City and Borough of Wrangell
WS & Borough Assembly Meeting AGENDA

NIXLE Registration

Tuesday, May 12, 2026 Location: Borough Assembly Chambers

6:00 PM

Assembly Meetings are livestreamed through Zoom Webinar. You can listen and watch from your device with the information below:

Link: https://us02web.zoom.us/j/82198672624?pwd=nQmF3oaRoa5WHYzHCFMvEivvbaFMlS.1
Passcode: 99929
Or to join via audio by dialing: (253) 215-8782 or (253) 205-0468
Webinar (meeting) ID: 821 9867 2624 **| Passcode:** 99929
Please note that Persons to be Heard is not available through Zoom.

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

a. Restructure of Certain Departments and Job Descriptions

1. CALL TO ORDER

a. PLEDGE OF ALLEGIANCE led by Assembly Member Dalrymple

b. ROLL CALL

2. CEREMONIAL MATTERS

3. PERSONS TO BE HEARD

a. Emailed Correspondence from Mechel Meek Re: Fee & Rate Schedule (Live Aboards)

4. AMENDMENTS TO THE AGENDA

5. CONFLICT OF INTEREST

6. CONSENT AGENDA

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

a. Minutes of the April 14, 2026 Regular Assembly Meeting

b. RESOLUTION No. 05-26-2050 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MAY 2027 SALES TAX-FREE DAY FROM MAY 1, 2027 TO MAY 8, 2027

c. Approval of Happy Cannabis License #10200 Renewal

7. BOROUGH MANAGER'S REPORT

a. Nolan Center Director Report

8. BOROUGH CLERK'S REPORT

a. Borough Clerk's Report

9. MAYOR AND ASSEMBLY BUSINESS

10. MAYOR AND ASSEMBLY APPOINTMENTS

11. PUBLIC HEARING

a. **RESOLUTION NO. 05-26-2045** OF THE ASSEMPLY OF THE CITY AND BOROUGH OF WRANGELL, ALAKSA, APPROVING A LAND LEASE TO SOUTHEAST ALASKA POWER AUTHORITY (SEAPA) FOR THE PURPOSE OF A GRID RELIABILITY AND STABILITY PROJECT

b. Approval to move forward with the Purchase of Leased Borough-Owned Tidelands, Requested by current Leaseholder, Richard Kaer

c. Approval to move forward with the sale of borough-owned real property consisting of a portion of "A" Street (vacating a portion of public right of way), USS 1593, according to Plat No. 2003-8, requested by Frank Warfel

d. **ORDINANCE NO. 1101** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SEVERAL SECTIONS IN CHAPTER 5.08 – SALES TAX, IN THE WRANGELL MUNICIPAL CODE

e. **ORDINANCE NO. 1100** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 6.09 – LOCAL BUSINESS LICENSE, IN THE WRANGELL MUNICIPAL CODE

12. UNFINISHED BUSINESS

13. NEW BUSINESS

a. **Approval of FY 2027 Wrangell Public Schools Budget** and Local Funding Contribution in the Amount of $1,758,500

b. **RESOLUTION No 05-26-2054** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, LEVYING A GENERAL TAX FOR SCHOOL AND MUNICIPAL PURPOSES UPON ALL TAXABLE PROPERTY WITHIN THE BOROUGH FOR THE TAX YEAR 2026 PURSUANT TO WRANGELL MUNICIPAL CODE SECTION 5.04.010; PROVIDING FOR THE COLLECTION OF TAXES DUE IN FY 2027 AND PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES

c. **RESOLUTION No. 05-26-2046 -** A JOINT RESOLUTION OF THE ASSEMBLY OF THE PETERSBURG BOROUGH AND THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, SUPPORTING RESPONSIBLE ECONOMIC DEVELOPMENT, COORDINATED UTILIZATION OF HYDROELECTRIC RESOURCES FROM THE TYEE LAKE PROJECT, AND INTERCOMMUNITY COMMUNICATION REGARDING LARGE ENERGY USERS

d. Approval of the Amended JAG Marine Group Lease Agreement

e. **RESOLUTION No. 05-26-2057** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ENDORSING AND ADOPTING THE SOUTHEAST ALASKA LANDSLIDE RISK REDUCTION STRATEGIC PLAN; AND ESTABLISHING AN EFFECTIVE DATE

f. **RESOLUTION No. 05-26-2048** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR SEVERAL AMENDEMENTS TO UNION JOB DESCRIPTIONS AND AMENDING THE UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE

g. **RESOLUTION No. 05-26-2049** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR SEVERAL AMENDEMENTS TO NON-UNION JOB DESCRIPTIONS AND AMENDING THE NON-UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE

h. **RESOLUTION No. 05-26-2051** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY2026 BUDGET IN THE RESIDENTIAL CONSTRUCTION FUND BY ACCEPTING THE REVENUE FROM THE SALE OF THE ALDER TOP SUBDIVISION LOT 9, BLOCK 1 OF THE ALDER TOP SUBDIVISION IN THE AMOUNT OF $75,600

i. **RESOLUTION No. 05-26-2052** OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2026 BUDGET IN THE WATER DEPARTMENT CIP FUND BY ACCEPTING LOAN FUNDS IN THE AMOUNT OF $472,865, FROM THE DRINKING WATER STATE REVOLVING FUND, APPROPRIATING THESE FUNDS TO THE MCKINNON STREET REHABILITATION PROJECT AND AUTHORIZING THEIR EXPENDITURE

j. **RESOLUTION No. 05-26-2055** OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2026 BUDGET IN THE SEWER DEPARTMENT CIP FUND BY ACCEPTING LOAN FUNDS IN THE AMOUNT OF $464,729, FROM THE CLEAN WATER STATE REVOLVING FUND, APPROPRIATING THESE FUNDS TO THE MCKINNON STREET REHABILITATION PROJECT AND AUTHORIZING THEIR EXPENDITURE

k. **Approval to accept the Resignation** of Michael Ottesen from the Borough Assembly, effective at the close of the May 12, 2026 Regular Assembly Meeting

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

15. EXECUTIVE SESSION

a. **Executive Session:** Borough Manager's annual review

16. ADJOURNMENT

To the Honorable Wrangell Borough Assembly,

I am writing to provide comment on the current harbor fee structure, specifically the live aboard fee.

Before considering any increase in harbor fees, I respectfully ask the Assembly to review what appears to be an inequitable charge imposed on residents who live aboard their vessels. The current live aboard fee of $100 per month does not appear to correspond to any clearly defined or additional service. As it stands, this fee functions as a cost simply to reside aboard a vessel, rather than a fee tied to measurable harbor services.

In contrast, commercial fishing vessels and other annual slip holders utilize harbor infrastructure, often at equal or greater levels, without being subject to an equivalent additional fee. The annual cost of the live aboard fee totals approximately $1,404 with tax, creating a significant disparity.

For example:

- A 50-foot vessel with a 3-month prepaid seasonal moorage totals approximately $3,600 annually, plus tax.

- A 50-foot live aboard vessel with annual prepaid moorage totals approximately $3,224 annually, plus tax.

- A 50-foot non–live aboard vessel with annual prepaid moorage totals approximately $2,024 annually, plus tax.

This results in only a $376 annual savings between a seasonal moorage arrangement and a full-time live aboard resident.

Given this, I respectfully ask:

- What specific services does the live aboard fee fund?

- What additional burden do live aboard vessels place on harbor operations that justifies this cost?

- Why are only live aboard residents subject to this additional fee?

From a practical standpoint, many live aboard vessels do not impose a disproportionate burden on harbor resources. In my case, water usage is minimal and trash output is limited. Additionally, live aboard owners often contribute positively to harbor conditions by maintaining their vessels year-round, promptly clearing snow, and reporting any issues as

they arise to harbor staff. Occupied vessels are also less likely to become derelict or sink due to neglect.

It is also important to recognize that many individuals live aboard due to the limited availability of affordable or suitable housing within the Borough. Housing is a common issue for Wrangell residents. With the future increases in work opportunities, such as the 6-mile development project, housing will become even more difficult to obtain and afford for many residents.

Imposing a substantial additional fee on live aboard residents creates a financial burden that disproportionately impacts those with fewer housing options.

I respectfully urge the Assembly to reevaluate the purpose, structure, and justification of the live aboard fee before considering any broader fee increases. Policies that disproportionately impact local residents seeking safe and stable housing are inconsistent with the Borough's goal of fostering a welcoming and supportive community.

Thank you for your time and consideration.

Respectfully,

Mechel Meek

Co-Owner, *Sea Tower*

berthed in Heritage Harbor – Annual Moorage slip

turquoisewater@msn.com

ty and Borough of Wrangell
chedule of Fees and Rates

Effective October 22, 2024 & Adopted by RES 10-24-1883

RBOR AND PORT FACILITIES

	Description of Rate/Fee Type	Basis	Rate
	Daily Moorage - Invoiced (per foot) *Invoiced on a Monthly Basis	All Vessel Sizes	$1.50 per foot
	Designated Bow Tie Skiff Zone	flat fee per month	$40.00
	Monthly Moorage (per foot)	Live Aboards (monthly)	$100.00
		Monthly (All Vessel Sizes)	$6.50 per foot
		3-month Prepaid (All Vessel Sizes)	$6.00 per foot
	Annual Moorage (per foot)	0-30 feet	$34.34
		31-55 feet	$40.48
		56 feet and up	$46.62
		Wait List Deposit	$50 for each reserved slot

Minutes of Regular Assembly Meeting
Held on April 14, 2026

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 7:00 p.m., April 14, 2026, in the Borough Assembly Chambers. Assembly Member DeBord led the pledge of allegiance.

PRESENT – GILBERT, DALRYMPLE, DEBORD, POWELL, POWERS, MACH, OTTESEN

ABSENT –

Borough Manager Villarma and Clerk Lane were also present.

CEREMONIAL MATTERS

A Proclamation for Municipal Clerk's Week was presented to Clerk Lane.

PERSONS TO BE HEARD

Terri Henson, resident spoke in opposition to removing the Heat Rate that is embedded in our municipal code; heat rate was never supposed to be phased out.

Tony Haubrich, resident spoke on behalf of the community market; asked the assembly to consider dropping the peddler rules; these are handmade items, not purchased items that can be marked up; if this goes through, it will most likely kill the community market.

AMENDMENTS TO THE AGENDA

Mayor Gilbert stated that she would like to suspend the rules and have the Assembly consider the Structure MOU (Item 13a) after the Consent Agenda. There were no objections from the Assembly.

CONFLICT OF INTEREST

Powell stated that he has a perceived conflict of interest to item 13g (School MOU) since his wife works at the school. Gilbert stated that since this is not a monetary item, he does not have a conflict.

Powers stated that he has a perceived conflict of interest to items 13g (School MOU since he is on the School Board) and 13j (Milk Run MOU since he receives compensation from the Milk Run activities). Gilbert stated that he does not have a conflict of interest on either item.

DeBord stated that he has a perceived conflict of interest to item13g (School MOU) since his wife has had a contract with the school district. Gilbert stated that he does not have a conflict.

There were no objections from the assembly.

CONSENT AGENDA

6a Minutes from the March 24, 2026 Regular Assembly Meeting

6b **RESOLUTION No. 04-26-2035** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2026 BUDGET IN THE AMOUNT OF $10,000 BY ACCEPTING A NATIVE AMERICAN LIBRARY SERVICES BASIC GRANT (2025), IN PARTNERSHIP WITH WRANGELL COOPERATIVE ASSOCIATION, FOR THE IRENE INGLE PUBLIC LIBRARY

6c **RESOLUTION No. 04-26-2036** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2026 BUDGET BY ACCEPTING A GRANT IN THE AMOUNT OF $10,000

FROM THE AMERICAN LIBRARY ASSOCIATION LIBRARIES TRANSFORMING COMMUNITIES: ACCESSIBLE SMALL AND RURAL COMMUNITIES FOR THE IRENE INGLE PUBLIC LIBRARY

6d **RESOLUTION No. 04-26-2037** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2026 BUDGET BY ACCEPTING GRANT FUNDS IN THE AMOUNT OF $20,000 FROM THE ALASKA COMMUNITY FOUNDATION 2026 CAMP INITIATIVE, FOR THE IRENE INGLE PUBLIC LIBRARY

6e Final Plat approval of a Subdivision of Lot 6 and Lot 7 of USS 3534; Lot 10 and Lot PSS of USS 2589; and USS 3000 according to Plat No. 29-20, creating Parcels A and B of the CBW Deep Water Port Subdivision, zoned Waterfront Development, owned by the City and Borough of Wrangell and requested in partnership with Tideline Construction

6f Final Plat approval of a subdivision of Lot 5A, Block 61 (APN 02-028-204) of the Industrial Park Subdivision, according to Plat No. 2001-7, creating Lots 5A-1 and 5A-2 of the Woodbury Subdivision, zoned Industrial, owned and requested by Brett Woodbury

M/S: Powell/Mach to approve the Consent Agenda, as submitted. Motion approved by polled vote.

BOROUGH MANAGER'S REPORT

Manager Villarma provided his report.

The Nolan Center Director's report was included in the packet.

The Library Director's report was included in the packet.

The FY26 Third Quarter report and receivables were included in the packet.

The FY2025 Audit Plan for review was included in the packet.

BOROUGH CLERK'S REPORT

The Borough Clerk's report was provided.

MAYOR AND ASSEMBLY BUSINESS

Dalrymple stated that the Forest Service is going to be having a public meeting on the Forest Service plan next Tuesday at 5:30pm at the Nolan Center.

MAYOR AND ASSEMBLY APPOINTMENTS – None.

PUBLIC HEARING

11a RESOLUTION No. 04-26-2032 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE FY 2027 SALES TAX-FREE DAYS

Gilbert opened the Public Hearing for this item and asked for an administrative report.

Villarma reported that this item requires a Public Hearing, with approval for the requested FY2027 Sales-Tax Free days, requested by the Wrangell Chamber of Commerce; these are non-cruise ship days.

Gilbert asked if anyone wanted to speak on this item. There was no one who wished to speak and therefore Gilbert asked for a motion.

M/S: Powell/Mach to approve Resolution No. 04-26-2032. Motion approved by polled vote.

11b RESOLUTION No. 04-26-2033 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE AMENDED BOROUGH-WIDE FEE AND RATES SCHEDULE AS PER WMC 5.14.025

Gilbert opened the Public Hearing for this item and asked for an administrative report.

Villarma reported that this was for the required Public Hearing and approval; Villarma spoke to all of the fee and rate changes.

Gilbert asked if anyone wanted to speak on this item.

Terri Henson, resident, *stated that the heat rate incentive for her separately metered heat and hot water was around $100 per month savings.*

After all persons spoke on this item, Gilbert asked for a motion.

Terri Henson, resident, *stated that she was not in favor of removing the heat rate or the electric rate incentive.*

M/S: Powell/Mach to approve Resolution No. 04-26-2033.

M/S: Powell/Mach to amend the motion to remove the proposed amendment to take out the Rate for separately metered heat and hot water from the Fee & Rate Schedule until it can be better explained. Amendment approved by polled vote.

Main motion as amended, was approved by polled vote.

11c ORDINANCE NO. 1099 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, REPEALING CHAPTER 6.08 – PEDDLERS AND ITINERANT MERCHANTS, IN THE WRANGELL MUNICIPAL CODE

Gilbert opened the Public Hearing for this item and asked for an administrative report.

Villarma reported that this was to remove this section of the code in its entirety.

Gilbert asked if anyone wanted to speak on this item.

Kathy Watkins, resident stated that she supports keeping this item but she understands that administratively, it's a lot of work.

After all persons spoke on this item, Gilbert asked for a motion.

M/S: Powell/Mach to approve Ordinance No. 1099. Motion approved by polled vote.

UNFINISHED BUSINESS

12a RESOLUTION NO. 04-26-2042 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING THE CONVEYANCE OF PUBLIC LAND and TIDELANDS, FOR PARCEL "A" OF THE CBW DEEPWATER PORT SUBDIVISION CONTAINING 9.11 ACRES MORE OR LESS WITHIN THE WRANGELL RECORDING DISTRICT TO TIDELINE CONSTRUCTION, LLC

M/S: Powell/Powers to approve Resolution No. 04-26-2042. Motion approved by polled vote.

NEW BUSINESS

13a Approval of Memorandum of Understanding (MOU) between the City and Borough of Wrangell and Structure, Inc. *This item moved up and was considered after the Consent Agenda.*

M/S: Powell/DeBord to approve the Memorandum of Understanding between the City and Borough of Wrangell and Structure. Motion approved by polled vote.

13b ORDINANCE NO. 1101 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SEVERAL SECTIONS IN CHAPTER 5.08 – SALES TAX, IN THE WRANGELL MUNICIPAL CODE

M/S: Powell/Dalrymple to approve first reading of Ordinance No. 1101 and move to a second reading with a public hearing to be held on May 12, 2026.

Kathy Watkins, resident, asked the Assembly to consider a brick-and-mortar business and a hobby; asked that the Assembly consider a Senior Sales Tax exemption; questioned why a local business license was required when the State of Alaska exempts hobby sellers.

MS: Powell/Mach to amend section 5.08.005 "F" to remove July 4 and add July 2nd, 3rd, 4th. Amendment approved by polled vote.

Main Motion as amended, was approved by polled vote.

13c ORDINANCE NO. 1100 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 6.09 – LOCAL BUSINESS LICENSE, IN THE WRANGELL MUNICIPAL CODE

M/S: Powell/Powers to approve first reading of Ordinance No. 1100 and move to a second reading with a public hearing to be held on May 12, 2026.

Motion approved by polled vote.

13d Approval of a Contract Award to IP Mechanical Contractors, LLC, for the Stikine Middle School Boiler Replacement Project

M/S: Powell/Powers to approve a contract award to IP Mechanical Contractors, LLC for the Stikine Middle School Boiler replacement project. Motion approved by polled vote.

13e RESOLUTION No. 04-26-2041 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2026 BUDGET BY TRANSFERING $25,000 FROM THE MILL PROPERTY DEVELOPMENT FUND TO THE DEEP-WATER PORT SITE PLANNING PROJECT AND AUTHORIZING EXPENDITURES

M/S: Powell/Mach to approve Resolution No. 04-26-2041. Motion approved by polled vote.

13f RESOLUTION No. 04-26-2034 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING A 2% COST OF LIVING ADJUSTMENT (COLA) INCREASE TO THE NON-UNION EMPLOYEE WAGE AND GRADE TABLE AND ADDING GRADE 12 UNDER THE TEMPORARY/PART-TIME/SEASONAL EMPLOYEES SECTION

M/S: Powell/DeBord to approve Resolution No. 04-26-2034. Motion approved by polled vote.

13g RESOLUTION No. 04-26-2038 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING AN MEMORANDUM OF UNDERSTANDING BETWEEN WRANGELL PUBLIC SCHOOLS AND THE CITY AND BOROUGH OF WRANGELL

M/S: Powell/Powers to approve Resolution No. 04-26-2038. Main motion as amended, was approved by polled vote.

13h RESOLUTION No. 04-26-2039 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY2026 BUDGET IN THE RESIDENTIAL CONSTRUCTION FUND BY ACCEPTING THE REVENUE FROM THE SALE OF THE ALDER TOP SUBDIVISION LOT 8, BLOCK 1 OF THE ALDER TOP SUBDIVISION IN THE AMOUNT OF $87,100

M/S: Powell/Powers to approve Resolution No. 04-26-2039. Motion approved by polled vote.

13i RESOLUTION No. 04-26-2040 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR AN AMENDMENT TO THE EMPLOYEE HANDBOOK, TO ADD SUBSECTION 5.7.12 PAID PARENTAL LEAVE

M/S: Powell/Mach to approve Resolution No. 04-26-2040.

M/S: DeBord/Powell made an amendment to the motion to add a section in the Subsection that states that the employee or employees must hold continuous employment for 2 years with the Borough after this benefit has been taken. Amendment was approved by polled vote.

Main Motion as amended, was approved by polled vote.

13j Approval of a Memorandum of Agreement (MOA) between the City and Borough of Wrangell and Milk Run Music Festival Corp for the organization and operation of the 2026 Milk Run Music Festival

M/S: Powell/Powers to approve a Memorandum of Agreement between the City and Borough of Wrangell and Milk Run Music Festival Corp for the 2026 Milk Run Music Festival. Motion approved by polled vote.

13k RESOLUTION No. 04-26-2043 OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING AN APPLICATION TO THE U.S. DEPARTMENT OF TRANSPORTATION MARITIME ADMINISTRATION'S FY 2026 SMALL SHIPYARD GRANT PROGRAM, AND COMMITTING MATCHING FUNDS FROM THE PORTS AND HARBOR ENTERPRISE FUND UNRESTRICTED FUND BALANCE

M/S: Powell/DeBord to approve Resolution No. 04-26-2043. Motion approved by polled vote.

13l RESOLUTION No. 04-26-2044 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE TEMPORARY CRUISE SHIP FACILITY SECURITY OFFICER JOB DESCRIPTION AND PROVIDING FOR AN EFFECTIVE DATE

M/S: Powell/Powers to approve Resolution No. 04-26-2044. Motion approved by polled vote.

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

EXECUTIVE SESSION – None.

Regular Assembly meeting adjourned at 9:14 p.m.

_____
Patricia Gilbert, Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	April 14, 2026
	Agenda Section	**11**

RESOLUTION No. 05-26-2050 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MAY 2027 SALES TAX-FREE DAY FROM MAY 1, 2027 TO MAY 8, 2027

SUBMITTED BY:
Kim Lane, Borough Clerk

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required:		
Amount Budgeted:		
Account Number(s):		
Account Name(s):		
Unencumbered Balance(s) (prior to expenditure):		

ATTACHMENTS: 1. Resolution 05-26-2050

RECOMMENDATION MOTION:
Move to approve Resolution 05-26-2050.

SUMMARY STATEMENT

The Wrangell Chamber of Commerce submitted their request for two Sales Tax-Free days for the fiscal year 2027. The requested days were **October 3, 2026, and May 1, 2027**.

Since the Milk Run Festival is typically held the first week of May, the Chamber of Commerce has requested that the May 2027 tax-free day be changed from May 1st to May 8th, 2027.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 05-26-2050

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE MAY 2027 SALES TAX-FREE DAY FROM MAY 1, 2027, TO MAY 8, 2027

WHEREAS, the Borough Assembly held a Public Hearing on April 14, 2026 and approved the October 2026 and May 2027 sales-tax free day(s); and

WHEREAS, the Chamber of Commerce selects the sales-tax free days; and

WHEREAS, the Chamber of Commerce originally selected May 1, 2027 as one of the sales-tax free days and is requesting that the May 2027 sales-tax free day be May 8, 2027 instead since May 1, 2027 would conflict with the Milk Run Festival; and

WHEREAS, the approved sales tax-free days are identified as October 3, 2026 and May 8, 2027.

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

Section 1. The Borough Assembly held a Public Hearing on April 14, 2026, on the request for two sales tax-free days for fiscal year 2027, from the Wrangell Chamber of Commerce.

Section 2. The Sales Tax-Free days for fiscal year 2027 shall be October 3, 2026 and May 8, 2027.

Section 3. This resolution shall become effective on July 1, 2026.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 14 DAY OF MAY 2026.

CITY & BOROUGH OF WRANGELL

_____
David Powell, Vice-Borough Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Alcohol & Marijuana Control Office

License Number: 10200
License Status: Active-Operating
License Type: Retail Marijuana Store
Doing Business As: HAPPY CANNABIS
Business License Number: 1033845
Designated Licensee: Kelsey J Martinsen
Email Address: kjm420@hotmail.com
Local Government: Wrangell (City and Borough of)
Local Government 2:
Community Council:
Latitude, Longitude: 56.471000, -132.383000
Physical Address: 225 South Front Street
Wrangell, AK 99929
UNITED STATES

Licensee #1

Type: Individual
Name: Sarinee Nuamnui
[redacted]
Phone Number: 907-305-0292
Email Address: kjm420@hotmail.com
Mailing Address: PO Box 110
Wrangell, AK 99929
UNITED STATES

Licensee #2

Type: Individual
Name: Kelsey J Martinsen
[redacted]
Phone Number: 907-305-0292
Email Address: kjm420@hotmail.com
Mailing Address: PO Box 110
Wrangell, AK 99929
UNITED STATES

Entity Official #1

Type: Individual
Name: Kelsey Martinsen
[redacted]
Phone Number: 907-305-0292
Email Address: kjm420@hotmail.com
Mailing Address: po box 110
Wrangell, AK 99929
UNITED STATES

Entity Official #2

Type: Individual
Name: Sarinee Nuamnui
[redacted]
Phone Number: 907-305-0292
Email Address: kjm420@hotmail.com
Mailing Address: po box 110
Wrangell, AK 99929
UNITED STATES

Note: *No affiliates entered for this license.*

Alcohol and Marijuana Control Office
550 W 7th Avenue, Su[illegible]
Anchorage, A[illegible]
marijuana.licensing@al[illegible]
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Item c.

Alaska Marijuana Control Board

Form MJ-20: 2026-2027 Renewal Application Certifications

What is this form?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's main office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Kelsey Jene Martinsen, Sarinee Nuamnui	**License Number:**	10200		
License Type:	Retail Marijauna Store				
Doing Business As:	Happy Cannabis				
Premises Address:	225 South Front Street				
City:	Wrangell	**State:**	AK	**ZIP:**	99929

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Kelsey Jene Martinsen
Title:	Owner/Operator

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements: Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years. [ ]

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years. [ ]

I certify that a notice of violation has **not** been issued for this license between July 1, 2025 to June 30, 2026. [ ]

RECEIVED

Sign your initials to the following statement only if you are unable to certify one or more of the above statements: Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b). [ ]

MAY 0 4 2026

Dept. of Commerce
AMCO

Form MJ-20: Renewal Application Certifications

Item c.

Section 4 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement: Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued.

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application.

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state.

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board.

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees.

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board.

I certify that I understand that providing a false statement on this form, the online application, or any other form provided by or to AMCO is grounds for rejection or denial of this application or revocation of any license issued.

As an applicant for a marijuana establishment license renewal, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Marijuana Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff may result in additional fees or expiration of this license.

Signature of licensee

Notary Public in and for the State of Alaska

My commission expires: Nov. 26, 2028

Printed name of licensee

Subscribed and sworn to before me this 28th day of April, 2026.

STATE OF ALASKA
NOTARY PUBLIC
Megan C. Powell
My Commission Expires Nov 26, 2028

RECEIVED
MAY 04 2026
Dept. of Commerce
AMCO

License #_____

Alcohol and Marijuana Control Office
550 W 7th Avenue, Su
Anchorage, A
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Item c.

Alaska Marijuana Control Board

Form MJ-20: 2026-2027 Renewal Application Certifications

What is this form?

This renewal application certifications form is required for all marijuana establishment license renewal applications. Each person signing an application for a marijuana establishment license must declare that he/she has read and is familiar with AS 17.38 and 3 AAC 306. A person other than a licensee may not have direct or indirect financial interest (as defined in 3 AAC 306.015(e)(1)) in the business for which a marijuana establishment license is issued, per 3 AAC 306.015(a).

This form must be completed and submitted to AMCO's main office by each licensee (as defined in 3 AAC 306.020(b)(2)) before any license renewal application will be considered complete.

Section 1 – Establishment Information

Enter information for the licensed establishment, as identified on the license application.

Licensee:	Sarinee Nuamnui, Kelsey Martinsen	**License Number:**	10200		
License Type:	Retail Marijauna Store				
Doing Business As:	Happy Cannabis				
Premises Address:	225 South Front Street				
City:	Wrangell	**State:**	AK	**ZIP:**	99929

Section 2 – Individual Information

Enter information for the individual licensee who is completing this form.

Name:	Sarinee Nuamnui
Title:	Owner

Section 3 – Violations & Charges

Read each line below, and then sign your initials in the box to the right of any applicable statements: Initials

I certify that I have **not** been convicted of any criminal charge in the previous two calendar years. SN

I certify that I have **not** committed any civil violation of AS 04, AS 17.38, or 3 AAC 306 in the previous two calendar years. SN

I certify that a notice of violation has **not** been issued for this license between July 1, 2025 to June 30, 2026. SN

RECEIVED

Sign your initials to the following statement only if you are unable to certify one or more of the above statements: Initials

I have attached a written explanation for why I cannot certify one or more of the above statements, which includes the type of violation or offense, as required under 3 AAC 306.035(b).

Dept. of Commerce
AMCO

Alaska Marijuana Control Board

Form MJ-20: Renewal Application Certifications

Section 4 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement: Initials

I certify that no person other than a licensee listed on my marijuana establishment license renewal application has a direct or indirect financial interest, as defined in 3 AAC 306.015(e)(1), in the business for which the marijuana establishment license has been issued. SN

I certify that I meet the residency requirement under AS 43.23 or I have submitted a residency exception affidavit (MJ-20a) along with this application. SN

I certify that this establishment complies with any applicable health, fire, safety, or tax statute, ordinance, regulation, or other law in the state. SN

I certify that the license is operated in accordance with the operating plan currently approved by the Marijuana Control Board. SN

I certify that I am operating in compliance with the Alaska Department of Labor and Workforce Development's laws and requirements pertaining to employees. SN

I certify that I have not violated any restrictions pertaining to this particular license type, and that this license has not been operated in violation of a condition or restriction imposed by the Marijuana Control Board. SN

I certify that I understand that providing a false statement on this form, the online application, or any other form provided by or to AMCO is grounds for rejection or denial of this application or revocation of any license issued. SN

As an applicant for a marijuana establishment license renewal, I declare under penalty of unsworn falsification that I have read and am familiar with AS 17.38 and 3 AAC 306, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Marijuana Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff may result in additional fees or expiration of this license.

Saince Nuamavi
Signature of licensee

Notary Public in and for the State of Alaska

My commission expires: Nov 26 2028

Printed name of licensee

Subscribed and sworn to before me this 28th day of April, 2026.

STATE OF ALASKA
NOTARY PUBLIC
Megan C. Powell
My Commission Expires Nov 26, 2028

RECEIVED
MAY 04 2026
Dept. of Commerce
AMCO

License #_____

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

May 8, 2026

Licensee: Sarinee Nuam nui & Kelsey J Martinsen
DBA: Happy Cannabis
VIA email: kjm420@hotmail.com
Local Government: City & Borough of Wrangell
Via Email: clerk@wrangell.com
Community Council: N/A
Via Email: N/A

BCC: amco.admin@alaska.gov

Re: Retail Marijuana Store License Combined Renewal Notice

License Number:	#10200
License Type:	Retail Marijuana Store
Licensee:	Sarinee Nuamnui & Kelsey J Martinsen
Doing Business As:	Happy Cannabis
Physical Address:	225 South Front Street Wrangell, AK 99929 UNITED STATES
Designated Licensee:	Kelsey J Martinsen
Phone Number:	907-305-0292
Email Address:	kjm420@hotmail.com

☒ **License Renewal Application** ☐ **Endorsement Renewal Application**

Dear Licensee:

After reviewing your renewal documents, AMCO staff has deemed the application complete for the purposes of 3 AAC 306.035(c).

Your application will now be sent electronically, in its entirety, to your local government, your community council (if your proposed premises is in Anchorage or certain locations in the Mat-Su Borough), and to any non-profit agencies who have requested notification of applications. The local government has 60 days to protest your application per 3 AAC 306.060.

At the May 15, 2017 Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications. However, the board is required to consider this application independently if you have been issued any notices of violation for this license, if your local government protests this application, or if a public objection to this application is received within 30 days of this notice under 3 AAC 306.065.

If AMCO staff determines that your application requires independent board consideration for any reason, you will be sent an email notification regarding your mandatory board appearance. Upon final approval, your 2026/2027 license will be provided to you during your annual inspection. If our office determines that an inspection is not necessary, the license will be mailed to you at the mailing address on file for your establishment.

Please feel free to contact us through the marijuana.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

AMCO has received a complete renewal application and/or endorsement renewal application for a marijuana establishment within your jurisdiction. This notice is required under 3 AAC 306.035(c)(2). Application documents will be sent to you separately via ZendTo.

To protest the approval of this application pursuant to 3 AAC 306.060, you must furnish the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of the date of this notice, and provide AMCO proof of service of the protest upon the applicant.

3 AAC 306.060 states that the board will uphold a local government protest and deny an application for a marijuana establishment license unless the board finds that a protest by a local government is arbitrary, capricious, and unreasonable. If the protest is a "conditional protest" as defined in 3 AAC 306.060(d)(2) and the application otherwise meets all the criteria set forth by the regulations, the Marijuana Control Board may approve the license renewal, but require the applicant to show to the board's satisfaction that the requirements of the local government have been met before the director issues the license.

At the May 15, 2017, Marijuana Control Board meeting, the board delegated to AMCO Director the authority to approve renewal applications with no protests, objections, or notices of violation. However, if a timely protest or objection is filed for this application, or if any notices of violation have been issued for this license, the board will consider the application. In those situations, a temporary license will be issued pending board consideration.

If you have any questions, please email amco.localgovernmentonly@alaska.gov.

Sincerely,

Kevin Richard, Director
907-269-0350

To: Honorable Mayor and Members of the Assembly of the City and Borough of Wrangell

Cc: Mason Villarma, Borough Manager

From: Jeanie Arnold, Nolan Center Director

Subject: Nolan Center Report- April

Date: May 12th 2026

April/May Events

This report outlines the Nolan Center's operations and programming from April through mid-May 2026. Through a diverse schedule of educational workshops, professional seminars, and community gatherings, the Center continues to serve as a cornerstone resource and the premier cultural hub for the City of Wrangell.

Facility Rentals & Revenue

- Forest Service Timber Industry Summit: A full-day summit was held in the Civic Center on April 28th.
- USCG + UAS Captains License course through mid-April.
- Southeast Alaska Power Agency (SEAPA): The Center hosted a Borough Assembly Town Hall with SEAPA on May 6th,
- 49th Estate Lunch and Learn workshop May 11th

Community & Family Engagement

The Nolan Center continues to prioritize accessible local entertainment and social outlets for residents:

- Wrangell Kids Club: This program remains highly active, offering free movies and snacks every Monday afternoon.
- KSTK Art Auction was held at the Nolan Center on April 4th
- Brave Family Resiliency Fair was hosted at the Nolan Center April 17th
- Movie Screenings: New Release Hoppers; Singing in the Rain*sponsored by Island of Faith; Migration* Birdfest Free movie. The Devil Wears Prada 2 (coming late May)
- Stikine River Birding Festival: From April 20th to 26th, the Center served as a primary venue for festival activities, including a Student Art Walk in the lobby and various outdoor activities on the grounds.
    - Birders Night at the Museum: On April 24th, Dr. Michael Wierda presented on Environmental Toxicology to a community audience.

- Forest Service Timber Industry Summit: A full-day summit was held in the Civic Center on April 28th.
- WCA Community Presentation May 9th
- Milk Run Music Festival: On May 1st and 2nd, the Center and its grounds were utilized for live music performances, the *Stikine Stories* docuseries, workshops, and a cornhole tournament.

Birdfest Presentation

Day 1 Milk Run Music Festival

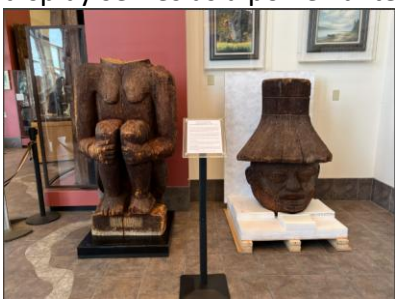
Museum Enhancements & Collection Care New Lobby Display

Mortuary Totem Pole

Collected from Wrangell, Alaska – July 1879

Returned to Wrangell from Princeton University Art Museum – July 2025

The museum is honored to display a significant Mortuary Totem Pole, returned to Wrangell from the Princeton University Art Museum in July 2025. Originally taken from Old Wrangell in 1879 by Sheldon Jackson, the pole's removal caused immediate tension, famously documented by naturalist John Muir. Tlingit community member John Kadashan challenged the removal at the time, underscoring the deep cultural and spiritual significance of these family memorials. This display serves as a powerful testament to the preservation of Wrangell's heritage.



M/V Chugach Update:
No new updates have been reported since the last reporting period. A letter was submitted by Manager Villarma requesting a update from Forest service in March.

Looking Ahead: May/June

- 2026 Tourism Season: The Center is preparing for the official start of the summer tourism season, with increased museum hours and gift shop staffing to accommodate arriving travelers and cruise ship docking dates.
- SEAPA Board Meeting May 27th & 28th
- Upcoming Markets: Outdoor vendor markets are scheduled to continue through June to coincide with the busiest travel dates.

Gratitude & Thanks:
I would like to extend my sincere gratitude to Mayor Gilbert, the Assembly, and City Manager Mason Villarma for your continued support of the Nolan Center. We are grateful for your time and your daily commitment to enriching our town. It is through your leadership that our facility is able to provide such vital programs and services to the Wrangell community.

Sincerely,Jeanie Arnold
Nolan Center Director

City & Borough of Wrangell

OFFICE OF THE BOROUGH CLERK

Administrative Report

To: Mayor and Borough Assembly Members

From: Kim Lane, MMC, Borough Clerk

Subject: May 12, 2026 Borough Clerk's Report

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

DATE	MEETING TYPE/EVENT	WS? - TOPIC	TIME	NOTES
2026-04-28	**NO ASSEMBLY MEETING - CANCELLED**			
2026-05-12	REGULAR	WS on Restructuring	6-7 PM WS 7PM REG	
2026-05-18	Board of Equalization Hearing (*rescheduled from May 11)*		5:30PM	
2026-05-26	REGULAR	WS | ??	6PM REG	
2026-06-03	Budget Work Session	WS / Budget	5:30 PM	
2026-06-09	REGULAR	WS | ??	6PM REG	
2026-06-23	REGULAR	WS | ??	6PM REG	FY 27 Budget PH & Adoption
2026-07-28	REGULAR	WS | ??	6PM REG	
2026-08-25	REGULAR	WS | ??	6PM REG	

Other Borough Boards & Commission meetings:

Budget Work Sessions, Meetings and Action (*subject to change*)

2026-05-01	**Statutory deadline for WPSD to submit their budget** to the Borough	
2026-05-12	**WPSD Local Contribution Approval** (*subject to change)*	At Regular Assy Mtg
2026-06-03	**FY 2027 Budget Work Session** Draft of budget to be submitted to Assembly	WS only (no meeting scheduled)
2026-06-23	**Official FY 2027 Budget Public Hearing & Budget Adoption**	During Regular Assembly Meeting

Clerk traveling: I will be traveling to Reno to attend the International Institute of Municipal Clerk Conference from May 18th through May 22nd. I will be representing the Alaska Association of Municipal Clerks (AAMC) as the 2026 President at the conference.

While I am away, there will be the Board of Equalization Hearing. That hearing is scheduled for Monday, May 18th at 5:30pm. Megan Powell will be filling in for that hearing. Please note that if there are no appeals to be considered by the Board, the hearing will not be held.

NIXLE: It is extremely important to borough staff, the assembly, and residents to encourage everyone to sign up to receive local NIXLE alerts. Please open the link above to register.

Nixle Community Information Service allows us to create and publish messages to be delivered to subscribed residents instantly via cell phone text message and/or email. Notifications can also be accessed online at Nixle's website.

The service is secure and reliable for Wrangell residents to use. Wrangell emergency services will be utilizing NIXLE for critical situations such as severe weather events or evacuation alerts.

Purchasing or Leasing Borough-owned property:

Applying to purchase or lease borough-owned land can be a bit confusing. We have created applications for both purchasing and leasing in order to make the process easier. Below are the steps one would take to lease or purchase borough-owned land.

Steps for Leasing Borough-Owned Real Property as per WMC 16.10

Steps for Leasing Borough-Owned Tidelands as per WMC 16.08

Applications for tidelands leases shall be submitted to the borough clerk and then shall be submitted to the borough manager, planning and zoning and port commissions before being presented to the borough assembly for consideration.

Applications for real property leases shall be submitted to the borough clerk and then shall be submitted to the borough manager and the planning and zoning commission for review before being presented to the borough assembly for consideration.

The applicant shall provide additional information, including a development plan, designs, and specifications, as the planning and zoning and/or port commissions may request. The planning and zoning and port commissions may require the applicant to amend its development plan. All

fees associated with the lease shall be paid by the applicant. Such fees include but are not limited to an application fee, survey, assessment, public notices, and recording fees.

For procedural questions, please contact City Hall at (907) 874-2381 Kim Lane (Borough Clerk) by email to clerk@wrangell.com.

For land questions and documents, please contact City Hall at (907) 874-2381 or Kate Thomas (Economic Development Director) by email to kthomas@wrangell.com.

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**11**

RESOLUTION NO. 05-26-2045 OF THE ASSEMPLY OF THE CITY AND BOROUGH OF WRANGELL, ALAKSA, APPROVING A LAND LEASE TO SOUTHEAST ALASKA POWER AUTHORITY (SEAPA) FOR THE PURPOSE OF A GRID RELIABILITY AND STABILITY PROJECT

SUBMITTED BY:
Mason Villarma, Borough Manager

Reviews/Approvals/Recommendations	
☒	Commission, Board or Committee
Name(s)	Planning and Zoning Commission
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $XXX Total		
Amount Budgeted:		
	FY25 $XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	$XXX	

ATTACHMENTS: 1. Resolution No. 05-26-2045 2. Proposed Lease 3. SEAPA Application 4. SEAPA Update Presentation

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 Resolution No. 05-26-2045.

SUMMARY STATEMENT:

This ground lease between the City and Borough of Wrangell and the Southeast Alaska Power Agency (SEAPA) authorizes the development, construction, and operation of a solar energy facility with battery energy storage on approximately 44 acres of Borough-owned land near Wrangell. The project is designed to improve regional energy resilience, supplement existing hydroelectric generation, and provide long-term grid stability for SEAPA member communities.

In exchange for nominal base rent, the Borough receives significant public benefits, including priority access to solar-generated power, installation of at least 5 MW of additional electrical capacity through switchyard upgrades in Wrangell, and the establishment of a public access easement for recreational trail development along the transmission corridor. SEAPA is responsible for all permitting, construction, operation, and maintenance of the facility, while the lease structure ensures long-term public value, energy reliability, and strategic infrastructure investment in the community.

The lease request was submitted on March 18, 2026, for the purpose of constructing the SEAPA Grid Reliability and Stability Project in Wrangell.

The resolution confirms that all requirements of WMC Chapter 16.10 – Real Property Leases have been met, including public notice requirements, public hearings, and Planning & Zoning Commission review.

The Planning & Zoning Commission will consider this request at the regular meeting on May 11, 2026. The outcome of that meeting will be shared during this agenda item.

