



City and Borough of Wrangell
Borough Assembly Meeting w/ Joint Work Session (School Board)
AGENDA

Tuesday, March 10, 2020
Work Session 5:30 PM / Regular 7:00 PM

Location: Borough Assembly Chambers
City Hall

WORK SESSION - 5:30 p.m.

- a. Joint Work Session with School Board on the School FY 2020/21 Budget

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Anne Morrison
b. CEREMONIAL MATTERS
c. PUBLIC APPEARANCES

2. ROLL CALL

3. PERSONS TO BE HEARD

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

- [a.](#) Consent Agenda - MOTION ONLY
[b.](#) Minutes from Regular February 25, 2020 Assembly Meeting
[c.](#) POA-2019-00113 Letter of Permission request by William Rosborough for a dock (Zimovia Straight Waterway)
[d.](#) CORRESPONDENCE: School Board Minutes from December 16, 2019 Meeting
[e.](#) CORRESPONDENCE: School Board Minutes from January 20, 2020 Meeting

7. BOROUGH MANAGER'S REPORT

- [a.](#) Hiring Process/Forms Report
[b.](#) Capital Facilities Department Report
[c.](#) Travel Report - February 2020
[d.](#) Economic Development Department Report

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 03-20-1514** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING THE REFUND OF OVER PAYMENT OF PROPERTY TAXES, INTEREST AND EXPENSES TO ARNOLD AND ALICE BAKKE DUE TO A MANIFEST ERROR IN THE AMOUNT OF \$10,438.96 (*postponed from the December 10, 2019 meeting*)

13. NEW BUSINESS

- a. **RESOLUTION No 03-20-1515** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING SECTION 312 (HEALTH INSURANCE BENEFITS) OF THE PERSONNEL POLICY CREATING A NEW TIER OF HEALTH INSURANCE COVERAGE FOR PERMANENT PART-TIME EMPLOYEES HIRED ON OR AFTER MARCH 1, 2020
- b. **RESOLUTION No 03-20-1516** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING SECTION 205 (EMPLOYMENT APPLICATIONS) OF THE PERSONNEL POLICY CREATING A NEW SECTION TITLE (EMPLOYMENT APPLICATIONS AND PRE-EMPLOYMENT REQUIREMENTS) AND ADDING THE REQUIREMENTS FOR PRE-EMPLOYMENT DRUG SCREENING AND CRIMINAL BACKGROUND CHECKS FOR ALL PERMANENT EMPLOYEES HIRED ON OR AFTER MARCH 1, 2020
- c. **RESOLUTION No 03-20-1517** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA CREATING THE NOLAN CENTER ATTENDANT-MUSEUM COLLECTIONS POSITION AND AMENDING THE NON-UNION WAGE AND GRADE TABLE TO ADD THIS POSITION
- d. **RESOLUTION No 03-20-1518** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE JOB DESCRIPTION OF THE HARBORMASTER POSITION AND CHANGING THE JOB TITLE TO PORT AND HARBOR DIRECTOR
- e. **RESOLUTION No 03-20-1519** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2020 BUDGET IN THE CAPITAL IMPROVEMENTS PROJECT FUND BY ACCEPTING HARBOR FACILITY MATCHING GRANT AMENDMENT NO. 1 FROM THE ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES, HARBOR FACILITY MATCHING GRANT PROGRAM, IN THE AMOUNT OF \$156,042.13 FOR THE SHOEMAKER BAY HARBOR PROJECT AND AUTHORIZING ITS EXPENDITURE
- f. Approval of Senior Property Tax Exemption that was Received after the March 1st Deadline, but before the Late Filing Grace Period End Date

15. EXECUTIVE SESSION

- a. **Executive Session:** Collective Bargaining Strategy
- b. **Executive Session:** Proposed Purchase of Lots 10D & 10E, Einer Ottesen Resubdivision and Lot 11, Block 83, Wrangell Townsite

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

16. ADJOURNMENT

CITY & BOROUGH OF WRANGELL, ALASKA**Consent Agenda MOTION*****Move to approve the Consent Agenda as submitted.*****SUBMITTED BY:**

Kim Lane, Borough Clerk

INFORMATION:

Consent agenda. Items listed on the consent agenda or marked with an asterisk (*) are considered routine and will be passed in one motion; provided, upon the request of any member, the manager, or the clerk, an item on the consent agenda shall be removed from the consent agenda and placed under New Business for assembly action.

Minutes of Regular Assembly Meeting
Held on February 25, 2020

Vice-Mayor Gilbert called the Regular Assembly meeting to order at 7:00 p.m., February 25, 2020, in the Borough Assembly Chambers. The pledge was led by Assembly Member Gilbert and the roll was called.

PRESENT: POWELL, MORRISON, GILBERT, LARRABEE, DELONG

ABSENT: PRYSUNKA, DECKER

Borough Manager Von Barga and Borough Clerk Lane were also in attendance.

CEREMONIAL MATTERS – None.

PERSONS TO BE HEARD – None.

AMENDMENTS TO THE AGENDA – None.

CONFLICT OF INTEREST – None.

CONSENT AGENDA

- a. Assembly Minutes from Regular February 11, 2020
- b. Approve Saturday, May 2, 2020 and Saturday, October 10, 2020 the 2020 Tax Free Days, as allowed under WMC 5.08.060 (requested by the Wrangell Chamber of Commerce)
- c. Final Plat approval of the Smith/Young Subdivision, a subdivision of Lot 6, Block 7, Wrangell Island West Subdivision, Plat 83-11, Creating Lots 6A and 6B, Zoned Rural Residential, requested by Dan Smith and owner Scott Young
- d. CORRESPONDENCE - Port Commission Minutes from Regular held December 5, 2019

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

BOROUGH MANAGER'S REPORT

Von Barga provided updates on the following:

- Met with several State agencies during AML Legislative Meeting in Juneau
- Nolan Center Statistical Report and Newsletter
- Public Safety Building; may be some funding opportunities with the State
- SEAPA Board retreat in Seattle

BOROUGH CLERK'S FILE

Clerk Lane's report was provided.

MAYOR AND ASSEMBLY BUSINESS

Attended Derik Peterson's Community Webs program long with students and community members.

Gilbert reported that the IFA was able to get a Buy America Waiver to perform needed maintenance and both get vessels up and running.

MAYOR AND ASSEMBLY APPOINTMENTS – None.

PUBLIC HEARING

11a ORDINANCE No 969 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ESTABLISHING SECTION 05.11, REMOTE SELLER SALES TAX OF THE WRANGELL MUNICIPAL CODE (*second reading*)

Vice-Mayor Gilbert declared the Public Hearing open for Ordinance No. 969.

Joyce Mason, Finance Director stated that at least forty online vendors have signed up and over thirty communities also joining; software that the communities will be reporting to is up and running; will expect funds to start coming in beginning in March.

Gilbert declared the Public Hearing closed on this item and entertained a motion.

M/S: Powell/Morrison to approve Ordinance No. 969.

Gilbert expressed some concerns with sections of Title 5 and how it didn't necessarily mesh with this Ordinance.

Von Bargaen stated that we would need to look at revising sections in Title 5.

Motion approved unanimously by polled vote.

11b ORDINANCE No 975 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING SECTION 14.11.005, FEE SCHEDULE, IN ITS ENTIRETY AND ESTABLISHING A NEW PROCESS FOR FEES IN CHAPTER 14.11 HARBOR AND PORT FACILITIES OF THE WRANGELL MUNICIPAL CODE (*second reading*)

Vice-Mayor Gilbert declared the Public Hearing open for Ordinance No. 975.

Gilbert declared the Public Hearing closed on this item and entertained a motion.

M/S: Morrison/DeLong to approve Ordinance No. 975. Motion approved unanimously by polled vote.

UNFINISHED BUSINESS – None.

NEW BUSINESS

13a RESOLUTION No 02-20-1512 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA ESTABLISHING THE FEE SCHEDULE FOR HARBOR AND PORT FACILITIES

M/S: DeLong/Larrabee to approve Resolution No. 02-20-1512.

Motion approved unanimously by polled vote.

13b RESOLUTION No 02-20-1513 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA ESTABLISHING REPLACEMENT OF THE PUBLIC SAFETY BUILDING AS THE BOROUGH'S NUMBER ONE CAPITAL PRIORITY

M/S: DeLong/Powell to approve Resolution No. 02-20-1513.

Von Bargaen reported that it is entirely possible that the Public Safety building may need to be replaced instead of repaired; encouraged by our delegation to make this project the Borough's number one priority.

Motion approved unanimously by polled vote.

13c Approval of Amendment Six of the Wrangell Marine Service Center Lease Lot 3, Increasing the Lease Area from 3,600 SF to 4,240 SF, as requested by Tyler Thompson

M/S: Powell/Morrison to Approve Amendment Six of the Wrangell Marine Service Center Lease Lot 3, increasing the Lease Area from 3,600 square feet to 4,240 square feet, as requested by Tyler Thompson. Motion approved unanimously by polled vote.

ATTORNEY'S FILE

14 Available for Assembly review in the Borough Clerk's office.

EXECUTIVE SESSION – None.

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

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk



DEPARTMENT OF THE ARMY
ALASKA DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REGULATORY DIVISION
P.O. BOX 6898
JBER, AK 99506-0898

Item c.

February 21, 2020

Regulatory Division
POA-2019-00113

Dear Reviewer:

This letter concerns an application by William Rosborough, file number POA-2019-00113, Zimovia Strait, for a Department of the Army permit under Section 10 of the Rivers and Harbors Act of 1899 (30 Stat. 1151; 33 U.S.C. 403) to retain the installation of two wooden support structures and one approximately 40-foot long x 4-foot wide pier in navigable waters of the United States (U.S.). One pile support is located at the 15-foot tide level and is approximately 6-foot high in height, and the second support is located at the 22-foot tide level and is approximately 10-foot high. Each support structure consists of two upright 8-inch x 8-inch timbers with two 8-inch x 8-inch cross supports. Each upright support pile is fastened to a 14-inch commercial concrete pier block. The project site is located within Section 5, T. 66 S., R. 86 E., Copper River Meridian; Latitude 56.1721° N., Longitude 132.1529° W.; near Wrangell, Alaska.

Preliminary determinations indicate the completed work is minor, does not have significant individual or cumulative impact on environmental values, and should encounter no appreciable opposition. This project has been reviewed for impacts to species listed under the Endangered Species Act (ESA), to essential fish habitat (EFH), and to historic properties. It has been determined there would be no adverse effect to EFH and no effect to any species protected under ESA. In addition, there is no effect to historic properties.

We have determined that a Letter of Permission (LOP) is the most appropriate form of authorization to be issued in this case. The decision whether to issue the LOP will depend on comments received from Federal and State resource agencies, as well as adjacent property owners. Enclosed is a copy of the plans and photographs received.

Your comments concerning this proposal must be received within 15 days of the date of this letter. If no comments are received, it will be presumed that you have no substantive objections to the issuance of the LOP.

Please contact me via email at: Dylan.B.Snyder@usace.army.mil, by mail at the address above, by phone at (907) 753-2780, or toll free from within Alaska at (800) 478-2712, if you have questions. For more information about the Regulatory Program, please visit our website at: www.poa.usace.army.mil/Missions/Regulatory.

Sincerely,

Dylan Snyder
Regulatory Specialist

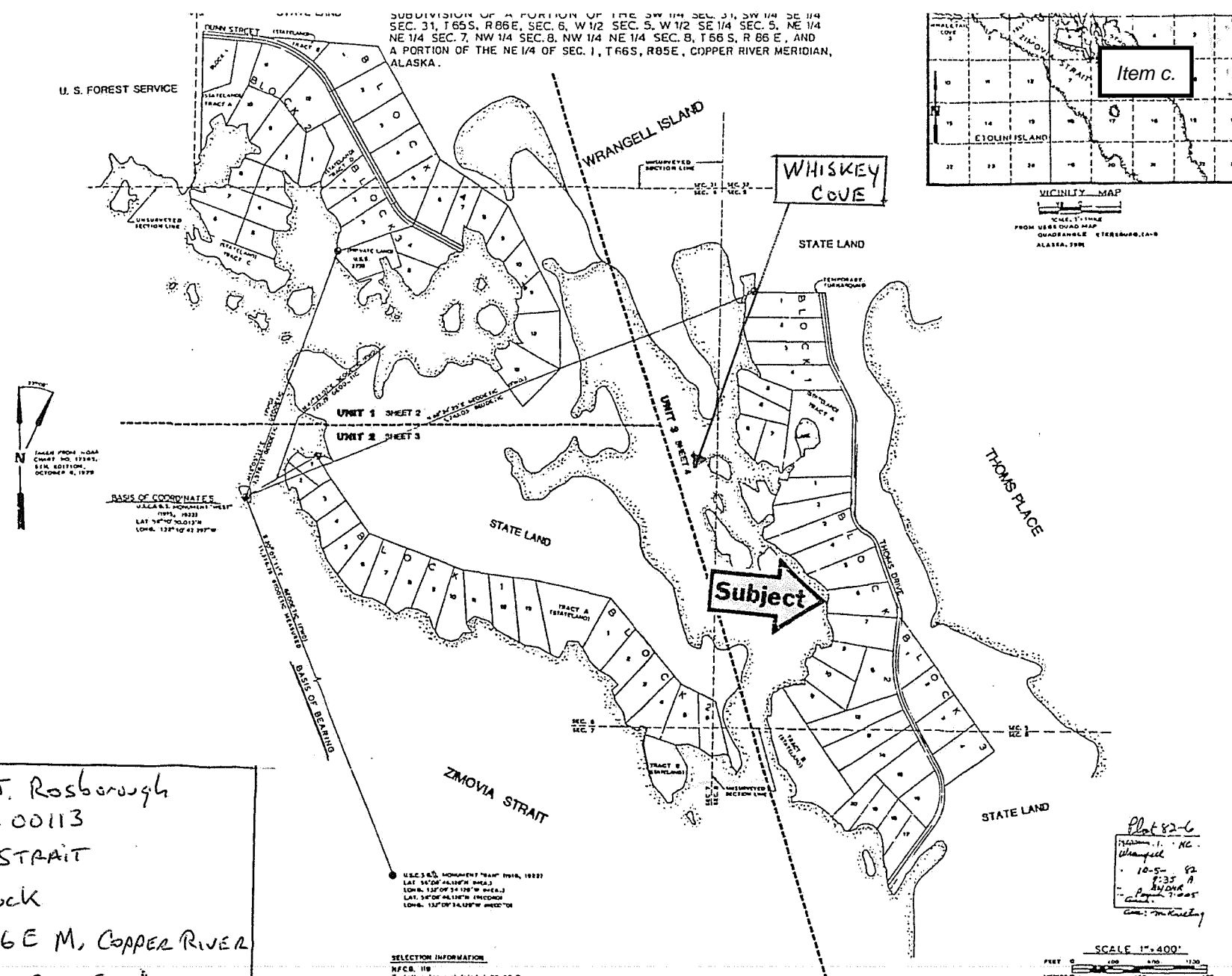
Enclosures

VICINITY AND SITE MAP

Applicant: WILLIAM J. ROSBOROUGH
File No.: POA-2019-00113
WATERWAY: ZIMOVIA STRAIT
Proposed Activity: Dock
Sec. 5 T. 66S R. 86E M, COPPER RIVER
LAT.: 56.1721° Long.: 132.1529°
SHEET: 1 OF 3 DATE: 11/09/2019

Parcel # 08-320-060
ON 9 3, Block 2, Lot 6

SUBDIVISION OF A PORTION OF THE SW 1/4 SEC. 31, SW 1/4 SE 1/4 SEC. 31, T6S, R86E, SEC. 5, W 1/2 SEC. 5, W 1/2 SE 1/4 SEC. 5, NE 1/4 NE 1/4 SEC. 7, NW 1/4 SEC. 8, NW 1/4 SEC. 8, T6S, R 86 E, AND A PORTION OF THE NE 1/4 OF SEC. 1, T6S, R85E, COPPER RIVER MERIDIAN, ALASKA.



SELECTION INFORMATION

N.F.C.B. 119
 Tentative Approval dated 1-29-80 &
 1-29-81

LEGEND

- ④ 1/2" ALUMINUM CAP ON 3/4" x 3/8" PIPE SET IN EARTH ON 3/4" CAP GROUTED IN ROCK (PRIMARY MONUMENT).

