requires visual acuity to read printed materials and labels and to observe customers who are performing physical activity.

▪ **Education and Experience**

The position typically requires a bachelor's degree in physical education, human services, recreation, or a related field and three years of progressively responsible experience in recreation programming and leadership.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

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

City & Borough of Wrangell**Position Description**

Position: Parks and Recreation Director	Position Number:
Department/Site: Parks and Recreation Facilities	FLSA: Exempt
Evaluated by: Borough Manager	Salary Grade: 24

Summary

Under the general supervision of the Borough Manager or designee; plans, directs, organizes, manages, coordinates, and participates in providing programs, events and activities of recreation, sports, and leisure activities for the community. Manages and evaluates programs, facilities, and staff who provide a wide variety of janitorial, maintenance and program services.

Distinguishing Career Features

The Parks and Recreation Director is a supervisory position that integrates recreation services such as but not limited to a swimming facility, athletic programs, interest-based recreation programs, special events and classes. The Director oversees all elements of operation including the year-round maintenance of parks and related facilities, management of full and part-time staff; development and oversight of the department budget, coordination and support of various boards and committees, facilitation of facility use and interest groups. Advancement to Director requires compliance with the qualifications of the position and the ability to establish goals for the section based on community needs assessment, review of the accomplishments of teams and performance of individuals.

Essential Duties and Responsibilities

- Responsible for all services and activities of the Parks and Recreation Department.
- Responsible for all park facilities routine maintenance.
- Responsible for the annual development and administration of the overall budgets for all Parks and Recreation departments, departmental functions and special projects. Assists Capital Facilities Director in evaluation of annual facility maintenance and major maintenance/capital project needs related to Parks and Recreation infrastructure.
- Oversees preventative and corrective maintenance workplans related to all Parks and Recreation buildings in support of the Capital Facilities building maintenance.
- Identifies the department's programmatic and operational scope of work, funding needs and funding sources from various local, State, Federal and other sources.
- Plans and participates in the development of the park and recreation master plans that include services, major maintenance, and capital improvement projects.
- Recruits, selects, trains, motivates, schedules, supervises and evaluates full time, part time, seasonal and volunteer staff; provide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Plans, organizes, integrates, oversees and participates in developing aquatics, recreation, sports, and leisure programs. Develops, implements, and monitors work plans to achieve recreation service goals and performance measures.
- Continuously monitors and evaluates the efficiency and effectiveness of Department methods, procedures and programs; assesses and monitors workload; identifies and implements opportunities for improvement; reviews with Borough Manager where appropriate.
- Provides staff support to the Borough's Parks and Recreation Advisory Board.
- Provides administrative assistance to the Borough Manager and the Assembly as requested by the Manager.
- Facilitates, oversees, implements, and evaluates results of recreation needs assessments. Identifies, develops, recommends and implements curriculum and activities to meet those needs. Researches

new and innovative programs and trends and adapts and introduces programs to meet community needs.

- Determines program facility, equipment and supply needs, optimizing the use of available space and resources. Oversees and monitors the purchase, distribution, care, use and maintenance of equipment and supplies. Maintains current supply and equipment inventories.
- Develops and implements Department policies, procedures, and fee schedules; evaluates equity and adequacy of policy and fee schedules on an on-going basis; make recommendations for revisions as needed.
- Develops, communicates, and implements program schedules. Evaluates preliminary program schedules for registration and cost breakeven. Develops, oversees, and monitors registration and fee collection processes.
- Maintains close contact with school officials, community groups, non-profits and agency leaders regarding program offerings and coordination of services.
- Responds to and resolves sensitive and difficult public inquiries and complaints.
- Plans, designs, schedules, and implements events, classes, activities, shows, and tours for a diverse population of community members. Coordinates special programs such as, but not limited to, conferences, speakers, presenters, and exhibits.
- Researches, identifies and develops marketing and publicity plans and strategies for the Borough's aquatics and recreation services. Develops, promotes and publicizes media releases, pamphlets, flyers, newsletters and other publicity materials for site activities, events and programs.
- Works with instructors, event leaders, presenters, volunteers or personally implements programs. Assures that adequate supplies, props, fixtures, and other materials are available to support programs.
- Maintains and updates financial, statistical, and program-specific data, reports, and records. Develops and maintains website, rec-management software and databases of program information, including demographic information of participants and the community in general.
- Prepares a variety of complex analytical and statistical written reports and correspondence, along with other administrative communications.
- Coordinates use and scheduling of facilities and fields with schools, community organizations, and sports groups.
- Assures safe and efficient operation of facilities such as swimming pools and community use centers. Identifies, directs, and resolves facility management/maintenance issues.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge of

- Theories, principles, practices, techniques, and procedures governing recreation program origination, selection, design, and delivery
- Current trends in the field of recreation, sport, and leisure activity programs.
- Research design and data collection methods for identifying program demand and trends.
- Principles of human resource management, supervision, training and performance evaluation.
- Principles of facility supervision, facilitation, and preventative maintenance.
- Recreational, social and cultural needs of the community.
- Rules, principles and safety standard requirements applicable to leading individuals in aquatics, recreation, sports and outdoor activity.
- Computer skills to operate Office 365 and various other programs and software.

Abilities

- Requires the ability to plan, organize, manage and integrate the activities of a large recreation program to meet City and Borough business and public service objectives.
- Requires the ability to plan, implement, and evaluate recreation programs and make sound recommendations for improvement. Organizes work, sets priorities and exercises sound independent judgment within areas of responsibility.

- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations.
- Requires the ability to negotiate effectively on behalf of the Borough.
- Requires the ability to conduct program needs assessment to identify potential recreation programs.
- Requires the ability to develop and apply the rules, regulations, policies and procedures used by the department in connection with recreational activity.
- Requires the ability to identify, mitigate and respond to risks associated with aquatics and recreation programs to reduce potentially harmful outcomes to participants and the Borough.
- Requires the ability to facilitate activities with small and large groups in a variety of programs.
- Requires the ability to coordinate and participate and partner with other community organizations to design and implement programs.
- Requires the ability to work cooperatively with senior citizens.
- 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 Borough.

Physical Abilities

Incumbent must be able to function effectively indoors and outdoors in a classroom, swimming pool, sports court, park, trail or similar environment engaged in work of a moderately active nature. Requires sufficient ambulatory ability to stand, walk and demonstrate activities for intermittent periods of time lift and move medium weight materials up to 50 pounds, and move to various work locations. Requires sufficient arm, hand, finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment. Requires normal hearing and speaking skills to communicate with staff and customers in one-on-one and small group settings. Requires visual acuity to read printed materials and labels and to observe customers who are performing physical activity.

Education and Experience

The position typically requires a bachelor's degree in physical education, human services, recreation, or a related field and three years of progressively responsible experience in the administration of recreational programs and social and cultural programs and services, including management and supervisory experience. Experience in parks and recreation facilities planning, as well as developing, planning, and implementing, and facilitating sports programs is required. An equivalent combination of relevant education and experience may be considered.

Licenses and Certificates

- Must possess a valid Alaska driver's license or ability to gain one upon hire.
- Requires a Certified Pool Operator license or ability to gain one upon hire.
- Lifeguard Instructor certification is preferred.
- Swim Program Coordinator or Instructor is preferred.

Working Conditions

Work is performed indoors at the swimming pool and community center where relative risks occur. Exposure to pool treatment chemicals may occur. Physical exertion may be required when assisting with pool rescues. Seasonal recreation programs may require additional hours spent outside the swimming pool and community center.

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.

BOARD ACTION**WRANGELL PUBLIC SCHOOL BOARD
REGULAR MEETING (PAGE 1)
DECEMBER 19, 2022****FOR DETAILS, CONTACT:**

BILL BURR
SUPERINTENDENT
DIRECT PHONE: 907-874-2347

- Approved the agenda as presented which includes the items on the consent agenda
 - Approved the minutes of the November 21, 2022, Regular School Board Meeting
 - Offered Shanlee Meissner an extracurricular contract for the position of Junior Class Advisor
 - Accepted the resignation of Tom Jenkins, IEA Director/Tutor and Peter Parks, Custodian
 - Approved the disposal/surplus of the Man Lift, Inventory #00159, and offer it to the public for auction on PublicSurplus.com
- Accepted the second reading of:
 - Board Policy 7012, Communications
 - Repealing Board Policy 7231, School Board Technology Usage
 - Board Policy 7324, Board Minutes
- Accepted the first reading of:
 - Board Policy 7020, Board Standards
 - Board Policy 7400, Evaluation of School Board Operational Procedures
- Reviewed Board Policy 7271, Board Member Code of Ethics
- Adjourned

MEMORANDUM

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

**FROM: JEFF GOOD
BOROUGH MANAGER**

SUBJECT: MANAGER'S REPORT

DATE: January 10, 2023

INFORMATION:

- LATCF language for Wrangell was included in the omnibus bill. This clears up language that will Treasury to award funding to Wrangell. We are working on setting up a meeting with Treasury and the Alaska Municipal League (who helped us get the language in the bill) to get the details on how much funding could possibly be available.
- Economic Development has a town hall to discuss the 6 mile property. I would like to thank all those that attended the meeting and provided input on the future of the property.
- We are working on the final language for the lease with Channel Construction for scrap metal at the 6 mile property.
- Streets staff put in a total of considerable overtime the past few weeks trying to address roads.
 - All locations were sanded at least 3 times.
 - The rain and freezing rain made efforts less effective and what wasn't being washed off seemed to freezing with a thin layer of ice over it.
 - We had quite a few vehicle assists.
 - We had a number of glaciers forming around town for various reasons that were addressed

Harbormasters Report January 2023

- **Administration:** Steve attended the annual Marine Expo in Seattle Washington December 15, thru the 17th. Every year Wrangell has a booth promoting the Harbors and Marine Service Center. With over 500 exhibitors from equipment companies, propulsion, builders, and suppliers this has been a great way to advertise the marine services industry of Wrangell. They also provide education sessions on business management, regulatory issues, and marine safety. This year seemed to have had as good of a turn out as pre covid.
 - We just received our 95% completion of the harbor security design, and we are planning to have a meeting with our design team RESPC in the coming week. I have included some of the information as an attachment with this report. So far costs seemed to be coming in below budget.
- **Harbors:** Training continues with the new hires, and they are picking it up quickly. We now have all our shifts covered with personnel. Still making some corrections when needed to cover for illnesses and vacation needs.
 - December 25th, we had a vessel sink at our Fish and Game Float and our float sustained major damage. Luckily the owner has insurance, and we will be

working with them to make the necessary repairs. We had a second vessel almost sink with help from our volunteer Fire Department it was pumped before it could fully submerge. I would like to give a shout out to our volunteer Fire Department for responding twice on Christmas day. These men and women are truly Wrangell's heroes.



- **Marine Service Center:** We finished up our last quarterly report for our storm water pollution prevention plan. I will be compiling all quarters into an annual report and submitting it to the State of Alaska DEC.
 - We will be shipping out our first container of abandoned vessels this month. Republic the company we use for disposal has switched everything to online formatting for approval to ship these special wastes containers and it has been difficult to use. Our account completely disappeared, and I had to start the process over. I am confident we are on the right track now so the process will become easier to navigate.

MEMORANDUM

TO: JEFF GOOD, BOROUGH MANAGER

FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR

SUBJECT: ECONOMIC DEVELOPMENT DEPARTMENT REPORT

DATE: January 10, 2023

Updates to the 11/22/22 Report

Hazardous Mitigation Plan: The Borough's Hazardous Mitigation was developed in 2019 and approved by FEMA in 2020. The plan is good for 5 years. Annual reviews and modification are required. In 2021, staff was still mostly occupied with COVID and the updates to the plan were delayed. In 2022, staff developed a series of recommended updates and submitted the plan to the Planning and Zoning Commission for review and approval. It is not required that annual reviews and modification have Assembly approval or FEMA approval. It is considered a working document. Updates were made based on emergency needs occurring from the major storms the last two years, needs recognized from project development or complications. The modifications submitted to the State is attached at the end of this memo.

6 Mile Zimovia Highway Deep Water industrial site: On December 14, 2022 a public forum to talk about the types of potential uses of the site was held at the Nolan Center. There were over 40 people in attendance and there were some very positive ideas that came from that forum. The Final report has been available online and is attached at the end of this Memo.

Old Hospital site: There were some interested individuals that met with staff to discuss possible development proposal for the site. They are proposing to submit more information to discuss with the Economic Development Committee and Planning and Zoning Commission in January prior to a formal proposal.

Alder Top Village Subdivision: (WCA provided historical place name for the area) The Corps of Engineers (COE) finally received the letter of concurrence from the State Historic Preservation Office (SHPO). The COE is requiring archaeological monitoring of the utility and road construction, a requirement we were anticipating after our meeting last fall. The COE is finalizing the review of the Section 404 fill permit. At that time, we will know the cost of the mitigation requirement and what is necessary for the "inadvertent discovery plan and monitoring plan".

CAPSIS: State of Alaska Legislative project database for potential state funding is open and Staff are entering the top 20 projects as approved by the Assembly by Resolution in December.

Thriving Community Grant: The Borough made an application to the US DOT Thriving Community Grant program. It is a technical assistant grant for communities over a two year period. The application was for the planning and development of the former mill site. Awards will be made in Spring.

AML Annual Conference: Staff attended the AML Annual conference in Anchorage. There were some very good sessions regarding issues of importance to all Alaska Communities. I met with their staff regarding their grant assistant program, including their transportation program. We have and continue to upload information about our many transportation needs to their hub so they are aware of our needs and will inform us of a matching opportunity at the State and Federal level. I also submitted last year's RAISE grant for the Wrangell Harbor Basin Redesign to their grant writers to review and comment for the applications due this February.

Planning and Zoning Codes: Staff met with the attorneys while in Anchorage to discuss a number of zoning issues. The Commission has developed some new zoning codes for the former Institute Property as well as to allow additional development options. The attorneys have provided comments and the Commission will review prior to the codes going to a public hearing.

Alaska DOT Community Transportation Projects/Transportation Alternative Projects (CTP/TAP): Staff completed the Notice of Intent to Apply (NOIA) for six projects:

- Alder Top Village Subdivision Phase I Road Development \$1.5M
- Sidewalk Rehabilitation (Case Avenue and McKinnon Street) \$650K
- Sidewalk Construction (Second Avenue) \$250K
- Commercial Business Road Resurfacing and Improvements (McKinnon, St Michaels, Campbell, Stikine Ave) \$15M
- Residential Roads Resurfacing and Improvements (Third Street, First Avenue, Mission, Second Avenue with sidewalks) \$15M
- Non-Motorized Transportation System, Phase II (Mt Dewey Spur to Evergreen Avenue) \$1.2M

This is a two-phase program with the NOIA being the first phase. DOT will determine eligibility of the proposed project. The second phase requires a full project application and identification of the required matching funds (9.03%) plus contingency. Projects submitted for the final application, after their initial review, includes Second Street Sidewalks and Commercial Business Road Resurfacing Improvements. AKDOT is working on the cost estimates then staff will complete the application.

Project Title: Second Avenue Sidewalk

Proposed Scope: This project will construct a new pedestrian sidewalk along Second Avenue, starting at termini of Mission Street and terminating at the intersection of Bennett Street. The sidewalk is proposed at approximately 1,200' in length and 5' in width.

Project Title: Commercial Business Road Resurfacing and Improvements

Proposed Scope: Rehabilitate St. Michael's St (325') and McKinnon Street (250') from Front Street to Church Street. Rehabilitate Campbell Drive (1,500') from Front St. to Brueger St. Project

includes rehabilitation to sidewalk and affected storm drain systems. There is existing sidewalk on both sides of Campbell and McKinnon. There is existing sidewalk on only one side of St. Michael's.

Below issues/projects are on-going with no additional updates

Economic Condition Report: The final economic conditions report of the economy through 2021 is available online at <https://www.wrangell.com/economicdevelopment/economic-conditions-report-2022> . This report will allow us to look at the impacts from the pandemic and compare it to pre-pandemic conditions. A Visitor Industry by the Numbers will be completed next spring once all 2022 numbers have been received.

Comprehensive Plan: Staff has been working with various committees on individual chapters of the 2010 Comp Plan to outline issues that need to be addressed in an update. The EDC suggested that with all the economic opportunity the Borough has with the former mill site, the old hospital site and the former Institute Property, that a strong proposal should be submitted to the Assembly to fund a comprehensive plan update. The document serves multiple purposes as a direction for community development, investment, and critical for grant applications as well.

Wrangell Convention and Visitor Bureau: Has begun work on a Tourism Plan that can identify organizational structure for a staff person and/or department, infrastructure needs for improving tourism opportunities and marketing elements to promote the community.

5 MITIGATION STRATEGY **UPDATES for 2022**

Section 5 – Mitigation Strategy addresses Element C of the Local and Tribal Mitigation Plan Regulation Checklists.

Regulation Checklist – 44 CFR 201.6 Local Mitigation Plans	
Element C: Mitigation Strategy	
C1. Does the Plan document each jurisdiction's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement § 201.6(c)(3))	
C2. Does the Plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement § 201.6(c)(3)(i))	
C3. Does the Plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement §201.6(c)(3)(i))	
C4. Does the Plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement §201.6(c)(3)(ii))	
C5. Does the Plan contain an action plan that describes how the actions identified will be prioritized (including cost benefit review), implemented, and administered by each jurisdiction? (Requirement §201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))	
C6. Does the Plan describe a process by which local governments will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement §201.6(c)(4)(ii))	
Regulation Checklist – 44 CFR 201.7 Tribal Mitigation Plans	
Element C: Mitigation Strategy	
C1. Does the plan include a discussion of the tribal government's pre- and post-disaster hazard management policies, programs, and capabilities to mitigate the hazards in the area, including an evaluation of tribal laws and regulations related to hazard mitigation as well as to development in hazard-prone areas? [44 CFR §§ 201.7(c)(3) and 201.7(c)(3)(iv)]	

5.1 AUTHORITIES, POLICIES, PROGRAMS, AND RESOURCES

The City and Borough of Wrangell existing authorities, policies, programs and resources available for hazard mitigation are listed in Table 16 through Table 18.

Table 16. Human and Technical Resources for Hazard Mitigation

Staff/Personnel	Principal Activities Related to Hazard Mitigation
City and Borough of Wrangell	
Planner or engineer with knowledge of land development and land management practices	The CBW has staff with this knowledge or works with planning and engineering consultants or contractors as needed
Engineer or professional trained in construction practices related to buildings and/or infrastructure	The CBW Director of Public Works and staff have this knowledge
Planner or engineer with an understanding of natural and/or human-caused hazards	The CBW Director of Public Works and staff have this knowledge

Table 16. Human and Technical Resources for Hazard Mitigation

Staff/Personnel	Principal Activities Related to Hazard Mitigation
CBW	
Floodplain Manager	The CBW does not have a Floodplain Manager
Surveyors	The CBW works with planning and engineering staff, consultants, or contractors as needed
Staff with education or expertise to assess the jurisdiction’s vulnerability to hazards	The CBW has staff with this knowledge or works with planning and engineering staff and consultants or contractors as needed
Personnel skilled in Geospatial Information System (GIS) and/or Hazards Us-Multi Hazard (Hazus-MH) software	The CBW contracts with a GIS professional to assist with map updates. Staff can prepare planning documents only.
Scientists familiar with the hazards of the jurisdiction	The CBW works with consultants or contractors as needed
Emergency Manager	The CBW’s Fire Chief and Police Chief and their staff have this knowledge
Finance (Grant writers)	CBW’s Economic Development Director fulfills this capacity
Public Information Officer	The Borough Manager
WCA and CCTHITA	
Planner or engineer with knowledge of land development and land management practices	The WCA works with planning and engineering consultants or contractors as needed. The CCTHITA has staff with this knowledge and works with planning and engineering consultants or contractors as needed.
Engineer or professional trained in construction practices related to buildings and/or infrastructure	The WCA works with planning and engineering consultants or contractors as needed. The CCTHITA has staff with this knowledge and works with planning and engineering consultants or contractors as needed.
Planner or engineer with an understanding of natural and/or human-caused hazards	The WCA works with planning and engineering consultants or contractors as needed. The CCTHITA has staff with this knowledge and works with planning and engineering consultants or contractors as needed.
Floodplain Manager	Neither tribe has this capability.
Surveyors	The WCA works with planning and engineering consultants or contractors as needed. The CCTHITA works with planning and engineering consultants or contractors as needed.
Staff with education or expertise to assess the jurisdiction’s vulnerability to hazards	The WCA works with planning and engineering consultants or contractors as needed. The CCTHITA works with planning and engineering consultants or contractors as needed.

Table 16. Human and Technical Resources for Hazard Mitigation

Staff/Personnel	Principal Activities Related to Hazard Mitigation
Personnel skilled in Geospatial Information System (GIS) and/or Hazards Us-Multi Hazard (Hazard-MH) software	The WCA works with planning and engineering consultants or contractors as needed. The CETHITA has staff with this knowledge and works with planning and engineering consultants or contractors as needed.
Scientists familiar with the hazards of the jurisdiction	The WCA has staff with this knowledge or works with planning and engineering consultants or contractors as needed. The CETHITA has staff with this knowledge or works with planning and engineering consultants or contractors as needed.
Emergency Manager	The WCA Executive Director fulfills this position as needed. The CETHITA President fulfills this position as needed.
Finance (Grant writers)	Tribal Bookkeeper as applicable.
Public Information Officer	The Borough Manager and Tribal Executive Director as jurisdictionally applicable.

Table 17. Financial Resources for Hazard Mitigation

Type	Administrator	Purpose	Amount
General Fund	Borough Assembly and Tribal Council	Program operations and specific projects.	Variable.
General Obligation Bonds	Borough Assembly and Tribal Council	Used for the construction and/or acquisition of improvements to real property broadly available to residents and visitors. Such facilities include but are not limited to: libraries, hospitals, parks, public safety facilities, and cultural and educational facilities.	Variable.
Special Tax and Revenue Bonds	Borough Assembly and Tribal Council	Used finance capital projects that: 1) have an identified budgetary stream for repayment (e.g., specified fees, tax receipts); 2) generate project revenue but rely on a broader pledge of general fund revenues to reduce borrowing costs; or 3) finance the acquisition and installation of equipment for the local jurisdiction's general governmental purposes.	Variable.
Indian Community Development Block Grants	HUD	Provides operational funds for tribal management activities	Project-specific.
Indian Environmental General Assistance Program	U.S. Environmental Protection Agency (EPA)	Provides funding for tribal environmental improvement activities	Project-specific.
Indian Housing Block Grant	HUD	Assists IRA Tribes with obtaining adequate housing	Variable.
Employment and Training Administration, Disaster Unemployment Assistance	Department of Labor	Provides disaster related unemployment by supporting employment and training activities	Variable.
Hazard Mitigation Grant Program (HMPG)	FEMA	Supports pre- and post-disaster mitigation plans and projects. Available to Alaska communities after a presidentially declared disaster has occurred in Alaska, administered by Alaska DHS&EM.	Project-specific.
Homeland Security Preparedness Technical Assistance Program	FEMA/DHS	Supports preparedness technical assistance activities in support of the four homeland security mission areas (i.e., prevention, protection, response, recovery) and homeland security program management.	Project-specific.
Assistance to Firefighters Grant Program	FEMA/U.S. Fire Administration	Provides equipment, protective gear, emergency vehicles, training, and other resources needed to protect the public and emergency personnel from fire and related hazards. Available to fire departments and nonaffiliated emergency medical services providers.	Project-specific.