Property owners within 300 feet of the proposed lease area were notified of the Planning & Zoning Commission public hearing held on May 11, 2026, and the Borough Assembly conducted the required public hearing on May 12, 2026.

Notice was also provided allowing for public protest submissions by May 6, 2026, and no protests were received.

Approval of this resolution will authorize the Borough to execute the long-term lease agreement with SEAPA to support infrastructure improvements related to regional power reliability and stability.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO: 05-26-2045

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING A LAND LEASE TO SOUTHEAST ALASKA POWER AUTHORITY (SEAPA) FOR THE PURPOSE OF CONSTRUCTING A SEAPA GRID RELIABILITY AND STABILITY PROJECT

WHEREAS, Southeast Alaska Power Authority ("SEAPA"), a joint action agency of the State of Alaska, submitted a request to lease Borough-owned real property identified as approximately forty-four (44) acres, more particularly described as Lot 2 of the Trust Land Survey No. 2018-10, W-2 and W-3 Subdivision, according to Plat No. 2020-5, within the Wrangell Recording District, First Judicial District, State of Alaska, on March 18, 2026; and

WHEREAS, the proposed lease area is suitable for development of a solar energy generation facility with associated battery energy storage systems and related infrastructure to enhance electrical grid reliability, resiliency, and capacity for SEAPA member communities, including Wrangell; and

WHEREAS, the proposed project is intended to complement existing hydroelectric resources, reduce reliance on diesel generation during periods of reduced hydro availability, and provide long-term energy stability and security for the community; and

WHEREAS, all procedural requirements of WMC 16.10 – Real Property Leases have been satisfied, including notice to property owners within 300 feet of the subject property and the opportunity for public comment; and

WHEREAS, the Planning and Zoning Commission considered this request at its May 11, 2026 regular meeting; and

WHEREAS, the Borough Assembly held a duly noticed public hearing on May 12, 2026, in accordance with WMC 16.10.060; and

WHEREAS, notice was provided as required to allow for protest of the lease, and no protests were received; and

WHEREAS, the lease provides substantial public benefits to the Borough, including priority access to energy, commitment to critical electrical infrastructure upgrades in Wrangell, and public access easement provisions for recreational trail development; and

WHEREAS, the Borough Assembly finds that approval of the lease is in the best interest of the City and Borough of Wrangell and serves a valid public purpose by supporting long-term energy reliability, economic resilience, and infrastructure investment;

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

Section 1. Lease Rate. During the Lease Term, Lessee shall pay base rent to the Borough in the amount of One Dollar ($1.00) per year, billed annually and due at the beginning of each lease year, in recognition of the public benefits provided under the Lease. Lessee shall be responsible for all applicable taxes, including any possessory interest or substantially equivalent ad valorem taxes assessed against the leasehold interest or improvements.

Section 2. Term of Lease. The Borough Assembly approves a lease term of twenty-five (25) years, commencing on May 1, 2026, and expiring on April 30, 2051, with up to two (2) additional five (5) year extension options, subject to Borough Code and mutual agreement of the Parties.

Section 3. Public Benefit Consideration. In lieu of traditional market-based rent, the Lease secures public benefit consideration including, but not limited to: (i) priority allocation of solar-generated energy to the City and Borough of Wrangell; (ii) commitment by SEAPA to restore and/or construct electrical infrastructure, including switchyard capacity improvements, to support increased local energy reliability and future development; and (iii) provision of a public access easement to facilitate recreational trail development along the SEAPA transmission corridor.

Section 4. Lease Approval. The Borough Assembly hereby approves the Ground Lease Agreement between the City and Borough of Wrangell and Southeast Alaska Power Authority for the subject property, and authorizes the Borough Manager to execute the Lease and any related documents necessary to carry out the intent of this Resolution.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 12th DAY OF MAY 2026.

CITY & BOROUGH OF WRANGELL

_____

David Powell, Vice-Borough Mayor

ATTEST: _____

Kim Lane, MMC, Borough Clerk

GROUND LEASE AGREEMENT

BY AND BETWEEN

THE CITY AND BOROUGH OF WRANGELL
A Municipal Corporation and Unified Home Rule Borough of the State of Alaska

AND

SOUTHEAST ALASKA POWER AGENCY
A Joint Action Agency of the State of Alaska

PREAMBLE

This Ground Lease (the "Lease") is made and entered into as of _____ (the "Effective Date"), by and between the City and Borough of Wrangell, Alaska ("**Lessor**" or "Borough"), a municipal corporation organized under the laws of the State of Alaska, whose address is P.O. Box 531, Wrangell, Alaska 99929 and the Southeast Alaska Power Agency ("**Lessee**" or "SEAPA"), a joint action agency of the State of Alaska, whose principal office is located at 55 Don Finney Lane, Ketchikan, Alaska. Lessor and Lessee may hereinafter be referred to individually as a "Party" and collectively as the "Parties."

RECITALS

WHEREAS, the City and Borough of Wrangell ("Borough") owns certain real property suitable for energy infrastructure development within the Borough; and

WHEREAS, the Southeast Alaska Power Agency ("SEAPA") is a joint action agency of the State of Alaska that provides wholesale hydroelectric power to its member communities, including Wrangell, Petersburg, and Ketchikan, and is responsible for ensuring long-term energy reliability, affordability, and system stability; and

WHEREAS, over the past decade, SEAPA has studied alternative energy resources to complement its hydroelectric generation and enhance regional grid resiliency, capacity, and stability, including, but not limited to, wind, geothermal, and nuclear energy; and

WHEREAS, based on such evaluations, SEAPA has determined that solar energy generation, when paired with battery energy storage systems, represents a viable and cost-effective opportunity to improve system resiliency and provide a positive economic return to its member communities; and

WHEREAS, beginning in or around 2023, SEAPA initiated a site selection process for solar energy development and identified Wrangell as the preferred location due to favorable environmental conditions, solar resource potential, and the availability of Borough-owned property suitable for such development; and

WHEREAS, SEAPA commissioned a solar feasibility study conducted by Commonwealth Engineering, which demonstrated the technical and economic merits of developing a solar energy facility in Wrangell; and

WHEREAS, SEAPA subsequently approached the Borough and submitted an application to lease Borough-owned real property on March 18, 2026 for the purpose of developing a solar energy generation facility, to be financed through a combination of federal investment tax credits and local funding sources; and

WHEREAS, the proposed project contemplates the phased development of a solar energy facility, initially consisting of approximately 1.5 megawatts (MW) of solar generation paired with a battery energy storage system (BESS) with a capacity of up to 5 MW, with future expansion of the solar generation component up to approximately 5 MW; and

WHEREAS, the Parties recognize that solar generation and BESS will enhance the resiliency and stability of the regional electrical grid, particularly during periods of reduced hydroelectric generation caused by drought or other conditions affecting SEAPA's Tyee Lake and Swan Lake hydroelectric projects; and

WHEREAS, the Borough and SEAPA acknowledge that the development of this project will provide direct and indirect benefits to Wrangell and other SEAPA member communities by improving energy security, reducing operational risk, and supporting long-term infrastructure resilience; and

WHEREAS, the SEAPA Board of Directors has authorized advancement of the project and approved funding in the amount of approximately $6,000,000 pursuant to SEAPA approved Motion 26-1227; and

WHEREAS, in recognition of the public benefits associated with the project, the Borough and SEAPA desire to enter into this Lease under terms that support the successful development, financing, and operation of the solar energy facility;

NOW, THEREFORE, in consideration of the mutual covenants herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **LEASE OF BOROUGH OWNED REAL PROPERTY.** Lessor agrees to lease to Lessee, and Lessee agrees to lease from Lessor, upon the terms and conditions hereinafter set forth, approximately forty four (44) acres of Borough-owned real property located within Lot 2, according to Plat No. 2020-5, situated in the Wrangell Recording District, First Judicial District, State of Alaska (the "Property") and access easements. The Property is located within the City and Borough of Wrangell, Alaska, and is intended for the development, construction, and operation of a solar energy generation and battery energy storage facility. The Property is more particularly depicted on that certain exhibit attached hereto as **Exhibit "A"** and incorporated by reference as if fully set forth herein. The access easement granted to Lessee is attached hereto as **Exhibit "B"** and incorporated herein by this reference.

2. **ORIGINAL TERM OF LEASE.** The term of this Lease (the "Term") shall be for a

period of twenty-five (25) years, commencing on **May 1, 2026** (the "Commencement Date"), and expiring on **April 30, 2051**, unless sooner terminated, canceled, or extended as provided herein. It is the express intent of the Parties that the Term of this Lease align with the useful life of the solar energy generation and battery energy storage assets to be constructed and placed into service on the Property.

3. OPTIONS TO EXTEND THE LEASE. Any option granted by Lessor to Lessee is a privilege and is neither a right nor bargained-for-consideration. Notwithstanding, Lessor pursuant to WMC 16.10.070, hereby grants, in its sole discretion, to Lessee, separate consecutive options to extend the Original Term for two (2) separate consecutive additional periods (the "**Extension Periods**") of five (5) years each provided:

a. Lessee makes written application therefore at least ninety (90) days prior to the expiration of the Original Term or any Extension Period then in effect;
b. Lessee is not in default under the Lease;
c. The proposed use is compatible with the Lease, current use classification, and Borough Code including zoning provisions; and
d. Mutually agreeable terms, consistent with the provisions of Borough code governing lease terms, are negotiated by Lessor and Lessee and approved by the Borough Assembly.

BASE RENT. In consideration of the public purpose of this Lease and the material public benefits to be provided by Lessee as set forth herein, Lessor agrees to lease the Property to Lessee for a base rent of One Dollar ($1.00) per year during the Term and any Extension Periods of this Lease. If the solar energy facility is not constructed and placed into service, or the material public benefits described in Section 5 of this Lease are not realized, on or before **December 31, 2029**, the lease may be cancelled in accordance with Section 22: Termination, Cancellation and Forfeiture.

4. PUBLIC BENEFIT CONSIDERATION. As material consideration for the reduced Base Rent provided under this Lease, Lessee agrees to provide the following public benefits:

a. **Priority Energy Allocation During Outages.** During any planned or unplanned outage or reduced generation event affecting SEAPA's hydroelectric resources, Lessee shall provide the City and Borough of Wrangell with priority access to available solar energy generation from the Property. Power supplied by the Project shall be billed at the applicable published wholesale power rate. In the event Lessor does not receive priority access during such outages, it has the right to issue a notice of default and to terminate the lease so long as it grants Lessee an opportunity to cure such default in accordance with Section 20.b. The Parties understand that this is to be consistent with SEAPA's bylaws and the power sales agreement.

b. **Switchyard Infrastructure Commitment.** Lessee shall commit to restoring and installing no less than one (1) five-megawatt (5 MW) transformer at the SEAPA switchyard in Wrangell. Such infrastructure shall be intended to support increased electrical capacity and provide sufficient power availability to serve industrial

development, including the Borough's planned deepwater port industrial subdivision. Subject to the approval described below, such improvements shall be completed no later than **September 30, 2028**:

i. **Board Approval Requirement.** The Parties acknowledge that the switchyard improvements described herein constitute a capital improvement project requiring approval by SEAPA, separate and apart from this Lease.

ii. **Timeline to Seek Approval.** Execution of this Lease shall commence an eight (8) month period within which SEAPA shall use commercially reasonable efforts to present the proposed switchyard improvements to the SEAPA Board of Directors for consideration and vote.

iii. **Condition Precedent; Termination Right.** In the event the SEAPA Board of Directors does not approve the switchyard improvements within such eight (8) month period, or affirmatively declines to approve such improvements, the City and Borough of Wrangell may, in its sole discretion, terminate this Lease upon written notice to Lessee, without penalty or further obligation.

c. **Public Access Easement for Recreational Use.** Lessee shall grant to Lessor a public access easement across SEAPA-controlled lands and/or transmission corridors, commencing at a point adjacent to the Property and extending generally to its connection with the Wrangell road system at Zimovia Highway, as more particularly described in **Exhibit "C."** The intent of such easement is to allow the Borough to develop, construct, and maintain recreational trail infrastructure for the benefit of the community of Wrangell and its visitors. The exact location, width, and terms of the easement shall be mutually agreed upon by the Parties and documented in a separate easement instrument. Notwithstanding the foregoing, the deadline for completion shall be extended for a reasonable period to the extent delayed by causes beyond Lessee's reasonable control, including but not limited to long-lead equipment procurement, supply chain disruptions, manufacturer delays, transportation or barge delays, permitting delays, utility or governmental approval delays, labor shortages, force majeure events, or other unforeseen circumstances not caused by Lessee's negligence or willful misconduct, provided that Lessee is diligently pursuing completion of such improvements.

d. Notwithstanding subparagraphs (a) and (b) above, the deadlines for completion shall be extended for a reasonable period to the extent delayed by causes beyond Lessee's reasonable control, including but not limited to long-lead equipment procurement, supply chain disruptions, manufacturer delays, transportation or barge delays, permitting delays, utility or governmental approval delays, labor shortages, force majeure events, or other unforeseen circumstances not caused by Lessee's negligence or willful misconduct, provided that Lessee is diligently pursuing completion of such improvements.

5. LESSEE'S PERMITTED USE. The Property shall be used by Lessee exclusively for the

purpose of developing, constructing, operating, and maintaining a renewable energy generation facility, including but not limited to, a solar photovoltaic energy system and associated battery energy storage system (BESS), together with all related infrastructure, equipment, and appurtenances necessary or desirable for the generation, storage, transmission, and delivery of electrical power (the "Project"). The Project may be developed in phases, including an initial installation of approximately 1.5 megawatts (MW) of solar generation paired with a battery energy storage system with a capacity of up to 5 MW, with the ability to expand the solar generation component up to approximately 5 MW, or such other capacity as may be reasonably necessary to meet the operational and economic objectives of the Project.

a. **Compliance with Law.** Lessee's use of the Property shall conform to all ordinances of the Borough, including any applicable zoning ordinance and with all state and federal regulations, rules, and laws, as the code or any such rules, regulations, or laws may affect the activity upon or associated with the Property.

b. **Improvements.** Lessee shall submit to Lessor a detailed development plan for the Project (the "Development Plan"), which shall describe the proposed layout, design, phasing, infrastructure, and operational components of the Project, including but not limited to solar generation facilities, battery energy storage systems, interconnection infrastructure, access, and site improvements. The Development Plan shall be subject to review and approval by the Borough Manager and, where required, the Planning and Zoning Commission and Borough Assembly, in accordance with applicable Borough ordinances and code. Such approval shall not be unreasonably withheld. Consistent with the approved Development Plan, Lessee shall substantially complete construction of the Project and place the solar energy facility into service on or before **December 31, 2028**, or be actively engaged in reasonable and good faith efforts to complete such construction. Failure to substantially complete construction of the Project and place the solar energy facility into service on or before **December 31, 2029** shall constitute a material breach of this Lease, and Lessor may, in its sole discretion, terminate this Lease upon written notice to Lessee, unless such failure is due to force majeure as defined herein. All improvements constructed on the Property shall be consistent with the Development Plan and shall be for the purpose of supporting the Project, including but not limited to solar arrays, battery storage systems, inverters, substations, transmission interconnection facilities, access roads, fencing, and related site improvements.

6. **QUIET POSSESSION.** Notwithstanding any other provisions of this Lease to the contrary or any other rights Lessor may have, Lessor covenants and agrees not to encumber the Property or otherwise alter or permit to the alteration of the status of the title to the Property such that Lessee's right to use the Property for Lessee's permitted use is diminished without Lessee's prior written consent. If Lessor breaches Lessor's covenants as set forth in this section, then Lessee may, in addition to any and all other remedies available at law or in equity, terminate this Lease without owing any liability to Lessor. In the event that Lessor cures such breach within twenty (20) days after written notice from Lessee, then Lessee's termination shall be null and void.

7. **PERMITS AND APPROVALS.** Lessee shall be responsible for obtaining any and all

permits, approvals, authorizations, easements and entitlements necessary for Lessee to utilize or develop the Property for its permitted use as described herein and in the Development Plan (collectively, the "Approvals"). In the event Lessee does not receive, or is denied or refused, any such Approvals (including, but not limited to, building permits, zoning approvals, land use approvals, environmental permits, interconnection approvals, authorizations, variances, or easements necessary for the Project), or if such Approvals are granted subject to conditions that materially prevent or impair Lessee from utilizing or developing the Property for its permitted use, then Lessee may terminate this Lease by providing written notice to Lessor, without owing any liability to Lessor. If the Lease is terminated because Lessee does not receive, or is denied or refused, any such Approvals, the annual Base Rent last made by the Lessee shall be forfeited and retained by the Lessor. Notwithstanding such forfeiture, upon such termination, Lessee's obligation to pay Base Rent shall immediately cease, and each Party shall be relieved of all further obligations under this Lease, except for those obligations which expressly survive termination.

8. RIGHT TO BUILD AND OWNERSHIP OF IMPROVEMENTS. Subject to the provisions of this Lease, the Development Plan, and applicable law, Lessee has the right to design, develop, construct, install, operate, maintain, repair, replace, and expand the Project on the Property.

a. **Construction Rights.** Lessee shall have discretion in designing the Project and selecting contractors for construction, provided that all such work is consistent with the approved Development Plan and applicable law. Lessor's approval of the Development Plan shall constitute approval of the general scope and layout of the Project, and such approval shall not be unreasonably withheld.

b. **Ownership of Improvements.** All improvements, equipment, and facilities constructed or installed on the Property by or on behalf of Lessee, including but not limited to solar arrays, battery energy storage systems, inverters, substations, transmission and interconnection infrastructure, and related appurtenances (collectively, the "Improvements"), shall be and remain the sole property of Lessee during the Term of this Lease.

c. **Removal of Improvements.** Upon expiration or earlier termination of this Lease, Lessee shall, at its sole cost and expense, remove the Improvements from the Property and restore the Property to a reasonably clean and safe condition, ordinary wear and tear excepted. Notwithstanding the foregoing, Lessor may, at its option and upon written notice to Lessee, elect to have some or all of the Improvements remain in place, in which event ownership of such Improvements shall transfer to Lessor without additional consideration.

9. MAINTENANCE OF THE PROPERTY. Lessee shall be solely responsible, at its own cost and expense, for the operation, repair, replacement, and maintenance of the Project and all Improvements constructed on the Property, including all major and capital maintenance, and shall maintain the Property and Improvements in good, safe, and serviceable condition and in compliance with all applicable laws, rules, and regulations. All maintenance, repair, and

replacement obligations shall be performed regardless of whether the need arises from ordinary wear and tear, age, or obsolescence, and any damage or condition caused by the acts or omissions of Lessee, its contractors, agents, employees, or invitees shall be the sole responsibility of Lessee. Lessor shall have no obligation whatsoever for the operation, maintenance, repair, or replacement of the Property or any Improvements constructed thereon.

10. MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES. Neither Party shall be liable to the other Party, in connection with or arising out of such Party's rights or obligations under this Lease, for any special, incidental, indirect, exemplary, punitive, or consequential damages of any nature.

11. ENVIRONMENTAL. Lessor makes no warranty or representation with respect to the presence of Hazardous Materials on, above, or beneath the Property or any parcel in proximity thereto. Lessee expressly accepts the risk and assumes any and all liability for the facts, circumstances, conditions, and defects, if any, listed on the Alaska Department of Environmental Conservation, Division of Spill Prevention and Response, Contaminated Sites Database.

a. As used herein, the term "Hazardous Materials" means: (a) those substances included within the definitions of any one or more of the terms "hazardous materials," "hazardous wastes," "hazardous substances," "industrial wastes," and "toxic pollutants," as such terms are defined under Environmental Laws, or any of them; (b) petroleum and petroleum products, including, without limitation, crude oil and any fractions thereof; (c) natural gas, synthetic gas, and any mixtures thereof; (d) asbestos and/or any material which contains any hydrated mineral silicate, including, without limitation, chrysotile, amosite, crocidolite, tremolite, anthophyllite, and/or actinolite, whether friable or non-friable; (e) polychlorinated biphenyl ("PCBs") or PCB containing materials or fluids; (f) radon; (g) any other hazardous or radioactive substance, material, pollutant, contaminant, or waste; and (h) any other substance with respect to which any Environmental Law or governmental authority requires environmental investigation, monitoring, or remediation.

b. As used herein, the term "Environmental Laws" means: all federal, state, and local laws, statutes, ordinances, and regulations, now or hereafter in effect, in each case as amended or supplemented from time-to-time, including, without limitation, all applicable judicial or administrative orders, applicable consent decrees, and binding judgments relating to the regulation and protections of human health, safety, the environment, and natural resources, including without limitation, ambient air, surface water, groundwater, wetlands, land surface or subsurface strata, wildlife, aquatic species and vegetation, including without limitation, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended (42 U.S.C. §§ 9601 et seq.), the Hazardous Material Transportation Act, as amended (49 U.S.C. §§5101 et seq.), the Federal Insecticide, Fungicide, and Rodenticide Act, as amended (7 U.S.C. §§ 136 et seq.), the Resource Conservation and Recovery Act, as amended (42 U.S.C. §§ 9601 et seq.), the Toxic Substances Control Act, as amended (15 U.S.C. §§ 2601 et seq.), the Clean Air Act, as amended (42 U.S.C, §§ 7401 et seq.), the Federal Water Pollution Control Act, as amended (33 U.S.C. §§ 1251 et seq.), the Safe Drinking Water Act, as amended (42 U.S.C. §§300f et seq.) any state or local

counterpart or equivalent of any of the foregoing, and any federal, state, or local transfer of ownership notification or approval statutes.

c. Lessee is relying solely upon Lessee's own knowledge of the Property based on its own investigation, inspection, and due diligence of the Property in determining the Property's value and physical condition and Lessee agrees that it shall, subject to the express warranties, representations, and conditions, if any, contained in this Lease, assume the risk that adverse matters, including but not limited to, construction defects and adverse physical and environmental conditions, may not have been revealed by Lessee's investigations.

d. Lessee shall not cause any Hazardous Substance to be located, used, spilled, leaked, disposed of, or otherwise released on or under the Property. Lessee shall comply with all environmental laws and exercise a high degree of care in the use and handling of Hazardous Substances.

e. Lessee shall immediately notify Lessor upon becoming aware of the following: (i) any spill, leak, disposal or other release of a Hazardous Substance on, under or adjacent to the Property required to be reported to the United States Coast Guard ("USCG") or the State of Alaska Department of Environmental Conservation ("ADEC") and shall provide Lessor with a copy of any written notification submitted to USCG or ADEC; (ii) any notice or communication from a governmental agency or any other person relating to any Hazardous Substance on, under or adjacent to the Property; or (iii) any violation of any Environmental Law with respect to the Property or Lessee's activities on or in connection with the property.

f. In the event of a spill, leak, disposal or other release of a Hazardous Substance on or under the Property caused by Lessee or any of its contractors, agents or employees or invitees, or the suspicion or threat of the same, Lessee shall: (a) immediately undertake all emergency response necessary to contain, clean up and remove the released Hazardous Substance; (b) promptly undertake investigation, remedial removal and other response action necessary or appropriate to insure that any Hazardous Substances contamination is eliminated to Lessor's reasonable satisfaction; and (c) provide Lessor copies of all correspondence with any governmental agency regarding the release (or threatened or suspected release) or the response action, and a detailed report documenting all such response action.

g. Upon expiration or sooner termination of this Lease for any reason, unless otherwise agreed by Lessor, Lessee shall remove all Hazardous Substances and facilities used for the storage or handling of Hazardous Substances from the Property and shall restore the affected areas by repairing any damage caused by the installation or removal of the facilities.

h. Lessee shall indemnify, defend, and hold harmless Lessor, its employees and agents and the respective successors and assigns of each of them from and against all claims, demands, liabilities, damages, fines, losses, costs (including without limitation the cost of any investigation, remedial, removal or other response action required by

Environmental Law) and expenses (including without limitation attorney fees and expert fees in connection with any trial, appeal, petition for review or administrative proceeding) arising, arisen, or to arise out of or in any way referring or relating to the release or presence of Hazardous Substances on or under the Property caused by Lessee or any of its contractors, agents or employees or invitees.

i. Lessee's obligations under sub-section g above shall survive the expiration or termination of this Lease for any reason. Lessor's rights under sub-section h above are in addition to and not in lieu of any other rights or remedies to which Lessor may be entitled under this lease or otherwise.

j. Lessor shall indemnify, defend and hold harmless Lessee, its employees and agents and the respective successors and assigns of each of them from and against all claims, demands, liabilities, damages, fines, losses, costs (including without limitation the cost of any investigation, remedial, removal or other response action required by Environmental Law) and expenses (including without limitation attorney fees and expert fees in connection with any trial, appeal, petition for review or administrative proceeding) arising out of or in any way relating to the use, treatment, storage, generation, transport, release, leak, spill, disposal or other handling of Hazardous Substances on or under the Property caused by Lessor or any of its contractors, agents, or employees or invitees prior to the Commencement Date, or unrelated to, Lessee's or its contractors', agents' or employees' or invitees' activities on the Property.

12. RIGHT TO INSPECT AND ASSUMPTION OF THE RISK.

a. Lessee shall pay as due all claims for work done on and for services rendered or material furnished to or on the Property and shall keep the property free from any liens. If Lessee fails to pay any such claims or to discharge any lien, Lessor may do so and collect the cost directly from Lessee. Such action by Lessor shall not constitute a waiver of any right or remedy which Lessor may have on account of Lessee's default.

b. Lessee shall inspect the Property prior to commencement of the Original Term. Lessor agrees to provide reasonable access to the Property during regular business hours for Lessee's inspection and site due diligence activities including the right to dig test holes.

c. Lessee expressly assumes the risk of loss, damage, or injury arising, arisen, or to arise out of or referring or relating in any way to conditions existing on the Property prior to the Commencement Date.

d. Lessor makes no representations with respect to the conditions of the Property. The Parties hereto expressly agree that the risk that actual physical conditions at the Property are materially different from the expected physical conditions at the Property is borne solely by the Lessee.

13. INSURANCE. During the Original Term and any Extension Periods of this Lease, Lessee shall obtain and maintain, at Lessee's sole cost and expense:

a. Comprehensive general liability insurance with limits of not less than $2,000,000 per occurrence covering all risks arising directly or indirectly out of Lessee's activities on or any condition of the Property, and covering claims of Lessor against Lessee under the indemnity obligations assumed by Lessee in this Lease;

b. Property damage and fire insurance for the replacement value of any improvements on the Property and on Lessee's personal property located on the Property;

c. Worker's compensation in accordance with applicable law as well as employer's liability coverage of not less than $1,000,000 per occurrence.

d. Pollution insurance, $2,000,000 combined single limit per loss applicable to bodily injury, property damage, including loss of use of damaged property or of property that has not been physically injured or destroyed; cleanup costs; and defense, including costs and expenses incurred in the investigation, defense or settlement of claims. Coverage shall apply to sudden and non-sudden pollution conditions resulting from the escape or release of petroleum products, smoke, vapors, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials, or other irritants, contaminants, or pollutants.

All of the required insurances (except for worker's compensation and USL&H) shall name Lessor as an additional insured and waive subrogation in favor of Lessor. Lessee's insurance coverage shall be primary insurance as respects Lessor, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by Lessor, its officers, officials, employees and volunteers shall be excess of Lessee's insurance and shall not contribute to it. Insurance is to be placed with reputable insurers qualified to do business in Alaska. Certificates evidencing such insurance and bearing endorsements requiring 30 days' written notice to Lessor prior to any decrease in limits or cancellation shall be furnished to Lessor prior to the Commencement Date.

14. LESSEE'S OBLIGATION TO INDEMNIFY. To the fullest extent allowed by law, during the Original Term and any Extension Periods of this Lease, Lessee shall protect, defend, indemnify and hold harmless Lessor, its elected officials, officers, directors, subsidiaries, Assembly members, employees and agents (collectively, "**Indemnitees**") from and against any and all demands, claims, causes of action, proceedings, damages, liabilities, fines, losses, costs and expenses, including but not limited to, reasonable attorneys' fees and litigation expenses, arising, arisen, or to arise out of or referring or relating in any way to Lessee's performance, or obligations under this Lease, Lessee's activities, while the Property is under the possession or control of Lessee, or Lessee's acts or omissions whether caused by Lessee's officers, directors, employees, servants, agents, representatives, invitees, or subcontractors, which results in damage to property and/or injuries to persons, provided, however, that Lessee's obligation to indemnify shall not apply to any claims, damages, or losses to the extent they

arise solely from the negligence or willful misconduct of the Lessor or its Indemnitees. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a Party or person described in this Section. Lessee's obligation to protect, defend, indemnify and hold harmless shall survive the expiration, cancellation, or termination of this Lease.

15. LESSOR'S OBLIGATION TO INDEMNIFY. Likewise, to the fullest extent allowed by law, Lessor shall protect, defend, indemnify and hold harmless Lessee, its officers, directors, subsidiaries, commissioners, employees and agents (collectively, "**Indemnitees**") from and against any and all demands, claims, causes of action, proceedings, damages, liabilities, fines, losses, costs and expenses, including but not limited to, reasonable attorneys' fees and litigation expenses, arising from Lessor's performance of its operations or obligations under this Lease, whether caused by Lessor's officers, directors, employees, servants, agents, representatives, invitees, or subcontractors, which results in damage to property and/or injuries to persons provided, however, that Lessor's obligation to indemnify shall not apply to any claims, damages, or losses to the extent they arise solely from the negligence or willful misconduct of the Lessee or its Indemnitees. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a Party or person described in this Section. Lessor's obligation to protect, defend, indemnify and hold harmless shall survive the expiration or termination of this Lease.

16. LESSOR'S REPRESENTATIONS. Lessor hereby covenants, warrants and represents to Lessee that:

a. Lessor has the sole right, legal power, and authority to enter into this Lease.

b. All requisite municipal actions or any other required action have been taken and satisfied by Lessor to authorize the execution and performance of this Lease. No other proceedings or actions on the part of Lessor are necessary to authorize this Lease or to carry out the transactions contemplated hereby. This Lease constitutes the legal, valid and binding obligation of Lessor enforceable against Lessor in accordance with its terms.

c. The individual(s) executing this Lease, on behalf of Lessor, has (or have) the full right, legal power and actual authority to bind Lessor to the terms and conditions hereof.

d. Neither the execution nor the provisions of this Lease violates or breaches or shall violate or breach any term or provision of any other agreement, written or oral, between Lessor and any third party, and that if legal proceedings are instituted by any party based upon any term or provision of any other agreement to prohibit the use, operation or enjoyment of the Property, or any part thereof, as provided in this Lease, Lessor shall assume the defense of any such legal proceedings and shall indemnify Lessee from and against any and all claims arising from or out of any such legal proceedings and/or the total or partial loss of the use, operation or enjoyment of the Property.

17. EMINENT DOMAIN OR DESTRUCTION OF THE PROPERTY. If a portion of the Property is condemned, this Lease shall continue on the following terms:

a. Lessee shall be entitled to all of the proceeds of condemnation relating to improvements constructed by Lessee, and Lessor shall be entitled to all of the proceeds of condemnation relating to the unimproved Property.

b. After the date on which title vests in the condemning authority, the Base Rent shall be reduced in proportion to the reduction in value of the Property as an economic unit on account of the partial taking.

c. If such partial taking renders the Property reasonably unusable for Lessee's permitted use, then Lessee may at its option terminate this Lease without owing any liability to Lessor to be effective as of the date title vests in the condemning authority and the rights of Lessor and Lessee shall be as set forth below in the case of a total taking.

d. If a condemning authority takes all the Property or a portion sufficient to render the remaining Property reasonably unsuitable for the permitted use that Lessee was then making of the Property, this Lease shall terminate as of the date the title vests in the condemning authority. Lessor shall be entitled to all the proceeds of condemnation, and Lessee shall have no claim against Lessor as a result of the condemnation.

e. Sale of all or part of the Property to a purchaser with the power of eminent domain in the face of a threat or probability of the exercise of the power shall be treated as a total taking by condemnation.

f. If the Property is damaged or destroyed so that Lessee is unable to reasonably use the Property for its permitted use, Lessor may terminate this Lease effective as of the date of the damage or destruction by giving Lessee written notice within five (5) days of the date of the damage or destruction.

18. FORCE MAJEURE. Lessee shall be entitled to suspend its operations or terminate this Lease in the event a Force Majeure occurrence makes Lessee's performance of its rights, duties, and/or obligations under this Lease economically impracticable. Such Force Majeure events shall include, but are not limited to, acts of God; war; invasion; hostilities; rebellion; strikes; lockouts; fire; flood; hurricanes; epidemics; pandemics; outbreak; earthquake; explosion; decision of any court or other judicial body; unavailability of materials; labor shortages; volatile market conditions; transportation; satellite failure; or acts of governments. In the event of Lessee's suspension of operations or termination of this Lease pursuant to this provision, Lessee shall only be entitled to pay a prorated amount of Base Rent and Additional Rent calculated up and through the date of Lessee's notice of suspension or termination. In the event of suspension, Lessee's Base Rent and Additional Rent obligation shall resume when Lessee resumes use of the Property.

19. ASSIGNMENT AND SUBLETTING. No part of the Property may be assigned, mortgaged, or subleased by Lessee without the prior written approval of the Borough

Assembly. In the event the Borough Assembly consents to an assignment at any time during this Lease, Lessee shall continue to remain liable to Lessor under the terms of this Lease, unless otherwise agreed in writing. Any assignment/sublease shall be in writing and be subject to the terms and conditions of this Lease and such further terms and conditions as the Borough Assembly may deem appropriate.

20. DEFAULT. The following shall be events of default:

a. Failure of Lessee to pay any rent or other charge within ten (10) days after it is due.

b. Failure of Lessee to comply with any term or condition or fulfill any obligation of this Lease (other than the payment of rent or other charges) within ninety (90) days after written notice by Lessor specifying the nature of the default with reasonable particularity. If the default is of such a nature that it cannot be completely remedied within the 90-day period, Lessee shall be in compliance with this provision if Lessee begins correction of the default within the 90-day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable.

c. Insolvency of Lessee; an assignment by Lessee for the benefit of creditors; the filing by Lessee of a voluntary petition in bankruptcy; an adjudication that Lessee is bankrupt or the appointment of a receiver of the properties of Lessee; the filing of any involuntary petition of bankruptcy and failure of Lessee to secure a dismissal of the petition within 30 days after filing; attachment of or the levying of execution on the leasehold interest and failure of Lessee to secure discharge of the attachment or release of the levy of execution within ten (10) days shall each constitute a default.

d. Lessee's failure to occupy the Property for one or more of the purposes permitted under this Lease, for at least thirty (30) days per year, unless such failure is excused under other provisions of this Lease.

e. Lessee's failure to comply with all regulations, rules, and the code of the Borough, and with all state and federal regulations, rules, and laws, as the code or any such rules, regulations, or laws may affect the activity upon or associated with the Property.

f. Failure of Lessor to comply with any term or condition or fulfill any obligation of this Lease within ninety (90) days after written notice by Lessee specifying the nature of the default with reasonable particularity. If the default is of such a nature that it cannot be completely remedied within the 90-day period, Lessor shall be in compliance with this provision if Lessor begins correction of the default within the 90-day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable.

21. REMEDIES FOR DEFAULT. In the event of a default, this Lease may be terminated at the option of Lessor or Lessee by written notice to the other Party in default. If the Lease is

terminated because of any default by the Lessee, the annual Base Rent payment last made by the Lessee shall be forfeited and retained by the Lessor.

a. In the event the Lease is terminated, or in the event that the Property, or any part thereof, are abandoned by the Lessee during the Original Term or any Extension Period, the Lessor or its agents, servants, or representatives may, immediately or any time thereafter, re-enter and resume possession of the Property or such part thereof, and remove all persons and property therefrom either by summary proceedings or by a suitable action or proceeding at law without being liable for any damages therefor. No re-entry by the Lessor shall be deemed an acceptance of a surrender of the Lease.

b. In the event of termination or retaking of possession following default, Lessor shall be entitled to recover immediately all Base Rent due and payable for the remainder of the calendar year in which the termination took place.

c. The foregoing remedies shall be the sole remedies available to the Parties.

22. TERMINATION, CANCELLATION AND FORFEITURE. This Lease may be canceled in whole or in part at any time, upon written consent by the Lessee and the Borough Assembly.

a. If any leased Property is used for an unlawful purpose, this Lease may be terminated by the Borough Assembly, in its sole discretion.

b. If the Lessee shall default in the performance or observance of any of the Lease terms, covenants, or stipulations, or any applicable ordinance of the Borough, and said default continues for ninety (90) calendar days after service of written notice by the Lessor on the Lessee without remedy by Lessee of the default, the Borough Assembly shall take such action as is necessary to protect the rights and the best interests of the Lessor, including the exercise of any or all rights after default set forth in this Lease. No improvements may be removed by Lessee or any other person during any time the Lessee is in default.

c. Failure to make substantial use of the Property, consistent with the permitted use identified in Section 5 by **December 31, 2029**, without the approval of the Borough Assembly, constitute good cause for cancellation. This time period may be extended by the Borough Assembly by resolution in its sole discretion.

23. EXPIRATION OF LEASE. Unless the Lease is renewed or sooner terminated as provided herein, the Lessee shall peaceably and quietly leave, surrender, and yield up unto Lessor, the Property on the last day of the Original Term or any Extension Periods.

a. All improvements constructed or purchased on the Property by Lessee shall within sixty (60) calendar days after the expiration of the Original Term or any Extension Periods, be removed by the Lessee; provided, that the Borough Assembly may

extend the time for removing such improvements in cases where hardship is proven. All periods of time granted Lessee to remove improvements are subject to Lessee's paying to the Borough pro rata Base Rent and Additional Rent for said periods.

24. NOTICES. All notices provided under this Agreement shall be in writing and shall be sent by certified mail, return receipt requested, and addressed as follows:

To the LESSOR:

City and Borough of Wrangell
Attn: Mason Villarma, City Manager
P.O. Box 531
Wrangell, Alaska 99929

To the LESSEE:

Southeast Alaska Power Agency
Attn: Robert Siedman, Chief Executive Officer
55 Don Finney Lane
Ketchikan, Alaska 99901

25. GENERAL PROVISIONS.

a. This Lease (and the documents referred to herein) constitutes the entire agreement between the Parties pertaining to the subject matter contained herein and supersedes any prior and contemporaneous agreements, representations and understandings, oral or otherwise, between or among the Parties with respect to the matters contained herein.

b. This Lease shall be binding upon, and inure to the benefit of, the Parties hereto and their respective heirs, legatees, distributes, legal representatives, successors, and assigns.

c. This Lease shall not be modified, amended or supplemented, in whole or part, without the prior written consent of the Parties hereto. Each and every waiver of any covenant, representation, warranty or any other provision hereof must be in writing and signed by each Party whose interests are adversely affected by such waiver. No waiver granted in any one instance shall be construed as a continuing waiver applicable in any other instance.

d. The Parties hereby agree that each Party and its attorneys have reviewed and revised this Lease and that the normal rule of construction, to the effect that any ambiguities are resolved against the drafting party, shall not be employed in the interpretation of this Lease and no other rule of strict construction shall be used against any Party. All exhibits and schedules attached or to be attached hereto, and all other agreements and instruments referred to herein, are hereby incorporated herein by reference, as fully as if copied herein verbatim.

e. The Parties further agree that upon request, they shall do such further acts and deeds, and shall execute, acknowledge, deliver and record such other documents and

instruments, as may be reasonably necessary from time to time to evidence, confirm or carry out the intent and purposes of this Lease.

f. If any one or more of the provisions hereof shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the validity or enforceability of any other provision hereof, which shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. The Parties intend that if any provision hereof is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, then the provision shall have the meaning which renders it valid.

g. This Lease shall be governed exclusively by the laws of the State of Alaska, regardless of any choice of law provisions that might otherwise be applicable. The Parties shall attempt to resolve any dispute that arises out of or is related to this Lease by first submitting the dispute to mediation. Any mediation will be conducted by one mediator selected by the Parties and will be conducted in Wrangell, Alaska, or such other place selected by the Parties.

h. The receipt of Base Rent by Lessor with knowledge of any breach of the Lease by the Lessee or of any default on the part of the Lessee in observance or performance of any of the conditions or covenants of the Lease shall not be deemed to be a waiver of any provision of the Lease. No failure on the part of the Lessor to enforce any covenant or provision therein contained, nor any waiver of any right thereunder by Lessor unless in writing, shall discharge or invalidate such covenants or provisions or affect the right of Lessor to enforce the same in the event of any subsequent breach or default. The receipt by Lessor of any other sum of money after the termination, or after the giving by Lessor of any term demised, or after the giving by Lessor of any notice thereunder to effect such termination, shall not reinstate, continue, or extend the resultant term therein demised, unless so agreed to in writing and signed by the borough mayor.

i. If suit or any action is instituted in connection with any controversy arising out of this Lease, the prevailing party shall be entitled to recover, in addition to costs, such sum as the court may adjudge reasonable as attorney fees at trial, on petition for review, and on appeal.

j. Any notice or demand, which under the terms of this Lease or under any statute must be given or made by the Parties thereto, shall be in writing and be given or made by registered or certified mail, addressed to the other party at the address of record. However, either Party may designate in writing such new or other address to which such notice or demand shall thereafter be so given, made, or mailed. A notice given hereunder shall be deemed delivered when deposited in the U.S. mail enclosed in a registered or certified mail prepaid envelope addressed as herein provided.

k. The Lessee shall allow an authorized representative of Lessor to enter the Property at any reasonable time for the purposes of inspecting the Property and improvements

thereon.

l. Lessor shall have the right to audit Lessee's records and to require Lessee to prepare summaries or reports from its records to determine compliance with the payment terms of this Lease.

m. Any rent or other payment required of Lessee by this Lease shall, if not paid within twenty (20) days after it is due, bear interest at the rate of ten percent (10%) per annum from the due date until paid, as Additional Rent.

n. In the event of commencement or termination of this Lease at a time other than the beginning or end of one of the specified rental periods, for a reason other than breach of Lessee, then the Base Rent and Additional Rent shall be prorated as of the date of commencement or termination and in the event of termination for reasons other than default, all prepaid rent shall be refunded to Lessee or paid on its account; provided, however, that in the event that the Lease should be terminated because of any breach by Lessee, as herein provided, the annual rental payment last made by Lessee shall be forfeited and retained by Lessor.

o. Time is of the essence of the performance of each of Lessee's obligations under this Lease.

p. All oil, gas and other minerals and all deposits of stone, earth or gravel valuable for extraction or utilization are reserved by the Lessor and shall not be removed from the Property. The Lessee shall not sell or remove for use elsewhere any timber, stone, gravel, peat moss, topsoil, or any other material valuable for building or commercial purposes; provided, however, that material required for the development of the Property may be used, if its use is first approved by the Borough Assembly in writing.

q. Lessor expressly reserves the right to grant easements or rights-of- way across the Property if it is determined in the best interest of the Lessor to do so, unless such easement materially interferes with the operation of the Project by Lessee, and then the Parties agree to work together to limit such material impacts to the Project. If Lessor grants such non-material easements or rights-of-way across any of the Property, or does not obtain Lessee's consent for a material interference, Lessee shall be entitled to damages for all Lessee-owned improvements destroyed or damaged. Damages shall be limited to improvements only and loss shall be determined by fair market value. Annual rentals may be adjusted to compensate the Lessee for the loss of use.

r. Lessee shall make no temporary or permanent improvements on the Property of any kind without first obtaining all approvals and permits required by federal, state, and local law.

s. Lessor does not warrant by its classification or leasing of the Property that the Property is suited for the use authorized under the Lease and no guaranty is given or implied that it will be profitable to employ the Property to said use.

t. Any lawsuit brought by either Landlord or Lessee to enforce, interpret, or apply this Lease may only be brought in a court of competent jurisdiction in Wrangell, Alaska, and Lessor and Lessee hereby consent to the exclusive jurisdiction and venue of such court.

u. This Lease embodies the entire understanding between the Parties and supersedes all prior Leases and understandings, written or oral, related to the subject matter of this Lease.

v. In the event any provision, or any portion of any provision of this Lease is held invalid, the other provisions of this Lease and the remaining portion of said provision, shall not be affected thereby, and shall continue in full force and effect.

w. Nothing contained in this Lease shall be deemed or construed by the Parties, or by any third person, to create the relationship of principal and agent or of partnership or of joint venture or of any association between Lessor and Lessee.

x. The individuals signing this Lease on behalf of Lessor and Lessee represent and warrant that they are empowered and duly authorized to bind Lessor or Lessee to this Lease according to its terms.

y. Any headings used in this Lease are for convenience only and do not define or limit the scope of this Lease.

z. This Lease may be executed in counterparts (including by electronic transmission), each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have executed this Lease as of the day and year first above written.