BOUNDARY OF SURVEY		ACRES = 338.16	MECARES = 137.00
TRACTS		ACRES = 47.18	MECARES = 19.17
ROAD RIGHTS		ACRES = 15.45	MECARES = 5.44
WATER RIGHTS		ACRES = .33	MECARES = 0.55
TOTAL ACRES		ACRES = 366.91	MECARES = 100.00
TOTAL DEDS		ACRES = 339.50	MECARES = 133.00
		NORMAL LOTS	MECARES
UNIT 1	BLUICK 1	1	3.50
	BLUICK 2	1	1.50
	BLUICK 3	1	24.42
	BLUICK 4	1	14.88
	BLUICK 5	1	47.41
UNIT 2	BLUICK 1	12	36.16
	BLUICK 2	1	14.64

1. BIEFER, 3 2804373 US SUMMER FEET
2. M. L. ACNE, 0 4047 NYC LANE

[illegible]

Applicant: William J. Rosborough

FILE NO.: PDA-2019-00113

WATERWAY: ZIMOVI STRAIT

PROPOSED ACTIVITY: DOCK

SEC. 5 T. 66S R. 86E M. COPPER RIVER

LAT.: 56.1721° LONG.: 132.1529°

SHEET 2 OF 3

DATE: 11/09/2019

PIER/FLOAT PLAN VIEW

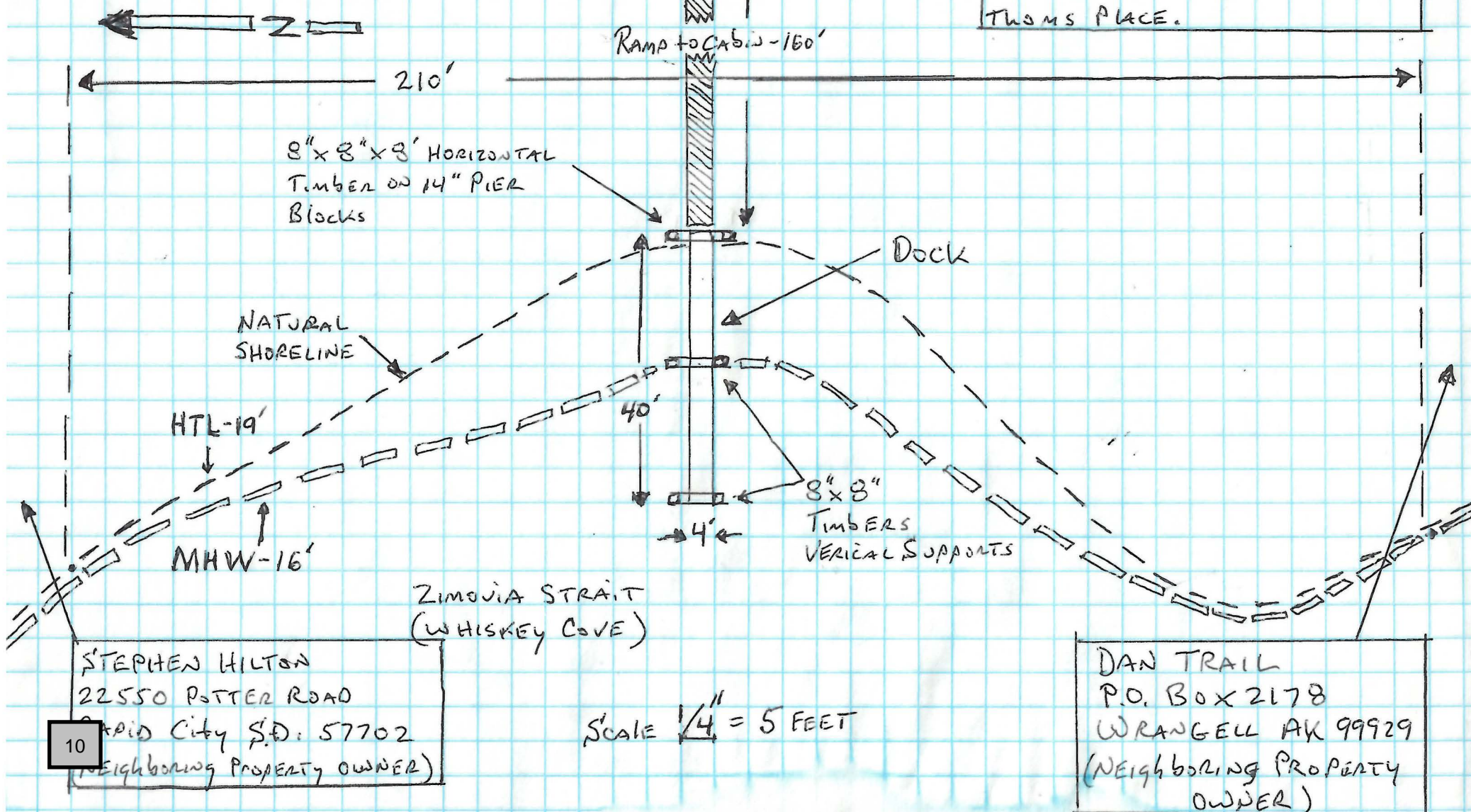
CITY: WRANGELL

BOROUGH: WRANGELL

STATE: ALASKA

DIRECTIONS TO SITE: FROM TOWN
OF WRANGELL, SOUTH VIA BOAT
OR AIRCRAFT APPROX. 20 MILES
WEST SHORELINE OF WRANGELL
ISLAND, COVE JUST NORTH OF
THOMS PLACE.

Item c.



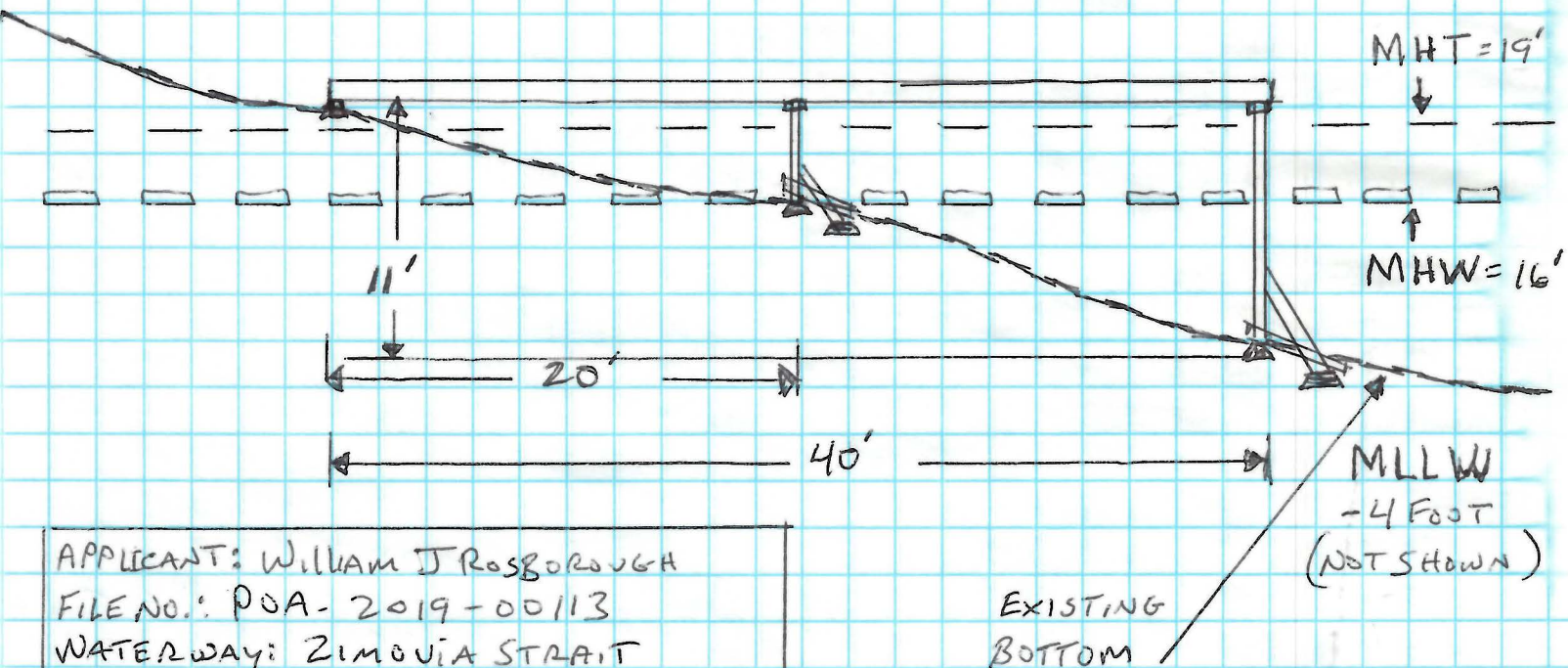
PIER / FLOAT CROSS- SECTION VIEW A-A'

Item c.

SCALE $\frac{1}{4}" = 2 \text{ FEET}$

STRUCTURE:

4 FOOT WIDE WOODEN PIER
8 INCH TREATED WOODEN VERTICAL
TIMBERS (4) TOTAL
NO RAMP
NO FLOAT



APPLICANT: WILLIAM J ROSBOROUGH
FILE NO.: POA-2019-00113
WATERWAY: ZIMOVIA STRAIT
PROPOSED ACTIVITY: DOCK
SEC. 5 T. 66 S. R. 86 E M. COOPER RIVER
LAT.: 56.1721° LONG.: 132.1529°
SHEET 3 OF 3 DATE 11-09-19

CITY: WRANGELL
BOROUGH: WRANGELL
STATE: ALASKA
DIRECTIONS TO SITE: FROM TOWN OF
WRANGELL, SOUTH VIA BOAT OR AIRCRAFT
APPROX 20 MILES WEST SHORELINE OF
WRANGELL ISLAND. COVE IS JUST
N 11 H OF THOMAS PLACE.













PROCEEDINGS

MINUTES WRANGELL SCHOOL BOARD REGULAR MEETING

December 16, 2019 7:00 PM
Evergreen Elementary School Room 101

School Board President Aaron Angerman called the regular meeting of the Wrangell Public School Board to order at 7:09 P.M. on December 16, 2019.

CALL TO ORDER

A quorum was determined with the following school board members present: Aaron Angerman, Jeanie Arnold, Patty Gilbert, Beth Heller, David Wilson and Student Representatives Jing O'Brien. Alternative Student Representative Jade Balansag was present in the audience. Recording Secretary Kimberly Powell and Superintendent Debbe Lancaster were also in attendance.

DETERMINE QUORUM

The Pledge of Allegiance was recited, led by School Board Vice-president Patty Gilbert.

PLEDGE OF ALLEGIANCE

The District Mission, Vision and Values were recited by Board Member Beth Heller.

DISTRICT MISSION, VISION AND VALUES

Motion to approve the agenda as presented by Patty Gilbert; seconded by Dave Wilson. Poll vote: Jing O'Brien: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Beth Heller: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

APPROVAL OF AGENDA

There were no declared conflicts of interest.

CONFLICT OF INTEREST

There were no guests to be heard.

GUESTS TO BE HEARD

Correspondence was reviewed as presented.

REVIEWED CORRESPONDENCE

Information & Reports were accepted by unanimous consent.

ACCEPTED INFORMATION & REPORTS

Motion to approve the minutes of the November 21, 2019 Regular School Board Meeting as presented by Jeanie Arnold; seconded by Beth Heller. Poll vote: Jeanie Arnold: Yes; Beth Heller: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes; David Wilson: Yes. Motion approved unanimously.

APPROVED THE ITEMS ON THE CONSENT AGENDA

Motion to approve the items on the consent agenda as presented by Dave Wilson; seconded by Jeanie Arnold. Poll vote: Jing O'Brien: Yes; Patty Gilbert: Yes; Beth Heller: Yes; David Wilson: Yes; Jeanie Arnold: Yes; Aaron Angerman: Yes. Motion approved unanimously.

- Offered Ms. Aleisha Mollen an extracurricular contract for the position of Junior Class Advisor pending receipt of a satisfactory drug test.
- Reviewed the resignation of Sondra Forrester and Curtis Wimberley, Paraprofessionals as an item of information

Motion to approve the Superintendent's travel as presented for the 2019-2020 school year by Patty Gilbert; seconded by Dave Wilson. Poll vote: Jing O'Brien: Yes; Beth Heller: Yes; David Wilson: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion approved unanimously.

APPROVED THE SUPERINTENDENT'S 2019-2020 TRAVEL AS PRESENTED

The School Board Members discussed the Fiscal Year 2021 Budget Assumptions and Timeline. Board Member Gilbert said the estimated carry-over is good news. Mr. Angerman would like to see us closer to 10% but feels that this is better than we projected earlier in the year. Mrs. Gilbert said the Borough Lobbyist told the Borough that in this week's appropriations, it was determined that SRS will be extended for another two years. Mrs. Gilbert pointed out that the health insurance increase was estimated to be about 10% last year but it came in at 3%; hopefully we see the same thing happen this year. Mrs. Gilbert said that there will be a full-time counselor at the elementary and the secondary schools as well as a part-time guidance counselor/generalist teacher which is exactly what the Board wanted.

DISCUSSED THE FY'21 BUDGET ASSUMPTIONS AND TIMELINE

Motion to accept the grant award from Alaska Public Entity Insurance Company in the amount of \$1,000.00 to reimburse expenses for Mr. Blatchley to receive ALICE Instructor training by Patty Gilbert; seconded by Beth Heller. Poll vote: Jing O'Brien: Yes; David Wilson: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Beth Heller: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE GRANT AWARD FROM ALASKA PUBLIC ENTITY INSURANCE IN THE AMOUNT OF \$1,000.00

Item d.

Motion to accept the grant award from the NRA Foundation in the amount of \$50,000.00 to replace and repair primary school exterior doors by Jeanie Arnold, seconded by Patty Gilbert. Poll vote: Jing O'Brien: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Beth Heller: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE GRANT
AWARD FROM the NRA
FOUNDATION IN THE
AMOUNT OF \$50,000.00

Motion to accept the grant award from the NRA Foundation in the amount of \$50,000.00 to replace and repair primary school exterior doors by Jeanie Arnold, seconded by Patty Gilbert. Poll vote: Jing O'Brien: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Beth Heller: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE GRANT
AWARD FROM the NRA
FOUNDATION IN THE
AMOUNT OF \$50,000.00

Motion to accept the first reading of Board Policy 1250, Volunteer Assistance requiring that all volunteers who interact with students have a criminal background check on file by Patty Gilbert, seconded by Jeanie Arnold. Poll vote: Jing O'Brien: Yes; Patty Gilbert: Yes; Beth Heller: Yes; David Wilson: Yes; Jeanie Arnold: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE FIRST
READING OF BOARD
POLICY 1250, VOLUNTEER
ASSISTANCE

Motion to accept the first reading of Board Policy 2121, Superintendent's Contract as presented by Beth Heller, seconded by Patty Gilbert. Poll vote: Jing O'Brien: Yes; Beth Heller: Yes; David Wilson: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE FIRST
READING OF BOARD
POLICY 2121,
SUPERINTENDENT'S
CONTRACT

Motion to accept the first reading of Board Policy 2230, Administrative Councils, Cabinets and Committees as presented by Patty Gilbert, seconded by Jeanie Arnold. Poll vote: Jing O'Brien: Yes; David Wilson: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Beth Heller: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE FIRST
READING OF BOARD
POLICY 2230,
ADMINISTRATIVE
COUNCILS, CABINETS
AND COMMITTEES

Motion to accept the first reading of Board Policy 3300, Expenditures/Expending Authority as presented by Jeanie Arnold, seconded by Beth Heller. Poll vote: Jing O'Brien: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Beth Heller: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE FIRST
READING OF BOARD
POLICY 3300,
EXPENDITURES/EXPENDI
NG AUTHORITY

Motion to accept the first reading of Board Policy 3452, Student Activity Funds as presented by Beth Heller, seconded by Patty Gilbert. Poll vote: Jing O'Brien: Yes; Patty Gilbert: Yes; Beth Heller: Yes; David Wilson: Yes; Jeanie Arnold: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE FIRST
READING OF BOARD
POLICY 3452, STUDENT
ACTIVITY FUNDS AS
PRESENTED

Motion to accept the first reading of Board Policy 3515.5, Restrictions on Sex Offenders on Campus as presented by Patty Gilbert, seconded by Beth Heller. Poll vote: Jing O'Brien: Yes; Beth Heller: Yes; David Wilson: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ACCEPTED THE FIRST
READING OF BOARD
POLICY 3515.5,
RESTRICTIONS ON SEX
OFFENDERS ON CAMPUS

The School Board reviewed Board Policy 5121, Grades/Evaluation of Student Achievement

REVIEWED BOARD POLICY 5121,
GRADESEVALUATION OF
STUDENT ACHIEVEMENT

Motion to adopt Resolution #20-01 Taking a Stand Against Illegal Substance Abuse and to forward it to the City and Borough of Wrangell, Alaska and other community organizations as appropriate for their consideration by Patty Gilbert, seconded by Jeanie Arnold. Poll vote: Jing O'Brien: Yes; David Wilson: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Beth Heller: Yes; Aaron Angerman: Yes. Motion approved unanimously.

ADOPTED RESOLUTION
#20-01 TAKING A STAND
AGAINST ILLEGAL
SUBSTANCE ABUSE

Motion to approve adding a counselor position to the fiscal year 2020 budget to begin during second semester by Beth Heller, seconded by Jeanie Arnold. Poll vote: Jing O'Brien: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Beth Heller: Yes; David Wilson: Yes; Aaron Angerman: Yes. Motion approved unanimously.

APPROVED ADDING A
COUNSELOR POSITION TO
THE FY'20 BUDGET

Recessed the Meeting for a break at 8:44 PM

RECESSED THE MEETING AT
8:44 PM

Reconvened into Regular Session at 8:49 PM

RECONVENED AT 8:49 PM

The School Board conducted the Superintendent's Formative Evaluation.

CONDUCTED THE
SUPERINTENDENT'S
FORMATIVE EVALUATION
REVIEWED DATES & MTG
ANNOUNCEMENTS

Reviewed the upcoming dates and meeting announcements.

Student Representative Jing O'Brien pointed out highlights from her written report and said the wrestlers had a successful regional tournament and will be heading to state.

STUDENT REPRESENTATIVE
COMMUNITY ACTIVITY REPORT

Item d.

Board Member Jeanie Arnold informed the Board about an event sponsored by Crossings as part of the community partnership to provide activities for students over the Christmas break. This Sunday, Crossing will open the pool and community gym and provide activities and dinner for students. She was also excited about the movie at the elementary school being shown this Friday as part of the Christmas celebration prior to the school break.

**BOARD MEMBER COMMUNITY
ACTIVITY REPORTS**

Patty Gilbert thanked WCA and NRA for the generous grants. She also pointed out that from here on out, Evergreen Elementary will be called Distinguished Evergreen Elementary. Congrats to Mrs. Miller and staff on this prestigious national award

President Aaron Angerman echoed Mrs. Gilbert on congratulating the elementary school on receipt of the national award. He also said that he attended Friendsgiving and that it was a huge success. Mr. Angerman said that Mrs. Morse and Ms. Meister put together a couple of great events in our Christmas program. He thanked Mr. Gore for streaming our events. Mr. Angerman also congratulated our wrestling, saying that we had four individual wrestling champions and 11 going to state. The team was awarded the Region V sportsmanship award.

Dave Wilson acknowledged and thanked the staff and community for supporting his family during this difficult time. They will be going south on December 27 to be with his son.

Meeting Adjourned at 9:57 P.M.

ADJOURNED AT 9:57 P.M.


SCHOOL BOARD SECRETARY



WRANGELL PUBLIC SCHOOLS
RESOLUTION No. 20-01

Whereas, the social fabric of a community is multifaceted, including the physical and mental health of all generations; and

Whereas, when one thread of the fabric begins to fray, the remaining threads, as a shared responsibility, hold the fabric strongly together; and

Whereas, Wrangell Public Schools is aware that the illegal substance abuse in Wrangell constitutes a serious challenge to public health and the safety and well-being of children and young people and families; and

Whereas, illegal substance abuse is a common and shared responsibility; and

Whereas, Wrangell Public Schools is committed to supporting the health, welfare, and well-being of our students, their families, the community and society as a whole; and


Whereas, Wrangell Public Schools is committed to facilitating healthy lifestyles through effective, comprehensive prevention and early intervention including providing students and families with education and accurate information about the risks of drug abuse, promoting skills and opportunities to choose healthy lifestyles, and develop supportive healthy social environments; and

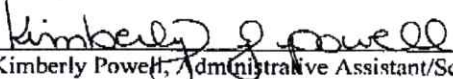
Whereas, Wrangell Public Schools recognizes that among children and youth educational settings have a significant role to play in promoting education on substance abuse prevention, encourage healthy lifestyles, through curricular and extracurricular activities and facilitate primary prevention and early intervention programs as appropriate.