Table 17. Financial Resources for Hazard Mitigation

Type	Administrator	Purpose	Amount
Land and Water Conservation Funds	U.S. Department of the Interior	Supports the protection of federal public lands and waters and voluntary conservation on private land.	Project-specific.
Community Action for a Renewed Environment	U.S. EPA	Offers financial and technical assistance offers an innovative way for a community to organize and take action to reduce toxic pollution (e.g., stormwater) in its local environment. Through this program, a community creates a partnership that implements solutions to reduce releases of toxic pollutants and minimize people's exposure to them.	Project-specific.
Clean Water State Revolving Fund	U.S. EPA	Provides low-cost financing to eligible entities on state and tribal lands for water quality projects, including all types of non-point source, watershed protection or restoration, estuary management projects, and more traditional municipal wastewater treatment projects.	Variable.
Flood Control and Coastal Emergencies	USACE	Authorizes the USACE under PL 84-99, Flood Control and Coastal Emergencies for emergency management activities. Under PL 84-99, the Chief of Engineers, acting for the Secretary of the Army, to undertake activities including disaster preparedness, advance measures, emergency operations (flood response and post flood response), rehabilitation of flood control works threatened or destroyed by flood, protection or repair of federally authorized shore protective works threatened or damaged by coastal storm, and provisions of emergency water due to drought or contaminated sources.	Project-specific.
The Cooperative Watershed Management Program	U.S. Department of the Interior Bureau of Reclamation	Supports WaterSMART strategy by providing funding to watershed groups to encourage diverse stakeholders to form local solutions to address their water management needs. Funding is provided on a competitive basis for watershed group development and watershed restoration planning and implementation of watershed management projects.	Project-specific.
Weatherization Assistance Program	U.S. Department of Energy (DOE)	Reduces energy costs for low-income households by increasing the energy efficiency of their homes. It is the nation's single largest residential whole-house energy efficiency program. The program works through local weatherization agency. Once DOE awards the grants, states contract with more than 700 local agencies nationwide to deliver services. All work is energy-related, and does not include new roofing, siding, or similar structural improvements. The average expenditure is \$6,500 per home.	\$6,500 per project

Table 17. Financial Resources for Hazard Mitigation

Type	Administrator	Purpose	Amount
Renewable Energy Fund (REF)	Alaska Energy Authority	Provides funding for the development of qualifying and competitively selected renewable energy projects in Alaska. The program is designed to produce cost-effective renewable energy for both heat and power For Fiscal Year (FY) 2019, \$11 million has been allocated by the governor to fund the REF. This program runs through 2023.	Project-specific.
Wood Innovation Program	U.S. Department of Agriculture	Created to substantially expand and accelerate wood energy and wood products markets throughout the United States to support forest management needs. A minimum of a 50% of the total eligible costs must come from a non-federal source. In FY 2018, \$8 million in federal funding was awarded to fund 34 projects.	Project-specific.

Table 18. Legal and Regulatory Resources for Hazard Mitigation

Name	Description	Hazards Addressed
Comprehensive Plan	Road map for community change	Physical environment and community history include: severe weather, erosion/coastal storm surge, wildfire. Plan needs to be updated ^d
Land Use Plan	Guides local permitting process	All
Emergency Response Plan	Guides emergency response	All
Building Code	Defines safe building practices ensuring long-term community goals are not threatened	All
Zoning Ordinances	The CBW exercises this authority	
Subdivision and special purpose ordinances	The CBW exercises this authority	

5.2 NFIP PARTICIPATION

The City and Borough of Wrangell no longer participates in the National Flood Insurance Program. The City and Borough of Wrangell does not have a repetitive flood property inventory that meets NFIP criteria as the loss thresholds are substantially below FEMA values.

5.3 MITIGATION GOALS

Mitigation goals are defined as general guidelines that explain what a community wants to achieve in terms of hazard and loss prevention. Goal statements are typically long-range, policy-oriented statements representing community-wide vision. For the 2020 MJHMP, the overarching goal is for Wrangell to be a disaster resilient community. A disaster resilient community is able to prepare for, respond to, and recover from adverse hazards and disasters. According to laresilience.org, “in the resilience framework, less emphasis is placed on traditional, individually focused preparedness efforts... building community resilience is really about making communities stronger.”

5.4 POTENTIAL MITIGATION ACTIONS AND PROJECTS

Mitigation actions and projects help achieve the goals of the Mitigation Plan. Potential mitigation actions to be considered are listed below in Table 19. This list addresses every hazard profiled in this plan and is based on the plan’s risk assessment as well as lessons learned from recent disasters. It was developed using: FEMA success stories and best management practices; FEMA job aids; local and regional plans and reports; and input from subject matter experts and guided by the Wrangell planning team.

The committee determined that high priority activities are essential to remedy or prevent a major health/safety hazard. They meet FEMA HMA grant criteria, including project eligibility, benefit-cost, and performance period. Medium activities are important in building a culture and practice of disaster resilience that will prevent new risks. They do not necessarily require and/or meet FEMA HMA grant criteria (but may qualify for other state and federal funds). Low priority projects still require further investigation toward developing a more comprehensive project idea. There are notes about project status from the legacy plan.

Table 19. Potential Mitigation Actions and Projects

Hazard	Description	Pros	Cons	Priority	Legacy HMP Status
Multiple	Develop a public outreach and education programs regarding potential hazard impacts and personal planning preparations (annual health fair, educational fliers, school visits, high school senior project, hazard awareness week).	Life/Safety issue Risk reduction Benefit to entire community Inexpensive	Staff time	High	Not completed: Staff acquiring funding and resources.
Multiple	Develop a list of internal and external suppliers of equipment, supplies (batteries, shovels etc.), medical supplies (i.e. voluntary registry of equipment such as earthmoving, generators, etc.).	Life/Safety issue Risk reduction Benefit to entire community Inexpensive	Staff time	Medium	
Multiple	Develop or refine local emergency announcement procedures and back up plans.	Life/Safety issue Risk reduction Benefit to entire community Inexpensive	Staff time	Medium	
Multiple	Obtain and install a Siren Warning system to alert for various emergencies or disasters	Life/Safety issue/Risk reduction Benefit to entire community Federal and State assistance available	Staff time, >\$50,000	High	Not completed: Staff acquiring funding and resources.
Multiple	Develop and install a signage program for hazards posted at key facilities or locations.	Life/Safety issue Risk reduction Benefit to entire community	Staff time, >\$5,000	Medium	
Multiple	Develop alternative water sources: Investigate further feasibility of Sunrise Lake; Consider Desalination; Investigate SMB water supply and hooking into existing system; Explore water opportunities from Institute Creek, the 6.5 mile mill creek for emergency use and hooking into existing system	Risk and damage reduction. Benefit to entire community.	Staff time. Research into feasibility necessary. Potentially expensive	Medium	As of 2022, partial funding for the By-pass line to upper reservoir has been obtained. Engineering design almost completed.

Multiple	Adoption of building codes, standards and policies that will protect the health safety and general welfare of the public, including for critical services and facilities	Risk and damage reduction. Benefit to entire community		Medium	
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Table 19. Potential Mitigation Actions and Projects

Hazard	Description	Pros	Cons	Priority	Legacy HMP Status
Earthquake Multiple	Complete Dam stabilization and replacement This should be also in Flood and Erosion, ground Failure, Severe Weather hazards	Life/Safety Issue Benefit to entire community Federal funding may be available	Expensive, at least \$500,000	Medium High	As of 2022, Lidar has been flown of the reservoir area, drilling of the dam for stabilization has been conducted, and a feasibility report prepared.
Earthquake	Integrate hazard construction methodologies into newly constructed infrastructure and public buildings.	Benefit to entire community Risk reduction	Staff time	High	
Earthquake	Identify buildings and facilities that must be able to remain operable during and following an earthquake event.	Life/Safety issue/Risk reduction Benefit to entire community Inexpensive State assistance available	Staff time	High	Not completed: Staff acquiring funding and resources.
Earthquake	Contract a structural engineering firm to assess the identified buildings and facilities to determine their structural integrity and devise a strategy to improve their earthquake resistance.	Benefit to entire community Risk reduction	Feasibility and need analysis needed. 1 – 5 years	Medium	Not completed: Staff acquiring funding and resources. PSB has been completed.
Flood and Erosion	Provide public awareness and response education for residents within the potential flood impact zone of the reservoir dams	Benefit to entire community Risk reduction	Staff time	Medium	
Flood and Erosion	Develop a storm Water management plan for sheet flood prone areas of town	Life/Safety issue/Risk reduction Benefit to entire community Federal and State assistance available	Staff time, >\$50,000	Medium	
Ground Failure	Continued public education.	Life/Safety issue/Risk reduction Benefit to entire community	Mapped landslide zones do not exist at this time.	High	Not completed: Staff acquiring funding and resources.

Table 19. Potential Mitigation Actions and Projects

Hazard	Description	Pros	Cons	Priority	Legacy HMP Status
		Federal and State assistance available			
Ground Failure	Conduct studies of unstable soils	Life/Safety issue/Risk reduction Benefit to entire community Federal and State assistance available	Mapped landslide zones do not exist at this time. 5+ years to implement	High	Not completed: Staff acquiring funding and resources. Lidar became available in 2022 for reservoirs and Mt. Dewey. Need analysis surrounding Mt. Dewey,, Reservoirs, 2-4 Mile Zimovia Highway and in Wrangell West Subdivision past Pats Creek.
Tsunami	Siren and lights at both ends of town for Tsunami and other hazardous warnings	Life/Safety Project	Staff time, >\$50,000	High	
Tsunami	Inundation Mapping	Life/Safety Issue Benefit to entire community Federal funding may be available	Expensive, at least \$100,000	Medium	Not completed: Staff acquiring funding and resources. Inundation mapping for dam breach is available.
Tsunami	Update Wrangell's Emergency Operations Plan, as needed	Life/Safety issue/Risk reduction Benefit to entire community Inexpensive State assistance available 1 – 5 years, or as needed.	Staff time	Medium	Not completed: Staff acquiring funding and resources.
Volcanic Ash	Provide adequate supplies of breathing apparatus for vulnerable populations, first responders, and critical facility crews.	Life/Safety issue/Risk reduction Inexpensive	Staff time, >\$50,000	Medium	
Volcanic Ash	Determine needs of equipment that may be needed during an event to assure its continued and safe operation	Life/Safety issue/Risk reduction Inexpensive	Staff time	Medium	

Severe Weather	Research and consider instituting the National Weather Service program of “ <i>Storm Ready</i> ”.	Life/Safety issue Risk reduction Benefit to entire community	Staff time	High	Not completed: Staff acquiring funding and resources.
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Table 19. Potential Mitigation Actions and Projects

Hazard	Description	Pros	Cons	Priority	Legacy HMP Status
		Inexpensive State assistance available			
Severe Weather	Increase water storage capacity: Dredge existing reservoirs and perform stump removal; Install a bypass line to the upper reservoir	Life/Safety Issue Benefit to entire community Federal funding may be available	Expensive, at least \$100,000	Medium High	As of 2022, partial funding for the By-pass line to upper reservoir has been obtained. Engineering design almost completed
Severe Weather	Increase back up power generation: Purchase Generators to provide enough back up power to provide essential services and sustain community; Purchase portable generating units for needs for vulnerable populations (elders, medical); Purchase portable generating units for essential services (water plant, 5 mile fire substation); Explore alternative power sources such as wind and solar for emergency services; Work with Alaska Dept. of Transportation to purchase back up generator for the airport	Life/Safety Issue Benefit to entire community Federal funding may be available	Expensive, at least \$100,000	Medium	Mobile generators have been purchased for use with Sewer Pump Stations Node 4 and Node 6 and the Airport. A new larger generator is being engineered for the Nolan Center for the Community Shelter.
Severe Weather	Encourage weather resistant building construction materials and practices.	Risk and damage reduction. Benefit to entire community.	May require ordinance change. Potential for increased staff time. Research into feasibility necessary. Political and public support not determined. 1 – 5 year implementation	Medium	Not completed: Staff acquiring funding and resources.
Wildland Fire	Develop a local coordinated response and communication channel with the USFS.	Life/Safety issue/Risk reduction Inexpensive	Staff time	Low	

Table 19. Potential Mitigation Actions and Projects

Hazard	Description	Pros	Cons	Priority	Legacy HMP Status
Wildland Fire	Develop a local Smokey Bear awareness campaign with the USFS to educate against fires and mitigate fire threats	Life/Safety issue/Risk reduction Inexpensive Benefit to entire community	Staff time	Medium	
Wildland Fire	Develop, adopt, and enforce burn ordinances that control outdoor burning, require burn permits and restricts open campfires during identified weather periods (wind, dry etc.)	Life/Safety issue Risk reduction Benefit to entire community Inexpensive	Staff time	High	

5.5 MITIGATION ACTION PLANS

A mitigation action plan is a prioritized list of proposed mitigation projects and actions that a community hopes to implement to reduce its' risks and vulnerabilities. The 2020 mitigation action plan is shown in Table 20. Based on the prioritization criteria developed for Table 19, medium and high priority projects were selected for the mitigation action plan. These prioritized projects are to be pursued by CBW, WCA, and the CCTHITA over the next five years.

Table 20. Mitigation Action Plan

Description	Jurisdiction	Potential Funding	Timeframe	Priority
Develop a public outreach and education programs regarding potential hazard impacts and personal planning preparations (annual health fair, educational fliers, school visits, high school senior project, hazard awareness week).	Borough, Tribe DCRA DHS&EM	Borough DCRA DHS&EM	<1 year	High
Develop a list of internal and external suppliers of equipment, supplies (batteries, shovels etc.), medical supplies (i.e. voluntary registry of equipment such as earthmoving, generators, etc.).	Borough, Tribe	Borough and Tribal Budget	Ongoing	Medium
Develop or refine local emergency announcement procedures and back up plans.	Borough, Tribe DCRA DHS&EM	Borough and Tribal Budget	Ongoing	Medium
Obtain and install a Siren Warning system to alert for various emergencies or disasters	Borough DCRA DHS&EM	HMGP grant	2-3 years	High
Develop and install a signage program for hazards posted at key facilities or locations.	Borough	Borough and Tribal Budget	>1 year	Medium
Develop alternative water sources: Investigate further feasibility of Sunrise Lake; Consider Desalination; Investigate SMB water supply and hooking into existing system; Explore water opportunities from Institute Creek, the 6.5 mile mill creek for emergency use and hooking into existing system	Borough DCRA DHS&EM	HMGP grant	3-5 years	Medium
Complete Dam stabilization and replacement	Borough	Flood Control and Coastal Emergencies funding	3-5 years	Medium High
Integrate hazard construction methodologies into newly constructed infrastructure and public buildings.	Borough	Borough and Tribal Budget	>1 year	High
Identify buildings and facilities that must be able to remain operable during and following an earthquake or other high hazard event.	Borough DHS&EM FEMA	State Grants	>1 year	High

Table 20. Mitigation Action Plan

Description	Jurisdiction	Potential Funding	Timeframe	Priority
Contract a structural engineering firm to assess the identified buildings and facilities to determine their structural integrity and devise a strategy to improve their earthquake resistance.	Borough DHS&EM	State Grants PDM	1-2 years	Medium
Provide public awareness and response education for residents within the potential flood impact zone of the reservoir dams	Borough	Borough and Tribal Budget	>1 year	Medium
Continued public education for hazard mitigation, storm ready, fire prevention and other hazards.	Borough, Tribe	Borough and Tribal Budget	Ongoing	High
Conduct studies of unstable soils, key areas include Mt. Dewey, reservoirs, 3 mile Zimovia area, Wrangell Island West area, 6 mile bluffs.	Borough DHS&EM	State Grants PDM	>1 year	High
Siren and lights at both ends of town for Tsunami and other hazardous warnings	Borough DHS&EM	PDM or HMGP State DHS&EM/ NOAA (NTHMP), State DHS&EM / Homeland Security Grants	>1 year	High
Inundation Mapping (see attached for the Dam failure inundation map)	State DHS&EM NOAA/NTHMP	NOAA/NTHMP	>5 years	Medium
Update Wrangell's Emergency Operations Plan, as needed	Borough	DHS&EM/local funds	As needed	Medium
Provide adequate supplies of breathing apparatus for vulnerable populations, first responders, and critical facility crews.	Borough	Borough and Tribal Budget	>1 year	Medium
Determine needs of equipment, ie high vis equipment, that may be needed during an event to assure its continued and safe operation	Borough	Borough and Tribal Budget	>1 year As needed	Medium
Provide hazardous materials operation training for first responders and provide necessary equipment to carry out response	Borough		>1 year	Medium
Research and consider instituting the National Weather Service program of "Storm Ready".	Borough NWS	Borough and Tribal Budget	<1 year	High
Increase water storage capacity: Dredge existing reservoirs and perform stump removal; Install a bypass line to the upper reservoir	Borough DHS&EM	Flood Control and Coastal Emergencies funding	2-3 years Partial funding obtained for by-pass	Medium High

Increase back up power generation: Purchase Generators to provide enough back up power to provide essential services and sustain community; Purchase portable generating units for needs for vulnerable populations (elders, medical); Purchase portable generating units for essential services (completed for Sewer pump stations Node 4 and Node 6); Explore alternative power sources such as wind and solar for emergency services; Work with Alaska Dept. of Transportation to purchase back up generator for the airport	Borough DHS&EM	HMGP grant/Assistance to Firefighters Grant Program grants	2-3 years	Medium
Encourage weather resistant building construction materials and practices.	Borough	Borough and Tribal Budget	<1 year	Medium
Adoption of building codes, standards and policies that will protect the health safety and general welfare of the public, including for critical services and facilities	Borough		<1 year	Medium

Table 20. Mitigation Action Plan

Description	Jurisdiction	Potential Funding	Timeframe	Priority
Develop a local Smokey Bear awareness campaign with the USFS to educate against fires and mitigate fire threats	Borough USFS	Borough and Tribal Budget	<1 year	Medium
Develop, adopt, and enforce burn ordinances that control outdoor burning, require burn permits and restricts open campfires during identified weather periods (wind, dry etc.)	Borough	Borough and Tribal Budget	Ongoing	High
Identify potential impacts of climate change to infrastructure and essential services	Borough and Tribe		Ongoing	Medium
Map critical infrastructure	Borough		< 1 year	Medium
Complete a community wide readdressing project with a link to the 911 system for emergency responders	Borough		2-4 years	High
Encourage staff and responder online training opportunities				
Elevate Sewer Pump Stations where near shoreline				
Complete the connection between the Spur road and Pats Creek Road and provide road upgrades for an alternative safety route to town for services and medical needs.				
Include Hazard mitigation planning and action plan in all plan updates including the Comprehensive Plan, transportation plan, tourism plan, harbor plan.				
Develop a comprehensive Storm Water management plan; Develop subarea plans for areas of new development	Borough		2-5 years	High

5.6 PLAN INTEGRATION

After MJHMP adoption, each planning team member will strive to that the MJHMP, in particular each

mitigation action project, is incorporated into existing planning mechanisms such as their Comprehensive Plan, Economic Development or Business Plan, and Bureau of Indian Affairs Indian Reservation Roads Plan, as well as seeking other integration opportunities where appropriate. The MJHMP planning team will achieve this by undertaking the following activities.

- Review city and tribal regulatory tools to determine where to integrate the mitigation philosophy and implementable initiatives within current and future planning mechanisms.
- Work with pertinent community entities to implement MJHMP philosophies and mitigation strategy initiatives (including the MAP) into relevant current and future planning mechanisms (i.e. Comprehensive Plan, Economic Development Plan, Capital Improvement Project List, Transportation Improvement Plan, etc.).

5.7 PROGRESS IN LOCAL MITIGATION EFFORTS

The City and Borough of Wrangell's Capital Improvement Projects list (Table 21) contains data for Fiscal Year ~~2017-2018~~ **2022-2024** data. The Tribes did not participate in the legacy HMP **or in this current plan because they did not adopt a resolution in support of the plan within 12 months of completion.**

Table 21. Proposed Wrangell Capital Budget Requests

CIP and Project Priority List for 2023-2024							
Priority	Project Name						Cost
1	Upper Reservoir Bypass						\$ 3,540,000.00
2	Public Safety Building Rehabilitation						\$ 16,000,000.00
3	Alder Top Village Subdivision, Ph I Development: Roads and Utilities						\$ 2,200,000.00
4	Wastewater Treatment Upgrades to Address 301(H) Waiver for Seco						unknown
5	Dams Stabilization and Improvements						\$ 10,500,000.00
6	Wrangell Road Resurfacing Phase I (Downtown Corridors)						\$ 2,500,000.00
7	Barge Ramp Replacement						\$ 20,000,000.00
8	Meyers Chuck Harbor Replacement						\$ 2,566,000.00
9	Diesel Generation Power Plant Replacement						\$ 15,000,000.00
10	Zimovia Highway and Shoemaker Loop Sewer System Upgrades						\$ 750,000.00
11	Wrangell Harbor Basin Replacement						\$ 30,000,000.00
12	6-Mile (Former Mill) Property Development						unknown
13	Wrangell Road Resurfacing Phase II (Residential Corridors)						\$ 2,500,000.00
14	Non-Motorized Trail Expansion, Phase II						\$ 1,000,000.00
15	Second Avenue Sidewalk for Pedestrian Safety						\$ 200,000.00
16	Community Addressing						\$ 300,000.00
17	Life Safety Alternative Transportation Access						unknown
18	Low Pressure Water Main Replacement (Ash/Zimovia Ave/Lemeuix)						\$ 1,000,000.00
19	Swimming Pool EPDM Flat Roof Replacement						\$ 350,000.00
20	Wrangell School Facilities Improvements						\$ 10,000,000.00

~~Table 21. Proposed Wrangell Capital Budget Requests~~

December 14, 2022

Public Forum

**6 Mile Zimovia Deep Water Industrial Site
(Former Mill Property)**

The purpose of the community forum was to identify property concerns, potentials, and types of uses that the community would like to see or would accept at the former mill site. It was to encourage a general discussion of a broad brush of possibilities and opportunities as identified by participants. A brief slide show was provided at the beginning regarding current property status information. Over 40 participants were then divided into 5 small work groups and led through a series of activities and discussions to ultimately provide KEY INSIGHTS regarding the property. Chris Mertl of Corvus Design was the forum facilitator.