SIGNATURE PAGES TO FOLLOW;
REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

LESSOR:

CITY AND BOROUGH OF WRANGELL

_____

By: Mason Villarma
Its: Borough Manager

STATE OFALASKA
FFIRST JUDICIAL
DISTRICT

On this _____ day of _____, 2026, before me, a Notary public in and for the said State and Borough, duly commissioned and qualified, personally appeared **Mason Villarma,** on behalf of the **City and Borough of Wrangell**, known to me to be the person identified above and who, upon oath, acknowledged that he voluntarily executed the foregoing Lease for the purpose therein contained.

_____
NOTARY PUBLIC

My Commission Expires:_____

LESSEE:

SOUTHEAST ALASKA POWER AGENCY

By: Robert Siedman
Its: Chief Executive Officer

STATE OF ALASKA
FIRST JUDICIAL DISTRICT

On this 28TH day of APRIL, 2026, before me, a Notary public in and for the said State and the Southeast Alaska Power Agency, duly commissioned and qualified, personally appeared **Robert Siedman**, on behalf of the **Southeast Alaska Power Agency**, known to me to be the person identified above and who, upon oath, acknowledged that he voluntarily executed the foregoing Lease for the purpose therein contained.

NOTARY PUBLIC

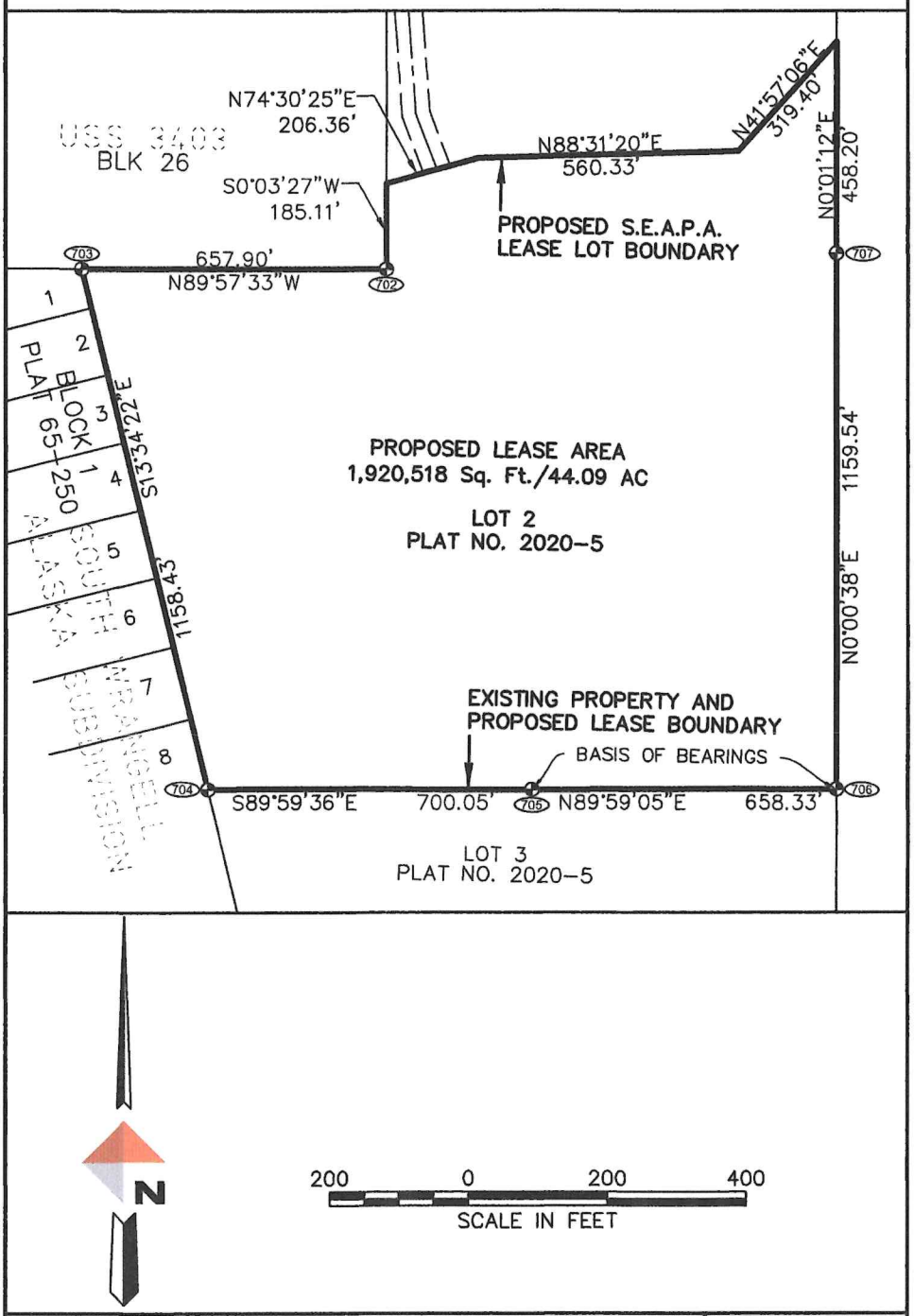
My Commission Expires: 08/08/2029

SHARON E. THOMPSON
NOTARY PUBLIC
MY COMMISSION EXPIRES
08/08/2029
STATE OF ALASKA

J:\82\000998-01\65CAD\Survey\SC-VM-PM-Wrangell-Plat.WS.dwg PLOT DATE 2026-4-23 17:21 SAVED DATE 2026-04-23 17:16 USER: wstell

NOTES

1. THIS EXHIBIT IS BASED ON LOT 2, TRUST LAND SURVEY 2018-10, RECORDED AS PLAT 2020-5 IN THE WRANGELL RECORDING DISTRICT.



DOWL
WWW.DOWL.COM

SOUTHEAST ALASKA POWER AGENCY
WRANGELL - 5MW BESS / 5MW SOLAR
WRANGELL, ALASKA

PROJECT	1182.000998.01
DATE	04/21/2026
SCALE	1"=300'

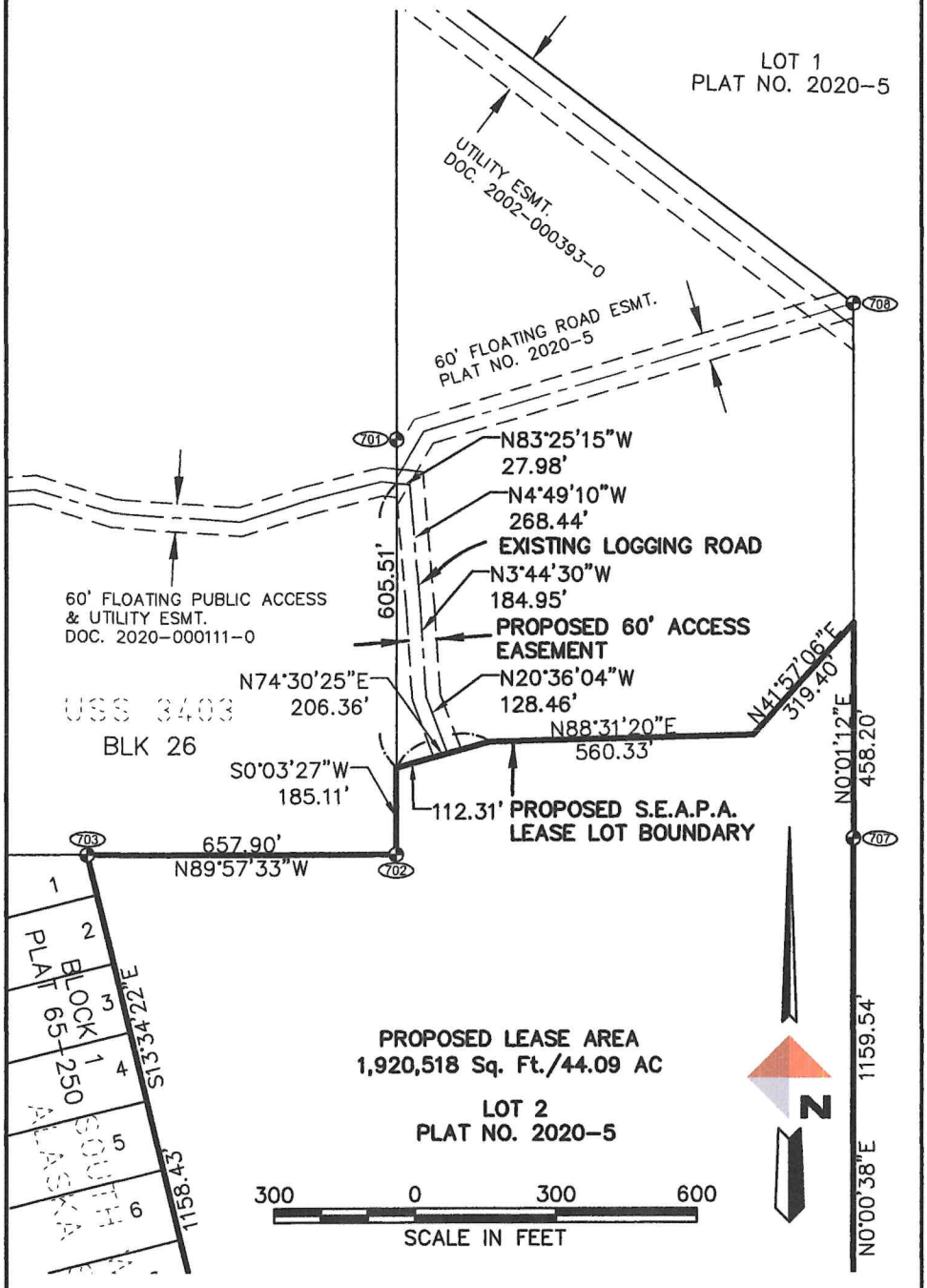
EXHIBIT A

J:\82\000998-01\65CAD\Survey\SC-VM-PM-Wrangell-Plat.WS.dwg PLOT DATE 2026-4-24 09:43 SAVED DATE 2026-04-24 09:37 USER: wstoll

NOTES

1. THIS EXHIBIT IS BASED ON LOT 2, TRUST LAND SURVEY 2018–10, RECORDED AS PLAT 2020–5 IN THE WRANGELL RECORDING DISTRICT.

2. THE 60' PUBLIC ACCESS AND UTILITY EASEMENT AS DEPICTED WAS RECORDED AS DOCUMENT NO. 2020–000111–0 IN THE WRANGELL RECORDING DISTRICT. THE EASEMENT IS BASED ON THE PHYSICAL LOCATION OF THE INFRASTRUCTURE AND IS GRAPHICALLY SHOWN HEREON FOR REFERENCE.

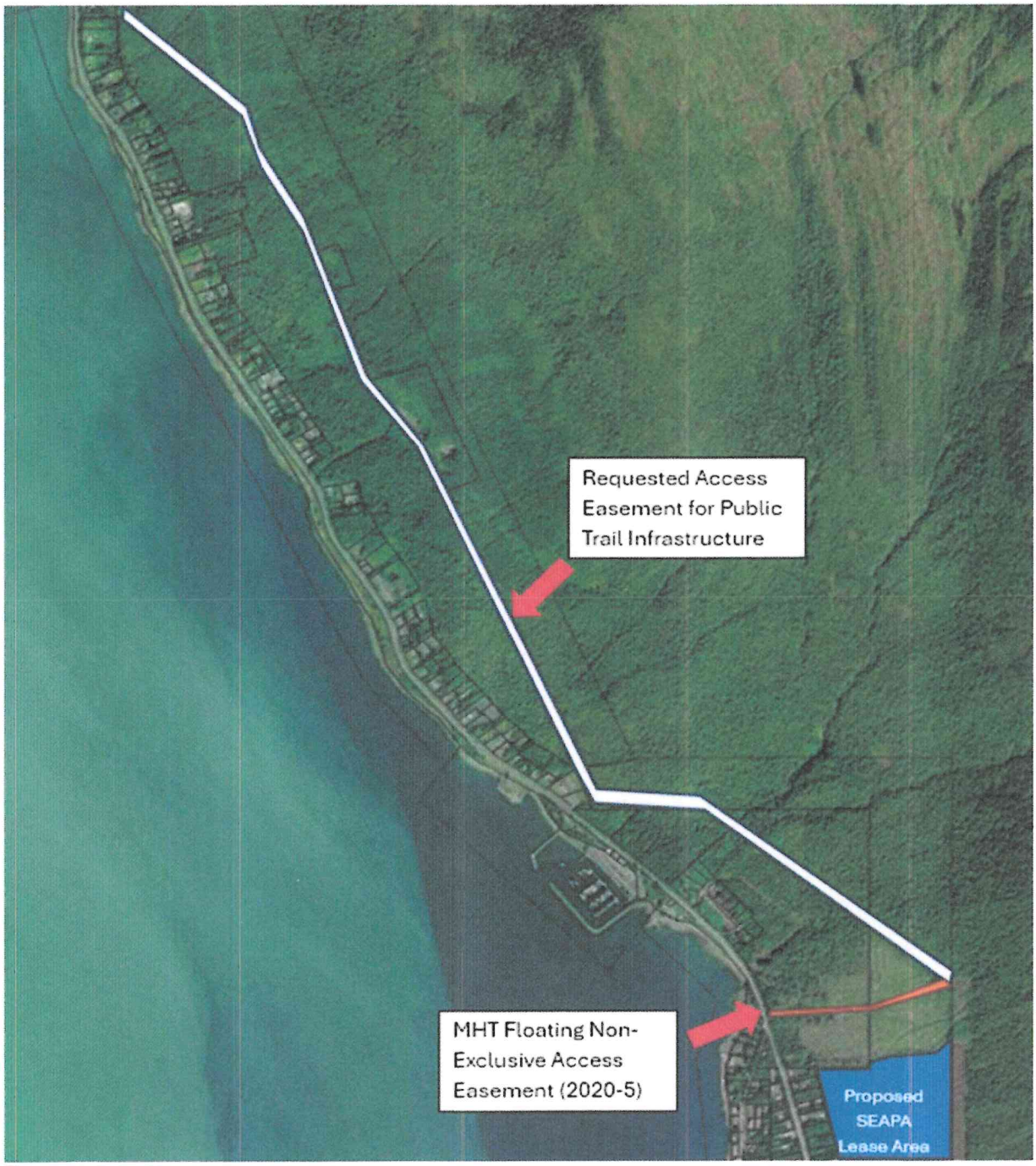


DOWL WWW.DOWL.COM	SOUTHEAST ALASKA POWER AGENCY WRANGELL - 5MW BESS / 5MW SOLAR WRANGELL, ALASKA	PROJECT 1182.000998.01 DATE 04/21/2026 SCALE 1"=300' EXHIBIT B

Exhibit C

Public Access Easement for Recreational Use

The image below illustrates the proposed location of a public access easement for recreational trail infrastructure (the "Easement Area"). The Easement Area is generally located within and along the Southeast Alaska Power Agency (SEAPA) transmission line corridor and is intended to provide a continuous public access route connecting the SEAPA Lease Area to Zimovia Highway.



The Easement Area is depicted for illustrative purposes only and reflects the Parties' intent to establish a non-exclusive corridor for pedestrian and non-motorized recreational use, including the development, construction, and maintenance of public trail infrastructure.

The proposed Easement Area traverses lands owned by multiple parties, including the City and Borough of Wrangell, the United States Forest Service (USFS), and the Alaska Mental Health Trust Authority (MHT), and generally includes the following parcels:

City and Borough of Wrangell: 03-009-600, 03-008-500, 03-007-400
United States Forest Service (USFS): 03-009-500
Alaska Mental Health Trust Authority (MHT): 03-001-100

The final location, width, and legal description of the Easement Area shall be established in a separately recorded easement agreement and may vary from the alignment shown here to accommodate topography, environmental considerations, land ownership boundaries, and permitting requirements.

Nothing in this Exhibit conveys a present property interest, but instead reflects the Parties' mutual intent to work in good faith to secure the necessary rights, approvals, and authorizations to establish the Easement Area as generally depicted.

City & Borough of Wrangell
OFFICE OF THE BOROUGH CLERK
PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

PUBLIC LAND & TIDELANDS LEASE APPLICATION

WMC 16.08.010 - 16.08.210 & WMC 16.10.010 - 16.10.210

APPLICATION FEE: $500.00 NON-REFUNDABLE - MUST BE PAID AT TIME OF FILING

OFFICIAL USE ONLY	RECEIVED BY	DATE RECEIVED	PAYMENT	CHECK ☐
			CREDIT CARD ☒	CASH ☐

Applications for tidelands leases shall be submitted to the planning and zoning and port commissions before being presented to the borough assembly for consideration. Applications for real property leases shall be submitted to the borough manager and the planning and zoning commission for review before being presented to the borough assembly for consideration.

The applicant shall provide additional information, including a development plan, designs, and specifications, as the planning and zoning and/or port commissions may request. The planning and zoning and port commissions may require the applicant to amend its development plan. All fees associated with the lease shall be paid by the applicant. Such fees include but are not limited to an application fee, survey, assessment, public notices, and recording fees.

SECTION I.

APPLICANT'S FULL NAME: Robert Siedman (On behalf of SEAPA)

EMAIL ADDRESS:

PHONE NUMBER:

APPLICANT'S PHYSICAL ADDRESS:

APPLICANT'S MAILING ADDRESS: 1

SECTION II.

REQUEST TO LEASE TIDELANDS OR REAL PROPERTY ..... TIDELANDS ☐ REAL PROPERTY ■

PLEASE PROVIDE THE PARCEL ID NUMBER AS WELL AS EITHER THE PHYSICAL ADDRESS OR LEGAL DESCRIPTION OF THE PROPERTY.

PARCEL ID NUMBER: 03-009-600

PHYSICAL ADDRESS: 5.25 mi Zimovia Highway

LOT: 2 **BLOCK:** - **SUBDIVISION:** 2020-5

PROPOSED TERM OF LEASE (YEARS) ..... 30 YEARS

CITY & BOROUGH OF WRANGELL
PUBLIC LAND & TIDELANDS LEASE APPLICATION
CONTINUED FROM PAGE 1

SECTION II. (CONT)

CURRENT ZONING OF PROPERTY

Timber Management (TM)

LOT SIZE

Approx. 38 Acres

CURRENT USE OF PROPERTY

None - Clear Cut

SECTION III.

INCLUDE AND LIST HERE ANY SUPPORTING DOCUMENTS (I.E. MAPS).

Exhibit A (Attached)

STATE THE PURPOSE AND PROPOSED USE OF THE PROPERTY.

The Wrangell Grid Reliability & Stability Project will add a 5 MW battery energy storage system (BESS) with controls and interconnection upgrades, paired with expandable local generation (1.5 MW initial; expandable to 5 MW) to provide system stability, spinning reserve replacement, and outage support. The project will reduce reliance on barged diesel generation in Southeast Alaska—particularly during the annual multi-day hydro outage—and improve reliability for homes, businesses, and critical community services while lowering delivered-fuel exposure and operating cost volatility.

DESCRIBE THE IMPROVEMENTS THAT WILL BE ADDED TO THE PROPERTY.

Ground-mounted photovoltaic generation facility designed as a fixed-tilt array (40° tilt, 0° azimuth) using table-style racking on terrain and incorporates a bifacial performance model to reflect local site conditions and reflected irradiance. The facility is sized at 1,870 kWp (DC) using 3,016 JA Solar 620 W bifacial modules, and interconnects through 14 ChintPower inverters totaling 1,500 kWac, for an overall DC:AC ratio of ~1.25. The PV layout uses 26 table rows with a ~26.1% ground coverage ratio (GCR). A 5WM battery, control house, transformer and powerline will be installed to interconnect the system with SEAPA's existing adjacent transmission line. The site is planned at 1.5MW with expansion to 5MW at a future date.

WHEN WILL THE PROPOSED CONSTRUCTION IMPROVEMENTS BEGIN AND WHEN WILL THEY BE COMPLETED?

START DATE: June 2026

END DATE: June 2028

WHAT IS THE ESTIMATED COST OF IMPROVEMENTS THAT WILL BE ADDED TO PROPERTY?

COST: $6,000,000

DESCRIBE THE EFFECTS THAT THE PROPOSED USE WILL HAVE ON PUBLIC STREETS, PUBLIC FACILITIES, PUBLIC SERVICES, PUBLIC UTILITIES, TRAFFIC, AND PARKING. INCLUDE A PLAN FOR MITIGATING ADVERSE EFFECTS ON STREETS, PUBLIC FACILITIES, PUBLIC SERVICES, PUBLIC UTILITIES, TRAFFIC CONGESTION, AND PARKING, AND A PLAN FOR PAYING ALL ASSOCIATED COSTS.

The proposed use is expected to have minimal impact on public streets, facilities, services, utilities, traffic, and parking. Access will be via the existing easement and improved road corridor, with only limited construction traffic during development and very low ongoing traffic once operational. No material increase in demand on public parking or public services is anticipated. Any temporary construction-related effects will be mitigated through contractor traffic control, scheduling of deliveries to minimize congestion, dust and road maintenance measures, protection of existing utilities, and coordination with the Borough as needed. Public access will be maintained. All costs associated with access improvements, mitigation measures, utility protection, and any required repairs will be paid by the project developer.

CITY & BOROUGH OF WRANGELL
PUBLIC LAND & TIDELANDS LEASE APPLICATION
CONTINUED FROM PAGE 2

SECTION IV. ACKNOWLEDGEMENT

I hereby affirm all the information submitted with this application is true and correct to the best of my knowledge. I also agree to fulfill the tenants of any permits or approvals required by the City and Borough of Wrangell. I understand that incomplete applications will not be accepted and that all fees must be paid prior to review of this application.

SIGNATURE OF APPLICANT

DATE

3/18/2026

PROJECT: Southeast Alaska Power Agency
DESIGNER/PROJECT ENGINEER:
JOB #
NO. | DESIGN/CONSTRUCTION/ASBUILT REVISION | DWN BY/DATE | REVIEWED BY/DATE

SEAPA
Southeast Alaska Power Agency

NO. | DRAWING NO./SHEET | REFERENCE DRAWING/DETAIL/PLAN/SECTION DESCRIPTION

DRAWING NAME:
Wrangell Solar Application
Exhibit A
TAP ENGR:
DRAWING NO.:
SHEET OF

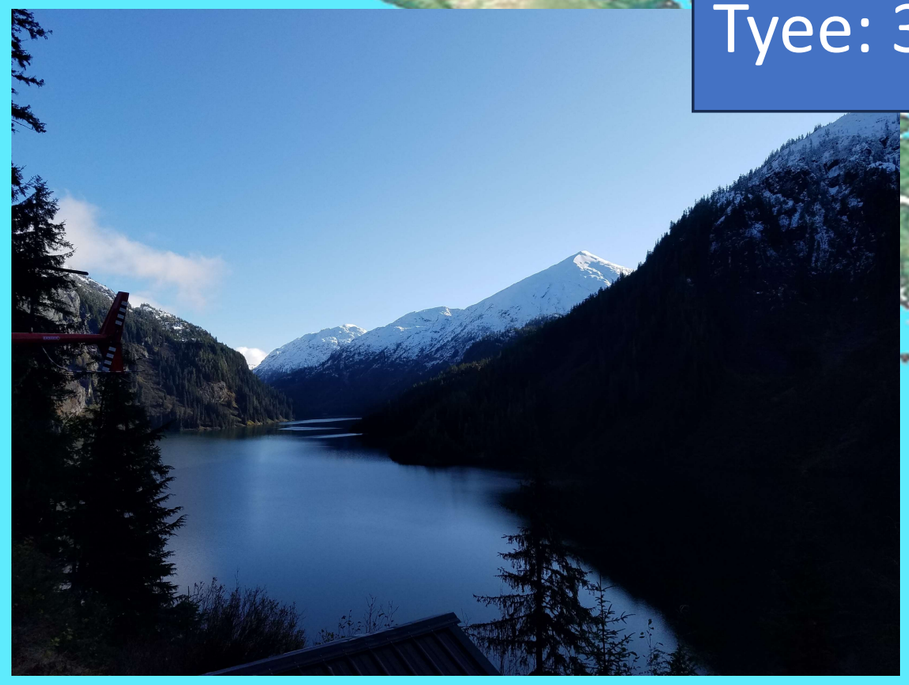
SEAPA Update
Past-Present-Future

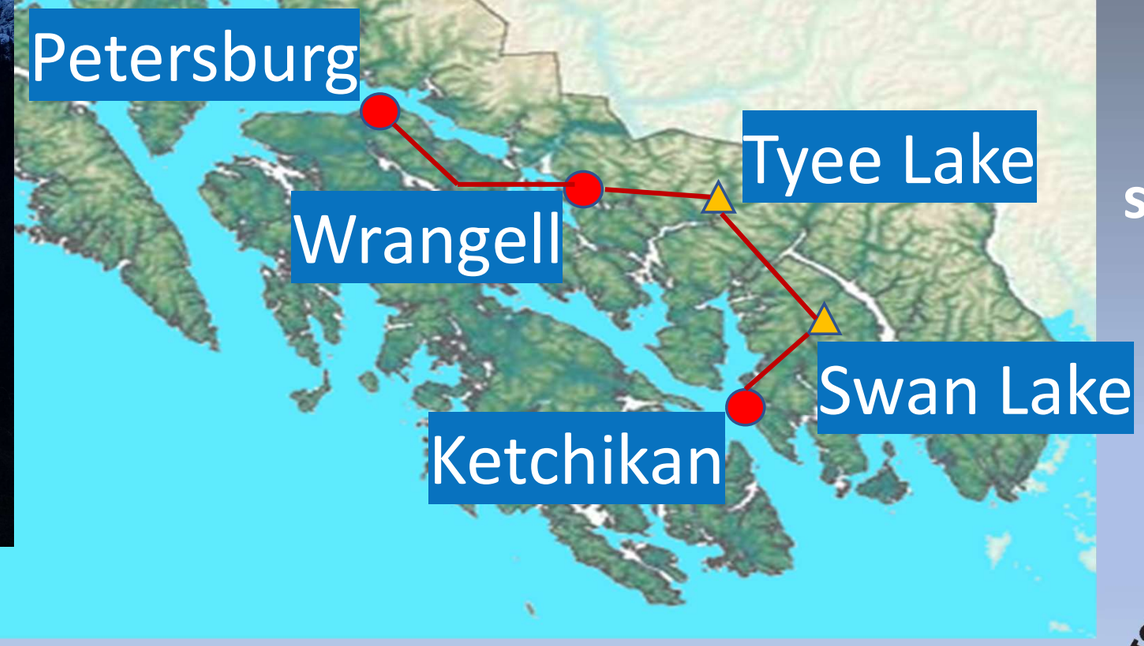
SEAPA
Southeast Alaska Power Agency

Fun Facts About SEAPA

2nd Largest Electric Transmission System in Alaska

Tyee: 3rd highest-yield hydro in Alaska





Services 3 Communities

2 hydro plants

175 miles of transmission

12 miles of submarine cables

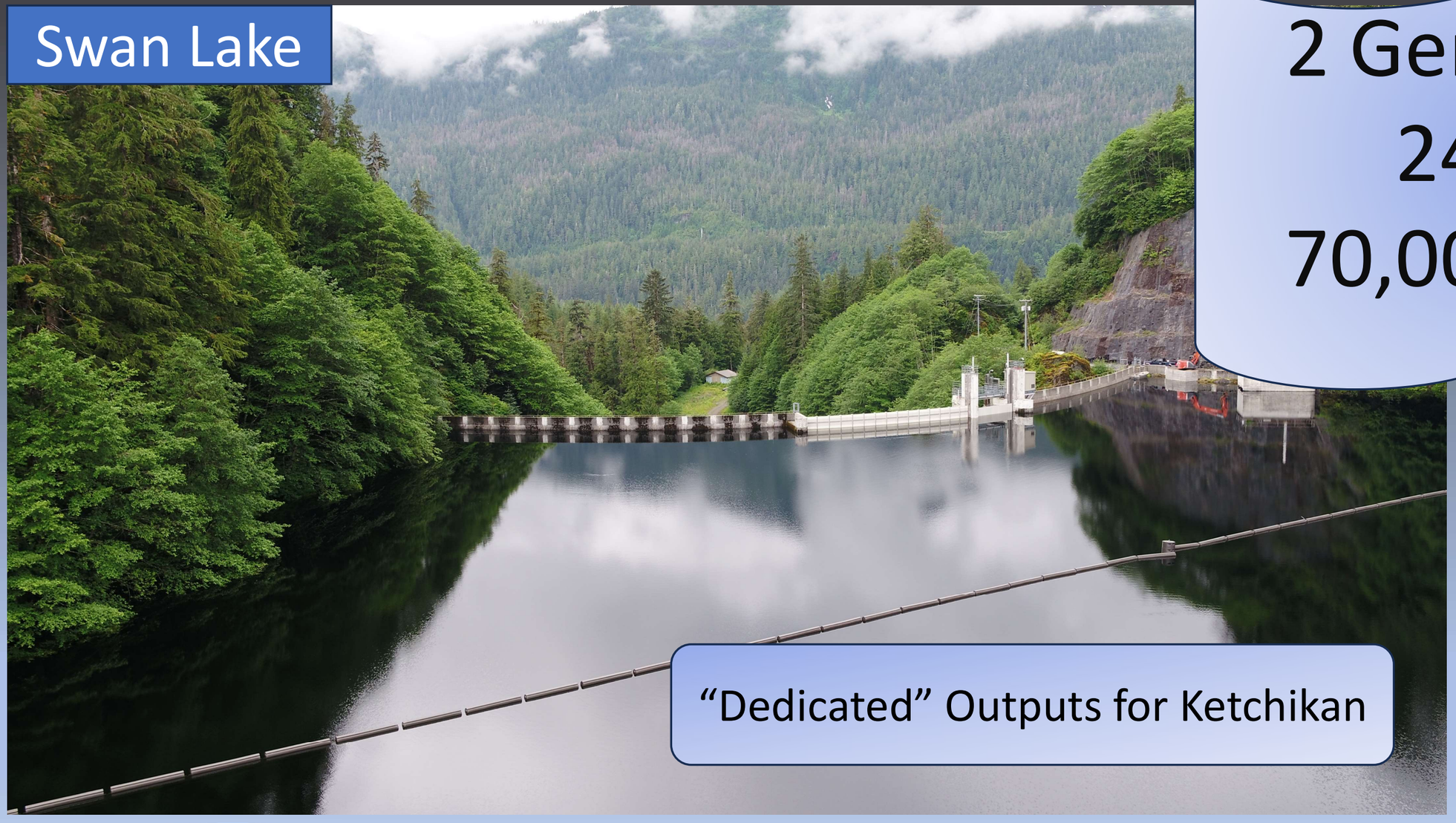
200+ Giga-Watt hours/year

Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL
SEAPA
Southeast Alaska Power Agency

About SEAPA

Swan Lake



2 Generators
24MW
70,000 MWh

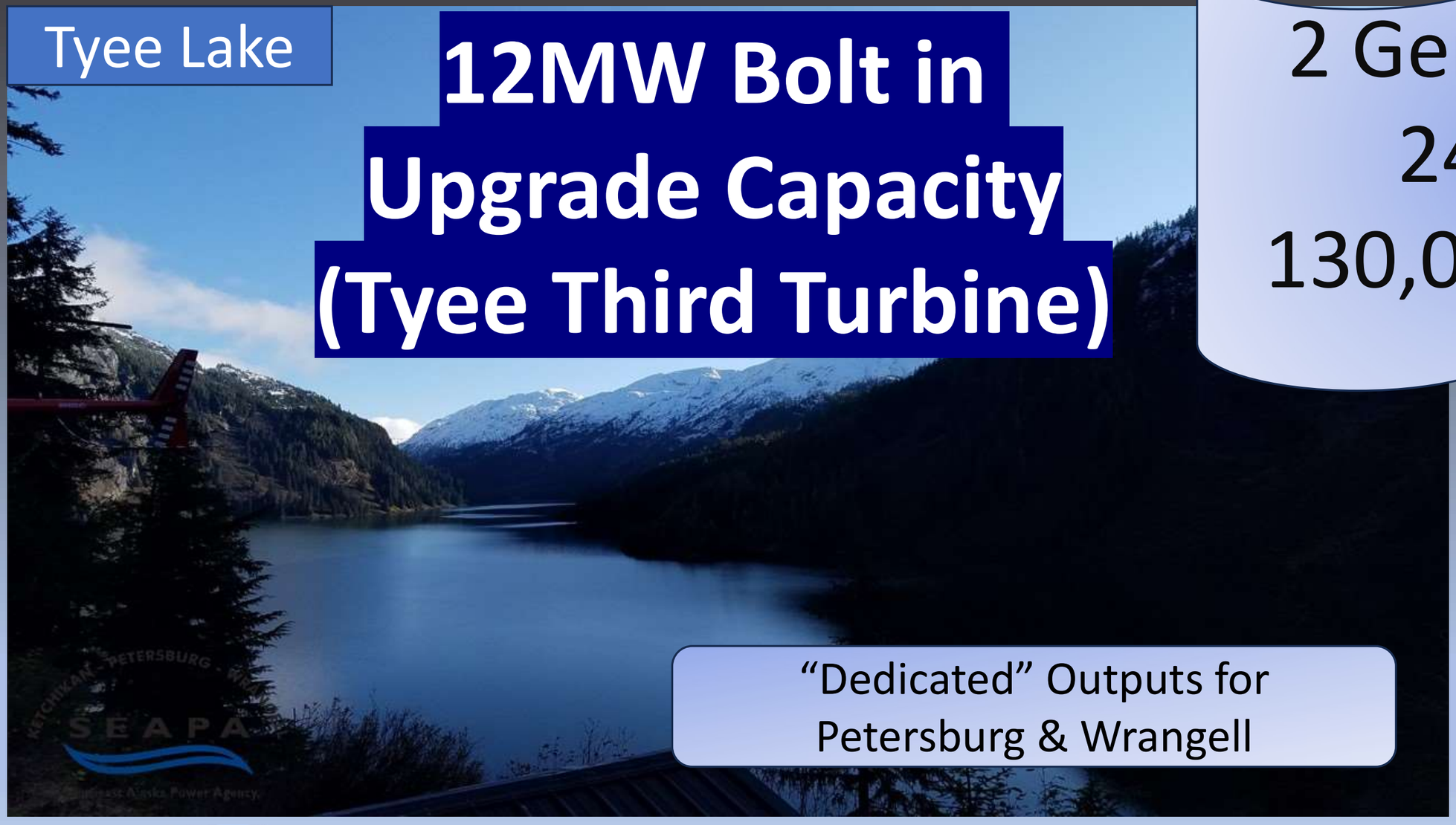
"Dedicated" Outputs for Ketchikan

Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL
SEAPA
Southeast Alaska Power Agency

About SEAPA

Tyee Lake



12MW Bolt in Upgrade Capacity (Tyee Third Turbine)

2 Generators
24MW
130,000 MWh

"Dedicated" Outputs for Petersburg & Wrangell

Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL
SEAPA
Southeast Alaska Power Agency

SEAPA's Mission

To safely provide clean, reliable, low-cost wholesale power to the communities we serve.

Reliable

Affordable

Safe

Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL
SEAPA
Southeast Alaska Power Agency

SEAPA's Mission – Cont.

RELIABLE

AFFORDABLE

SAFE

Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL

SEAPA

Southeast Alaska Power Agency

How Does SEAPA Have Reliable & Affordable Power?

Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL
SEAPA
Southeast Alaska Power Agency

Purpose of 4R Plan

What it does

- Supports SEAPA's planning and budgeting for major asset upkeep.
- Estimates renewal & replacement (R&R) needs over a ~30-year horizon to keep the Projects fully functional.
- Establishes a schedule of annual payments to the Dedicated R&R Fund to meet future R&R costs (with interest earnings and planned debt for major transmission).
- Provides recommended minimum balance for the Self-Insured Risk Fund to cover uninsured losses/deductibles.
- Intended as a planning baseline—review annually and adjust as conditions, costs, and priorities evolve.

How it's created

Outputs

- 30-yr cost outlook
- Annual funding path
- Risk reserve target

Update

- 5-yr updates
- 2026 scheduled
- Revisit Risk reserve target

Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL
SEAPA
Southeast Alaska Power Agency

Funding & Reserve Targets

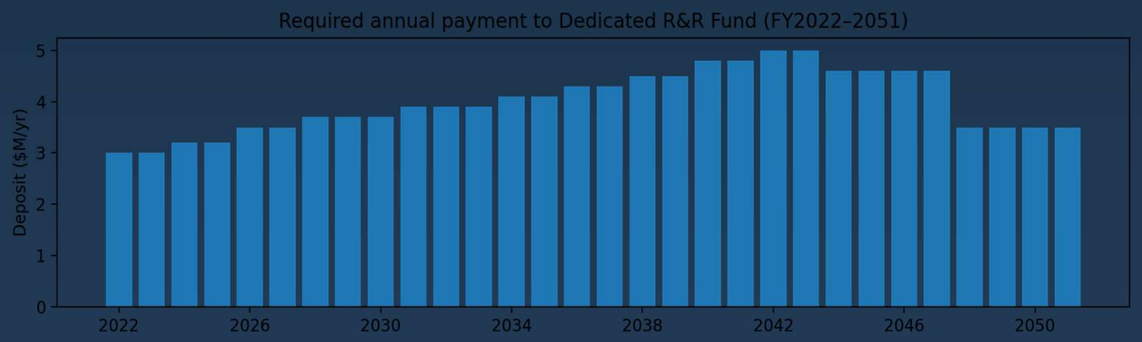
Updated 4R Plan (Final Report, Dec 3, 2021) — annual deposits + reserve guidance

Long-term R&R total (2021$)
$179.6M
FY2022–2051

Transmission share (2021$)
65%
$116.8M lines & cables

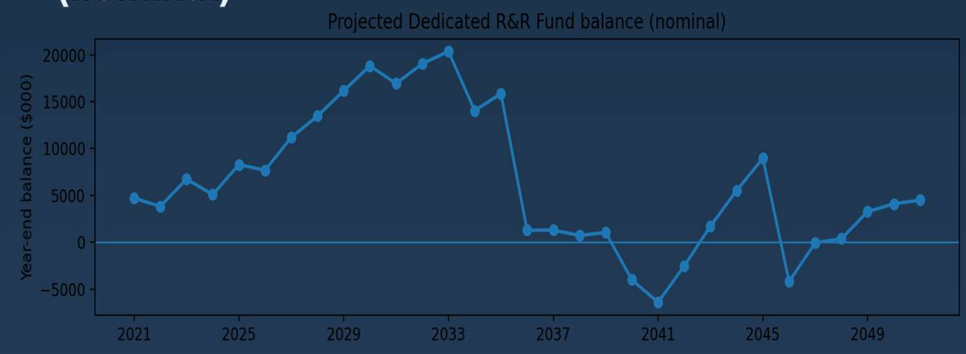
Total R&R (nominal, incl. relicensing)
$332.5M
Inflation + FERC relicensing allowance

Required annual payment to Dedicated R&R Fund



Step schedule ranges from $3.0M/yr (FY22–23) up to $5.0M/yr (FY42–43).

Projected Dedicated R&R Fund balance (nominal)



Major transmission replacements are assumed debt-funded; negative years indicate the need to adjust timing or funding to maintain positive equity balance.

Long-term cost mix (2021$)

Self-Insured Risk Fund (recommended minimum)

$13.0M

Based on the largest reasonable uninsured contingency: replacement of a single submarine cable (~$13M).

Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL
SEAPA
Southeast Alaska Power Agency

NEW assets required For Load Growth?

Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL
SEAPA
Southeast Alaska Power Agency

LOAD GROWTH – WHY?

