



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

Tuesday, March 14, 2023

Location: Borough Assembly Chambers

Work Session from 6:00 – 7:00 PM / Regular Assembly Meeting at 7:00 PM

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

- a. **Fee and Rate Schedule** (Materials will be provided at the Work Session). Finance Director Villarma to give Power Point presentation. (PH and adoption of schedule will be on March 28, 2023)

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Morrison
b. CEREMONIAL MATTERS – None.

2. ROLL CALL

3. PERSONS TO BE HEARD

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

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

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

- a. Minutes from the February 28, 2023, Regular Assembly Meeting

7. BOROUGH MANAGER'S REPORT

- a. ECONOMIC DEVELOPMENT REPORT / UPDATES
b. FINANCIAL REPORT / UPDATES

8. BOROUGH CLERK'S REPORT

- a. Borough Clerk's Report

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

- a. Investment Committee Vacancy Appointment

11. PUBLIC HEARING

- a. **ORDINANCE No. 1037** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS 3.15.010, INVESTMENT COMMITTEE – ESTABLISHED

AND 3.15.020, ANNUAL APPOINTMENT AND CONSENT IN CHAPTER 3.15, INVESTMENT COMMITTEE IN THE WRANGELL MUNICIPAL CODE

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- a.** **ORDINANCE No. 1038** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS 13.05.010 PERMITTED ENCROACHMENTS AND 13.05.040, PRE-EXISTING ENCROACHMENTS IN CHAPTER 13.05, ENCROACHMENTS IN THE BOROUGH RIGHT-OF-WAY, AND ESTABLISHING A NEW PROCESS FOR THESE RATES AND FEES IN THE WRANGELL MUNICIPAL CODE BY ADDING THE FEES TO THE ESTABLISHED FEE AND RATE SCHEDULE
- b.** **RESOLUTION No. 03-23-1758** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET IN THE WATER FUND TRANSFERRING \$115,161 FROM WATER FUND RESERVES TO THE WATER FUND EQUIPMENT REPAIR AND MAINTENANCE LINE ITEM FOR OZONE SYSTEM SPARE PARTS AND AUTHORIZING ITS EXPENDITURE
- c.** **RESOLUTION No. 03-23-1759** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET IN THE RESIDENTIAL CONSTRUCTION FUND BY ACCEPTING REVENUE FROM THE SALE OF BYFORD REPLAT LOT Y-B IN THE AMOUNT OF \$120,000
- d.** **RESOLUTION No. 03-23-1760** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR A CHANGE FOR GRADE 28 IN THE NON-UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE
- e.** **RESOLUTION No. 03-23-1762** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR AN AMENDMENT TO THE EMPLOYEE HANDBOOK AND PROVIDING FOR AN EFFECTIVE DATE
- f.** Approval of a Professional Services Agreement with RESPEC in the Amount of \$59,169 for the Underground Storage Tanks Replacement Project

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

15. EXECUTIVE SESSION – None.

16. ADJOURNMENT

**Minutes of Regular Assembly Meeting
Held on February 28, 2023**

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 7:00 p.m., February 28, 2023, in the Borough Assembly Chambers. Assembly Member Dalrymple led the pledge of allegiance, and the roll was called.

PRESENT - HOWE, DALRYMPLE, GILBERT, DEBORD, POWELL

ABSENT - ROBBINS, MORRISON

Borough Manager Jeff Good and Clerk Lane were also present.

3. PERSONS TO BE HEARD

AMENDMENTS TO THE AGENDA - None.

CONFLICT OF INTEREST - None.

CONSENT AGENDA

6a. Minutes from the February 14, 2023, Regular Assembly meeting

6b. Minutes from the February 17, 2023, Special Assembly Meeting

6c. Marijuana Retail Store and Cultivation Facility License Renewal for Happy Cannabis

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

BOROUGH MANAGER'S REPORT

Manager Good's Report was given.

Amber Al-Haddad, Capital Facilities Director, provided an update on upcoming capital projects.

BOROUGH CLERK'S REPORT

Clerk Lane's report was given.

MAYOR AND ASSEMBLY BUSINESS

MAYOR AND ASSEMBLY APPOINTMENTS

As there were no letters of interest for the vacancy on the Investment committee, Lane will continue advertising for the vacancy.

PUBLIC HEARING

11a ORDINANCE No. 1036 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CERTAIN SECTIONS IN CHAPTER 18.04, BUILDING CODE; CHAPTER 20.68, CONDITIONAL USE PERMITS; CHAPTER 20.72, VARIANCES; AND CHAPTER 20.76, AMENDMENTS, AND ESTABLISHING A NEW PROCESS FOR RATES AND FEES IN THE WRANGELL MUNICIPAL CODE BY ADDING THE FEES TO THE ESTABLISHED FEE AND RATE SCHEDULE

Mayor Gilbert declared the Public Hearing open and asked for an Administrative Report.

Good explained that this would remove the fees for permits from the code and place them in the combined fee and rate schedule.

Gilbert asked if there were any persons to wished to speak on this Public Hearing item. Hearing none, Gilbert closed the Public Hearing and asked for a motion.

M/S: Powell/Howe to approve Ordinance No. 1036. Motion approved unanimously by polled vote.

11b RESOLUTION No. 02-23-1755 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ESTABLISHING THE FEE AND RATE SCHEDULE FOR PERMIT AND REZONE PETITION APPLICATIONS IN CHAPTERS 18.04, 20.68, 20.72 AND 20.76

Mayor Gilbert declared the Public Hearing open and asked for an Administrative Report.

Good explained that this would set the fees and rates for permitting; essentially doubles what is being charged now for permits.

Gilbert asked if there were any persons to wished to speak on this Public Hearing item. Hearing none, Gilbert closed the Public Hearing and asked for a motion.

M/S: Howe/DeBord to approve Resolution No. 02-23-1755. Motion approved unanimously by polled vote.

UNFINISHED BUSINESS

12a RESOLUTION No. 02-23-1753 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF PUBLIC TIDELANDS, LOT 15, BLOCK 1-A, ATS 83, TO JAMES D. LESLIE

M/S: Powell/Howe to approve Resolution No. 02-23-1753. Motion approved unanimously by polled vote.

12b RESOLUTION No. 02-23-1757 A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AGAINST THE PETITION TO LIST THE WOLF IN SOUTHEAST ALASKA AS THREATENED OR ENDANGERED UNDER THE U.S. ENDANGRED SPECIES ACT

M/S: Powell/Howe to approve Resolution No. 02-23-1757. Motion approved unanimously by polled vote.

NEW BUSINESS

13a ORDINANCE No. 1037 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS 3.15.010, INVESTMENT COMMITTEE – ESTABLISHED AND 3.15.020, ANNUAL APPOINTMENT AND CONSENT IN CHAPTER 3.15, INVESTMENT COMMITTEE IN THE WRANGELL MUNICIPAL CODE

M/S: Powell/Howe to approve first reading of Ordinance No. 1037 and move to a second reading with a Public Hearing to be held on March 14, 2023. Motion approved unanimously by polled vote.

13b RESOLUTION No. 02-23-1754 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET IN THE RESIDENTIAL CONSTRUCTION FUND BY ACCEPTING REVENUE FROM THE SALE OF BYFORD REPLAT LOT Y-B IN THE AMOUNT OF \$100,000

M/S: Powell/Howe to approve Resolution No. 02-23-1754. Motion approved unanimously by polled vote.

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

EXECUTIVE SESSION - None.

Regular Assembly meeting adjourned at _____ p.m.

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

MEMORANDUM

TO: JEFF GOOD, BOROUGH MANAGER

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

SUBJECT: ECONOMIC DEVELOPMENT DEPARTMENT REPORT

DATE: March 14, 2023

Alder Top Village Subdivision: (WCA provided historical place name for the area)
The Corps of Engineers (COE) issued the permit for wetland fill within the roadways within Alder Top Village on February 17, 2023. The permit is active for 5 years. The conditions include fulfilling mitigation requirements prior to construction and provide archaeological monitoring of the utility and road construction, both requirements were anticipated from previous discussion. Mitigation requirements include the purchase of 24.53 palustrine wetland credits from a mitigation bank, which will cost \$148,406.50. Staff met with R&M Engineering and True North Designs who are putting together the archaeology monitoring plan based on our preferred construction plans. This plan will need to be approved by the COE and State Historic Preservation Office which we hope will be approved by May 2023.