Small Group Discussions and Outcome

Each individual participant was asked to provide three STRENGTHS of the property – what makes this property valuable to the community for economic opportunity. The list of STRENGTHS includes:

Site Strengths (the number indicates the number of individuals who listed it as a strength):

- 16 Deep water port
- 14 Size
- 7 Accessible by Water and Road
- 6 Accessible Waterfront

5 Out of town but still close/location
isolated/
5 level terrain
5 Open for development and expansion
opportunities
4 Road Access
2 Close to Utilities
Dock
Electrical possible
Build ready
Multi-use potential
Alternative location for downtown
industrial activity
View
Good Looking



Participants were then asked to individually provide three WEAKNESSES of the property – concerns regarding future development. The list of WEAKNESSES includes:

Site Weaknesses (the number indicates the number of individuals who listed it as a strength):

10 Distance to town and amenities/ transportation
8 Fill condition/contaminants/sawdust fill
8 Cost to improve/significant investment to improve
5 Poor Bulkhead condition and expensive to repair/reconstruct
5 No infrastructure
4 Age of site and buildings/ structural integrity
3 No dock
3 Proximity to residential/ impact to homes/ noise
Is it Too far from town and is wrangell
equipped for major tourism
development
Bike path doesn't extend to site
Will take Time to improve
Bad Access from road
Keep Channel construction or push
out?
Ramp not developed
Old mill office and lots at entrance not
available
Sunken Vessels
Site surface poor condition
Undeveloped
Small area for multiple uses
Big pile of sawdust remains
Extensive site Repair needs



Each Group then worked together through a series of exercises. This required considerable discussion and thought by each group to ultimately arrive at the group's KEY INSIGHTS, or pieces of advice regarding site opportunities and development.

- 1) **TEAM NAME:** Each group was first asked to provide a TEAM NAME, as the group would be reporting back to all participants along the way. This was a means to talk together, laugh, and reach an easy decision prior to more intense discussion.
- 2) **OPPORTUNITIES:** Each member on each TEAM was asked to provide three community needs. Those needs were written on sticky notes and placed on the recording sheet.
- 3) **LOCATIONS:** The OPPORTUNITIES identified in Step 2 were then separated based on where it was best located within the community. Should the OPPORTUNITY only happen or a best fit for the former mill site; Could the OPPORTUNITY be located either at the former mill site or elsewhere within town; Or, is the OPPORTUNITY best suited for another location than the former mill site.
- 4) **SUPPORT NEEDS:** The next discussion required each TEAM to select four OPPORTUNITIES that should or could be at the former mill site and write down for each the SUPPORT NEEDS – such as facilities or services – that are essential to its success.
- 5) **ENHANCEMENTS:** TEAM members were to identify other ENHANCEMENTS that would be needed on site base on development scenarios identified by the four OPPORTUNITIES and SUPPORT NEEDS.
- 6) **FUTURE HEADLINE:** TEAMS were to come up with a HEADLINE that might appear 20 years in the future.
- 7) **KEY INSIGHTS:** Based on the discussion to this point, each TEAM was asked to identify three KEY INSIGHTS, pieces of advice, main issues or concerns that continued surface during discussion.

The attachment to this document identifies the results of each exercise by TEAM. Following is a complete listing of all responses by EXERCISE.



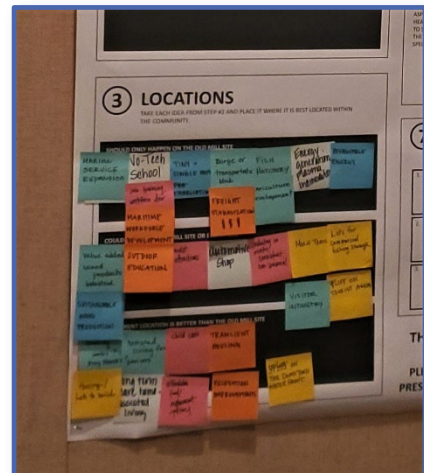
1) TEAM NAMES:

Old Cool Guys and the Youngin'
 Yellow-Bellied Sap Suckers
 Progressives
 What's Cooking
 Bear Grease

2 and 3) COMMUNITY NEEDS/OPPORTUNITIES (All Teams)

Mariculture
 Scrap Recycling
 Plasma Burner
 3 international corridors with Canada
 Tourism
 New vendors
 Larger Travel Lift to expand marine services
 Move Barge Lines
 Added Value logging – kit homes
 Lease/sell lots once developed
 Year-round employment
 Property on Tax rolls
 Mining processing complex
 Small Coast Guard Station
 Cultural Tourism
 Recycling Center
 School/Education Reform
 Child Care Facility
 Telecommunications- Live here work online
 Housing
 Expand Marine Service Center
 Tourism
 College/Technical School
 Relocation of Barge Lines to site
 Opportunity to get Industrial out of downtown
 A more attractive and workable waterfront
 Expand shipyard
 Expand Marine Industry
 Value Added resource production
 Potential green power development
 New Barge facility
 More economic Diversity
 Long-term employment in year-round enterprise
 – Light industrial
 Centralized SE Waste disposal
 Opportunities in energy development
 Housing
 Stable Workforce
 Jobs
 Industry Diversification

Infrastructure
 Large Vessel Shipyard
 Tourism Expansion
 Larger Barge Facility
 Energy Generation – Plasma incinerator
 Renewable energy
 More industry
 Tourist attractions
 Automotive Shop
 Non-Seasonal industry
 More trails
 Lots for commercial fishing storage
 Tourism area improvements
 Childcare
 Housing
 Lots to build
 Long-term care/assisted Living
 Transient Housing
 Recreation improvements
 Affordable food
 Restaurant options
 Uplift on the downtown waterfront
 Vo-tech School
 Marine Service Center expansion
 Barge or transportation Hub
 Visitor Industry



4) SUPPORT NEEDS (the four selected OPPORTUNITIES of each TEAM and SUPPORT

NEEDS essential to the success of that OPPORTUNITY:

Expansion of Marine Service Center/Larger

Travel Lift:

Major Grant funding

Merchants

Utilities

Bulkhead

Marine Barge Lines:

Bulkhead

Dock

Lease/Sell Lots Once Developed:

Design Lots

Site Development

Utilities

Value Added Logging/Kit homes:

Utilities

Survey Lots

Expand Marine Service Center

Deep Water Landing

Travel Lift

Dock for haul out

Chandlery

Relocation of Barge Lines to former mill site

Utilities

Barge ramp

Security Fencing

Office

Tourism:

Utilities – Bathrooms

Dock and Terminal

Transportation

College/vo-tech:

Utilities

Buildings

Transportation

Dormitory

Larger Marine Service Center:

Dock Development

Utilities

Earthwork

Lift equipment

Covered Work Areas

Shuttle/Transportation

Year Round Long-term employment

Utilities

Earthwork

Vendor Space

Barge Facility

Bulkhead

Barge ramp/dolphins

Utilities

Earthwork

Economic Diversity:

Utilities

Earthwork

Vendor space/Jobs/businesses

Renewable resource/recycling stream

Industry Diversification:

Energy Plan

Centralized Waste

Large Vessel Ship Yard:

New Lift

Reinforced Platform

Utilities

Plat

Tourism Expansion:

Move Barge companies

New ramp

Bulkhead

Utilities

Infrastructure:

Lift stations

Sewer Main

Electric Distribution

Possible Water Capacity

Buildings

Marine Service Center Expansion:

Additional Travel Lift

Lease Land

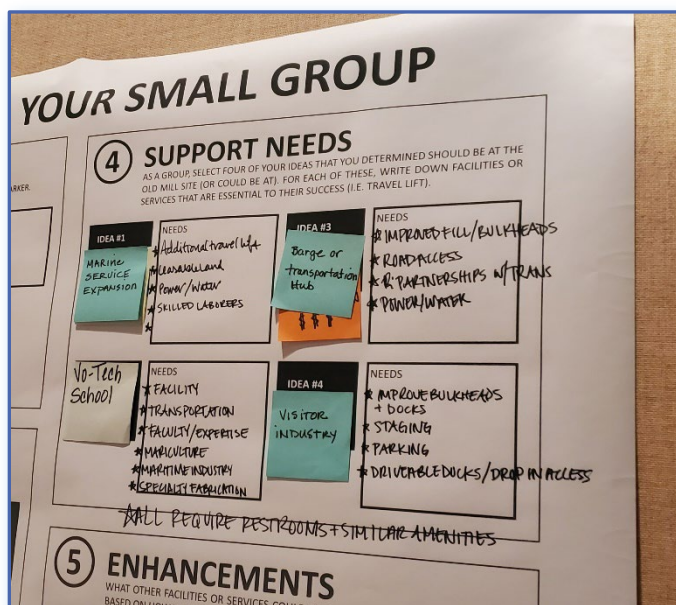
Power/Water

Skilled Laborers



Vo-Tech School:
 Facility
 Transportation
 Faculty Expertise
 Mariculture
 Marine Industries
 Specialty Fabrication

Barge or Transportation Hub:
 Improved fill/bulkheads
 Road Access
 Partnerships with Transportation providers
 Power/Water
 Visitor Industry:
 Improve bulkheads/docks
 Staging
 Parking
 Drivable Docks/Drop in Access



5) OTHER ENHANCEMENTS (other services identified by all TEAMS that would be needed on site to benefit the four OPPORTUNITIES):

Vendors
 Trade School
 Apprenticeships
 Food Trucks or shops
 Marketing of new opportunities
 Enhance broadband to area
 New dock
 Vendor spots for Vessel repair
 Cell Service/internet
 Chandlery/marine supply stores
 Transportation
 Beautification- Refill property
 Short term Housing
 Housing
 Food options: Café/food trucks/coffee shop
 Child Care
 Transportation services
 Green space for users
 Safe decent access

Fuel
 Equipment suppliers/retail/hardware
 Marine Services welders, painters etc
 General Convenient Store
 Lodging
 Gas station
 Restaurant
 Storage
 Interpretive Signs; History of the site
 Gated Entrance
 Convenient Store
 Transportation Services
 Food Trucks
 Bike Path extension
 Bunk House for transient workers
 Retailers – hardware/supplies
 Public Ramp
 Site lighting and security

6) FUTURE HEADLINES

Industrial Facility a Success – Largest Haulout Facility in Alaska

Wrangell Industrial Complex Celebrates the Graduating Class of 2042 and \$50 Million in Marine Service Center Revenue

Wrangell's Industrial Diversification Pays Off

Wrangell Shows Steady Economic Growth While Maintaining Smalltown Charm

We're Not Milling Around, Wrangell Turns Dust to Gold!

7) KEY INSIGHTS (all TEAMS):

Need for utilities

Money – Investors – Grants

People – Skilled Trades

Creating a multi- purpose facility to diversify opportunities

Investing in baseline improvements

Consolidate Ownership: develop strategic long term plan; community driven management; property tax roll; market

Maintaining value and quality of life

Need to diversify and grow economy

Any solution will require a base level of development

Strategic Funding

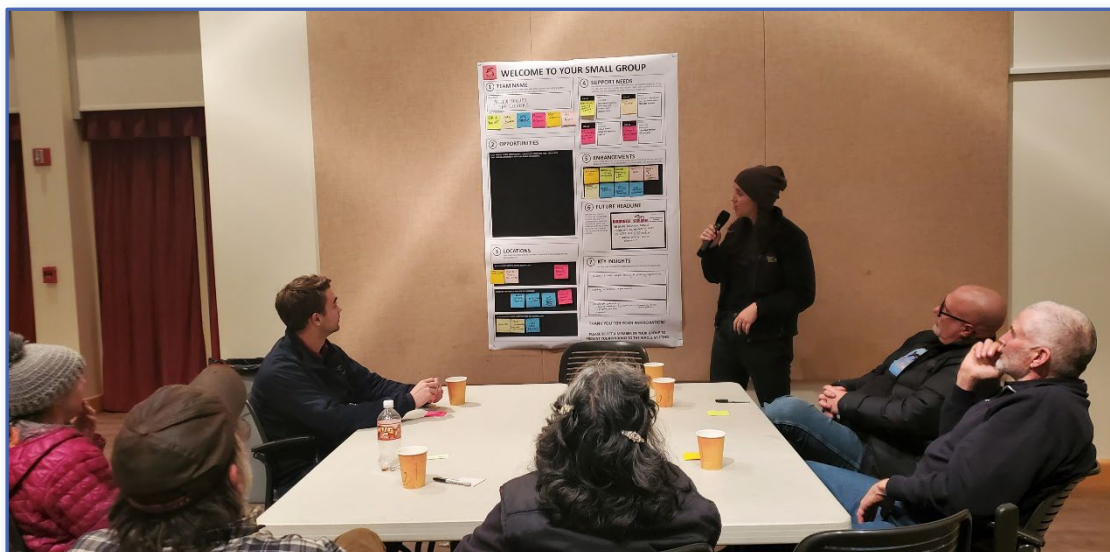
Regional Waste Processing

Certify the Development Process with Goals, Timelines and Follow-through

Partners and/or Funding

Opportunities or Challenges of mixing Industry

Prioritizing workforce development specialized Vo-tech Facility



WELCOME TO YOUR SMALL GROUP

1 TEAM NAME
As a group decide on a team name and write it large here with a marker. Please also include the names of your group members.

What's Cooking

2 OPPORTUNITIES
Each person please write down 3 community needs and place them here. Only one idea per person. Write and place the ideas.

3 LOCATIONS
Where does this happen on the old mill site?
Where else on the old mill site or elsewhere?
A different location is better than the old mill site.

4 SUPPORT NEEDS
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

5 ENHANCEMENTS
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

6 FUTURE HEADLINE
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

7 KEY INSIGHTS
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

THANK YOU FOR YOUR PARTICIPATION!
PLEASE SELECT A MEMBER OF YOUR GROUP TO PRESENT YOUR FINDINGS TO THE WHOLE MEETING

WELCOME TO YOUR SMALL GROUP

1 TEAM NAME
As a group decide on a team name and write it large here with a marker. Please also include the names of your group members.

YELLOW-BELLIED SNAKESUCKERS

2 OPPORTUNITIES
Each person please write down 3 community needs and place them here. Only one idea per person. Write and place the ideas.

3 LOCATIONS
Where does this happen on the old mill site?
Where else on the old mill site or elsewhere?
A different location is better than the old mill site.

4 SUPPORT NEEDS
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

5 ENHANCEMENTS
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

6 FUTURE HEADLINE
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

7 KEY INSIGHTS
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

THANK YOU FOR YOUR PARTICIPATION!
PLEASE SELECT A MEMBER OF YOUR GROUP TO PRESENT YOUR FINDINGS TO THE WHOLE MEETING

WELCOME TO YOUR SMALL GROUP

1 TEAM NAME
As a group decide on a team name and write it large here with a marker. Please also include the names of your group members.

BEAR GREASE

2 OPPORTUNITIES
Each person please write down 3 community needs and place them here. Only one idea per person. Write and place the ideas.

3 LOCATIONS
Where does this happen on the old mill site?
Where else on the old mill site or elsewhere?
A different location is better than the old mill site.

4 SUPPORT NEEDS
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

5 ENHANCEMENTS
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

6 FUTURE HEADLINE
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

7 KEY INSIGHTS
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

THANK YOU FOR YOUR PARTICIPATION!
PLEASE SELECT A MEMBER OF YOUR GROUP TO PRESENT YOUR FINDINGS TO THE WHOLE MEETING

WELCOME TO YOUR SMALL GROUP

1 TEAM NAME
As a group decide on a team name and write it large here with a marker. Please also include the names of your group members.

Progressives

2 OPPORTUNITIES
Each person please write down 3 community needs and place them here. Only one idea per person. Write and place the ideas.

3 LOCATIONS
Where does this happen on the old mill site?
Where else on the old mill site or elsewhere?
A different location is better than the old mill site.

4 SUPPORT NEEDS
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

5 ENHANCEMENTS
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

6 FUTURE HEADLINE
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

7 KEY INSIGHTS
What do you need to do to make this happen? Write down the support needs of your group. Only one idea per person. Write and place the ideas.

THANK YOU FOR YOUR PARTICIPATION!
PLEASE SELECT A MEMBER OF YOUR GROUP TO PRESENT YOUR FINDINGS TO THE WHOLE MEETING

WELCOME TO YOUR SMALL GROUP

1 TEAM NAME
As a group decide on a team name and write it large here with a marker. Please also include the names of your group members.

Old Cool Guys and the partygo

2 OPPORTUNITIES
Each person please write down 3 community needs and place them here. Only one idea per person. Write and place the ideas.

3 LOCATIONS
Where does this happen on the old mill site?
Where else on the old mill site or elsewhere?
A different location is better than the old mill site.

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THANK YOU FOR YOUR PARTICIPATION!
PLEASE SELECT A MEMBER OF YOUR GROUP TO PRESENT YOUR FINDINGS TO THE WHOLE MEETING

ATTACHMENT A:

December 14, 2022
 Public Forum TEAM Discussion
 6 Mile Zimovia Deep Water Industrial Site

The purpose of the community forum was to identify property concerns, potentials, and types of uses that the community would like to see or would accept at the former mill site. It was to encourage discussion over a broad brush of possibilities. A brief slide show was provided at the beginning regarding current property status information. Over 40 participants were then divided into 5 small work groups and led through a series of activities and discussions to ultimately provide KEY INSIGHTS regarding the property. This is the same information provided in the Summary Document, just offered by TEAM Discussion.

Site Strengths (the number indicates the number of individuals who listed it as a strength):

16 Deep water port
 14 Size
 7 Accessible by Water and Road
 6 Accessible Waterfront
 5 Out of town but still close/location isolated/
 5 level terrain
 5 Open for development and expansion opportunities
 4 Road Access
 2 Close to Utilities
 Dock
 Electrical possible
 Build ready
 Multi-use potential
 Alternative location for downtown industrial activity
 View
 Good Looking

Site Weaknesses (the number indicates the number of individuals who listed it as a strength):

10 Distance to town and amenities/ transportation
 8 Fill condition/contaminants/sawdust fill
 8 Cost to improve/significant investment to improve
 5 Poor Bulkhead condition and expensive to repair/reconstruct
 5 No infrastructure
 4 Age of site and buildings/ structural integrity
 3 No dock
 3 Proximity to residential/ impact to homes/ noise
 Is it Too far from town and is wrangell equipped for major tourism development
 Bike path doesn't extend to site
 Will take Time to improve
 Bad Access from road

Keep Channel construction or push out?
 Ramp not developed
 Old mill office and lots at entrance not available
 Sunken Vessels
 Site surface poor condition
 Undeveloped
 Small area for multiple uses
 Big pile of sawdust remains
 Extensive site Repair needs

EXERCISE RESULTS BY TEAMS:

Old Cool Guys and the Youngin

COMMUNITY NEEDS:

Mariculture
 Scrap Recycling
 Plasma Burner
 3 international corridors with Canada
 Tourism
 New vendors
 Larger Travel Lift to expand marine services
 Move Barge Lines
 Added Value logging – kit homes
 Lease/sell lots once developed

SUPPORT NEEDS:

Expansion of Marine Service Center/Larger Travel Lift:
 Major Grant funding
 Merchants
 Utilities
 Bulkhead
 Marine Barge Lines:
 Bulkhead
 Dock
 Lease/Sell Lots Once Developed:
 Design Lots
 Site Development
 Utilities
 Value Added Logging/Kit homes:
 Utilities
 Survey Lots

OTHER ENHANCEMENTS:

Vendors
 Trade School
 Apprenticeships

FUTURE HEADLINE:

Industrial Facility a Success – Largest Haul Out Facility in Alaska

KEY INSIGHTS:

Need for utilities

Money – Investors – Grants

People – Skilled Trades

Yellow-Bellied Sap Suckers**COMMUNITY NEEDS:**

Year-round employment

Property on Tax rolls

Mining processing complex

Small Coast Guard Station

Cultural Tourism

Recycling Center

School/Education Reform

Child Care Facility

Telecommunications- Live here work online

Housing

Expand Marine Service Center

Tourism

College/Technical School

Relocation of Barge Lines to site

SUPPORT NEEDS:

Expand Marine Service Center

Deep Water Landing

Travel Lift

Dock for haul out

Chandlery

Relocation of Barge Lines to former mill site

Utilities

Barge ramp

Security Fencing

Office

Tourism:

Utilities – Bathrooms

Dock and Terminal

Transportation

College/vo-tech:

Utilities

Buildings

Transportation

Dormitory

OTHER ENHANCEMENTS:

Food Trucks or shops
 Marketing of new opportunities
 Enhance broadband to area
 New dock
 Vendor spots for Vessel repair
 Cell Service/internet
 Chandlery/marine supply stores
 Transportation
 Beautification- Refill property

FUTURE HEADLINE:

Wrangell Industrial Complex Celebrates the Graduating Class of 2042 and \$50 Million in Marine Service Center Revenue

KEY INSIGHTS:

Creating a multi- purpose facility to diversify opportunities
 Investing in baseline improvements
 Consolidate Ownership: develop strategic long-term plan; community driven management;
 property tax roll; market

Progressives:**COMMUNITY NEEDS:**

Opportunity to get Industrial out of downtown
 A more attractive and workable waterfront
 Expand shipyard
 Expand Marine Industry
 Value Added resource production
 Potential green power development
 New Barge facility
 More economic Diversity
 Long-term employment in year-round enterprise – Light industrial

SUPPORT NEEDS:

Larger Marine Service Center:
 Dock Development
 Utilities
 Earthwork
 Lift equipment
 Covered Work Areas
 Shuttle/Transportation
 Year-Round Long-term employment
 Utilities
 Earthwork
 Vendor Space
 Barge Facility
 Bulkhead

Barge ramp/dolphins
 Utilities
 Earthwork
 Economic Diversity:
 Utilities
 Earthwork
 Vendor space/Jobs/businesses
 Renewable resource/recycling stream

OTHER ENHANCEMENTS:

Short term Housing
 Housing
 Food options: Café/food trucks/coffee shop
 Child Care
 Transportation services
 Green space for users
 Safe decent access
 Fuel
 Equipment suppliers/retail/hardware

FUTURE HEADLINE:

Wrangell Shows Steady Economic Growth While Maintaining Smalltown Charm

KEY INSTIGHTS:

Maintaining value and quality of life
 Need to diversify and grow economy
 Any solution will require a base level of development

What's Cooking:

COMMUNITY NEEDS:

Centralized SE Waste disposal
 Opportunities in energy development
 Housing
 Stable Workforce
 Jobs
 Industry Diversification
 Infrastructure
 Large Vessel Ship yard
 Tourism Expansion

SUPPORT NEEDS:

Industry Diversification:
 Energy Plan
 Centralized Waste
 Large Vessel Ship Yard:
 New Lift

Reinforced Platform

Utilities

Plat

Tourism Expansion:

Move Barge companies

New ramp

Bulkhead

Utilities

Infrastructure:

Lift stations

Sewer Main

Electric Distribution

Possible Water Capacity

Buildings

OTHER ENHANCEMENTS:

Marine Services welders, painters etc

General Convenient Store

Lodging

Gas station

Restaurant

Storage

FUTURE HEADLINE:

Wrangell's Industrial Diversification Pays Off

KEY INSIGHTS:

Strategic Funding

Regional Waste Processing

Certify the Development Process with Goals, Timelines and Follow-through

Bear Grease:

COMMUNITY NEEDS:

Larger Barge Facility

Energy Generation – Plasma incinerator

Renewable energy

More industry

Tourist attractions

Automotive Shop

Non Seasonal industry

More trails

Lots for commercial fishing storage

Tourism area improvements

Childcare

Housing

Lots to build

Longterm care/assisted Living

Transient Housing
 Recreation improvements
 Affordable food
 Restaurant options
 Uplift on the downtown waterfront
 Vo-tech School
 Marine Service Center expansion
 Barge or transportation Hub
 Visitor Industry

SUPPORT NEEDS:

Marine Service Center Expansion:

Additional Travel Lift
 Lease Land
 Power/Water
 Skilled Laborers

Vo-Tech School:

Facility
 Transportation
 Faculty Expertise
 Mariculture
 Marine Industries
 Specialty Fabrication

Barge or Transportation Hub:

Improved fill/bulkheads
 Road Access
 Partnerships with Transportation providers
 Power/Water

Visitor Industry:

Improve bulkheads/docks
 Staging
 Parking
 Driveable Docks/Drop in Access

OTHER ENHANCEMENTS:

Interpretive Signs; History of the site
 Gated Entrance
 Convenient Store
 Transportation Services
 Food Trucks
 Bike Path extension
 Bunk House for transient workers
 Retailers – hardware/supplies
 Public Ramp
 Site lighting and security

FUTURE HEADLINE:

We're Not Milling Around, Wrangell Turns Dust to Gold!