COST OF ENERGY

70-80% of residential energy cost is for heating

In 2016, 72% of Southeast Alaskans heated homes with fuel oil (diesel)

In 2023, the percentage dropped to 50%

NO PCE for Southeast

Cost Comparison

Anchorage
1 Therm of Heat (100,000 BTU's)
Natural Gas: $1.06 (Enstar's Website)

Ketchikan
1 Therm of Heat (100,000 BTU's)
Fuel Oil: $3.24(bill)

305% of Anchorage

Your Low-Cost Wholesale Provider

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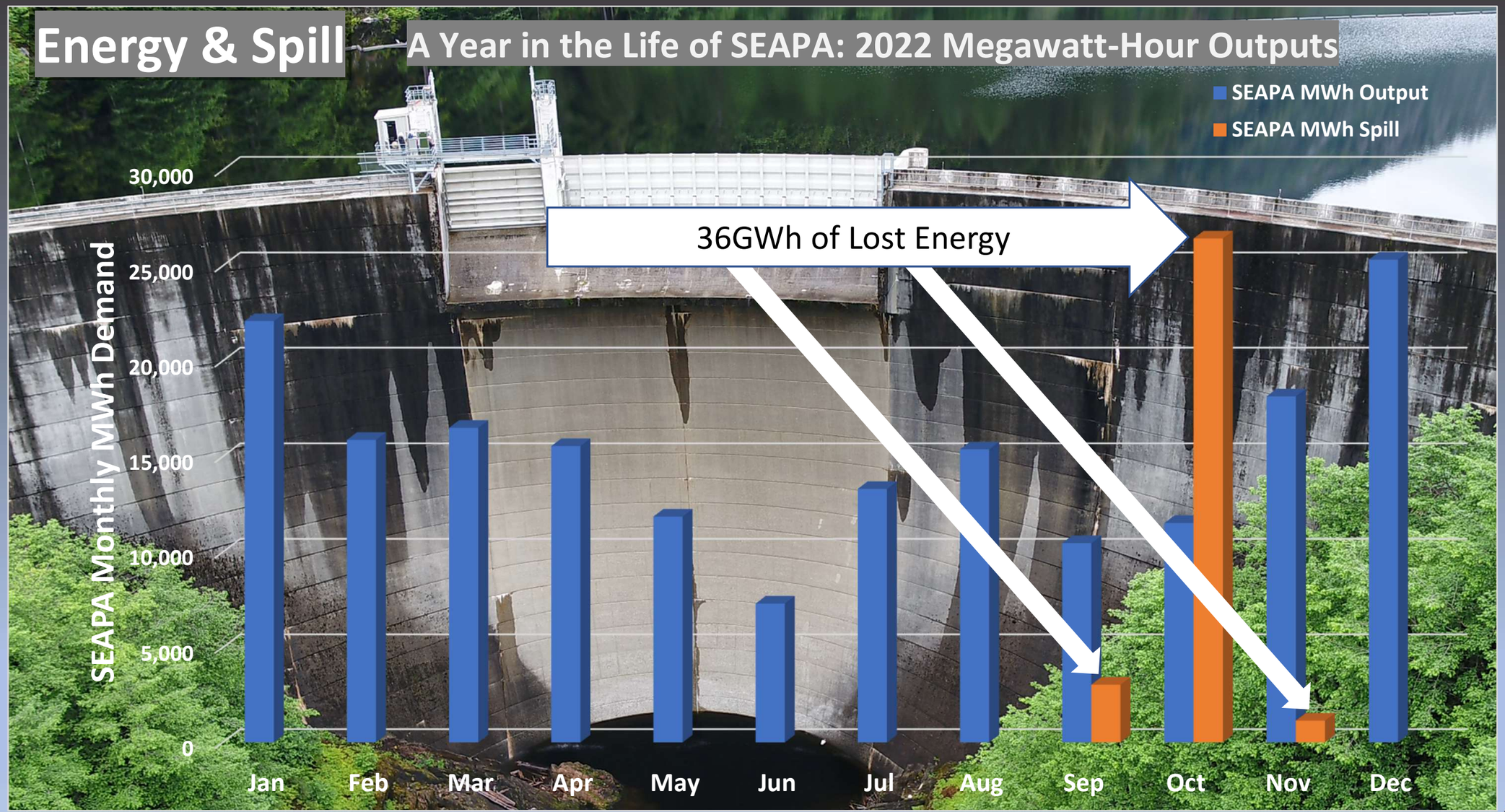
SEAPA
Southeast Alaska Power Agency

Trend Analysis - Energy



GWh Energy is 220+GWh

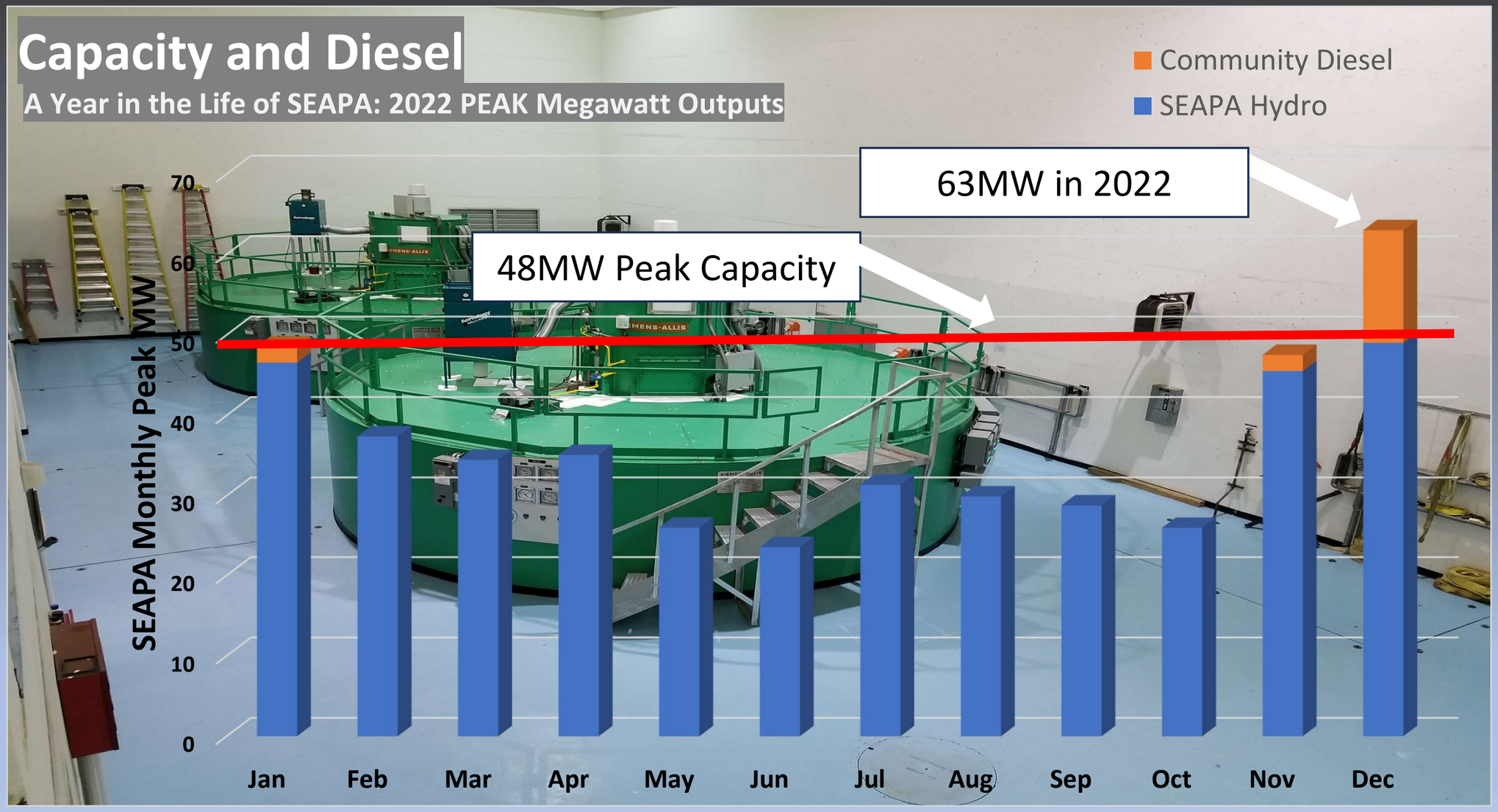
~180GWh Dispatched in 2022

Average Spill between 20GWh – 30GWh

Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL
SEAPA
Southeast Alaska Power Agency

Trend Analysis - Capacity



PEAK 48MW

63MW were needed to cover Diesel

Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL
SEAPA
Southeast Alaska Power Agency

WHAT CAN SEAPA DO?

5-YEAR STRATEGIC PLAN

U.S. DEPARTMENT OF ENERGY

ALASKA ENERGY AUTHORITY

INCREASE CAPACITY (MW)

INCREASE ENERGY (MWH)

INCREASE DELIVERY (MW delivered)

Financial assistance from Grants and Tax Credits prevents rates from being significantly impacted

Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL
SEAPA
Southeast Alaska Power Agency

Raising Swan Lake Dam

PAST

New Elevation

Old Elevation

12 Gigawatt Hours Per Year

Nearly $1M/yr

~ 10 year ROI

Your Low-Cost Wholesale Provider

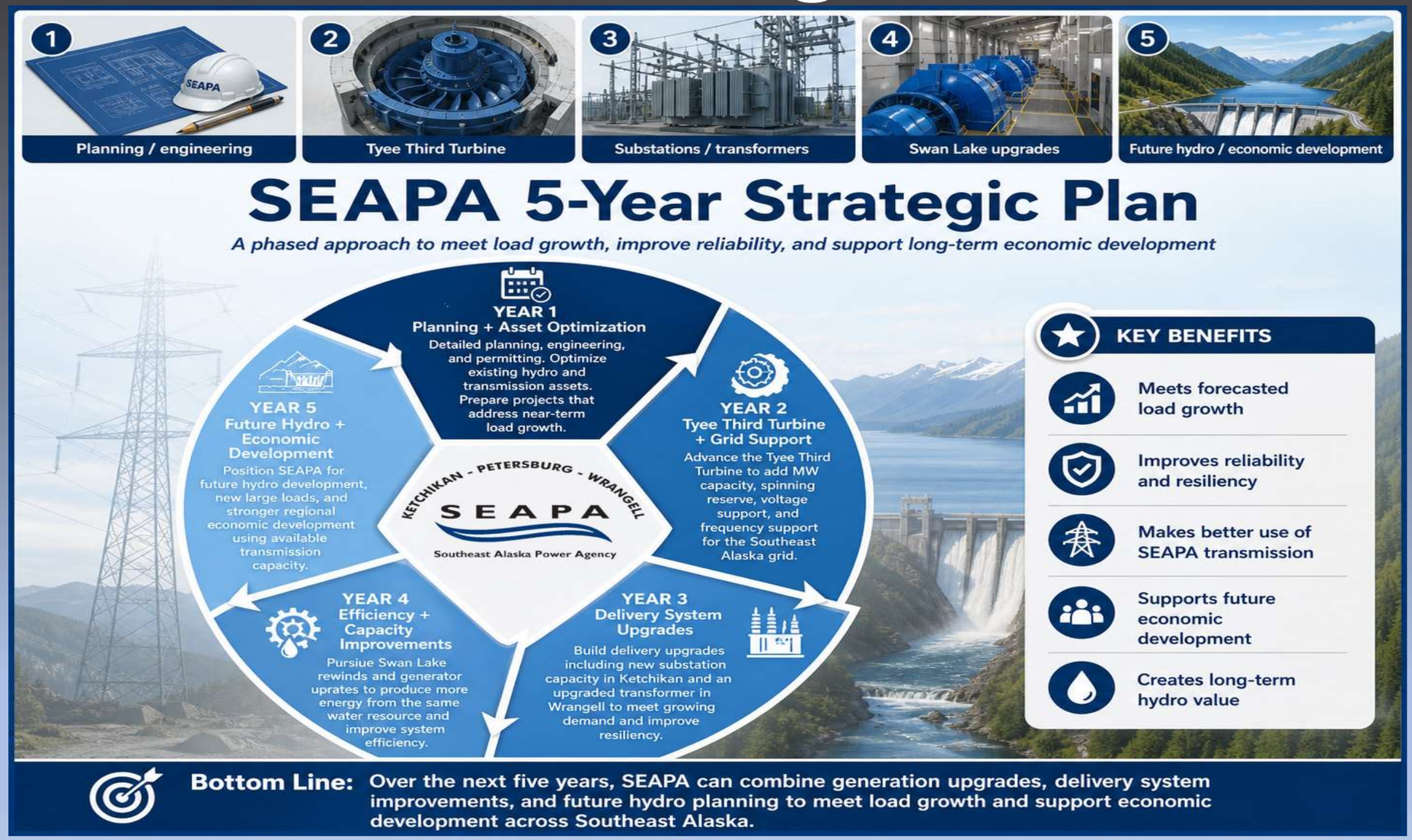
KETCHIKAN - PETERSBURG - WRANGELL

SEAPA

Southeast Alaska Power Agency

5-Year Strategic Plan

In Progress



Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL
SEAPA
Southeast Alaska Power Agency

Southeast Alaska Grid Resiliency

In Progress

Tyee was built with provisions for another generator

Increase Tyee HP by 50%

Increase SEAPA HP by 25%

Increase Contingency

Increase Resiliency

Currently being manufactured
Complete end of 2027

Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL
SEAPA
Southeast Alaska Power Agency

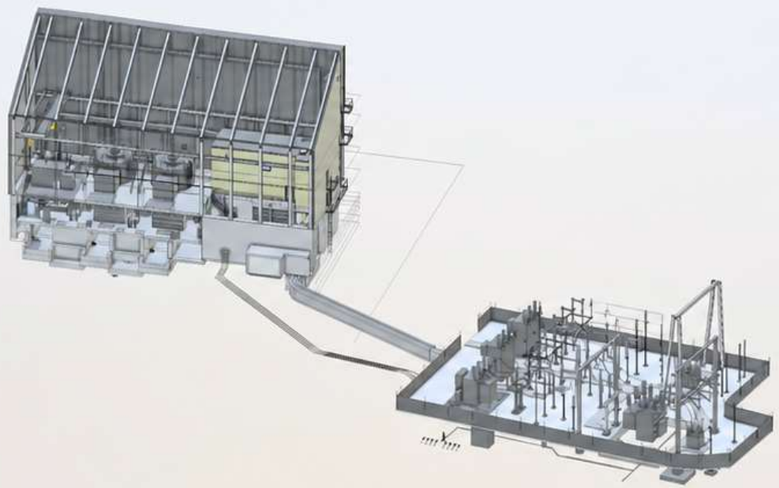
Tyee Third Turbine Update

In Progress

Tyee Third Turbine Project – Progress Update

SEAPA | 90% Design and Fabrication Status

OVERALL PROJECT MODEL

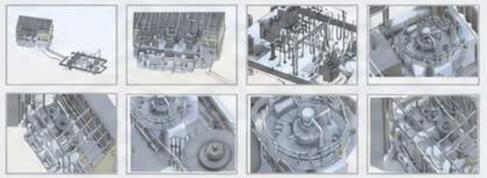


TURBINE AREA CLOSE-UP

PROJECT OVERVIEW

The project adds a third turbine-generator unit at the Tyee Lake Hydroelectric Facility using the existing spare powerhouse bay.

DESIGN MODEL VIEWS



RUNNER FABRICATION PROGRESS

90% Design Review

Design Documentation Report submitted for SEAPA review in March 2026.

Integrated Scope

Includes powerhouse modifications, Unit 3 equipment, electrical controls, and switchyard integration.

Fabrication Progress

Runner fabrication is underway, with rough machining and side rough-in progress documented in April and May 2026.

Current focus: finalize design, continue fabrication, and prepare for installation and commissioning.

Your Low-Cost Wholesale Provider

KETCHIKAN - PETERSBURG - WRANGELL

SEAPA

Southeast Alaska Power Agency

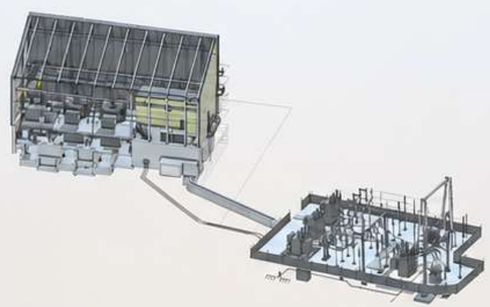
Tyee Third Turbine Update

In Progress

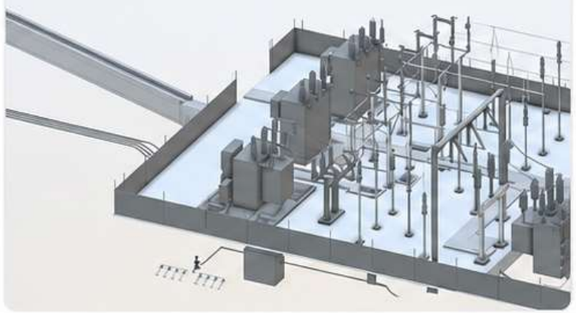
Tyee Third Turbine Project – 3D Design Model Progress

Key views from the 90% design package

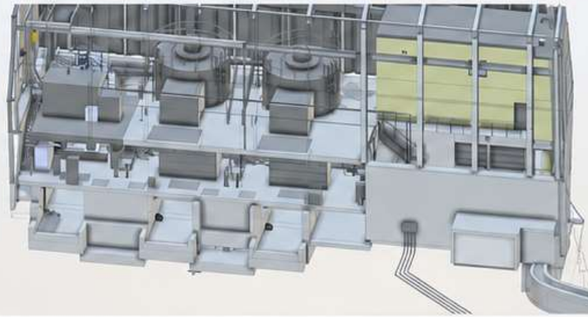
1. OVERALL MODEL



2. SWITCHYARD INTERFACE

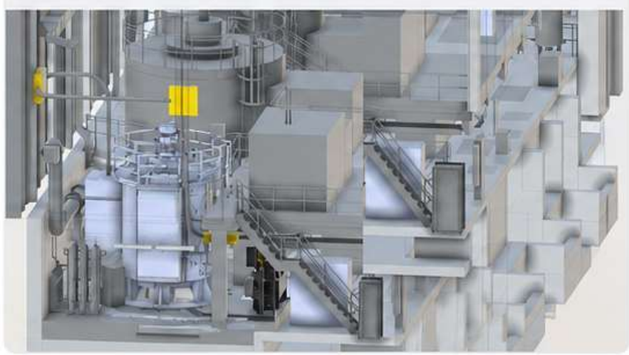


3. POWERHOUSE FRONT



4. UNIT 3 TURBINE AREA

5. LOWER-LEVEL ARRANGEMENT



DESIGN MODEL SUMMARY

- The 3D model shows Unit 3 integrated within the existing spare powerhouse bay.
- Powerhouse, access, and equipment layouts are coordinated in the current design.
- Switchyard and electrical interfaces are modeled as part of the overall project scope.
- The 90% design model supports final detailing and construction planning.

Current focus: finalize design, continue fabrication, and prepare for installation and commissioning.

Tyee Third Turbine Update

In Progress

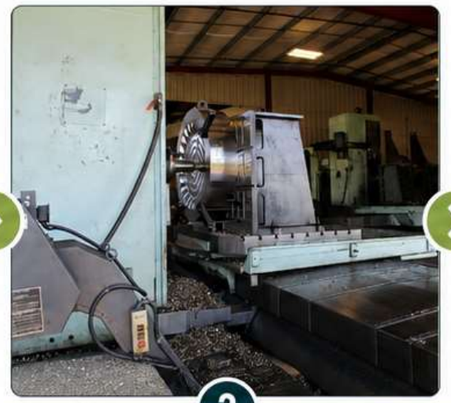
Tyee Third Turbine Project – Runner Fabrication Progress

Selected fabrication photos | April–May 2026

1

Material blank

Starting stock for the runner



2

April 9, 2026

Rough machining underway

3

April 21, 2026

Further machining progress

4

May 5, 2026

Side 1 rough-in complete

These photos show visible progress in runner fabrication, moving from the initial blank through rough machining and into a more complete runner form.

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Southeast Alaska Delivery Resiliency

In Progress

Petersburg has capacity for 50% increase in loads

Wrangell is out of capacity (115% loaded in 2022)

Ketchikan is out of capacity (Estimated 100% increase needed)

Increase Contingency

Ketchikan 100% Designed
Wrangell: Design In Progress

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Ketchikan Substation

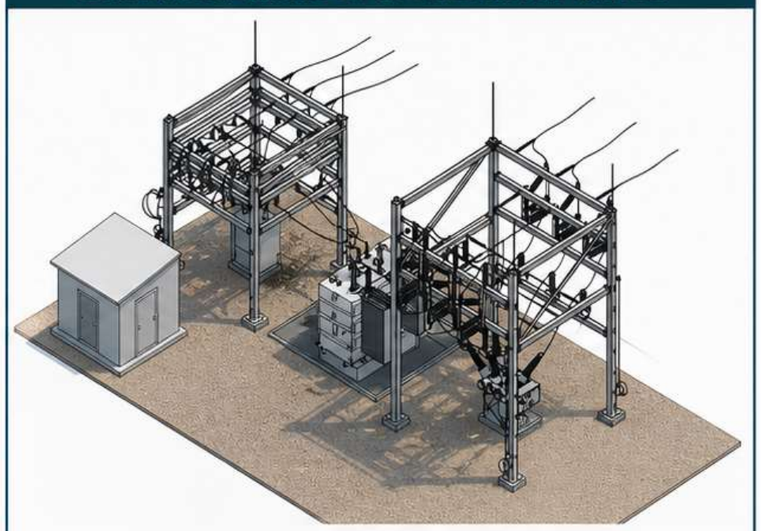
In Progress

DOE Funding for the Ketchikan Substation at Ward Cove

$4.5 million awarded to SEAPA to support a needed reliability and delivery upgrade

PROJECT LOCATION: WARD COVE, KETCHIKAN

CONCEPTUAL WARD COVE SUBSTATION LAYOUT



Conceptual layout of the proposed SEAPA Ward Cove Substation. Final design will be refined during engineering.

INCREASE RELIABILITY

Strengthen service reliability for the Ketchikan area.

INCREASE DELIVERY

Improve power delivery capability and system performance.

NEEDED INFRASTRUCTURE

Provide critical infrastructure to support the area's electrical system.

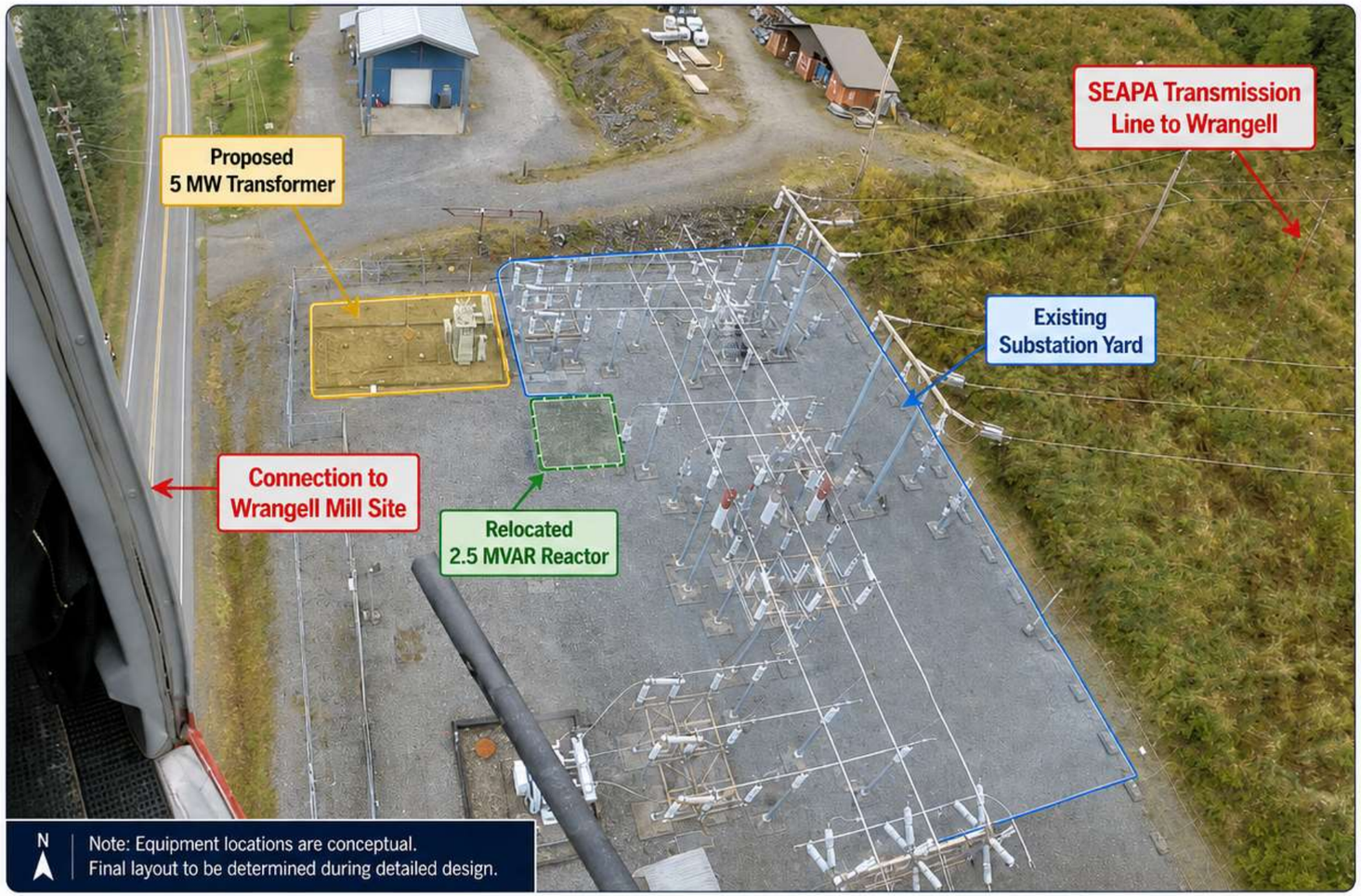
DOE funding helps advance a critical Ward Cove substation project that improves reliability and delivery for Ketchikan.

Wrangell Mill Site Transformer

In Design

Wrangell Mill Site – 5 MW Transformer Project Concept

New 5 MW transformer, relocation of 2.5 MVAR reactor, and revised substation layout



Site Overview

LEGEND

- Proposed Equipment
- Proposed New Location
- Existing Infrastructure
- Existing Powerline / Connection

PROJECT SCOPE

- Install new 5 MW transformer
- Move existing 2.5 MVAR reactor
- Modify substation layout and connections
- Support Wrangell mill site service

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Southeast Alaska Capacity Resiliency

PAST

Studied over 100 Hydroelectric sites. Focused on Top 30 sites and performed Level 1 Cost estimates on Top 5.

Multiple Wind Studies across the region

Studied Geothermal with Cost and ROI numbers

Studied Hydro-Kinetic (Wave and Tidal)

Studied Solar with 2 sites heavily focused

Continue to follow advancements in nuclear and other technologies

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2024 Solar Study

PAST

Your Low-Cost Wholesale Provider

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2025 Funding Strategies

PAST

SEAPA Funding Efforts for the Wrangell Solar Project (2025)

Grant funding and tax incentives were essential to make the project fiscally feasible.

1 — Early 2025 – Funding Need

Grants were required to make the Wrangell Solar Project fiscally feasible.

2 — Funding Setback

The Solar for All program was discontinued, creating uncertainty about whether the project could move forward.

3 — Project Viability Restored

OBBBA and Investment Tax Credits restored project viability.

50% ITC for Alaska

Key factor making the project viable.

Alaska ITC Pathway (Stack)

Base Credit / PWA Compliance	30%
Domestic Content	10%
Energy Community	10%
TOTAL	**50%**

4 — Critical Deadline – Begins Construction

To preserve ITC eligibility, begins-construction requirements must be met by **July 4, 2026.**

- Move ground
- Build access road
- Construct substation pad

These early civil works are required before the deadline to take advantage of the ITCs.

Bottom Line: Without grants and the 50% Alaska ITC pathway, the Wrangell Solar Project would have been difficult to justify financially.

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SEAPA
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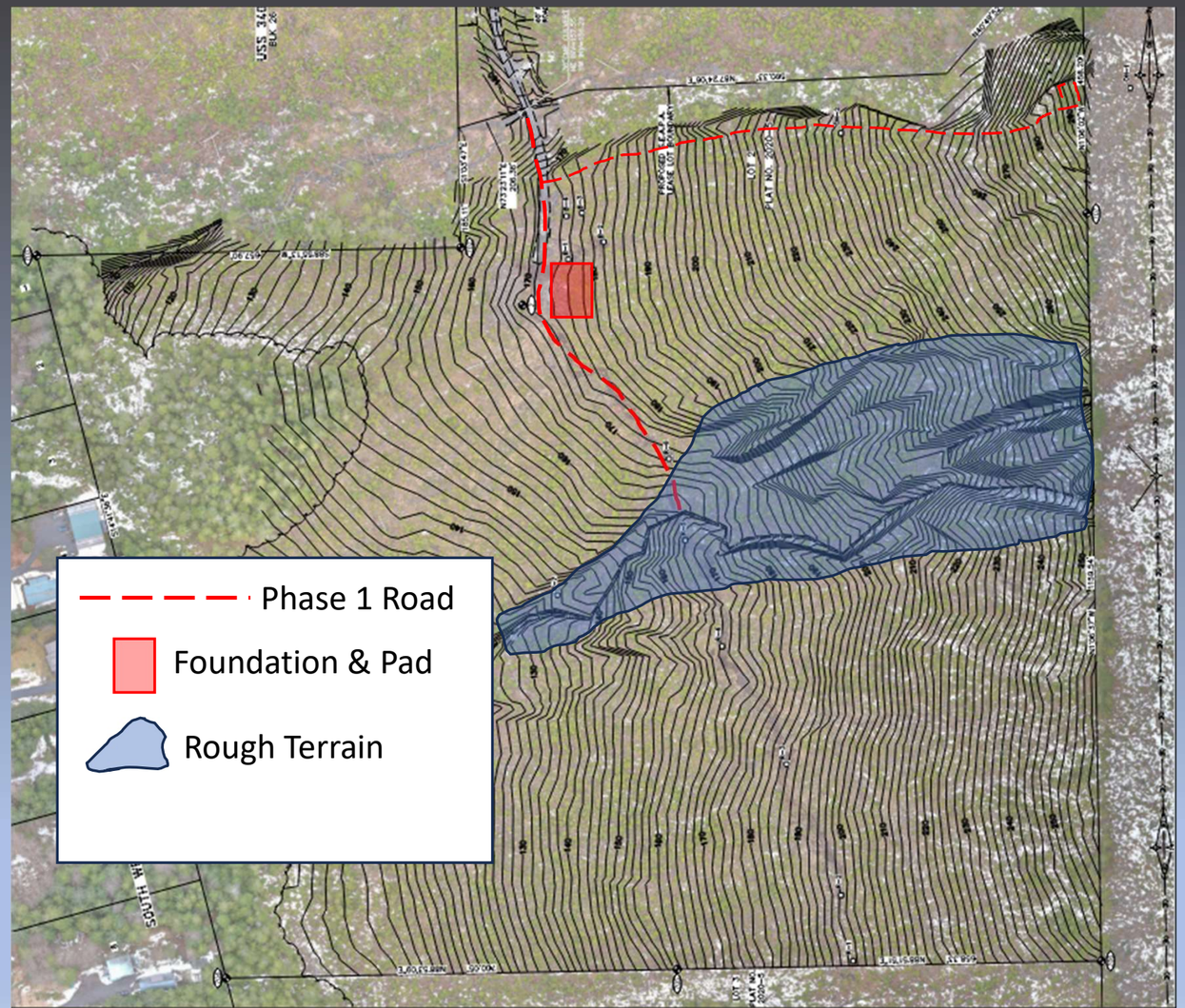
Wrangell Solar Site

Present



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2026 30% Design

FUTURE

Your Low-Cost Wholesale Provider

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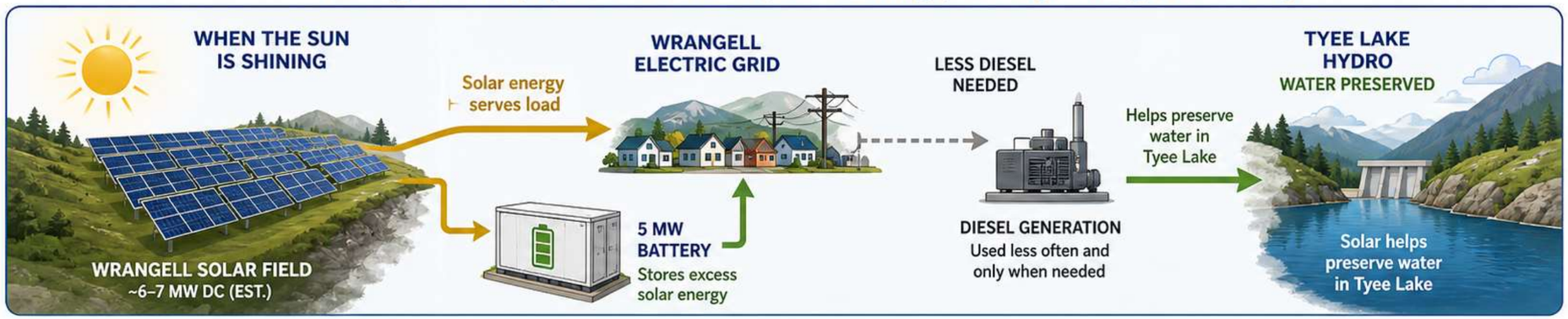
Why Wrangell Solar?

FUTURE

Why the Wrangell Solar + Battery Project Is Good for SEAPA and Wrangell

Solar generation, hydro coordination, diesel savings, and improved grid reliability



1 Great Fit for SEAPA's Hydro System

When the sun is shining, rainfall is often lower and Tyee Lake drops.

Solar generation reduces the need to use hydro during those periods.

That makes solar a natural partner to hydro — like a battery charger for Tyee Lake.

2 Big Benefits for Wrangell

Wrangell has no local renewable generation today — only diesel backup.

Petersburg has hydro. Ketchikan has hydro. Wrangell needs local support.

Solar can offset diesel generation during outages.

That can save hundreds of thousands of dollars over time.

3 5 MW Battery Improves Reliability

Stabilizes Wrangell's grid

Improves voltage and system reliability

Provides fast-response support during disturbancse and outages

4 Why the Site Makes Sense

The selected site is not realistically a strong housing site.

Solar can adapt to uneven terrain.

Panels can be laid out to follow the ground more flexibly than housing development.

Bottom Line: The Wrangell Solar + 5 MW Battery project helps SEAPA preserve hydro value, reduces diesel dependence, improves reliability, and puts challenging terrain to productive use.

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SEAPA
Southeast Alaska Power Agency

The Future?

FUTURE

SEAPA Future Opportunity Outlook

Hydro expansion potential, transmission capacity, and future economic development

1 Federal Opportunity

ITCs can cover up to **50%** of a new hydro facility

New federal tax credits could significantly reduce the capital cost of future hydro development.

2 Load Growth Matters

Additional load would be needed so new hydro development does not create a significant rate increase.

3 Transmission Capacity Available

There is room to support much more development.

SEAPA's transmission line is only utilized to about **20%**

Yet transmission represents roughly **25%** of SEAPA's expense budget.

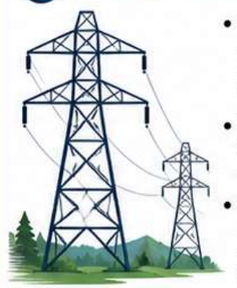
4 Future Hydro + Grid Upgrades

SEAPA could build substantially more generation and make better use of existing transmission infrastructure.

1 New Hydro Development Potential

- With ITCs, up to 50% of a new hydro facility could be paid.
- This creates a major long-term opportunity for SEAPA.
- Future development still needs load growth to keep rates reasonable.

2 Existing Transmission Has Room



- SEAPA's transmission system is only used to about 20% of its capability.
- Transmission is about 25% of the annual expense budget.
- That means the system has underused value and room for more generation and load.

3 Swan Lake Improvements

- SEAPA is also evaluating Swan Lake improvements.
- Rewinding and uprating the generators could increase both capacity and energy.
- This helps produce more energy from the same water resource.

4 Supporting Economic Development

- More hydro output and better transmission utilization can support future economic development.
- More dependable energy supply can help attract new load and new opportunity.
- The long-term goal is more value from SEAPA's existing hydro and transmission system.

Bottom Line: SEAPA has major future upside — federal incentives, underused transmission capacity, and Swan Lake upgrades could unlock more hydro value and help support future economic development.

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Questions?

Your Low-Cost Wholesale Provider

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SEAPA
Southeast Alaska Power Agency

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**11**

Approval to move forward with the Purchase of Leased Borough-Owned Tidelands, Requested by current Leaseholder, Richard Kaer

SUBMITTED BY:
Kim Lane, Borough Clerk

Reviews/Approvals/Recommendations	
☒	Port Commission
Name(s)	Planning and Zoning Commission
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $XXX Total		
FY 20: $	FY 21: $	FY22: $
Amount Budgeted:		
	FY20 $XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	$XXX	

ATTACHMENTS: 1. Request by Richard Kaer. 2. Memo from Planning and Zoning Commission 3. Memo from Port Commission 4. Areal map

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 moving forward with the sale of Borough-Owned Leased Tidelands Lot 2, Block 89-2, currently leased by Richard Kaer.

SUMMARY STATEMENT:

We received a request from Richard Kaer to purchase the Borough-Owned Tidelands that he is currently leasing. The request was forwarded to the Planning & Zoning Commission and Port Commission for their consideration and comments.

In Mr. Kaer's request, he states that the parcel requested is adjacent to his primary residence. He would like to purchase the tidelands for the purpose of retaining them for personal and commercial use and has no plans to improve at this time.

The Port and Planning & Zoning Commissions are required to review this request and make a recommendation for or against the potential sale before it comes to the Assembly in the form of a Public Hearing. Property owners who are within 300 feet of the proposed tidelands were notified of this Public Hearing prior to the action taken by the commissions.

Port Commission Action: **On March 5, 2026, the Port Commission unanimously passed the request to sell Lot 2, Block 84B, Tidelands – to Mr. Kaer.**

Planning & Zoning Commission Action: On April 9, 2026, the Planning & Zoning Commission unanimously recommended approval of the request.

Additionally, as required in WMC 16.08.060, a Public Hearing and Right to Protest notice was published two times, with one week after the last publication, before this Public Hearing for the Assembly to approve or deny moving forward with the sale of these tidelands.

If the Assembly approves moving forward, the next step will be to place a Resolution on an upcoming Borough Assembly meeting for approval to convey the tidelands to Mr. Kaer.

The Appraised value of the tidelands is $70,700 (please see appraisal).

CITY & BOROUGH OF WRANGELL

OFFICE OF THE BOROUGH CLERK

PO BOX 531 WRANGELL, AK, 99929 | +1 (907) 874-2381

205 BRUEGER STREET WRANGELL, AK, 99929

CITY & BOROUGH OF WRANGELL

GATEWAY TO THE STIKINE

PUBLIC LAND & TIDELANDS PURCHASE APPLICATION

WMC 16.12.010 - 16.12.180

APPLICATION FEE: $500.00 (per lot) NON– REFUNDABLE - MUST BE PAID AT TIME OF FILING

OFFICIAL USE ONLY | RECEIVED BY: Riane | DATE RECEIVED: Feb 9, 2026 | PAYMENT TYPE: CHECK ☒ CREDIT CARD ☐ CASH ☐

Applications to purchase borough-owned real property or borough-owned tidelands shall be submitted to the borough clerk. The borough clerk shall submit the application to the planning and zoning commission and if borough-owned tidelands, to the port commission for comments in favor or against the sale.

After the report(s) have been received by the borough clerk from the planning and zoning commission or the port commission (if borough-owned tidelands), the borough clerk shall place the request for purchase on an upcoming regular borough assembly agenda, as a public hearing item, for the assembly to approve moving forward with the sale. All property owners within 300 feet shall be notified by mail regarding the public hearing.

SECTION I.

APPLICANT'S FULL NAME: Richard Marion Kaer

EMAIL ADDRESS: [redacted]@gmail.com

PHONE NUMBER: [redacted]

APPLICANT'S PHYSICAL ADDRESS: [redacted] Oceanview Drive

APPLICANT'S MAILING ADDRESS: P.O. Box [redacted] Wrangell, Alaska 99929

SECTION II.

REQUEST TO PURCHASE OR EXCHANGE ..... PURCHASE ☒ EXCHANGE ☐

REQUEST TO PURCHASE TIDELANDS OR REAL PROPERTY ..... TIDELANDS ☒ REAL PROPERTY ☐

PLEASE PROVIDE THE PARCEL ID NUMBER AS WELL AS EITHER THE PHYSICAL ADDRESS OR LEGAL DESCRIPTION OF THE PROPERTY.

PARCEL ID NUMBER: 02-013-101

PHYSICAL ADDRESS: Oceanview Drive

LOT: 2 BLOCK: 84 B SUBDIVISION: Plat 89-2

LEGAL ACCESS TO LOTS (STREET NAME): Ajoing Uplands and [redacted] Oceanview Drive or "Harbor"

CURRENT ZONING OF PROPERTY: Waterfront Development "WFD"

LOT SIZE: 16,436 S.f.

CITY & BOROUGH OF WRANGELL
PUBLIC LAND & TIDELANDS PURCHASE APPLICATION

CONTINUED FROM PAGE 1

SECTION III.

INCLUDE AND LIST ANY SUPPORTING DOCUMENTS (I.E. MAPS).

See Lot 2 of 84B

STATE THE PURPOSE AND PROPOSED USE OF THE PROPERTY.

Personal & Commercial use.

Price Increase: 2024 $844.23 2025 $4,421.80

DESCRIBE THE IMPROVEMENTS THAT WILL BE ADDED TO THE PROPERTY.

No changes or Improvements at this Time.

WHEN WILL THE PROPOSED CONSTRUCTION IMPROVEMENTS BEGIN AND WHEN WILL THEY BE COMPLETED?

START DATE /

END DATE /

WHAT IS THE ESTIMATED COST OF IMPROVEMENTS THAT WILL BE ADDED TO PROPERTY? .....

COST: $ /

DESCRIBE THE EFFECTS THAT THE PROPOSED USE WILL HAVE ON PUBLIC STREETS, PUBLIC FACILITIES, PUBLIC SERVICES, PUBLIC UTILITIES, TRAFFIC, AND PARKING. INCLUDE A PLAN FOR MITIGATING ADVERSE EFFECTS ON STREETS, PUBLIC FACILITIES, PUBLIC SERVICES, PUBLIC UTILITIES, TRAFFIC CONGESTION, AND PARKING, AND A PLAN FOR PAYING ALL ASSOCIATED COSTS.

There will be No Changes or effects on any of the above mentioned concerns.

Location: North End of Oceanview Drive On the West Side of Wrangell Harbor.

CONTINUED ON PAGE 3

CITY & BOROUGH OF WRANGELL
PUBLIC LAND & TIDELANDS PURCHASE APPLICATION

CONTINUED FROM PAGE 2

SECTION III. (CONT.)

If the applicant wishes to purchase real property or tidelands for the purposes of economic development, the assembly may determine, in its sole discretion, that it is in the best interest of the Borough to dispose of the property, which has a value of $1,000,000 or less, without requests for proposals or sealed bid procedures and at less than fair market value. In determining the best interests of the borough under the Wrangell Municipal Code, the assembly may consider any relevant factors, which may include:

i. The desirability of the economic development project.

ii. The actual or potential economic benefits to the borough, its economy and other businesses within the borough.

iii. The contribution of the proponent to the economic development project in terms of money, labor, innovation, expertise, experience and otherwise.

iv. The business needs of the proponent of the project in terms of integration into existing facilities and operations, stability in business planning, business commitments, and marketing.

v. Actual or potential local employment due to the economic development project.

vi. Actual and potential enhancement of tax and other revenues to the borough related to the project.

vii. Existing and reasonably foreseeable land use patterns and ownership.