CAPIS: State of Alaska Legislative project database for potential state funding closed on February 14, 2023. Staff entered a total of 18 projects guided by the priority list approved by the Assembly by Resolution in December. A list of the projects is attached for reference.

Planning and Zoning Codes: Staff met with the attorneys while in Anchorage to discuss a number of zoning issues. The Commission has developed some new zoning codes for the former Institute Property as well as to allow additional development options. The attorneys provided comments and the Commission reviewed at their January meeting. The codes will go to public hearings at the Commission's March 9 meeting.

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

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

This is a two-phase program with the NOIA being the first phase. The final selection of projects is based on DOT's review and program funding options. The second phase requires a full project application and identification of the required matching funds (9.03%) plus contingency. Projects

submitted for the final application, after their initial review, includes Second Street Sidewalks and Commercial Business Road Resurfacing Improvements. AKDOT is working on the cost estimates then staff will complete the applications by Feb 28, 2023.

Seattle Boat Show: Members of the CVB and Port Commission and Staff attended the Seattle Boat Show in early February. The show attendances was 34,242 closer to pre pandemic attendance levels at over 42,600. Weekends were very busy with lots of interest by yachters and fishermen. Weekdays a bit slower.

Visitor Industry by the Numbers Report: Rain Coast Data has begun work on this report now that all the numbers needed have been released by the State. An initial draft should be available later this month.

RAISE: Staff submitted a US Department of Transportation Rebuilding American Infrastructure with Sustainability and Equity Grant for the complete engineering design and construction of the Wrangell Harbor Basin which includes Inner Harbor Float, Reliance Float and Standard Oil Float. Estimated project cost was \$24.8 million (maximum grant award is \$25million). There is no match required because we are a rural community. The only funding required would be any additional costs over the \$24.8 grant request. It is expected that awards will be announced the end of June.

US Department of Transportation Thriving Community Grant: In December, the Borough put in an application to the USDOT Thriving Community grant. This is a technical assistance grant to assist with transportation planning projects. We submitted and application for the planning of the former mill property due to the extreme complexities of infrastructure, land development and site planning issues. We were notified this week that we need to submit a Commitment letter, as well as Commitment letters from our partners in this project – WCA and Wrangell Chamber. Hopefully this is a good sign that we will be a recipient of the grant.

Wrangell Convention and Visitor Bureau: The WCVB has been working on Tourism Best Management Practices to minimize potential conflicts that could arise between the public and cruise lines or tours or other visitor related activities. This is a voluntary program, but outlines best practices and provides residents a means to offer a complaint (or a positive recognition) and a process to mitigate the concern. This is a proactive opportunity. With the increase in cruise ship passenger numbers, the CVB is attempting to put in place a process to address potential conflicts – it does not mean there are problems now. This is a standard process that was created by Juneau over 20 years ago and being adopted by most Southeast communities. A draft plan is attached. The CVB will be having a public meeting on the process and TBMP document on March 23, 2023.

Transition: The transition of Kate to the Economic Development Director position is slowly starting as she is still completing the transition of her Parks and Rec Director position with Lucy Robinson. Kate is currently being looped in to a variety of projects and issues that she will be overseeing. She hopes to transition full time to City Hall by March 20.

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

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

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

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

Wrangell

Legislative Capital Budget Account Summary

Priority	Project	State Funding Requested	Total Project Cost	TPS Number	Viewable By District
1.	Wrangell - Upper Reservoir Bypass Connection to Water Treatment Plant	\$1,433,000	\$4,128,000	65884	1, A
2.	Wrangell - Public Safety Building Rehabilitation	\$16,000,000	\$16,223,500	65170	1, A
3.	Wrangell - Alder Top Village Subdivision, Phase II Roads and Utilities Development	\$3,022,877	\$5,346,000	67592	1, A
4.	Wrangell - Wastewater Treatment Upgrades for Effluent Disinfection	\$5,000,000	\$5,040,000	67643	1, A
5.	Wrangell - Drinking Water Dams Stabilization and Improvements	\$1,600,000	\$1,795,000	65663	1, A
6.	Wrangell - Roads Resurfacing Phase I (Downtown and Commercial Corridors)	\$8,876,000	\$8,876,000	66668	1, A
7.	Wrangell - Barge Ramp and Facility Relocation	\$18,130,069	\$18,130,069	66665	1, A
8.	Wrangell - Meyers Chuck Harbor Replacement	\$1,896,240	\$2,541,240	66666	1, A
9.	Wrangell - Diesel Generation Power Plant Replacement	\$15,000,000	\$15,102,000	65171	1, A
10.	Wrangell - Wrangell Harbor Basin Replacement	\$2,955,824	\$2,955,824	65174	1, A
11.	Wrangell - 6 Mile Deep Water Industrial Site Development	\$5,200,000	\$5,200,000	68199	1, A
12.	Wrangell - Non-Motorized Transportation System, Phase II	\$1,207,000	\$1,207,000	67918	1, A
13.	Wrangell - Second Avenue Sidewalk for Pedestrian Safety	\$420,000	\$420,000	68217	1, A
14.	Wrangell - Community Street Addressing	\$350,000	\$350,000	68220	1, A
15.	Wrangell - Life Safety Alternative Transportation Access	\$1,750,000	\$1,750,000	66672	1, A
16.	Wrangell - Low Pressure Water Main Replacement	\$1,200,000	\$1,200,000	65169	1, A
17.	Wrangell - Recreation and Pool Facility Siding and Roofing Replacement	\$500,000	\$570,000	66667	1, A

18.	Wrangell - Heritage Harbor Boat Launch Ramp	\$1,002,000	\$1,044,635	67863	1, A
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Item a.



Tourism Best Management Practices

DRAFT by the Wrangell Convention and Visitor Bureau

Tourism Best Management Practices (TBMP) are intended to minimize the impacts of tourism in a manner which addresses both resident and industry concerns and enhances Wrangell's visitor experience. This program is a cooperative effort of Wrangell tour operators, cruise lines, transportation providers, merchants, hospitality businesses, tour brokers, the U.S.F.S Tongass National Forest, and the City and Borough of Wrangell (CBW). These guidelines, however, do not replace applicable city, state, or federal regulations. By actively participating in this voluntary program, participants demonstrate their commitment to address key community concerns. It is equally important for residents to help operators and the CBW monitor the success of this program by providing constructive feedback via the Tourism Best Management Practices Hotline or email. Using the TBMP email address comments@travelwrangell.com is the best method to ensure that your concern is viewed and responded to in a timely and efficient manner and for staff to report back to you regarding your issue. You may also register any tourism related concerns by calling the hotline phone number, 907-874-2828 and leave a detailed voice message. TBMP encourages the community to utilize the email and phone hotline to register comments (see item #7). Residents are also encouraged to provide positive feedback via the email/hotline to recognize participants who are making a difference by following the guidelines and operating their business in a courteous and neighborhood-friendly manner. Being informed of residents' observations and concerns allows participants to consider the way in which they conduct their business to minimize impacts on the community.

In consideration of all visitors, local residents, and fellow industry employees and businesses, the following guidelines are in place in an effort to maintain a friendly business atmosphere and an aesthetically welcoming environment in Wrangell. Agreeing to sign on to the program also expresses your support of the program, which is in place to allow members to work cooperatively to minimize impacts, address industry growth, and protect the very qualities that make Wrangell a great place to live and to visit. The CBW Assembly applauds the signatories to this document for their efforts on behalf of the community and the visitors they serve to provide a safe and enjoyable visitor experience.

TABLE OF CONTENT

As of 3-7-23

1. Transportation and Vehicles
2. Walking, Hiking and Trails
3. Cruise Ships
4. Docks and Harbors
5. Marine Tours, Sightseeing, Sport Fishing
6. Restaurants and Hospitality Businesses
7. General Agreements
8. Recommended Actions

The goal of TBMP is to address real and potential impacts in the community and residents' concerns from increased tourism and visitation. Participation in Wrangell's TBMP will encourage further collaboration with the Convention and Visitor Bureau and Wrangell businesses, and will support efforts to address and promote Wrangell as a great place to live and wonderful destination to visit.