Therefore, be it resolved, the Wrangell Public School Board strongly urges the cooperation of all relevant stakeholders, including the City and Borough of Wrangell, Alaska, Community Organizations and the community as a whole to be committed to take a stand against illegal substance abuse in Wrangell, Alaska.

Be it further resolved, the Wrangell Public School Board is committed to updating drug prevention curricula to ensure that it is relevant, age-appropriate, and to promoting policies and tools that target the well-being and safety of our students.

Approved by the Wrangell Board of Education this 16th day of December, 2019.

 _____, Aaron Angerman, School Board President

ATTEST:  _____
Kimberly Powell, Administrative Assistant/School Board Clerk

PROCEEDINGS

**MINUTES
WRANGELL SCHOOL BOARD
REGULAR MEETING**

**January 20, 2020 7:00 PM
Evergreen Elementary School Room 101**

School Board President Aaron Angerman called the regular meeting of the Wrangell Public School Board to order at 7:03 P.M. on January 20, 2020.

CALL TO ORDER

A quorum was determined with the following school board members present: Aaron Angerman, Jeanie Arnold, Patty Gilbert, Beth Heller and Student Representative Jing O'Brien. Alternative Student Representative Jade Balansag was present in the audience. Board Member David Wilson was absent, excused. Recording Secretary Kimberly Powell and Superintendent Debbe Lancaster were also in attendance.

DETERMINE QUORUM

The Pledge of Allegiance was recited, led by School Board Member Beth Heller.

PLEDGE OF ALLEGIANCE

The District Mission, Vision and Values were recited by Student Representative Jing O'Brien.

DISTRICT MISSION, VISION AND VALUES

Motion to amend the agenda to add on item on the school bus RFP and operations to the agenda as the 1st item under #9, Correspondence and to possibly give direction to the Superintendent by Patty Gilbert; seconded by Beth Heller. Poll vote: Jing O'Brien: Yes; Patty Gilbert: Yes; Beth Heller: Yes; Jeanie Arnold: Yes; Aaron Angerman: Yes. Motion approved.

AMENDED THE AGENDA TO ADD AN ITEM REGARDING THE SCHOOL BUS RFP AND OPERATIONS

There were no declared conflicts of interest.

CONFLICT OF INTEREST

Susan Erickson of Wrangell-Petersburg Insurance gave an overview of the district's current insurance coverage and expected premium increases for fiscal year 2021.

GUESTS TO BE HEARD

Diane O'Brien, parent, spoke in support of the district partnering with community organization to provide activities for our students over the Christmas break.

Correspondence was reviewed as presented.

REVIEWED CORRESPONDENCE

Information & Reports were accepted by unanimous consent.

ACCEPTED INFORMATION & REPORTS

Motion to approve the consent agenda as is by Jeanie Arnold; seconded by Beth Heller. Poll vote: Jing O'Brien: Yes; Patty Gilbert: Yes; Beth Heller: Yes; Jeanie Arnold: Yes; Aaron Angerman: Yes. Motion approved.

APPROVED THE ITEMS ON THE CONSENT AGENDA

- Approved the minutes of the December 16, 2019 Regular School Board Meeting
- Offered Tawney Crowley an extracurricular contract for the position of Art Festival Advisor pending receipt of a satisfactory drug test
- Offered Kaelene Harrison an extracurricular contract for the position of freshmen class co-advisor pending receipt of a satisfactory drug test
- Offered Kristy Woodbury an extracurricular contract for the position of freshmen class co-advisor pending receipt of a satisfactory drug test and receipt of a satisfactory criminal background check
- Approved the hire of Lindsey McConachie as a paraprofessional with appropriate placement on the salary schedule
- Reviewed the resignation of Jennifer Ingman, High School Teacher as an item of information

Motion to enter into a Service Agreement with Clear Idea Accounting and Consulting to provide general accounting and consultation as presented by Beth Heller; seconded by Patty Gilbert. Poll vote: Jing O'Brien: Yes; Beth Heller: No; Jeanie Arnold: No; Patty Gilbert: No; Aaron Angerman: Yes. Motion failed.

FAILED MOTION TO ENTER INTO A SERVICE AGREEMENT WITH CLEAR IDEA ACCOUNTING AND CONSULTING

Motion to reconsider this motion at our next meeting and include the suggested revision in the contract by Patty Gilbert; seconded by Beth Heller. Poll vote: Jing O'Brien: Yes; Beth Heller: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Aaron Angerman: Yes. Motion approved.

MOVED TO RECONSIDER THE MOTION DURING THE FEBRUARY BOARD MEETING

Motion to accept the Fiscal Year 2019 audit as presented from BDO Accounting Firm by Patty Gilbert; seconded by Beth Heller. Poll vote: Beth Heller: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Jing O'Brien: Yes; Aaron Angerman: Yes. Motion approved.

**ACCEPTED THE FISCAL
YEAR 2019 AUDIT**

The School Board reviewed and discussed the Fiscal Year 2021 Budget Draft I. Dr. Lancaster said the administration has met to discuss the staffing needs for next fiscal year. The administrators and directors and a few other staff members are carrying extra work and are unable to fully master their core jobs. This is fatiguing our staff. They have come up exactly what they need in staffing:

**DISCUSSED FY-2021
BUDGET DRAFT I**

- Social Emotional Counseling
- Additional maintenance person
- Full-time regular instruction aide at the elementary
- 4/5 grade teacher

Other projections were made based on reasonable numbers and inflation. Employee benefits are really jumping up. The projected budget currently ends with a \$446,000 deficit. This draft budget shows stakeholders the realistic needs of the district. The community has a high expectation of the district. This budget shows the community what is needed to meet those expectations.

Dr. Lancaster told the School Board Members that the draft will be taken to the staff on February 3 for input. That evening, there will also be a public gathering to get their input. The District will need to make further decisions based on that input.

Motion to accept the first reading of Board Policy 1313, Civility, developing standards for accepted behaviors from staff, students, and community members at Wrangell Public Schools by Patty Gilbert; seconded by Jeanie Arnold. Poll vote: Jing O'Brien: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Beth Heller: Yes; Aaron Angerman: Yes. Motion approved.

**ACCEPTED THE FIRST
READING OF BOARD
POLICY 1313, CIVILITY**

Motion to accept the first reading of Board Policy 2124, Recruitment of the Superintendent as presented by Beth Heller; seconded by Patty Gilbert. Poll vote: Jing O'Brien: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Beth Heller: Yes; Aaron Angerman: Yes. Motion approved.

**ACCEPTED THE FIRST
READING OF BOARD
POLICY 2124,
RECRUITMENT OF THE
SUPERINTENDENT**

Motion to accept the second reading of Board Policy 1250, Volunteer Assistance for inclusion in the policy manual by Jeanie Arnold; seconded by Beth Heller. Poll vote: Jing O'Brien: Yes; Patty Gilbert: Yes; Beth Heller: Yes; Jeanie Arnold: Yes; Aaron Angerman: Yes. Motion approved.

**ACCEPTED THE SECOND
READING OF BOARD
POLICY 1250, VOLUNTEER
ASSISTANCE**

Motion to accept the second reading of Board Policy 2121, Superintendent's Contract for inclusion in the policy manual by Beth Heller, seconded by Jeanie Arnold. Poll vote: Beth Heller: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Jing O'Brien: Yes; Aaron Angerman: Yes. Motion approved.

**ACCEPTED THE
SECOND READING OF
BOARD POLICY 2121,
SUPERINTENDENT'S
CONTRACT**

Motion to accept the second reading of Board Policy 2230, Administrative Councils, Cabinets and Committees for inclusion in the policy manual by Jeanie Arnold; seconded by Patty Gilbert. Poll vote: Jing O'Brien: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Beth Heller: Yes; Aaron Angerman: Yes. Motion approved.

**ACCEPTED THE SECOND
READING OF BOARD
POLICY 2230,
ADMINISTRATIVE
COUNCILS, CABINETS
AND COMMITTEES**

Motion to accept the second reading of Board Policy 3300, Expenditures/Expending Authority for inclusion in the policy manual by Beth Heller, seconded by Jeanie Arnold. Poll vote: Jing O'Brien: Yes; Jeanie Arnold: Yes; Patty Gilbert: Yes; Beth Heller: Yes; Aaron Angerman: Yes. Motion approved.

**ACCEPTED THE SECOND
READING OF BOARD
POLICY 3300,
EXPENDITURES/EXPENDI
NG AUTHORITY**

Motion to accept the second reading of Board Policy 3515.5, Restrictions on Sex Offenders on Campus for inclusion in the policy manual by Beth Heller; seconded by Patty Gilbert. Poll vote: Jing O'Brien: Yes; Patty Gilbert: Yes; Beth Heller: Yes; Jeanie Arnold: Yes; Aaron Angerman: Yes. Motion approved.

**ACCEPTED THE SECOND
READING OF BOARD
POLICY 3515.5,
RESTRICTIONS ON SEX
OFFENDERS ON CAMPUS**

The School Board reviewed Board Policy 3513.3, Tobacco Free Schools and referred it back to the Policy Committee for revision.

**REVIEWED BOARD POLICY
3513.3, TOBACCO-FREE
SCHOOLS**

The School Board reviewed Board Policy 4112.1, Contracts.

**REVIEWED BOARD
POLICY 4112.1,
CONTRACTS**

Item e.

The School Board briefly discussed the School Board Self-Assessment Tool and determined that they'd like to have a work session in the future to find a tool that works better for them that provides relevant and useful self-assessment.

DISCUSSED THE SCHOOL
BOARD SELF-ASSESSMENT
TOOL

Reviewed the upcoming dates and meeting announcements.

REVIEWED DATES & MTG
ANNOUNCEMENTS

Board Member Gilbert told the School Board that she was impressed with all of the community activities for our students over Christmas break. She's also been receiving a lot of compliments on the brick work and sidewalks.

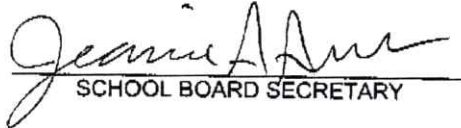
BOARD MEMBER COMMUNITY
ACTIVITY REPORTS

Ms. Arnold said that she is looking forward to the basketball games this weekend and hopes there are good options to watch via streaming.

President Angerman said that he appreciates the changes to the website.

Meeting Adjourned at 9:38 P.M.

ADJOURNED AT 9:38 P.M.


SCHOOL BOARD SECRETARY

MEMORANDUM

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

**FROM: ALEISHA MOLLEN
ACCOUNTING GENERALIST**

**CC: LISA VON BARGEN
BOROUGH MANAGER**

SUBJECT: HIRING PRACTICE AND NEW FORMS

DATE: March 6, 2020

At the February 11, 2020 Assembly meeting, the Hiring Practices and new form were discussed with direction from the Assembly on an updated CBW Employment Application and hiring practices.

Attached are the following updated forms:

- Hiring Practices Checklist
- CBW Employment Application – including new sections for declaring criminal records, address history, EEOC self-identification, and an updated acknowledgement verbiage regarding the drug screening and background check.
- Job Requisition Form
- Job Offer Approval Form

The decision has been made to go with the Background Investigation Bureau for background checks. This is the same company that Parks & Rec uses for volunteers and is a vetted and approved company. They will check state and national records, aliases, and the National Sex Offender Registry. The cost is \$16.95 per check and results should be available within 1 week. Beacon will continue to serve as our drug testing administrator and the cost will be \$115 per test - \$45 is for Beacon's test and administration and \$70 is SEARHC's facility fee. For overall cost comparisons, we hired a total of 14 permanent employees in FY19 and 4 so far in FY20.

City & Borough of Wrangell

Hiring Process Checklist

- ___ Hiring Manager notifies Human Resources of vacant position
- ___ Hiring Manager works with Human Resources to confirm budget for vacant position
- ___ Requisition form is completed by hiring manager and given to Human Resources
- ___ Human Resources and hiring manager discuss job description, needs of the department, preferred job skills, sourcing budget/locations, etc.
 - ___ If changed, Assembly approves updated job description
- ___ Borough Manager signs off on requisition
- ___ Job posted and candidates sourced by Human Resources
- ___ Human Resources ensures applicants have completed applications, background check authorization forms and voluntary EEO Forms
- ___ Top candidates phone screened for Department Head positions
- ___ Most qualified candidates selected and presented to hiring manager
- ___ In-person interviews with hiring manager and panel arranged and conducted
- ___ Human Resources and hiring manager discuss candidates and top candidate is selected for job, discuss and agree on job offer specifics for candidate
- ___ Human Resources and hiring manager review the candidates and selection with the Borough Manager for approval to hire.
- ___ Human Resources collects all paperwork related to interview process (applications, interview notes, etc.) for recordkeeping purposes
- ___ Candidate verbally offered and has accepted conditional job offer
- ___ Candidate formally offered and has accepted conditional job offer in writing
- ___ Candidate completes drug screening
- ___ Top candidate's reference and education (if required for position) checks completed
- ___ Top candidate's background check started
- ___ Human Resources sends "thank you but not chosen" letters to candidates not selected
- ___ Orientation and Onboarding schedule set up for new hire
- ___ Personnel Transaction Form completed by Human Resources and hiring manager
- ___ Human Resources ensures onboarding paperwork is completed including I-9, benefits enrollment, federal and state tax forms, etc., on employee's hire date

**CITY AND BOROUGH OF WRANGELL****Item a.**

PO Box 531 Wrangell, AK 99929
Phone (907) 874-2381 Fax (907) 874-3952
Email amollen@wrangell.com

Employment Application

*The City & Borough of Wrangell is an Equal Opportunity Employer and Provider.
A Pre-Employment Drug Screen and Criminal Background Check is Required.*

Applicant Name _____ **Date** _____

Mailing Address _____

Home phone _____ **Mobile phone** _____

Email _____

Position applying for _____

Are you at least 18 years of age? ☐ Yes ☐ No

If required by the position, do you have a valid Alaska driver's license? ☐ Yes ☐ No

Are you a US Citizen or do you have authorization to work in the US? ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No May we contact your current employer? ☐ Yes ☐ No

Have you worked for the City & Borough of Wrangell before? ☐ Yes ☐ No

If yes, provide the dates, positions, and departments _____

How did you find out about this position? ☐ Borough Website ☐ Word of Mouth ☐ Newspaper/Radio

☐ Borough Social Media ☐ Other Please specify _____

Are you related to any Borough Assembly Member, the Mayor, or Borough Manager? ☐ Yes ☐ No
(this will not prevent employment with the City & Borough of Wrangell) If Yes, provide the name and relationship
to this person _____

Are you related to anyone currently employed by the City & Borough of Wrangell? ☐ Yes ☐ No
(this will not prevent employment with the City & Borough of Wrangell) If Yes, provide the name and relationship
to this person _____

Please provide the names of three professional references, whom you have known for at least one year

Name	Phone	Relationship	Years acquainted

Educational Background (include all that apply)

	School name & location	Major/degree/certification	Year Completed
High school			
Trade school			
College			
College			
College			
Other			

Licensure, registration, certification, other special training	Number	Year	Expired/expires

Please describe what experience and skills you have obtained that qualify you for the desired position
(Note If provided in detail in an enclosed letter of interest, you may leave this section blank)

Employment History

(If this is provided in complete detail in an enclosed résumé or C.V., you may leave this section blank)

Are you currently employed? ☐ Yes ☐ No May we contact your current employer? ☐ Yes ☐ No

May we contact your previous employers? ☐ Yes ☐ No

Instructions - Begin with your current or most recent job. Include military service (indicate rank) and bona fide volunteer work. List each promotion or transfer as a separate job, even if with the same employer. All information in this section must be completed unless provided in complete detail on an enclosed résumé or C.V. Prior employers and supervisors may be contacted regarding your work experience. Please submit at least ten years of employment experience. If more space is needed, attach additional pages.

Employer		Supervisor name, title	
Your position title		Start and end dates	
Describe duties			
Ending pay		Reason for leaving	

Employer		Supervisor name, title	
Your position title		Start and end dates	
Describe duties			
Ending pay		Reason for leaving	

Employer		Supervisor name, title	
Your position title		Start and end dates	
Describe duties			
Ending pay		Reason for leaving	

Employer		Supervisor name, title	
Your position title		Start and end dates	
Describe duties			
Ending pay		Reason for leaving	

Employer		Supervisor name, title	
Your position title		Start and end dates	
Describe duties			
Ending pay		Reason for leaving	

Employer		Supervisor name, title	
Your position title		Start and end dates	
Describe duties			
Ending pay		Reason for leaving	

Please explain any gaps in employment (optional)

--	--	--	--

Address History

Please submit at least ten years of history. If more space is needed, attach additional pages.

Current Address

Street Address	City, State	Zip Code	Length of Time at Address

Previous Addresses

Street Address	City, State	Zip Code	Length of Time at Address

Street Address	City, State	Zip Code	Length of Time at Address

Street Address	City, State	Zip Code	Length of Time at Address

Street Address	City, State	Zip Code	Length of Time at Address

Street Address	City, State	Zip Code	Length of Time at Address

Street Address	City, State	Zip Code	Length of Time at Address

Street Address	City, State	Zip Code	Length of Time at Address

Criminal History

The following information does not in itself disqualify applicants from employment, but must be answered truthfully.

This information will be reviewed by the Human Resources Department.

Have you ever been convicted of, pled guilty or no contest to, or had a suspended imposition of sentence to a criminal offense, including, but not limited to, a felony, misdemeanor, violation, or infraction under federal, state, or local law? ☐ Yes ☐ No

If yes, please provide dates and describe in full:

I certify that all the information submitted by me on this application and any attachments is true and complete to the best of my knowledge, and that I have not knowingly withheld any facts or circumstances. I understand that if any false information, omissions, or misrepresentations are discovered at any time, my application may be rejected and may be grounds for removal from eligibility, or discharge from employment. I understand that all job offers will be contingent upon a satisfactory background check and successful completion of a pre-employment drug screening and I authorize the City & Borough of Wrangell to conduct such. I further authorize the City and Borough of Wrangell to contact my references and any other persons/sources to verify the information on this application. If applicable to the position, I authorize the City & Borough of Wrangell to verify my driving record.