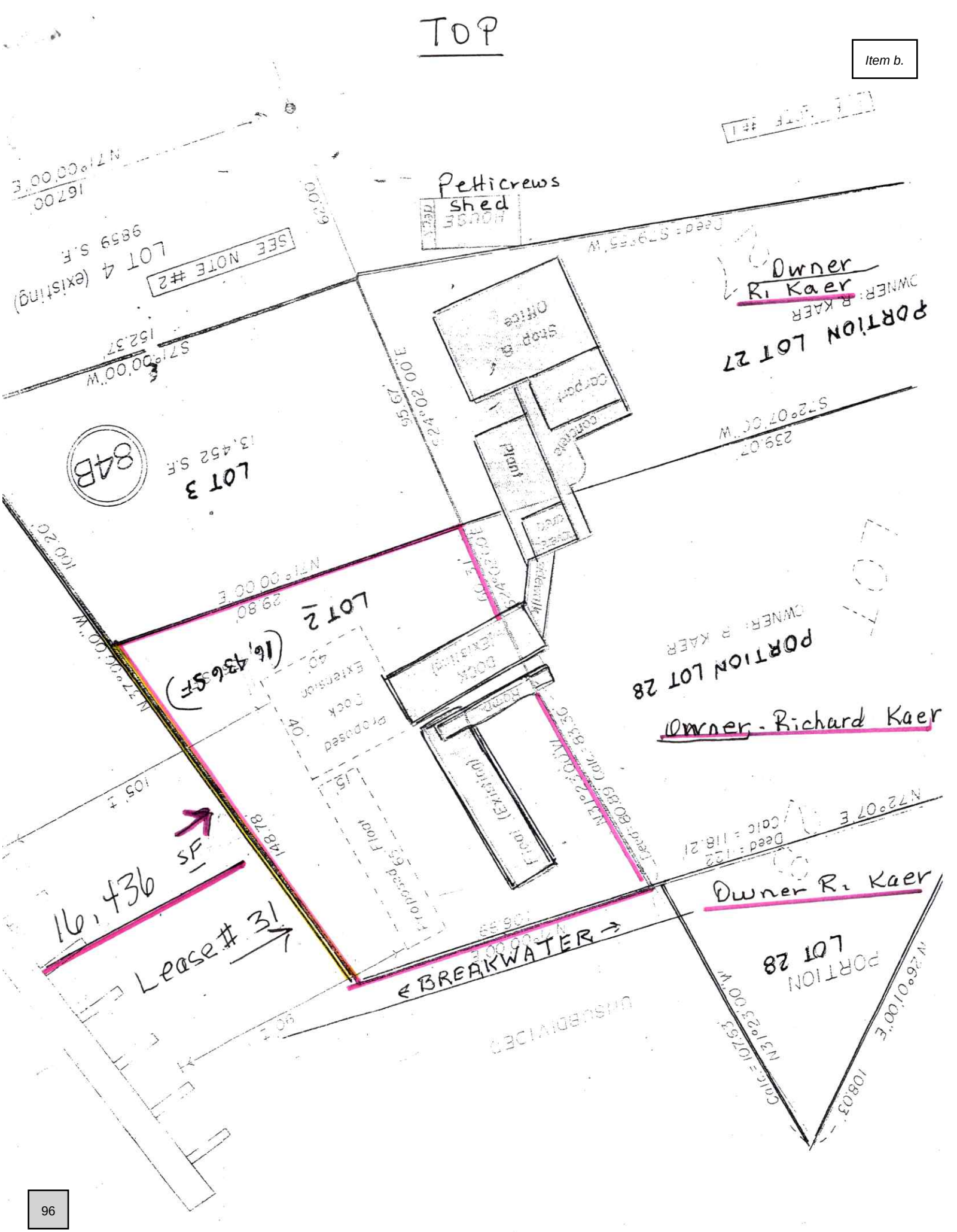
SECTION IV. ACKNOWLEDGEMENT

I hereby affirm all the information submitted with this application is true and correct to the best of my knowledge. I understand that incomplete applications will not be accepted and that all fees must be paid prior to review of this application.

SIGNATURE OF APPLICANT Richard Kaer

DATE 2-8-26

TOP


Petticrews
shed
Owner
R. Kaer
PORTION LOT 27
OWNER: R KAER
LOT 3
13,452 S.F
84B
LOT 4 (existing)
9859 S.F
SEE NOTE #2
LOT 2
(16,436SF)
Proposed Dock Extension
Existing Dock
Proposed Float
Existing Float
Owner - Richard Kaer
PORTION LOT 28
OWNER: R KAER
16,436 SF
Lease # 31
BREAKWATER
Owner R. Kaer
LOT 28
PORTION
OWNER: R KAER
Deed = S79°55'W
Deed = 118.21'
Calc = 118.21'
Deed = 123.00'
Calc = 107.65'
N72°07'E
N23°00'00"W
N26°10'00"W
S72°07'00"W
N71°00'00"E
S71°00'00"W
239.07'
152.57'
167.00'
100.20'
105.2'
148.78'
108.03'
3.00
60.00'
Proposed 65' Float
Deed = 60.89 Calc = 63.36'
N34°20'22"E 95.67'
N24°02'20"E 3.00'
29.80'
40'
45'
Gangway
Ramp
Float
Concrete
Carport
Shop & Office
House
Deed = S79°55'W
6.00'
UNSUBDIVIDED

WRANGELL TIDELANDS LEASE

Lease No. 31

LOCATION: At the north end of Peninsula Street on the west side of Wrangell Harbor.

LEGAL DESCRIPTION: Lot 2, Block 84B, Tidelands resubdivision of Wrangell Tidelands Addition, as recorded on Plat 89-2, recorded April 20, 1989, Wrangell Recording District, Wrangell, Alaska.

LESSOR: City of Wrangell

INSTRUMENT: Lease

LESSEE: Richard & Cathy Kaer
dba Breakwater Seafoods

FEE VALUE: $69,000

DATE OF LEASE: 5/9/89
REVALUE: 5/9/94, 5/9/99, 5/04, 5/09, 5/14,6/24

TERMS: 5/9/89 for 30 yrs,
6% of value per year
5 year revalue

ZONING: WFD

AREA: 16,436 sq.ft.

USE AT LEASE: Commercial dock site

ANTICIPATED USE: Commercial development

ACCESS: From Harbor or adjoining uplands

ASSESSMENTS: None noted

UTILITIES: Electricity, telephone, water

EASEMENTS/RESTRICTIONS: None noted

CONFIRMED WITH: City of Wrangell

BY/DATE: MCR-06/24

PROPERTY DESCRIPTION: A submerged tidelands at the mouth of the Wrangell Small Boat Harbor on the west side. The adjoining uplands is developed with a mixture of residential and commercial uses. The tideland is developed with a piling dock and float.

ANALYSIS: $69,000/16,436 sq. ft. = $4.20/sq. ft.

$69,000 x .06 = $4140.00/year

City & Borough of Wrangell

ECONOMIC DEVELOPMENT DEPARTMENT

Memorandum

Date: Friday, April 10, 2026

To: Honorable Mayor and Borough Assembly
Mason Villarma, Borough Manager
Kim Lane, Borough Clerk

From: Kate Thomas, Economic Development Director

Subject: Request from Richard Kaer to purchase Borough-owned tidelands identified as Lot 2, Block 84B, of the Wrangell Townsite according to Plat No 89-2, zoned Waterfront Development.

Recommendation: Approve the request from Richard Kaer to purchase Borough-owned tidelands identified as Lot 2, Block 84B of the Tidelands Resubdivision of Wrangell Tidelands Addition, Plat No. 89-2, subject to applicable provisions of Title 16 of the Wrangell Municipal Code.

Attachments: 1.) Aerial Map, 2.) Plat No. 89-2

Summary of Decision:

At its April 9, 2026 meeting, the Planning and Zoning Commission conducted a public hearing and unanimously recommended approval of the request.

The Commission reviewed the long-standing lease history of the property, noting that the tidelands have been under Tidelands Lease No. 31 since 1989, with an extension through 2054, and are currently developed and utilized as a commercial dock associated with Breakwater Seafoods. Discussion focused on the distinction between continued leasing versus sale of the tidelands. Staff noted that, given the established use, integration with adjacent upland ownership, and long-term occupancy by the applicant, sale of the tidelands represents a logical transition from leasehold to fee ownership. The Commission also discussed the broader policy considerations associated with tidelands disposal, including the role of tidelands as a public asset.

Additional discussion clarified that the Port Commission had reviewed the request, and that the proposed action does not introduce new development. Based on these considerations, the Commission determined that the request is consistent with existing land use, zoning, and long-term harbor development patterns.

Key Considerations

1. The property has been under long-term lease to the applicant since 1989, with an extension through 2054.

2. **The tidelands are developed with an existing piling dock and float associated with Breakwater Seafoods.**
3. **The site functions as an integrated extension of the applicant's adjoining upland property and marine operations.**
4. **The Waterfront Development zoning district supports marine-related and water-dependent uses.**
5. **Sale of the tidelands would align ownership with existing use while reducing long-term administrative oversight associated with leasing.**

Public Comment

A public hearing was opened and closed with no formal public testimony provided.

City & Borough of Wrangell

PORTS & HARBORS DEPARTMENT

Memorandum

To: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY

CITY AND BOROUGH OF WRANGELL

Cc: Mason Villarma

From: Steve Miller

Subject: Port Commission Recommendation – Richard Kaer Tidelands Purchase Request

Date: 03/06/2026

At its regular meeting on March 5, 2026, the Wrangell Port Commission reviewed and discussed a request submitted by Richard Marion Kaer to purchase Borough-owned tidelands identified as Lot 2, Block 84B, Tidelands Addition (Parcel ID 02-013-101) located at the north end of Oceanview Drive on the west side of Wrangell Harbor.

Following discussion, the Port Commission approved a motion recommending that the Borough Assembly move forward with the tideland's sale process in accordance with Borough code. The parcel consists of approximately 16,436 square feet and is within the Waterfront Development (WFD) zoning district. The tidelands are currently used in conjunction with the applicant's adjacent upland and commercial operations.

During the Commission discussion, Mr. Kaer noted one concern regarding the request, indicating that he may only wish to purchase a portion of the lot rather than the entire parcel. Should the Assembly wish to proceed, this matter could be addressed during the appraisal and plating process to determine the appropriate parcel configuration.

Steve Miller
Port Director

A RESTRICTED USE APPRAISAL OF
LOT 2 ATS 84B WRANGELL TIDELANDS ADDITION RESUBDIVISION
WRANGELL, ALASKA 99929

FOR
Kim Lane
Borough Clerk
City And Borough of Wrangell
P. O. BOX 531
WRANGELL, ALASKA 99929

VALUATION DATE
March 10, 2026

FILE 26-3462

BY
MICHAEL C. RENFRO
Assessor
City and Borough of Wrangell, Alaska

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

March 10, 2026

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

Lot 2 ATS 84B Wrangell Tidelands Addition Resubdivision
Wrangell, Alaska 99929

Dear Ms. Lane,

As requested, I have prepared a Restricted Use Appraisal Report on the fair market value of the above referenced property. The appraisal date is March 10, 2026. The purpose of the report is to determine the fair market value for sale purposes. A description and valuation follows.

As a result of the investigation and analysis, subject to the assumptions and limiting conditions, it is my opinion the market value of the property as of March 10, 2026 is:

$70,700

This Restricted Use Report is intended to meet the current Uniform Standards of Professional Appraisal Practice as formulated by the Appraisal Foundation

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

If you have any questions regarding this Restricted Use Appraisal Report, please do not hesitate to call me.

Sincerely,

APPRAISAL COMPANY OF ALASKA

Michael C. Renfro
Assessor
City and Borough of Wrangell, Alaska

RESTRICTED USE APPRAISAL

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

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

APPRAISER: Michael C. Renfro, Assessor
City and Borough of Wrangell
405 W. 27th Ave.
Anchorage, Alaska 99503

SUBJECT: Fee Simple Estate
Land Only - Lot 2 ATS 84B Wrangell Tidelands Addition Resubdivision
Wrangell, Alaska 99929

OWNER: City and Borough of Wrangell

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

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

(1) buyer and seller are typically motivated;
(2) both parties are well informed or well advised, and acting in what they consider their own best interests;
(3) a reasonable time is allowed for exposure in the open market;
(4) payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and

(5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

INTENDED USE OF REPORT:
This appraisal is intended to assist the client in determining the subject's market value for sale purposes.

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

EFFECTIVE DATE OF VALUE: March 10, 2026

DATE OF REPORT: March 10, 2026

SALES HISTORY: There are no reported sales of the property over the last three years.

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

- Inspected the subject property prior to March 10, 2026
- Reviewed available records.
- Applied the market approach to arrive at an indication of value.

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

This Restricted Use Appraisal Report is a brief recapitulation of the available data, analyses and conclusions.

SUMMARY OF PROPERTY APPRAISED: The property that is the subject of this report is situated in the tidelands, near the entrance to the Wrangell Harbor. The tideland is located behind an existing Borough float. Access is somewhat limited.

Legal Description: Lot 2 ATS 84B Wrangell Tidelands Addition Resubdivision

Address: NHN, Wrangell Harbor, Wrangell, Alaska, 99929

Land: 16,436 sq. ft. of submerged tidelands

Utilities: Electricity, Water, Telephone

Improvements: Subject appraised as vacant.

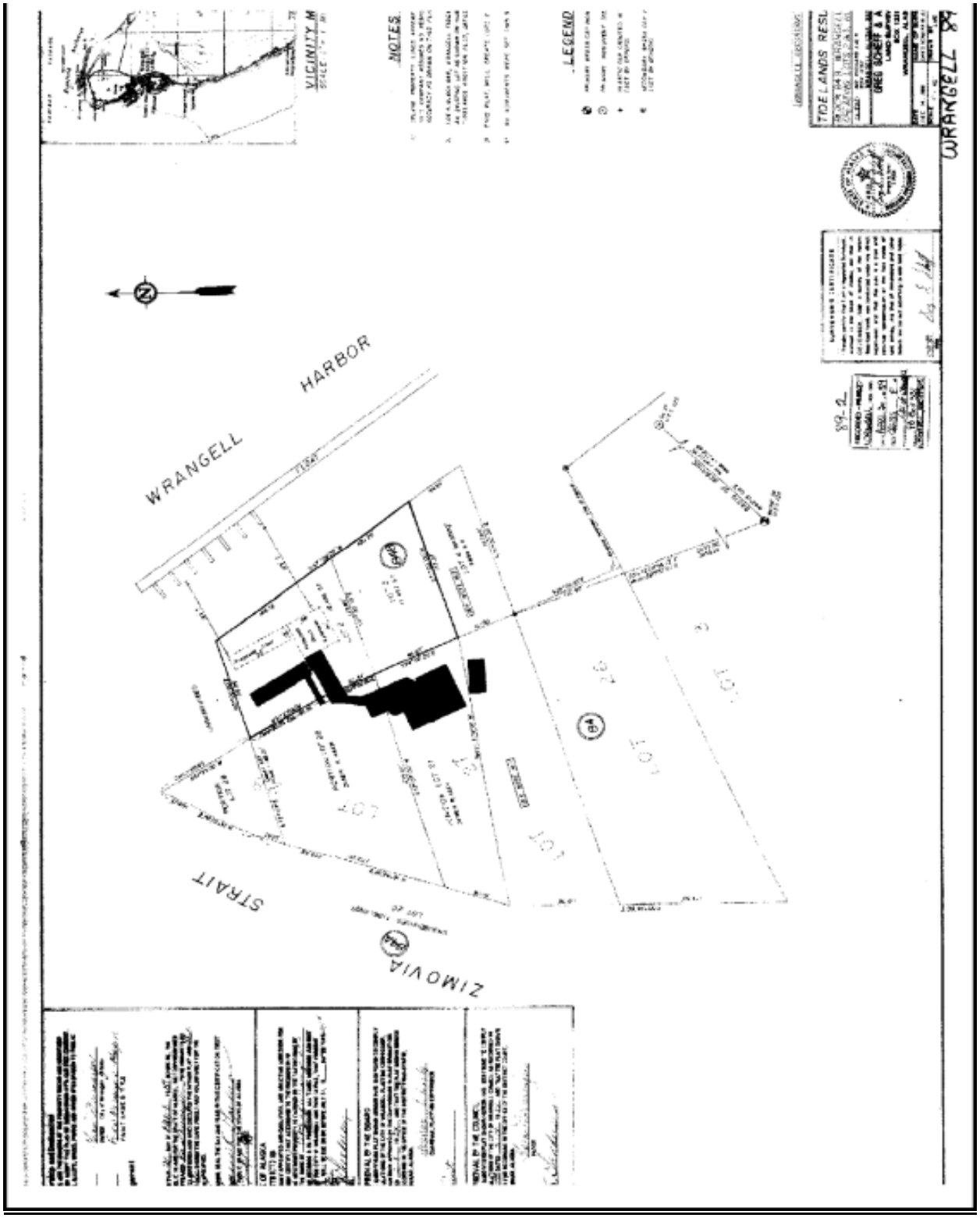
Environmental Condition: No warranties as to environmental issues have been addressed by the appraiser. A visual inspection showed no evidence of contamination. If this is a concern of the seller or purchaser, it should be inspected by a qualified inspector.

Zoning: The subject is zoned Waterfront development.

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

As if vacant, the subject's highest and best use would be for development consistent with the current zoning requirements. Waterfront development or uses associated with waterfront development.

Appraisal: The appraisal is for land only.


WRANGELL
HARBOR
STRAIT
ZIMOVIA
VICINITY MAP
NOTES
LEGEND
TIDELANDS RESURVEY
WRANGELL

Land Value: There have been limited sales of similar undeveloped lots. The sales provided are considered to be representative of the market for undeveloped Tidelands.

COMPARABLE LAND SALES

NO.	Legal	Date	Sale Price	Area/SF	Price/SF	Remarks
1	Lot 6 Block 84B Tideland Sub ATS 83 Wrangell, AK	09/22	$52,000	9,456	$5.50	Submerged Tidelands Residential Use in Reliance Harbor
2	Lot 9 Blk 83 USS119 & Lot 4 Blk 83A WTA	10/20	$150,000	17,655	$8.50	Inter Harbor Waterfront Lot Sale with Tidelands
3	Lot 24 Blk 83A Wrangell Tidelands	11/23	$63,800	13,434	$4.75	Inter Harbor Lot Sale.

Analysis of Comparable Land Sales:
Time:

With a limited amount of sales it is difficult to obtain paired sales for analysis to arrive at the adjustments needed to bring the available sales into conformity with the subject. However, in general, values are increasing in Wrangell. The CPI indicates an increase around 2% per year prior to mid 2021 when the market increased approximately one-half percent each month, until around January of 2024 when the market returned to 2% per year.

Terms:

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

Size:

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

Location and Access:

Location and access are somewhat subjective on the part of the appraiser in relation to the comparable data utilized. However, analysis of other sales contained in our separate report on Wrangell sales and lease transactions indicates that location and access can account for up to 40% difference between superior and inferior locations. The subject's location and access are felt to be inferior to all of the comparables.

Utilities:

All of the comparables have similar utilities.

Topography:

Again, topography is somewhat subjective on the part of the appraiser. Comparable 1 is the sale of a submerged Residential Tideland, near the subject. Comparable 2 is a sale of a site with both uplands and tidelands off of Case Avenue south of the subject.
Due to the mixed topography, it is given the least weight in the final analysis. Comparable 3 is the sale of a large tideland across the harbor from the subject. It is the most current sale, and is given the most weight in the final analysis.

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

Sale No.	#1	#2	#3
Price/Sq. Ft.	$5.50	$8.50	$4.75
Time	11%	20%	4%
Net After Time	$6.11	$10.20	$4.94
Terms	0	0	0
Size	-20%	0	0
Location/Access	-15%	-15%	-15%
Utilities	0	0	0
Topography	0%	-25%	0%
Net Adjustment	-35%	-40%	-15%
Indicated Value/Sq. Ft.	$3.97	$6.12	$4.20

Conclusion

After adjustments for property differences the available transactions indicate a range of value for the subject site from $3.97 to $6.12 per square foot.

After analysis of the property differences, including the subject's size, location, and access, the market value of the subject's 16,436 square feet is concluded to be $4.30 per square foot or $70,674 rounded to $70,700.

ASSUMPTIONS AND LIMITING CONDITIONS:

1. As agreed upon with the client prior to the preparation of this appraisal, this is a Limited Appraisal because it invokes the Departure Provision of the Uniform Standards of Professional Appraisal Practice. As such, information pertinent to the valuation has not been considered and/or the full valuation process has not been applied. Depending on the type and degree of limitations, the reliability of the value conclusion provided herein may be reduced.

2. This is a Restricted Use appraisal report which is intended to comply with the reporting requirements set forth under Standard Rule 2-2(b) of the Uniform Standards of Professional Appraisal Practice for a Restricted Use Appraisal Report. As such, it might not include full discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning, and analyses is retained in the appraiser's file. The information contained in this report is specific to the needs of the client and for the intended use stated in this report. The appraiser is not responsible for unauthorized use of this report.

3. No responsibility is assumed for legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated in this report.

4. The property is appraised free and clear of any or all liens and encumbrances unless otherwise stated in this report.

5. Responsible ownership and competent property management are assumed unless otherwise stated in this report.

6. The information furnished by others is believed to be reliable. However, no warranty is given for its accuracy.

7. All engineering is assumed to be correct. Any maps, sketches, plot plans and illustrative material in this report are included only to assist the reader in visualizing the property.

8. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.

9. It is assumed that there is full compliance with all applicable federal, state, and local regulations and laws unless otherwise stated in this report.

10. It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there are no encroachments or trespass unless otherwise stated in this report.

11. The valuation assumes the appraised property (site and improvements) is free and clear of hazardous contaminants, unless specifically noted. If the appraised property is suspected of contamination, then the client is urged to retain an engineer's report. The appraiser(s) reserve the right to review value conclusions if documentation, including cost-to-cure estimates, is provided.

12. Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of the appraiser, and in any event, only with proper written qualification and only in its entirety.

13. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected) shall be disseminated to the public through advertising, public relations, news sales, or other media without prior written consent and approval of the appraiser.

CERTIFICATION

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

1. The statements of fact contained in this report are true and correct.

2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and is my personal, unbiased professional analyses, opinions, and conclusions.

3. I have no present or prospective interest in the property that is the subject of this report and I have no personal interest or bias with respect to the parties involved.

4. My compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.

5. This appraisal was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.

6. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.

7. I made a personal inspection of the property that is the subject of this report, prior to the date of this report.

8. No one provided significant professional assistance to the person signing this report.

9. The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute.

10. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

Michael C. Renfro

Certificate of Ownership and Dedication

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

3-28-89
DATE

OWNER City of Wrangell, Official

PRINT NAME & TITLE

Notary's Acknowledgement

U.S. OF AMERICA
STATE OF ALASKA
CITY OF WRANGELL

THIS IS TO CERTIFY THAT ON THIS 28 DAY OF March, 1989 BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED ... TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND ... ACKNOWLEDGED THAT ... SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES ... THEREIN SPECIFIED.

WITNESS ... AND NOTARIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATION FIRST HEREIN ...

... PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION ... 27-91

CERTIFICATE STATE OF ALASKA

FIRST JUDICIAL DISTRICT))SS

I THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND AN ACTING ASSESSOR FOR THE CITY OF WRANGELL HEREBY CERTIFY, THAT ACCORDING TO THE RECORDS IN MY POSSESSION THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE ... WRANGELL, IN THE NAME OF ... AND ... ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID ... IN FAVOR OF THE CITY OF WRANGELL ARE PAID IN FULL; THAT CURRENT TAXES ... THE YEAR 19... WILL BE DUE ON OR BEFORE JULY 31, 19... DATED THIS 2... DAY OF ... 1989

CITY ... OF WRANGELL

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY OF WRANGELL PLATTING COMMISSION, AND THAT THE SAID PLAT HAS BEEN APPROVED BY THE COMMISSION ~~BY PLAT RESOLUTION NO.~~ ... DATED 3-9 19 89 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICO RECORDER, KETCHIKAN, ALASKA.

3-20-89
DATE

Wallace J. Smith
CHAIRMAN, PLATTING COMMISSION

ATTEST:

Dorothy Vincent
SECRETARY

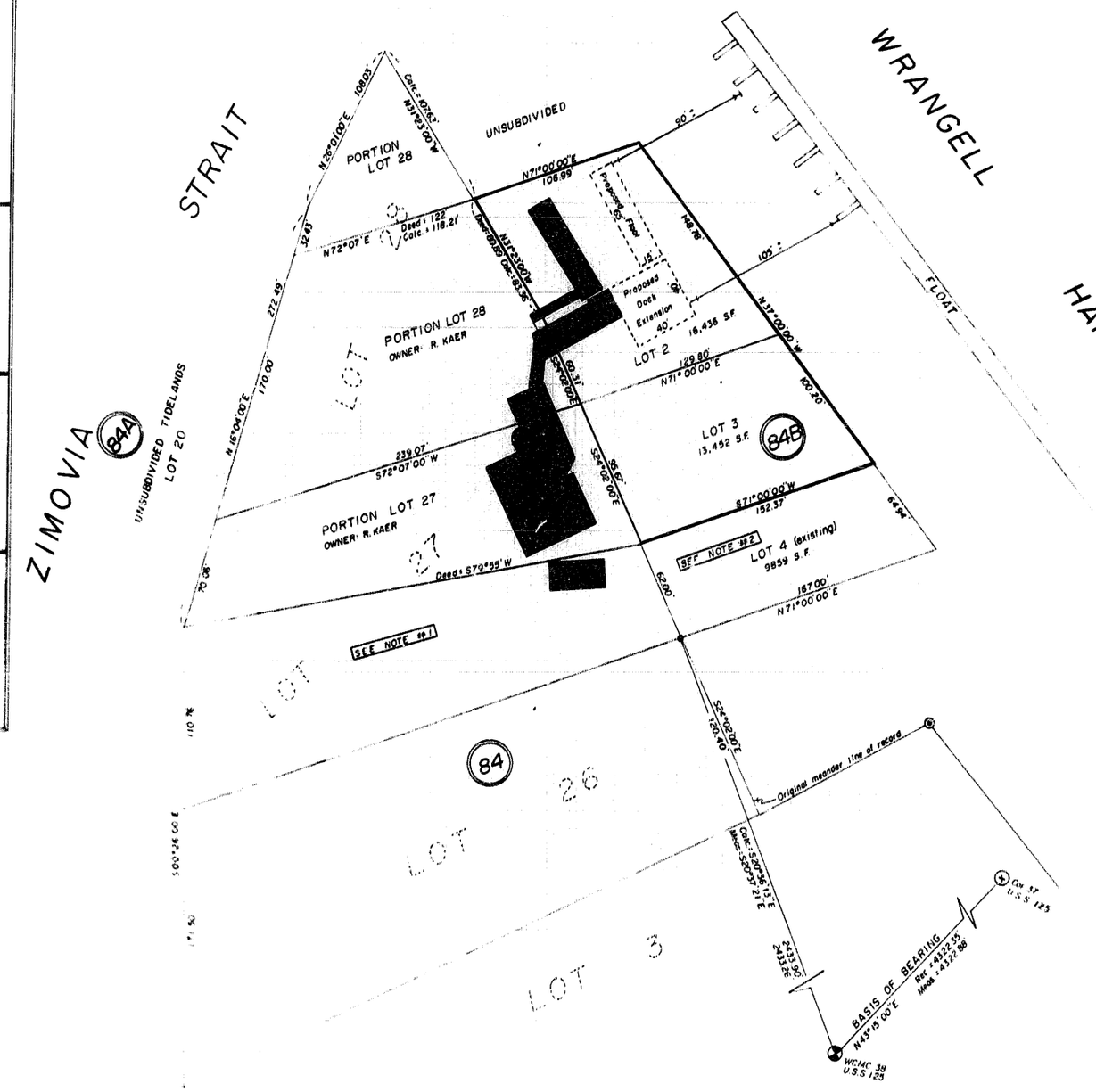
CERTIFICATE OF APPROVAL BY THE COUNCIL

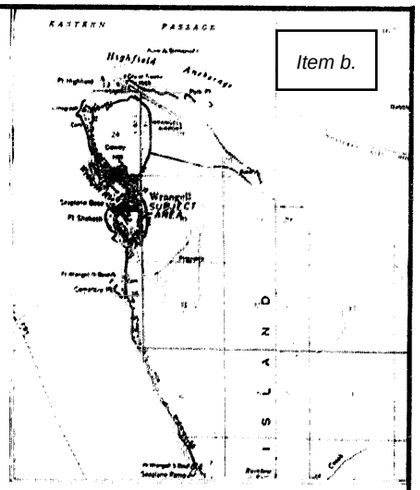
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY OF WRANGELL COUNCIL AS RECORDED IN MINUTE BOOK 17 PAGE 224 DATED 3-14 19 89, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICO RECORDER, KETCHIKAN, ALASKA.

3-28-89
DATE

MAYOR

ATTEST: ...





VICINITY MAP
SCALE 1" = 1 MILE

NOTES

1) UPLAND PROPERTY LINES APPEAR TO BE IN CONFLICT. THIS COMPANY ASSUMES NO RESPONSIBILITY FOR THEIR ACCURACY AS DRAWN ON THIS PLAT.

2) LOT 4, BLOCK 84B, WRANGELL TIDELANDS ADDITION, IS AN EXISTING LOT AS SHOWN ON HUBBELL & WALLER'S TIDELANDS ADDITION PLAT, DATED OCT 15, 1962.

3) THIS PLAT WILL CREATE LOTS 2&3, BLOCK 84B.

4) NO MONUMENTS WERE SET THIS SURVEY.

LEGEND

- PRIMARY BRASS CAP MONUMENT (RECOVERED)
- PRIMARY MONUMENT (RECOVERED)
- PLASTIC CAP GROUTED INTO BEDROCK (RECOVERED) (SET BY OTHERS)
- SECONDARY BRASS CAP MONUMENT (RECOVERED) (SET BY OTHERS)

89-2
RECORDED ~~FILED~~
WRANGELL REC. DIST.
DATE APRIL 20, 1989
TIME 02:35 P.M.
REQUESTED BY City of Wrangell
ADDRESS PO Box 531
CITY Wrangell, AK 99929

SURVEYOR'S CERTIFICATE

I hereby certify that I am a registered Surveyor licensed in the State of Alaska, and that in DECEMBER, 1988 a survey of the hereon described lands was conducted under my direct supervision and that this plat is a true and accurate representation of the field notes of said survey, and that all dimensions and other details are correct according to said field notes.

2-9-89
date

STATE OF ALASKA
49TH
Gregory B. Scheff
L.S. 4992

WRANGELL RECORDING DISTRICT

TIDELANDS RESUBDIVISION

BLOCK 84B, WRANGELL TIDELANDS ADD
CREATING LOTS 2&3, BLOCK 84B

CLIENT: MR RICHARD KAER
BOX 1102
WRANGELL, ALASKA 99929

GREG SCHEFF & ASSOCIATES
LAND SURVEYORS
BOX 1331
WRANGELL, ALASKA 99929

DATE	NAME OF SURVEY	PROJECT NUMBER
DEC. 14, 1988	GREG SCHEFF & ASSOC.	51177-01-00 W
SCALE 1" = 4.	DRAWN BY LMS	

WRANGELL 89-2

CITY AND BOROUGH OF WRANGELL, ALASKA

Item b.

N

1 inch = 82.005518 feet

Date: 3/11/2026

Public Map

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

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**11**

Approval to move forward with the sale of borough-owned real property consisting of a portion of "A" Street (vacating a portion of public right of way), USS 1593, according to Plat No. 2003-8, requested by Frank Warfel

SUBMITTED BY:
Kim Lane, Borough Clerk Kate Thomas, Economic Development Director

Reviews/Approvals/Recommendations	
☒	Commission, Board or Committee
Name(s)	Planning and Zoning Commission
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:	
Expenditure Required: $0 Total	
Fiscal Year (FY):	Amount: $0
Amount Budgeted:	
	FY: $ 0
Account Number(s):	
	XXXXX XXX XXXX
Account Name(s):	
	Not Applicable
Unencumbered Balance(s) (prior to expenditure):	
	$0

ATTACHMENTS: 1. Request 2. Memo from Economic Development Director (PZ) 3. Aerial Map and Plat Map of area

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 moving forward with the sale of a portion of "A" Street and a portion of Cassiar Street (vacating a portion of public right of way), USS 1593, according to Plat No. 2003-8, requested by Frank Warfel.

SUMMARY STATEMENT:

Mr. Warfel submitted an application requesting the purchase of Borough-owned real property consisting of a portion of "A" Street (vacating a portion of public right of way), USS 1593, according to Plat No. 2003-8, adjacent to Lot 1, Block 1, and Lot 16B.

At its regular meeting, the Planning and Zoning Commission conducted a public hearing and reviewed the request, including testimony from the applicant, staff analysis, and comments from Public Works regarding future access considerations. Following discussion, the Commission voted by majority to recommend approval of the request to vacate a portion of A Street and proceed with disposal of the associated Borough-owned property, subject to the following conditions:

- Completion of subdivision, platting, and survey requirements defining the area to be vacated and conveyed
- Retention or establishment of necessary access and utility easements
- Completion of a fair market appraisal, with all costs borne by the applicant
- Final Assembly approval of disposal in accordance with WMC Title 16

During the Admirative review process, Mr. Warfel revised his original proposal. The initial request included vacation of both a portion of A Street and a portion of Cassiar Street. The request was later reduced to only include A Street in an effort to preserve the corridor connection from Evergreen Avenue into Cassiar Street and maintain potential future through-access for surrounding properties.

Following the Planning Commission meeting, staff further reviewed the proposal with the applicant and the Borough Manager to evaluate an alternative right-of-way configuration. The revised concept contemplates vacating portions of both A Street and Cassiar Street while simultaneously regaining right-of-way along the southern boundary of Mr. Warfel's property adjacent to Evergreen Avenue. This would effectively relocate the corridor from the north side to the south side of the property and restore the right-of-way width to approximately 30 feet, consistent with the historic corridor dimensions.

The revised configuration preserves future public access opportunities and allows the Borough to maintain the prospect of future roadway development and utility access serving remaining properties along Cassiar Street.

The attached aerial map illustrates the conceptual exchange areas as follows:

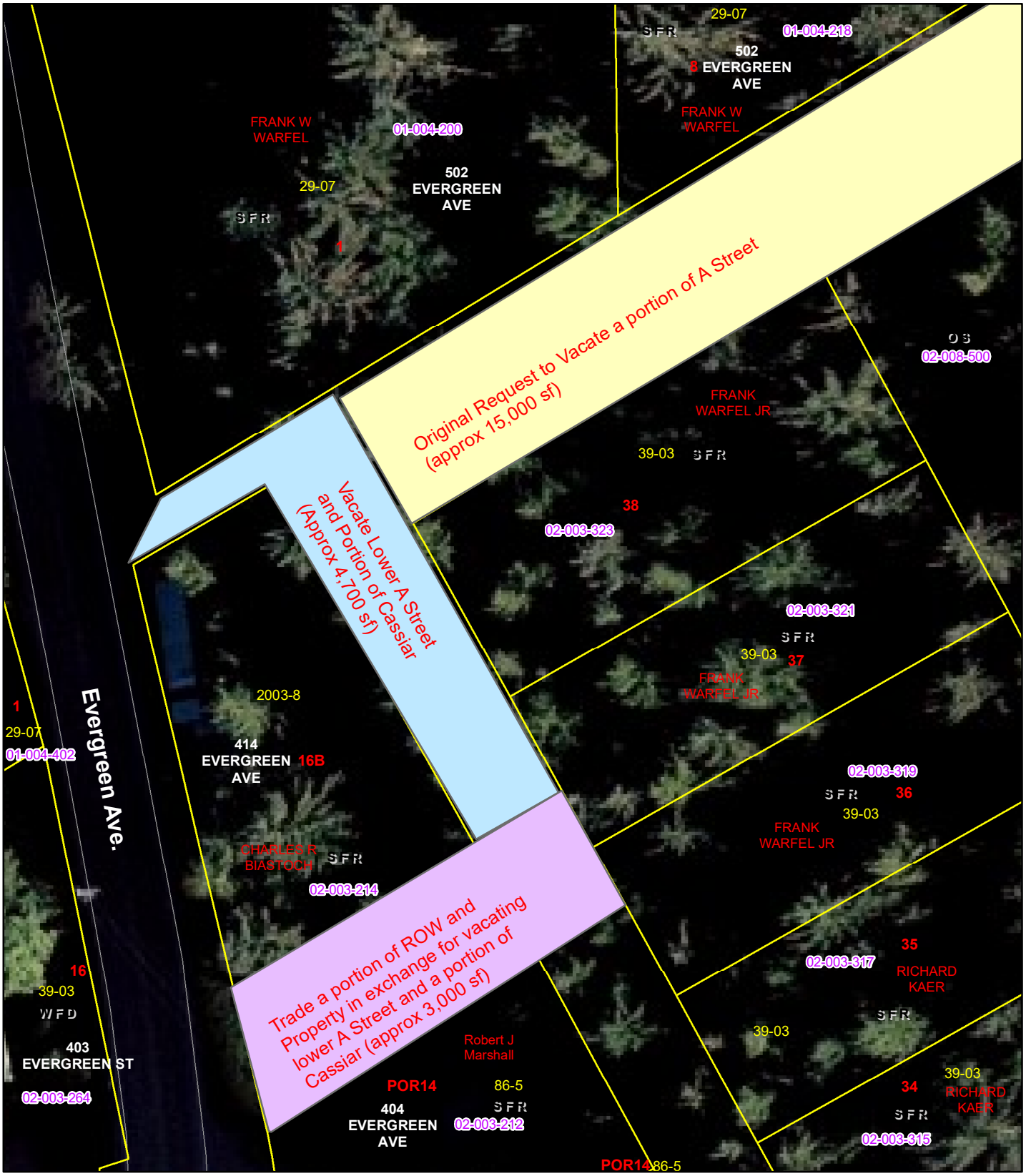
- Yellow depicts the right-of-way area approved for vacation and subsequent sale by the Planning Commission
- Blue depicts the additional area originally requested by Mr. Warfel and subject to potential acquisition/vacation
- Purple depicts the area proposed to be conveyed back to the Borough in exchange to preserve future access opportunities

If the Assembly wishes to proceed, a future resolution will return to the Assembly following completion of survey, appraisal, platting, and legal review requirements.

Relevant supporting materials include the Planning Commission memorandum and aerial exhibit.

CITY AND BOROUGH OF WRANGELL, ALASKA

Item c.



N

1 inch = 40.487884 feet

Public Map

117

e: 4/14/2026

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

City & Borough of Wrangell

ECONOMIC DEVELOPMENT DEPARTMENT

Memorandum

Date: Friday, April 10, 2026

To: Honorable Mayor and Borough Assembly
Mason Villarma, Borough Manager
Kim Lane, Borough Clerk

From: Kate Thomas, Economic Development Director

Subject: (PH) Request from Frank Warfel Jr. to purchase Borough-owned real property identified as a portion of A Street (vacating a portion of public right of way), USS 1593, according to Plat No. 2003-8. ("A" Street is adjacent to Lot 1, Block 1, and Lot 16B)

Recommendation: The Planning and Zoning Commission recommends that the Borough Assembly approve the request from Frank Warfel Jr. to vacate a portion of the A Street public right-of-way and proceed with disposal of Borough-owned property, subject to the following:

1. Completion of subdivision, platting, and survey requirements defining the area to be vacated and conveyed
2. Retention or establishment of necessary access and utility easements
3. Completion of a fair market appraisal, with all costs borne by the applicant
4. Final Assembly approval of disposal in accordance with WMC Title 16

Attachments: 1.) Aerial Map, 2.) Plat No. 2003-8

Summary of Decision:

At its regular meeting, the Planning and Zoning Commission held a public hearing to consider the request to vacate a portion of A Street and dispose of associated Borough-owned property. The applicant stated the request would allow consolidation of recently acquired property (Lot 16B) with adjacent holdings and facilitate access to additional upland parcels under common ownership. The applicant indicated willingness to cover all associated costs, including survey and acquisition.

Staff provided a summary of the site history, noting longstanding access challenges in the area and prior actions including a partial right-of-way vacation in 2003 and Borough land sales in 2022. Staff also identified that portions of the right-of-way remain undeveloped due to steep topography and bedrock constraints.

Public Works advised that the right-of-way is unlikely to be constructed as a roadway but noted that vacating the corridor may create access limitations, including potential dead-end conditions

and lack of required turnaround infrastructure for emergency and service vehicles. Public Works recommended deferring vacation until access, turnaround, and infrastructure considerations are resolved.

Commission discussion focused on maintaining reasonable access for adjacent properties, potential impacts to future access corridors, and whether alternative configurations or land exchanges could better address access constraints.

A motion to table the item for further review on access implications failed. The Commission then approved the findings of fact and voted by majority to recommend approval of the request and forward the matter to the Borough Assembly for final consideration.

Key Considerations

- The A Street right-of-way is platted but undeveloped and constrained by topography
- The area has a documented history of access challenges spanning multiple decades
- Adjacent parcels may rely on remaining corridors for future access and utilities
- Vacation of the right-of-way requires preservation of utility access and compliance with subdivision and platting requirements

Public Comment

- Initial opposition from an adjacent property owner was withdrawn following revisions to the proposal
- One adjacent property owner expressed no opposition but requested consideration for future acquisition opportunities if additional right-of-way is vacated

To: City and Borough of Wrangell

From: Frank W. Warfel Jr.

Subject: Purchase of "A" Street

My name is Frank W. Warfel Jr. I currently own lot 1, lot 8, lot 36-38, and lot 16B on Evergreen Avenue. Please refer to the attached plat notes I have provided.

Separating my current lots there is an undeveloped City and Borough of Wrangell designated street called "A" Street. At the bottom or the Evergreen Avenue side of A Street it is 15 feet wide. Eventually, A Street widens to 30 feet as it goes up the hill paralleling my lots 1 and 8 and lot 38.