1. Transportation and Vehicles

- Sightseeing vehicle drivers agree not to impede normal traffic flow by slowing down or stopping in driving lanes for sightseeing opportunities.
- Drivers will use appropriate loading and unloading zones.
- Driving beyond 13 Mile Zimovia Highway on USFS Roads - Tourbus drivers will be attentive and considerate to oncoming vehicles and work to allow safe passage by using pullouts/wider areas of the roadways. They will also attempt to move to the side of the road when viewing wildlife or pausing for interpretive narration to allow other vehicles to pass.

2. Trails and Trailheads

- Trailhead Parking: Operators agree to use trailhead parking in a courteous and responsible manner and to pay special attention to independent users and adjacent residents.
- Petroglyph Beach - Drivers shall be considerate to local residents' properties along Grave St. (the short road down to the entrance to Petroglyph Beach). When possible, parking of buses and vans across Evergreen on Grave St. will occur. Communication between operators prior to arrival can help facilitate coordinated parking and positive flow.
- Operators utilizing Mt. Dewey Trail should not park at the trailhead. Only active loading and unloading should occur at the trailhead.
- When two hiking groups pass each other, trail etiquette should be followed, i.e. larger groups give way to smaller groups or individuals, hikers coming up hill have the right-of-way.

As of 3-7-23

- No litter should be left on the trails – pack it in, pack it out.

3. Cruise Ships

- Emission Standards: All cruise vessels agree to comply with the Marine Vessel Visible Emissions Standards (18AAC 50-.070) and take all available and reasonable steps to minimize visible stack effluents while in port.
- Small Cruise vessels moored at the Summer float need to be courteous of other vessels and passengers. Maximize dock space, minimize equipment and trash, and be conscious of lines and hoses to accommodate as many vessels and dock users as possible.
- P.A. Announcements - Cruise lines will minimize vessel announcements, whistle signals, and onboard outdoor entertainment while in port.
- Lightering vessels must coordinate with Port staff as to which float to use and concentrate vessels and passengers in area directed to minimize conflicts with other vessels and dock users.
- Cruise ships should not put their trash in the receptacles on the cul-de-sac, but arrange ahead of time with the Borough for a trash pick-up.

4. Docks and Harbors

- Wrangell Port and Harbors will ensure there are adequate trash receptacles within the City Dock Cul-de-sac and they are emptied regularly.
- Wrangell Port and Harbors will limit vehicular access within the cul-de-sac on cruise ship days to operators or necessary personnel to reduce safety hazards between service operators and passengers. Parking is limited and all parties must work together to minimize transportation issues.
- A pre-season meeting will be held between Port staff, operators, Police and adjacent landowners regarding dock access, parking, and other issues.
- Vessels utilizing the summer floats need to maximize dock space to accommodate as many vessels as possible. On heavy use days, vessels should not be idling while waiting for passengers to minimize fumes and noise. Idling should occur once passengers are loaded and away from the summer float. Vessels will be efficient as possible and not linger any longer than necessary when returning from or departing for a tour.
- Operators using the summer floats need to maintain a safe walking path if gear and equipment is being stacked and staged for an immediate upcoming use.
- Users of the fish cleaning table must keep fish and gear consolidated and cleaned after use.

- Operators should use the vessel loading zone on Reliance Dock only for actively loading and unloading vessels, unless necessary for boats to remain due to extenuating circumstances such as extreme tides.
- Operators utilizing Harbor provided dock carts should always return them to the top of the ramp.

5. Marine Tours, Sightseeing, Sport Fishing

- Operators on the Stikine River should follow the Stikine River Etiquette (attached), such as call yourself in/out of sloughs, radio the group about paddlers/locations, minimize wakes, leave the deep water for the bigger boats.
- Operators agree to comply with the Marine Mammal Protection Act and all other state and federal regulation for land and water use.
- Always be mindful of boat wake on canoes, kayaks and other non-motorized vessels.
- Operators agree to comply with USFS regulations on site at the Anan Bear and Wildlife Observatory.

6. Restaurants, Hospitality Businesses and Retail (including temporary vendors)

- Merchants will be responsible for sweeping the sidewalk immediately in front of their establishment, will pick up and properly dispose of all litter and cigarette butts into the proper receptacle and avoid sweeping litter into the street. (WMC13.04.010)
- Vendors wanting booth or tablespace near the cul-de-sac need to get permission from owner of the Stikine Inn.
- Vendors wanting to set up on public land or right-of-way need to review the City Code (WMC 6.08 and 6.10) or seek permission from private landowner.
- Merchandise and sandwich boards should not block sidewalks, should only be placed on private property with permission and placed so as not to block vehicular site distance or parking.

7. General Agreements

- The Cruise Ship calendar will be distributed online and posted on the travelwrangell.com website for residents and businesses pre-season and as changes are made to help with planning and awareness.
- Contact Name: TBMP participants agree to provide the WCVB with a contact name, telephone number, and email address.

As of 3-7-23

- **Work Session:** Participants agree to participate in an annual work session to discuss progress made in attaining program goals.
- **RESPONSE TO TBMP HOTLINE:** An important ingredient towards a successful TBMP program is consistent, respectful, and prompt responses to the tourism hotline messages. Participants agree to respond within 3 business days to calls and emails received directly and via the Tourism Best Management Practices Hotline as long as callers provide sufficient details to allow businesses to address the issue. Participants also agree to copy the TBMP Hotline administrator as to the result of their interaction with the caller. Callers will be asked to communicate as much information as possible, including name of participant business, description of the aircraft, watercraft, or vehicle, and date and approximate time of observation. Callers will also be asked to leave a name, phone number, and/or email address so the participants may respond. Callers are also encouraged to provide positive feedback via the hotline to recognize participants who are making a difference by following the guidelines and operating their business in a courteous and neighborhood-friendly manner.

8. Health Protocol Guidance

Section 8 Health Protocol Guidance is not a mandatory guideline required to sign on to TBMP, but added in order to make participants aware of some best practices towards providing a healthy and safe visitor experience. We strongly recommend participants follow these and other best practices to create, update, and implement their health mitigation plan. Overall guidance coming from the federal, state, regional and local levels will continue to change into the future. The cruise industry is working closely with communities in the region to help formulate procedures and protocols consistent throughout the region. The below procedures are broad enough to fit into future guidance and to meet CDC requirements and it is recommended to implement these suggestions into your business plan for welcoming visitors.

All TBMP participants are highly encouraged to put the appropriate measures in place to mitigate the potential transmission of highly contagious viral diseases including but not limited to Norovirus Gastroenteritis and COVID-19. Because businesses are different and operate in a myriad of ways, it is highly recommended that each business has a health and sanitation plan for staff and guests tailored to their operations and that the plan is maintained and updated as needed. TBMP participants are encouraged to train staff and monitor and enforce policy implementation as required by applicable local, state and federal regulations and mandates in an effort to support a successful restart of cruising and overall visitor industry.

At a minimum, businesses should consider the following:

- staff and guests should wash hands frequently
- hand sanitizer should be available
- common touch points should be minimized
- staff wellness screenings should be conducted with appropriate frequency

As of 3-7-23

- staff and guests should follow social distancing/capacity guidelines based on local, state and federal regulations and mandates
- staff & guests should wear face coverings when interacting in confined spaces (gathering areas, transportation, offices, tour venues) and where social distancing cannot be achieved, including outdoors. Procedures should be based on local, state and federal regulations and mandates
- appropriate cleaning protocols of all gathering areas, transportation, offices, equipment, etc. should be incorporated in the plan
- training (initial and refresher) of all staff should be incorporated in the plan
- the plan and protocols should be available upon request of staff or guests and can be shared on the business website
- protocols should be briefly summarized and posted/available at the place of business and/or place where staff and guests gather (gathering areas, tour venues, transportation, offices, etc.)
- tour venues/attractions (museums, restaurants, breweries, hatcheries, shopping locations, etc.), where visitors are taken as a paid excursion should also have similar plans and protocols in accordance with all applicable local, state and federal regulations and mandates

Program Contacts

Participating businesses are responsible for managing this program and for promoting its objectives through a variety of means. These may include press releases, public service announcements, brochures, newspaper inserts, additional print media, and other appropriate means. This may also include contacting other businesses who have not signed on to the program and encouraging them to join with other visitor industry businesses. The CBW supports and endorses the Tourism Best Management Practices program, and encourages all to participate.