**City and Borough of Wrangell
Equal Employment Opportunity
Self Identification Survey**

Last Name	First & Middle Name	Date of Application
Position Applied For		Veteran Status
		<input type="checkbox"/> Yes, I am a veteran <input type="checkbox"/> No, I am not a veteran

To All Applicants

The information requested on this page is voluntary and is used by the City and Borough of Wrangell to comply with the regulations of the Equal Employment Commission and the Alaska State Commission for Human Rights. This information will not be seen by the hiring board for any jobs that you are applying for or by any employee of the City & Borough of Wrangell, other than the HR Department. It will be kept confidential and be available only to Federal and State personnel legally charged with administering Civil Rights Laws and Regulations. However, statistical information compiled from records on age, gender, and race shall be made available to the public.

RACE, ETHNICITY AND GENDER INFORMATION

- African American ☐
- Alaskan Native/American Indian ☐
- Asian or Pacific Islander ☐
- Caucasian ☐
- Hispanic ☐
- Two or more Races ☐
- I do not wish to identify ☐

Gender: ☐ Female ☐ Male ☐ I do not wish to identify

Definitions of Racial/Ethnic Groups

The racial/ethnic groups for Federal and State reporting purposes are defined as follows:

African American~ A person having origins in any of the black racial groups of Africa (not of Hispanic origin).

Alaskan Native~ A person having origins in any of the original peoples of Alaska and who maintains cultural identification through tribal affiliation or community recognition. Alaskan Native may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabascan, Tlingit, Haida or Tsimshian origin.

American Indian~ A person having origins in any of the original peoples of North America (not including Alaska) and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander~ A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

Caucasian~ A person having origins on any of the original people of Europe, North Africa or the Middle East (not of Hispanic origin).

Hispanic~ A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Two or more races~ A person whose parents or ancestors are from two or more ethnic backgrounds described in this section.

City & Borough of Wrangell
Job Requisition Form

Item a.

Date _____

Position Title _____

Department _____

Hiring Manager _____

___ Full-time ___ Part-time Numbers of Hours Weekly: _____

___ Exempt ___ Nonexempt

___ Permanent ___ Temporary ___ Seasonal ___ On-Call

Preferred Start Date: _____

Reason for Recruitment

(New or updated job descriptions must be attached for all positions.)

___ **Replacement Position**

Name of person being replaced _____

Have the duties of this position changed? ___ Yes ___ No

(If yes, provide details in position information section.)

Pay grade _____

___ **Budgeted New Position** *(job description attached)*

Budgeted pay grade _____

___ **Nonbudgeted New Position** *(job description attached)*

Recommended pay grade _____

Position Information/Justification *(Indicate what changes were made to job description or provide justification for new position.)*

Special advertising/recruitment request: _____

Approvals:

Department Head _____ Date _____

Human Resources _____ Date _____

Borough Manager _____ Date _____

Please return to Human Resources once completed

City & Borough of Wrangell
Job Offer Approval Form

Candidate's Name: _____

Job Title: _____ Job Grade: _____ FLSA Classification: _____

Hiring Manager: _____ Dept.: _____

Proposed Compensation Package (enter "N/A" if not applicable)

Base Wage: \$ _____ per _____ Annualized Base Wage: \$ _____

Stipend: \$ _____ Relocation Package: \$ _____

Other _____

Pre-Loaded Vacation Allowance: _____

City-provided cell phone: ☐ Yes ☐ No

Approval Signatures:

Hiring Manager: _____ Date: _____

Borough Manager: _____ Date: _____

Human Resources: _____ Date: _____

Date Verbally Offered: _____ Accepted: ☐ Yes ☐ No

Date Offer Letter Signed: _____

Agreed-Upon Date of Hire: _____

Drug Screening Completed: ☐ Yes ☐ No

Background Check Completed: ☐ Yes ☐ No

Notes: _____

Human Resources: _____ Date: _____

City and Borough of Wrangell

Capital Facilities Department Report

March 5, 2020

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

- **Facilities Work Order Management.** Work orders come into the Capital Facilities Department either as a Preventive Maintenance (PM) scheduled work order or as a Reactionary Maintenance and Repair (Non-PM) work order. Below are a few highlights of more significant facility maintenance and repair projects that our maintenance staff have been working on since the department's last report:
- **Senior Center.** CF Dept staff provided assistance to the Senior Center staff with plumbing needs for their broken dishwasher and will return to assist with the element replacement as the part arrives.
- **Swimming Pool**
 - **Lighting.** The electrical engineer who is working with us to develop a new lighting model to improve the lighting and reduce glare over the swimming pool using new LED lighting has submitted a draft of the preliminary results. It appears that we may be able to use the existing light fixture positions, which is great, from a construction cost standpoint. The new lighting model eliminates four light fixtures on the low side of the pool, which would result in significant improvement in the overall uniformity. The engineer expects we would realize a total energy savings of approximately 75% and significant reduction in maintenance of the fixtures and lamp replacement in hard to access locations. Completion of the lighting calculations and conceptual design, including a cost estimate for the lighting upgrade project, will be made as the engineer receives clarification from the State on the illumination criteria outlined in the administrative code. Additional funding will be necessary to provide for the construction cost.
 - The hot water heater for the domestic water heater is a heat exchanging system which uses the heating system water to heat the domestic hot water. The control valve that controls the flow of the heating system water is not functioning properly. The domestic hot water, when not being used, will climb to very high temperatures. The concern is that the hot water tank is a pressure vessel that has a plug in the sidewall, and if the tank gets too hot, it could affect this pressure vessel, which is compromised already. This issue is being fast tracked under the CIP project titled Swimming Pool Hot Water Tank Replacement, as reported below.
- **Public Safety Building**
 - Staff continue to work on HVAC system repairs and upgrades.
 - Replacing the auto vents in the heating system due to failure and a build-up of sludge. We have drained and flushed the system once, and plan to perform this effort again since

it was bad enough to warrant another flush. System parts are being discovered rusty and leaky and are being replaced as they are identified.

- There are still a few radiant heat control valves to be replaced. The radiators are being flushed as we move through this effort as the residue buildup is significant.
- The radiator in the Shooting Range has been cleaned, repaired and a new valve replaced.
- Toilets, drains and lights are sources for continual Non-PM work orders.

- Sprinkler system failure. Following receipt of results from the air monitoring and surface/bulk sampling effort, contractors returned to those areas where work could resume and the offices are now complete with drywall, still requiring final finish work. The sprinkler system was repaired and pressure tested to ensure no further compromise in the piping system. The dry sprinkler system was tested at 40 psi for 20 hours and held that pressure for the entire time.

- Those areas requiring mold remediation remain unfinished as we develop a plan to include additional abatement work in other facilities.

- Additional sprinkler system work included replacement of the air pressure regulator for the dry system, which was failing and causing over pressure in the system. And sprinkler heads in the Fire Dept apartment that were found to be painted are being scheduled for replacement, as well as one in another office that was identified to be corroding.

- **Nolan Center**

- Floor Tile. A portion of ceramic floor tile in the women's bathroom which recently broke apart in one of the toilet stalls and extending into the main stall walkway was repaired and the toilet replaced by a contractor. Fortunately, the contractor was able to salvage the existing 12" floor tile which is no longer produced (only available in 6").

Additional tile flooring is compromised throughout the building, which needs to be addressed in order to minimize further tile damage and eliminate possible trip hazards. Lobby tile repairs will begin next week. Additional repairs in the lobby will require some further thought to how to adequately repair/replace as the tiles are affected by the jet-cut Stikine River design.

- Four zone valves have recently failed. Three have been replaced to date and the fourth will be replaced as the part arrives. Until such time as the part is replaced, the space affected by the failed valve is being manually controlled. When these valves fail, they generally do so and get stuck at the on setting, which pushes the heat to 130 degrees. Last week areas affected by these failed valves saw air temperatures soar to over 90 degrees and temperatures above the ceiling were over 100 degrees.

- Two more humidifiers have been installed in the air handlers. These were humidifiers we found to be broken. The humidity in the building is supposed to be maintained at a certain level for museum artifacts. The humidity has been problematic for many years and with the replacement of these humidifiers, the humidity in the building has begun to level out and be maintained as required.

Capital Improvement Projects - Capital Facilities provides management of capital improvement projects and major maintenance to City and Borough of Wrangell facilities and infrastructure.

GENERAL FUND PROJECTS

- **Nolan Center HVAC Direct Digital Controls System Upgrades.** This DDC upgrade project is complete.
- **Public Safety Building Siding and Roofing Renovations.** The CBW and WCA are still awaiting news of the success of WCA's grant, submitted to the Emergency Federal Law Enforcement Assistance (EFLEA) Program. In the meantime staff are consulting with an engineering team to perform a building condition survey, including structural, electrical and mechanical deficiencies with a related estimate of probable rehabilitation construction costs compared to a cost estimate for the construction of a replacement building.
- **Public Safety Building Addressable Fire Alarm System Replacement.** Work has not yet commenced on this project. If moving forward with this project, the first step would be to develop an RFQ for electrical engineering design services, which may be combined with other projects with similar engineering needs.
- **Public Safety Building Heating System Piping Repairs.** The copper pipe for the heating system has shown signs of corrosion for several years, and this FY20-funded project is for a significant pipe and fitting replacement. Staff have recently identified some of the worst areas that have now started to leak, and we have moved forward with material orders to commence work, in-house, on this project.
- **Public Safety Building Oil-Fired Boiler Installation.** The oil-fired boiler installation is complete and is being maintained for full operation.
- **Swimming Pool Domestic Hot Water Tank Replacement.** This project provides for the replacement of the deteriorated domestic hot water heater at the Swimming Pool. An engineering proposal was received to assist with the plumbing reconfiguration and technical specifications for the project, which staff decided not to pursue due to the high cost (approximately equal to the estimated cost of the construction work).

A new plan is being developed to pursue this project with in-house plumbing layout and contractor solicitation. Some engineering assistance may be necessary along the way, but staff believe we can manage the majority of the project without a large engineering cost. Fast tracking this project is critical at this time due to a new development with the hot water heater losing its ability to maintain heat temperatures to minimize possible full failure of the unit.

- **Swimming Pool HVAC System Upgrades, Phase III.** This project provides for the replacement of certain failed mechanical devices in the heating and cooling system. Staff had planned to draft an RFP for mechanical engineering design services for bid-ready construction documents; however, maintenance staff may be able to address the needs of the project without engineering assistance, or minimal assistance, provided we can fit the necessary work into our schedule, including system investigation for operation, identification of the appropriate replacement

mechanical devices. Whether we contract for the work or perform the deficiency corrections in house will depend on staff's time available to perform this time consuming work.

- **Kyle Angerman Memorial Playground Replacement.** The CBW received a Land Water Conservation Foundation (LWCF) 50/50 matching grant for the construction of this project from the State of Alaska. Through the grant application process, evaluators determined that the original soft surface fall material that was selected does not meet accessibility requirements. In order to receive the full reimbursement from the state for the improvements completed a new soft surface fall material, which provides for the required accessibility must be procured for installation.

The CBW is seeking the additional project funds for the soft surface fall material, in the amount of \$50,000, to complete the funding package required to initiate the project. The LWCF has invited the City and Borough of Wrangell to apply for a budget amendment once matching funds are procured.

The CBW submitted a Rasmuson Foundation Tier I grant application in the amount of \$25,000 on February 10th. Rasmuson Tier I requests are reviewed on a rolling basis with decisions for award generally made within 90 days from the submission date of a completed application. If the City and Borough is awarded the full financial request by Rasmuson, those funds will be leveraged as matching funds for our additional \$25,000 funding request to the Land and Water Conservation Fund to cover the increased cost of the soft surface material. If the full funding necessary to provide the LWCF match is not received from the Rasmuson Foundation, match funding will be sought from the CBW General Fund.

NORTH COUNTRY TRAILHEAD ACCESS ROAD REPAIR FUND

- **North Country Trailhead Access Road Repair (Streets).** Staff have identified the road maintenance needs for the Spur Road for access to the North Country Trailhead for use in developing a competitive solicitation for the construction work. Additional tasks required in advance of the construction bidding includes working with the Federal Highways Administration on their required utility certification, right of way certification, and project certification, the last of which will include their full review and approval of the contract documents prior to issuing for competitive bidding of the construction work. Depending on the time necessary to complete the planning work, the work is expected to be completed in 2020.

COMMERCIAL PASSENGER VESSEL EXCISE TAX FUND

- **Mt. Dewey Trail extension FLAP Grant Match (Parks & Recreation).** Following completion of the NEPA process and an initial discussions with the USACOE for the trail project, a recent meeting with the US Army Corps of Engineers had them recommending we proceed with design and submit Preconstruction Notification referencing a Nationwide Permit as applicable according to the conceptual or final design. The next step in this project is staff's development of a competitive solicitation for engineering design.
- **City Dock Summer Float (Ports and Harbors).** A recommendation to award this project to the low bidder was approved by the Assembly in February. Prior to issuing the contract to the low

bidder, it was learned that the low bidder's pipe material did not meet specification, nor did the second low bidder's pipe material meet specification, both due to the lack of availability of the pipe material that met the standard specified in the Borough's solicitation. The third and fourth bidders have not been contacted as they were more than 10% over budget and the Borough would not be able to make an award to them based on their bid amounts. The Borough's counsel was consulted for a recommendation as to how we should proceed with this matter. Based on the attorneys' recommendation, staff are making plans to request that all bids be rejected, the pipe material reanalyzed for specification and availability and the Invitation to Bid be reissued.

- **Petroglyph Beach Bathroom and Platform Improvements (Parks & Recreation).** This project provides for the constructed of a permanent year-round operational trailhead style bathroom. It also provides for certain repairs to the observation platform.

RESIDENTIAL CONSTRUCTION FUND

- **Borough-Wide Land Survey Project.** Regarding the three subdivision development projects listed below, staff met last week to review the projects following the Goal Setting Workshop held on February 11th. A report is expected from staff for further discussion with the Assembly. The survey service solicitations for each site would be based on the final decision regarding the subdivision development.
 - Institute Phase I Subdivision Development Survey
 - 4-Mile Zimovia Highway Property Subdivision Development Survey
 - Etolin Street Foreclosed Lots Subdivision and Replat

INDUSTRIAL CONSTRUCTION FUND

- **5th and 6th Avenues Roadway Construction (Streets).** A report on the economics of constructing this project in order to provide access to and sell lots in the Industrial Park Subdivision is being developed by staff.
- **Marine Service Center Survey and Replat (Ports and Harbors).** This survey project provides for the vacation of the existing platted Silvernail Drive ROW and the establishment of an access easement where the driving access is actually located through the Marine Service Center. The solicitation for this survey project will be combined with a couple of additional ROW survey projects as they are further identified.

WRANGELL MUNICIPAL LIGHT & POWER FUND

- **Case Avenue Electrical Distribution Line Rebuild Survey.** Based on the project needs and the difference in survey outcomes with other CBW-surveys scheduled to be performed, the Case Avenue Rebuild Survey will be pursued as a separate survey project. The survey solicitation for this project will be developed for the purpose of identifying existing right-of way limits, existing electrical pole locations, and any existing utility easements that may exist.

Pursuit of this project was pending a decision to include survey of the existing water and sewer infrastructure. It was recently decided to include an additive alternative for the water and sewer survey tasks for use in future water and/or sewer main projects. Staff will begin identifying the scope of work for each survey piece for inclusion in a competitive solicitation for combined survey.

- **Power Generation Solution.** Project management and report provided will be provided by Municipal Light & Power.
- **3MW Transformers Purchase Phase 1.** The procurement for the 3MW Transformer has been made and is expected to be delivered by the end of June 2020.
- **Generator Exhaust Insulation Blankets.** Project management and report will be provided by Municipal Light & Power. Solicitation development assistance will be provided by Capital Facilities.
- **Powerhouse Roof Repairs.** This project has been postponed and replaced with the **Power Diesel Generation Plant (Power Plant) Rehabilitation** project (see status under FUTURE PROJECTS IN FUNDING PHASE / PLANNING PHASE listed projects) due to the expected future demolition of the concrete structural portion of the Power Plant.

WATER FUND

- **Water Plant Bypass Line Valve Configuration.** Work has not yet commenced on this project.
- **Bennett Street Water Main Replacement.** The replacement of approximately 350' of 50-year old ductile iron pipe (DIP) water main was replaced complete in August 2019.

UPPER RESERVOIR BYPASS FUND

- **Upper Reservoir Bypass.** Earlier this year, staff narrowed the CBW's preferred alternative for accessing the water in the upper reservoir to the *Spillway Trench with Siphon* option, in an effort to bypass the lower reservoir to the treatment plant. Before confirming that option as our preferred alternative, the engineers were queried as to limitations with this option. Staff's initial concern was related to limitations of accessing the full depth of the stored raw water. Although the engineer's modeling of the system looked like it would work, on paper, their level of confidence that this alternative would work was reduced given that this is not a normal siphon scenario. They could not confirm the reliability of the model since there is no existing precedence for siphoning to a closed pipe system.

Since siphons are generally conveyed to an open-ended outlet, the discussion turned to siphoning to a downstream intake location; however, based on elevations and topography, the intake pool would likely need to be close to the toe of the dam, which is not ideal.

Under the premise that connecting to the pipe would not create a "closed system" since the draw from the plant would provide constant flow, the Water Department staff asked to revisit the design of the siphon connected directly to the pipe instead of into an open trench, or the intake pool.

Public Works exposed and pressure tested the ductile iron pipe installed in the late 1990's as an early phase of this project. We reviewed the alternatives again with the engineers and have asked them to modify their report considering our findings and their follow-on analysis. This week Shannon & Wilson resubmitted their final draft alternatives analysis, which is currently under review by staff. It is staff and administration's plan to present a recommendation to the Borough

Assembly, requesting a review and concurrence with the selected alternative. This recommendation and request for concurrence is expected to be made at the March 24th regular Assembly meeting.

WATER MAINS REPLACEMENT FUND

- **Water Mains Replacement.** Development of the Request for Qualifications (RFQ) for competitive selection of engineering survey and design services has begun. We anticipate issuing the solicitation, following DEC's review and approval, before the end of March.

WATER TREATMENT PLANT IMPROVEMENTS FUND

- **Water Treatment Plant Improvements.** There remains a conflict in the competitive selection of engineering services between our two federal funding agencies, since this week EDA confirmed that the engineering firm who developed our Preliminary Engineering Report for this project cannot participate in the competitive process. Conversely, USDA has indicated that the engineering firm cannot be disallowed to participate. We have called for a joint meeting next week to resolve this issue prior to developing the RFQ.