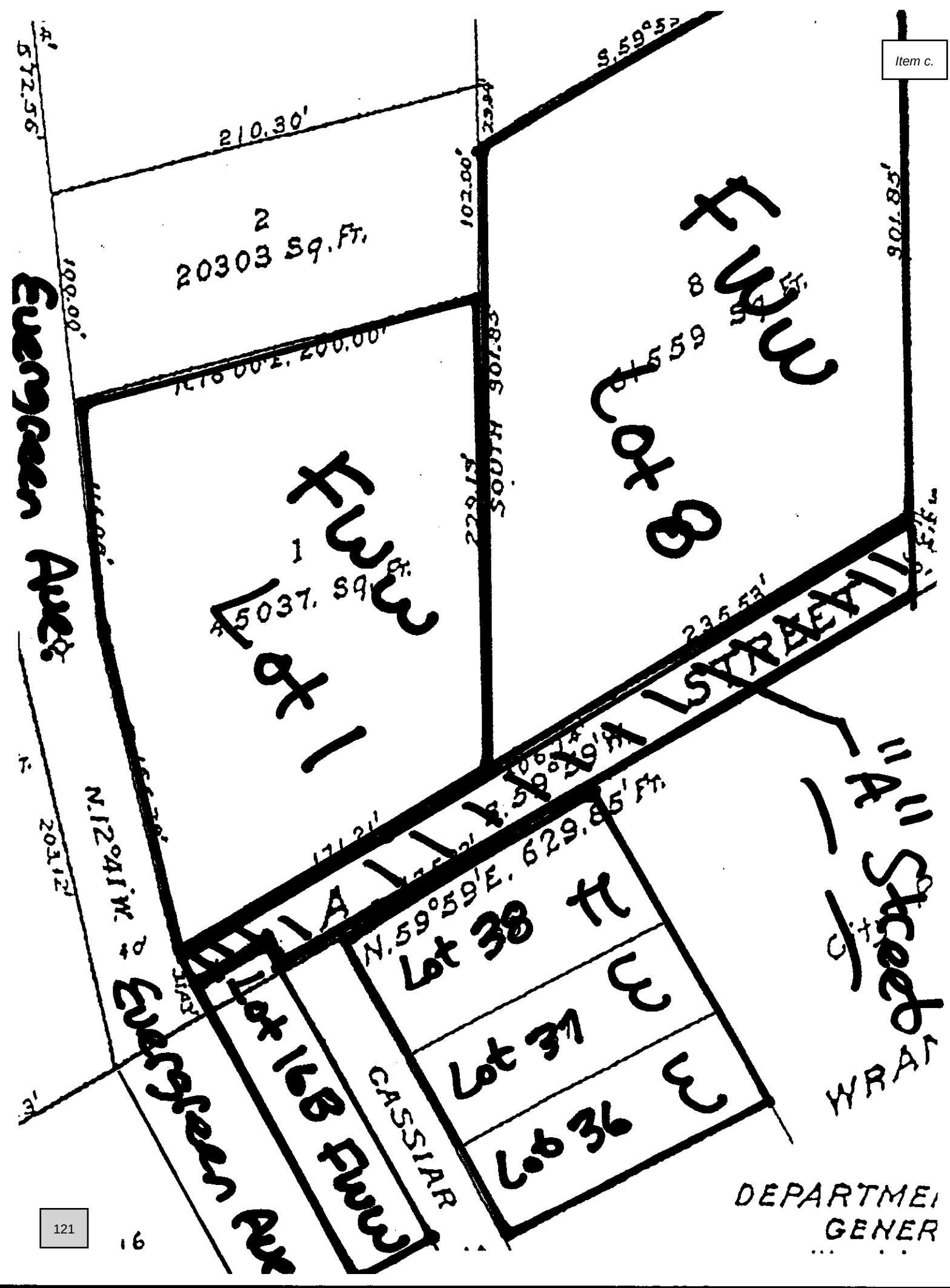
As it stands right now the City and Borough of Wrangell has not provided any access to my lots 36-38 nor will there be any in the unforeseeable future. Developing lots 36-38 is something I would like to do.

It is why I am currently submitting this letter. I would like to purchase A Street from the City and Borough of Wrangell for whatever value they deem fair. Since I currently own all the surrounding properties it only stands to reason to obtain A Street so I can access my lots 36-38 and provide a road and utilities on my own. It will rid myself and the City and Borough of Wrangell of any easement or zoning issues with my current property projects and any future projects.

Thank you for your consideration.

Frank W. Warfel Jr.

[redacted]


210.30'
102.00'
901.85'
2
20303 Sq. Ft.
100.00'
N.18°00'E. 200.00'
229.15'
SOUTH 307.83
FWW
1
5037. Sq. Ft.
Lot 1
FWW
8
Lot 8
235.53'
N.59°59'E. 629.85 Ft.
121.21'
Lot 38 FWW
Lot 37
Lot 36
Lot 16B FWW
CASSIAR
Evergreen Ave.
N.12°41'W.
All Streets
DEPARTMEI
GENER

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE 7-3-03 Charles R. Biastoch
CHARLES R. BIASTOCH

DATE 7-3-03 Valerie J. Biastoch
VALERIE J. BIASTOCH

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA
STATE OF ALASKA
CITY OF WRANGELL

THIS IS TO CERTIFY THAT ON THIS 3rd DAY OF July, 2003, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED Charles R. & Valerie J. Biastoch TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND they ACKNOWLEDGED TO ME THAT they SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

Deborah Scheff
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

STATE OF ALASKA
OFFICIAL SEAL
Deborah Scheff
NOTARY PUBLIC
My Commission Expires 2-15-05

MY COMMISSION EXPIRES 2-15-05

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)ss

I THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND AN ACTING Assessor FOR THE CITY OF WRANGELL, HEREBY CERTIFY, THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY OF WRANGELL, IN THE NAME OF Charles & Valerie Biastoch

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 2003 WILL BE DUE ON OR BEFORE AUGUST 15, 2003 DATED THIS 17th DAY OF July 2003

Assessor CITY OF WRANGELL - Tax Clerk

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY OF WRANGELL PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION BY PLAT RESOLUTION NO_____ DATED_____ 20____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

7/10/03 Michael Krause
DATE CHAIRMAN, PLANNING COMMISSION

Kristi Crayne
SECRETARY

CERTIFICATE OF APPROVAL BY THE COUNCIL

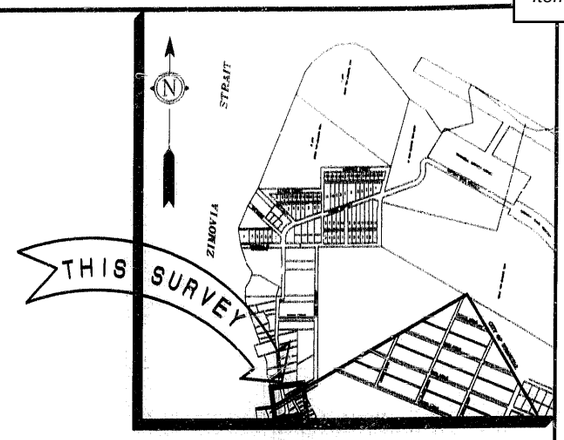
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY OF WRANGELL COUNCIL AS RECORDED IN MINUTE BOOK_____ PAGE_____ DATED_____ 20____ AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, WRANGELL, ALASKA.

7-23-03 Bruce E. Hunt
DATE MAYOR, CITY OF WRANGELL

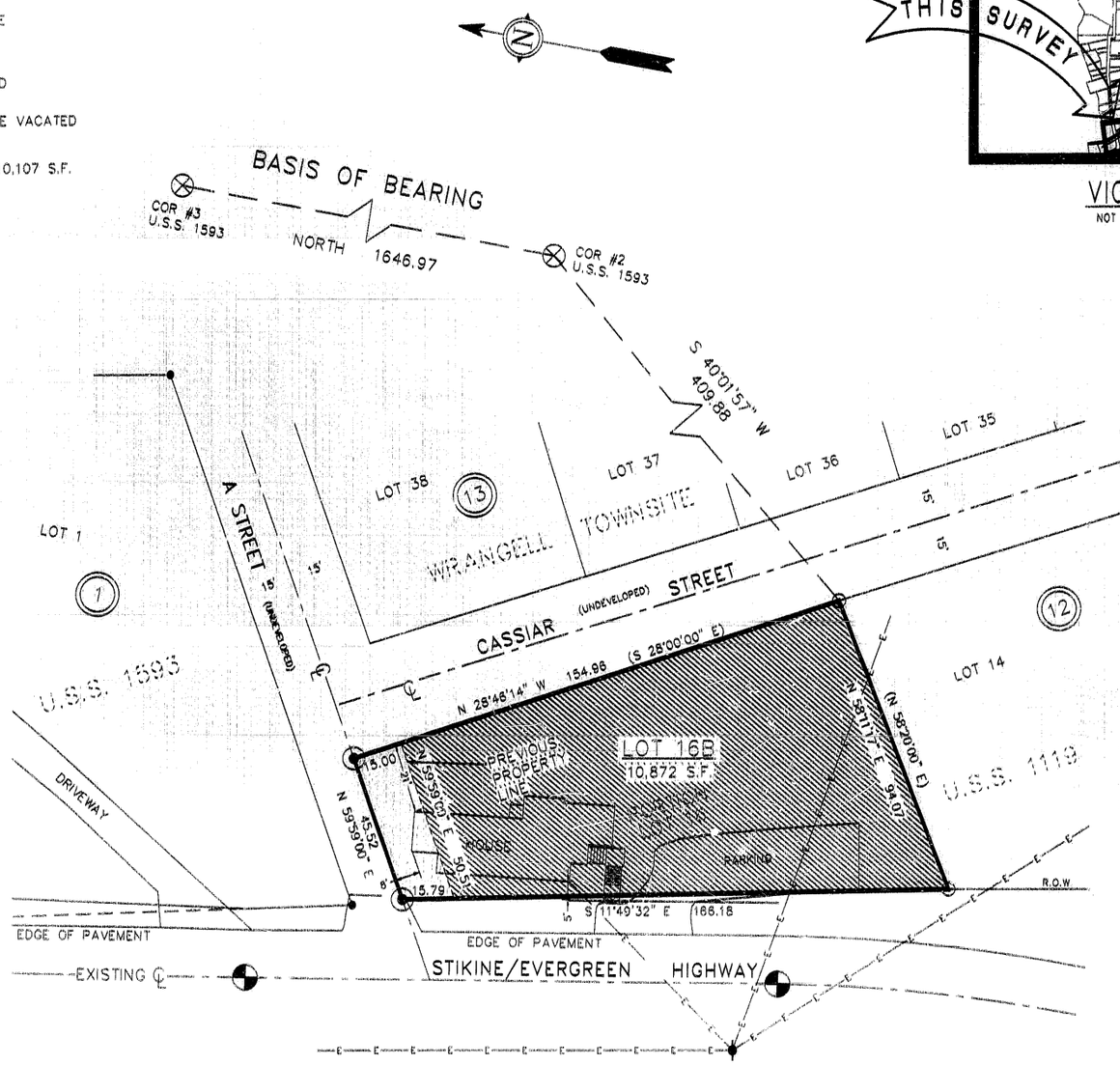
ATTEST:
Christine K. Hamilton
CITY CLERK

LEGEND

- CENTERLINE BRASS CAP – RECOVERED
- GLO/BLM ROCK MONUMENT– RECOVERED
- REBAR AND ALUM CAP – RECOVERED (LS6700)
- REBAR AND YELLOW PLASTIC CAP – RECOVERED (LS6700)
- REBAR AND ALUM CAP – SET THIS SURVEY (LS6700)
- POWER POLE
- OVERHEAD ELECTRICAL SERVICE
- (N 58°20'00" E) DATA OF RECORD
- N 58°11'17" E DATA MEASURED OR COMPUTED
- PORTION OF "A" STREET TO BE VACATED 718 S.F.
- ORIGINAL LOT 16 – APPROX. 10,107 S.F.



VICINITY MAP
NOT TO SCALE



PLAT NOTES

1. PORTION LOT 16 IS ZONED SINGLE FAMILY RESIDENTIAL
2. THIS PLAT WILL CREATE LOT 16B, BLOCK 12, WRANGELL TOWNSITE, U.S. SURVEY 1119.

20 15 10 5 0 20 40 60
SCALE IN FEET

SHEET 1 OF 1

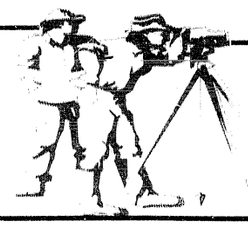
DESIGNED: GGS
DRAWN: TLS
CHECKED: GGS
DATE OF SURVEY: 07/02/2003
DATE OF PLAT: 07/02/2003
SCALE: 1"=20'
SURVEYOR: GREGORY G. SCHEFF
PROJECT NO.

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN JULY 2003 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT according TO SAID FIELD NOTES.

7/3/03 Gregory G. Scheff LS-6700
DATE GREGORY G. SCHEFF LS-6700

STATE OF ALASKA 49TH GREGORY G. SCHEFF LAND SURVEYOR PROFESSIONAL LAND SURVEYOR 7-2-03



GREG SCHEFF & ASSOCIATES
LAND SURVEYORS

BOX 1331 WRANGELL, ALASKA 99929
PHONE (907) 874-2177
FAX (907) 874-2187

PROJECT: **BIASTOCH RESUBDIVISION**
THE REPLAT OF A PORTION LOT 16, BLOCK 12, U.S. SURVEY 1119 AND A VACATION OF A PORTION OF "A" STREET, U.S. SURVEY 1593 WRANGELL RECORDING DISTRICT

CLIENT: CHARLES AND VALERIE BIASTOCH
BOX 1589
WRANGELL, ALASKA 99929

2003-8
Wrangell REC DIST
DATE 7-28 2003
TIME 11:55 A M
Requested by Greg Scheff
Address P.O. Box 1331
Wrangell, AK 99929

Wrangell 2003-8

CHARLES POOL & ASSOCIATES
CONSULTING ENGINEERS & SURVEYORS
BOX 2609, KETCHIKAN, ALASKA 99901

NO.	DATE	BY	REVISIONS

U.S. SURVEY NO. 2096

A.M.D. U.S. SURVEY NO. 9
43.44 ACRES

U.S. SURVEY NO. 1240
5.71 ACRES

U.S. SURVEY NO. 1593

U.S. SURVEY NO. 2127

U.S. SURVEY NO. 3753
572.28 ACRES

U.S. SURVEY NO. 125

ZIMOVIA STRAIT

BAYVIEW STREET
HIGHFIELD STREET
FIFTH AVENUE
FOURTH AVENUE
THIRD AVENUE
FIRST AVENUE
STIKINE HIGHWAY
"C" STREET
GRAVE STREET
SECOND STREET
SPRING STREET
"A" STREET
EVERGREEN AVENUE
WRANGELL AIRPORT APRON
AIRPORT SPUR HIGHWAY
MERIDIAN

BLOCK ① U.S. 1593
BLOCK ② U.S. 1593
BLOCK ③ U.S. 1593
BLOCK ④ U.S. 1593
BLOCK ⑤ U.S. 2127
BLOCK ① U.S. 2127
BLOCK ② U.S. 2127
BLOCK K
BLOCK 3A
BLOCK 5A
BLOCK 5B
LOT 3A
LOT 3B
LOT 74c
LOT 68
LOT 69
LOT 1A
A.T.S. 243

SCALE: 1" = 100'

LEGEND
- U.S. SURVEY BOUNDARY
- R.O.W. LINE
- R.O.W. CENTER LINE
- LOT BOUNDARY
- BEGIN CURVE

PLAT REVISIONS

NO.	DATE	BY	PLAT NO.	SUBDIVISION NAME	COMMENTS
1	MAR 1991	JM	86-4	APPLEMAN SUBDIVISION - LOT 3 BLOCK 1 USS 1593	
2	MAR 1991	JM	87-2	HALL SUBDIVISION BLOCK 2 USS 1948	
3	MAR 1991	JM	85-6	EASTAUGH SUBDIVISION LOTS 6 & 7 BLOCK 3 USS 1593	
4	MAR 1991	JM	82-12	FIFTH AVENUE VACATION BLOCK 3A USS 1948	
5	MAR 1991	JM	83-2	PLAT ALTERATION OF LOT 14, BLK 1, USS 2127, FIRST AVE. & STIKINE HIGHWAY	
6	MAY 1992	JM	92-3	THIRD AVENUE SUBDIVISION LOTS 10 & 11 BLK. 5 USS2127	

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**11**

ORDINANCE NO. 1101 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SEVERAL SECTIONS IN CHAPTER 5.08 – SALES TAX, IN THE WRANGELL MUNICIPAL CODE

SUBMITTED BY:
Mason Villarma, Borough Manager

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:	
Expenditure Required:	
Fiscal Year (FY):	Amount: $
Amount Budgeted:	
	FY: $
Account Number(s):	
Account Name(s):	
Unencumbered Balance(s) (prior to expenditure):	

ATTACHMENTS: 1. Ord 1101. | 2. Existing Code Language for amended 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 No. 1011.

SUMMARY STATEMENT:

Overview

This ordinance updates multiple sections of Chapter 5.08 – Sales Tax, by repealing and replacing definitions and exemptions, and amending provisions related to tax collection and enforcement. The intent is to modernize the sales tax code, clarify applicability—particularly for services—and improve compliance and administration.

Key Changes

1. Updated Definitions (WMC 5.08.005)
The ordinance repeals and replaces the definitions section to provide clearer and more comprehensive terminology. Key updates include:

- Expanded definitions of **"services," "seller," and "retail sale"** to reflect modern business practices, including online sales and service-based transactions.
- Clarification of **"regular course of business,"** establishing a threshold of more than three days of activity per year.
- Inclusion of detailed definitions for **travel and adventure services**, ensuring these activities are clearly taxable when occurring within the Borough.
- Explicit recognition of **digital services** and non-cash transactions.

These updates provide clearer guidance for businesses and improve consistency in tax application.

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2. Revised Exemptions (WMC 5.08.050)
The ordinance repeals and replaces the exemptions section to better define which transactions are not subject to sales tax. Key elements include:

- Maintaining common exemptions such as wages, medical services, and government transactions.
- Clarifying exemptions for **occasional or low-volume sales**, including thresholds for minimal activity.
- Providing more detailed rules for **nonprofits**, limiting exemptions to occasional activities rather than ongoing operations.
- Refining exemptions related to **out-of-borough sales**, **large single-purchase transactions**, and **travel and adventure services performed outside the Borough**.

These changes aim to reduce ambiguity and ensure exemptions are applied consistently.

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3. Clarification of Tax Collection Responsibilities (WMC 5.08.080)
The ordinance reinforces that all businesses operating within the Borough, including storefronts, mobile vendors, and service providers—are responsible for collecting and remitting sales tax.

It further clarifies that:

- Sales tax revenues are Borough funds.
- Sellers are fully liable for taxes collected or required to be collected.

This ensures uniform application across all business models.

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4. Strengthened Penalties and Enforcement (WMC 5.08.100)
The ordinance maintains and reinforces enforcement provisions, including:

- A **5% penalty** for unpaid taxes after one month past the reporting quarter.
- **1% monthly interest** on delinquent balances.
- Authority for the Assembly to waive penalties or interest in cases of verified medical hardship.
- A new provision allowing for **revocation of a local business license if taxes and reporting are not submitted within 45 days**.

These measures emphasize timely compliance and provide additional enforcement tools.

Purpose and Impact

Overall, this ordinance modernizes the Borough's sales tax code to reflect current economic activity, particularly in service-based and tourism-driven sectors. It improves clarity for taxpayers, ensures equitable application of the tax, and strengthens the Borough's ability to collect and enforce sales tax requirements.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 1101

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING SEVERAL SECTIONS IN CHAPTER 5.08 – SALES TAX, IN THE WRANGELL MUNICIPAL CODE

SEC. 1. Action. The purpose of this ordinance is to amend 5.08.080 (Duty to collect and make return) and 5.08.100 (Penalty and interest), and repeal and replace Sections 5.08.005 (Definitions) and 5.08.050 (Exemptions from Tax), in Chapter 5.08 – Sales Tax, in the Wrangell Municipal Code.

SEC. 2. Repeal and Replace. Sections 5.08.005 (Definitions) and 5.08.050 (Exemption from Tax) are hereby repealed and replaced in Chapter 5.08 – Sales Tax, in the Wrangell Municipal Code as follows:

5.08.005 Definitions.

For the purposes of this chapter, the following words and phrases have the meanings hereinafter respectively ascribed to them:

A. "Borough boundaries"

Means all lands, tidelands, submerged lands, and waterways lying within three nautical miles of the land of the City and Borough of Wrangell.

B. "Buyer or consumer"

Means, without limitation, every individual, receiver, assignee, trustee in bankruptcy, trust estate, member, firm, partnership, joint venture, club, company, business, trust, corporation, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit or otherwise.

C. "Common carrier"

Is a person or entity that holds itself out to the general public as providing transportation of goods for compensation and regularly issues bills of lading or other receipts for the carriage of goods.

D. "Finance director"

Means the borough finance director, or any other borough employee designated by the borough manager to perform the functions and duties of the finance director as described in the municipal code.

E. "Marine Service Center"

Means the repair services and upland storage areas owned by the City and Borough of Wrangell, with a physical address of 525 Front Street, Wrangell, Alaska, situated along

Wrangell Harbor, adjacent to Front Street, containing a total area of 443,005 square feet (10.17 acres), more or less, including, but not limited to, a 150-ton and a 300-ton mobile boat lift, a hydraulic trailer, a wash down area, upland storage, dock facilities, vessel haul out areas and supporting infrastructure necessary for marine operations.

F. "Regular Course of Business"

Means engaging in the sale of goods or services within the Borough with continuity, frequency, or regularity, including activity conducted for more than three (3) days within a calendar year, whether consecutive or non-consecutive. Multiple periods of operation by the same person or affiliated entities shall be aggregated for purposes of this determination. Activity conducted for three (3) days or fewer within a calendar year shall be considered occasional and not in the regular course of business. Participation limited solely to activities occurring from July 4 through July 6 shall not constitute engaging in the regular course of business.

G. "Resale"

Means to sell again and is limited to goods which are resold per se or are physically present in a final product which is sold and is subject to tax at the time of final sale. Resale sales are not made to the final consumer.

H. "Resale of services"

Means the sales of intermediate services to a business where the charge for which will be passed directly by that business to a specific buyer.

I. "Retail sale"

Means any sale of goods or services, including barter, credit, installment and conditional sales, for any purpose other than resale in the regular course of business. The delivery of property in the borough is considered subject to sales tax if the retailer maintains any office, distribution or sales house within the borough, conducts online sales of goods and services for items deliverable to buyers or consumers within the borough, or solicits business or accepts orders through any agent, salesman, member or representative within the borough.

J. "Sale of services"

Means the sale of services, which includes parts and labor, for a specific job or task. Sales tax shall be computed on the invoice for the total job or task, said invoice period not to exceed 30 days.

K. "Sales price"

Means and includes the consideration, whether money, credit, rights or other property expressed in terms of money paid or delivered by a buyer to a seller, all without any deduction on account of the cost of property sold, the cost of materials used, labor costs, discounts, delivery costs, federal and state taxes, or any other expenses whatsoever paid or accrued, and without any deduction on account of losses.

L. "Sales tax"

Means and includes the tax levied in this chapter on gross revenues derived from all taxable commercial retail sales or services, said revenues being computed in dollars and cents, and the tax payable by the seller or the person performing the services.

M. "Seller"

Means any person or entity making a retail sale to a buyer or consumer, whether as agent, broker or principal, any person or entity performing services for remuneration, or a purchasing cooperative. Notwithstanding any other provision of this chapter, arrangements made with another person or agent, including, but not limited to, a travel agent, cruise ship business, broker or other representative, regardless of the location of the travel agent, cruise ship business, broker or other representative, by a provider of services, rentals or goods, to market such services, rentals or goods (including travel and adventure services), to provide such services, rentals, or goods to another person, or the transfer to the buyer of the right or privilege to receive such services, rentals or goods, are taxable sales by such provider, not a sale for resale, and such provider is a seller for the purposes of this chapter.

N. "Services"

Means all services of every manner and description provided in whole or part within the borough, including but not limited to:

1. Professional services;

2. Services in which a sale of property or product may be involved, including property or products made to order;

3. Utilities and utility services not constituting a sale of property or products, including but not limited to sewer, water, solid waste collection or disposal, electrical, telephone services and repair, natural gas, cable or satellite television, and Internet services;

4. The sale of transportation services;

5. Services rendered for compensation by any person who furnishes any such services in the course of his trade, business, or occupation, including all services rendered for commission;

6. Advertising, maintenance, recreation, amusement, and craftsman services;

7. Travel and adventure services and delivery services;

8. The rental of goods, equipment, vehicles, vessels, residential lodging, and commercial structures or other buildings and spaces therein; and

9. Digital services.

O. "Single-purchase sale"

Means a sale by a single purchase or invoice, which may consist of one or more items but

which are purchased at the same time and there is a single invoice representing that sale. A single-purchase sale includes a sale of items by contract, bid, quote or other lump sum amount only if the sale is based on and computed as a single bid, quote, sum, or package price rather than as an accumulated sum or aggregation for prices of separate identifiable items, separable prices, or items purchased at different times.

P. "Travel and adventure services"

Includes, but is not limited to, tours and charters via air, land and water, guide services, admissions, lectures, transportation services (excluding air transportation), and the rental of lodging, aircraft, vehicles, watercraft, and equipment, including fishing, boating, camping and other tour or adventure related goods. Travel and adventure services also include sales of goods incidental or related to such services. Regardless of the location of any marketing, brokering, packaging, resale, assignment, or other arrangement and regardless of the beginning or ending of any other related services, the point of delivery of a travel and adventure service is within the borough if the ultimate consumer of the travel and adventure service receives any such service which begins or occurs within the corporate limits of the City and Borough of Wrangell.

Q. Tax on Noncash Considerations. When sales, rentals of property, or services are made, paid, performed or furnished for other than cash, the price shall be computed in dollars and cents on the reasonable value of the items sold, paid, performed or delivered.

R. Rent and Services Defined. The term "rent," as used in this chapter, includes rent of both real and personal property and the term "services" includes furnishing of labor and materials for accomplishing a specified result when the resulting object or product is not for resale by the purchaser in the ordinary course of business.

5.08.050 Exemptions from Tax

The following transactions are exempt from the tax levied under this chapter:

A. Salaries and wages received by an employee from an employer;

B. Sales made and services performed which are not in the regular course of business;

C. Sales, and the gross receipts derived therefrom, when the aggregate amount when computed under WMC § **5.08.020** amounts to less than $0.12;

D. Sales, including such rentals and services, when the total sales and service prices derived by the seller or person furnishing such services does not aggregate $500.00 in any calendar quarter year;

E. Dues or fees to clubs, labor unions, or fraternal organizations;

F. Sales by religious institutions and nonprofit organizations are exempt only when conducted on an occasional basis and not in the regular course of business (ex: bazaars, auctions, raffles, bake sales, etc.). Ongoing or regularly conducted commercial activities are subject to tax.

G. Sales of insurance and bonds of guaranty and fidelity;

H. Fees for medical, psychological, dental, hospital and veterinary services;

I. All drugs and medicines prescribed by a physician and dispensed by a registered pharmacist;

J. Remuneration for services and materials, including caskets, used or furnished for funerals;

K. All sales of commodities made to a manufacturer, broker, wholesaler, or dealer and which are not consumed or destroyed by such purchaser, but which are resold in the same or an altered form, or which are used to package, crate or deliver the products of such purchaser. All retailers who qualify for the exemption presented must submit a resale form to the finance department. Sales tax exemptions for goods purchased wholesale will not be applied retroactively;

L. All sales to a bona fide retailer when the same are purchased for resale in the ordinary course of business; in this connection, a retailer is one who regularly stocks merchandise for resale, displays the same to the public and holds himself or herself out as regularly engaged in the business of selling such products either during a regular season or throughout the year directed to the consumer;

M. Gross receipts or proceeds derived from the transportation to and from grade or high schools in motor or other vehicles;

N. Gross receipts or proceeds derived from servicing, freezing, storing, handling or wharfing of fish; or lumber or any other commodities awaiting shipment or in the process of being shipped;

O. All telephonic, by-mail or online sales of goods which are to be used outside the borough, if the goods are sold to a buyer who is not physically present in the borough at the time of the order of goods or execution of the sale and who resides or has its principal place of business outside the borough, and if the goods are delivered to the buyer at a location outside the borough via common carrier or the U.S. Postal Service;

P. That part of a sale of goods over $5,000 when all items in a single-purchase sale are added together, and that part of a sale of services over $5,000 for a single job or task. Invoices for sales of services shall be computed monthly or less for tax purposes;

Q. Sales of services, or building and construction supplies, materials, or equipment, including rental of equipment or tools, to a licensed contractor for use in construction for resale;

R. The value of new or used articles taken in trade as a credit or part payment on the sale of new articles shall be deductible from the total sales price of the new article;

S. Gross receipts derived from services provided by day care centers and preschool facilities;

T. Sales of services, or building and construction supplies, materials, or equipment, including rental of equipment or tools, to a licensed contractor for use in construction of projects under contract with the United States government, State of Alaska, City and Borough of Wrangell or any of its political subdivisions;

U. Purchases made with food coupons, food stamps, or other type of certificate issued under **7** U.S.C. 2011-2025 (Food Stamp Act);

V. Gross receipts derived from the sales of lawful games of chance and skill conducted by qualified organizations which hold a valid permit from the State of Alaska pursuant to Title **5**, Chapter **15** of the Alaska Statutes;

W. Purchases made with food vouchers or other type of certificate issued under 42 U.S.C. **1786** (Child Nutrition Act, WIC);

X. Airfare or the air charter sales price paid for transportation of persons including that portion of a sale of travel or adventure services paid for air transportation of persons.

Y. Gross receipts derived from travel and adventure services, charter services, and transportation services are exempt only to the extent such services are performed entirely outside the Borough. If any portion of the service is performed or delivered within the Borough, the portion of the sales price attributable to services performed within the Borough shall be subject to tax. The location where the sale is made, booked, or paid for shall not determine the applicability of this exemption.

Z. That part of the sales price paid by the buyer for travel and adventure services purchased outside the borough or on a cruise ship which is not remitted, directly or indirectly, to the person providing or performing the service within the borough. For purposes of this exemption, "cruise ship" means:

1. A commercial passenger vessel that carries passengers for hire except that "cruise ship" does not include a vessel:

    a. Authorized to carry fewer than 20 passengers;

    b. That does not provide overnight accommodations and transportation for at least 20 passengers for hire; or

    c. Operated by the United States, State of Alaska, or a foreign government.

AA. Gross receipts or proceeds derived from sales to the United States government, State of Alaska, City and Borough of Wrangell and any of its political subdivisions;

BB. Gross receipts derived from sales, services, rentals and transactions which the municipality is prohibited from taxing under the Constitution and laws of the United States or the State of Alaska;

SEC. 3. Amendment. Sections 5.08.080 (Duty to collect and make return) and 5.08.100 (Penalty and interest) are hereby amended in Chapter 5.08 – Sales Tax, in the Wrangell Municipal Code as follows:

5.08.080 Duty to collect and make return.

It is the duty of the retailer or person furnishing such services within the Borough, including but not limited to brick and mortar businesses, mobile vendors, travel services, and service providers, to collect the tax from the purchaser or consumer and make a return thereof to the borough. All sales taxes collected or which should have been collected pursuant to this chapter are borough moneys for which the seller is at all times liable to the borough. The seller is also liable for all moneys collected from the buyer as sales tax.

5.08.100 Penalty and interest.

In the event a return is not made, or the appropriate tax not paid within one month following the reporting quarter, a penalty of five percent of such tax as is unpaid shall be added to such tax for the first month of delinquency or any fraction thereof. Interest on all outstanding or delinquent sales tax balances shall accrue monthly at a rate of one percent as of the initial date of delinquency. The borough assembly may upon a verified showing of medical necessity, as the reason for a failure to pay sales tax in a timely manner, waive all or any portion of the penalty and/or interest assessed hereinabove. Such penalty and interest shall be collected in the same manner as the tax.

If a payment of sales tax and reporting is not made within 45 days, the Seller's local business license may be revoked.

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.

PASSED IN FIRST READING: April 14, 2026

PASSED IN SECOND READING: _____.

_____
David Powell, Vice-Mayor

ATTEST:

_____
Kim Lane, MMC, Borough Clerk

§ 5.08.005. Definitions.

For the purposes of this chapter, the following words and phrases have the meanings hereinafter respectively ascribed to them:

A. "Borough boundaries" means all lands, tidelands, submerged lands, and waterways lying within three nautical miles of the land of the City and Borough of Wrangell.

B. "Buyer or consumer" means, without limitation, every individual, receiver, assignee, trustee in bankruptcy, trust estate, member, firm, partnership, joint venture, club, company, business, trust, corporation, association, society, or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit or otherwise.

C. "Common carrier" is a person or entity that holds itself out to the general public as providing transportation of goods for compensation and regularly issues bills of lading or other receipts for the carriage of goods.

D. "Finance director" means the borough finance director, or any other borough employee designated by the borough manager to perform the functions and duties of the finance director as described in the municipal code.

E. "Marine Service Center" means the repair services and upland storage areas owned by the City and Borough of Wrangell, with a physical address of 525 Front Street, Wrangell, Alaska, situated along Wrangell Harbor, adjacent to Front Street, containing a total area of 443,005 square feet (10.17 acres), more or less, including, but not limited to, a 150-ton and a 300-ton mobile boat lift, a hydraulic trailer, a wash down area, upland storage, dock facilities, vessel haul out areas and supporting infrastructure necessary for marine operations.

F. "Resale" means to sell again and is limited to goods which are resold per se or are physically present in a final product which is sold and is subject to tax at the time of final sale. Resale sales are not made to the final consumer.

G. "Resale of services" means sales of intermediate services to a business where the charge for which will be passed directly by that business to a specific buyer.

H. "Retail sale" means any sale of goods or services, including barter, credit, installment and conditional sales, for any purpose other than resale in the regular course of business. The delivery of property in the borough is considered subject to sales tax if the retailer maintains any office, distribution or sales house within the borough, conducts online sales of goods and services for items deliverable to buyers or consumers within the borough, or solicits business or accepts orders through any agent, salesman, member or representative within the borough.

I. "Sale of services" means the sale of services, which includes parts and labor, for a specific job or task. Sales tax shall be computed on the invoice for the total job or task, said invoice period not to exceed 30 days.

J. "Sales price" means and includes the consideration, whether money, credit, rights

or other property expressed in terms of money paid or delivered by a buyer to a seller, all without any deduction on account of the cost of property sold, the cost of materials used, labor costs, discounts, delivery costs, federal and state taxes, or any other expenses whatsoever paid or accrued, and without any deduction on account of losses.

K. "Sales tax" means and includes the tax levied in this chapter on gross revenues derived from all taxable commercial retail sales or services, said revenues being computed in dollars and cents, and the tax payable by the seller or the person performing the services.

L. "Seller" means any person or entity making a retail sale to a buyer or consumer, whether as agent, broker or principal, any person or entity performing services for remuneration, or a purchasing cooperative. Notwithstanding any other provision of this chapter, arrangements made with another person or agent, including, but not limited to, a travel agent, cruise ship business, broker or other representative, regardless of the location of the travel agent, cruise ship business, broker or other representative, by a provider of services, rentals or goods, to market such services, rentals or goods (including travel and adventure services), to provide such services, rentals, or goods to another person, or the transfer to the buyer of the right or privilege to receive such services, rentals or goods, are taxable sales by such provider, not a sale for resale, and such provider is a seller for the purposes of this chapter.

M. "Services" includes all services of every manner and description provided in whole or part within the borough, including travel and adventure services and delivery services, that are performed or furnished for consideration whether in conjunction with the sale of goods or not, but does not include services rendered by an employee to an employer.

N. "Single-purchase sale" means a sale by a single purchase or invoice, which may consist of one or more items but which are purchased at the same time and there is a single invoice representing that sale. A single-purchase sale includes a sale of items by contract, bid, quote or other lump sum amount only if the sale is based on and computed as a single bid, quote, sum, or package price rather than as an accumulated sum or aggregation for prices of separate identifiable items, separable prices, or items purchased at different times.

O. "Travel and adventure services" includes, but is not limited to, tours and charters on land and water, guide services, admissions, lectures, transportation services (excluding air transportation), and the rental of lodging, aircraft, vehicles, watercraft, and equipment, including fishing, boating, camping and other tour or adventure related goods. Travel and adventure services also include sales of goods incidental or related to such services. Regardless of the location of any marketing, brokering, packaging, resale, assignment, or other arrangement and regardless of the beginning or ending of any other related services, the point of delivery of a travel and adventure service is within the borough if the ultimate consumer of the travel and adventure service receives any such service which begins or occurs

within the corporate limits of the City and Borough of Wrangell.

P. Tax on Noncash Considerations. When sales, rentals of property, or services are made, paid, performed or furnished for other than cash, the price shall be computed in dollars and cents on the reasonable value of the items sold, paid, performed or delivered.

Q. Rent and Services Defined. The term "rent," as used in this chapter, includes rent of both real and personal property and the term "services" includes furnishing of labor and materials for accomplishing a specified result when the resulting object or product is not for resale by the purchaser in the ordinary course of business.

§ 5.08.050. Exemptions from tax.

The following transactions are exempt from the tax levied under this chapter:

A. Salaries and wages received by an employee from an employer;

B. Sales made and services performed which are not in the regular course of business;

C. Sales, and the gross receipts derived therefrom, when the aggregate amount when computed under WMC § 5.08.020 amounts to less than $0.12;

D. Sales, including such rentals and services, when the total sales and service prices derived by the seller or person furnishing such services does not aggregate $200.00 in any calendar quarter year;

E. Dues or fees to clubs, labor unions, or fraternal organizations;

F. Gross receipts derived from sales of health care and funeral goods and services as follows:

1. Sale of cemetery plots, caskets, funeral and burial related items, funeral charges and services by a funeral home;

2. Professional services and supplies by a person licensed, qualified, or certified by the state as a doctor of medicine and surgery, a doctor of osteopathy and surgery, a chiropractor, a dentist, a naturopath, an optometrist, an audiologist, a hospital, a midwife, operator of a birth center, an acupuncturist, an occupational therapist, a physical therapist, a certified nurse aide, or a registered or practical nurse; provided, that the sale is within the scope of the state license or certificate;

3. Controlled substances supplied and services performed pursuant to a prescription from a person listed in subsection (F)(2) of this section;

4. Counseling services by a mental health professional including a psychotherapist, psychologist or psychological associate, a clinical social worker, an alcohol and drug counselor, or a marital and family therapist,

licensed or certified by the state; provided, that the services are within the scope of the license or certificate;

5. Assisted living services provided in accordance with an assisted living plan and in an assisted living home licensed as such by the state;

6. Sales of hospital services, or from sales of oxygen used for medical purposes, blood or blood plasma, artificial devices designed or altered for the use of a particular person with a disability, artificial limbs, eyes and organs, hearing aids, assistive mobility devices (e.g., crutches, canes, walkers, and wheelchairs);

7. Services rendered by barbers, cosmeticians and masseurs are not exempt;

G. All sales of commodities made to a manufacturer, broker, wholesaler, or dealer and which are not consumed or destroyed by such purchaser, but which are resold in the same or an altered form, or which are used to package, crate or deliver the products of such purchaser. All retailers who qualify for the exemption presented must submit a resale form to the finance department. Sales tax exemptions for goods purchased wholesale will not be applied retroactively;

H. All sales to a bona fide retailer when the same are purchased for resale in the ordinary course of business; in this connection, a retailer is one who regularly stocks merchandise for resale, displays the same to the public and holds himself or herself out as regularly engaged in the business of selling such products either during a regular season or throughout the year directed to the consumer;

I. Gross receipts or proceeds derived from the transportation to and from grade or high schools in motor or other vehicles;

J. Gross receipts or proceeds derived from servicing, freezing, storing, handling or wharfing of fish; or lumber or any other commodities awaiting shipment or in the process of being shipped;

K. Gross receipts or proceeds derived from sales to the United States government, State of Alaska, City and Borough of Wrangell and any of its political subdivisions;

L. All sales for consumption outside of the borough if delivered by a common carrier by air, land or water to the purchaser;

M. That part of a sale of goods over $5,000 when all items in a single-purchase sale are added together, and that part of a sale of services over $5,000 for a single job or task. Invoices for sales of services shall be computed monthly or less for tax purposes;

N. All sales of newspaper;

O. Sales of services, or building and construction supplies, materials, or equipment, including rental of equipment or tools, to a licensed contractor for use in construction for resale;

P. The value of new or used articles taken in trade as a credit or part payment on the sale of new articles shall be deductible from the total sales price of the new article;

Q. Gross receipts derived from sales, services, rentals and transactions which the municipality is prohibited from taxing under the Constitution and laws of the United States or the State of Alaska;

R. Gross receipts derived from services provided by day care centers and preschool facilities;

S. Sales of services, or building and construction supplies, materials, or equipment, including rental of equipment or tools, to a licensed contractor for use in construction of projects under contract with the United States government, State of Alaska, City and Borough of Wrangell or any of its political subdivisions;

T. Purchases made with food coupons, food stamps, or other type of certificate issued under 7 U.S.C. 2011-2025 (Food Stamp Act);

U. Gross receipts derived from the sales of lawful games of chance and skill conducted by qualified organizations which hold a valid permit from the State of Alaska pursuant to Title 5, Chapter 15 of the Alaska Statutes;

V. Purchases made with food vouchers or other type of certificate issued under 42 U.S.C. 1786 (Child Nutrition Act, WIC);

W. Gross receipts derived from services provided by any form of air service are exempt;

X. That part of the sales price paid by the buyer for travel and adventure services purchased outside the borough or on a cruise ship which is not remitted, directly or indirectly, to the person providing or performing the service within the borough. For purposes of this exemption, "cruise ship" means:

1. A commercial passenger vessel that carries passengers for hire except that "cruise ship" does not include a vessel:

a. Authorized to carry fewer than 20 passengers;

b. That does not provide overnight accommodations and transportation for at least 20 passengers for hire; or

c. Operated by the United States, State of Alaska, or a foreign government.

§ 5.08.080. Duty to collect and make return.

A. It is the duty of the retailer or person furnishing such services to collect the tax from the purchaser or consumer and make a return thereof to the borough. All sales taxes collected or which should have been collected pursuant to this chapter are borough moneys for which the seller is at all times liable to the borough. The seller is also liable for all moneys collected from the buyer as sales tax.

B. Any person acquiring an ownership interest in an ongoing business or the accounts receivable of a business, whether by purchase, foreclosure, or otherwise, shall be liable for the payment of taxes, penalties, interest, fees and costs accruing and unpaid to the borough on account of the operation of the business by the former

owner, owners or assigns. The borough may continue to make efforts to collect the tax from the person who owned the business at the time the liability was incurred.