Links to relevant Regulations:

Marine Vessel Visible Emission Standards ([18 AAC 50.070](#))

[US Coast Guard information for signaling in restricted visibility](#)

[Marine Mammal Protection Act and Endangered Species Act Regulations](#)

[Stikine-LeConte Wilderness Best Management Practices](#)

Stikine River Etiquette Brochure

CITY & BOROUGH OF WRANGELL, ALASKA***BOROUGH CLERK'S REPORT***

SUBMITTED BY: Kim Lane, MMC, Borough Clerk

Upcoming Meetings & Other Informational dates:**Other City Boards/Commissions:**

March 15 – Economic Development Committee mtg. at 5:30 p.m. in the Assembly Chambers

March 23 – Wrangell Convention & Visitors Bureau mtg. at 5:30 p.m. for the purpose of holding a public meeting to discuss the draft Tourism Best Management Practices program. This meeting will be held in the Assembly Chambers.

April 5 – Parks & Recreation Board mtg. at 5:30 p.m. in the Assembly Chambers

April 6 – Port Commission mtg. at 6:00 p.m. in the Assembly Chambers

Community Events:**Meetings and Other events of the Borough Assembly:**

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

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

Date	Time	Purpose
March 14		WS: Combined Fee and Rate Schedule
<i>March 14</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
March 28	6-7pm	WS: Borough Insurance
March 28		Public Hearing for Fee & Rate Schedule
<i>March 28</i>	<i>7pm</i>	<i>Regular Assembly Meeting</i>
April 11		Audit Review FY 2022
<i>April 11</i>	<i>7pm</i>	<i>Regular Assembly Meeting</i>
April 24 (Monday)	5:30pm	WS: FY 2023-24 Budget
<i>April 25</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
May 8 (Monday)	5:30pm	Board of Equalization Meeting
<i>May 9</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>
May 23		Public Hearing for FY 2023-24 Budget
<i>June 13</i>	<i>6pm</i>	<i>Regular Assembly Meeting (Mill Rate & FY 2023-24 Budget Adoption)</i>
<i>June 27</i>	<i>6pm</i>	<i>Regular Assembly Meeting</i>

Clerk vacation:

I will be gone on vacation from March 15th (pm) through April 10th. I will be back the morning of April 11th. I will try and check my email while I am away. Since the meeting will be on April 11th, I will be here for that meeting.

Parliamentary Tid-bits!

The “Settled” Rule

The time of the group should not be wasted by making the body vote repeatedly on the same thing (motion or amendment). So once the group has voted on a motion or an amendment, that specific matter is considered settled, at least for that meeting. For instance, if the group has voted down an amendment to add certain words, you cannot propose another amendment to add substantially the same words in the same place.

For the same reason, if the group has adopted an amendment to insert certain words, a later amendment that would change just those words is not in order. However, it is sometimes possible to propose an amendment that takes “a bigger bite”- one that amends the main motion in a way that changes parts of the motion that have not previously been amended *together* with the words that were earlier inserted.

The basic rule is that after the group has voted that certain words will work should or should not be part of the motion, you cannot offer another amendment that raises the same question of content and affect.

Common sense is necessary to apply this principle from case to case.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	February 28, 2023
	<u>Agenda Section</u>	10

Investment Committee Vacancy Appointment

<u>SUBMITTED BY:</u>	
Kim Lane, Borough Clerk	

RECOMMENDATION

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

<i>Board/Committee/Commission</i>	<i>Letter of Interest Received from:</i>
Investment Committee (1 avail. – Community Member)	1. None.

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

If there are seats that are left vacant (no letters received), the Borough Clerk will advertise for the vacancies.

Appointments to be filled by the Mayor with the consent of the assembly for the various seats.

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

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

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 14, 2023
	<u>Agenda Section</u>	11

ORDINANCE No. 1037 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS 3.15.010, INVESTMENT COMMITTEE – ESTABLISHED AND 3.15.020, ANNUAL APPOINTMENT AND CONSENT IN CHAPTER 3.15, INVESTMENT COMMITTEE IN THE WRANGELL MUNICIPAL CODE

SUBMITTED BY:

Mason Villarma, Finance Director

FISCAL NOTE:

Expenditure Required:

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

	FY21 \$0
--	----------

Account Number(s):

	Detail provided below
--	-----------------------

Account Name(s):

	Detail provided below
--	-----------------------

Unencumbered Balance(s) (prior to expenditure):

	Detail provided below
--	-----------------------

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Ord 1037 2. Existing Code Sections

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

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

RECOMMENDATION MOTION:

Move to Approve Ordinance 1037.

SUMMARY STATEMENT:

The following information has not changed since the February 28th Assembly Meeting.

With the regular meetings of the Investment Committee, it has become evident that the committee should actually be called the Finance Committee so that the name reflects a broader scope of financial allowable discussions during the committee meetings.

CITY AND BOROUGH OF WRANGELL, ALASKA
ORDINANCE NO. 1037

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH
OF WRANGELL, ALASKA, AMENDING SECTIONS 3.15.010,
INVESTMENT COMMITTEE – ESTABLISHED AND 3.15.020, ANNUAL
APPOINTMENT AND CONSENT IN CHAPTER 3.15, INVESTMENT
COMMITTEE IN THE WRANGELL MUNICIPAL CODE

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

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

SEC. 1. Action. The purpose of this ordinance is to amend Sections 3.15.010, Investment Committee – Established and 3.15.020, Annual Appointment and Consent in Chapter 3.15, Investment Committee in the Wrangell Municipal Code.

SEC. 2. Amendment. The title for Chapter 3.15 – Investment Committee is hereby amended as follows:

Chapter 3.15
[INVESTMENT] FINANCE COMMITTEE

SEC. 3. Amendment. Sections 3.15.010 – Investment Committee - Established and Section 3.15.020 – Annual appointment and consent are hereby amended as follows:

Sections:

3.15.010 **[Investment]Finance** committee – Established.

3.15.020 Annual appointment and consent.

3.15.010 [Investment]Finance committee – Established.

A. The **[investment]finance** committee shall be permanently established as a regular committee of the City and Borough of Wrangell, Alaska.

B. Purpose. The **[investment]finance** committee exists in a purely advisory capacity to locate, investigate and, when suitable, recommend to the assembly prudent investments that the City and Borough of Wrangell may make in compliance with the provisions of Chapters 5.02 and 5.20 WMC, and other applicable local, state, and federal laws. No recommendation of the **[investment]finance** committee shall be construed as binding on the assembly. However, the borough may rely on research and due diligence carried out by the **[investment]finance** committee.

C. Composition. The **[investment]finance** committee shall be composed of the borough manager, the finance director, two assembly members and one community member appointed by the mayor.

D. Term. The borough manager and the finance director shall serve by virtue of their employment for so long as they remain employed by the City and Borough of Wrangell in one of these capacities. The appointed assembly and community members shall serve at the pleasure of the mayor subject to consent of the assembly.

E. Meetings. The [investment]finance committee shall meet at least quarterly, or at the call of the finance director [borough manager].

3.15.020 Annual appointment and consent.

A. Appointment. The mayor shall appoint new and continuing appointed members of the [investment]finance committee at the first regular assembly meeting following certification of the regular election, at the start of the new term, pursuant to WMC 2.12.010 and 3.04.030.

...

SEC. 4. Severability. If any provision of this ordinance, or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to all other persons or circumstances shall not be affected thereby.

SEC. 5. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 6. Effective Date. This ordinance shall be effective upon adoption. However, until which time that a new fee schedule is duly adopted, the fees reflected in the former sections amended herein shall remain as an interim fee schedule.