KEY INSIGHTS:

Partners and/or Funding

Opportunities or Challenges of mixing Industry

Prioritizing workforce development specialized Vo-tech Facility

Item b.

City and Borough of Wrangell

Capital Facilities Department Report

January 5, 2023

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

Facility Maintenance Report

- ◇ The vacant maintenance position continues to be advertisement to the public.
- ◇ Our maintenance staff performed the Library carpet demolition in November, and has been working, as available, with pool staff throughout December and into January 2023 on pool maintenance projects.
- ◇ In addition to routine preventive maintenance tasks and minor non-preventive maintenance requirements, the former hospital building has required a significant amount of time from our maintenance staff due to a number of broken water and sprinkler lines, boiler failures, and heating coil failures.

Capital Improvement Projects - Capital Facilities provides management of capital improvement projects and major maintenance to City and Borough of Wrangell facilities and infrastructure. A total funding in the amount of \$27,277,195 has been received and allocated for capital improvement projects. This includes \$18,667,497 in grant/loan funds and \$8,609,698 in local funding. Significant project updates on certain projects, since the November full project report, are provided below.

Grant Funded Projects

Non-Motorized Transportation System (Mt. Dewey Trail Extension); \$1,094,579

- Funding for this project comes from the Federal Highway Administration, FLAP program, in the amount of \$904,768. The balance of the project funding will be provided through a combination of cash match and in-kind project administration and management labor.
- The compensatory mitigation for wetlands impacts has been identified and will cost the Borough approximately \$24,000 for compliance with US Army Corps of Engineer regulations.
- 65% design was complete in October.
- **Update:** 95% design is complete pending some minor details for trail naming and sign language. Staff will review once complete and construction bidding should begin by early February.

Nolan Center Standby Generator Upgrades; \$320,000

- Funding for this project is from the Homeland Security State Program.
- **Update:** The CAT generator procurement was approved by the Assembly in December. 65% engineering design documents were received at the end of December and are being reviewed by

staff for comments to proceed with the 95% design. The construction bidding phase will be released as the design is complete.

Port and Harbor Security System; \$836,910

- Funding for this project is from the Homeland Security State Program in the amount of \$836,910. No match is required.
- RESPEC is under contract for engineering design with completion by the end of the calendar year 2022.
- **Update:** The 95% design documents were received in late December and are under review by staff for comments to proceed with 100% design and bid-ready documents.

Water Treatment Plant Improvements: \$15,186,232

- DOWL's 65% level design was complete in October. The 65% level cost estimate projected a \$19M construction cost, including contingency and cost escalation. The construction cost, estimated at \$15,323,043, is similar to that estimated at the earlier 35% design level. The cost plus contingency and escalation is estimated at \$19,777,823. Adding the contingency and cost escalation, this estimate reflects about \$1,000,000 less than the 35% estimate. This is due to a standard in estimating whereby as we move forward there is a higher level of confidence in the design so estimating contingency drops, in this project from 20% to 15%. As well, the escalation for inflation dropped by 1% from 9% to 8%. After adding costs for engineering and inspection assistance through the construction phase and considering the approximate \$14,000,000 we have secured to date for the construction phase, we require approximately another \$6,000,000 to make project funding whole.
- **Update:** An amendment was issued to DOWL for the purpose of contracting with AWC Water Solutions for the shop drawings of their packaged water treatment equipment which was preselected through a competitive solicitation. Due to the delay in this procurement, the design team projects a delay in completion of the design; however, in order to regain some of the time, we are planning to issue the 95% drawings as Issued For Bid in March 2023, which would be issued at the same time as the ADEC Approval to Construct Package issue. We would allow 45 days for the bid period. The Issued for Construction Package would be released upon ADEC and Fire Marshal approvals.

Lift Station Standby Generator at Wood Street; \$298,819

- This project is funded by the remaining funds from the State of Alaska DCCED.
- **Update:** The generator arrived in Wrangell in late October and was placed in the new enclosure building. Due to a manufacturer delay, the Automatic Transfer Switch isn't expected in Wrangell until late January; however, we are adjusting the project work and schedule to accommodate for this material delay while still being able to support the lift station with the installed generator.

High School Fire Alarm System Upgrades; \$773,984

- Funding for this project is from the Community Development Block Grant (CDBG) in the amount \$494,734, along with a local cash match in the amount of \$279,250.
- **Update:** The construction project was rebid in November and Sitka Electric was awarded the contract. The Agreement and post award submittals are currently in the works.

Recreation Center & Pool HVAC and DDC Upgrades; \$806,712

- Funding for this project is from the Community Development Block Grant – COVID (CDBG-CV) in the amount of \$806,000. There is no match requirement for this grant.
- The temperature control upgrades portion of this project is underway under a design-build approach with Meridian Systems. Their design submittal is expected to be delivered by late January.
- **Update:** Engineering design was complete in November, and the competitive bid documents were released. Two bids were received and the contract was awarded to Schmolck Mechanical as the low bidder. The Agreement and post award submittals are currently in the works.

Swimming Pool Exterior Siding Improvements; \$175,000

- The Borough earmarked \$175,000 of the Lost Revenue Relief Grant funding for this project.
- **Update:** The Architect expects 65% design to be complete by the second week in January.

Locally-Funded Projects

Airport Runway Light Generator & Electrical Connectivity, \$26,500

- Funding for this project is projected to come from the General Fund, in the amount of \$26,500, and be reimbursed by ADOT.
- RESPEC engineers are responding to ADOT engineers' comments and requests for modification to the design. With DOT concurrence the project will be released for construction bidding.

Alder Top Village Subdivision, Ph I Development: Roads and Utilities

- A scope of work for design and permitting has been developed and issued to R&M requesting a design fee proposal.

Library Carpet Replacement; \$46,500

- Funding for this project comes from the General Fund, in the amount of \$46,500.
- Demolition of the carpet began the week of November 14th and was complete on December 2nd.
- **Update:** The carpet replacement project was completed in December 2022.

Upper Dam Stability and Repairs Alternative Analysis; \$150,212

- Funding for this project comes from the Water Fund, in the amount of \$150,212.
- Subsurface soil investigations at the dam occurred in September.
- **Update:** The engineers are finalizing their data analysis and summary of findings. Once this is complete, the report will receive an internal QC review before it is submitted to the Borough.

Community Concerns

Wrangell mileposts 5.5 and 8.5 on Zimovia Highway – Rockfall Mitigation

The Alaska Department of Transportation and Public Facilities (DOT&PF) is planning a slope stabilization project to serve as mitigation measures to reduce the frequency and severity of rockfalls between mileposts 5.5 and 8.5 on Zimovia Highway in Wrangell, Alaska. The project includes the following activities: Reconnaissance surveys, Vegetation clearing, Rock scaling, Rock bolting.

DOT is currently working with Federal Highways to secure the funding needed to construct this project, and they expect to get the authority to bid the project soon anticipating a Summer 2023 project.

Projects in Planning/Funding Sourcing Phase

Borough staff are actively working on securing funding for the following projects:

- **Skeet Range Improvements, Phase II.** A successful application was made to the ADF&G Hunter Access Grant Program for grant funding for the next phase of the Skeet Range facility improvements. We anticipate receipt of a formal award by March 2023. As the final project award is determined, a 10% match will be required from the Borough to move the grant agreement forward.
- **Second Avenue New Sidewalk Construction.** ROM Cost \$420,000, requiring an approximate \$38,000 match.
- **Wrangell Resurfacing Downtown Corridors.** ROM Cost \$9,000,000, requiring an approximate \$7812,000 match. A formal Notice of Intent to Apply was submitted to the Alaska Department of Transportation's Community Transportation Program (CTP) and Transportation Alternative Program (TAP) for the above two priority projects. If authorization to apply to the program, with a commitment of the necessary match, is approved by the Assembly, staff will begin developing the grant applications, which are due in February 2023.
- **Community Street Addressing.**
- **Port and Harbor Security Lighting.**
- **Standby Generator for Water Treatment Plant.**
- **Standby Generator for Community Center.**
These four projects are planned to have grant applications submitted to the State Homeland Security Program, due by January 31, 2023. No match contribution is required.
- **Wrangell Harbor Basin Improvements.** This project is planned to have a grant application developed for submission to the RAISE grant program, due by February 28, 2023. No match contribution is required.
- **Barge Ramp Replacement.** This project is planned to have a grant application developed for submission to the Port Infrastructure Development Program, due by April 28, 2023.
- **Wrangell School Facilities Improvements.** A grant opportunity exists through the Department of Energy, for Energy Efficiencies at Schools. A grant application would be due by April 21, 2023.

CITY & BOROUGH OF WRANGELL, ALASKA

BOROUGH CLERK'S REPORT

SUBMITTED BY: Kim Lane, Borough Clerk

Upcoming Meetings & Other Informational dates:

Other City Boards/Commissions:

- January 11** – Parks & Recreation Board mtg. at 5:30 pm in the Assembly Chambers
- January 11** – Economic Development Committee mtg. at 6:30 pm in the Assembly Chambers
- January 12** – Planning & Zoning Commission mtg. at 6 pm in the Assembly Chambers

Community Events:

- January 26** – Tourism Best Management Practices Program at 5:30 pm in the Assembly Chambers

Meetings and Other events of the Borough Assembly:

- January 24** – Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers
- February 14** – Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers
- February 28** – Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers
- March 14** – Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers
- March 28** – Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers
- April 11** – Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers
- April 25** – Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers
- May 9** – Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers
- May 23** – Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers
- June 13** – Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers
- June 27** – Regular Borough Assembly Meeting at 6:00 PM in the Assembly Chambers

Byford Lots

The upper Byford Lot (Y- B) sold for \$100,000 during the first posting on the Public Surplus site.

Lot Y-A did not sell during the first round (30 day auction) or second round (4 day auction) however, it did sell for \$120,000 during the third round (4 day auction).

Once both lots have been paid for, I will bring a Resolution to the Assembly to accept the revenue for both lots. The revenue for both lots will go into the Permanent Fund, as required in the Wrangell Municipal Code.



Southeast Conference Mid-Session Summit

This conference will be held in Juneau from January 31st through February 3rd, 2022.

Assembly Member Morrison and Mayor Gilbert will be attending.



Alaska Municipal League Winter Legislative Conference

This Conference will also be held in Juneau from February 22nd through February 24th, 2022.

Assembly Member Robbins and Mayor Gilbert will be attending.

PARLIAMENTARY TID BITS!

Amendment. Used to "fine tune" a motion to make it more acceptable to the group. The amendment must be related to the main motion's intent and cannot be phrased in a way that would defeat the main motion. Two amendments may be on the floor at one time: the first amendment modifies the main motion, and the second amendment must relate to the first amendment. When an amendment is on the floor, only the amendment may be debated. The amendments are voted on in the reverse order in which they were made, as each amendment changes to some degree the intent of the main motion. As each amendment is voted on, an additional primary or secondary amendment may be introduced. Requires a second, debatable, majority vote.

Robert's Rules for Amending a Motion

By [C. Alan Jennings, PRP](#) from [Robert's Rules For Dummies](#)

The motion to amend is perhaps the single most used of the subsidiary motions allowed by Robert's Rules. You use this motion when you want to change the wording of the motion under consideration. You can use it to make a good idea better or a bad idea more palatable. Amendments are really at the heart of the process of perfecting motions before a final vote, and the importance of understanding the basics of amending can't be overstated.

If an amendment is adopted, the motion it's applied to changes. However, the amended motion itself is not adopted until the motion, as amended, is voted on and passes. If a motion to amend fails, the original motion is not changed in any way.

In making a motion to amend, be aware of its key characteristics, the motion

- Can't interrupt a speaker who has the floor.
- Must be seconded.
- Is debatable if the motion to which it is applied is debatable. (Permissible debate is restricted to the pros and cons of the amendment, and not to whether the main motion has merit.)
- Can be amended, but only one amendment to an amendment can be considered at any one time.
- Requires a majority vote for adoption, even if the main motion requires a different vote for its adoption.
- Can be reconsidered.

One big rule for using amendments is this: **An amendment must be relevant (or, as Robert's Rules describes, "germane") to the motion it seeks to amend.** Another important rule to

remember is that an amendment that does nothing but make the motion a rejection of the original motion is not proper and not in order.

Amendments enable you to affect changes to pending questions in the following four ways:

- By **inserting** (or adding, if placing at the end) words, sentences, or paragraphs
- By **striking out** words, sentences, or paragraphs
- By **striking out and inserting words** (with the words inserted replacing the words struck out)
- By **amending by substitution** (a form of strike out and insert applied to paragraphs or entire motions)

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	1/10/2023
	<u>Agenda Section</u>	12

RESOLUTION No. 12-22-1734 OF THE CITY AND BOROUGH OF WRANGELL, ALASKA CREATING THE MARKETING AND COMMUNITY DEVELOPMENT COORDINATOR JOB DESCRIPTION WITHIN THE ECONOMIC DEVELOPMENT DEPARTMENT AND AMENDING THE NON-UNION WAGE AND GRADE TABLE (*Postponed from the December 20, 2022 Regular Assembly meeting*)

SUBMITTED BY:

Carol Rushmore, Economic Development
Director

FISCAL NOTE:

Expenditure Required: \$0

FY 21: \$0

FY 22: \$0

FY23: \$0

Amount Budgeted:

FY22 \$0

Account Number(s):

Account Name(s):

n/a

Unencumbered Balance(s) (prior to expenditure):

\$0

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. RES 12-22-1734 2. Exhibit A_ Job Description 3.) Exhibit B_Amended Non-union Wage and Grade Table 4.) CVB Letter requesting position 5.) Letters of support

RECOMMENDATION MOTION:

Move to Approve Resolution 12-22-1734.

SUMMARY STATEMENT:

The following information has been modified since the December 20th meeting:

Transient Occupancy Tax is collected for the purpose to “develop and implement a visitor industry program” (WMC 5.06.060(a)). Over the last 25 years, the annual tax proceeds have increased from \$20,000 to just over \$50,000. The State and Regional trend for visitor growth is multiplying.

Tourism marketing is becoming more sophisticated and changes rapidly with the increased online media outlets and increased personal online use. Currently, implementation of Wrangell’s marketing efforts across all media platforms as directed by the Wrangell Convention and Visitor Bureau is conducted by the Economic Development Director. The EDD position also has the responsibilities of overseeing the planning and zoning requirements of the Borough working with the Planning and Zoning Commission, and the economic development responsibilities working with the Economic Development Committee and other organizations to encourage community growth, seek grant funding, develop project planning, and respond to and participate in, state and regional issues on behalf of the Borough. Tourism marketing is currently only one of many responsibilities of the EDD.

The Visitor Industry is one of the top economic drivers within Wrangell and the trend for the industry regionally and statewide is for increased visitation. However, due to the limited time of the EDD, many opportunities for tracking, attracting visitors and promoting Wrangell are being lost due to other requirements of the position. Competition for visitors to stay and spend money in Wrangell as part of their Alaska itinerary is tremendous, and without this full time position to focus on Community marketing of all Wrangell’s assets and business needs, the industry will not grow and Wrangell will miss out on critical job opportunities and economic growth.

Wrangell needs to position itself for the future. Tourism is a sustainable, growing industry, providing jobs, sales tax and transient tax revenue to the community. To grow the industry for the economic growth of Wrangell will require dedicated focus by an individual with expertise and knowledge in the nuances and rapid changes occurring in the industry.

The Economic Development Department has held the responsibility for planning and zoning, economic development, grant writing, business assistance, tourism marketing among other activities. The increasing needs of the community, federal funding opportunities, increased competition for resources, program development requirements creates a challenging environment for a single individual. This additional person will not only be able to develop the Tourism industry within Wrangell and target market to the independent traveler seeking places like Wrangell, but also assist as needed in other community and economic development programs identified by the Economic Development Director.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 12-22-1734

A RESOLUTION OF THE CITY AND BOROUGH OF WRANGELL, ALASKA CREATING A MARKETING AND COMMUNITY DEVELOPMENT COORDINATOR JOB DESCRIPTION WITHIN THE ECONOMIC DEVELOPMENT DEPARTMENT AND AMENDING THE NON-UNION WAGE AND GRADE TABLE

WHEREAS, the Economic Development Department manages all economic development projects, planning and zoning issues and implements the tourism marketing strategy developed by the Wrangell Convention and Visitor Bureau; and

WHEREAS, the Tourism Industry is one of the top drivers of the Wrangell economic according to the Economic Conditions Report 2022, creating 10% of all jobs within the community and is growing and sustainable; and

WHEREAS, economic development opportunities, projects and promotions need focused attention in order to see growth within the community; and

WHEREAS, according to the Alaska Travel Industry Association, 1 in 10 jobs in Alaska is in the Visitor sector; and

WHEREAS, Southeast Alaska by the Numbers 2022 indicate that 2023 will see 8 times more visitors than 2021; and

WHEREAS, tourism marketing strategies have and continue to rapidly shift, and to effectively market and target the demographic visitors that are a fit for Wrangell requires special expertise and knowledge in tourism marketing, analytics and trends of various media platforms;

WHEREAS, the Wrangell Convention and Visitor Bureau strongly supports the position and;

WHEREAS, creating a Marketing and Community Development Coordinator position allows for direct effort to support and promote all industries in Wrangell.

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

Section 1. The attached Exhibit "A" includes the job description which describes the duties, responsibilities, and qualifications for the permanent position of a Marketing and Community Development Coordinator.

Section 2. The attached Non-Union Wage & Grade table is amended to reflect the permanent full-time position of the Tourism Coordinator.

Section 3. The job description for the Marketing and Community Development Coordinator will become effective immediately upon passage and approval of this resolution.

Section 4. The pay grade for the Marketing and Community Development Coordinator is hereby set at grade 15 of the Permanent, exempt, non-union wage and grade table.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 10th DAY OF JANUARY 2023.

CITY & BOROUGH OF WRANGELL

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, Borough Clerk

City & Borough of Wrangell

Position Description

Position: Marketing and Community Development Coordinator	Type: Full time
Department/Site: City Hall/Nolan Center with remote possibilities	FLSA:
Evaluated by: Economic Development Director	Salary Grade:

Summary

Assists the Economic Development Director in implementing the Wrangell Convention and Visitor Bureau's marketing plan, other community promotional activities and assists with other community development activities.

Distinguishing Career Features

This is a community development position with an emphasis on tourism and marketing. Develops, organizes, and implements a tourism plan, social media presence, Tourism Best Management Practices program, and provides outreach to travel writers and influencers. The position will cultivate relationships with state and regional organizations, attend tradeshow, conferences and meetings representing Wrangell and the Visitor Industry. This position, under the Economic Development Department will also work on other community development projects assigned and will work cooperatively with other departments to market all economic aspects, assets, and strengths of the community.

Essential Duties and Responsibilities

- Must be knowledgeable about Wrangell, personable, and willing to visit and communicate with businesses.
- Assists with implementation of community development projects.
- Assists with the development and implementation of a tourism plan, marketing program and Tourism Best Management Program.
- Advises, manages, and provides staff support to the Wrangell Convention and Visitor Bureau.
- Implements the tourism marketing efforts of the city for business development and visitor services, working cooperatively with the Convention and Visitor Bureau, all departments, including Nolan Center, and visitor industry businesses and organizations.
- Build a social media presence, including but not limited to Facebook, Instagram, Twitter and Google directed at Visitor needs and interests
- Develop a database of visitor inquiries
- Develop surveys and analytical tools to track and monitor visitors, activities, inquiries and Key Performance Indicators
- Assists with the development and design of marketing materials, including brochures, signs, travel planners, fliers, display advertising, and banners/popups.
- Direct the ad sales for new travel planners and other cooperative advertising efforts.
- Enhance the travelwrangell.com website.
- Provide office assistance with data input, financial reporting, and customer service.
- Represent Wrangell and the Visitor Industry at tradeshow, travel shows, conferences and other industry meetings and events.
- Generate a photo, video and informational library using User Generated Content, professional services, personal/local photos and videos.

- Directs and participates in developing budgets for the Tourism program. Monitors and evaluates performance against established budgets. Identifies projects, programs, and priorities.
- Network and establish connections with other community liaisons and Destination Marketing Organizations.
- This position must be versatile and ready to assist with many different tasks and community development projects within the Economic Development Department.

Qualifications

▪ Knowledge and Skills

- Should be knowledgeable about Wrangell.
- Requires well-developed human relation skills to deliver persuasive talks and presentations to large and diverse audiences.
- Requires ability to plan and outline steps for project development and implement the requirements
- Requires knowledge of marketing and promotional methods to enhance local business and program efforts.
- Should have experience with Key Performance Indicators
- Knowledge of and skills in social media platforms including Facebook, Instagram, Twitter, and Google My Business and Analytics with a focus on strategic business promotion. Also requires understanding of professional social media etiquette.
- Should have experience with graphic design programs.
- Requires knowledge of how to gather content and ideas for postings, schedule postings, and create a calendar for planned events.
- Must be able and willing to take local photos and videos for posting.
- Should have copy writing, editing and publishing skills.
- Should be knowledgeable in Microsoft Office – specifically Word, Excel and Publisher.
- Requires knowledge of and sensitivity of the social, legal and political issues influencing tourism programs including online marketing, asset management, and UGC.
- Requires knowledge of research and analytics.
- Experience with identifying program funding needs and funding availability from various local, state or federal sources and applying as appropriate.

▪ Abilities

- Requires the ability to work independently and be self-motivated.
- Requires excellent interpersonal skills and the ability to communicate effectively with persons of diverse backgrounds.
- Requires the ability to write effectively.
- Requires the ability to use sound judgement when making decisions.
- Requires the ability to work productively and cooperatively and convey a positive image of Wrangell and its services.
- Requires computer skills.

▪ Physical Abilities

- Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires sufficient ambulatory ability to move about to office and remote locations.

- Requires auditory ability to carry on audience, ordinary, and telephonic conversation.
- Requires near and far visual acuity to read detailed maps, other printed material, computer screens, and observe physical layouts.
- Requires manual and finger dexterity to write and to operate microcomputers and other office equipment.

▪

▪ **Education and Experience**

The position requires a high school degree; Associates degree or higher preferred; Knowledge and/or experience of visitor marketing and destination branding, and community development project implementation.

▪ **Licenses and Certificates**

Requires a valid Alaska Driver's License and reliable transportation.

▪ **Working Conditions**

Work is performed mostly indoors where minimal safety considerations exist.