C. The liability of a purchaser or other entity for outstanding taxes, penalties, interest, fees and costs accrued and unpaid by the former owner shall be limited to an amount stated in writing by the borough in response to a release of information request. The borough shall have 15 days to respond to the request.

D. The president and any officer, employee or agent of a corporation having control or supervision of or charged with the responsibility of filing sales tax returns or remitting sales taxes is personally liable for any unpaid corporate sales taxes, penalties, interest, fees and costs accruing and unpaid to the borough. Dissolution of, or sale of, or other change in the form of the corporation does not discharge this liability.

§ 5.08.100. Penalty and interest.

In the event a return is not made, or the appropriate tax not paid within one month following the reporting quarter, a penalty of five percent of such tax as is unpaid shall be added to such tax for the first month of delinquency or any fraction thereof. Interest on all outstanding or delinquent sales tax balances shall accrue monthly at a rate of one percent as of the initial date of delinquency. The borough assembly may upon a verified showing of medical necessity, as the reason for a failure to pay sales tax in a timely manner, waive all or any portion of the penalty and/or interest assessed hereinabove. Such penalty and interest shall be collected in the same manner as the tax.

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**11**

ORDINANCE NO. 1100 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 6.09 – LOCAL BUSINESS LICENSE, IN THE WRANGELL MUNICIPAL CODE

SUBMITTED BY:
Mason Villarma, Borough Manager

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:	
Expenditure Required:	
Fiscal Year (FY):	Amount: $
Amount Budgeted:	
	FY: $
Account Number(s):	
Account Name(s):	
Unencumbered Balance(s) (prior to expenditure):	

ATTACHMENTS: 1. Ord 1100.

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 No. 1100.

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SUMMARY STATEMENT:

Overview

This ordinance establishes a new Chapter 6.09 in the Wrangell Municipal Code requiring all businesses operating within the City and Borough of Wrangell to obtain and maintain a local business license. The intent is to improve business accountability, support sales tax compliance, and create a consistent framework for regulating commercial activity.

Summary of Key Provisions

The ordinance requires all sellers providing goods or services within the Borough—including brick-and-mortar businesses, mobile vendors, and online retailers—to obtain a local business license. Licenses will be issued by the Finance Director and must be displayed at the place of business or, for online sellers, included on marketplace platforms.

Business licenses will be renewed every two years, with applications and applicable fees due by June 30 of renewal years. An initial implementation provision allows current businesses in good standing with sales tax reporting to receive a license at no cost in 2026.

The ordinance prohibits operating a business within the Borough without a valid license and establishes a system for tracking compliance, particularly with sales tax obligations.

Limited exemptions are provided, including for minors engaging in occasional sales, nonprofit and religious organizations, and resellers (who must still obtain a license but may apply for a resale certificate). Fees for licenses will be set by resolution of the Assembly following a public hearing.

Purpose and Impact

This ordinance creates a formal business licensing program to enhance oversight of commercial activity, improve communication with businesses, and strengthen enforcement of sales tax requirements. It promotes fairness among businesses and supports the Borough’s ability to effectively administer its regulatory and revenue systems.

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 1100

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 6.09 – LOCAL BUSINESS LICENSE, IN THE WRANGELL MUNICIPAL CODE

SEC. 1. Action. The purpose of this ordinance is to add Chapter 6.09 – Local Business License, to Title 6 – Business Taxes, Licenses, and Regulations, in the Wrangell Municipal Code.

SEC. 2. Addition. Chapter 6.09 – Local Business License, is added to Title 6 – Business Taxes, Licenses, and Regulations, in the Wrangell Municipal Code as follows:

Chapter 6.09 – Local Business License

A. Any Seller, as defined in Section 5.08.005.L, providing goods or services within City and Borough boundaries whether on a regular or temporary basis shall be required to apply for and maintain a local business license. This includes online marketplace retailers and all mobile vendors within City and Borough boundaries.

B. Business licenses renew every 2 years on July 1 of the even numbered years.

C. Sellers must submit a formal application and pay any applicable fees to the Finance Director by June 30 of the renewal year to remain in good standing. All businesses that have submitted an application and applicable fees and which are not delinquent in sales tax reporting and payments shall be issued a new Business License. For the initial period in 2026, all current businesses that are up to date on sales tax reporting and payments shall be issued a business license automatically and with no fee on July 1, 2026. Thereafter these businesses shall apply and remit any applicable fees.

D. Businesses Licenses will be issued by the Finance Director and must be prominently displayed wherever the Seller conducts business including but not limited to a brick and mortar place of retail or service, a motor vehicle or vessel in the business of transportation/travel, a table in a community market, or leased vendor booths.

E. Business license numbers shall be provided on the issued business license. All Sellers operating an online business platform shall display this number on online marketplace websites.

F. The Finance Director shall utilize the Business license database to ensure compliance with sales tax remittance outlined in 5.08.080.

G. No person or entity may sell goods or services for commercial purposes within City and Borough of Wrangell boundaries without holding a valid, non-expired local Business license.

H. Exemptions:

1) Resellers must hold a valid non-expired business license and may apply for an additional Resale Certificate exempting them from the requirement to remit sales tax as outlined in Section 5.08.050G. Resellers must submit a resale certificate application and any applicable fees to the Finance Director by June 30 of even numbered years along with their renewal application for business license.

2) Individuals who are under the age of eighteen (18) must apply for a no-cost Juvenile Business License. Individuals under the age of eighteen (18) who personally engage in occasional or temporary sales of goods are exempt from the obligation to collect or remit Borough sales tax. This exemption applies only to sales conducted personally by the minor and not on behalf of a commercial enterprise or business operated by an adult. This exemption does not apply to sales conducted from a permanent business location, through employees or agents, or as part of a regularly established commercial business.

3) Nonprofit organizations as defined by the Federal Government are exempt from the requirement to hold a business license. They are, however, required to remit sales tax unless specifically exempted under Section 5.08.050.

4) Religious organizations are exempt from a business license requirement.

A person seeking a business license within the borough shall pay the required business license fee that is established by the borough assembly, by resolution, and listed on the established fees and rates table. A public hearing shall be required on the resolution that establishes such fees and rates.

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

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

PASSED IN FIRST READING: April 14 , 2026

PASSED IN SECOND READING: ___, 2026.

_____

David Powell, Vice-Mayor

ATTEST:

_____

Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**13**

Approval of FY 2027 Wrangell Public Schools Budget and Local Funding Contribution in the Amount of $1,758,500

SUBMITTED BY:
Mason Villarma, Borough Manager

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:	
Expenditure Required: $1,758,500 Total	
Fiscal Year 2027:	Amount: $1,758,500
Amount Budgeted:	
	Budget in process
Account Number(s):	
	25000 000 7825 00 00000 ($1,258,500) 26000 000 7825 00 00000 ($500,000)
Account Name(s):	
	Contribution to WPS (SRS) Contribution to WPS (WPSD LC – Tax $s)
Unencumbered Balance(s) (prior to expenditure):	
	$0

ATTACHMENTS: 1) Wrangell Public School FY 2026 Budget & Transmittal Letter

RECOMMENDATION MOTION:

Move to Approve the FY 2027 Wrangell Public Schools Budget and Local Funding Contribution in the Amount of $1,758,500.

SUMMARY STATEMENT:

By state statute the school district is required to submit a budget to the Assembly by May 1st. The Assembly has 30 days to approve the district budget and local contribution. The FY27 School Budget assumes revenue from the City & Borough of Wrangell (CBW) in the amount of **$1.759M**.

The City and Borough of Wrangell's minimum and maximum contribution thresholds as determined by the Alaska Department of Education and Early development is as follows (for local contribution alone):

Min: $956,810
Max: $1,905,988

The above maximum and minimum contributions reflect local borough funding sources. The current draft of the FY2027 Annual Budget for the City and Borough of Wrangell reflects exactly what WPS budgeted. The $1,758,500 contribution is proposed to be funded as follows:

$800,000	WPSD Local Contribution Fund (originally derived from 20% of sales tax revenue)
$500,000	Secure Rural Schools Pass Thru
$458,500	Property Tax Revenue (estimated at 1.75 mills)
$1,758,500	

Disclaimer: Final funding source allocations may shift depending on pending sales tax and property tax decisions in the coming weeks; however, the total proposed contribution would remain unchanged unless otherwise amended by the Assembly.

Any request for school funding above the currently proposed $1,758,500 in the Borough's FY2027 draft budget would require the use of unrestricted SRS Fund balance, which is presently under evaluation for other significant capital needs, including the Parks & Recreation sloped roof replacement and Nolan Center roof recoating projects.

While school funding challenges are national in scope and particularly significant in Alaska, Borough administration must prioritize fiscally responsible and sustainable budgeting practices. Management cannot, in good faith, recommend a funding level that creates an unsustainable long-term burden on the General Fund without identifying new recurring revenue sources, such as an increase in the mill rate.

Administration recommends that the Assembly approve the motion as presented.
Following discussion, the Assembly retains the authority to amend the motion as it deems appropriate.

WRANGELL PUBLIC SCHOOLS
DISTRICT OFFICE
P.O. BOX 2319
WRANGELL, ALASKA 99929
Telephone (907) 874-2347
Fax # (907) 874-3137
GATEWAY TO THE STIKINE

April 29, 2026

Mayor and Assembly Members
City and Borough of Wrangell
PO Box 531
Wrangell, AK 99929

Dear Mayor and Members of the Assembly,

In accordance with AS 14.14.060(c), Wrangell Public Schools hereby submits its Board-approved FY27 budget for your review by the May 1 statutory deadline.

As part of our ongoing planning process, we have updated our student enrollment projections to include 6 Intensive Needs Special Education students (one fewer than in the current fiscal year). This change affects the District's funding formula and results in an estimated maximum allowable local contribution of approximately $1.9 million. While we recognize that the City and Borough is not required to contribute the full amount, there remains some flexibility to increase the local contribution, which we are currently budgeting at $1.758 million. We understand the Borough is working to balance competing priorities, and we remain sincerely grateful for your ongoing partnership, including the current wholesale utility rates, which have provided much-needed relief to our operating budget.

In FY26 the State Legislature raised the Base Student Allocation (BSA) to $6,660, though this remains flat for FY27 at this time. As a result, the District is planning conservatively and has not assumed any additional State funding increases.

The District has made targeted, program-level adjustments to the FY27 Approved Budget and will continue to evaluate additional cost-saving measures. This budget includes no additional staffing (nor any staffing reductions from the current fiscal year). We are committed to ensuring the budget is managed with care, transparency, and a focus on long-term sustainability.

We remain deeply appreciative of the City and Borough's continued support and collaboration. Your partnership remains essential to maintaining stable educational programs and services for Wrangell students.

Please don't hesitate to reach out if additional information or clarification is needed.

Sincerely,

Kristy Andrew
Business Manager
kandrew@wpsd.us

Wrangell Public Schools

FY27 Budget : Board Approved
General Fund Assumptions

Summary

The FY27 Approved budget was reviewed and approved by the School Board on April 20, 2026. This version represents our most updated projections for both revenue and expenditures.

The FY26 Budget was adopted with a $53k Ending Fund Balance, even with the inclusion of a $250k transfer from the Major Maintenance Fund to fill the gap. However, shortly into the start of the FY26 Fiscal Year, the state approved an increase to the BSA (Base Student Allocation) and we had 2 additional Special Education Intensive Students qualified, resulting in an additional $600,000 in foundation revenue. These funds, along with lower expenditure estimates as of the FY26 Q3 Revision leave us with a projected $1M Ending Fund Balance moving into FY27.

Foundation Revenue

FY27 Foundation revenue has been calculated using the Foundation Formula using an ADM (Average Daily Membership) of 258 and a Special Education Intensive count of 6. This reflects a reduction in State revenue due to estimating one less Special Education Intensive Student, and also to the increase in Required Local Contribution. The updated FY27 Foundation Formula estimate is attached.

Local Contribution

The FY27 Local Revenue estimates have also been calculated using the Foundation Formula. Since Draft II we have identified $1,758,500 in estimated direct contributions, including $500,000 from Secure Rural Schools (SRS) funds. This updated Foundation Formula also raises the local contribution maximum to $1,905,988.

Salaries and Benefits

Salary schedules have been updated as necessary, and all eligible staff have advanced one step on their respective salary schedules. One certified staff member also advanced to the Master's column.

Current staffing positions (including vacancies) have been rolled forward, with no additional staffing budgeted at this time.

Health insurance premiums have increased by an average of 2.5% over FY26 premiums.

Supplies and Services

Property and liability insurance costs have been updated to reflect an estimated 10% increase over the prior year. Estimates for energy, electricity, and fuel have also been updated.

Technology-related functions (including Function 360 and Function 560) have been updated at the detailed le and the accounting structure within this function has been simplified. As a result, changes between account codes may be visible compared to prior budgets.

We are also budgeting additional technology upgrades that are eligible for approximately 70% eRate reimbursement, which accounts for the increase in the overall Technology budget.

Transfers Out

The transfer to the Student Transportation Fund has been increased by $10,000 in anticipation of increased busing costs in FY27 that are not expected to be funded by the State.

Indirect Rate

Indirect rates are charged to most grants as a method of recovering administrative costs that support grant programs. The FY27 Indirect Rate is 8.26%, down from 9.17% in FY26. The Indirect Cost Recovery amount in the General Fund has been adjusted accordingly.

Fund Balance

With the FY26 Q3 Revision, we do expect a little over $1M in Ending Fund Balance, which has been used to calculate the FY27 Approved Budget Beginning Fund Balance.

Wrangell Public Schools

Fiscal Year 2026-2027

Basic Need Calculation

Base	***K-6 ADM***	***7-12 ADM***	**Total ADM**
Evergreen Elementary	*128.13*	-	128.13
Stikine Middle School	*14.65*	*38.25*	52.90
Wrangell High School	-	*76.80*	76.80
Total	***142.78***	***115.05***	**257.83**
School Size Adjustment	***208.93***	***173.71***	**382.64**
Special Education Intensive Count			*6.00*
Other Factor Adjustments	**Factor**		**ADM**
+ Hold Harmless (if applicable)	-		382.64
x District Cost Factor	1.159		443.48
x Special Needs Factor	1.200		532.18
x Vocational/Technical Factor	1.015		540.16
+ Correspondence 90%	-		540.16
+ Intensive Services Factor	78.000		618.16
Total Adjusted ADM			**618.16**
Base Student Allocation (BSA)			**6,660**
Funding			
Base Need Total			4,116,973
- Required Local Effort			(956,810)
- Deductible Impact Aid			(416)
+ Quality Schools			9,891
Projected State Entitlement (Foundation)			**3,169,638**

Local Effort Calculation

2025 Full Value Determination		361,060,309
Prior Year Basic Need		4,202,956
Projected Basic Need		4,116,973
Full Value x 0.00265	*Whichever is lesser.*	956,810
45% Prior Year Basic Need		1,891,330
Minimum Required Local Contibution		**956,810**
Full Value x 0.00200	*Whichever is greater.*	722,121
23% of Projected Base Need + Quality Schools		949,179
Additional Allowable Local Contribution		**949,179**
Maximum Allowable Local Contribution	*Minimum + Additional Allowable*	**1,905,988**

Estimate updated April 2, 2026

Wrangell Public Schools
FY27 Approved Budget
General Fund Summary

		FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY27 Approved
Revenue						
011	Borough Direct Appropriation	700,000	750,000	1,400,000	1,400,000	**1,258,500**
030	Earnings on Investments	39,672	104,244	70,000	84,000	**70,000**
040	Other Local Revenue	1,921	8,726	7,600	4,700	**4,000**
044	Student Fees	41,457	43,021	31,400	41,500	**40,000**
047	eRate Revenue	98,338	90,361	91,000	72,000	**144,200**
050	Revenue From State Sources	281	520	-	-	**-**
051	Foundation Program	3,329,459	2,993,959	2,740,389	3,316,578	**3,159,747**
052	Quality Schools	10,751	10,350	9,736	10,097	**9,683**
056	TRS On-Behalf	226,526	290,908	380,723	353,290	**363,210**
057	PERS On-Behalf	21,350	35,039	55,599	53,035	**46,406**
090	One-Time State Funding	227,455	439,892	-	-	**-**
091	PFD Raffle	1,304	1,184	1,065	1,065	**-**
110	Impact Aid	618	-	-	-	**-**
190	Federal Sources Passthrough	901,708	562,195	25,841	25,841	**500,000**
250	Transfers from Other Funds	-	-	250,000	250,000	**-**
Total Revenue		**5,600,841**	**5,330,400**	**5,063,353**	**5,612,106**	**5,595,746**
Expenditures						
100	Regular Instruction	(2,157,501)	(2,142,608)	(2,296,669)	(2,164,250)	**(2,257,967)**
160	Vocational Education	(109,877)	(108,446)	(114,611)	(115,857)	**(118,890)**
200	Special Ed Instruction	(449,497)	(425,529)	(441,208)	(473,879)	**(497,689)**
220	Special Ed Support Services	(51,688)	(94,961)	(103,779)	(105,485)	**(104,619)**
300	Support Services Students	(121,674)	(73,994)	(82,016)	(102,932)	**(105,399)**
350	Support Services Instruction	(27,338)	(49,599)	(82,446)	(79,750)	**(96,944)**
360	Instructional Related Technology	(150,607)	(110,975)	(137,000)	(149,000)	**(145,743)**
400	School Administration	(39,312)	(283,552)	(340,402)	(311,202)	**(298,766)**
450	School Admin Support Services	(230,673)	(233,550)	(277,515)	(259,083)	**(257,803)**
510	District Administration	(215,363)	(272,074)	(262,125)	(286,374)	**(265,776)**
511	Board of Education	(75,684)	(85,529)	(86,483)	(93,363)	**(93,221)**
550	District Admin Support Services	(198,095)	(277,253)	(241,232)	(272,069)	**(288,368)**
551	Fiscal Services	-	48,268	-	30,000	**26,000**
560	Administrative Technology Services	(177,605)	(186,677)	(211,427)	(188,873)	**(319,514)**
600	Operation and Maintenance of Plant	(884,287)	(940,379)	(1,039,947)	(956,044)	**(951,106)**
700	Student Activities	(234,386)	(231,827)	(266,341)	(253,594)	**(307,449)**
Total Expenditures		**(5,123,589)**	**(5,468,686)**	**(5,983,201)**	**(5,781,755)**	**(6,083,254)**
Transfers Out						
900	Other Financing Uses	(51,738)	(41,334)	(34,000)	(66,000)	**(76,000)**
Total Transfers Out		**(51,738)**	**(41,334)**	**(34,000)**	**(66,000)**	**(76,000)**
Net Change in Fund Balance		**425,514**	**(179,620)**	**(953,848)**	**(235,649)**	**(563,508)**
Fund Balance, Beginning of Year*		952,303	1,377,535	1,007,755	**1,237,869	**1,002,220**
Fund Balance, End of Year*		1,377,817	**1,237,869	53,907	1,002,220	**438,712**

* Represents total fund balance, not available cash

** This amount been updated to reflect a change in accounting principal.

Wrangell Public Schools
FY27 Approved Budget
General Fund Expenditures by Location

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY27 Approved
010 : Wrangell High School					
100 : Regular Instruction					
315 : Teacher	(411,409)	(425,604)	(439,945)	(437,005)	**(454,197)**
317 : Certifed Substitutes	(1,417)	-	(1,900)	-	**(600)**
323 : Aides	(53,160)	(65,189)	(66,607)	(63,607)	**(64,554)**
329 : Substitutes/Temporaries	(7,398)	(8,170)	(8,000)	(8,000)	**(8,000)**
361 : Insurance - Life & Health	(119,543)	(146,030)	(174,365)	(189,171)	**(193,737)**
362 : Unemployment Insurance	(2,137)	(447)	(884)	(452)	**(463)**
363 : Worker'S Comp	(2,327)	(2,807)	(2,600)	(2,390)	**(2,451)**
364 : Fica	(8,101)	(7,876)	(7,500)	(7,524)	**(7,388)**
365 : Trs	(50,420)	(53,456)	(55,257)	(54,888)	**(56,459)**
366 : Pers	(12,274)	(14,473)	(14,654)	(13,990)	**(14,202)**
367 : Trs On-Behalf	(46,836)	(60,831)	(82,578)	(82,026)	**(85,253)**
368 : Pers On-Behalf	(1,393)	(2,783)	(4,216)	(4,025)	**(4,086)**
369 : Other	(5,008)	(5,257)	(5,307)	(3,898)	**(3,957)**
410 : Professional & Technical	-	-	-	(1,500)	**-**
420 : Staff Travel	(901)	(2,716)	(11,033)	(7,000)	**(7,000)**
425 : Student Travel	(1,096)	-	-	-	**-**
440 : Other Purchased Services	(1,891)	(2,011)	(2,652)	(1,652)	**(2,652)**
450 : Supplies, Materials & Media	(5,763)	(5,119)	(15,914)	(12,914)	**(6,000)**
471 : Textbooks	(10,851)	(9,932)	(9,270)	(270)	**(9,000)**
475 : Technology Supplies	(80,646)	(53,198)	(25,000)	(25,000)	**(10,000)**
490 : Other Expenses	(794)	(189)	(530)	(530)	**(530)**
491 : Dues & Fees	(150)	-	-	-	**-**
Total 100 : Regular Instruction	**(823,515)**	**(866,086)**	**(928,212)**	**(915,842)**	**(930,529)**
160 : Vocational Education					
315 : Teacher	(55,173)	(55,173)	(56,000)	(56,000)	**(58,275)**
317 : Certifed Substitutes	(143)	-	(200)	-	**(200)**
329 : Substitutes/Temporaries	52	648	-	-	**-**
361 : Insurance - Life & Health	(92)	(85)	(92)	(92)	**(92)**
362 : Unemployment Insurance	(260)	(51)	(102)	(52)	**(54)**
363 : Worker'S Comp	(286)	(273)	(273)	(276)	**(287)**
364 : Fica	(884)	(837)	(837)	(849)	**(882)**
365 : Trs	(6,930)	(6,930)	(7,034)	(7,034)	**(7,319)**
367 : Trs On-Behalf	(6,737)	(7,886)	(10,984)	(10,984)	**(11,411)**
369 : Other	(2,520)	(2,520)	(2,520)	(2,520)	**(2,520)**
425 : Student Travel	(448)	-	-	-	**-**
450 : Supplies, Materials & Media	(5,486)	(2,714)	(1,591)	(3,091)	**(1,591)**
Total 160 : Vocational Education	**(78,906)**	**(75,819)**	**(79,633)**	**(80,898)**	**(82,632)**
200 : Special Ed Instruction					
315 : Teacher	(59,809)	(59,809)	(68,370)	(74,370)	**(71,165)**
317 : Certifed Substitutes	(695)	-	(700)	-	**(700)**
323 : Aides	(67,327)	(24,563)	(20,442)	(31,000)	**(22,344)**

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY2 Approved
324 : Support Staff	(9,011)	(7,641)	(7,658)	(7,658)	**(7,209)**
329 : Substitutes/Temporaries	(3,703)	(10,308)	(3,300)	(3,300)	**(10,000)**
361 : Insurance - Life & Health	(20,326)	(21,373)	(24,276)	(24,144)	**(24,720)**
362 : Unemployment Insurance	(636)	(94)	(100)	(109)	**(91)**
363 : Worker'S Comp	(682)	(487)	(450)	(570)	**(476)**
364 : Fica	(2,286)	(2,160)	(1,360)	(1,746)	**(1,432)**
365 : Trs	(7,512)	(7,512)	(8,587)	(9,340)	**(8,938)**
366 : Pers	(16,860)	(7,192)	(6,200)	(8,398)	**(6,502)**
367 : Trs On-Behalf	(6,984)	(8,548)	(12,833)	(13,958)	**(13,358)**
368 : Pers On-Behalf	(2,031)	(1,375)	(1,780)	(2,905)	**(1,871)**
369 : Other	(4,588)	(2,004)	(1,730)	(2,814)	**(1,812)**
420 : Staff Travel	-	-	(1,655)	(1,655)	**(1,655)**
440 : Other Purchased Services	(123)	-	-	-	**-**
450 : Supplies, Materials & Media	(1,127)	(2,257)	(3,183)	(3,183)	**(3,183)**
471 : Textbooks	-	(1,265)	(824)	(824)	**(824)**
475 : Technology Supplies	(23)	-	(3,000)	(3,000)	**(3,000)**
Total 200 : Special Ed Instruction	**(203,722)**	**(156,589)**	**(166,448)**	**(188,974)**	**(179,279)**
220 : Special Ed Support Services					
418 : Other Professional Services	(5,798)	(2,175)	-	(300)	**-**
Total 220 : Special Ed Support Services	**(5,798)**	**(2,175)**	**-**	**(300)**	**-**
300 : Support Services Students					
318 : Counselor	(56,520)	(30,654)	(30,839)	(43,000)	**(44,330)**
329 : Substitutes/Temporaries	346	324	-	-	**-**
361 : Insurance - Life & Health	(16,635)	(4,362)	(5,530)	(69)	**(69)**
362 : Unemployment Insurance	(157)	(28)	(66)	(39)	**(41)**
363 : Worker'S Comp	(277)	(145)	(167)	(209)	**(217)**
364 : Fica	(802)	(445)	(448)	(626)	**(646)**
365 : Trs	(7,099)	(3,850)	(3,923)	(5,356)	**(5,568)**
367 : Trs On-Behalf	(6,600)	(4,381)	(5,862)	(8,287)	**(8,604)**
369 : Other	-	-	-	(1,512)	**(1,512)**
410 : Professional & Technical	-	-	(309)	(309)	**(309)**
420 : Staff Travel	-	(297)	(1,390)	(390)	**(1,390)**
450 : Supplies, Materials & Media	(4)	-	(212)	(212)	**(212)**
490 : Other Expenses	-	(247)	-	-	**-**
Total 300 : Support Services Students	**(87,747)**	**(44,085)**	**(48,746)**	**(60,009)**	**(62,898)**
350 : Support Services Instruction					
323 : Aides	(320)	-	-	-	**-**
362 : Unemployment Insurance	(0)	-	-	-	**-**
363 : Worker'S Comp	(0)	-	-	-	**-**
369 : Other	(20)	-	-	-	**-**
410 : Professional & Technical	(600)	(1,400)	-	-	**(800)**
418 : Other Professional Services	(460)	-	-	-	**-**
420 : Staff Travel	-	(1,417)	-	-	**-**
440 : Other Purchased Services	-	(19)	-	-	**-**
450 : Supplies, Materials & Media	(455)	-	(2,652)	(2,652)	**(3,682)**
475 : Technology Supplies	(3,303)	(263)	(2,500)	(2,500)	**(2,500)**
490 : Other Expenses	(499)	-	(795)	(795)	**(795)**
491 : Dues & Fees	(385)	-	-	-	**-**
510 : Equipment	-	-	(1,030)	(1,030)	**-**
Total 350 : Support Services Instruction	**(6,041)**	**(3,098)**	**(6,977)**	**(6,977)**	**(7,777)**

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY2 Approved
400 : School Administration					
313 : Principal	-	(54,236)	(61,275)	(61,275)	**(62,700)**
361 : Insurance - Life & Health	-	(4,735)	(8,595)	(7,944)	**(8,140)**
362 : Unemployment Insurance	(260)	(52)	(108)	(54)	**(55)**
363 : Worker'S Comp	-	(236)	(290)	(290)	**(296)**
364 : Fica	-	(723)	(888)	(887)	**(908)**
365 : Trs	-	(6,264)	(7,696)	(7,696)	**(7,875)**
367 : Trs On-Behalf	(7,273)	(8,554)	(11,501)	(11,501)	**(11,769)**
420 : Staff Travel	(584)	(1,200)	(1,236)	(3,795)	**(2,000)**
433 : Communications	(799)	(764)	(1,273)	(1,273)	**(775)**
450 : Supplies, Materials & Media	(1,775)	(2,459)	(1,867)	(1,867)	**(1,867)**
475 : Technology Supplies	-	(400)	(1,000)	(1,000)	**(1,000)**
490 : Other Expenses	(46)	(44)	-	-	**-**
491 : Dues & Fees	-	(670)	(1,061)	(1,061)	**(1,061)**
510 : Equipment	(5,400)	-	-	-	**-**
Total 400 : School Administration	**(16,136)**	**(80,339)**	**(96,790)**	**(98,643)**	**(98,447)**
450 : School Admin Support Services					
324 : Support Staff	(27,411)	(36,636)	(39,320)	(39,320)	**(39,716)**
329 : Substitutes/Temporaries	(5,123)	(1,035)	(6,700)	(6,700)	**(2,000)**
361 : Insurance - Life & Health	(33,107)	(14,182)	(27,788)	(29,390)	**(30,110)**
362 : Unemployment Insurance	(149)	(35)	(72)	(35)	**(36)**
363 : Worker'S Comp	(158)	(178)	(186)	(185)	**(188)**
364 : Fica	(679)	(623)	(3,008)	(554)	**(562)**
366 : Pers	(6,077)	(7,994)	(8,650)	(8,732)	**(8,737)**
368 : Pers On-Behalf	(737)	(1,564)	(2,488)	(2,512)	**(2,514)**
369 : Other	(1,664)	(2,246)	(2,410)	(2,396)	**(2,435)**
410 : Professional & Technical	-	(120)	(124)	(124)	**(124)**
420 : Staff Travel	-	-	-	(1,880)	**(800)**
433 : Communications	(2,260)	(2,062)	(3,183)	(3,183)	**(2,075)**
440 : Other Purchased Services	(1,020)	(1,121)	(3,183)	(1,683)	**(3,183)**
450 : Supplies, Materials & Media	(602)	(1,450)	(2,060)	(2,060)	**(2,060)**
475 : Technology Supplies	-	(4,816)	(5,500)	(5,500)	**(5,500)**
Total 450 : School Admin Support Services	**(78,985)**	**(74,062)**	**(104,672)**	**(104,253)**	**(100,039)**
560 : Administrative Technology Services					
475 : Technology Supplies	-	336	-	-	**-**
Total 560 : Administrative Technology Services	**-**	**336**	**-**	**-**	**-**
600 : Operation and Maintenance of Plant					
325 : Maintenance/Custodial	(33,706)	(37,277)	(37,791)	(37,791)	**(38,922)**
361 : Insurance - Life & Health	(121)	(121)	(132)	(132)	**(132)**
362 : Unemployment Insurance	(166)	(40)	(76)	(39)	**(39)**
363 : Worker'S Comp	(852)	(1,000)	(1,500)	(1,019)	**(1,029)**
364 : Fica	(518)	(612)	(600)	(634)	**(607)**
366 : Pers	(7,350)	(8,729)	(8,314)	(8,500)	**(8,563)**
368 : Pers On-Behalf	(901)	(1,591)	(2,392)	(2,446)	**(2,464)**
369 : Other	(5,538)	(8,653)	(6,137)	(6,208)	**(6,207)**
410 : Professional & Technical	(3,679)	(6,210)	(5,974)	(18,974)	**(5,974)**
430 : Utilitiy Services	(24,026)	(40,898)	(21,536)	(23,536)	**(26,400)**
433 : Communications	-	-	-	-	**(600)**
4[illegible]ctricity	(121,911)	(164,058)	(142,000)	(120,000)	**(90,000)**

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY2 Approved
438 : Energy	(28)	14,776	-	20,000	**-**
440 : Other Purchased Services	(200)	-	(9,270)	(7,270)	**(9,270)**
442 : Site & Builidng Repair	-	-	(1,030)	(1,030)	**(1,030)**
443 : Equipment Repair	(2,181)	-	(3,605)	(3,605)	**(3,605)**
446 : Property Insurance	(34,281)	(43,604)	(62,212)	(62,212)	**(52,900)**
450 : Supplies, Materials & Media	(5,137)	(3,584)	(6,180)	(6,180)	**(6,180)**
452 : Maint/Const Supplies/Materials	(3,163)	(257)	(6,180)	(6,180)	**(6,180)**
453 : Janitorial Supplies	(3,277)	(5,321)	(5,047)	(5,047)	**(5,047)**
457 : Small Tools & Equipment	(3,890)	(90)	(2,060)	(2,060)	**(2,060)**
458 : Vehicle Gasoline, Diesel & Oil	-	(323)	-	-	**-**
490 : Other Expenses	(500)	-	-	-	**-**
Total 600 : Operation and Maintenance of Plant	**(251,424)**	**(307,591)**	**(322,036)**	**(292,863)**	**(267,208)**
700 : Student Activities					
316 : Extra Duty Pay	(12,589)	(12,108)	(13,098)	(15,000)	**(14,655)**
321 : Director	(10,167)	(10,417)	(17,000)	(10,000)	**(10,000)**
329 : Substitutes/Temporaries	(46,353)	(40,289)	(42,000)	(42,000)	**(42,000)**
362 : Unemployment Insurance	(330)	(61)	(148)	(71)	**(70)**
363 : Worker'S Comp	(335)	(292)	(361)	(341)	**(341)**
364 : Fica	(3,668)	(4,019)	(4,407)	(4,664)	**(4,660)**
365 : Trs	(1,325)	(1,521)	(1,137)	(1,477)	**(2,409)**
366 : Pers	(3,412)	(183)	(1,267)	(83)	**(597)**
367 : Trs On-Behalf	(1,232)	(1,731)	(2,267)	(2,751)	**(2,751)**
368 : Pers On-Behalf	(421)	(445)	(364)	(24)	**(24)**
369 : Other	(951)	(51)	(671)	(23)	**(178)**
420 : Staff Travel	(21,740)	(33,845)	(32,960)	(23,431)	**(35,000)**
425 : Student Travel	(103,090)	(80,565)	(106,708)	(106,708)	**(143,977)**
440 : Other Purchased Services	(5,435)	(4,270)	(1,591)	(1,591)	**(1,591)**
450 : Supplies, Materials & Media	(5,308)	(7,376)	(6,695)	(6,695)	**(300)**
490 : Other Expenses	(150)	(2,981)	(5,304)	(5,304)	**(5,304)**
491 : Dues & Fees	(1,580)	(7,122)	(4,120)	(4,120)	**(1,520)**
Total 700 : Student Activities	**(218,084)**	**(207,275)**	**(240,098)**	**(224,281)**	**(265,376)**
Total 010 : Wrangell High School	**(1,770,359)**	**(1,816,783)**	**(1,993,612)**	**(1,973,041)**	**(1,994,184)**

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY2 Approved
100 : Stikine Middle School					
100 : Regular Instruction					
315 : Teacher	(242,677)	(251,874)	(262,600)	(246,600)	**(277,288)**
317 : Certifed Substitutes	(38)	-	(100)	-	**(600)**
324 : Support Staff	-	-	-	(24,000)	**-**
329 : Substitutes/Temporaries	(1,459)	(1,536)	(1,000)	(1,000)	**(1,500)**
361 : Insurance - Life & Health	(49,971)	(45,743)	(55,197)	(54,864)	**(56,225)**
362 : Unemployment Insurance	(1,129)	(234)	(474)	(247)	**(248)**
363 : Worker'S Comp	(1,229)	(1,443)	(1,800)	(1,299)	**(1,344)**
364 : Fica	(3,729)	(3,872)	(4,000)	(4,028)	**(4,086)**
365 : Trs	(30,480)	(31,635)	(32,983)	(30,058)	**(32,099)**
366 : Pers	-	-	-	(5,800)	**(21,094)**
367 : Trs On-Behalf	(28,614)	(36,000)	(49,736)	(46,303)	**(52,047)**
369 : Other	(6,500)	(5,976)	(5,976)	(8,800)	**(13,192)**
420 : Staff Travel	-	-	(4,414)	(3,531)	**(4,414)**
440 : Other Purchased Services	(1,700)	(2,984)	(3,152)	(1,152)	**(3,152)**
450 : Supplies, Materials & Media	(3,838)	(2,475)	(4,244)	(4,244)	**(4,244)**
471 : Textbooks	(11,294)	(5,436)	(8,240)	(240)	**(8,240)**
475 : Technology Supplies	(3,117)	(2,247)	(8,500)	(8,500)	**(10,000)**
491 : Dues & Fees	(114)	-	-	-	**-**
Total 100 : Regular Instruction	**(385,888)**	**(391,455)**	**(442,416)**	**(440,666)**	**(489,773)**
160 : Vocational Education					
315 : Teacher	(23,645)	(23,645)	(24,000)	(24,000)	**(24,975)**
329 : Substitutes/Temporaries	252	252	-	-	**-**
361 : Insurance - Life & Health	(40)	(36)	(40)	(40)	**(40)**
362 : Unemployment Insurance	(110)	(22)	(44)	(22)	**(23)**
363 : Worker'S Comp	(121)	(117)	(117)	(119)	**(123)**
364 : Fica	(359)	(359)	(359)	(364)	**(378)**
365 : Trs	(2,970)	(2,970)	(3,014)	(3,014)	**(3,137)**
367 : Trs On-Behalf	(2,761)	(3,380)	(4,505)	(4,505)	**(4,688)**
369 : Other	(1,080)	(1,080)	(1,080)	(1,080)	**(1,080)**
450 : Supplies, Materials & Media	-	(695)	(1,061)	(1,061)	**(1,061)**
Total 160 : Vocational Education	**(30,834)**	**(32,052)**	**(34,220)**	**(34,204)**	**(35,504)**
200 : Special Ed Instruction					
315 : Teacher	(9,736)	(9,736)	(11,130)	(11,130)	**(11,585)**
323 : Aides	-	-	-	(18,000)	**(40,884)**
329 : Substitutes/Temporaries	(977)	104	(1,300)	(1,300)	**(600)**
361 : Insurance - Life & Health	(3,000)	(3,217)	(3,654)	(3,652)	**(3,743)**
362 : Unemployment Insurance	(49)	(9)	(18)	(28)	**(48)**
363 : Worker'S Comp	(53)	(46)	(46)	(146)	**(248)**
364 : Fica	(216)	(140)	(137)	(454)	**(756)**
365 : Trs	(1,223)	(1,223)	(1,398)	(1,363)	**(1,455)**
366 : Pers	-	-	-	(4,400)	**(8,994)**
367 : Trs On-Behalf	(1,137)	(1,392)	(2,089)	(2,037)	**(2,175)**
368 : Pers On-Behalf	-	-	-	(1,266)	**-**
369 : Other	-	15	-	(1,226)	**(2,506)**
410 : Professional & Technical	(800)	-	-	-	**-**
420 : Staff Travel	-	-	(772)	(772)	**(772)**
440 : Other Purchased Services	(903)	-	-	-	**-**

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY2 Approved
450 : Supplies, Materials & Media	(33)	(1,250)	(3,183)	(3,183)	**(3,183)**
471 : Textbooks	-	(2,780)	(2,884)	(884)	**(2,884)**
Total 200 : Special Ed Instruction	**(18,127)**	**(19,673)**	**(26,611)**	**(49,841)**	**(79,833)**
220 : Special Ed Support Services					
418 : Other Professional Services	(738)	-	-	-	**-**
Total 220 : Special Ed Support Services	**(738)**	**-**	**-**	**-**	**-**
300 : Support Services Students					
318 : Counselor	(21,980)	(19,074)	(19,188)	(28,000)	**(28,133)**
329 : Substitutes/Temporaries	134	202	-	-	**-**
361 : Insurance - Life & Health	(6,469)	(2,714)	(3,440)	(44)	**(44)**
362 : Unemployment Insurance	(61)	(18)	(40)	(26)	**(26)**
363 : Worker'S Comp	(108)	(90)	(104)	(135)	**(140)**
364 : Fica	(312)	(277)	(279)	(406)	**(417)**
365 : Trs	(2,761)	(2,396)	(2,441)	(3,399)	**(3,533)**
367 : Trs On-Behalf	(2,566)	(2,726)	(3,648)	(5,370)	**(5,571)**
369 : Other	-	-	-	(1,548)	**(1,548)**
450 : Supplies, Materials & Media	-	(302)	(266)	(266)	**(266)**
Total 300 : Support Services Students	**(34,122)**	**(27,394)**	**(29,406)**	**(39,192)**	**(39,679)**
350 : Support Services Instruction					
410 : Professional & Technical	(600)	-	-	-	**(800)**
418 : Other Professional Services	(153)	-	-	-	**-**
450 : Supplies, Materials & Media	(111)	-	(530)	(530)	**(530)**
475 : Technology Supplies	(3,303)	(322)	(4,000)	(4,000)	**(4,000)**
490 : Other Expenses	-	-	(1,910)	(1,910)	**(1,910)**
Total 350 : Support Services Instruction	**(4,167)**	**(322)**	**(6,440)**	**(6,440)**	**(7,240)**
400 : School Administration					
313 : Principal	-	(36,158)	(40,850)	(40,850)	**(41,800)**
361 : Insurance - Life & Health	-	(3,157)	(5,730)	(5,296)	**(5,427)**
362 : Unemployment Insurance	(173)	(35)	(72)	(36)	**(37)**
363 : Worker'S Comp	-	(157)	(193)	(193)	**(198)**
364 : Fica	-	(482)	(592)	(592)	**(605)**
365 : Trs	-	(4,176)	(5,131)	(5,131)	**(5,250)**
367 : Trs On-Behalf	(4,908)	(5,703)	(7,668)	(7,668)	**(7,846)**
420 : Staff Travel	-	(800)	(1,030)	(795)	**(1,030)**
433 : Communications	(688)	(693)	(1,273)	(1,273)	**(700)**
450 : Supplies, Materials & Media	(292)	(199)	(637)	(637)	**(637)**
490 : Other Expenses	-	-	(530)	(530)	**(530)**
Total 400 : School Administration	**(6,060)**	**(51,560)**	**(63,706)**	**(63,000)**	**(64,059)**
450 : School Admin Support Services					
324 : Support Staff	(34,198)	(34,515)	(34,947)	(27,447)	**(26,270)**
329 : Substitutes/Temporaries	(83)	-	-	-	**-**
361 : Insurance - Life & Health	(14,569)	(13,537)	(14,211)	(10,902)	**(10,524)**
362 : Unemployment Insurance	(155)	(31)	(64)	(24)	**(23)**
363 : Worker'S Comp	(166)	(163)	(165)	(129)	**(124)**
364 : Fica	(493)	(493)	(503)	(385)	**(369)**
366 : Pers	(7,466)	(7,823)	(7,763)	(6,079)	**(5,854)**
368 : Pers On-Behalf	(907)	(1,473)	(2,212)	(1,732)	**(1,663)**
369 : Other	(2,074)	(2,116)	(2,142)	(1,678)	**(1,610)**