PASSED IN FIRST READING: February 28, 2023

PASSED IN SECOND READING: _____, 2023

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Chapter 3.15

INVESTMENT COMMITTEE

Sections:

3.15.010 Investment committee – Established.

3.15.020 Annual appointment and consent.

3.15.010 Investment committee – Established.

A. The investment committee shall be permanently established as a regular committee of the City and Borough of Wrangell, Alaska.

B. Purpose. The investment committee exists in a purely advisory capacity to locate, investigate and, when suitable, recommend to the assembly prudent investments that the City and Borough of Wrangell may make in compliance with the provisions of Chapters 5.02 and 5.20 WMC, and other applicable local, state and federal laws. No recommendation of the investment committee shall be construed as binding on the assembly. However, the borough may rely on research and due diligence carried out by the investment committee.

C. Composition. The investment committee shall be composed of the borough manager, the finance director, two assembly members and one community member appointed by the mayor.

D. Term. The borough manager and the finance director shall serve by virtue of their employment for so long as they remain employed by the City and Borough of Wrangell in one of these capacities. The appointed assembly and community members shall serve at the pleasure of the mayor subject to consent of the assembly.

E. Meetings. The investment committee shall meet at least quarterly, or at the call of the borough manager. [Ord. 974 § 3, 2020.]

3.15.020 Annual appointment and consent.

A. Appointment. The mayor shall appoint new and continuing appointed members of the investment committee at the first regular assembly meeting following certification of the regular election, at the start of the new term, pursuant to WMC 2.12.010 and 3.04.030.

B. Confirmation. Each member not serving by virtue of their employment with the borough pursuant to WMC 3.15.010, whether continuing or newly appointed, shall be subject to consent by the borough assembly.

C. Service. Newly appointed members shall serve immediately.

D. Replacement. Replacement appointments for any appointment not confirmed shall be put forward by the mayor at the next regular assembly meeting. [Ord. 974 § 3, 2020.]

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 14, 2023
	<u>Agenda Section</u>	13

ORDINANCE No. 1038 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS 13.05.010 PERMITTED ENCROACHMENTS AND 13.05.040, PRE-EXISTING ENCROACHMENTS IN CHAPTER 13.05, ENCROACHMENTS IN THE BOROUGH RIGHT-OF-WAY, AND ESTABLISHING A NEW PROCESS FOR THESE RATES AND FEES IN THE WRANGELL MUNICIPAL CODE BY ADDING THE FEES TO THE ESTABLISHED FEE AND RATE SCHEDULE

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

Expenditure Required: \$XXX Total

FY 21: \$	FY 22: \$	FY23: \$
-----------	-----------	----------

Amount Budgeted:

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

Account Number(s):

	XXXXX XXX XXXX
--	----------------

Account Name(s):

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

Unencumbered Balance(s) (prior to expenditure):

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

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. ORD 1038 2. Existing Code Sections

RECOMMENDATION MOTION:

Move to approve First Reading of Ordinance No. 1038 and move to a Second Reading with a Public Hearing to be held on March 28, 2023.

SUMMARY STATEMENT:

This ordinance will remove the fees for Encroachment Permits in Section 13.05.010, Permitted encroachments and remove the wording \$50 from 13.05.040, Pre-existing Encroachments, both in Chapter 13.05. The encroachment fee will be placed into the collective Fee and Rate Schedule for the Borough.

Fees and Rates are to be reviewed annually by the Assembly with a Public Hearing occurring before assembly consideration. After the Public Hearing, the assembly may approve the schedule by Resolution, with a Public Hearing for the Resolution also held beforehand.

As stated above, if the Assembly approves this Ordinance in its first reading, there will be a Public Hearing for the Resolution that will approve the Rate and Fee Schedule, following the Public Hearing and approval of the Ordinance.

CITY AND BOROUGH OF WRANGELL, ALASKA
ORDINANCE NO. 1038

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SECTIONS 13.05.010 PERMITTED ENCROACHMENTS AND 13.05.040, PRE-EXISTING ENCROACHMENTS IN CHAPTER 13.05, ENCROACHMENTS IN THE BOROUGH RIGHT-OF-WAY, AND ESTABLISHING A NEW PROCESS FOR THESE RATES AND FEES IN THE WRANGELL MUNICIPAL CODE BY ADDING THE FEES TO THE ESTABLISHED FEE AND RATE SCHEDULE

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

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

SEC. 1. Action. The purpose of this ordinance is to amend Sections 13.05.010 Permitted encroachments and 13.05.040 Pre-existing encroachments by removing these fees from the Wrangell Municipal Code by adding the fee to the established Combined Fee and Rate Schedule.

SEC. 2. Amendment. Sections 13.05.010 Permitted encroachments and 13.05.040 Pre-existing encroachments are hereby amended as follows:

13.05.010 Permitted encroachments.

...

B. Removable, nonpermanent encroachments attached to permanent structures, beautification activity, and aerial encroachments that are not for the purpose of advertising may be permitted upon approval by the city and borough planning commission. Except as provided for in WMC 13.05.040, persons who currently own, maintain, or wish to modify, alter, or change an existing encroachment located in the borough right-of-way described above, and persons desiring to construct, place, or erect an encroachment in the borough right-of-way, shall apply for an encroachment permit on a form designated by the commission and, except as provided for in WMC 13.05.040, pay an application fee **[of \$50.00 to the City and Borough of Wrangell]** listed on the approved Fee and Rate Schedule.

The assembly shall, by resolution, establish fees and rates for the encroachment permit fees. A Public Hearing shall be required on the resolution that establishes such fees and rates.

...

20.68.035 Fees – After-the-fact applications.

Persons in possession of or who own or maintain encroachments allowable under this chapter, erected and existing on or before January 1, 2009, may be granted a permit allowing such encroachment to remain upon the submittal of an encroachment permit application. Grandfathered applications may be approved directly by the zoning administrator. The **[\$50.00]** application fee shall be waived with respect to all applications submitted under this section.

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

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

SEC. 5. Effective Date. This ordinance shall be effective upon adoption. However, until which time that a new fee schedule is duly adopted, the fees reflected in the former sections amended herein shall remain as an interim fee schedule.

PASSED IN FIRST READING: _____, 2023

PASSED IN SECOND READING: _____, 2023

Patricia Gilbert, Borough Mayor

ATTEST: _____

Kim Lane, MMC, Borough Clerk

Existing Code Sections

13.05.010 Permitted encroachments.

A. No person, other than an officer or employee of the City and Borough of Wrangell in the course of his or her employment, shall make, cause or permit any construction in, on, under or within a borough right-of-way except as provided for in this chapter.

B. Removable, nonpermanent encroachments attached to permanent structures, beautification activity, and aerial encroachments that are not for the purpose of advertising may be permitted upon approval by the city and borough planning commission. Except as provided for in WMC 13.05.040, persons who currently own, maintain, or wish to modify, alter, or change an existing encroachment located in the borough right-of-way described above, and persons desiring to construct, place, or erect an encroachment in the borough right-of-way, shall apply for an encroachment permit on a form designated by the commission and, except as provided for in WMC 13.05.040, pay an application fee of \$50.00 to the City and Borough of Wrangell.

C. The commission may provide for any such terms and conditions as the commission deems appropriate prior to approving an encroachment permit. In determining to issue or deny a permit, the commission may consider, at a minimum, the following:

1. The collateral impact of the requested encroachment upon other individuals, the city and borough maintenance efforts, and public safety;
2. The overall beneficial or negative impacts on the use of the right-of-way by individuals or the public at large;
3. The need for the land for public construction projects in the foreseeable future;
4. Whether the encroachment can be considered an advertisement, which is specifically not permissible in the right-of-way;
5. The commission may require the applicant to obtain reviews and/or approvals of construction designs or materials from other state or local government agencies.

Persons in possession of or who own or maintain encroachments allowable under this chapter, erected and existing on or before January 1, 2009, may be granted a permit allowing such encroachment to remain upon the submittal of an encroachment permit application. Grandfathered applications may be approved directly by the zoning administrator. The \$50.00 application fee shall be waived with respect to all applications submitted under this section.