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

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

Resolution No. 12-22-1734
Effective December 20, 2022

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				14	Dispatch/Corrections Officer				18	Administrative Assistant - Police Corrections Sergeant	
	9	Library Assistant I				15	Public Works Administrative Assistant Tourism Coordinator					Firemedic/Trainer Accounting Generalist/Technician	
	12	DMV Assistant Recreation Coordinator Library Assistant II Nolan Center Attendant - Museum Collection Nolan Center Coordinator				17	Police Officer Recruit Accounting Clerk II				21	Police Officer Probationary	
	13	Accounting Clerk Utility Accounts Clerk Property & Sales Tax Accounting Clerk									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
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		6,315.23	6,441.12	6,565.96	6,696.01	6,826.06	6,959.24	7,096.57	7,232.86	7,377.48	7,520.01	7,667.75	7,819.65	7,972.59
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									30	Electrical Superintendent Director of Public Works & Capital Projects Port & Harbor Director		
	24	Library Director Parks & Recreation Director Fire Chief Nolan Center Director				28	Economic Development Director				35	Police Chief Deputy Borough Manager		

Temporary/Part-time/Seasonal Employees

Hourly Compensation

Note: Each step represents the amount above the prevailing State of Alaska Minimum 10.34

Grade	Step	1	2	3	4	5	6	7	8	9	10	11	12	13
1	0.00	0.31	0.61	0.92	1.22	1.53	1.84	2.14	2.45	2.75	3.06	3.37	3.67	
3	0.71	1.02	1.33	1.63	1.94	2.24	2.55	2.86	3.16	3.47	3.77	4.08	4.39	
4	1.73	2.04	2.35	2.65	2.96	3.26	3.57	3.88	4.18	4.49	4.79	5.10	5.41	
5	2.75	3.06	3.37	3.67	3.98	4.28	4.59	4.90	5.20	5.51	5.81	6.12	6.43	
6	3.26	3.57	3.88	4.18	4.49	4.79	5.10	5.41	5.71	6.02	6.32	6.63	6.94	
7	3.77	4.08	4.39	4.69	5.00	5.30	5.61	5.92	6.22	6.53	6.83	7.14	7.45	
8	4.28	4.59	4.90	5.20	5.51	5.81	6.12	6.43	6.73	7.04	7.34	7.65	7.96	
9	4.79	5.10	5.41	5.71	6.02	6.32	6.63	6.94	7.24	7.55	7.85	8.16	8.47	
11	6.32	6.63	6.94	7.24	7.55	7.85	8.16	8.47	8.77	9.08	9.38	9.69	10.00	

Actual Temp Rates, Calendar Year 2021

	1	2	3	4	5	6	7	8	9	10	11	12	13	
1	10.34	10.65	10.95	11.26	11.56	11.87	12.18	12.48	12.79	13.09	13.40	13.71	14.01	
3	11.05	11.36	11.67	11.97	12.28	12.58	12.89	13.20	13.50	13.81	14.11	14.42	14.73	
4	12.07	12.38	12.69	12.99	13.30	13.60	13.91	14.22	14.52	14.83	15.13	15.44	15.75	
5	13.09	13.40	13.71	14.01	14.32	14.62	14.93	15.24	15.54	15.85	16.15	16.46	16.77	
6	13.60	13.91	14.22	14.52	14.83	15.13	15.44	15.75	16.05	16.36	16.66	16.97	17.28	
7	14.11	14.42	14.73	15.03	15.34	15.64	15.95	16.26	16.56	16.87	17.17	17.48	17.79	
8	14.62	14.93	15.24	15.54	15.85	16.15	16.46	16.77	17.07	17.38	17.68	17.99	18.30	
9	15.13	15.44	15.75	16.05	16.36	16.66	16.97	17.28	17.58	17.89	18.19	18.50	18.81	
11	16.66	16.97	17.28	17.58	17.89	18.19	18.50	18.81	19.11	19.42	19.72	20.03	20.34	
	1	Lifeguard Recreation Assistant Theater Sales Associate				5	Park Maintenance I				8	Museum Clerk		
						6	Park Maintenance II				9	Maintenance Custodian		
	3	Head Lifeguard				9	Library Assistant I				11	Theater Manager		
	4	Sales Assistant Laborer Assistant Theater Manager				7	Clerical Assistant							



Wrangell Convention and Visitor Bureau
 P.O. Box 1350
 Wrangell, AK 99929
 TravelWrangell.com
 info@TravelWrangell.com

December 13, 2022

Greetings Mayor Gilbert, Assembly members and Manager Good,

This letter is from the members of the Wrangell Convention and Visitors Bureau (WCVB) - a group of 5 working professionals in all manners and capacities in our community, and overseen by Carol Rushmore, the Economic Development Director with the Borough.

With the imminent departure of Carol from her position as EDD, we want to recognize her for the immense work she has done for the City and Borough of Wrangell, and also by recognizing just how many hats she wore while in her position over the years. Not only did she coordinate the Tourism marketing efforts working closely with the WCVB, but she also had the responsibilities of overseeing the planning and zoning requirements of the Borough working with the Planning and Zoning Commission, and the economic development responsibilities working with the Economic Development Committee and other organizations to encourage community growth, seek grant funding, develop project planning, and respond to and participate in, state and regional issues on behalf of the Borough. We are overwhelmed with gratitude at the contributions she's made to the economic advancement in our community.

Today, Wrangell is in a unique position. We are poised to invest in ourselves for forward economic growth by hiring a professional and creating a position under the Economic Development Department in a skyrocketing industry in Southeast Alaska – the Visitor Industry. We've ignored the untapped potential for growth for too long. We are doing a disservice to the citizens of Wrangell by not hiring this position and losing economic opportunities by not giving it a priority. Tourism doesn't mean more large-scale cruise ships. This position will be able to help attract a clientele that fits Wrangell including the adventurous, eco conscious, independent travelers, as well as yachters and cruisers.

Today in Alaska, 1 in 10 jobs are in the Visitor Industry. We are seeing other communities like Klawock, who relied on the logging industry, and upon that collapse, turning it's sights towards the visitor industry – preparing to receive cruise ships and market itself as a visitor destination in SE Alaska. Large organizations in our region like Sealaska Corp and Southeast Conference shifting primary economic growth goals toward developing opportunities for growth in the visitor industry. The trends and evidence are right in front of us. And by taking this chance to invest in ourselves by marketing ourselves as a visitor destination ****IN THE MANNER WE WANT TO MARKET OURSELVES ****, Wrangell can achieve huge opportunity potential and economic growth.

The WCVB visualizes this position to tackle marketing efforts that previously we did not have the time to implement because of Carol's demanding multiple responsibilities - including developing a strong social media presence, developing a Tourism Plan, implementing the Tourism Best Management Practices program, outreach to travel writers and influencers, attending in tradeshow, participating in State cooperative programs, and monitoring and tracking inquiries and visitors. This position, under the Economic Development Department will also be critical in working with the Port Commission to market the Marine Service Center, working with Cyni Cray at the Nolan Center to assist with meeting and convention marketing, and other organizations where cooperative efforts to market our assets and strengths will only benefit the community.

2023 and beyond are expecting beyond pre-pandemic levels of travel back to our region – and having a professional who can effectively market Wrangell as a destination to to the yacht industry, the independent travelers, cruise passengers, and even to boat owners looking to get their vessels repaired in our Marine Service Center – will be invaluable. This position, created and remaining within the city, and not a part of an outside member-driven organization, will allow this person to work for the entire community, cooperatively across departments and organizations to market our community, and also develop relationships with other CVB's and Visitor Industry organizations throughout the region and state for cooperative marketing efforts.

The Visitor Industry in Wrangell is already in the top 3 economic drivers in this community (according to the recent Economic Conditions Report and the last Wrangell Visitor Industry by the Numbers) – and it impacts more than just tour operators – local restaurants, young entrepreneurs selling garnets, gift shop owners, accommodations, retail merchants, restaurants, our museum, car rentals, boat fabricators, are ALL impacted immensely when visitors come to town. It's time to invest in this industry and put ourselves back on the map – because the payout will be great for this city and any who recognize that the travel industry in Alaska is only growing. The opportunity to cultivate this renewable resource for Wrangell's economic growth should not be ignored or postponed.

Wrangell truly is the garnet that wants to shine!

Please strongly consider adding the Tourism Coordinator Position to the Economic Development Department for long term investment in the community.

Sincerely,

Wrangell Convention and Visitor Bureau

Caitlin Cardinell, Brenda Yeager, Chris Hatton, Corree Delabruce and Mya DeLong



Stikine River Jet Boat Association
 PO Box 2022
 Wrangell, AK. 99929
 Phone: (907) 874-2300
 Mobile: (612) 308-7035
 e-mail: info@jetboat.alaskatours.com

12/13/22

To the Wrangell Assembly, City Manager Good, and Mayor Gilbert:

This letter of support is written on behalf of 5 independent tour operators in Wrangell, Alaska. Muddy Water Adventures, Summit Charters, Alaska Waters Inc, Alaska Charters & Adventures, and Alaska Peak & Seas hold membership in the Stikine River Jet Boat Association, which organizes jet boat tours for cruise ship passengers visiting Wrangell in the summer.

Our organization recognizes the upward trends in cruising the Inside Passage of Southeast Alaska and increased visitation by independent travelers and yachts to our island. Global and regional travel data indicate that the modern travelers of today are seeking out destinations that are less heavily trafficked, “off the beaten path” in favor of crowded locations providing fabricated experiences in a conveyer belt fashion.

SRJBA recognizes that Wrangell can offer this one-of-a-kind experience to visitors of all modalities, and believes that the City can invest in this upward trend and reap economic benefit, while working closely with the community to keep it at a level that both brings profit to the community’s hotels, restaurants, tour operators, and small businesses, while also maintaining the great quality of life that Wrangellites cherish.

According to the Alaska Travel Industry Association at its 2022 conference last October, visitor travel is expected to return, or even surpass 2019 pre-pandemic levels, and having a position as Tourism/Visitor Industry Director underneath the

Economic Development Director position will be paramount to build a platform that puts Wrangell on the map for independent travelers, reach yachting audiences, and form relationships with cruise lines to capture the small, sub-1000 passenger luxury lines that bring in money to our community. It is especially important that this position remains under control of the City of Wrangell, and not a local membership driven organization to best ensure that the interests of all in the community are represented, and will better allow to create and maintain networking opportunities with other boroughs in Southeast – as many are also leaning into “sustainable tourism” as a major economic driver in their communities, and creating these positions in their municipalities as well.

The visitor industry and tourism is a great option to boost our economy, it is regenerative and comes back each year, and will open up our town for more job creation – some we have already seen with new gift shops, and two new tour operators in 2022 alone. Let’s get ahead of this trend and be there to capture it how we want it, by having a professional and dedicated city employee to lead the charge on an already top economic driver in this community.

Sincerely,

Caitlin Cardinell, Executive Director

John Taylor, President – Summit Charters

Zach Taylor, Vice President – Muddy Water Adventures

John & Brenda Yeager, Secretary – Alaska Charters & Adventures

Mark Galla, Treasurer – Alaska Peak & Seas

James Leslie, Director – Alaska Waters Inc.



Stikine Inn Hotel & Restaurant Item a.
107 Stikine Ave
Wrangell, AK 99929

December 13th, 2022

North Star Ventures, LLC
DBA Stikine Inn Hotel & Restaurant
107 Stikine Avenue
Wrangell, AK 99929

RE: Funding for a Full Time CVB Position

To whom it may concern,

In my 15+ years operating The Stikine Inn, the majority of travelers I've conversed with are whimsical self-directed adventure junkies or independent tourists who've heard about Wrangell through word of mouth. They're generally looking for an "off the beaten path" immersive Alaskan travel experience without the headache of massive crowds. We have personally managed growth in that sector despite waning logistical options to deliver those travelers to Wrangell. In addition to self-directed travel, the cruise ship marketplace Wrangell has developed is managing to see some growth and seems relatively stable. The high-end ships that push Wrangell's immersive and authentic Alaskan experience add real value to our community's tourism model. These are positive attributes, but there is a lot left on the table when it comes to our marketing strategies. Properly managed, there is massive opportunity for continued, scalable, "safe" growth for our economy.

Regarding Wrangell CVB's request for funding of a full time director/marketing position, I'm in full support. In order to secure Wrangell's position in the Alaskan (and potentially global) tourism marketplace as a well-known, high demand destination, we should consider investing in a specialist position under the direction of the CVB with experience in the travel sector. This position should specifically focus on development and implementation of appropriate branding strategy and modern marketing techniques to showcase our unique offerings within the Alaskan tourism ecosystem, delivering directly to appropriate target audiences and agencies... If we see just a net 5% year over year additional cashflow injection to this sector, transient tax, head tax, and sales tax revenue generation more than offset the cost of the position in just a few years. There are hundreds of millions of potential clients looking to explore safe new locales internationally and domestically in the leisure travel space coming out of the "covid era." Let's actively pursue capturing a few more of them.

Regards,

Jake Harris

North Star Ventures, LLC

From: [Cyni Crary](#)
To: [Carol Rushmore](#)
Subject: Fwd: Letter of support
Date: Thursday, December 15, 2022 1:42:01 PM

----- Forwarded message -----

From: **Cyni Crary** <cyni@nolancenter.org>
Date: Wed, Dec 14, 2022 at 4:15 PM
Subject: Re: Letter of support
To: Brenda Schwartz-Yeager <brenda@marineartist.com>

Dear mayor and assembly,

I've been working with Wrangell tourism for almost 12 years now. In fact I wrote a similar proposal to the city manager in 2017. Tourism is Wrangell's economic driver and we must expand on the potential benefits. I believe we need a full time tourism position specially tasked with marketing and promotion. This position would be ideal for the Economic Director to supervise and the timing is perfect. I also think that the Nolan Center/Visitors Center is the perfect location for this potential position to have an office/desk. We handle a huge influx of visitors and this position would be ideal for engaging with our visitors. Keeping a finger on the pulse and growing the tourism market in a smart and effective way to enhance the small town "local" feel that our guests love, is key! We need to be a top destination for maximum economic impact. Please strongly consider such a position to be added so that our community can thrive!

Sincerely,

Cyni Crary

Nolan Center Director



File Code: 1560
Date: December 16, 2022

City and Borough of Wrangell
Mayor and Borough Assembly Members
P.O. Box 531
Wrangell, AK 99929

Dear Mayor and Borough Assembly Members:

I am writing to express my support for the creation of a new Wrangell Borough tourism-focused position. The Tongass National Forest offers an incredible backdrop for visitors of all kinds to recreate and enjoy the vast natural resources surrounding our community. The agency acknowledges that balancing the desires of the community with marketing the Wrangell area as a destination for travelers is a complex challenge and requires dedicated staff time to accomplish effectively. The agency's management direction emphasizes recreation and community economic development.

Our agency vision is to:

- Helping States and communities to wisely use the forests to promote rural economic development and a quality rural environment.

In addition, the proposed tourism-focused Borough position aligns with the Alaska region strategic priorities which emphasize:

- Meaningful engagement with tribes, communities, and partners: We will strengthen existing relationships and build new ones that represent the diverse public we work with. Identify opportunities to support local economies, build social capacity, and conserve natural resources.
- Enhancement of recreation opportunities and investment in Forest Service owned facilities: We will meet needs of our customers and communities whose livelihoods depend on the multiple benefits derived from National Forest resources for jobs, recreation, food security, and health.

Since the proposed new tourism-focused position for the Borough meets our agency vision and strategic priorities, I am enthusiastic about offering support for this position. I appreciate the continued partnership and collaboration between the agency and the Borough and look forward to working closely with the new tourism focused position to achieve mutual benefits.

Sincerely,

VICTORIA HOUSER
Acting District Ranger

cc: Francis Sherman, Acting Forest Supervisor



CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	01/10/2023
	<u>Agenda Section</u>	12

RESOLUTION No. 12-22-1735 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY APPROPRIATING \$44,592 FROM GENERAL FUND UNRESTRICTED FUND BALANCE AND AUTHORIZING ITS EXPENDITURE THROUGH MULTIPLE ACCOUNTS FOR THE PURPOSE OF HIRING AND RETAINING A MARKETING AND COMMUNITY DEVELOPMENT COORDINATOR IN THE ECONOMIC DEVELOPMENT DEPARTMENT *(Postponed from the December 20, 2022 Regular Assembly meeting)*

SUBMITTED BY:

Carol Rushmore, Economic Development
Director

FISCAL NOTE:

Expenditure Required: \$75,750

FY 21: \$

FY 22:

FY23:
\$44,592

Amount Budgeted:

n/a

Account Number(s):

11000-032-6001
11000-032-6101
11000-032-6103
11000-032-6210
11000-032-6220
11000-032-6222
11000-032-7900

Account Name(s):

Payroll expense accounts and Capital
Expenditure for transition costs

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

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution No. 12-22-1735

RECOMMENDATION MOTION: Move to approve Resolution No. 12-22-1735.

SUMMARY STATEMENT:

The following information has not changed since the December 20th meeting:

This is the budget amendment that corresponds to **RES 12-22-1734**—effectively creating the Marketing and Community Development Coordinator job description. This budget amendment appropriates \$44,592 to the following payroll expense accounts for the remaining 6 months of FY2023 and \$5,000 to Capital Expenditures for transition requirements:

11000 032 6001	Salaries & Wages	\$26,228
11000 032 6101	Employer Tax	\$ 380
11000 032 6103	SBS	\$ 1,608
11000 032 6210	Employee Health Benefits	\$10,706
11000 032 6220	Life Insurance	\$ 74
11000 032 6222	Worker's Compensation	\$ 595
<u>11000 032 7900</u>	<u>Capital Expenditures</u>	<u>\$ 5,000</u>
		\$44,592

The Marketing and Community Development Coordinator compensation and benefits package is modeled out for 6 of 12 working months in the FY2023 budget.

To finish out FY23, the tourism marketing budget utilized by this position will utilize the existing transient tax budget for FY23. At this time, there is no planned budget amendment for marketing dollars in FY23 due to lost opportunities already this year as well as allowing the new Coordinator to get established, meet with the Wrangell Convention and Visitor Bureau and in general acclimate to the needs and requirements of the position. During the FY24 budget preparation, the CVB has already identified marketing needs that will be requested from the general fund in addition to utilization of the Transient Tax fund. There are excess funds currently in the Transient Tax fund due to the reduced marketing effort following guidance of the Alaska Travel Industry and other destination marketing organizations who limited marketing and advertising during 2020 and part of 2021 until trends and interest in travel returned. Transient Tax funds will be drawn down within the next 2 to 3 years and a long-term commitment of general fund dollars in addition to the annually received transient tax funds will be required to provide a basic and necessary community marketing and promotional effort for tourism and other economic opportunities.

CVB is concerned that the reduction in the short term available rental market in Wrangell will reduce the annual revenue received in Transient Tax. Many short-term rentals have either ceased operations or have converted to long term rentals. Relying solely on the annual revenue of the Transient Tax will not provide the necessary marketing dollars necessary for a complete program to grow the industry and will require a long-term commitment from the Assembly.

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 12-22-1735

RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY APPROPRIATING \$44,592 FROM GENERAL FUND UNRESTRICTED FUND BALANCE AND AUTHORIZING ITS EXPENDITURE THROUGH MULTIPLE ACCOUNTS FOR THE PURPOSE OF HIRING AND RETAINING A MARKETING AND COMMUNITY DEVELOPMENT COORDINATOR IN THE ECONOMIC DEVELOPMENT DEPARTMENT

WHEREAS, the Economic Development Department has demonstrated a critical need for a full-time Marketing and Community Development Coordinator; and

WHEREAS, it is necessary to amend the budget to reflect the total compensation cost for the six month impact this position will have in FY 2023; and

WHEREAS, the City & Borough of Wrangell has established a permanent full-time job description for the Marketing and Community Development Coordinator position.

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

Section 1: The FY 2023 Budget in the General Fund is amended to authorize an increase of expenditure in the following payroll accounts:

11000 003 6001	Salaries & Wages	\$26,228
11000 003 6101	Employer Tax	\$380
11000 003 6103	SBS	\$1,608
11000 003 6210	EmployeeHealthBenefits	\$10,706
11000 003 6220	Life Insurance	\$74
11000 003 6222	Worker's Compensation	\$595
<u>11000 032 7900</u>	<u>Capital Expenditures</u>	<u>\$5,000</u>
		\$44,592

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 10th DAY OF JANUARY 2023.

CITY & BOROUGH OF WRANGELL

Patty 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>	1/10/2023
	<u>Agenda Section</u>	13

ORDINANCE No. 1034 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 8.02.010 IN CHAPTER 8.02, ADMISSION RATES FOR THE MUSEUM/CIVIC CENTER AND ESTABLISHING A NEW PROCESS FOR RATES AND FEES IN THE WRANGELL MUNICIPAL CODE BY ADDING THE RATES TO THE ESTABLISHED FEE AND RATE SCHEDULE

SUBMITTED BY:

Cyni Crary, Nolan Center Director

FISCAL NOTE:

Expenditure Required: \$0

FY 21: \$0

FY 22: \$0

FY23: \$0

Amount Budgeted:

FY22 \$0

Account Number(s):

Account Name(s):

n/a

Unencumbered Balance(s) (prior to expenditure):

\$0

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Ord 1034

RECOMMENDATION MOTION:

Move to Approve First Reading of Ordinance No. 1034 and move to a Second Reading with a Public Hearing to be held on February 24, 2023.

SUMMARY STATEMENT:

This Ordinance will remove the rates/fees for the Museum/Civic Center from the Wrangell Municipal Code and place them into the collective Rate and Fee Schedule for the Borough.

Rates and Fees are to be reviewed annually by the Assembly with a Public Hearing occurring and the approval shall be by Resolution.

If the Assembly approves this first reading, there will be a Public Hearing for the second reading and adoption along with the Resolution (also a Public Hearing) for approval of the Rate and Fee Schedule.

CITY AND BOROUGH OF WRANGELL, ALASKA
ORDINANCE NO. 1034

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTION 8.02.010 IN CHAPTER 8.02, ADMISSION RATES FOR THE MUSEUM/CIVIC CENTER AND ESTABLISHING A NEW PROCESS FOR RATES AND FEES IN THE WRANGELL MUNICIPAL CODE BY ADDING THE RATES TO THE ESTABLISHED FEE AND RATE SCHEDULE

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

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

SEC. 1. Action. The purpose of this ordinance is to amend Section 8.02.010 in Chapter 8.02, to establish a new process for rates and fees, of the Wrangell Municipal Code by adding to the established Fee and Rate Schedule for the Wrangell Museum/Civic Center.

SEC. 2. Amendment. Section 8.02.010, Rates is hereby amended as follows:

[Adult walk-ins	\$7.00
Senior citizens (60+)	\$5.00
Children 6 – 12	\$4.00
Children under 6	Free
Organized groups, 10 or more	\$5.00 each
School groups (non-Wrangell)	\$4.00 each
Wrangell school groups	Free
Friends of the Museum members	\$4.00]

The assembly shall, by resolution, establish fees and rates for the Wrangell Museum/Civic Center.
A Public Hearing shall be required on the resolution that establishes such fees and rates.

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

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

SEC. 4. Effective Date. This ordinance shall be effective upon adoption. However, until which time that a new fee schedule is duly adopted, the fees reflected in the former sections amended herein shall remain as an interim fee schedule.