HARBOR FUND

- **Shoemaker Bay Harbor Replacement.** The Contractor finalized shop drawing submittals for the Shoemaker Bay Harbor Boarding Float Replacement. It is reported that their float fabricator will begin work on this project in Seattle in approximately two weeks' time. PND's Seattle office will continue to provide on-site fabrication inspection of the floats in Washington. Remaining uplands improvements to the storm sewer system will be constructed as the boarding float work resumes.
- **Harbor Security System.** The Harbor Master and electrical engineer have developed a cost estimate for the provision of surveillance/security for all Ports and Harbor facilities in Wrangell. To include all facilities, the estimate is approximately \$550,000. The amount of Harbor funds in the FY20 CIP Fund account for Harbor Security Cameras is \$100,000. Additional funding is required to allow the CBW to include a security system to each facility. Additional funds may be requested in the FY21 budget as staff develop a potential phased approach to the project.

As other funding sources are identified, staff are pursuing these funding opportunities.

- In February, staff submitted a grant application to Homeland Security requesting the full project amount of approximately \$550,000 for a Ports and Harbors Surveillance System.
- By April staff are planning to complete and submit a grant to the FEMA Port Security Grant Program for this port surveillance project. This program requires a 25% cost match by the recipient, for which the FY20 CIP funding in the amount of \$100,000 for the Harbor Security System project would provide.

SEWER FUND

- **Reroute Node 6 Sewer Pump Station's Overflow Pipe.** Work has not yet commenced on this project.
- **Node 8 Sewer Pump Station Rehabilitation.** Work has not yet commenced on this project.

SECURE RURAL SCHOOLS FUND

- **Area-Wide Sidewalk Replacement Project – Sidewalk Repairs at the Primary School Entrance.** Sidewalk repairs at the Primary School entrance were completed in August 2019.

In order to further project development, the remainder of the high school-related sidewalk replacement under this project will require discussions between the CBW/Public Works and the School District, as well as the community, regarding the possibility of significant traffic modifications and associated repair options.

FUTURE PROJECTS IN FUNDING PHASE / PLANNING PHASE

- **Power Diesel Generation Plant (Power Plant) Rehabilitation.** The CBW is considering a variety of sites to consider under an alternatives analysis for a diesel generation power plant replacement project which will aid in developing optional rough-order-of-magnitude concept planning cost estimates.
- **Bathymetry /Photogrammetry Survey of Water Reservoirs.**

In an effort to explore survey options for our water reservoirs, we have reviewed survey ideas (single-beam versus multi-beam, LiDAR, photogrammetry, etc.) with a hydrographic geophysical land survey group, TerraSond, who have offered a variety of proposals for survey work in and around the reservoirs, dams and their inundation zone. Staff will be reviewing these options with a keen eye toward determining if either of the surveys would be beneficial to coincide with the Reservoir Bypass project and include the survey work within that project's engineering survey and design scope.

- **Skeet Range Improvements.** Dave and Kim Powell, from the Wrangell Rod and Gun Club, represented Wrangell at a January 2020 meeting of the NRA to review proposed grants for awards in 2020. While the CBW has not yet received notification of the award, Dave indicates that \$55,000 of the requested \$119,000 for Skeet Range Improvements will be awarded to Wrangell by the NRA. The NRA delegates agreed that their available funding could be spread further between the communities if projects could receive funding in phases. Wrangell's project was one such that a phased approach was deemed feasible. CBW staff agree that a phased approach will work to beginning with site work, and we are anticipating funding for a Summer/Fall 2020 project season. This project has been added to the CBW CIP List and the FY21 CIP Request for Funding/Project approval.

ENVIRONMENTAL REMEDIATION PROJECTS

With the three open CBW-owned properties listed in ADEC's contaminated sites system, we are consulting with Shannon & Wilson to prepare the Work Plan for Site Characterization for each of these sites: 1) Former Wilcox Automotive, Hazard ID 26212; 2) Wrangell City Shop UST #3, Hazard ID # 26199; and 3) Wrangell Medical Center, UST #2 Hazard ID 26676.

We have received two of the three work plans and are awaiting the third before finalizing review and sending to ADEC for their review and approval. With each work plan, the engineers have developed a cost for in-field implementation of the proposed work plan. The cost estimated to perform the soil borings; monitoring well installation, development and sampling; monitoring well survey; investigative waste

management disposal; laboratory testing and analysis; and final reporting respectively for the Wilcox Automotive and City Shop sites are \$44,000 and \$36,000 plus cost to dispose of all waste generated from the in-field work. As we receive the work plan and associated cost estimate for the Wrangell Medical Center site, we will share that as well. Staff will include funding recommendations for pursuing these work plans under the CBW's FY21 proposed budget.

In the meantime, in mid-February staff did complete and submit a technical / cleanup grant proposed to cover the work plan for site characterization costs for the Wilcox Automotive property through the DEC Brownfields Assessment and Cleanup services program. Funding for this program falls under the State Fiscal Year 2021 funding, which begins July 1, 2020. The number of sites selected depends on the program's actual SFY 21 funding.

TRAVEL REPORT

Name	Position	Purpose	Location	Dates	Transportation	Car Rental	Accommodations	Per Diem	Registration	Other	Total
Carol Rushmore	Economic Dev. Dir	Alaska Planning Conf	Anchorage	2/9 to 2/12	\$ 590.00	\$ 128.00	\$ 340.00	\$ 150.00	\$ 400.00	\$ 50.00	\$ 1,658.00
Steve Prysunka	Mayor	AML Winter Legis	Juneau	2/17 to 2/21	\$ 310.59	\$ 169.59	\$ 475.38	\$ 225.00	\$ 150.00	\$ -	\$ 1,330.56
Julie Decker	Assembly	SE Conference	Juneau	2/3 to 2/6	\$ 273.46	\$ -	\$ 441.18	\$ 175.00	\$ 309.75	\$ -	\$ 1,199.39
Kim Lane	Clerk	Laserfiche Conf	Long Beach	2/9 to 2/16	\$ 698.79	\$ -	\$ 1,211.00	\$ 375.00	\$ -	\$ -	\$ 2,284.79
Lisa Von Barga	Manager	AML Winter Legis	Juneau	2/17 to 2/21	\$ 310.59	\$ -	\$ 475.38	\$ 225.00	\$ 150.00	\$ -	\$ 1,160.97
Rolland Howell	PW Dir	SE Conference	Juneau	2/3 to 2/6	\$ 293.19	\$ 248.37	\$ 441.18	\$ 175.00	\$ 309.75	\$ -	\$ 1,467.49
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

MEMORANDUM

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

**FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR**

SUBJECT: Department Report

DATE: March 4, 2020

UPDATES:**Hazard Mitigation Plan:**

Wrangell's Hazard Mitigation Plan was submitted to FEMA last October/November for review. It was returned to AECOM for some minor revisions in December or January. I reached out to AECOM staff again for an update, and my contact indicated they had just submitted the plan again to the State for review and then would be submitted to FEMA for approval. It could take up to 45 days or more depending on how long it takes the State to review the updates.

At an Emergency Planning Conference in Sitka this week, I spoke with the head of the Division of Homeland Security and Emergency Management that oversees the Hazard Mitigation Planning for communities. He did indicate that our plan was in process and was confirming status with their State office. We had a very long discussion which led to great strategies to seek funding for projects. Basically I recommended we update our Plan as soon as it is approved by the State – an easy process – but will allow us the ability to seek funding options for various mitigation activities. He is more than willing to work with me this spring to update and help with funding and project development strategies.

Media Roadshow Participation Results

Annually the CVB participates in the Alaska Media Roadshow. This event is organized by the Alaska Travel Industry Association. It is a one-stop shop for destination representatives to have pre-scheduled appointments with travel writers from around the world. Editorial content in the media is considerably more valuable than purchasing advertising. Attendance at the show is a critical method for reaching the travel media. Please see the article in the link below that is a direct result of being at the show in October of 2019. Wrangell Article from Travel Weekly can be found:

https://travelweekly.texterity.com/travelweekly/march_2_2020/MobilePagedReplica.action?pm=2&folio=22#pg24

Tourism Best Management Practices (TBMP):

During the Alaska Travel Industry Association annual convention in Juneau, one of the key topics of discussion was the TBMP program that Juneau established over 20 years ago to try and minimize conflicts between cruise ships and tours with the public. A voluntary cooperative program with established best practices has been developed and implemented over the years. Best

practices have been developed to address transportation issues, marine boating issues, specific geographical sub areas, walking tours etc.

The CVB is developing a similar program in Wrangell since there has been and likely will continue to be some growth in the cruise ships calling on Wrangell. The CVB will partner with the Port, Chamber, Parks and Rec and WCA to minimize areas of known concern. Public input will be critical in the implementation and development of the document and a public meeting is tentatively scheduled for next week.

Division of Homeland Security and Emergency Management Conference:

DeeDee Sprehe and I attended an Emergency Management Conference in Sitka. I actually found it very interesting and DeeDee and I have made a list of action items to work on including updating the Hazard Mitigation Plan and updating Wrangell's Emergency Response Plan.

Opportunity Zone Designation:

Staff participated in a Webinar to update participants nationwide on the changing regulations for Opportunity Zones. Wrangell was designated an Opportunity Zone by Governor Walker. The idea is that the designation acts as a catalyst to spur business development offering tax relief on investments in a designated Opportunity Zone. One of the key takeaways from the webinar is that the first money of any project usually is spent by the local government and partners for pre design or development activities preparing any land to interest investment opportunities. There are some other key points that are critical to success, including the financing component of the investor. I will be putting a more detailed report together regarding the regulations and opportunities for Wrangell.

Alaska Planning Conference:

Staff attended the annual Alaska Planning Conference in February in Anchorage for work sessions on a variety of zoning and planning subjects. This is the annual statewide training opportunity land use, platting and zoning issues.

*CLERK'S FILE*SUBMITTED BY:

Kim Lane, Borough Clerk

Upcoming Meeting/Informational dates:

- 3-24** Regular Assembly meeting at 6:00 p.m.
- 3-30** City Hall Closed – Seward's Day

Records Management with Laserfiche: I have been working very hard to get files scanned into Laserfiche and assigning a Retention Number. I have completed years 2018 through 2020 and will continue to pull boxes from storage to scan.

I have added the Records Management module with Laserfiche to my FY 2020/2021 budget. If approved, I will be able to manage the Borough's records more effectively. When records are scanned in, I would simply assign the records series number to its metadata and when that record is ready for "cutoff", I am either notified via email or I can simply run a report. There is a lot to getting this done but my hope is that once its in place, it will run efficiently and effectively!

The cost for the RM module is \$6000 and the Annual Maintenance fee is \$1200.

Record Lifecycle

- **Active:** Currently in use
- **Cutoff:** Ends Active phase, triggers Retention
- **Retention:** Record held for a length of time
- **Disposition:** Destroy or accession to an archive



Active

Retention

Disposition

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 10, 2020
	<u>Agenda Section</u>	12

RESOLUTION No 03-20-1514 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING THE REFUND OF OVER PAYMENT OF PROPERTY TAXES, INTEREST AND EXPENSES TO ARNOLD AND ALICE BAKKE DUE TO A MANIFEST ERROR IN THE AMOUNT OF \$10,438.96 (*postponed from the December 10, 2019 meeting*)

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$10,438.96 Total

FY 19: \$	FY 20: \$10,438.96	FY21: \$
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Amount Budgeted:

FY20 \$0

Account Number(s):

11000 000 4010

Account Name(s):

Property Taxes

Unencumbered Balance(s) (prior to expenditure):

\$XXX

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution 03-20-1514; 2. Calculation Sheet

RECOMMENDATION MOTION:

Move to approve Resolution No. 03-20-1514.

SUMMARY STATEMENT:

Staff and the Assembly have been trying to resolve the issue of overpaid taxes with the Bakkes for several months. The Bakkes have requested a full refund of the overpaid taxes from the years 1994-2012. State statute provides for a six year statute of limitations on the overpayment of taxes and

interest. Administration and the Assembly have been concerned about setting precedent by providing a full refund, including compounding interest, over that amount of time. In December the Assembly asked the Attorney and Borough Manager to ask the Borough Assessor to share in the burden of the refund as the value error was because of an incorrect assessment. That issue is still being worked by the Administration. However, the Manager believes a compromise solution has been reached.

The amount of overpaid taxes between 1994 and 2012 was \$3,736. The compounding interest from 1994-2019 took the total to more than \$12,000. Administration offered a compromise solution to the Bakkes, which they accepted. The solution solves a portion of the precedent being set regarding the six year statute of limitations.

- The Borough agrees to pay the full amount of overpaid taxes in the amount of \$3,736.
- The Borough agrees to pay compounding interest at 8% only for the six year statute of limitations in the amount of \$5,952.96.
- The six year statute of limitations begins in 2007 because the Bakkes first brought this issue to the Borough in 2012 and were advised nothing could be done about the previous overpayments. The interest is calculated from 2007-2020(February).
- The Borough will cover the \$750 expense the Bakke's incurred preparing calculations to present to the Borough.
- The total payment to the Bakkes will be \$10,438.96.
- This is a reduction of interest payment from \$8,396.42 to \$5,952.96.

Administration recommends approval of this solution and will continue to work with the Assessor on sharing the cost associated with this manifest error.

Last August, Helen and Steve Keller came to speak to me about an incorrect assessment value at the property owned by Ms. Keller's parents, Arnold and Alice Bakke. At the time Administration was neck deep in hospital negotiations, which thankfully the Kellers understood. However, Administration failed to follow-up with the Kellers after the close of hospital transfer proceedings. At the end of June of this year, I received an email from Mike Renfro the City Assessor. The Kellers reached out to Mike with the hope of getting some resolution to the issue. The email from the

Assessor included Helen Keller's communication to him, and his response to her concluding their request was outside of his authority to address and that they should contact the City for additional resolution. Upon receiving the email from the Assessor Administration contacted the Kellers to establish a meeting date to address the issue. That meeting was held in the middle of July.

In short, the property belonging to Arnold and Alice Bakke was over-valued in its assessment from the time it was constructed in 1994 because the Assessor wrongly assumed the lower level included an apartment. The value per square foot was assessed at \$20/ft² for the apartment, instead of \$12.87/ft² for a comparable space.

In 2013, Mrs. Keller began assisting her parents with their affairs, including property tax payments. Due to medical reasons the Bakkes inadvertently failed to file for their Senior Exemption that year. On their behalf, Mrs. Keller requested a late file exemption. That year, the Bakke's assessed value increased by an immense amount. It was found to be a calculation error, (what's considered a Manifest Error) and corrected. At the same time, she noted the incorrect value on the official "tax card" because of the non-existent apartment being calculated in the value. She requested a change and the value was corrected in 2013. In 2013, the Keller's requested a refund (on behalf of the Bakkes) on overpaid taxes for previous years due to the incorrect apartment assessment. Both the Administration and Assembly said the appeal period for the year, and previous years, was closed and nothing could be done about the issue.

Last year, Mrs. Keller was addressing an assessment issue on the property leased by the Kellers, and she had the opportunity to speak with the State Assessor. The State Assessor advised her to revisit the tax refund issue with the Borough as he informed her the Borough does have the opportunity to correct issues such as this. That is when the Kellers first came to meet with me. Then, they resurrected the request with the Borough's Assessor in June. I met with the Kellers and Mr. Bakke in July and August. This is the meeting time that worked with everyone's schedule to bring this to the Assembly for consideration.

The Borough Assessor responded to Mrs. Keller's request by informing her the incorrect valuation was not a Manifest Error, and therefore was outside of his ability to address. He recommended she take the matter up with Borough Administration.

Alaska Statute (AS) 29.45.500 addresses the refund of taxes. The Statute is copied below:

Sec. 29.45.500. Refund of taxes. (a) If a taxpayer pays taxes under protest, the taxpayer may bring suit in the superior court against the municipality for recovery of the taxes. If judgment for recovery is given against the municipality, or, if in the absence of suit, it becomes obvious to the governing body that judgment for recovery of the taxes would be obtained if legal proceedings were brought, the municipality shall refund the amount of the taxes to the taxpayer with interest at eight percent from the date of payment plus costs.

(b) If, in payment of taxes legally imposed, a remittance by a taxpayer through error or otherwise exceeds the amount due, and the municipality, on audit of the account in question, is satisfied that this is the case, the municipality shall refund the excess to the taxpayer with interest at eight percent from the date of payment. A claim for refund filed one year after the due date of the tax is forever barred.

(c) The governing body may correct manifest clerical errors at any time.

Section B states that a municipality will refund a taxpayer overpaid taxes, plus interest of 8%, from the date of payment. The Bakkes are requesting a refund, plus interest (compounding), from the time of overpayment beginning in 1994. In speaking initially with the Borough Attorney, he advised there is a statute of limitations of six years on the overpayment of taxes. The Attorney has revised that opinion to say we may be able to limit it to two years. My understanding, and the Keller's is the number is six years. The Borough Manager called the State Assessor to confirm the timeframe is six years.

On behalf of her parents, Mrs. Keller hired an accountant to run the calculations on what is owed to the Bakkes if the refund were to begin in 1994 with compounding interest through the 2012 tax year. The value was corrected in 2013. A copy of those calculations is attached. The total (calculated through June of 2019) with principal and interest from 1994 is \$12,102.42. \$3,706 of that is principal. \$8,396.42 of that is interest. The Kellers paid an accountant \$750 to help them calculate this information.

Administration is recommending a refund for the six years prior to 2013 when the Kellers first raised this issue with the Administration. This is to respect the assumed 6-year statute of limitations. This would be for the tax years 2007, 2008, 2009, 2010, 2011 and 2012 as follows:

2007-2012 (13 Mill Rate)

From 2007 through 2012 the value of the one level was calculated at \$20/ft² (assuming the apartment), instead of \$12.87/ft² for comparable spaces. The values, when taken through the full assessment calculation, result in a difference in taxes of \$264 annually. That equates to \$1,584 for those six years in overpaid taxes only. *Note, the accountant factored the annual difference at \$259 for some reason. In checking his calculations twice, the overpayment is actually \$264 annually.

At 8% interest, compounded annually, the total refund, plus interest to the Bakkes is \$3,584.67. This includes \$1,584 in principal and \$2,000.67 in interest. Administration recommends covering the cost of the accountant as well at \$750. Total recommended payment to the Bakkes was \$4,334.67.

In September, the Assembly postponed action on this item to get an accurate accounting of what the Borough would need to refund if all years (not just six) were refunded. The accountant's figures were double checked and the only error was the one outlined in the paragraph above a difference of \$25 over five years, or five dollars per year between 2007 and 2012. The staff recalculated everything compounding interest through December of this year. To pay the Bakkes the full amount for all years, plus 8% interest and the accounting fee is \$12,610.45 (taxes and interest) plus \$750 (accounting fees) for a total of \$13,360.45. To pay the Bakkes the recommended amount under the six year statute of limitations, the amount is \$3,632.46 (taxes and interest) plus \$750 (accounting fees) for a total of \$4,382.46.