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	3/14/2023
	<u>Agenda Section</u>	13

RESOLUTION No. 03-23-1758 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET IN THE WATER FUND TRANSFERRING \$115,161 FROM WATER FUND RESERVES TO THE WATER FUND EQUIPMENT REPAIR AND MAINTENANCE LINE ITEM FOR OZONE SYSTEM SPARE PARTS AND AUTHORIZING ITS EXPENDITURE

<p><u>SUBMITTED BY:</u></p> <p>Tom Wetor, Public Works Director</p>	<p><u>FISCAL NOTE:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: left;">Expenditure Required: \$</td> </tr> <tr> <td style="width: 33%;">FY 21: \$</td> <td style="width: 33%;">FY 22:</td> <td style="width: 33%;">FY23: \$115,160.60</td> </tr> <tr> <td colspan="3" style="height: 10px;"></td> </tr> <tr> <td colspan="3" style="text-align: left;">Amount Budgeted:</td> </tr> <tr> <td colspan="3">FY23 \$10,000.00</td> </tr> <tr> <td colspan="3" style="text-align: left;">Account Number(s):</td> </tr> <tr> <td colspan="3">72000 302 7009</td> </tr> <tr> <td colspan="3" style="text-align: left;">Account Name(s):</td> </tr> <tr> <td colspan="3">Equipment Repair and Maintenance</td> </tr> <tr> <td colspan="3" style="text-align: left;">Unencumbered Balance(s) (prior to expenditure):</td> </tr> <tr> <td colspan="3">\$6,854.57</td> </tr> </table>	Expenditure Required: \$			FY 21: \$	FY 22:	FY23: \$115,160.60				Amount Budgeted:			FY23 \$10,000.00			Account Number(s):			72000 302 7009			Account Name(s):			Equipment Repair and Maintenance			Unencumbered Balance(s) (prior to expenditure):			\$6,854.57		
Expenditure Required: \$																																		
FY 21: \$	FY 22:	FY23: \$115,160.60																																
Amount Budgeted:																																		
FY23 \$10,000.00																																		
Account Number(s):																																		
72000 302 7009																																		
Account Name(s):																																		
Equipment Repair and Maintenance																																		
Unencumbered Balance(s) (prior to expenditure):																																		
\$6,854.57																																		

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

ATTACHMENTS: 1. Resolution No. 03-23-1758 2. Primozone Quote

RECOMMENDATION MOTION:
Move to approve Resolution No. 03-23-1758.

Summary Statement:

With News of Trident Seafoods planning on operating their Wrangell processing facility during the 2023 season, the water department investigated what will be required for spare parts to ensure ongoing operations while accommodating a dramatic increase of water demand from Trident.

Trident has not operated this facility in a few years now in Wrangell. During that time the Water Department has worked with manufacturers, engineers, and consultants on how best to continue operating the current water plant while a new plant is being designed and built.

In September of 2021 the department proposed to the assembly several solutions that could address the concerns with the current plant. Specifically, a new generator skeleton, a closed loop cooling system, new compressors and an uninterruptable power supply were presented and discussed. Aging equipment, cooling as well as electrical variations appeared to be among the issues contributing to our plant not performing as well as the equipment is designed to function. Throughout all of the discussions it could not be pinpointed to any one singular issue. This comprehensive fix was the best chance at addressing the issues, but it did come with a \$400,000 price tag. At the time City Administration as well as the assembly opted not to pursue these repairs as a new plant is on the horizon.

Considering the new plant is still a way off (95% design is expected in the next 2 months and construction will take another 1-1.5 years after that) it is necessary to stock our spare parts inventory. Mini septs and reactor blocks are the primary components of the Ozone Generators that are being burned up. Electrical issues, cooling, fouling, and aging generators could all be contributing to these components being replaced more often than expected.

Staff have worked to do everything in our power to clean, flush, swap reactors and mini septs to get the most use out of them. There have been some limitations with what the manufacturer will allow our staff to do without having one of their technicians on scene. Each technician visit costs a minimum of \$7,000 and we typically plan for 1 a year to do an overall inspection of our equipment and troubleshoot any ongoing issues. During our technician visit in the fall of 2022 the technician suggested the same fixes from the previous year.

Considering Trident hasn't run in a few years, we are expecting the increased demand to be harder on these components of the equipment and therefor require additional spare parts. To be clear, these spare parts are not going to fix the issues with the current WTP. These are the parts we need to have in order to continue to be able to swap them out to keep machines operating. In the last few years we have spent somewhere between \$30,000-\$40,000 a year on mini septs and reactors. Trident operating in full swing could more than double the demand we have seen for the last few years.

A budget amendment has been submitted to cover the amount for the expected spare parts to get us through 2023. Water Fund Reserves are currently at \$1,383,000 Public Works is requesting to transfer \$115,160.60 from Water Fund Reserves into account 72000 302 7009 and authorizing its expenditure for spare parts in the water department.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 03-23-1758

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET IN THE WATER FUND TRANSFERRING \$115,161 FROM WATER FUND RESERVES TO THE WATER FUND EQUIPMENT REPAIR AND MAINTENANCE LINE ITEM FOR OZONE SYSTEM SPARE PARTS AND AUTHORIZING ITS EXPENDITURE

WHEREAS, a full processing season is expected in Wrangell for 2023 and additional spare parts at the water plant are needed to meet demand; and

WHEREAS, funding in the amount of \$115,160.60 is required to acquire additional mini septs and reactors for the ozone system.

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

Section 1. The FY 2023 Budget in the Water Fund Equipment is amended to reflect a transfer of \$115,161 from the Water Fund Reserves for the Ozone System spare parts.

Section 2. The attached Exhibit "A" includes a quote from Primozone.

ADOPTED: _____, 2023

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Quote

Quote number
QP52214

Quote date
2022-12-01

Our reference
Ilaria Azzara

Customer code
WRANGELL

Date
2022-12-01

Your reference
Wayne McHolland

Page
1/2

Item b.

Your VAT no.

Your inquiry number

Delivery address

City and Borough of Wrangell
205 Brueger Street
Wrangell AK 99929-0531
USA

Mailing address

City and Borough of Wrangell
P.O. Box 531
Wrangell AK 99929
USA

Terms of delivery

FCA Löddeköpinge

Delivery method

Airfreight

Valid through date

2022-12-31

Terms of payment

50% DP 10 days, 50% prior shipment 30 days

Delivery time

As agreed upon

Goods label

Replacement Reactors / MiniSEPTs

Pos.	Part no.	Name	Qty	Price	%	Amount
Option 1						
10	500124	MiniSEPT 4.0 GM6-48 2.0 Burn in	1,00 pcs	1 516,00	10,00	1 364,40
20	500200	Reactor S2 Burn in	1,00 pcs	2 006,00	10,00	1 805,40
30	400010	O-ring 10,3x2,4 Teflon	4,00 pcs	0,00		29,70
		Setup price		29,70		
40	300126	O-ring 10,3x2,4 Viton	8,00 pcs	0,00		29,70
		Setup price		29,70		
Option 2						
50	500124	MiniSEPT 4.0 GM6-48 2.0 Burn in	6,00 pcs	1 516,00	20,00	7 276,80
60	500862	Reactor Block 2.0 Burn in	1,00 pcs	11 697,00	20,00	9 357,60
70	400009	O-ring 13,3x2,4 Teflon	4,00 pcs	0,00		26,40
		Setup price		26,40		
80	300127	O-ring 21,6x2,4 Nitril	8,00 pcs	0,00		26,40
		Setup price		26,40		
Option 3						
90	500124	MiniSEPT 4.0 GM6-48 2.0 Burn in	12,00 pcs	1 516,00	30,00	12 734,40
100	500862	Reactor Block 2.0 Burn in	2,00 pcs	11 697,00	30,00	16 375,80
110	400009	O-ring 13,3x2,4 Teflon	8,00 pcs	0,00		46,20
		Setup price		46,20		
120	300127	O-ring 21,6x2,4 Nitril	16,00 pcs	0,00		46,20
		Setup price		46,20		

Mailing address

Primozone Production AB
Terminalvägen 2
24642 Löddeköpinge
SWEDEN
info@primozone.com