PASSED IN FIRST READING: _____, 2023

PASSED IN SECOND READING: _____, 2023

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>	January 10, 2023
	<u>Agenda Section</u>	13

RESOLUTION No. 12-22-1744 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE NEW PERMANENT JOB DESCRIPTION OF THE CONSTRUCTION & FACILITIES MANAGER AND AMENDING THE PERMANENT, SALARIED (EXEMPT) EMPLOYEE PAY PLAN

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$

FY 20: \$	FY 21: \$	FY22: \$
-----------	-----------	----------

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 01-23-1744; 2. Construction & Facilities Manager Job Description; 3. Exhibit B Permanent, Salaried (Exempt) Employee Pay Plan

RECOMMENDATION MOTION:

Move to Approve Resolution No. 01-23-1744.

SUMMARY STATEMENT:

The attached resolution officially authorizes the Construction & Facilities Manager position and establishes the wage at a Grade 24 on the Permanent, Salaried (Exempt) Employee Pay Plan and Grade Table. A copy of the position description has also been attached for additional information.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 01-23-1744

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE NEW PERMANENT JOB DESCRIPTION OF THE CONSTRUCTION & FACILITIES MANAGER AND AMENDING THE PERMANENT, SALARIED (EXEMPT) EMPLOYEE PAY PLAN

WHEREAS, the Borough Assembly directed the Borough Manager to move forward with the necessary steps in hiring a Constrution & Facilities Manager; and

WHEREAS, the addition of this position allows the City and Borough of Wrangell to adequately add the duties and responsibilities of the Constrution & Facilities Manager position; and

WHEREAS, the Permanent, Salaried (Exempt) Employee Pay Plan must be amended to reflect the addition of the new job description of Constrution & Facilities Manager; and

WHEREAS, the pay scale for the Constrution & Facilities Manager position will be placed on the current Permanent Salaried (Exempt) Employee Pay Plan, Grade 24 (monthly salary range \$5,358.06 - \$6,760.52).

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

Section 1. The new job description for the Constrution & Facilities Manager position will be effective as of January 11, 2023.

Section 2. The attached Exhibit "B" is the Permanent, Salaried (Exempt) Employee Pay Plan and Grade Table reflecting the addition of the Constrution & Facilities Manager position, Grade 24.

Section 3. The attached Exhibit "B" repeals all other previous Non-Union Pay Plans and becomes effective January 11, 2023.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 10th DAY OF JANUARY, 2023.

CITY & BOROUGH WRANGELL, ALASKA

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell

Position Description

Position: Construction & Facilities Manager	Position Number:
Department/Site: Capital Facilities	FLSA: Salaried Exempt
Evaluated by: Capital Facilities Director	Salary Grade: 24

Summary

Under the Direction of the Capital Facilities Director, this position supervises and performs complex professional field and administrative work in the investigation, inspection, maintenance and construction of projects related to public buildings and capital improvements for all Borough infrastructure; provides support to staff, stakeholders and the public to resolve problems and ensure successful project completion; supervises maintenance staff; acts as project manager providing professional and responsible liaison activities as a representative of the Borough's interests with businesses, other governmental agencies, contractors, and individual citizens. Works independently and cooperatively with others.

Essential Duties and Responsibilities

This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

- Oversees and directs maintenance staff in performing a wide range of skilled work in the annual and preventative repair and maintenance of facility structures, their building systems and equipment for all Borough-owned facilities; resolving emergency situations; ensuring that assignments are completed in a safe, proper and timely manner; supporting assigned maintenance personnel in the performance of their assignments using standardized practices and methods; establishing maintenance priorities; developing resources and plans to execute priority maintenance projects.
- Oversees work performed on capital projects, or special projects, by contractors to assure compliance with contract specifications; performs field inspections of various projects and document progress to project schedule; assures project activities are compliant with project specifications and Borough policies.
- Coordinates and supervises a wide variety of projects, including those related to building maintenance and capital improvement projects, which includes projects related to building infrastructure and building systems, ports and harbors, streets, water, wastewater, electrical and sanitation.
- Oversees Borough force account personnel and specialized contractors.
- Schedules and coordinates all construction processes so that projects meet design specifications.
- Plans and coordinates the work of design professionals, including architects, engineers, surveyors, professional contractors, landowners, outside agencies, and other Borough departments to ensure thorough project scope; analyzes and recommends project alternatives; analyzes and reviews maintenance plans and construction project plans for acceptability to achieve compliance.
- Utilizes program and planning documents in determining real property facility requirements.
- Manages personnel safety programs.
- Gathers and analyzes field data.

- Prepares cost estimates, budgets, and schedules.
- Develops technical reports and/or drawings; assembles data and generates status reports.
- Communicates project goals and objectives; assures effective communications of project status.
- Monitors CIP/MM projects, plans, budgets; reviews special and recurring reports, budgets, payments, changes, and contracts.
- Develops contracts and proposals and ensures accuracy, completeness, and compliance with project design with Federal, State and Local policies and practices; prioritizes projects to optimize funds spent on facilities and infrastructure.
- Works with the Capital Facilities Director to pursue and manage grants for assigned projects.
- Independent travel and attendance at meetings outside the normal working hours is required.
- Performs other related duties as assigned.

Qualifications

Knowledge

- Construction practices and procedures, construction surveying, construction inspection and construction materials and methods.
- Proper methods, materials, and standards for construction of various public works including building systems, streets, storm drain, water and sewer lines, curb, gutter and sidewalk, and similar public improvements.
- Basic engineering principles and practices used in engineering drawings.
- Laws, regulations, codes, and ordinances related to areas of assignment.
- Public works contract administration procedures, including the process of contract preparation, contractor selection, administration of contract change orders, disputes, claims, equal opportunity and closing of contracts.
- Effective report writing requirements and techniques.
- Principles and practices of effective supervision.
- Accepted construction safety standards and regulations
- Personal computers, word processing, spreadsheets, project, and maintenance management software applications.

Abilities & Skills

- Learn, understand, and apply the Borough's organization, policies, operations, and procedures.
- Understand, interpret, and explain pertinent federal, state, and local regulations and guidelines related to assigned functions and responsibilities.
- Supervise field inspection and maintenance staff.
- Promote safe work practices.
- Read, interpret, and apply terms and requirements of pertinent specifications, laws, rules, and regulations.
- Read, evaluate, and interpret complex construction drawings and technical reports.
- Establish and maintain effective working relationships with those contracted in the performance of required duties which may include the public, other Borough employees, private agencies, contractors, architect and engineer professionals, developers, property owners and others involved in public improvement projects.
- Analyze complex technical problems and recommend or adopt an effective course of action.

- Review and process contract progress payments and negotiate contract change orders.
- Communicate clearly, concisely, and tactfully in both oral and written forms.
- Coordinate, prioritize, and integrate multiple projects in a cohesive and effective manner.
- Secure cooperation and teamwork among all affected and interested parties.
- Perform the full range of assigned duties and supervise the work of designated maintenance staff.
- Schedule, coordinate, and prioritize the work of self and others in a timely and proactive manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Physical Abilities

- Requires sufficient ambulatory ability to inspect premises, including the ability to bend, stoop, crawl, climb, and walk in confined areas.
- Sufficient visual acuity to read detailed drawings, recognizing words and numbers and to drive and read and write.
- Sufficient auditory ability to carry on conversations in person and over the phone.

Education and Experience

- Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:
- Four years of progressively responsible experience performing construction management and/or inspection, including supervisory responsibilities.
- Possession of the equivalent of a bachelor's degree from an accredited college or university with course work in construction management, engineering, or other field of study applicable to the responsibilities and requirements of this job/class is desirable.

Licenses and Certificates

- Requires a valid Alaska Driver's License or the ability to obtain one.

Working Conditions

- Work is performed in an office environment and in the field at Borough owned facilities and/or construction sites with frequent travel between sites.
- May be exposed to slippery surfaces, heavy equipment and machinery and inclement weather when conducting review of construction or project sites.
- Will frequently work near moving mechanical parts.
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, hazardous and obnoxious working conditions, extreme heat, and risk of electrical shock.
- The noise level in the work environment is usually moderated.

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.

Resolution No. 01-23-1744
Effective January 10, 2023

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

Temporary/Part-time/Seasonal Employees

Hourly Compensation

Note: Each step represents the amount above the prevailing State of Alaska Minimum Wage

Actual Temp Rates, Calendar Year 2021

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

Resolution No. 12-21-1653

Effective from July 1, 2021

Item b.

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	14.96	15.26	15.55	15.84	16.14	16.44	16.76	17.09	17.41	17.74	18.08	18.43	18.78
9	15.62	15.91	16.21	16.52	16.85	17.17	17.49	17.82	18.16	18.52	18.88	19.24	19.61
10	16.32	16.65	16.98	17.32	17.67	18.02	18.38	18.75	19.12	19.50	19.89	20.29	20.70
11	17.03	17.37	17.73	18.08	18.44	18.81	19.19	19.57	19.96	20.36	20.77	21.19	21.61
12	17.73	18.07	18.42	18.78	19.14	19.50	19.87	20.27	20.66	21.05	21.46	21.87	22.29
13	18.55	18.90	19.26	19.63	20.00	20.40	20.79	21.19	21.59	22.02	22.45	22.88	23.32
14	19.38	19.75	20.14	20.53	20.92	21.32	21.74	22.16	22.58	23.01	23.46	23.91	24.37
15	20.28	20.69	21.10	21.52	21.95	22.39	22.84	23.30	23.76	24.24	24.72	25.22	25.72
16	21.18	21.58	22.01	22.43	22.86	23.30	23.77	24.22	24.68	25.16	25.65	26.15	26.66
17	22.17	22.59	23.02	23.47	23.93	24.39	24.86	25.36	25.85	26.35	26.86	27.38	27.91
18	23.19	23.65	24.10	24.56	25.03	25.53	26.02	26.52	27.05	27.57	28.11	28.66	29.22
21	26.43	26.96	27.48	28.01	28.56	29.12	29.68	30.26	30.85	31.44	32.05	32.68	33.32
23	28.55	29.11	29.67	30.25	30.84	31.43	32.06	32.68	33.31	33.97	34.63	35.31	36.00
25	30.94	31.54	32.17	32.79	33.42	34.09	34.75	35.44	36.13	36.84	37.56	38.30	39.05
26	32.22	32.84	33.48	34.14	34.80	35.49	36.18	36.89	37.61	38.34	39.09	39.86	40.64

8	Custodian	14	Dispatch/Corrections Officer	18	Administrative Assistant - Poli Corrections Sergeant Firemedic/Trainer Accounting Generalist/Techni
9	Library Assistant I	15	Public Works Administrative Assistant	21	Police Officer Probationary
12	DMV Assistant Recreation Coordinator Library Assistant II Nolan Center Attendant - Museum Collection Nolan Center Coordinator	17	Police Officer Recruit Accounting Clerk II	23	Police Officer
13	Accounting Clerk Utility Accounts Clerk Property & Sales Tax Accounting Clerk	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	4,209.00	4,290.00	4,375.00	4,458.00	4,543.00	4,630.00	4,722.00	4,812.00	4,904.00	5,001.00	5,098.00	5,197.00	5,297.00
24	5,150.00	5,252.00	5,353.00	5,457.00	5,566.00	5,673.00	5,782.00	5,897.00	6,011.00	6,131.00	6,250.00	6,373.00	6,498.00
25	5,363.00	5,467.00	5,576.00	5,684.00	5,793.00	5,909.00	6,023.00	6,143.00	6,263.00	6,386.00	6,510.00	6,639.00	6,769.00
27	5,821.00	5,935.00	6,049.00	6,171.00	6,290.00	6,413.00	6,540.00	6,666.00	6,800.00	6,932.00	7,067.00	7,205.00	7,348.00
28	6,070.00	6,191.00	6,311.00	6,436.00	6,561.00	6,689.00	6,821.00	6,952.00	7,091.00	7,228.00	7,370.00	7,516.00	7,663.00
30	6,607.00	6,739.00	6,869.00	7,006.00	7,141.00	7,282.00	7,426.00	7,571.00	7,720.00	7,873.00	8,027.00	8,185.00	8,346.00
31	6,871.00	7,009.00	7,144.00	7,286.00	7,427.00	7,573.00	7,723.00	7,874.00	8,029.00	8,188.00	8,348.00	8,512.00	8,680.00
32	7,146.00	7,289.00	7,430.00	7,587.00	7,724.00	7,876.00	8,032.00	8,189.00	8,350.00	8,515.00	8,682.00	8,853.00	9,027.00
33	7,432.00	7,580.00	7,727.00	7,881.00	8,033.00	8,191.00	8,353.00	8,516.00	8,684.00	8,856.00	9,029.00	9,207.00	9,388.00
34	7,729.00	7,884.00	8,036.00	8,196.00	8,354.00	8,519.00	8,687.00	8,857.00	9,031.00	9,210.00	9,390.00	9,575.00	9,764.00
35	8,038.00	8,199.00	8,357.00	8,524.00	8,688.00	8,860.00	9,035.00	9,211.00	9,393.00	9,579.00	9,766.00	9,958.00	10,154.00

19	Civic Center Manager	25	Harbormaster	30	Finance Director Electrical Superintendent Director of Public Works & Capital Projects
24	Library Director Parks & Recreation Director Fire Chief Nolan Center Director	28	Economic Development Director	35	Police Chief Deputy Borough Manager

Temporary/Part-time/Seasonal Employees

Hourly Compensation

Note: Each step represents the amount above the prevailing State of Alaska Minimum Wage 10.34

Grade	Step													
↓		1	2	3	4	5	6	7	8	9	10	11	12	13
1	State MW	0.30	0.60	0.90	1.20	1.50	1.80	2.10	2.40	2.70	3.00	3.30	3.60	
		0.70	1.00	1.30	1.60	1.90	2.20	2.50	2.80	3.10	3.40	3.70	4.00	
3		1.70	2.00	2.30	2.60	2.90	3.20	3.50	3.80	4.10	4.40	4.70	5.00	
4		2.70	3.00	3.30	3.60	3.90	4.20	4.50	4.80	5.10	5.40	5.70	6.00	
5		3.20	3.50	3.80	4.10	4.40	4.70	5.00	5.30	5.60	5.90	6.20	6.50	
6		3.70	4.00	4.30	4.60	4.90	5.20	5.50	5.80	6.10	6.40	6.70	7.00	
7		4.20	4.50	4.80	5.10	5.40	5.70	6.00	6.30	6.60	6.90	7.20	7.50	
8		4.70	5.00	5.30	5.60	5.90	6.20	6.50	6.80	7.10	7.40	7.70	8.00	
9		6.20	6.50	6.80	7.10	7.40	7.70	8.00	8.30	8.60	8.90	9.20	9.50	
11														

Actual Temp Rates, Calendar Year 2021

	1	2	3	4	5	6	7	8	9	10	11	12	13
1	10.34	10.64	10.94	11.24	11.54	11.84	12.14	12.44	12.74	13.04	13.34	13.64	13.94
3	11.04	11.34	11.64	11.94	12.24	12.54	12.84	13.14	13.44	13.74	14.04	14.34	14.64
4	12.04	12.34	12.64	12.94	13.24	13.54	13.84	14.14	14.44	14.74	15.04	15.34	15.64
5	13.04	13.34	13.64	13.94	14.24	14.54	14.84	15.14	15.44	15.74	16.04	16.34	16.64
6	13.54	13.84	14.14	14.44	14.74	15.04	15.34	15.64	15.94	16.24	16.54	16.84	17.14
7	14.04	14.34	14.64	14.94	15.24	15.54	15.84	16.14	16.44	16.74	17.04	17.34	17.64
8	14.54	14.84	15.14	15.44	15.74	16.04	16.34	16.64	16.94	17.24	17.54	17.84	18.14
9	15.04	15.34	15.64	15.94	16.24	16.54	16.84	17.14	17.44	17.74	18.04	18.34	18.64
11	16.54	16.84	17.14	17.44	17.74	18.04	18.34	18.64	18.94	19.24	19.54	19.84	20.14

1	Lifeguard Recreation Assistant Theater Sales Associate	5	Park Maintenance I	8	Museum Clerk
3	Head Lifeguard	6	Park Maintenance II	9	Maintenance Custodian
4	Sales Assistant Laborer	7	Clerical Assistant	11	Theater Manager

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	15.26	15.57	15.86	16.16	16.46	16.77	17.10	17.43	17.76	18.09	18.44	18.80	19.16
9	15.93	16.23	16.53	16.85	17.19	17.51	17.84	18.18	18.52	18.89	19.26	19.62	20.00
10	16.65	16.98	17.32	17.67	18.02	18.38	18.75	19.13	19.50	19.89	20.29	20.70	21.11
11	17.37	17.72	18.08	18.44	18.81	19.19	19.57	19.96	20.36	20.77	21.19	21.61	22.04
12	18.08	18.43	18.79	19.16	19.52	19.89	20.27	20.68	21.07	21.47	21.89	22.31	22.74
13	18.92	19.28	19.65	20.02	20.40	20.81	21.21	21.61	22.02	22.46	22.90	23.34	23.79
14	19.77	20.15	20.54	20.94	21.34	21.75	22.17	22.60	23.03	23.47	23.93	24.39	24.86
15	20.69	21.10	21.52	21.95	22.39	22.84	23.30	23.77	24.24	24.72	25.21	25.72	26.23
16	21.60	22.01	22.45	22.88	23.32	23.77	24.25	24.70	25.17	25.66	26.16	26.67	27.19
17	22.61	23.04	23.48	23.94	24.41	24.88	25.36	25.87	26.37	26.88	27.40	27.93	28.47
18	23.65	24.12	24.58	25.05	25.53	26.04	26.54	27.05	27.59	28.12	28.67	29.23	29.80
21	26.96	27.50	28.03	28.57	29.13	29.70	30.27	30.87	31.47	32.07	32.69	33.33	33.99
23	29.12	29.69	30.26	30.86	31.46	32.06	32.70	33.33	33.98	34.65	35.32	36.02	36.72
25	31.56	32.17	32.81	33.45	34.09	34.77	35.45	36.15	36.85	37.58	38.31	39.07	39.83
26	32.86	33.50	34.15	34.82	35.50	36.20	36.90	37.63	38.36	39.11	39.87	40.66	41.45

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

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	4,293.18	4,375.80	4,462.50	4,547.16	4,633.86	4,722.60	4,816.44	4,908.24	5,002.08	5,101.02	5,199.96	5,300.94	5,402.94
24	5,253.00	5,357.04	5,460.06	5,566.14	5,677.32	5,786.46	5,897.64	6,014.94	6,131.22	6,253.62	6,375.00	6,500.46	6,627.96
25	5,470.26	5,576.34	5,687.52	5,797.68	5,908.86	6,027.18	6,143.46	6,265.86	6,388.26	6,513.72	6,640.20	6,771.78	6,904.38
27	5,937.42	6,053.70	6,169.98	6,294.42	6,415.80	6,541.26	6,670.80	6,799.32	6,936.00	7,070.64	7,208.34	7,349.10	7,494.96
28	6,191.40	6,314.82	6,437.22	6,564.72	6,692.22	6,822.78	6,957.42	7,091.04	7,232.82	7,372.56	7,517.40	7,666.32	7,816.26
30	6,739.14	6,873.78	7,006.38	7,146.12	7,283.82	7,427.64	7,574.52	7,722.42	7,874.40	8,030.46	8,187.54	8,348.70	8,512.92
31	7,087.42	7,149.18	7,286.88	7,431.72	7,575.54	7,724.46	7,877.46	8,031.48	8,189.58	8,351.76	8,514.96	8,682.24	8,853.60
32	7,288.92	7,434.78	7,578.60	7,731.72	7,878.68	8,033.52	8,192.64	8,352.78	8,517.00	8,685.30	8,855.64	9,030.06	9,207.54
33	7,580.64	7,731.60	7,881.54	8,038.62	8,193.66	8,354.82	8,520.06	8,686.32	8,857.68	9,033.12	9,209.58	9,391.14	9,575.76
34	7,883.58	8,041.68	8,196.72	8,359.92	8,521.08	8,689.38	8,860.74	9,034.14	9,211.62	9,394.20	9,577.80	9,766.50	9,959.28
35	8,198.76	8,362.98	8,524.14	8,694.48	8,861.76	9,037.20	9,215.70	9,395.22	9,580.86	9,770.58	9,961.32	10,157.16	10,357.80

19	Civic Center Manager	25	Harbormaster	30	Finance Director
24	Library Director Parks & Recreation Director Fire Chief Nolan Center Director	28	Economic Development Director		Electrical Superintendent Director of Public Works & Capital Projects
				35	Police Chief Deputy Borough Manager

Temporary/Part-time/Seasonal Employees

Hourly Compensation

Note: Each step represents the amount above the prevailing State of Alaska Minimum Wage 10.34

Grade	Step	1	2	3	4	5	6	7	8	9	10	11	12	13
1	State MW	0.30	0.60	0.90	1.20	1.50	1.80	2.10	2.40	2.70	3.00	3.30	3.60	
3		0.70	1.00	1.30	1.60	1.90	2.20	2.50	2.80	3.10	3.40	3.70	4.00	4.30
4		1.70	2.00	2.30	2.60	2.90	3.20	3.50	3.80	4.10	4.40	4.70	5.00	5.30
5		2.70	3.00	3.30	3.60	3.90	4.20	4.50	4.80	5.10	5.40	5.70	6.00	6.30
6		3.20	3.50	3.80	4.10	4.40	4.70	5.00	5.30	5.60	5.90	6.20	6.50	6.80
7		3.70	4.00	4.30	4.60	4.90	5.20	5.50	5.80	6.10	6.40	6.70	7.00	7.30
8		4.20	4.50	4.80	5.10	5.40	5.70	6.00	6.30	6.60	6.90	7.20	7.50	7.80
9		4.70	5.00	5.30	5.60	5.90	6.20	6.50	6.80	7.10	7.40	7.70	8.00	8.30
11		6.20	6.50	6.80	7.10	7.40	7.70	8.00	8.30	8.60	8.90	9.20	9.50	9.80

Actual Temp Rates, Calendar Year 2021

	1	2	3	4	5	6	7	8	9	10	11	12	13
1	10.34	10.64	10.94	11.24	11.54	11.84	12.14	12.44	12.74	13.04	13.34	13.64	13.94
2	11.04	11.34	11.64	11.94	12.24	12.54	12.84	13.14	13.44	13.74	14.04	14.34	14.64
3	12.04	12.34	12.64	12.94	13.24	13.54	13.84	14.14	14.44	14.74	15.04	15.34	15.64
4	13.04	13.34	13.64	13.94	14.24	14.54	14.84	15.14	15.44	15.74	16.04	16.34	16.64
5	13.54	13.84	14.14	14.44	14.74	15.04	15.34	15.64	15.94	16.24	16.54	16.84	17.14
6	14.04	14.34	14.64	14.94	15.24	15.54	15.84	16.14	16.44	16.74	17.04	17.34	17.64
7	14.54	14.84	15.14	15.44	15.74	16.04	16.34	16.64	16.94	17.24	17.54	17.84	18.14
8	15.04	15.34	15.64	15.94	16.24	16.54	16.84	17.14	17.44	17.74	18.04	18.34	18.64
9	15.54	15.84	16.14	16.44	16.74	17.04	17.34	17.64	17.94	18.24	18.54	18.84	19.14
10	16.04	16.34	16.64	16.94	17.24	17.54	17.84	18.14	18.44	18.74	19.04	19.34	19.64
11	16.54	16.84	17.14	17.44	17.74	18.04	18.34	18.64	18.94	19.24	19.54	19.84	20.14

1	Lifeguard	5	Park Maintenance I	8	Museum Clerk
	Recreation Assistant				
	Theater Sales Associate	6	Park Maintenance II	9	Maintenance Custodian
3	Head Lifeguard	9	Library Assistant I	11	Theater Manager
4	Sales Assistant	7	Clerical Assistant		
	Laborer				

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	1/10/2023
	<u>Agenda Section</u>	13

RESOLUTION No. 01-23-1745 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY APPROPRIATING \$52,404 FROM GENERAL FUND UNRESTRICTED FUND BALANCE AND AUTHORIZING ITS EXPENDITURE THROUGH THE CAPITAL FACILITIES OPERATING BUDGET FOR THE PURPOSE OF HIRING AND RETAINING A CONSTRUCTION & FACILITIES MANAGER

<u>SUBMITTED BY:</u>
Amber Al-Haddad, Capital Facilities Director

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

<u>FISCAL NOTE:</u>		
Expenditure Required: \$52,404		
FY 21: \$	FY 22:	FY23: \$52,404
Amount Budgeted:		
	n/a	
Account Number(s):		
	See account information in summary statement below	
Account Name(s):		
	Payroll expense accounts and recruiting expense account	
Unencumbered Balance(s) (prior to expenditure):		

ATTACHMENTS: 1. Resolution No. 01-23-1745

RECOMMENDATION MOTION:
Move to approve Resolution No. 01-23-1745.