Following the September meeting a member of the Assembly was approached anonymously by a member of the public reporting the Bakke's house actually did include an apartment. This claim has been investigated by Administration and there is no apartment in the bottom level of the dwelling. The garage and storage space includes a half-bath with a toilet and sink only. It also includes a

kitchen-type area for processing game and fish that includes a sink, counter space and refrigerator and freezer.

CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 03-20-1514

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE REFUND OF OVER PAYMENT OF PROPERTY TAXES, INTEREST AND EXPENSES TO ARNOLD AND ALICE BAKKE DUE TO A MANIFEST ERROR IN THE AMOUNT OF \$10,438.96

WHEREAS, from 1994 through 2012 the assessed value of the home of Arnold and Alice Bakke was overstated due to the assumption of an apartment in the bottom level of the dwelling; and

WHEREAS, the Bakke's overpaid property taxes from 1994 through 2012 due to the incorrect assessed value of the home; and

WHEREAS, the City & Borough of Wrangell desires to correct this overpayment; and

WHEREAS, the City & Borough of Wrangell will refund the full amount of overpaid taxes from 1994-2012 in the amount of \$3,736; and

WHEREAS, the statute of limitations on repayment of property taxes is six years, so the City & Borough of Wrangell will pay compounded interest only for the statute of limitations; and

WHEREAS, the Bakkes brought this matter to the attention of the Borough in 2012 and were told a refund of overpaid taxes was not possible, so the six year statute of limitations will begin in 2012 and reach back to 2007; and

WHEREAS, the Bakkes will be paid compounding interest from 2007 through February, 2020 in the amount of \$5,952.96; and

WHEREAS, the Bakkes incurred \$750 in expenses preparing information to present to the City.

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

Section 1. The Assembly of the City & Borough of Wrangell, Alaska authorizes the refund of the overpayment of property taxes from 1994-2012 in the amount of \$3,736, plus 8% compounding interest from 2007-2020 (February) in the amount of \$5,952.96. The Assembly further authorizes the repayment of accounting fees in the amount of \$750 to the property owner for a total payment of \$10,438.96.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF
WRANGELL, ALASKA THIS 10TH DAY OF MARCH, 2020.

CITY & BOROUGH OF WRANGELL

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Bakke Property Tax Payment

8%

		64		64
Oct	1994			192.00
Oct	1995	128		240.00
Oct	1996	48		288.00
Oct	1997	48		464.00
Oct	1998	176		675.00
Oct	1999	211		886.00
Oct	2000	211		1064.00
Oct	2001	178		1242.00
Oct	2002	178		1420.00
Oct	2003	178		1664.00
Oct	2004	244		1908.00
Oct	2005	244		2152.00
Oct	2006	244		2609.28
Oct	2007	264	193.28	3103.14
Oct	2008	264	229.86	3636.51
Oct	2009	264	269.37	4212.55
Oct	2010	264	312.04	4834.68
Oct	2011	264	358.12	5506.57
Oct	2012	264	407.89	5947.10
Oct	2013		440.53	6422.87
Oct	2014		475.77	6936.70
Oct	2015		513.83	7491.63
Oct	2016		554.94	8090.96
Oct	2017		599.33	8738.24
Oct	2018		647.28	9437.30
Oct	2019		699.06	9688.96
Nov - Feb	2020		251.66	
Total Taxes		3736	5952.96	9688.96

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 10, 2020
	<u>Agenda Section</u>	13

RESOLUTION No 03-20-1515 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING SECTION 312 (HEALTH INSURANCE BENEFITS) OF THE PERSONNEL POLICY CREATING A NEW TIER OF HEALTH INSURANCE COVERAGE FOR PERMANENT PART-TIME EMPLOYEES HIRED ON OR AFTER MARCH 1, 2020

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 20:	FY 21: \$	FY22: \$
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Amount Budgeted:

	FY20 \$XXX
--	------------

Account Number(s):

Account Name(s):

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

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

Reviews/Approvals/Recommendations

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

ATTACHMENTS:

1. Resolution No 03-20-1515.

RECOMMENDATION MOTION:

Move to Approve Resolution No 03-20-1515.

SUMMARY STATEMENT:

Pursuant to direction by the Assembly at recent work sessions this resolution amends the Personnel Policy by adding a new tier of health insurance for permanent part-time employees hired on or after March 1, 2020. Under this new policy permanent part-time employees will be eligible for employee

only health insurance benefits. The Borough will cover 70% of the premium and the employee will be responsible for 30% of the premium.

CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 03-20-1515

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING SECTION 312 (HEALTH INSURANCE BENEFITS) OF THE PERSONNEL POLICY CREATING A NEW TIER OF HEALTH INSURANCE COVERAGE FOR PERMANENT PART-TIME EMPLOYEES HIRED ON OR AFTER MARCH 1, 2020

WHEREAS, the City & Borough of Wrangell desires to provide all permanent employees with benefits; and

WHEREAS, currently part-time, permanent employees receive the same option for full health benefit coverage as full-time, permanent employees; and

WHEREAS, the continued increase of health insurance premiums requires the Borough to review its health insurance coverage policies; and

WHEREAS, the Borough has found it fair and necessary that all part-time permanent employees hired on or after March 1, 2020 will be eligible for health insurance benefits for the employee only at a 70% Borough/30% Employee split; and

WHEREAS, Section 312 of the City & Borough of Wrangell Personnel Policy is amended to create a new tier of health insurance benefits as stated.

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

Section 1. Section 312 (Health Insurance Benefits) of the City & Borough of Wrangell Personnel Policy is amended by adding a subsection to read as follows:

Effective March 1, 2020, all permanent (regular) part-time employees hired on or after March 1, 2020 are eligible for health insurance benefits for employee coverage only. The City & Borough of Wrangell shall pay 70% of the cost of the insurance premiums for the employee only. The employee will pay the remaining 30% of the cost of coverage for the employee in the form of a payroll deduction at the end of the pay period and month of coverage.

Section 2. This amendment to the Personnel Policy is effective March 1, 2020.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 10TH DAY OF MARCH, 2020.

CITY & BOROUGH OF WRANGELL

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 10, 2020
	<u>Agenda Section</u>	13

RESOLUTION No 03-20-1516 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING SECTION 205 (EMPLOYMENT APPLICATIONS) OF THE PERSONNEL POLICY CREATING A NEW SECTION TITLE (EMPLOYMENT APPLICATIONS AND PRE-EMPLOYMENT REQUIREMENTS) AND ADDING THE REQUIREMENTS FOR PRE-EMPLOYMENT DRUG SCREENING AND CRIMINAL BACKGROUND CHECKS FOR ALL PERMANENT EMPLOYEES HIRED ON OR AFTER MARCH 1, 2020

<u>SUBMITTED BY:</u>
Lisa Von Bargaen, Borough Manager

<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: \$XXX Total		
FY 20:	FY 21: \$	FY22: \$
Amount Budgeted:		
	FY20 \$XXX	
Account Number(s):		
Account Name(s):		
Enter Text Here		
Unencumbered Balance(s) (prior to expenditure):		
\$XXX		

<u>ATTACHMENTS:</u> 1. Resolution No 03-20-1516.

RECOMMENDATION MOTION:
 Move to Approve Resolution No 03-20-1516.

SUMMARY STATEMENT:

Pursuant to direction by the Assembly at recent work sessions this resolution amends the Personnel Policy by adding the requirement that all permanent employees hired on or after March 1, 2020 must consent to pre-employment drug testing and criminal background checks. The cost for the

drug testing is \$115 per person. The cost for the background check is \$16.95 per person. Given the number of permanent employees we are hiring annually the impact will be under \$1,000 to the budget.

CITY AND BOROUGH OF WRANGELL

RESOLUTION NO. 03-20-1516

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING SECTION 205 (EMPLOYMENT APPLICATIONS) OF THE PERSONNEL POLICY CREATING A NEW SECTION TITLE (EMPLOYMENT APPLICATIONS AND PRE-EMPLOYMENT REQUIREMENTS) AND ADDING THE REQUIREMENTS FOR PRE-EMPLOYMENT DRUG SCREENING AND CRIMINAL BACKGROUND CHECKS FOR ALL PERMANENT EMPLOYEES HIRED ON OR AFTER MARCH 1, 2020

WHEREAS, the City & Borough of Wrangell desires to hire the most qualified applicants for positions; and

WHEREAS, pre-employment drug screening and background checks are helpful tools in determining candidate eligibility; and

WHEREAS, Section 205 of the City & Borough of Wrangell Personnel Policy is amended creating a new Section Title (Employment Applications and Pre-Employment Requirements) and adding the requirements of pre-employment drug screening and criminal background checks for all permanent employees hired on or after March 1, 2020.

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

Section 1. Section 205 (Employment Applications) of the City & Borough of Wrangell Personnel Policy is amended by changing the title to Employment Applications and Pre-Employment Requirements.

Section 2. Section 205 is further amended adding a subsection to read as follows:

Effective March 1, 2020 all permanent employees hired on or after March 1, 2020 shall be required to consent to a pre-employment drug test and criminal background check.

Section 3. This amendment to the Personnel Policy is effective March 1, 2020.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 10TH DAY OF MARCH, 2020.

CITY & BOROUGH OF WRANGELL

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 10, 2020
	<u>Agenda Section</u>	13

RESOLUTION No 03-20-1517 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA CREATING THE NOLAN CENTER ATTENDANT-MUSEUM COLLECTIONS POSITION AND AMENDING THE NON-UNION WAGE AND GRADE TABLE TO ADD THIS POSITION

<u>SUBMITTED BY:</u>
Lisa Von Bargaen, Borough Manager

<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: \$XXX Total		
FY 20: \$	FY 21: \$	FY22: \$
Amount Budgeted:		
	FY20 \$XXX	
Account Number(s):		
	XXXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	\$XXX	

ATTACHMENTS: 1. Resolution 03-20-1517; 2. Job Description; 3. Non-Union Wage & Grade Table

RECOMMENDATION MOTION:

Move to Approve Resolution 03-20-1517.

SUMMARY STATEMENT:

As discussed at the February 10th and February 25th work sessions, it is necessary to create a permanent, part-time position titled Nolan Center Attendant – Museum Collections. This takes the position from being temporary to being permanent. The attached resolution authorizes the position.

Also attached to the agenda statement are the job description and the Non-Union Wage & Grade Table.

In conformance with new policy established by the Assembly, this position will be eligible for health insurance benefits for the employee only and will be required to cover 30% of the premiums. This position is covered by PERS.

The cost of this position at Grade 12 with employee only health insurance is \$44,174. The total cost of this position in FY 19 was \$16,944.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 03-20-1517

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA CREATING THE NOLAN CENTER ATTENDANT-MUSEUM COLLECTIONS POSITION AND AMENDING THE NON-UNION WAGE AND GRADE TABLE TO ADD THIS POSITION

WHEREAS, the Borough desires to create this permanent, part-time position; and

WHEREAS, this position fulfills a critical role managing the Museum Collection at the Nolan Center; and

WHEREAS, the rate of pay for the position will be Grade 12 with the hourly pay range from \$17.73 to \$22.29 and based on the job description, will not change; and

WHEREAS, this position has been reviewed and job description written to accurately reflect actual duties, responsibilities, and qualifications.

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

Section 1. The attached Exhibit "A" includes the job description which describe the duties, responsibilities and qualifications for the Nolan Center Attendant – Museum Collections.

Section 2. The attached Exhibit "B" is the Non-Union Wage & Grade Table amended to reflect this position at Grade 12.

Section 3. The Nolan Center Attendant – Museum Collections position is effective as of March 1, 2020.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 10TH DAY OF MARCH, 2020.

CITY & BOROUGH OF WRANGELL

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

City & Borough of Wrangell

Position Description

Position: Nolan Center Attendant – Museum Collection	Type: Permanent, Part-Time
Department/Site: Nolan Center	FLSA: Non-exempt
Evaluated by: Nolan Center Director	Salary Grade: 12

Summary

To assist with Museum operations, provide professional care of Museum collection, and provide Museum services to the general public. Inventory collections on a regular basis.

Distinguishing Career Features

The Nolan Center Attendant III is responsible for helping the Nolan Center Director maintain a record of Wrangell's past for its residents and visitors. They will help educate the public, prioritize collections, and ensure the safekeeping and care of Wrangell's historical record. This position may also work in the gift shop in a relief position and to help handle the influx of visitors that come into Wrangell.

Essential Duties and Responsibilities

- Keeps accurate records of artifacts on loan or donated from the community through standard museum registration techniques.
- Evaluates proposed donations and loans for appropriateness to inclusion in the Museum collection. Evaluates acquisitions for condition and stability and provides appropriate conservation measures as needed.
- Researches local history and makes findings available using appropriate vehicles for transmission. Researches history of each piece of the collection as per professional curatorial practices.
- Evaluates existing and proposed exhibits, schedules and initiates actions necessary to implement changes in interpretive themes. Plans, prepares and installs permanent and temporary exhibits in accordance with generally accepted security, safety, conservation and education standards and ethics.
- Monitors humidity and temperature for stability or for statistical compilation of data.
- Reports to the Nolan Center Director on Museum collections, operations, and critical needs.
- With the Nolan Center Director, develops long and short-range program goals consistent with Museum mission and bylaws.
- Interacts with other museum, history, and anthropology professionals as needed.
- May assist in gift shop operations, answer visitor questions, and research information for visitors as necessary.
- Performs other related duties as required or assigned.

Qualifications

- **Knowledge and Skills**

Requires good working knowledge of Wrangell area in general, a more detailed knowledge of Wrangell history, and general knowledge of Alaskan history. Clear knowledge of modern museum management principles. Current on museum standards and practices.

- **Abilities**

Requires the ability to work independently, and to perform historical research and regional history and be a reliable source of information. Must provide responsible, professional care to the community's collection of artifacts which are housed at the Museum.

Requires the ability to adapt to changing needs and priorities. Willingness to perform various job related duties as situations require with a strong sense of teamwork.

▪ **Physical Abilities**

Ability to lift and carry 50 pounds. Requires ability to work in an office setting, including sitting, for long periods of time.

▪ **Education and Experience**

High school diploma or GED equivalent. Minimum of three years current experience in progressive museum programs.

▪ **Licenses and Certificates**

Because this position involves responsibility for the museum's collection, a background check may be required.

▪ **Working Conditions**

Work is performed indoors and outdoors where minimal safety considerations exist.

We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age (40 or over), disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Signature

Date

Supervisor Signature

Date

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	21	Police Officer Probationary
9	Library Assistant I	15	Public Works Administrative Assistant	23	Police Officer
12	DMV Assistant Recreation Coordinator Library Assistant II Nolan Center Attendant - Museum Collection	17	Police Officer Recruit	25	Police Sergeant
13	Accounting Clerk Utility Accounts Clerk	18	Administrative Assistant - Police Corrections Sergeant Accounting Generalist/Deputy Clerk Firemedic/Trainer Nolan Center Facility Manager	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
24	Library Director Parks & Recreation Director Fire Chief Nolan Center Director	28	Economic Development Director	35	Police Chief Director of Public Works & Capital Projects

Temporary/Part-time/Seasonal Employees

Hourly Compensation

Note: Each step represents the amount above the prevailing State of Alaska Minimum Wage 10.19

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 2017

	1	2	3	4	5	6	7	8	9	10	11	12	13
1	10.19	10.49	10.79	11.09	11.39	11.69	11.99	12.29	12.59	12.89	13.19	13.49	13.79
3	10.89	11.19	11.49	11.79	12.09	12.39	12.69	12.99	13.29	13.59	13.89	14.19	14.49
4	11.89	12.19	12.49	12.79	13.09	13.39	13.69	13.99	14.29	14.59	14.89	15.19	15.49
5	12.89	13.19	13.49	13.79	14.09	14.39	14.69	14.99	15.29	15.59	15.89	16.19	16.49
6	13.39	13.69	13.99	14.29	14.59	14.89	15.19	15.49	15.79	16.09	16.39	16.69	16.99
7	13.89	14.19	14.49	14.79	15.09	15.39	15.69	15.99	16.29	16.59	16.89	17.19	17.49
8	14.39	14.69	14.99	15.29	15.59	15.89	16.19	16.49	16.79	17.09	17.39	17.69	17.99
9	14.89	15.19	15.49	15.79	16.09	16.39	16.69	16.99	17.29	17.59	17.89	18.19	18.49
11	16.39	16.69	16.99	17.29	17.59	17.89	18.19	18.49	18.79	19.09	19.39	19.69	19.99

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

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 10, 2020
	<u>Agenda Section</u>	13

RESOLUTION No 03-20-1518 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE JOB DESCRIPTION OF THE HARBORMASTER POSITION AND CHANGING THE JOB TITLE TO PORT AND HARBOR DIRECTOR

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
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Amount Budgeted:

	FY20 \$XXX
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Account Number(s):

	XXXXXX XXX XXXX
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Account Name(s):

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

	\$XXX
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution 03-20-1518; 2. Port & Harbor Director Job Description

RECOMMENDATION MOTION:

Move to Approve Resolution 03-20-1518.

SUMMARY STATEMENT:

As any position becomes open through attrition it is important to review the associated job description. Significant changes have been made to the Harbormaster job description, updating it to reflect the actual scope of duties and to change the title of the position to Port & Harbor Director.

The proposed changes are reflected in Track Changes on the attached job description. The accompanying resolution adopts the new job description.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 03-20-1518

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE JOB DESCRIPTION OF THE HARBORMASTER POSITION AND CHANGING THE JOB TITLE TO PORT AND HARBOR DIRECTOR

WHEREAS, the amendment of this position description allows the City and Borough of Wrangell's Administration Department the ability to appropriately update the duties and responsibilities of the Harbormaster to that of Port & Harbor Director; and

WHEREAS, the current rate of pay for the position is a Grade 25 with the monthly pay range from \$5,363 to \$6,769 and based on the proposed changes to the job description, will not change; and

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

Section 1. The attached Exhibit "A" includes the job description which describe the duties, responsibilities and qualifications for the Port & Harbor Director.

Section 2. The new job description for the Port & Harbor Director position will be effective as of March 11, 2020.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 10TH DAY OF MARCH, 2020.