Visiting address

Primozone Production AB
Terminalvägen 2
24642 Löddeköpinge
SWEDEN
https://primozone.com/

Phone: +46 46 704570

Fax: +46 46 704580

Corp.no: 556597-8862

VAT no: SE556597886201

Dom.: Skåne län, Kävling

Approved for F-tax

BankGiro: 5127-6418

BIC: HANDSESS

IBAN: SE096000000000052046699

Handelsbanken, Malmö, Sweden

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	3/14/2023
	<u>Agenda Section</u>	13

RESOLUTION No. 03-23-1759 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET IN THE RESIDENTIAL CONSTRUCTION FUND BY ACCEPTING REVENUE FROM THE SALE OF BYFORD REPLAT LOT Y-B IN THE AMOUNT OF \$120,000

SUBMITTED BY:

Kim Lane, Borough Clerk

FISCAL NOTE:

Expenditure Required: \$0

FY 21: \$0

FY 22: \$0

FY23: \$0

Amount Budgeted:

FY22 \$0

Account Number(s):

Account Name(s):

n/a

Unencumbered Balance(s) (prior to expenditure):

\$0

Reviews/Approvals/Recommendations



Name(s)

Name(s)



Attorney



Insurance

ATTACHMENTS: 1. Res 03-23-1759

RECOMMENDATION MOTION:

Move to Approve Resolution No. 03-23-1759.

SUMMARY STATEMENT:

The Assembly approved the sale the two Byford Lots (Lot Y-A and Lot Y-B) by Resolution NO. 09-22-1721 in September 2022.

Both lots were listed on the Public Surplus site for 30 total days. Lot Y-A did not receive any bids during the initial bid timeframe but did receive a bid for the asking price of \$120,000 on the second listing on the Public Surplus site.

Final payment for Lot Y-A has been received. This resolution accepts the revenue for Lot Y-A and puts the revenue into the Residential Construction Fund for future residential lot preparation and/or development.

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 03-23-1759

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET IN THE RESIDENTIAL CONSTRUCTION FUND BY ACCEPTING REVENUE FROM THE SALE OF BYFORD REPLAT LOT Y-A IN THE AMOUNT OF \$120,000

WHEREAS, the Borough Assembly authorized the terms of the sale of Byford Replat Lots Y-A and Y-B by Resolution (09-22-1721) in September of 2022; and

WHEREAS, the final bid amount for Lot Y-A was \$120,000; and

WHEREAS, the FY 2023 Budget must be amended to accept this revenue.

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

Section 1: Lot Y-A received a final bid of \$120,000.

Section 2: Lot Y-A was purchased using the Public Surplus Auction Site.

Section 3: The FY 2023 Budget in the Residential Construction Fund is amended to reflect an increase in revenue to account 50000-000-4650 Residential Construction Fund Revenue in the total amount of \$120,000.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 14th DAY OF March, 2023.

CITY & BOROUGH OF WRANGELL

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 14, 2023
	<u>Agenda Section</u>	13

RESOLUTION No. 03-23-1760 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR A CHANGE FOR GRADE 28 IN THE NON-UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE

SUBMITTED BY:

Mason Villarma, Finance Director

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	
--	-----------------	--

Account Name(s):

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

Unencumbered Balance(s) (prior to expenditure):

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

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution No. 03-23-1760 2. Non-Union Wage & Grade Table (corrected)

RECOMMENDATION MOTION:

Move to Approve Resolution No. 03-23-1760.

SUMMARY STATEMENT:

During the FY 2021 Audit, the auditors found that there was an error in Grade 28 on the Non-Union Wage and Grade Table. It appears that sometime before 2021, the Assembly approved an increase to the table. The correct amounts were entered into Accu-Fund, however the actual table was not amended. This resolution corrects the error on the Non-Union Wage and Grade Table.

Sometime in 2020 or 2021, there was an increase to the Non-Union Wage and Grade Table. The increase was made in our accounting system (Accu-Fund), but for some reason, the actual Non-Union Wage & Grade table was not updated.

There is no adjustment necessary for the employees in this grade since the accounting system (Accu-Fund) was paying our correctly.

Here is what the Non-Union Wage & Grade Table showed (**incorrect amounts**):

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
28	6,315.23	6,441.12	6,565.96	6,696.01	6,826.06	6,959.24	7,096.57	7,232.86	7,377.48	7,520.01	7,667.75	7,819.65	7,972.59

Here is what our Accounting System (Accu-Fund) shows (**correct amounts**)

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
28	6,458.64	6,587.16	6,714.66	6,849.30	6,981.90	7,119.60	7,259.34	7,402.14	7,548.00	7,695.90	7,847.88	8,001.90	8,158.98

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 03-23-1760

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR A CORRECTION FOR GRADE 28 IN THE NON-UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, during the review of the FY 2021 audit, the auditors found that the Non-Union Wage and Grade table for Grade 28 was not accurate and that in our accounting system (Accu-Fund), the amounts for Grade 28 was correct; and

WHEREAS, sometime before 2021, when the Non-Union Wage and Grade table was amended, what was approved by the Assembly and entered into Accu-Fund was not amended on the actual Wage & Grade Table; and

WHEREAS, the proposed Non-Union Wage and Grade Table amends Grade 28 retroactively to July 1, 2022; and

WHEREAS, these changes affect the rate of pay that those listed in Grade 28 Non-Union employees are paid.

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

Section 1: Effective/Retroactive Date. The Non-Union Wage and Grade Table reflecting these changes are effective retroactive to July 1, 2022.

Section 2: The attachment Exhibit “A” is the Non-Union Wage and Grade Table, which repeals the previous Pay Plan adopted on June 14, 2022, for Non-Union employees (Resolution 06-22-1697).

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 14th DAY March 2023.

CITY & BOROUGH OF WRANGELL

Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

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

Resolution No. 03-23-1360
Effective March 14, 2023 (for Grade 28)

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

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

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

Temporary/Part-time/Seasonal Employees

Hourly Compensation

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

10.34

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

Actual Temp Rates, Calendar Year 2021

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

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 14, 2023
	<u>Agenda Section</u>	13

RESOLUTION No. 03-23-1762 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR AN AMENDMENT TO THE EMPLOYEE HANDBOOK AND PROVIDING FOR AN EFFECTIVE DATE

SUBMITTED BY:

Mason Villarma, Finance Director

FISCAL NOTE:

Expenditure Required: \$XXX Total

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

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

Account Number(s):

	XXXXX XXX XXXX
--	----------------

Account Name(s):

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

Unencumbered Balance(s) (prior to expenditure):

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

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. Resolution No. 03-23-1762

RECOMMENDATION MOTION:

Move to Approve Resolution No. 03-23-1762.

SUMMARY STATEMENT:

In reviewing the earned vacation benefit amount that is on the books, administration believes that the proposed change would reduce the borough's compensated absence liability each year.

Further explained, if an employee accumulates XX amount of vacation hours for say 20 years, we can assume that their salary will increase throughout their employment. When they decide to end their employment, they will be cashed out according to the Employee Handbook, it will be at the end date rate of pay. So, by changing this policy, employees who have an 80-hour threshold, can elect to cash out their vacation pay up to the 80-hours during their employment once each fiscal quarter, and not have to wait until their exit date.

Proposed language in Section 5.4.6:

5.4.6 Cashing Out Vacation Leave. Employees may elect to cash out earned vacation hours at their current rate of pay once per fiscal quarter. To be eligible for a vacation cash out, an employee must demonstrate they have above 80 hours of accrued vacation. No requests for vacation cash out shall be granted that decreases an employees accrued vacation hours below an 80-hour threshold. All such requests for vacation cash out shall be in writing and must be reviewed and approved by the Borough Manager and the Finance Director, respectively.