SUMMARY STATEMENT:

This is the budget amendment that corresponds to **RES 01-23-1744** —effectively creating a Construction & Facilities Manager full-time, salaried, non-exempt employment position. This budget amendment appropriates \$52,404 to the following payroll and hiring expense accounts:

11000 029 6001	Salaries & Wages	\$37,891
11000 029 6101	Employer Tax	\$ 549
11000 029 6103	SBS	\$ 2,323
11000 029 6210	Employee Health Benefits	\$10,706
11000 029 6220	Life Insurance	\$ 74
11000 029 6222	Worker's Compensation	<u>\$ 860</u>
Total		\$52,404

The Construction & Facilities Manager compensation and benefits package is modeled out for 6 of 12 working months in the FY2023 budget.

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 01-23-1745

RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY APPROPRIATING \$52,404 FROM GENERAL FUND UNRESTRICTED FUND BALANCE AND AUTHORIZING ITS EXPENDITURE THROUGH THE CAPITAL FACILITIES OPERATING BUDGET FOR THE PURPOSE OF HIRING AND RETAINING A CONSTRUCTION & FACILITIES MANAGER

WHEREAS, the Capital Facilities Department has demonstrated a critical need for a full-time Construction & Facilities Manager; and

WHEREAS, it is necessary to amend the budget to reflect the total compensation cost for the six-month impact this position will have in FY 2023 in the amount of \$52,404; and

WHEREAS, the City & Borough of Wrangell has established a permanent, full-time, salaried, non-exempt job description for the Construction & Facilities Manager position.

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

Section 1: The FY 2023 Budget in the General Fund is amended to authorize an increase of expenditure in the following payroll and recruiting expense accounts:

11000 029 6001	Salaries & Wages	\$37,891
11000 029 6101	Employer Tax	\$ 549
11000 029 6103	SBS	\$ 2,323
11000 029 6210	Employee Health Benefits	\$10,706
11000 029 6220	Life Insurance	\$ 74
11000 029 6222	Worker's Compensation	\$ 860

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 10th DAY OF JANUARY 2023.

CITY & BOROUGH OF WRANGELL

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>	January 10, 2023
	<u>Agenda Section</u>	13

RESOLUTION No. 01-23-1747 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, CREATING THE JOB DESCRIPTION OF THE RECREATION FACILITY MAINTENANCE SPECIALIST AND AMENDING THE UNION WAGE & GRADE TABLE

SUBMITTED BY:

Kate Thomas, Parks & Recreation Director

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 21: \$	FY 22: \$	FY23: \$
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Amount Budgeted:

	FY22 \$XXX
--	------------

Account Number(s):

	XXXXXX XXX XXXX
--	-----------------

Account Name(s):

	Enter Text Here
--	-----------------

Unencumbered Balance(s) (prior to expenditure):

	\$XXX
--	-------

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1) Resolution No 01-23-1747 2) Exhibit A – Proposed Recreation Facility Maintenance Specialist job desc 3) Exhibit B – Proposed Union W&G Table 4) Custodian Light Maintenance Job Description (Original)

RECOMMENDATION MOTION:

Move to Approve Resolution No 01-23-1747.

SUMMARY STATEMENT: The scope of responsibilities within the Parks & Recreation department operations including the swimming pool, community center,

parks & trails are comprehensive, challenging maintenance personnel to exercise a variety of janitorial, light, and mid-level maintenance skills. Personnel are subjected to facilities that require entry into permit confined spaces, hazardous chemical handling, respiratory protection procedures, evaluation and repair of mechanical systems, exposure to electrical systems, basic plumbing repair and carpentry, and equipment and trail maintenance. These tasks exceed the description of “light maintenance”.

In addition to the technical hard skills required to be successful in the role, the value in having the position assist the Director with setting future priorities and independently working on current projects is immeasurable. Creating the Recreation Facility Specialist job description to formally adopt these duties helps propel the department’s completion of preventative and corrective maintenance.

The proposed job description is comparable to the Facility Maintenance Specialist within the Building Maintenance department. Given the nature of the position, it is recommended that it be classified at Grade 19 to fall in line with the other positions within a similar scope. Modifications to the Union Wage and Grade Schedule are included herein.

The financial implications of this recommendation are outlined below.

Financial Implications based on current FY Budget		
Current wages (Grade 15 Step 6)	\$ 23.19	\$ 48,235.20
Updated wages (Grade 19 Step 1)	\$ 25.26	\$ 52,540.80
Additional cost (hourly/annually)	\$ 2.07	\$ 4,305.60

Parks & Recreation Maintenance Position Reclassification Expenses		
Custodian Light Maintenance	Step 1	Step 13
Grade 15 Hourly Wage	\$ 21.08	\$ 26.52
Annual Wage Expense	\$ 43,846.40	\$ 55,161.60
Facility Maintenance Specialist	Step 1	Step 13
Grade 19 Hourly Wage	\$ 25.26	\$ 31.80
Annual Wage Expense	\$ 52,540.80	\$ 66,144.00
Added annual expense to reclassify	\$ 8,694.40	\$ 10,982.40

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 01-23-1747

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, CREATING THE JOB DESCRIPTION FOR THE RECREATION FACILITY MAINTENANCE SPECIALIST AND AMENDING THE UNION WAGE & GRADE TABLE

WHEREAS, the amendment of this position description allows the City and Borough of Wrangell's Parks and Recreation Department the ability to appropriately update the duties and responsibilities of the Custodian Light Maintenance Position; and

WHEREAS, the current position title is Custodian Light Maintenance and duties of this position are more advanced and therefore this changes the position to a Recreation Facility Maintenance Specialist; and

WHEREAS, this position has been reviewed and job description updated to accurately reflect actual and necessary duties, responsibilities, and qualifications; and

WHEREAS, the current rate of pay for the position is a Grade 15 with the hourly pay range from \$21.08 to \$26.52 and based on the proposed changes to the job description, this changes the Grade to 19 with the hourly pay range from \$25.26 to \$31.80; and

WHEREAS, there is sufficient appropriated funds for parks and recreation payroll related accounts in the FY 2023 and therefore no budget amendment is required; and

WHEREAS, it is the desire of the City and Borough of Wrangell to bring all job descriptions into compliance with current standards, and

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

Section 1: Exhibit "A" includes the job description which describes the duties, responsibilities, and qualifications for the Recreation Facility Maintenance Specialist.

Section 2: Exhibit "B" includes the amended Union Wage and Grade Table.

Section 3. The new job description for the Recreation Facility Maintenance Specialist position will be effective as of January 10th, 2023.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 10th day of January 2023.

CITY & BOROUGH OF WRANGELL, ALASKA

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

City & Borough of Wrangell**Position Description**

Position: Recreation Facility Maintenance Specialist	Position Number:
Department/Site: Parks and Recreation Facilities	FLSA: Non-exempt
Evaluated by: Parks and Recreation Director	Salary Grade: 19

Summary

The Recreation Facility Maintenance Specialist is responsible for the day to day custodial and maintenance duties of all the Parks & Recreation facilities including the swimming pool, community center, parks & trails. Occasionally works with other Borough departments, assisting with special projects. Works independently or cooperatively with others under the daily direction and supervision of the Parks & Recreation Director.

Distinguishing Career Features

The position performs a wide range of maintenance services and is responsible for the upkeep of Wrangell's Parks & Recreation Facilities. Performs mid-level technical maintenance, troubleshooting and repair of building systems and equipment. May be required to work extended hours, as determined by management or facility need.

Essential Duties and Responsibilities

- The Recreation Facility Maintenance Specialist performs a wide range of skilled work in the repair and maintenance of facility structures, their building systems and equipment for all Parks & Recreation facilities.
- Assists the Parks & Recreation Director in identifying future facility improvement needs and projects.
- Inspects facilities, systems, equipment, and supplies, on a regular basis for the purposes of identifying and accomplishing priorities for maintenance and repair.
- Complies with all safety requirements and practices.
- Performs maintenance and repair of all building structures and their systems, including but not limited to, electrical, heating, cooling, ventilation, plumbing systems, carpentry work for construction, and other maintenance and repair tasks; performs mid-level technical maintenance and repair tasks as appropriate.
- Receives work requests through work order and/or direct contact. Keeps work order data entry current and maintains computerized maintenance records.
- Investigates and troubleshoots problems with facilities and equipment, and coordinates problem resolution as appropriate; responds to emergency breakdowns, and repair delinquent equipment on a timely basis.
- Implements and schedules preventative maintenance for all Parks & Recreation facilities, equipment, and systems, including heating and air systems, ventilation systems, digital and pneumatic controls, fire alarm systems, fire extinguishers, and weight and cardio equipment.
- Troubleshoots and resolves or oversees resolution of routine maintenance problems, such as structural problems, basic mechanical and plumbing or other equipment malfunctions.
- Monitors, operates, and troubleshoots the pneumatic and digital HVAC control systems present in the Swimming Pool building.

- Maintains pool chemistry tests, safe chemical handling, water balancing and circulation systems at proper levels, along with monthly water data reports.
- Monitors, maintains, and completes repairs of pumps, motors and valves at the swimming pool.
- Maintains aquatics, recreation, and park facilities to include janitorial responsibilities, general maintenance, trash removal, mowing and landscaping duties and exterior building maintenance.
- Performs maintenance work as required in support of and in preparation for recreational programs, events or activities at assigned facilities.
- Maintains adequate inventory of necessary spare parts and serviceability of necessary maintenance supplies and equipment; purchase materials, supplies and/or equipment as appropriate. Prepares and maintains records on all maintenance activities and keeps all facility Operations & Maintenance manuals up to date.
- Participates in all job-related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.
- Assures the facilities stay in compliance with OSHA, EPA and Building and Fire Code, and other regulatory requirements.
- This position may require the employee to enter confined spaces as part of the job duties. Employees that participate or have duties in the Confined Space Program will receive training to ensure that each individual has the understanding, knowledge and skills necessary to safely perform all permit-required confined space operations.
- May be required to work extended hours, as determined by management or facility needs.
- This position is subject to call-out or call-back at any time due to staff shortages or emergencies, to facilitate and sustain department operations. Must be willing to work odd hours as required by the work environment.
- Keeps track of budget and spending for maintenance accounts.
- Performs other job-related duties and responsibilities that support the overall objectives of the position, or as assigned.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service. Occasionally assists other department crews as manpower needs arise.

Qualifications

Knowledge and Skills

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Experience applying the principles of building maintenance and repair and knowledge of materials associated with the construction and maintenance of buildings.
- Building automated control systems and components.
- Methods, tools, materials, and equipment used in all phases of facilities maintenance and repair.
- Basic mathematics, including calculations using fractions, percent, and ratios, to record and compute precise measurements.
- Interpret technical manuals, engineered drawings and specifications, safety rules, operating and maintenance instructions, and procedure manuals.
- Personal computer experience in Windows-based applications for data processing and spreadsheet development and other software as utilized by the department such as work order generation and inventory tracking software, or the ability to learn such software applications.
- Experience in maintenance hazards and safety practices related to building trades, including applicable OSHA standards and safe operation of tools, equipment, and vehicles.

- Experience in maintaining swimming pools and the associated systems, equipment and facilities operation, or ability to learn.
- Experience in maintaining step and run and aggregate trail systems and infrastructure, or ability to learn.

Abilities

- Skills are required to perform the duties of the position, with the potential to upgrade skills in order to meet changing job conditions.
- Ability to perform a wide range of physical and manual tasks in both indoor and outdoor environments.
- Broad range of mechanical, electrical, plumbing and carpentry skills.
- Requires sufficient computer and writing skills to prepare reports.
- Ability to perform record keeping functions.
- Ability to communicate professionally and effectively with customers, contractors, design professionals, outside agencies and other employees of the organization.
- Add, subtract, multiply and divide. Ability to perform these operations while often converting between different units of measurement.
- Apply commonsense understanding to carry out detailed written or oral instructions.
- Deal with problems involving a few concrete variables in standardized situations.
- Adapt to situations that are frequently not anticipated or planned for.
- Ability to work in a safe manner and work independently with minimal direct supervision.

Physical Abilities

- Strength and mobility to operate hand and power tools, mobility to drive a motor vehicle to various site locations; stamina to perform sustained physical labor including standing, walking, climbing, and working in confined or awkward spaces. Stooping, bending, and squatting is required on a regular basis.
- This position requires the employee to wear a variety of respirators as part of the job duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.
- Must be able to work from and perform complicated and physically demanding tasks from ladders, scaffolds, powered manlifts, and other elevated areas.
- Sufficient visual acuity to read detailed drawings, recognizing words and numbers and to drive, read and write, and perform repair work.
- Sufficient auditory ability to carry on conversations in person and over the phone.
- Must be able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds with proper equipment, often reaching from awkward positions using hand-eye coordination to insert parts

Education and Experience

- Any combination of education, training, and experience which demonstrates an ability to perform the duties and responsibilities as described, including progressively responsible journey-level experience in building maintenance and repair and/or building trades. A typical qualifying entrance background would be four years' experience in the skilled trades.
- A variety of maintenance, equipment operation and construction experience.
- Requires a high school diploma or general education degree (GED), and possess the ability to clearly read, write, and speak English. One year of college or technical level classes related to building maintenance technologies is preferred.

Licenses and Certificates

- Requires a valid Alaska Driver's License.
- Requires the ability to successfully obtain a Certified Pool Operator certificate offered, when course is available, after probation period.
- Requires the ability to complete respirator fit testing.

Working Conditions

- Work is performed indoors and outdoors where safety considerations exist from physical labor and equipment operation. Will frequently work in outside weather conditions and will regularly be exposed to extreme cold.
- Employees may perform work alone or as part of a team and may be subject to callout. Employees may be exposed to; varying noise levels; dust, fumes or airborne particles, electrical shock and hazardous chemicals found in the pool treatment process with appropriate personal protective equipment.
- Employees may perform work on slippery or uneven surfaces, on ladders, and equipment with moving parts.

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.

Resolution No. 01-23-1747

Wage Scale, IBEW-represented positions, July 1, 2021 to June 30, 2024

City & Borough of Wrangell IBEW W&G Table														
Grade	Position Title	Steps												
		1	2	3	4	5	6	7	8	9	10	11	12	13
13	Harbor Maintenance/Security	19.30	19.66	20.04	20.42	20.81	21.22	21.63	22.05	22.46	22.91	23.35	23.80	24.26
14	Sanitation Worker	20.16	20.55	20.95	21.36	21.77	22.18	22.62	23.06	23.49	23.94	24.40	24.88	25.36
14	Trainee	20.16	20.55	20.95	21.36	21.77	22.18	22.62	23.06	23.49	23.94	24.40	24.88	25.36
15	Administrative Assistant-Harbors	21.08	21.48	21.89	22.31	22.75	23.19	23.64	24.09	24.56	25.03	25.52	26.01	26.52
15	Water Trt. Plt. Apprentice	21.08	21.48	21.89	22.31	22.75	23.19	23.64	24.09	24.56	25.03	25.52	26.01	26.52
15	Custodian - Light Maintenance	21.08	21.48	21.89	22.31	22.75	23.19	23.64	24.09	24.56	25.03	25.52	26.01	26.52
16	Electrical Dispatch Secretary	22.04	22.45	22.90	23.34	23.78	24.24	24.73	25.20	25.68	26.18	26.68	27.20	27.73
16	Sanitation Operator	22.04	22.45	22.90	23.34	23.78	24.24	24.73	25.20	25.68	26.18	26.68	27.20	27.73
17	Port & Harbor Maintenance	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
17	Marine Service Center Relief Operator	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
19	Mechanic	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Diesel Electric Mechanic Assistant	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Sanitation Lead	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Maint. Specialist II/Heavy Equip Operator	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Water/Wastewater Treatment Operator	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Marine Service Center & Harbor Team Leader	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
19	Recreation Facility Maintenance Specialist	25.26	25.75	26.26	26.76	27.27	27.79	28.34	28.88	29.43	30.02	30.60	31.20	31.80
20	Power Generation Mechanic/Operator	26.47	26.98	27.50	28.05	28.59	29.14	29.71	30.30	30.88	31.48	32.10	32.72	33.36
20	Maint. Specialist III/Heavy Equip Operator	26.47	26.98	27.50	28.05	28.59	29.14	29.71	30.30	30.88	31.48	32.10	32.72	33.36
23	Public Works Foreman	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Water Treatment Leadman	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Wastewater Treatment Leadman	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Mechanic Lead	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
23	Facility Maintenance Specialist Lead	29.70	30.29	30.87	31.47	32.09	32.70	33.36	34.00	34.66	35.34	36.03	36.74	37.46
27	Electrical Lineman	34.94	35.62	36.31	37.04	37.76	38.49	39.25	40.01	40.81	41.61	42.42	43.25	44.10
29	Electrical Line Foreman	38.01	38.77	39.51	40.31	41.09	41.90	42.72	43.56	44.41	45.29	46.18	47.09	48.01
Lineman Apprentice		50%	55%	60%	65%	75%	80%	85%	90%	100%				
		17.47	19.59	21.79	24.07	28.32	30.80	33.37	36.01	40.81				
		#####	12/30/2022	6/30/2023	12/30/2023	7/1/2024	#####	7/1/2025	#####	6/30/2026				

City & Borough of Wrangell

Position Description

Position: Custodian-Light Maintenance	Position Number:
Department/Site: Parks & Recreation/Community Center	FLSA: Exempt
Evaluated by: Parks and Recreation Director	Salary Grade: 15

Summary

Under the supervision of the Parks and Recreation Director, performs a variety of custodial and light maintenance duties in aquatics, recreation, and park facilities, requiring knowledge and skills including; janitorial, installation, maintenance, modification and repair work of equipment, grounds and buildings.

Distinguishing Career Features

The Custodial-Light Maintenance position assists with the maintenance and is responsible for the upkeep of Wrangell's Parks and Recreation Facilities. The job involves attention to detail, safety, and the ability to work both independently and in a team setting.

Essential Duties and Responsibilities

- Maintains pool chemistry tests, safe chemical handling, balancing and circulation at proper levels, along with monthly reports.
- Maintains aquatics, recreation, and park facilities to include janitorial responsibilities.
- Maintains aquatics, recreation, and park grounds to include general maintenance, trash removal, mowing and landscaping duties, and exterior building light maintenance.
- Performs maintenance work as required in support of and in preparation for recreational programs or activities at assigned facilities.
- Assists in maintaining product and equipment inventories, purchase records and ordering supplies.
- Troubleshoots and resolves or oversees resolution of routine maintenance problems such as facility issues or basic mechanical equipment malfunctions.
- Monitors, maintains, and assists with repairs of pumps, motors and valves at the swimming pool.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Qualifications**Knowledge and Skills**

- Requires knowledge of cleaning equipment, materials, and procedures to perform cleaning tasks efficiently and effectively.
- Requires basic knowledge of maintenance procedures and the ability to perform duties efficiently.
- Requires basic knowledge of swimming pool, equipment and facilities operation and maintenance, or ability to learn.
- Requires basic knowledge of hazards and safety precautions, or ability to learn.

Abilities

Ability to identify facility and equipment deficiencies and execute reliable repairs and maintenance. Ability to work in a safe manner without supervision and make independent decisions. Requires attention to detail and the ability to recognize safety and security hazards.

Physical Abilities

Strength and mobility to operate hand and power tools, mobility to drive a motor vehicle to various site locations; stamina to perform sustained physical labor including standing, walking, climbing, and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment. Stooping, bending, and squatting is required on a regular basis.

Education and Experience

A high school diploma or GED equivalent is required

Licenses and Certificates

- Requires a valid Alaska Driver's License.
- Requires the ability to successfully obtain a Certified Pool Operator certificate offered, when course is available, after probation period.
- Requires the ability to complete respirator fit testing.

Working Conditions

Work is performed indoors and outdoors where safety considerations exist. Employees may perform work alone or as part of a team and may be subject to callout. Employees may be exposed to; varying noise levels; dust, fumes, and hazardous chemicals found in the pool treatment process with appropriate personal protective equipment. Employees may perform work on slippery or uneven surfaces, on ladders, and equipment with moving parts.

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

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	January 10, 2023
	<u>Agenda Section</u>	13

Resolution No 01-23-1746 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ACCEPTING A GRANT IN THE AMOUNT OF \$250,000 FROM THE DENALI COMMISSION FOR THE SOLID WASTE TRANSFER STATION LOADING DOCK PROJECT

<u>SUBMITTED BY:</u>
Amber Al-Haddad, Capital Facilities Director

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

<u>FISCAL NOTE:</u>		
Revenue Received: \$250,000		
FY 21: \$	FY 22: \$	FY23: \$250,000
Amount Budgeted:		
Account Number(s):		
78300-000-9999-XX-78003		
Account Name(s):		
Solid Waste Transfer Station Loading Dock (Capital Project)		

ATTACHMENTS: 1. Resolution No 01-23-1746, 2. Exhibit A Standard Terms and Conditions of Denali Commission Grant

RECOMMENDATION MOTION:
Move to Approve Resolution No 01-23-1746.

SUMMARY STATEMENT:

Following installation of the solid waste baler equipment, the Sanitation department is faced with extreme safety and operational challenges with the new baling operations. Since implementation of the baler in the winter of 2021, sanitation workers have been loading bales into closed top containers via a steel ramp and forklift. The process is highly dangerous and inefficient. For the sake of preserving employee health and maintaining service to community, the department is planning to construct a loading dock for the bales' loading into containers, which will alleviate health and safety concerns and bolster fiscal sustainability via increased efficiency. Most importantly, the project will allow the Borough to offer quality service to the community without putting sanitation professionals and the community at risk.