CITY & BOROUGH OF WRANGELL

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, Borough Clerk

City & Borough of Wrangell

Position Description

Position: <u>Port & Harbor Director</u> Harbormaster	Type: Permanent, Full-Time
Department/Site: <u>Port & Harbor Department</u>	FLSA: Exempt
Reports to/Evaluated by: Borough Manager	Salary Grade: 25

Summary

Under general supervision of the Borough Manager or designee; plans, organizes, and manages the Borough Port and Harbor Department functions and infrastructure, and provides executive level support. Supervises all Port and Harbor Department staff. ~~Managing and maintaining all harbor and port facilities, and encouraging voluntary compliance with harbor regulations. Harbormaster is also~~ Serves as the Facility Security Officer in regards to Port Security.

Distinguishing Career Features

-The ~~Port & Harbor Director~~ Harbormaster is the chief port administrator and the head of the Port & Harbor Department. The position requires foresight, strategic planning, and long range thinking in addition to managerial competence regarding day-to-day tasks.

Essential Duties and ResponsibilitiesAdministration

- ~~Oversees and supervises~~ Plans, organizes and manages all Port, Harbor, and Marine Service Center functions and operations in accordance with Title 14 of the Wrangell Municipal Code. Delegates tasks to employees and ensures that duties are performed safely and efficiently. Maintains close working relationships with various departments and agencies. ~~Prepares annual budget for Harbor.~~ Composes and writes memos, letters and ordinances as appropriate.
- Reviews Port & Harbor Department priorities; develops strategic plans, goals and objectives; evaluates and analyzes issues, and recommends and implements solutions; assures that all Port, Harbor and Marine Service Center plans meet state, and federal compliance regulations.
- Serves as the liaison to the Port & Harbor Commission.
- In coordination with the Economic Development Director, develops and implements marketing plans for the Department.
- Remains current on new laws, regulations and proposed legislation to determine the impact to Port and Harbor operations.
- Remains current on port and harbor issues and presents recommendations to the Borough Manager, Port & Harbor Commission and Borough Assembly for improving port and harbor operations and services.
- Prepares, reviews and manages the Department budget, special and recurring reports, payments, and contracts in cooperation with the Finance Director and the Borough Manager.
- Works in cooperation with the Capital Facilities Department to manage Port & Harbor projects and budgets.
- Works in cooperation with the Borough Clerk managing leases on Port & Harbor property.
- Manages grant programs for Port & Harbor projects.
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MaintenancePort & Harbor Director~~Harbormaster~~

- Performs regular maintenance duties such as dock and float repairs, electrical maintenance, and relocation of vessels as appropriate. Cooperates with Coast Guard to ensure safety by repairing markers, identifying missing vessels, and inspecting oil spills. Schedules and manages moorage rentals. Operates skiff, heavy equipment, VHF radio and hand tools.

Safety and Security

- Manages risk reduction and risk management programs; reviews safety equipment and procedures, resolves issues; and interprets and enforces OSHA, agency and Borough safety regulations.
- Acts as a peace officer and encourages voluntary compliance with harbor regulations. Requests assistance from law enforcement officials in emergency situations. Observes and corrects possible hazardous or dangerous circumstances. Provides information to vessel owners and gathers information from others as needed. Issues citations and impounds vessels as appropriate.

Planning and Development

- In conjunction with the Port Commission the Port & Harbor Director ~~Harbormaster~~ assists in the planning and development of harbor renovations. Confers with the Capital Facilities Director ~~City Engineer~~ on design and planning of construction; and consults with the Economic Development Director regarding long-range planning. –

Rates, Recordkeeping & Reporting

- Maintains files and records for the efficient operation of the Port & Harbor facilities.
- Prepares monthly, quarterly and annual technical documents, such as operations and utilization reports; works in cooperation with the Finance Director to produce revenue and expenditure reports.
- Makes reports regarding Harbor activities. Organizes moorage space, records rentals and collects accounts.
- Classifies Port & Harbor facility users and assigns tariff rates as specified; researches and recommends rate revisions to assure appropriate fees are charged for services provided.

Teamwork & Cooperation

- Manages and motivates Port & Harbor Department staff; meets regularly with staff to address workload and technical issues, and evaluate performance.
- Performs other related duties as required or assigned. Works cooperatively with other employees, external agencies and the public.
- Promotes a strong customer service ethic.
- Provides assistance and information to the maritime industry and commercial and pleasure
- Performs other related duties as required or assigned

Qualifications

▪ **Knowledge and Skills**

Requires in-depth knowledge of all harbor regulations, functions, and operations. Requires supervisory skills and the ability to be diplomatic with a variety of people. Requires some accounting knowledge for budget preparation. Requires excellent oral and written ~~good~~ communication skills and decision making ability.

Requires experience and thorough knowledge of marine vessel and facility maintenance procedures. Requires maintenance skills to perform a variety of carpentry repair tasks. Requires verbal interpersonal skills to work with Coast Guard and other related agencies. Requires an understanding of all marine regulations to ensure Harbor safety.

Requires peace officer training as required by the law enforcement program. Requires ability to detect circumstances that require immediate police or fire department assistance. Requires the ability to implement harbor regulations.

Requires ability to assess and recommend harbor structure renovations. Requires some construction knowledge and the ability to foresee future harbor needs.

Requires willingness to perform various job-related duties as situations arise, a strong sense of teamwork, and ability to work cooperatively.

- **Abilities**

Must be able to operate a computer-terminal. Must be able to keep accounts and records. Must be able to operate a VHF radio, skiff, and heavy equipment.

- **Physical Abilities**

Must be able to stand and sit for long periods of time. Requires ability to perform moderately demanding physical work, as needed, including bending, kneeling, climbing, crawling, balancing, stoop, and crouch or some combination of these abilities. Requires ability to lift, carry, push and/or pull up to 50 pounds. Must be able to manipulate equipment and machinery, as well as small tools. Must have fine motor dexterity to operate a computer and manipulate files and documents. Must have visual acuity to read a computer screen, monitor port and harbor operations, and read documents and accounts.

- **Education and Experience**

~~A high school diploma or GED equivalent is required, some college is preferred. A Bachelor's Degree is required; and five years' experience in harbor and port, or related public sector management. An equivalent combination of relevant education and experience may be considered.~~

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed in internal and external environments with exposure to inclement weather and varying temperatures. ~~indoors and outdoors in dangerous~~ Work situations may require ~~ing~~ extreme care ~~with~~ and attention to safe work habits and donning of safety gear.

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>	March 10, 2020
	<u>Agenda Section</u>	13

RESOLUTION No 03-20-1519 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2020 BUDGET IN THE CAPITAL IMPROVEMENTS PROJECT FUND BY ACCEPTING HARBOR FACILITY MATCHING GRANT AMENDMENT NO. 1 FROM THE ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES, HARBOR FACILITY MATCHING GRANT PROGRAM, IN THE AMOUNT OF \$156,042.13 FOR THE SHOEMAKER BAY HARBOR PROJECT AND AUTHORIZING ITS EXPENDITURE

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 20: \$156,042.13	FY 21: \$	FY22: \$
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Amount Budgeted:

FY20 \$XXX

Account Number(s):

74310-000-4950

Account Name(s):

Shoemaker Bay Harbor Project

Unencumbered Balance(s) (prior to expenditure):

\$XXX

Reviews/Approvals/Recommendations

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

ATTACHMENTS:

1. Resolution No 03-20-1519; 2. Alaska Department of Transportation & Public Facilities, Harbor Facility Matching Grant Program, Grant Agreement Amendment No. 1; 3. State of Alaska Memorandum dated August 26, 2019 regarding Harbor Matching Grant ICAP Management

RECOMMENDATION MOTION:

Move to Approve Resolution No 03-20-1519.

SUMMARY STATEMENT:

The Alaska Department of Transportation and Public Facilities (ADOT&PF) awarded the City and Borough of Wrangell (CBW) a Harbor Facility Matching Grant to provide for one-half of eligible project costs with State matching funds in the amount of up to \$5,000,000 for the Shoemaker Bay Harbor Project. The CBW entered into a grant agreement with ADOT&PF in the amount of \$4,307,954 for eligible grant match reimbursement.

The grant agreement outlines that eligible project cost increases will require an amendment to the grant. The ADOT&PF has confirmed eligibility for grant match reimbursement to include the scope of work to replace the existing boarding float at the boat launch at Shoemaker Bay. ADOT&PF has issued Amendment No. 1 to increase grant funds by the amount of \$156,042.13, thereby changing the original grant amount from \$4,307,954.00 to \$4,463,996.13.

Of note in the Amendment No. 1 document is the section under Attachment #2 Payment Method, which addresses Indirect and Direct Costs. While DOT's ICAP rate for harbor CIP projects was increased to 10.00%, as part of this grant agreement DOT will pay for all ICAP fees and has increased their project budget to cover this expense from their program's funds. Therefore, the City and Borough of Wrangell will not see a reduction in the amount of grant funds available to the project due to ICAP fees, but rather the Harbor Facility Grant program has obligated the ICAP fees for the Shoemaker Harbor project from their program funds. Thus Wrangell will *not* be required to pay for any ICAP fees for this project.

For review by the Borough Assembly, attached hereto are Resolution No. 03-20-1519, the Grant Agreement Amendment No. 1 and a Memorandum of the State of Alaska dated August 26, 2019 regarding Harbor Matching Grant ICAP Management.

By adopting Resolution 03-20-1519 and accepting grant Amendment No. 1 in the amount of \$156,042.13, these funds will be made available in the Harbor Department FY20 CIP Fund for the Shoemaker Bay Harbor Replacement project to cover a portion of the replacement of the boat launch boarding ramp.

Our State Lobbyist requested the Borough delay approval of the amendment while the issue of the ICAP percentage was addressed.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 03-20-1519

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2020 BUDGET IN THE CAPITAL IMPROVEMENTS PROJECT FUND BY ACCEPTING HARBOR FACILITY MATCHING GRANT AMENDMENT NO. 1 FROM THE ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES, HARBOR FACILITY MATCHING GRANT PROGRAM, IN THE AMOUNT OF \$156,042.13 FOR THE SHOEMAKER BAY HARBOR PROJECT AND AUTHORIZING ITS EXPENDITURE

WHEREAS, the City and Borough of Wrangell, Alaska Resolution No. 08-18-1422 authorized the acceptance of a Harbor Facility Grant from the State of Alaska, Department of Transportation and Public Facilities in the amount of \$5,000,000 for the Shoemaker Bay Harbor Replacement Project; and

WHEREAS, the City and Borough of Wrangell entered into a grant agreement in the amount of \$4,307,954 for eligible grant match reimbursement; and

WHEREAS, the State of Alaska, Department of Transportation and Public Facilities has confirmed eligibility for grant match reimbursement including the scope of work to replace the Shoemaker Bay Harbor boat launch boarding float, and has issued Amendment No. 1 to increase grant funds by the amount of \$156,042.13, thereby changing the total grant amount from \$4,307,954.00 to \$4,463,996.13; and

WHEREAS, the City and Borough of Wrangell will amend the FY 2020 Budget in the Capital Improvements Project (CIP) Fund by accepting the Harbor Facility Grant Amendment No. 1 for additional grant funds from the Alaska Department of Transportation & Public Facilities in the amount of \$156,042.13 for the Shoemaker Bay Harbor Replacement project.

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

Section 1: The FY 2020 Budget in the CIP Fund is amended by accepting \$156,042.13 in matching grant funds from the State of Alaska, Department of Transportation and Public Facilities for the Shoemaker Bay Harbor Replacement CIP account, 74310-000-4950.

Section 2: The FY 2020 Budget in the CIP Fund is further amended increasing the authorized expenditure in account 74310-000-8900, Shoemaker Bay Harbor Project.

Section 3: The Borough Manager and Finance Director are authorized to execute the Grant Amendment documents.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 10th Day of March 2020.

CITY & BOROUGH OF WRANGELL, ALASKA

Stephen Prysunka, Mayor

ATTEST: _____
Kim Lane, Borough Clerk



DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
Harbor Facilities Grant Program

Item e.

Amendment No. 1

This amendment modifies the Harbor Grant Agreement No. 18-HG-001 between the State of Alaska and the City and Borough of Wrangell signed by Judith Chapman, Acting Director, Division of Program Development and Statewide Planning, and Lisa Von Bargaen, City and Borough of Wrangell Manager on October 1, 2018. All other terms and conditions remain unchanged.

Remove Doc 9 (Attachment 1 in its entirety and replace with Doc 9 (Attachment 1) Amendment 1.

Highlights:

Project budget

Grantee funds \$5,025,836.13

Department match \$4,463,996.13

Total funds \$9,489,832.26

Remove Doc 10 (Attachment 2) in its entirety and replace with Doc 10 (Attachment 2) Amendment 1:

Highlights:

Pay schedule revised

Paragraph 2: Indirect and Direct Costs: Revised ICAP statement

This Amendment 1 to the Grant Agreement entered into as of the day and year written below:

Lisa Von Bargaen
City and Borough of Wrangell

Date

State of Alaska

Judicial District

Subscribed and sworn to before me this _____ day of _____, 2018

Notary Public
My Commission expires: _____

Benjamin M. White, Director
Division of Program Development and Statewide Planning

Date

Item e.

State of Alaska
First Judicial District

Subscribed and sworn to before me this _____ day of _____, 2019

Notary Public
My Commission expires: _____

Attachment 1 Scope of Work

Item e.

1. Project Name and Description

The scope of work of this grant is to provide one-half, or 50 percent, of the grantee's eligible costs with state matching funds to the Grantee for use towards the **Shoemaker Bay Harbor Replacement** ("the project"). The description of the scope of work is contained in the Grantee's Harbor Facility Grant proposal dated **July 31, 2016** and is limited to the Grantee's RFP proposal results dated **July 23, 2018**. The items of work in the project are as follows:

SCOPE: Replace the existing but aging and failing infrastructure at Shoemaker Bay Harbor with a modern facility to meet the current and projected needs of the community. Includes complete replacement of the existing moorage system. The facility is aged and is experiencing failures of critical components. Shoemaker Bay currently consists of two (2) concrete approach docks; two (2) gangways, one (1) original 49' steel and one (1) 75' aluminum); a 616' head float that accesses five (5) main floats (A) 6' X 320' ; (B) 8' X 304' ; (C) 8' X 304' ; (D) 8' X 288' ; and (E) 8' X 304'. There are (51) 20' stalls, (55) 24' stalls, (76) 30' stalls, (30) 40' stalls, (13) 48' stalls and (9) 60' stalls. The infrastructure has exceeded its life expectancy and is in need of replacement. Reconfigure the float system to meet the current and projected needs of the fleet. Replacement will include one (1) new ADA compliant covered aluminum gangway, one (1) new gangway landing float, a new 10' X 557' head float to access main floats (A) 10' X 316'; (B) 10 X 313' ; (C) 10 X 313' ; and (D) 10 X 306'. There will be (32) 20' stalls, (26) 24' stalls, (19) 30' stalls, (34) 34' stalls, (35) 40' stalls, (8) 54' stalls, and (8) 60' stalls. All utilities will be upgraded and to code and some dredging will occur necessary to provide operational maneuverability. New Float D closest to the harbor entrance is designed to accommodate wave and wind action from the inadequate design of the breakwater entrance.

Amendment 1:

Includes the replacement of the boarding float at the boat launch. This makes the total eligible Amendment 1 costs for grant reimbursement \$312,084.26. The DOT grant funds would be increased by the amount of \$156,042.13, thereby changing the original grant amount from \$4,307,954.00 to \$4,463,996.13.

- a. Tamico – RNR JV (base bid plus Amendment 1)