Existing language in Section 5.4.6:

~~5.4.6 Cashing Out Vacation Leave. Employees may on July 1 of each year, elect to convert that the Borough cash out a maximum of 40 hours of unused Vacation Leave. All such requests must be in writing and may only be approved if the Borough Manager finds that doing so will be in the Borough's best interests. Approved vacation leave cash out requests will be processed during the pay period that immediately follows the date of the request.~~

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 03-23-1762A RESOLUTION OF THE ASSEMBLY OF THE CITY AND
BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR AN
AMENDMENT TO THE EMPLOYEE HANDBOOK AND
PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Assembly approved the Employee Handbook in November 2022; and

WHEREAS, review of Section 5.4.6 Cashing Out Vacation Leave, administration believes that the change would provide access to an earned benefit for the employee; and

WHEREAS, administration believes that this change would reduce the borough's compensated absence liability for each fiscal period; and

WHEREAS, this Resolution amends Section 5.4.6 Cashing Out Vacation Leave.

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

Section 1: Section 5.4.6 Cashing Out Vacation Leave is hereby repealed and replaced in its entirety as follows:

5.4.6 Cashing Out Vacation Leave. Employees may elect to cash out earned vacation hours at their current rate of pay once per fiscal quarter. To be eligible for a vacation cash out, an employee must demonstrate they have above 80 hours of accrued vacation. No requests for vacation cash out shall be granted that decreases an employees accrued vacation hours below an 80-hour threshold. All such requests for vacation cash out shall be in writing and must be reviewed and approved by the Borough Manager and the Finance Director, respectively.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 14th DAY March 2023.

CITY & BOROUGH OF WRANGELL

 Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	March 14, 2023
	<u>Agenda Section</u>	13

Approval of a Professional Services Agreement with RESPEC in the Amount of \$59,169 for the Underground Storage Tanks Replacement Project

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

Expenditure Required: \$59,169

FY 20: \$	FY 21: \$59,169	FY22: \$
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Amount Budgeted:

Account Number(s):

11300 015 9999 00 11014 (PSB) and
25300 101 9999 00 25004 (School)

Account Name(s):

CIP Fund for Underground Storage
Tanks Replacement Project

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

\$350,000

Reviews/Approvals/Recommendations

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

ATTACHMENTS: 1. RESPEC Fee Proposal for Underground Storage Tanks Replacement Project

RECOMMENDATION MOTION:

Move to approve a Professional Services Agreement with RESPEC in the Amount of \$59,169 for the Underground Storage Tanks Replacement Project.

SUMMARY STATEMENT:

The Borough has engaged RESPEC engineering firm to perform the design and environmental assessments for the Underground Storage Tanks (UST) Replacement project, which includes the 4,000-gallon UST at the Public Safety Building and the 10,000-gallon UST at the Wrangell High School.

These two tanks have been identified as not complying with regulatory and industry standards for corrosion protection, spill/overflow prevention, release detection, and financial responsibility. Therefore, the State of Alaska, Department of Environmental Conservation (ADEC), has directed that the “substandard UST systems must be permanently closed.”

ADEC is aware the USTs are still in operation and use, in violation of Alaska Statute 46.03.405 and requirements of Title 18 AAC 78, which may put human health and the environment at risk. The Borough is required to submit the Notice of Intent to Close, or proof of contract with schedule and timeline of closures, no later than March 15, 2023.

In order to comply, we must move forward with this design project and submit a copy of our contract with RESPEC along with a schedule of the project work by Wednesday, March 15, 2023.

RESPEC has provided a fee proposal in the amount of \$59,169 for developing the design for the new tanks and the decommissioning of the existing tanks, including the State-required environmental assessment of the existing tanks.

It is recommended to enter into a Professional Services Agreement with RESPEC for the Underground Storage Tanks Replacement project to advance this work as mandated by the State of Alaska, ADEC.



March 9, 2023

Amber Al-Haddad
Capital Facilities Director
City and Borough of Wrangell
PO Box 531
Wrangell, AK 99929

Dear Amber

RE: Fee Proposal – WRG HS and PS UST Replacement Design, Bid and CA Services

PROJECT BACKGROUND

We are providing a fee proposal to perform design, bid support and construction administration for the installation of two new above ground storage tanks, and for the decommissioning of two underground storage tanks at both the Wrangell High School and Public Safety Building. This work is to include the hazardous materials assessment which will be subcontracted through Dahlberg Designs.

SCOPE OF SERVICES: DESIGN/BIDDING/CONSTRUCTION ADMINISTRATION

Design services will be billed as lump sum and will consist of the following activities:

1. Sizing and selection of new above ground fuel storage tanks (ASTs) for the high school and public safety building.
2. Coordination with the City and Borough of Wrangell, and the local fuel supplier on the location and orientation of the two new ASTs.
3. Civil Design of the concrete pads for the two new ASTs.
4. One (1) Site visit to verify and confirm final routing layouts and connections.
5. Design the new fuel pipe routing and connection to existing systems and day tanks for the two facilities.
6. Design and select replacement fuel pumps for the High School fuel pipe system.
7. Design and select a replacement day tank for the High School Emergency Generator.
8. Electrical design for device connections.
9. UST related work:
 - a. Civil
 - b. Review of existing documents related to the USTs at Wrangell PSB and WHS;
 - c. Development of a "UST Decommissioning in Place" specification section, covering both tanks;
 - d. Development of a "Contaminated Soil" specification section, covering both tanks.
 - e. Notes to be added to the mechanical drawing (provided by RESPEC), outlining the UST removal requirements; and
 - f. A brief discussion with ADEC regarding the planned approach to decommissioning and sampling.

9109 MENDENHALL MALL RD.
SUITE 4
JUNEAU, AK 99801
907.780.6060



Bid services would consist of the following activities:

1. Remotely attend the pre bid meeting.
2. Answer Prebid questions and provide addendum as necessary.
3. Aid in the review of bids and selection of a contractor.

Construction Administration Services will be billed on a time and materials as necessary basis to include the following:

1. Review of submittals
2. Respond to RFIs
3. Up to two (2) Substantial completion/Final inspections if necessary.
4. Review of O&M and final closeout documents.
5. UST related work:
 - a. Review of pre-work submittals.
 - b. Coordination of timing of tank decommissioning activities.
 - c. Coordination regarding disposal of any contaminated soil encountered during decommissioning.
 - d. One day trip to Wrangell if necessary.
 - e. Review of post-work submittals; and
 - f. Answering RFIs generated during the work.

SCHEDULE

It is understood that this is to be a fast-tracked project. With that goal we will provide the work in two deliverables:

1. Bid documents for Above Ground Fuel Tank Procurement for the Wrangell High School and Public Safety Buildings. Bid documents will be available 1 week after NTP.
2. Bid documents for Above Ground Fuel Tank Design for the Wrangell High School and Public Safety Buildings as well as the UST decommissioning in-place specifications and additional design documents. Design documents will be available 4 weeks after NTP.

FEE SUMMARY

The fee is divided into a lump sum cost of \$35,078.00 for design and a time and materials fee not to exceed \$24,091.00 for the bid and construction administration.

							Subconsultant	
		Civil	Mechanical	Electrical	ODCs	Dahlberg Designs	Markup	Total
#200 - Tank								
1 Selection & Bid		\$0.00	\$3,120.00	\$0.00	\$0.00		\$0.00	\$3,120.00
#440 - Construction								
2 Documents (100%)		\$6,940.00	\$10,970.00	\$4,200.00	\$818.00	\$4,300.00	\$430.00	\$31,958.00
#900 - Construction								
3 Administration		\$2,180.00	\$7,995.00	\$1,360.00	\$1,636.00	\$5,200.00	\$520.00	\$24,091.00
Subtotal		\$9,120.00	\$22,085.00	\$5,560.00	\$2,454.00	\$9,500.00	\$950.00	\$59,169.00
Est Tax								\$0.00
Total								\$59,169.00

The fee and is based on our understanding of the project and the following assumptions and exceptions.

Assumptions/Expectations:

- Civil contour drawings will be developed off existing as-built drawings without field verification.
- Hazmat scope will be added to the civil drawings.
- Design will be based on leaving the existing USTs in place.

Thank you for this opportunity; we look forward to beginning this work. Please call if you have any questions or comments.

Sincerely,



Aaron Morrison PE
Engineer, Project Manager

ACCEPTANCE OF PROPOSAL

Please return signed if acceptable. The return of this signed document will constitute our Notice-to-Proceed unless otherwise indicated.

Name: _____

Title: _____

Date: _____