In Summer 2022, the City and Borough of Wrangell (CBW) applied for a Denali Commission grant to supplement local funding the Solid Waste Transfer Station Loading Dock project. The Denali Commission grant funding would serve to fund the project in addition to the Sanitation Department Fund's approved FY23 capital budget allocation in the amount of \$391,499.

In August 2022, the Denali Commission notified us that grant funding, in the amount of \$250,000, was approved for award. Award documents were received in December 2022, and in order to obligate the funds, the CBW is required to sign the grant agreement based on the terms and conditions attached hereto as Exhibit A to Resolution No. 01-23-1746.

By approving Resolution 01-23-1746, the Wrangell Borough Assembly accepts the Denali Commission grant award in the amount of \$250,000, authorizes grant agreement execution, and authorizes expenditures under the grant for the Solid Waste Transfer Station Loading Dock project.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 01-23-1746

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ACCEPTING A GRANT IN THE AMOUNT OF \$250,000 FROM THE DENALI COMMISSION FOR THE SOLID WASTE TRANSFER STATION LOADING DOCK PROJECT

WHEREAS, the Denali Commission (Commission) was established in 1998 as an independent federal agency to promote rural development throughout Alaska through federal congressional appropriations, transfers from the State of Alaska, other federal agencies, other funders, and recent funding in the Infrastructure Investment and Jobs Act of 2021 (IIJA); and

WHEREAS, the City and Borough of Wrangell pursued supplemental funding, through submission of a grant application with the Denali Commission, to construct a loading dock at the Solid Waste Transfer Station facility; and

WHEREAS, the Denali Commission provided the City and Borough of Wrangell with a \$250,000 grant award for the Solid Waste Transfer Station Loading Dock project; and

WHEREAS, the Assembly of the City and Borough of Wrangell accepts the Denali Commission grant award in the amount of \$250,000, with no grantee match requirement, for the Solid Waste Transfer Station Loading Dock project.

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

Section 1: The Assembly of the City and Borough of Wrangell hereby accepts the Denali Commission grant award in the amount of \$250,000, for the Solid Waste Transfer Station Loading Dock project into the Sanitation Department Capital Fund, and authorizes the Borough Manager to execute its administration and expenditures.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 10th day of January, 2023.

CITY & BOROUGH OF WRANGELL, ALASKA

Patricia Gilbert, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

Exhibit A to Resolution 01-23-1746

Financial Assistance Award Terms and Conditions Between the Denali Commission and the City and Borough of Wrangell For Solid Waste Transfer Station Loading Dock Award No. XXXX December 2022

1. Project Summary

- a. Scope of Work: Construct a loading dock at the Solid Waste Transfer Station
- b. Deliverables: Loading dock and site modifications, as designed
- c. Budget: The Commission is making \$250,000 available for the project via this Financial Assistance Award (FAA). This amount includes direct, indirect, and pre-award costs (if any) authorized pursuant to [2 CFR 200.458](#). The City and Borough of Wrangell is contributing an additional \$220,000 for a total project cost of \$470,000. All Commission funding is intended to be used for the scope of work identified in this FAA only. Any funds remaining after the full scope of work has been completed must be returned to the Commission consistent with [2 CFR 200.345](#).
- d. Delivery Method: The City and Borough of Wrangell will administer the award and oversee its contractors. The City and Borough of Wrangell, working with its engineering consultant (R&M Engineering), will select a contractor via a competitive bid process. The project follows a design-bid-build model.
- e. Performance Period: The Period of Performance for this FAA is 1 January 2023 through 30 September 2024. In accordance with [2 CFR 200.309](#) Recipients can only incur obligations or costs against this FAA during the Period of Performance, unless specifically authorized in the Special Provisions (Section 14 of this document). If a project cannot be completed within the approved Period of Performance, an extension request must be made in accordance with the Commission's [Recipient Guidelines and Requirements \(RGR\)](#).
- f. Place of Performance and Beneficiaries: The place of performance is Wrangell, Alaska. Wrangell has a population of 2,127, about 30 percent of whom identify as American Indian and Alaska Native in some way (Source: [2020 Decennial Census](#)). The Sanitation Department of the City and Borough of Wrangell is responsible for collection and disposal of all solid waste on Wrangell Island. Therefore, everyone living and working on Wrangell Island benefits from the project. Wrangell is:
 - identified as a distressed community in the Commission's [2021 Distressed Communities Report](#)
 - not identified as an Environmentally Threatened Community in the Commission's [2019 Statewide Threat Assessment](#)
 - not identified as disadvantaged per the Council on Environmental Quality's [Climate and Economic Justice Screening Tool](#)

Award Conditions, Award No. _____
City and Borough of Wrangell

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See attached Budget and Funding Summary for more information.

2. Project Reporting and Commission Site Visits

Progress reports and a Closeout Report are required under this FAA. Progress reports must be submitted at the frequency stipulated in the Special Provisions. The Closeout Report must be completed within 90 days of the end of the Period of Performance. All reports must be submitted via the [Denali Commission Project Database System](#).

Commission staff or agents of the Commission may make visits to the project site and/or home office to monitor progress during and/or after the Period of Performance. The Recipient must coordinate and make information available as necessary to facilitate any such site visits.

Refer to the [Recipient Guidelines and Requirements](#) document for further information related to reports and site visits.

3. Payments

Payments under this FAA will be made in accordance with [2 CFR 200.305](#) by electronic transfer in response to a [Standard Form 270 \(SF-270\)](#) "Request for Advance or Reimbursement", submitted by the Recipient. At a minimum, all SF-270s must include summary cost information on all applicable cost categories. Detailed documentation is required for any single expenditure greater than \$50,000. If Pre-Award Costs and/or Advance Payments are authorized under this FAA, the Special Provisions will indicate so. Requests for reimbursements may be made as needed.

Refer to the [Recipient Guidelines and Requirements](#) document for further information about submitting SF-270s.

4. Modifications

In accordance with [2 CFR 200.308](#), the Recipient must report deviations in project scope, budget, delivery method, schedule, or site conditions and request prior approvals from the Commission's Program Manager. The Recipient must also submit written requests to the Program Manager for the replacement of Key Staff identified in the Special Provisions.

Refer to the [Recipient Guidelines and Requirements](#) document for further information about modifying a Financial Assistance Award.

5. Financial Management, Record Keeping, Internal Controls, and Audits

The Recipient must have financial management and record keeping systems that are consistent with [2 CFR 200.302](#). If the Recipient is a State organization, it must expend and account for FAA funds in accordance with applicable State laws and procedures for expending and accounting for the State's own funds.

Award Conditions, Award No. _____
City and Borough of Wrangell

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The Recipient must establish and maintain effective internal controls with respect to this FAA that are consistent with [2 CFR 200.303](#).

In accordance with [2 CFR 200.501](#), Recipients that expend \$750,000 or more of federal funds in a year must have a single or program-specific audit conducted for that year.

Refer to the [Recipient Guidelines and Requirements](#) document for further information about financial management, record keeping, internal controls and audits.

6. Direct and Indirect Costs

All direct costs must be allowable, allocable, and reasonable. Indirect costs must be allocable based on accepted accounting policies and practices and in accordance with the Recipient's Negotiated Cost Rate Agreement (NCRA), as applicable. Recipients without a NCRA may apply the 10 percent de minimis rate to their [Modified Total Direct Costs \(MTDC\)](#). Indirect costs must be specifically included as a line item or identified with appropriate notes in the approved budget.

Refer to [2 CFR 200 Subpart E \(Cost Principles\)](#) and the [Recipient Guidelines and Requirements](#) document for further information on direct and indirect costs.

7. Sub-Awards

All sub-awards and contracts issued by the Recipient under this FAA must comply with [2 CFR 200.331](#) and [332](#).

8. Procurements

- a. States: In accordance with [2 CFR 200.317](#), when procuring property and services under this FAA, a State Recipient must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State Recipient must also comply with [2 CFR 200.322](#), and ensure that every purchase order or contract includes any clauses and provisions required by [2 CFR 200.326](#).
- b. Other Non-Federal Entities: All other non-Federal Recipients, including subrecipients of a State, must follow their own documented procurement procedures, provided that the procedures conform to applicable Federal law and the standards in [2 CFR 200.318](#) through [200.326](#).

Refer to the [Recipient Guidelines and Requirements](#) document for further information about procurement.

9. Acknowledgement of Support

The Recipient must name the Denali Commission as a financial contributor and project/program partner in all media correspondence related to the work

Award Conditions, Award No. _____
City and Borough of Wrangell

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supported by this FAA. If Commission funds are used for construction, the Recipient must also display a sign at the construction site that acknowledges the Commission's support.

Refer to the [Recipient Guidelines and Requirements](#) document for further information on this subject.

10. Real Property and Equipment

The Disposition requirements and restrictions set forth in [2 CFR 200.310](#) through [200.316](#) apply, unless specifically altered in the Special Provisions to this FAA.

Any real property reporting requirements apply in accordance with [2 CFR 200.329](#) will be stipulated in the Special Provisions to this FAA.

11. Conflict of Interest

In accordance with [2 CFR 200.112](#), the Recipient must disclose in writing any potential conflicts of interest to the Commission. In addition, [2 CFR 200.318](#) requires that Recipients maintain written standards of conduct covering conflicts of interest and governing the performance of their employees engaged in the selection, award, and administration of contracts.

Refer to the [Recipient Guidelines and Requirements](#) document for further information on this subject.

12. Denali Commission Policies

Recipients may be required to comply with certain published Denali Commission policies, which can be found in the [Recipient Guidelines and Requirements](#) document. Any specific requirements or deliverables related to these policies will be stipulated in the Special Provisions to this FAA.

13. Laws and Regulations

Recipients are required to comply with all applicable Federal laws and regulations. General categories of potentially applicable laws and regulations are summarized below. Refer to the [Recipient Guidelines and Requirements](#) document for further information on specific laws and regulations that may apply.

- a. Debarment and Suspension
- b. Whistle-blower Protection
- c. Non-Discrimination
- d. Lobbying and Propaganda
- e. Environmental
- f. Drug-Free Workplace
- g. Travel
- h. Human Rights
- i. Animal Welfare
- j. Executive Compensation
- k. Build America, Buy America Act

Award Conditions, Award No. _____
City and Borough of Wrangell

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14. Other Provisions

- a. The United States expressly disclaims any and all responsibility or liability to the Recipient or sub-recipients for the actions of the Recipient or sub-recipients resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this FAA, including sub-awards, contracts, or sub-contracts issued in connection with this FAA.
- b. To the maximum extent practicable, considering applicable laws, the Recipient shall accomplish the project contemplated by this FAA using local Alaska firms and labor.
- c. All terms and conditions contained in this FAA apply to any sub-recipient under this FAA.
- d. Failure to comply with the provisions of this FAA or maintain satisfactory performance may result in additional FAA conditions pursuant to [2 CFR 200.207](#). This includes but is not limited to: temporarily withholding of payments pending the correction of the deficiency; disallowance of project costs; wholly or partially suspending or terminating the FAA. In addition, failure to comply with the provisions of this FAA may also have a negative impact on the Recipient's eligibility for future Federal awards.

15. Special Provisions

Progress Reports: Progress reports must be submitted on a quarterly basis via the [Denali Commission Project Database System](#). The first reporting period is 1 January 2023 to 31 March 2023, and quarterly thereafter.

Pre-Award Costs: Not applicable (NA)

Match Requirement: NA

Advance Payments: NA

Key Staff: Amber Al-Haddad, Capital Facilities Director

Denali Commission Policies:

Investment Guidance Policy: Initiatives and projects developed pursuant to this FAA shall maximize match funding and long-term benefits to Alaska

Sustainability Policy: Initiatives and projects developed pursuant to this FAA shall include analysis that shows the initiative/project will be sustainable

Community Planning Policy: Initiatives and projects developed pursuant to this FAA shall be consistent with local and regional planning documents

Open Door Policy: Any facilities developed pursuant to this FAA shall be available to all potential users

Private Enterprise Policy: Initiatives and projects developed pursuant to this FAA shall not compete with private interests

Award Conditions, Award No. _____
City and Borough of Wrangell

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Competitive Bid Policy: Where multiple Alaska-based vendors can complete the required work, Recipients are encouraged to pursue a competitive bid; price competition is required for all contracts over \$3 million

National Environmental Policy Act (NEPA): Type B1 Categorical Exclusion per Denali Commission NEPA Implementing Procedures published in [45 CFR Part 900](#) on 1 October 2016. The City and Borough of Wrangell must prepare a categorical exclusion (CATEX) Checklist for the project prior to beginning construction.

Cooperative Agreement: NA

Equipment Disposition: When any equipment with a useful life longer than one year and a current per-unit fair-market value greater than \$5,000 acquired with Denali Commission funds is no longer needed for the originally authorized purpose outlined in this FAA, the Recipient must contact the Commission for disposition instructions in accordance with [2 CFR 200.313](#).

Insurance: The Denali Commission must be named additional insured on the General Liability Insurance Policy of the **City and Borough of Wrangell**, the General Liability Insurance Policy of the prime architectural/engineering firm(s) retained to design the project, the Liability Insurance Policy of the first tier construction firm(s) who will construct the project, and the Liability Insurance Policy of all other independent professional service firms (e.g., land surveyors, geotechnical engineers, etc.) with a primary role on the project.

Bonds: Bonding in accordance with [2 CFR 200.326](#), as applicable.

Ownership and Site Control: The **City and Borough of Wrangell** must develop and execute all necessary agreements required to establish site control and/or right of access to property affected by execution of the project, as applicable.

Davis Bacon Wages: NA

Climate Change: The Recipient is encouraged to consult the American Society of Civil Engineers [Manual of Practice 140 Climate-Resilient Infrastructure: Adaptive Design and Risk Management](#).

Infrastructure Resilience: Simple use of historical environmental data to inform design work may not be appropriate. The Recipient and their design professionals shall judiciously account for the potential for increased rates of permafrost thaw, coastal/riverine erosion, and flooding during the design life of the project, as applicable.

Real Property Disposition: When the original ownership or lease arrangements for the real property improvements change, or when the real property improvements are no longer needed for the originally authorized purpose, the Recipient must contact the Commission for approvals and/or disposition instructions in accordance with [2 CFR 200.311](#).

Real Property Reporting: The Recipient must report on the status of real property

Award Conditions, Award No. _____
City and Borough of Wrangell

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every two years, to begin at the end of the performance period for the life of the project in accordance with [2 CFR 200.330](#).

16. Program Manager, Financial Manager & Other Contact Information

Denali Commission	City and Borough of Wrangell
Kristin Reardon Program Manager 510 L Street, Suite 410 Anchorage, AK 99501 Phone: 907-271-5239 Fax: 907-271-1415 E-mail: kreardon@denali.gov	Amber Al-Haddad Capital Facilities Director PO Box 531 Wrangell, AK 99929 Phone: 907-874-3902 Email: aal-haddad@wrangell.com
Janet Davis Grants Management Officer 510 L Street, Suite 410 Anchorage, AK 99501 Phone: 907-271-3036 Fax: 907-271-1415 E-mail: jdavis@denali.gov	Mason Villarma Finance Director PO Box 531 Wrangell, AK 99929 Phone: 907-874-2381 Email: mfvillarma@wrangell.com

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	January 10, 2023
	<u>Agenda Section</u>	13

RESOLUTION No. 01-23-1750 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING PARTICIPATION IN THE STATE OF ALASKA COMMUNITY TRANSPORTATION PROGRAM

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$

FY 23: \$	FY 24:	FY25: \$
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Amount Budgeted:

	FY23\$0
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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. Resolution No. 01-23-1750

RECOMMENDATION MOTION:
Move to approve Resolution No. 01-23-1750.

SUMMARY STATEMENT:

RES 12-22-1733 established the FY2024 capital project priorities, under which the Wrangell Road Resurfacing Phase I (Downtown Corridors) project was listed as the sixth highest priority project. This project includes the resurfacing of the roadways, replacement of sidewalks and storm systems

for Campbell Drive, lower McKinnon Street (between Church Street and Front Street) and lower St. Michaels Street (between Church Street and Front Street).

Staff have identified a funding opportunity for this project through the State of Alaska, Community Transportation Program (CTP).

The Community Transportation Program (CTP) is a competitive surface transportation program, which serves to preserve, upgrade, or create new roads, bridges, and trails, and is held every three years and administered by the Alaska Department of Transportation & Public Facilities (DOT&PF). Development of projects includes identifying needs through public outreach and involvement, evaluating, and scoring eligible projects by a board, and prioritizing and selecting projects to award. This program does not issue grants to communities directly. Awarded projects will be developed and managed by DOT&PF.

All projects require a 9.03% local match, and if the DOT&PF approved estimate increases over the life of the project, the community is required to match the new estimate accordingly. For this reason, match contingencies will be assessed based on 50% match contingency on design estimate and 15% match contingency on the construction estimate. The required contingency amounts are required to be provided to ADOT at the beginning of each phase. Any balance of unused design match and match contingency funds shall be put toward the construction phase match and match contingency requirement. Further all contingency amounts are applied toward the required 9.03% match for the final project costs.

To move the Wrangell Road Resurfacing Phase I, Downtown Corridors project forward, RES 01-23-1750 authorizes participation in the CTP through submission of a grant application for an estimated \$9,000,000 road resurfacing project.

The resolution confirms Wrangell's commitment to provide a 9.03% match on the project's total cost, currently estimated in the amount of \$812,700.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 01-23-1750

A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH
OF WRANGELL, ALASKA, AUTHORIZING PARTICIPATION IN
THE ALASKA COMMUNITY TRANSPORTATION PROGRAM

WHEREAS, the Assembly of the City and Borough of Wrangell, Alaska prioritized the Wrangell Road Resurfacing Phase I, Downtown Corridors as a FY24 capital project; and

WHEREAS, the upgrades to the Wrangell Road Resurfacing Phase I, Downtown Corridors project is critical to provide for roadway repair ensuring a safe, convenient, reliable, and integrated transportation network to move goods and people through Wrangell and as a focus to maintaining a vibrant and accessible downtown economy; and

WHEREAS, the City and Borough of Wrangell, Alaska is pursuing a grant application for funding support for the design and construction of the Wrangell Road Resurfacing Phase I, Downtown Corridors project under the State of Alaska, Department of Transportation (ADOT), Community Transportation Program (CTP); and

WHEREAS, the estimated cost of engineering design, survey, permitting, and construction is in the amount of \$9,000,000, and

WHEREAS, the CTP application requires a local match commitment of 9.03% of the project cost, in the amount of \$812,700 which may be adjusted as actual costs are further identified; and

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

SECTION 1: The Assembly of the City and Borough of Wrangell hereby authorizes the Borough Manager, or Designee, to execute all documents required for a \$9,000,000 grant application for the Wrangell Road Resurfacing Phase I, Downtown Corridors project to the State of Alaska, Department of Transportation (ADOT), Community Transportation Program (CTP).

SECTION 2: The Assembly of the City & Borough of Wrangell, upon ADOT-approval of project funding, shall commit the match for the project in the amount of \$812,700, or an equivalent to 9.03% of the total project estimated cost, from the General Fund Reserve Balance.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, this 10th day of January 2023.

CITY AND BOROUGH OF WRANGELL, ALASKA

Patricia Gilbert, Mayor

ATTEST:

Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	January 10, 2023
	<u>Agenda Section</u>	13

RESOLUTION No. 01-23-1751 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING PARTICIPATION IN THE STATE OF ALASKA TRANSPORTATION ALTERNATIVES PROGRAM

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required:

FY 23: \$	FY 24:	FY25: \$
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Amount Budgeted:

	FY23\$0
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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. Resolution No. 01-23-1751

RECOMMENDATION MOTION:
Move to approve Resolution No. 01-23-1751.

SUMMARY STATEMENT:

RES 12-22-1733 established the FY2024 capital project priorities, under which the Second Avenue Sidewalk for Pedestrian Safety project was listed as the fifteenth highest priority project. Staff have

identified a funding opportunity for this project through the State of Alaska, Transportation Alternatives Program (TAP).

The Transportation Alternatives Program (TAP) is a competitive alternatives transportation program, which serves to preserve, upgrade, or create new on-road and off-road facilities for pedestrians and bicyclists and other safe routes for non-drivers, and is held every three years and administered by the Alaska Department of Transportation & Public Facilities (DOT&PF). Development of projects includes identifying needs through public outreach and involvement, evaluating, and scoring eligible projects by a board, and prioritizing and selecting projects to award. This program does not issue grants to communities directly. Awarded projects will be developed and managed by DOT&PF.

All projects require a 9.03% local match, and if the DOT&PF approved estimate increases over the life of the project, the community is required to match the new estimate accordingly. For this reason, match contingencies will be assessed based on 50% match contingency on design estimate and 15% match contingency on the construction estimate. The required contingency amounts are required to be provided to ADOT at the beginning of each phase. Any balance of unused design match and match contingency funds shall be put toward the construction phase match and match contingency requirement. Further all contingency amounts are applied toward the required 9.03% match for the final project costs.

To move the Second Avenue Sidewalk for Pedestrian Safety project forward, RES 01-23-1751 authorizes participation in the TAP through submission of a grant application for an estimated \$420,000 new sidewalk construction project.

The resolution confirms Wrangell's commitment to provide a 9.03% match on the project's total cost, currently estimated at \$420,000. The match amount may vary, at the rate of 9.03%, based on final project costs.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 01-23-1751

A RESOLUTION OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA, AUTHORIZING PARTICIPATION IN THE STATE OF ALASKA TRANSPORTATION ALTERNATIVES PROGRAM

WHEREAS, the Assembly of the City and Borough of Wrangell, Alaska prioritized the Second Avenue Sidewalk for Pedestrian Safety as a FY24 capital project; and

WHEREAS, the Second Avenue Sidewalk for Pedestrian Safety project is critical to provide for a new sidewalk to delineate pedestrian traffic from vehicular traffic for the safety of Wrangell's residents and visitors; and

WHEREAS, the City and Borough of Wrangell, Alaska is pursuing a grant application for funding support for the design and construction of the Second Avenue Sidewalk for Pedestrian Safety project under the State of Alaska, Department of Transportation (ADOT), Transportation Alternatives Program (TAP); and

WHEREAS, the estimated cost of engineering design, survey, permitting, and construction is in the amount of \$420,000, and

WHEREAS, the TAP application requires a local match commitment of 9.03% of the project cost, in the amount of \$37,926, which may be adjusted as actual costs are further identified; and

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

SECTION 1: The Assembly of the City and Borough of Wrangell hereby authorizes the Borough Manager, or Designee, to execute all documents required for a grant application for the Second Avenue Sidewalk for Pedestrian Safety project with an estimated project cost of \$420,000, to the State of Alaska, Department of Transportation (ADOT), Transportation Alternatives Program (TAP).

SECTION 2: The Assembly of the City & Borough of Wrangell, upon ADOT-approval of project funding, shall commit the match for the project in the amount of \$37,926, or an equivalent to 9.03% of the total project estimated cost, from the General Fund Reserve Balance.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, this 10th day of January 2023.

CITY AND BOROUGH OF WRANGELL, ALASKA

Patricia Gilbert, Mayor

ATTEST:

Kim Lane, MMC, Borough Clerk