SHOEMAKER BAY HARBOR FLOAT REPLACEMENT AMENDMENT 1 CONSTRUCTION COSTS					12/22/2019			
				Project Bid	Eligible		Change Order 1	Change Order 1
Base Bid Item Description	Units	Quantity	Unit Cost	Cost	Itemized Costs		Itemized Costs	Eligible Costs
Mobilization	LS	1	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00		\$ 35,000.00	\$ 35,000.00
Demolition and Disposal	LS	1	\$ 140,000.00	\$ 140,000.00	\$ 140,000.00		\$ 3,000.00	\$ 3,000.00
Contingent Work - Temporary Float Storage	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00		\$ (20,000.00)	\$ (20,000.00)
Contingent Work - Marine Mammal Observer	HR	10	\$ 500.00	\$ 5,000.00	\$ 5,000.00		\$ (5,000.00)	\$ (5,000.00)
Dredging & Upland Disposal	CY	6,800	\$ 70.00	\$ 476,000.00	Not Eligible		\$ (154,000.00)	Not Eligible
Load and Haul Shot Rock to Disposal Site	CYVM	500	\$ 8.00	\$ 4,000.00	Not Eligible		\$ (2,320.00)	Not Eligible
Armor Rock	CY	620	\$ 85.00	\$ 52,700.00	\$ 52,700.00		\$ (38,615.50)	\$ (38,615.50)
Wastewater Pumpout Piping	LS	1	\$ 60,000.00	\$ 60,000.00	Not Eligible			
Domestic Water & Fire System	LS	1	\$ 323,000.00	\$ 323,000.00	\$ 323,000.00			
Water distribution line in uplands area	LF	100	\$ 50.00	\$ 5,000.00	Not Eligible			
Construction Surveying	LS	1	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00			
Signs and Assemblies	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00			
8' x 120' Gangway	EA	1	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00			
Headwalk Float, 10' x 555'	ls	1	\$ 670,000.00	\$ 670,000.00	\$ 670,000.00			
Mainwalk Float A, 10' x 330'	ls	1	\$ 395,000.00	\$ 395,000.00	\$ 395,000.00			
Mainwalk Float B, 10' x 310'	ls	1	\$ 370,000.00	\$ 370,000.00	\$ 370,000.00			
Mainwalk Float C, 10' x 310'	ls	1	\$ 370,000.00	\$ 370,000.00	\$ 370,000.00			
Mainwalk Float D, 12' x 306'	ls	1	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00			
3' x 20' Finger Float	EA	12	\$ 8,500.00	\$ 102,000.00	\$ 102,000.00			
4' x 24' Finger Float	EA	13	\$ 13,500.00	\$ 175,500.00	\$ 175,500.00			
4' x 30' Finger Float	EA	9	\$ 16,000.00	\$ 144,000.00	\$ 144,000.00			
4' x 34' Finger Float	EA	16	\$ 18,500.00	\$ 296,000.00	\$ 296,000.00			
6' x 40' Finger Float	EA	16	\$ 32,000.00	\$ 512,000.00	\$ 512,000.00			
6' x 54' Finger Float	EA	4	\$ 42,000.00	\$ 168,000.00	\$ 168,000.00			
8' x 60' Finger Float	EA	4	\$ 60,000.00	\$ 240,000.00	\$ 240,000.00			
24' x 42' Gangway Landing Float	EA	1	\$ 140,000.00	\$ 140,000.00	\$ 140,000.00		\$ 11,599.76	\$ 11,599.76
Steel Pipe Pile, 12" x 0.500'	EA	33	\$ 8,000.00	\$ 264,000.00	\$ 264,000.00			
Steel Pipe Pile, 16" x 0.500'	EA	48	\$ 9,000.00	\$ 432,000.00	\$ 432,000.00			
Pile Socket - Contingent Work		10	\$ 5,000.00	\$ 50,000.00	\$ 50,000.00			
Mobile Drill Equipment - Contingent Work	LS	1	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00		\$ (25,000.00)	\$ (25,000.00)
Supply Floatation Billet	EA	60	\$ 250.00	\$ 15,000.00	\$ 15,000.00			
Install Floatation Billet	EA	60	\$ 500.00	\$ 30,000.00	\$ 30,000.00			
Relocate Net Float	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00			
Life Ring Cabinet and Base	EA	12	\$ 1,200.00	\$ 14,400.00	\$ 14,400.00			
Fire Extinguisher with Hose Cabinet and Base	EA	11	\$ 2,000.00	\$ 22,000.00	\$ 22,000.00			
20# Fire Extinguishers with Cabinet and Bases	EA	8	\$ 1,400.00	\$ 11,200.00	\$ 11,200.00		\$ 9,800.00	\$ 9,800.00
50# Portable Fire Extinguishers	EA	4	\$ 1,400.00	\$ 5,600.00	\$ 5,600.00		\$ 10,800.00	\$ 10,800.00
Wheeled 150# Halon Fire Extinguishers	EA	1	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00		\$ (9,500.00)	\$ (9,500.00)
Supply Type 1 Anode, 6x6x48	EA	66	\$ 310.00	\$ 20,460.00	\$ 20,460.00			
Supply Type 2 Anode, 8x8x48	EA	96	\$ 730.00	\$ 70,080.00	\$ 70,080.00			
Install Anodes, All Types	EA	162	\$ 400.00	\$ 64,800.00	\$ 64,800.00			
Anodes Continuity Testing and Potential Readings	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00			
Concrete Gangway Abutment	LS	1	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00			
Utility Shed	LS	1	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00			
Covered Shelter at Abutment	LS	1	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00			
Electrical Support Assemblies	LS	1	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00			
Electrical System	LS	1	\$ 1,300,000.00	\$ 1,300,000.00	\$ 1,300,000.00			
Uplands Excavation	CY	2200	\$ 18.00	\$ -	\$ -		\$ 39,600.00	Not Eligible
Shot Rock Borrow, Class A	CY	1200	\$ 42.00	\$ -	\$ -		\$ 50,400.00	Not Eligible
Surface Course Grading, C-1	CY	1000	\$ 65.00	\$ -	\$ -		\$ 65,000.00	Not Eligible
Class II Armor Rock Parking Boundary	CY	100	\$ -	\$ -	\$ -		\$ 7,500.00	Not Eligible
Furnish and Install 6'x220' Timber Boarding Float	LS	1	\$ 305,000.00	\$ -	\$ -		\$ 305,000.00	\$ 305,000.00
Furnish and Install Concrete Support Planks	LS	1	\$ 22,000.00	\$ -	\$ -		\$ 22,000.00	\$ 22,000.00
Furnish and Install Concrete Abuttment	LS	1	\$ 13,000.00	\$ -	\$ -		\$ 13,000.00	\$ 13,000.00
BASE BID PRICE				\$ 8,216,740.00	\$ 7,671,740.00		\$ 318,264.26	\$ 312,084.26
Additive Alternate A Item Description								
Mobilization	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00			
3'x20' Finger Float	EA	7	\$ 8,500.00	\$ 59,500.00	\$ 59,500.00			
Electrical System	LS	1	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00			
ADDITIVE ALTERNATE A PRICE				\$ 77,500	\$ 77,500.00		\$ -	\$ -
Additive Alternate B Item Description								
Mobilization	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00			
Demolition and Disposal	LS	1	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00			
ADDITIVE ALTERNATE B PRICE				\$ 61,000	\$ 61,000.00		\$ -	\$ -
Total Construction Cost				\$ 8,355,240.00	\$ 7,810,240.00		\$ 318,264.26	\$ 312,084.26
5% Contingency = \$417,762								
Engineers' Contract Administration and Construction Inspection				\$ 720,668.00	\$ 720,668.00			
Engineers' Design Assistance Through Construction				\$ 10,660.00	Not Eligible			
Marine Mammal Observations During Pile Driving (Estimate)				\$ 60,000.00	\$ 60,000.00			
Electrical Utility Modifications and Connections at Transformer (Estimate)				\$ 25,000.00	\$ 25,000.00			
TOTAL PROJECT COSTS / ELIGIBLE COSTS				\$ 9,171,568.00	\$ 8,615,908.00		\$ 318,264.26	\$ 312,084.26
				ADOT&PF Original	\$ 4,307,954.00		ADOT&PF Amendment 1	\$ 156,042.13
				Total ADOT&PF Grant	\$4,463,996.13			

Item e.

c. Total of all construction related activities for the project eligible for award:

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Contractor	Description	Quantity	Units	Unit Cost	Subtotal Cost
Tamico-RNR JV	Base Bid	All Req'd	Lump Sum	\$7,810,240.00	\$7,810,240.00
Tamico-RNR JV	Amendment 1	All Req'd	Lump Sum	\$312,084.26	\$312,084.26
PND	Const. Inspection/Admin	All Req'd	Lump Sum	\$720,668.00	\$720,668.00
CBW	Marine Mammal & Elec. Utility mods	All Req'd	Lump Sum	\$85,000.00	\$85,000.00
Total					<u>\$8,927,992.26</u>

2. Project Budget – Amendment 1

Grantee Funds (from a variety of sources)	Department Matching Funds (per AS 29.60.800 et seq)	Total Grantee and Department Funds
\$5,025,836.13	\$4,463,996.13	\$9,489,832.26

3. Budget Narrative

The Department's grant funds and grantee's matching funds identified above will be used to complete the project described above under the project description. Any ineligible project cost increase over the \$9,171,568.00 original bid amount shall be borne by and be the responsibility of the grantee, including all change orders, extra work orders, and construction claims by the grantee's contractor. Any eligible increases above the amended amount of \$4,463,996.13 will require a second amendment to this grant. **The Department's \$4,463,996.13 in grant funds (includes amendment 1) represents the Department's maximum financial contribution toward the project unless amended.** The Department and the State of Alaska do not have a contractual role in the project and the Grantee shall fully and completely indemnify and protect the State of Alaska, the Department, and its employees of any and all issues connected with construction of the project.

4. Project Management and Reporting

This project will be managed by the Grantee.

Grantee's highest elected or municipal official possessing signatory authority for execution of the Grant Agreement and subsequent amendments may delegate his/her signatory authority to others within the municipal government via the Signatory Authority Form. The highest elected or municipal official may also designate grantee employees or council members financial and progress reporting authority via the **Authorized Signatures Form**. Such delegation is limited to officials and employees within the municipal government, unless otherwise approved by the Department.

The Grantee must establish and maintain separate accounting for the use of this Grant. The use of Grant funds in any manner contrary to the terms and conditions of this Grant Agreement may result in revocation of the grant and any balance of funds under the grant, a demand by the Department for repayment of grant monies previously distributed to Grantee, or other enforcement action.

The Grantee shall submit a **Grant Financial/Progress Report Form** with the concurrence of the Department, during the life of the Grant Agreement. There is not a specific deadline for Grant

Financial/Progress Report Forms as long as the Grantee is making progress towards completing project. Typically, the report period is the first of the month through the last day of the month. If quarterly reporting is used, the report period is the first day of the first month through the last day of the third month of the quarter. The final Financial/Progress Reports must be submitted within thirty (30) days following completion of the project. Under no circumstances will the Department release funds to the Grantee unless all required reporting is current. Item e.

Attachment 2 Payment Method

Item e.

1. Payment Schedule

Upon full execution of this Grant Agreement, State treasury warrants will be released according to the payment schedule described below. Additional State treasury warrants will be released on a reimbursement basis upon receiving and approving Grantee's financial/progress reports. The Department will reimburse the Grantee for eligible costs incurred during the reporting period, in accordance with this Grant Agreement. **The Department will not reimburse the Grantee without a complete and signed *Financial/Progress Report and Request for Reimbursement form*, prepared and submitted by Grantee's highest elected or municipal official. See Attachment 3 for a copy of the form.**

Upon full execution of this Grant Agreement, the payment schedule for the grant agreement number 18-HG-001 shall be:

Payment No.	Completion of work item	Payment Percentage of the Total Grant Amount	Payment Amount
1	Award of contract to Grantee's contractor	10%	\$430,795.40
2	Grantee's contractor mobilizes on-site in Wrangell	40%	1,723,181.60
3	Grantee's contractor completes 50% of the total project cost	15%	646,193.10
4	Grantee's contractor completes 75% of the total project cost	15%	646,193.10
5	Grantee's contractor completes 100% of the total project cost – includes Amendment 1	10%	508,816.46
6	Department receives all required final documentation from the Grantee – includes Amendment 1	10%	508,816.47
		Total	\$4,463,996.13

Before each payment, the grantee is responsible for providing suitable backup documentation in addition to submission of the *Financial/Progress Report and Request for Reimbursement form*. Before approving the financial/progress report for payment, the Department may require the Grantee to submit documentation of the costs reported, e.g., contractor billings, invoices, and copies of signed Grantee treasury warrants made to the Grantee's contractor. The minimum required documentation will be:

- For Payment No. 1, the grantee shall provide a copy of a contract or a "Letter of Award" (aka a "Notice to Proceed") to its contractor, or its equivalent. The term "*Letter of Award*" refers to a process used by the Department to officially notify the successful low bidder on a project that he has been selected to be the contractor for that respective project and the Department accepts his bid. The Grantee must produce an equivalent document showing that the work described in the grant agreement will be performed by a contractor.
- For Payment No. 2, the grantee shall provide a copy of a payment or invoice, or its equivalent, showing that at least 50% of the "Mobilization and Demobilization" bid item has been paid to the grantee's contractor, or its equivalent.

- For Payment No. 3, the grantee shall provide a copy of a payment or invoice, or its equivalent, for the described project showing that at least 50% of the total project cost has been paid to the grantee's contractor.
- For Payment No. 4, the grantee shall provide a copy of a payment or invoice, or its equivalent, for the described project showing that at least 75% of the total project cost has been paid to the grantee's contractor.
- For Payment No. 5, the grantee shall provide a copy of a Substantial Completion Letter to the Grantee's contractor, or its equivalent, that the project is complete. Alternatively, the grantee could provide a copy of a payment or invoice, or its equivalent, for the described project showing that 100% of the total project cost has been paid to the grantee's contractor. Payment No. 5 will also be increased to \$508,816.46 to include Amendment 1's increase of \$78,021.06 ($\$430,795.40 + \$78,021.06 = \$508,816.46$).
- For final payment, Payment No. 6, the Department will withhold ten percent (10%) of the grantee agreement amount until all final documents and required grant reports have been submitted to the Department. Payment No. 6 will also be increased to \$508,816.47 to include Amendment 1's increase of \$78,021.07 ($\$430,795.40 + \$78,021.07 = \$508,816.47$).

2. Indirect and Direct Costs

The Grantor shall pay Grantee the grant funds less any State direct and indirect costs. For this project, there are no planned direct costs by the Department. Indirect charges are formally called Indirect Cost Allocation Plan (ICAP) rates. Per Departmental policy and procedures, all capital project expenditures, including grants, are subject to ICAP charges. The Department's current ICAP rate for harbor CIP projects, including harbor facility grants, is 1.00%.

The Department's ICAP rates vary by type of project. ICAP rates are subject to adjustment due to major changes in the budget for salaries and benefits, or other unforeseen Departmental costs. The Department reviews its ICAP rates annually and, depending on past cost recovery charges, may modify them. Changes to ICAP rates normally take effect at the beginning of the state fiscal year or July 1st. The Grantor reserves the right to modify the Department's ICAP rate as necessary.

As of July 1, 2019 the Department's current ICAP rate for harbor CIP projects, including harbor facility grants, is 10.00%. As part of this grant agreement, the Department will cover the ICAP payments for Payments 5 and 6 out of the Municipal Harbor grant fund.

3. Withholding the Final Payment

The Department will withhold the final payment (see Appendix A, Article 44), Payment No. 6, until the Department determines that the Grantee has satisfactorily completed the terms of this grant agreement, including all required reporting and submission of photographs of the in-progress and completed project. In addition, the Department may withhold all, or a percentage of, the final payment until it performs a final on-site inspection of the completed project.

MEMORANDUM


State of Alaska

Department of Transportation & Public Facilities
Program Development
Juneau Field Office

TO: Ben White, Director,
Program Development

DATE: August 26, 2019

TELEPHONE NO: (907) 465-4477


FROM: Verne Skagerberg, Chief JFO

SUBJECT: Municipal Harbor Grant
Funding Procedures

Harbor Matching Grant ICAP Management

Issue: In an effort to resolve the shortfall in the department's ICAP collections, rates were recently recalculated and adjusted across our programs. In most cases, the adjustments affect the eligible charges we can include in federal projects to cover our indirect costs associated with projects. In the case of the Harbor Matching Grant program, we aren't charging a 90% federal share of project costs a small portion for our overhead; we're putting aside a portion of 100% state funds for the overhead associated with administering grants to communities. In the past, the ICAP rate for these grants was relatively insignificant and didn't materially impact the program. However, the four-fold increase we've experienced this year does pose problems in our management of existing grants and the initiation of new grants.

Discussion: Existing grants were awarded with the caveat that the grantees would see a reduction in the amount available for their projects if there were an increase in ICAP rates. This would not be a problem for them if the change we were implementing was a small adjustment that we've made from year to year in the past. This year we are increasing the rate from 2.48% to 10% -- a four-fold increase to be imposed on existing grants. This will amount to an additional \$147,000 being absorbed by communities that have projects under grant and presumably under contract. For small communities, this is a significant amount for which they've already obligated themselves based on expected grant payments.

In order to alleviate the burden of grant recipients having to absorb the additional cost for projects that are already under grant, we propose to obligate the additional amount from available program funds. This will allow us to

collect ICAP at the new rate for those projects without hampering the grantees' ability to complete the work. It will also reduce the amount available for new grants.

For future grant awards, we propose to establish agreements that are similar to those used previously, but to make the ICAP costs explicit in the way we calculate the match and total state costs. We will do so by requiring the applicant to include ICAP at the prevailing rate for the entire cost of the project. This would look as follows, in simplified terms:

Total Direct Project Costs	\$100,000
ICAP @ 10%	10,000
Total Direct and Indirect	110,000
State Match @ 50%	55,000
State Match Direct Grant Amount	50,000
State ICAP collections	5,000

In this case, we would make the total state obligation, including the \$5,000 ICAP, explicit in the grant agreement and in our request for Legislative Authority for the program. We intend to continue the practice of reducing available funding if necessary to accommodate increases in ICAP rates; however, we propose to hold grantees harmless to the extent we can by accommodating increases with available program funding.

We request your concurrence with our proposed approach to program funding management.

Concur:

Benjamin White
8/27/19

Do Not Concur: _____

cc: Lance Mearig, Director, Southcoast Region

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 10, 2020
	<u>Agenda Section</u>	13

Approval of Senior Property Tax Exemption that was Received after the March 1st Deadline, but before the Late Filing Grace Period End Date

SUBMITTED BY:

Aleisha Mollen, Accounting Generalist

FISCAL NOTE:

Expenditure Required: \$

FY 19: \$	FY 20:	FY21: \$
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Amount Budgeted:

	FY19 \$XXX
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Account Number(s):

Account Name(s):

Unencumbered Balance(s) (prior to expenditure):

	\$XXX
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Senior Property Tax Exemption Application and Letter

RECOMMENDATION MOTION:

Move to Approve Senior Property Tax Exemption received after the March 1st Deadline, but before the Late Filing Grace Period end date.

SUMMARY STATEMENT:

Per Wrangell Municipal Code 5.04.040 (D), applications for 2020 Senior Citizen and Disabled Veteran Exemptions are due by the close of business on March 1st. However, it also states that "The assembly, for good cause shown, may waive the claimant's failure to make timely application for exemption for that year and authorize the finance director to accept the application as if timely

filed. To be considered by the assembly, a request to waive the claimant's failure to make timely application for exemption must be in writing and filed no later than April 15th of the assessment year for which the exemption is sought." Assessment Notices will be sent out this week and therefore this one is being brought forward in order to provide a correct assessment notice, if approved. Any additional late applications will be brought to the Assembly after the April 15th deadline. Attached is the one (1) 2020 Senior Exemption Application received after the deadline, but before April 15th, from Steven Helgeson.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 10, 2020
	<u>Agenda NO.</u>	15a

Executive Session: Collective Bargaining Strategy

SUBMITTED BY:

Lisa Von Bargen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 19: \$	FY 20: \$	FY21: \$
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Amount Budgeted:

FY19 \$XXX

Account Number(s):

XXXXXX XXX XXXX

Account Name(s):

Enter Text Here

Unencumbered Balance(s) (prior to expenditure):

\$XXX

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1) None

RECOMMENDATION MOTION:

I Move, pursuant to AS 44.62.310(c)(3), that we recess into Executive Session to discuss upcoming collective bargaining strategy, a matter which by law is required to be confidential, and invite the Borough Attorney, Finance Director and the Borough Manager into the session.

SUMMARY STATEMENT:

Discussion will be held in executive session.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 10, 2020
	<u>Agenda Section</u>	15

EXECUTIVE SESSION: Proposed Purchase of Lots 10D & 10E, Einer Ottesen Resubdivision and Lot 11, Block 83, Wrangell Townsite

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

Expenditure Required: \$N/A

FY 19: \$	FY 20: \$ N/A	FY21: \$
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Amount Budgeted:

	FY20 \$N/A
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Account Number(s):

	N/A
--	-----

Account Name(s):

	N/A
--	-----

Unencumbered Balance(s) (prior to expenditure):

	\$N/A
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Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Confidential Memo; 2. Appraisal

RECOMMENDATION MOTION:

I move, pursuant to AS 44.62.310 (c)(1), that we recess into executive session to discuss matters in which the immediate knowledge would clearly have an adverse effect upon the finances of the borough, specifically information on the proposed purchase of Lots 10D and 10E, Einer Ottesen Resubdivision and Lot 11, Block 83, Wrangell Townsite.

SUMMARY STATEMENT:

A confidential memo and the appraisal are attached for review by the Assembly.