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY2 Approved
410 : Professional & Technical	-	(120)	(124)	(124)	**(124)**
433 : Communications	(1,318)	(1,368)	(1,485)	(1,485)	**(1,450)**
440 : Other Purchased Services	(1,276)	(2,251)	(2,759)	(1,259)	**(2,759)**
450 : Supplies, Materials & Media	(142)	-	(530)	(530)	**(530)**
490 : Other Expenses	(99)	-	-	-	**-**
Total 450 : School Admin Support Services	**(62,946)**	**(63,892)**	**(66,905)**	**(51,774)**	**(51,301)**
600 : Operation and Maintenance of Plant					
325 : Maintenance/Custodial	(36,587)	(38,295)	(38,922)	(41,000)	**(40,092)**
361 : Insurance - Life & Health	(10,853)	(11,871)	(13,371)	(13,239)	**(13,567)**
362 : Unemployment Insurance	(152)	(35)	(72)	(37)	**(37)**
363 : Worker'S Comp	(790)	(926)	(942)	(987)	**(970)**
364 : Fica	(480)	(555)	(564)	(589)	**(579)**
366 : Pers	(7,887)	(8,416)	(8,563)	(8,972)	**(8,820)**
368 : Pers On-Behalf	(976)	(1,633)	(2,463)	(2,581)	**(2,538)**
369 : Other	(2,204)	(2,345)	(2,386)	(2,500)	**(2,458)**
410 : Professional & Technical	(3,513)	(4,721)	(7,056)	(7,056)	**(7,056)**
420 : Staff Travel	(1,333)	(777)	-	-	**-**
430 : Utilitiy Services	(11,319)	(11,544)	(11,033)	(11,633)	**(13,200)**
436 : Electricity	(15,984)	(16,505)	(15,000)	(15,000)	**(12,000)**
438 : Energy	(33,321)	(42,953)	(35,000)	(60,000)	**(60,000)**
440 : Other Purchased Services	-	-	(9,000)	(7,000)	**(9,000)**
442 : Site & Builidng Repair	(4,415)	-	(4,635)	(4,635)	**(4,635)**
443 : Equipment Repair	-	-	(1,030)	(1,030)	**(1,030)**
446 : Property Insurance	(18,166)	(14,965)	(16,911)	(16,911)	**(18,600)**
450 : Supplies, Materials & Media	(2,789)	(446)	(2,575)	(2,575)	**(2,575)**
452 : Maint/Const Supplies/Materials	(3,952)	(56)	(4,120)	(4,120)	**(4,120)**
453 : Janitorial Supplies	(2,230)	(3,317)	(2,575)	(2,575)	**(2,575)**
457 : Small Tools & Equipment	(201)	-	(258)	(258)	**(258)**
Total 600 : Operation and Maintenance of Plant	**(157,151)**	**(159,360)**	**(176,476)**	**(202,699)**	**(204,110)**
700 : Student Activities					
316 : Extra Duty Pay	(2,450)	(3,483)	(2,450)	(4,500)	**(4,400)**
329 : Substitutes/Temporaries	(4,705)	(8,006)	(7,500)	(7,500)	**(8,000)**
362 : Unemployment Insurance	(35)	(11)	(14)	(12)	**(12)**
363 : Worker'S Comp	(35)	(54)	(36)	(60)	**(60)**
364 : Fica	(397)	(662)	(422)	(705)	**(704)**
365 : Trs	(308)	(353)	(207)	(434)	**(609)**
366 : Pers	-	(149)	-	(51)	**(662)**
367 : Trs On-Behalf	(286)	(498)	(460)	(783)	**(783)**
368 : Pers On-Behalf	-	-	-	(15)	**(15)**
369 : Other	-	(41)	-	(14)	**(153)**
420 : Staff Travel	(512)	(4,003)	(2,060)	(2,060)	**(2,060)**
425 : Student Travel	(7,375)	(4,235)	(1,648)	(1,648)	**(12,085)**
440 : Other Purchased Services	-	(2,009)	(309)	(309)	**(309)**
450 : Supplies, Materials & Media	-	-	(530)	(530)	**(530)**
490 : Other Expenses	-	-	(1,591)	(1,591)	**(1,591)**
Total 700 : Student Activities	**(16,103)**	**(23,504)**	**(17,227)**	**(20,212)**	**(31,973)**
Total 100 : Stikine Middle School	**(716,137)**	**(769,210)**	**(863,407)**	**(908,029)**	**(1,003,471)**

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY2 Approved
300 : Evergreen Elementary School					
100 : Regular Instruction					
315 : Teacher	(550,103)	(541,207)	(513,320)	(467,941)	**(483,902)**
317 : Certifed Substitutes	(2,344)	-	(3,000)	-	**(1,200)**
323 : Aides	(12,098)	-	-	(8,300)	**(7,264)**
329 : Substitutes/Temporaries	(9,887)	(2,117)	(11,000)	(11,000)	**(6,000)**
361 : Insurance - Life & Health	(147,541)	(122,671)	(145,361)	(121,329)	**(123,931)**
362 : Unemployment Insurance	(2,784)	(532)	(1,054)	(442)	**(456)**
363 : Worker'S Comp	(2,854)	(3,047)	(3,200)	(2,300)	**(2,347)**
364 : Fica	(9,125)	(8,135)	(8,000)	(7,017)	**(7,059)**
365 : Trs	(69,531)	(67,635)	(63,895)	(58,243)	**(60,692)**
366 : Pers	(2,662)	11	-	(1,438)	**(1,214)**
367 : Trs On-Behalf	(68,910)	(82,821)	(103,229)	(88,800)	**(92,680)**
368 : Pers On-Behalf	(328)	-	-	(594)	**(451)**
369 : Other	(4,892)	(3,585)	-	(7,601)	**(7,538)**
420 : Staff Travel	(7,276)	(1,477)	(8,827)	(5,000)	**(3,000)**
440 : Other Purchased Services	(1,758)	(3,756)	(6,365)	(3,365)	**(2,500)**
450 : Supplies, Materials & Media	(7,518)	(8,405)	(6,365)	(6,365)	**(9,000)**
471 : Textbooks	(29,632)	(20,354)	(21,630)	(630)	**(15,000)**
475 : Technology Supplies	(17,742)	(7,469)	(13,000)	(13,000)	**(9,500)**
490 : Other Expenses	(206)	-	(530)	(530)	**(530)**
491 : Dues & Fees	(117)	-	-	(1,008)	**(600)**
Total 100 : Regular Instruction	**(947,308)**	**(873,199)**	**(908,776)**	**(804,903)**	**(834,863)**
200 : Special Ed Instruction					
315 : Teacher	(85,454)	(85,454)	(92,000)	(92,000)	**(95,250)**
317 : Certifed Substitutes	(19)	-	(25)	-	**(25)**
323 : Aides	(62,125)	(81,261)	(68,590)	(46,000)	**(44,079)**
329 : Substitutes/Temporaries	(7,038)	(4,851)	(6,000)	(6,000)	**(5,000)**
361 : Insurance - Life & Health	(15,771)	(11,924)	(15,410)	(32,543)	**(36,486)**
362 : Unemployment Insurance	(721)	(160)	(284)	(137)	**(127)**
363 : Worker'S Comp	(781)	(832)	(745)	(725)	**(675)**
364 : Fica	(2,843)	(2,776)	(1,928)	(2,310)	**(2,042)**
365 : Trs	(10,733)	(10,733)	(11,555)	(11,350)	**(11,561)**
366 : Pers	(13,673)	(19,150)	(15,090)	(9,870)	**(9,697)**
367 : Trs On-Behalf	(9,978)	(12,214)	(17,268)	(17,268)	**(17,878)**
368 : Pers On-Behalf	(1,665)	(3,469)	(4,341)	(3,519)	**(2,790)**
369 : Other	(7,360)	(8,618)	(8,093)	(7,032)	**(6,302)**
410 : Professional & Technical	(5,479)	(85)	-	-	**(170)**
420 : Staff Travel	-	-	(772)	(772)	**(772)**
440 : Other Purchased Services	(206)	-	-	-	**-**
450 : Supplies, Materials & Media	(3,918)	(3,560)	(3,289)	(3,289)	**(3,000)**
475 : Technology Supplies	(96)	(2,428)	(1,500)	(1,500)	**(1,500)**
490 : Other Expenses	-	(1,475)	(824)	(324)	**(824)**
Total 200 : Special Ed Instruction	**(227,861)**	**(248,988)**	**(247,714)**	**(234,639)**	**(238,179)**
220 : Special Ed Support Services					
418 : Other Professional Services	(1,238)	(1,268)	-	-	**-**
Total 220 : Special Ed Support Services	**(1,238)**	**(1,268)**	**-**	**-**	**-**
300 : Support Services Students					

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY2 Approved
329 : Substitutes/Temporaries	-	130	-	-	-
362 : Unemployment Insurance	195	(17)	(38)	(12)	**(12)**
367 : Trs On-Behalf	-	(2,629)	(3,517)	(2,410)	**(2,502)**
410 : Professional & Technical	-	-	(309)	(309)	**(309)**
420 : Staff Travel	-	-	-	(1,000)	-
Total 300 : Support Services Students	**195**	**(2,516)**	**(3,864)**	**(3,731)**	**(2,822)**
350 : Support Services Instruction					
323 : Aides	-	(15,376)	(19,855)	(19,855)	**(41,172)**
329 : Substitutes/Temporaries	(2,130)	-	(2,800)	(2,800)	**(2,800)**
362 : Unemployment Insurance	(1)	(14)	(36)	(28)	**(38)**
363 : Worker'S Comp	(10)	(73)	(94)	(144)	**(194)**
364 : Fica	(163)	(223)	(288)	(440)	**(1,496)**
366 : Pers	-	(3,568)	(4,402)	(2,881)	**(8,464)**
368 : Pers On-Behalf	-	(656)	(1,256)	(1,750)	**(747)**
369 : Other	-	(943)	(1,217)	(945)	**(1,634)**
410 : Professional & Technical	(1,200)	(1,400)	-	-	**(1,500)**
418 : Other Professional Services	(268)	-	-	-	-
420 : Staff Travel	-	(180)	-	1	-
450 : Supplies, Materials & Media	(196)	(1,253)	(1,030)	(1,030)	**(1,500)**
475 : Technology Supplies	(3,523)	(525)	(1,000)	(1,000)	**(1,000)**
490 : Other Expenses	-	-	(2,122)	(2,122)	**(2,122)**
Total 350 : Support Services Instruction	**(7,492)**	**(24,212)**	**(34,100)**	**(32,994)**	**(62,668)**
360 : Instructional Related Technology					
475 : Technology Supplies	(20,334)	-	-	(22,000)	**(15,650)**
Total 360 : Instructional Related Technology	**(20,334)**	**-**	**-**	**(22,000)**	**(15,650)**
400 : School Administration					
313 : Principal	-	(97,864)	(110,610)	(94,610)	**(86,750)**
361 : Insurance - Life & Health	-	(21,362)	(28,031)	(13,925)	**(14,405)**
362 : Unemployment Insurance	347	(98)	(200)	(85)	**(78)**
363 : Worker'S Comp	-	(502)	(523)	(447)	**(410)**
364 : Fica	-	(1,517)	(1,577)	(1,339)	**(1,226)**
365 : Trs	-	(13,353)	(13,893)	(11,869)	**(10,896)**
367 : Trs On-Behalf	(11,144)	(15,436)	(20,761)	(17,738)	**(16,283)**
420 : Staff Travel	(2,991)	-	(1,765)	(7,000)	**(3,000)**
433 : Communications	(1,188)	(824)	(1,273)	(1,273)	**(770)**
440 : Other Purchased Services	-	-	-	-	**(1,200)**
450 : Supplies, Materials & Media	(1,514)	(697)	(530)	(530)	**(500)**
490 : Other Expenses	(625)	-	(743)	(743)	**(743)**
Total 400 : School Administration	**(17,115)**	**(151,654)**	**(179,906)**	**(149,559)**	**(136,261)**
450 : School Admin Support Services					
324 : Support Staff	(33,886)	(36,247)	(35,987)	(35,987)	**(37,076)**
329 : Substitutes/Temporaries	(1,729)	(1,890)	(1,600)	(1,600)	**(1,600)**
361 : Insurance - Life & Health	(35,311)	(37,989)	(43,021)	(42,704)	**(43,768)**
362 : Unemployment Insurance	(158)	(34)	(64)	(32)	**(32)**
363 : Worker'S Comp	(172)	(180)	(170)	(173)	**(175)**
364 : Fica	(602)	(652)	(503)	(545)	**(511)**
366 : Pers	(7,389)	(7,984)	(7,988)	(8,008)	**(8,255)**
368 : Pers On-Behalf	(906)	(1,547)	(2,277)	(2,282)	**(2,347)**
369 : Other	(2,045)	(2,222)	(2,206)	(2,210)	**(2,273)**

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY2 Approved
410 : Professional & Technical	-	(120)	(124)	(124)	**(124)**
420 : Staff Travel	-	-	-	(894)	**-**
433 : Communications	(1,403)	(1,504)	(2,546)	(2,546)	**(1,470)**
440 : Other Purchased Services	(4,049)	(3,785)	(7,002)	(3,502)	**(7,002)**
450 : Supplies, Materials & Media	(1,381)	(1,256)	(2,122)	(2,122)	**(1,500)**
491 : Dues & Fees	-	-	(52)	(52)	**(52)**
Total 450 : School Admin Support Services	**(89,031)**	**(95,409)**	**(105,662)**	**(102,782)**	**(106,184)**
600 : Operation and Maintenance of Plant					
325 : Maintenance/Custodial	(39,878)	(40,102)	(41,301)	(40,301)	**(41,126)**
329 : Substitutes/Temporaries	(229)	-	(300)	(300)	**(300)**
361 : Insurance - Life & Health	(1,893)	(121)	(132)	(128)	**(128)**
362 : Unemployment Insurance	(174)	(41)	(90)	(40)	**(41)**
363 : Worker'S Comp	(184)	(206)	(229)	(203)	**(211)**
364 : Fica	(558)	(634)	(926)	(672)	**(649)**
366 : Pers	(8,712)	(8,822)	(9,878)	(8,472)	**(9,048)**
368 : Pers On-Behalf	(1,078)	(1,712)	(2,842)	(2,437)	**(2,603)**
369 : Other	(6,255)	(6,279)	(10,173)	(6,181)	**(6,342)**
410 : Professional & Technical	(3,093)	(1,564)	(4,532)	(2,832)	**(4,532)**
430 : Utilitiy Services	(17,087)	(19,076)	(19,044)	(19,044)	**(20,400)**
433 : Communications	-	-	-	-	**(400)**
436 : Electricity	(28,202)	(32,758)	(30,000)	(30,000)	**(20,000)**
438 : Energy	(64,411)	(73,168)	(65,000)	(68,000)	**(68,000)**
440 : Other Purchased Services	-	-	(27,000)	(12,000)	**(27,000)**
442 : Site & Builidng Repair	-	-	(1,030)	(1,030)	**(1,030)**
443 : Equipment Repair	(2,214)	-	(4,120)	(4,120)	**(4,120)**
446 : Property Insurance	(29,640)	(27,376)	(26,044)	(26,044)	**(28,700)**
450 : Supplies, Materials & Media	(6,661)	(4,751)	(5,665)	(5,665)	**(5,665)**
452 : Maint/Const Supplies/Materials	(6,861)	(512)	(6,695)	(6,695)	**(6,695)**
453 : Janitorial Supplies	(8,068)	(4,036)	(4,532)	(4,532)	**(4,532)**
457 : Small Tools & Equipment	(1,999)	-	(515)	(515)	**(515)**
458 : Vehicle Gasoline, Diesel & Oil	(192)	-	-	-	**-**
490 : Other Expenses	(50)	-	-	-	**-**
Total 600 : Operation and Maintenance of Plant	**(227,440)**	**(221,158)**	**(260,048)**	**(239,211)**	**(252,037)**
700 : Student Activities					
316 : Extra Duty Pay	(225)	-	-	-	**-**
329 : Substitutes/Temporaries	202	(900)	-	-	**(1,000)**
362 : Unemployment Insurance	327	(1)	-	(1)	**(1)**
363 : Worker'S Comp	(1)	(4)	-	(5)	**(5)**
364 : Fica	(3)	(69)	-	(79)	**(79)**
365 : Trs	(28)	-	-	-	**-**
367 : Trs On-Behalf	(26)	-	-	-	**-**
450 : Supplies, Materials & Media	-	-	(530)	(530)	**(530)**
490 : Other Expenses	-	-	(1,591)	(1,591)	**(1,591)**
Total 700 : Student Activities	**245**	**(974)**	**(2,121)**	**(2,205)**	**(3,205)**
Total 300 : Evergreen Elementary School	**(1,537,379)**	**(1,619,378)**	**(1,742,191)**	**(1,592,024)**	**(1,651,871)**

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY2 Approved
500 : District-Wide					
100 : Regular Instruction					
329 : Substitutes/Temporaries	-	20	-	-	**-**
362 : Unemployment Insurance	5,388	(76)	(216)	(39)	**(38)**
367 : Trs On-Behalf	(5,414)	(10,168)	(12,385)	-	**-**
368 : Pers On-Behalf	(764)	(1,645)	(4,664)	(2,801)	**(2,764)**
Total 100 : Regular Instruction	**(790)**	**(11,868)**	**(17,265)**	**(2,839)**	**(2,802)**
160 : Vocational Education					
362 : Unemployment Insurance	330	(4)	(8)	(3)	**(3)**
367 : Trs On-Behalf	(467)	(572)	(750)	(751)	**(751)**
Total 160 : Vocational Education	**(137)**	**(575)**	**(758)**	**(754)**	**(754)**
200 : Special Ed Instruction					
362 : Unemployment Insurance	1,260	(2)	(38)	(2)	**(2)**
367 : Trs On-Behalf	(282)	(259)	(340)	(396)	**(396)**
368 : Pers On-Behalf	(15)	(19)	(57)	(26)	**-**
440 : Other Purchased Services	(750)	-	-	-	**-**
Total 200 : Special Ed Instruction	**213**	**(280)**	**(435)**	**(424)**	**(398)**
220 : Special Ed Support Services					
314 : Director/Coordinator	(23,958)	(31,783)	(29,200)	(24,700)	**(24,502)**
324 : Support Staff	(7,183)	(7,641)	(7,658)	(7,658)	**(7,209)**
361 : Insurance - Life & Health	(3,681)	(1,637)	(1,855)	(9,643)	**(9,611)**
362 : Unemployment Insurance	(16)	(41)	(80)	(33)	**(33)**
363 : Worker'S Comp	(142)	(186)	(181)	(150)	**(150)**
364 : Fica	(419)	(540)	(519)	(453)	**(453)**
365 : Trs	(2,953)	(6,741)	(3,668)	(3,042)	**(3,077)**
366 : Pers	(1,598)	(1,681)	(1,685)	(1,585)	**(1,586)**
367 : Trs On-Behalf	(3,329)	(5,257)	(6,419)	(5,464)	**(5,538)**
368 : Pers On-Behalf	(195)	(326)	(484)	(456)	**(456)**
369 : Other	(440)	(468)	(469)	(442)	**(442)**
410 : Professional & Technical	-	(30,245)	(46,000)	(46,000)	**(46,000)**
418 : Other Professional Services	-	(2,382)	(4,500)	(4,500)	**(4,500)**
450 : Supplies, Materials & Media	-	(18)	(1,061)	(1,061)	**(1,061)**
475 : Technology Supplies	-	(2,572)	-	-	**-**
Total 220 : Special Ed Support Services	**(43,914)**	**(91,518)**	**(103,779)**	**(105,185)**	**(104,619)**
350 : Support Services Instruction					
410 : Professional & Technical	(1,200)	(1,400)	(2,652)	(2,652)	**(2,652)**
420 : Staff Travel	-	-	(2,758)	(1,168)	**(2,758)**
433 : Communications	(4,204)	(4,433)	(9,654)	(9,654)	**(9,654)**
440 : Other Purchased Services	(1,868)	-	-	-	**-**
450 : Supplies, Materials & Media	-	-	(1,061)	(1,061)	**(1,061)**
475 : Technology Supplies	(2,366)	(16,134)	(17,000)	(17,000)	**(1,330)**
490 : Other Expenses	-	-	(1,804)	(1,804)	**(1,804)**
Total 350 : Support Services Instruction	**(9,638)**	**(21,967)**	**(34,929)**	**(33,339)**	**(19,259)**
360 : Instructional Related Technology					
418 : Other Professional Services	-	(3,730)	(5,500)	(5,500)	**(5,500)**
433 : Communications	(126,807)	(105,425)	(130,000)	(120,000)	**(119,500)**

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY2 Approved
440 : Other Purchased Services	-	(470)	-	-	-
475 : Technology Supplies	(3,466)	(1,350)	(1,500)	(1,500)	**(5,093)**
Total 360 : Instructional Related Technology	**(130,273)**	**(110,975)**	**(137,000)**	**(127,000)**	**(130,093)**
450 : School Admin Support Services					
362 : Unemployment Insurance	412	(3)	(6)	(3)	**(3)**
368 : Pers On-Behalf	(123)	(183)	(270)	(270)	**(275)**
Total 450 : School Admin Support Services	**289**	**(186)**	**(276)**	**(274)**	**(278)**
510 : District Administration					
362 : Unemployment Insurance	-	(10)	-	(12)	**(12)**
367 : Trs On-Behalf	-	(1,429)	-	(2,491)	**(2,532)**
Total 510 : District Administration	**-**	**(1,439)**	**-**	**(2,503)**	**(2,544)**
550 : District Admin Support Services					
447 : Liability Insurance	(33,941)	(39,032)	(40,761)	(40,761)	**(45,500)**
Total 550 : District Admin Support Services	**(33,941)**	**(39,032)**	**(40,761)**	**(40,761)**	**(45,500)**
560 : Administrative Technology Services					
447 : Liability Insurance	(11,187)	(2,246)	-	-	-
Total 560 : Administrative Technology Services	**(11,187)**	**(2,246)**	**-**	**-**	**-**
600 : Operation and Maintenance of Plant					
325 : Maintenance/Custodial	(50,365)	(51,930)	(54,163)	(28,163)	**(54,062)**
361 : Insurance - Life & Health	(11,567)	(12,343)	(14,200)	(8,154)	-
362 : Unemployment Insurance	(208)	(47)	(98)	(48)	-
363 : Worker'S Comp	(1,092)	(1,471)	(1,500)	(1,276)	-
364 : Fica	(652)	(745)	(777)	(760)	-
366 : Pers	(10,919)	(11,425)	(11,916)	(6,294)	-
368 : Pers On-Behalf	(1,351)	(2,217)	(3,428)	(1,836)	-
369 : Other	(3,052)	(3,183)	(3,320)	(1,831)	-
410 : Professional & Technical	-	(9,914)	-	(3,600)	-
440 : Other Purchased Services	-	(30)	-	-	-
445 : Insurance And Bond Premiums	(589)	(537)	(592)	(592)	**(592)**
450 : Supplies, Materials & Media	(381)	(76)	-	-	-
453 : Janitorial Supplies	-	(1,792)	-	-	-
457 : Small Tools & Equipment	(809)	-	-	-	-
458 : Vehicle Gasoline, Diesel & Oil	(1,599)	(1,787)	(2,575)	(2,575)	**(2,575)**
491 : Dues & Fees	-	-	(1,061)	(1,061)	**(1,061)**
Total 600 : Operation and Maintenance of Plant	**(82,584)**	**(97,497)**	**(93,630)**	**(56,190)**	**(58,290)**
700 : Student Activities					
450 : Supplies, Materials & Media	-	(74)	(5,304)	(5,304)	**(5,304)**
458 : Vehicle Gasoline, Diesel & Oil	(445)	-	-	-	-
491 : Dues & Fees	-	-	(1,591)	(1,591)	**(1,591)**
Total 700 : Student Activities	**(445)**	**(74)**	**(6,895)**	**(6,895)**	**(6,895)**
Total 500 : District-Wide	**(312,406)**	**(377,657)**	**(435,728)**	**(376,165)**	**(371,433)**

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY2 Approved
600 : Central Office					
510 : District Administration					
311 : Superintendent	(91,496)	(129,409)	(116,800)	(98,800)	**(98,010)**
324 : Support Staff	(37,264)	(36,863)	(36,920)	(36,920)	**(37,660)**
329 : Substitutes/Temporaries	(34)	(589)	(50)	(50)	**(600)**
361 : Insurance - Life & Health	(21,150)	(13,390)	(15,533)	(47,006)	**(47,185)**
362 : Unemployment Insurance	(54)	(151)	(284)	(118)	**(118)**
363 : Worker'S Comp	(584)	(836)	(293)	(641)	**(641)**
364 : Fica	(1,737)	(2,437)	(778)	(1,956)	**(1,908)**
365 : Trs	(11,880)	(28,636)	(14,670)	(12,167)	**(12,310)**
366 : Pers	(7,684)	(8,110)	(8,122)	(8,146)	**(8,285)**
367 : Trs On-Behalf	(11,044)	(18,494)	(21,923)	(18,100)	**(18,396)**
368 : Pers On-Behalf	(948)	(1,574)	(2,337)	(2,344)	**(2,384)**
369 : Other	(2,141)	(2,260)	(2,263)	(2,270)	**(2,309)**
410 : Professional & Technical	(2,456)	(3,296)	(10,609)	(10,609)	**(2,400)**
420 : Staff Travel	(13,728)	(16,050)	(16,480)	(26,480)	**(16,000)**
433 : Communications	(2,734)	(2,166)	(2,515)	(2,515)	**(1,600)**
440 : Other Purchased Services	(3,431)	(1,008)	(4,774)	(4,774)	**(2,100)**
450 : Supplies, Materials & Media	(1,350)	(1,327)	(2,091)	(2,091)	**(1,060)**
475 : Technology Supplies	-	(2,009)	(2,500)	(2,500)	**(2,500)**
491 : Dues & Fees	(5,647)	(2,032)	(3,183)	(6,383)	**(7,765)**
Total 510 : District Administration	**(215,363)**	**(270,635)**	**(262,125)**	**(283,871)**	**(263,232)**
511 : Board of Education					
324 : Support Staff	(30,547)	(32,255)	(29,820)	(29,820)	**(30,418)**
361 : Insurance - Life & Health	(10,070)	(10,825)	(12,461)	(12,335)	**(12,642)**
362 : Unemployment Insurance	(11)	(26)	(48)	(23)	**(24)**
363 : Worker'S Comp	(127)	(152)	(141)	(141)	**(144)**
364 : Fica	(383)	(443)	(405)	(405)	**(412)**
366 : Pers	(6,286)	(7,096)	(6,560)	(6,580)	**(6,692)**
368 : Pers On-Behalf	(766)	(1,377)	(1,887)	(1,893)	**(1,925)**
369 : Other	(1,729)	(1,977)	(1,828)	(1,833)	**(1,865)**
410 : Professional & Technical	(3,100)	(3,157)	(10,609)	(10,609)	**(10,000)**
420 : Staff Travel	(8,225)	(15,685)	(13,390)	(13,390)	**(13,000)**
450 : Supplies, Materials & Media	(582)	(649)	(530)	(530)	**(650)**
475 : Technology Supplies	(105)	-	(3,500)	(3,500)	**(3,500)**
491 : Dues & Fees	(13,752)	(11,887)	(5,304)	(12,304)	**(11,950)**
Total 511 : Board of Education	**(75,684)**	**(85,529)**	**(86,483)**	**(93,363)**	**(93,221)**
550 : District Admin Support Services					
324 : Support Staff	(29,375)	(30,444)	(30,737)	(27,737)	**(27,548)**
329 : Substitutes/Temporaries	(431)	-	(600)	(600)	**(600)**
361 : Insurance - Life & Health	(132)	(120)	(132)	(116)	**(115)**
362 : Unemployment Insurance	(13)	(28)	(56)	(25)	**(25)**
363 : Worker'S Comp	(134)	(144)	(145)	(130)	**(130)**
364 : Fica	(422)	(440)	(446)	(405)	**(395)**
366 : Pers	(6,444)	(6,698)	(6,762)	(6,025)	**(6,061)**
368 : Pers On-Behalf	(789)	(1,300)	(1,945)	(1,734)	**(1,744)**
369 : Other	(2,055)	(1,866)	(1,884)	(1,772)	**(1,689)**
410 : Professional & Technical	(163,358)	(170,179)	(164,800)	(164,800)	**(175,000)**
420 : Staff Travel	(7,598)	(9,574)	(9,930)	(9,930)	**(10,350)**

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY2 Approved
433 : Communications	(2,956)	(2,947)	(3,152)	(3,152)	**(1,600)**
440 : Other Purchased Services	(4,375)	(4,988)	(2,546)	(2,546)	**(4,250)**
450 : Supplies, Materials & Media	(1,604)	(1,993)	(5,304)	(5,304)	**(1,500)**
475 : Technology Supplies	(323)	-	(3,000)	(3,000)	**(3,000)**
490 : Other Expenses	(2,607)	(2,156)	(3,183)	(3,183)	**(3,183)**
491 : Dues & Fees	(9,307)	(5,346)	(849)	(849)	**(5,680)**
495 : Indirect Costs	67,769	-	35,000	-	**-**
Total 550 : District Admin Support Services	**(164,154)**	**(238,221)**	**(200,471)**	**(231,308)**	**(242,868)**
551 : Fiscal Services					
495 : Indirect Costs	-	48,268	-	30,000	**26,000**
Total 551 : Fiscal Services	**-**	**48,268**	**-**	**30,000**	**26,000**
560 : Administrative Technology Services					
321 : Director	(98,406)	(97,199)	(104,142)	(104,142)	**(104,142)**
361 : Insurance - Life & Health	(10,603)	(12,343)	(14,200)	(14,057)	**(14,405)**
362 : Unemployment Insurance	(42)	(88)	(190)	(93)	**(93)**
363 : Worker'S Comp	(437)	(459)	(492)	(492)	**(492)**
364 : Fica	(1,284)	(1,387)	(1,492)	(1,477)	**(1,477)**
366 : Pers	(21,321)	(21,384)	(22,911)	(22,911)	**(22,911)**
368 : Pers On-Behalf	(2,638)	(4,149)	(6,592)	(6,592)	**(6,592)**
369 : Other	(5,958)	(5,958)	(6,384)	(6,384)	**(6,384)**
410 : Professional & Technical	(69)	-	-	-	**-**
418 : Other Professional Services	(11,076)	(504)	(9,500)	(9,200)	**(4,500)**
420 : Staff Travel	(1,112)	-	(2,758)	(2,758)	**(3,000)**
440 : Other Purchased Services	-	-	-	-	**(12,000)**
450 : Supplies, Materials & Media	-	(1,050)	(3,183)	(3,183)	**-**
475 : Technology Supplies	(11,545)	(9,099)	(15,000)	(5,000)	**(143,517)**
490 : Other Expenses	(1,905)	-	(583)	(583)	**-**
491 : Dues & Fees	(21)	-	-	-	**-**
510 : Equipment	-	(31,146)	(24,000)	(12,000)	**-**
Total 560 : Administrative Technology Services	**(166,418)**	**(184,767)**	**(211,427)**	**(188,873)**	**(319,514)**
600 : Operation and Maintenance of Plant					
321 : Director	(92,395)	(93,728)	(100,671)	(93,000)	**(97,199)**
361 : Insurance - Life & Health	(22,531)	(24,031)	(43,131)	(36,968)	**(28,049)**
362 : Unemployment Insurance	591	(83)	(176)	(79)	**(89)**
363 : Worker'S Comp	(2,030)	(2,697)	(3,200)	(2,100)	**(2,352)**
364 : Fica	(1,221)	(1,312)	(1,399)	(1,246)	**(1,397)**
366 : Pers	(19,550)	(20,620)	(20,620)	(22,593)	**(21,384)**
368 : Pers On-Behalf	(2,418)	(4,001)	(5,933)	(5,493)	**(6,153)**
369 : Other	(5,628)	(6,746)	(5,745)	(5,320)	**(5,958)**
410 : Professional & Technical	-	-	-	(4,200)	**-**
420 : Staff Travel	-	-	(2,060)	(2,060)	**(2,060)**
440 : Other Purchased Services	(18,232)	-	-	-	**-**
445 : Insurance And Bond Premiums	(1,444)	(1,508)	(1,732)	11,068	**(1,730)**
450 : Supplies, Materials & Media	-	(48)	(3,090)	(3,090)	**(3,090)**
490 : Other Expenses	(829)	-	-	-	**-**
Total 600 : Operation and Maintenance of Plant	**(165,689)**	**(154,772)**	**(187,757)**	**(165,082)**	**(169,460)**
Total 600 : Central Office	**(787,308)**	**(885,656)**	**(948,263)**	**(932,496)**	**(1,062,295)**

Wrangell Public Schools
FY27 Approved Budget
General Fund Expenditures by Object Code

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY27 Approved
300 : Wages and Benefits					
311 : Superintendent	(91,496)	(129,409)	(116,800)	(98,800)	**(98,010)**
313 : Principal	-	(188,258)	(212,735)	(196,735)	**(191,250)**
314 : Director/Coordinator	(23,958)	(31,783)	(29,200)	(24,700)	**(24,502)**
315 : Teacher	(1,438,006)	(1,452,502)	(1,467,365)	(1,409,046)	**(1,476,637)**
316 : Extra Duty Pay	(15,264)	(15,591)	(15,548)	(19,500)	**(19,055)**
317 : Certifed Substitutes	(4,655)	-	(5,925)	-	**(3,325)**
318 : Counselor	(78,500)	(49,728)	(50,027)	(71,000)	**(72,463)**
321 : Director	(200,967)	(201,343)	(221,813)	(207,142)	**(211,341)**
323 : Aides	(195,031)	(186,389)	(175,494)	(186,762)	**(220,295)**
324 : Support Staff	(208,875)	(222,242)	(223,047)	(236,547)	**(213,105)**
325 : Maintenance/Custodial	(160,537)	(167,604)	(172,177)	(147,255)	**(174,203)**
329 : Substitutes/Temporaries	(90,293)	(78,010)	(92,150)	(92,150)	**(90,000)**
361 : Insurance - Life & Health	(554,977)	(539,919)	(669,888)	(677,886)	**(677,292)**
362 : Unemployment Insurance	(1,288)	(2,658)	(5,320)	(2,542)	**(2,529)**
363 : Worker'S Comp	(15,969)	(19,203)	(20,143)	(17,274)	**(16,419)**
364 : Fica	(42,333)	(45,442)	(44,942)	(44,108)	**(44,084)**
365 : Trs	(206,151)	(249,383)	(236,489)	(225,859)	**(233,189)**
366 : Pers	(167,564)	(171,485)	(171,345)	(169,807)	**(187,621)**
367 : Trs On-Behalf	(226,526)	(290,908)	(380,723)	(349,590)	**(363,210)**
368 : Pers On-Behalf	(21,350)	(35,039)	(54,228)	(51,535)	**(46,406)**
369 : Other	(73,703)	(76,378)	(73,941)	(80,037)	**(83,902)**
Total 300 : Wages and Benefits	**(3,817,445)**	**(4,153,274)**	**(4,439,300)**	**(4,308,275)**	**(4,448,839)**
400 : Supplies and Services					
410 : Professional & Technical	(189,148)	(233,929)	(253,222)	(273,822)	**(257,874)**
418 : Other Professional Services	(19,731)	(10,059)	(19,500)	(19,500)	**(14,500)**
440 : Other Purchased Services	(47,216)	(28,701)	(79,603)	(48,103)	**(87,968)**
442 : Site & Builidng Repair	(4,415)	-	(6,695)	(6,695)	**(6,695)**
443 : Equipment Repair	(4,395)	-	(8,755)	(8,755)	**(8,755)**
450 : Supplies, Materials & Media	(57,967)	(55,484)	(95,065)	(93,565)	**(74,052)**
452 : Maint/Const Supplies/Materials	(13,976)	(825)	(16,995)	(16,995)	**(16,995)**
453 : Janitorial Supplies	(13,575)	(14,466)	(12,154)	(12,154)	**(12,154)**
457 : Small Tools & Equipment	(6,900)	(90)	(2,833)	(2,833)	**(2,833)**
458 : Vehicle Gasoline, Diesel & Oil	(2,236)	(2,110)	(2,575)	(2,575)	**(2,575)**
471 : Textbooks	(51,777)	(39,767)	(42,848)	(2,848)	**(35,948)**
475 : Technology Supplies	(149,891)	(102,496)	(107,500)	(119,500)	**(222,590)**
490 : Other Expenses	(8,310)	(7,092)	(22,040)	(21,540)	**(21,457)**
491 : Dues & Fees	(31,073)	(27,057)	(17,221)	(28,429)	**(31,280)**
Total 400 : Supplies and Services	**(600,610)**	**(522,077)**	**(687,006)**	**(657,314)**	**(795,676)**

	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY26 Q3 Rev.	FY Approved
42X : Travel					
420 : Staff Travel	(66,002)	(88,020)	(115,290)	(115,761)	**(110,061)**
425 : Student Travel	(112,009)	(84,800)	(108,356)	(108,356)	**(156,062)**
Total 42X : Travel	**(178,011)**	**(172,820)**	**(223,646)**	**(224,117)**	**(266,123)**
43X : Utilities					
430 : Utilitiy Services	(52,432)	(71,518)	(51,613)	(54,213)	**(60,000)**
433 : Communications	(144,356)	(122,186)	(156,354)	(146,354)	**(140,594)**
436 : Electricity	(166,097)	(213,321)	(187,000)	(165,000)	**(122,000)**
438 : Energy	(97,760)	(101,345)	(100,000)	(108,000)	**(128,000)**
Total 43X : Utilities	**(460,644)**	**(508,370)**	**(494,967)**	**(473,567)**	**(450,594)**
44X : Property and Liability Insurance					
445 : Insurance And Bond Premiums	(2,033)	(2,045)	(2,324)	10,476	**(2,322)**
446 : Property Insurance	(82,087)	(85,945)	(105,167)	(105,167)	**(100,200)**
447 : Liability Insurance	(45,128)	(41,279)	(40,761)	(40,761)	**(45,500)**
Total 44X : Property and Liability Insurance	**(129,248)**	**(129,268)**	**(148,252)**	**(135,452)**	**(148,022)**
495 : Indirect Cost Recovery					
495 : Indirect Costs	67,769	48,268	35,000	30,000	**26,000**
Total 495 : Indirect Cost Recovery	**67,769**	**48,268**	**35,000**	**30,000**	**26,000**
500 : Capital Outlay					
510 : Equipment	(5,400)	(31,146)	(25,030)	(13,030)	**-**
Total 500 : Capital Outlay	**(5,400)**	**(31,146)**	**(25,030)**	**(13,030)**	**-**
TOTAL, ALL OBJECTS	**(5,123,589)**	**(5,468,686)**	**(5,983,201)**	**(5,781,755)**	**(6,083,254)**

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**13**

RESOLUTION No 05-26-2054 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, LEVYING A GENERAL TAX FOR SCHOOL AND MUNICIPAL PURPOSES UPON ALL TAXABLE PROPERTY WITHIN THE BOROUGH FOR THE TAX YEAR 2026 PURSUANT TO WRANGELL MUNICIPAL CODE SECTION 5.04.010; PROVIDING FOR THE COLLECTION OF TAXES DUE IN FY 2027 AND PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES

SUBMITTED BY:
Mason Villarma, Borough Manager

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $XXX Total		
Amount Budgeted:		
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	$XXX	

ATTACHMENTS: 1. RES 05-26-2054

RECOMMENDATION MOTION:

Move to Approve Resolution No. 05-26-2054.

SUMMARY STATEMENT:

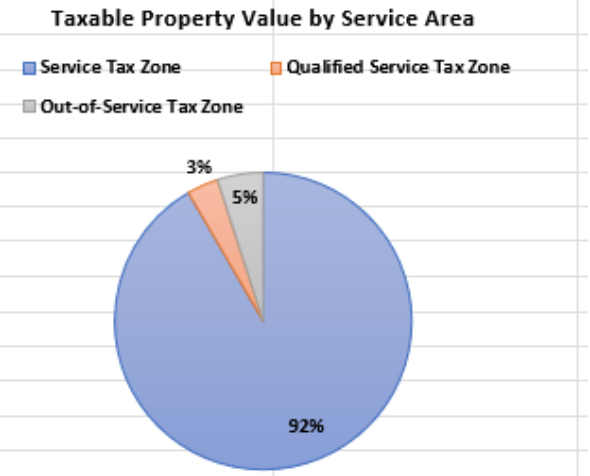
Recall the Assembly adopted Ordinance 1092 establishing the following differential tax zones: Service Tax Zone, Qualified Service Tax Zone, and Out of Service Tax Zone. This resolution sets the

Mill Levy at 9.75 for the Service Tax Zone; Qualified Service Tax Zone at 6.0, and the Out-of-Service Tax Zone at 4. This keeps the mill rate the same as the prior year for all parcels except for Meyers Chuck. Taxes will be due Thursday, October 15th at 5pm. Property taxes unpaid at that time will begin accruing interest and penalties as provided by law. The estimated full assessed value of property in the Borough (after exemptions) for 2026 is $260,177,964—slightly less than the prior year.

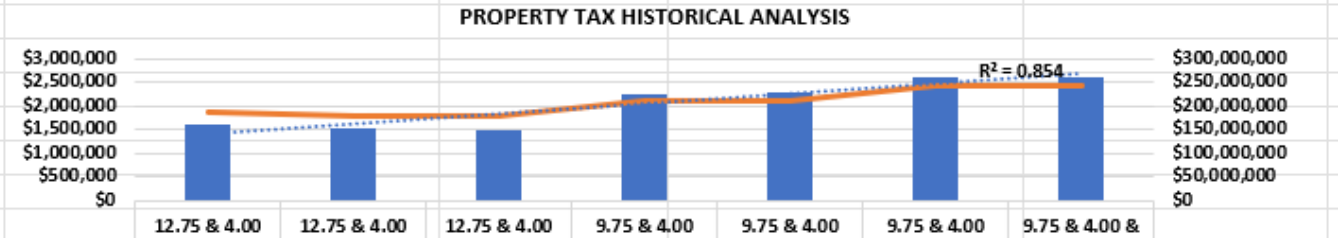
There are three different tax zones, with different mill levies, as outlined below:

Property Tax Revenue for FY 2026			
	Assessed Value	MR/1000	Tax Revenue
Service Tax Zone	$ 238,322,164.00	0.975%	$ 2,323,641.10
Qualified Service Tax Zone	$ 8,878,200.00	0.600%	$ 53,269.20
Out-of-Service Tax Zone	$ 12,977,600.00	0.400%	$ 51,910.40
Total Property Taxes	$ 260,177,964.00		$ 2,428,820.70

Weighted Average Per Mill Value:		
Total Taxable Property		
Service Tax Zone	$ 238,322,164.00	A
Qualified Service Tax Zone	$ 8,878,200.00	B
Out-of-Service Tax Zone	$ 12,977,600.00	C
Total	$ 260,177,964.00	D
WAMR = (A/D*9.75) + (B/D*6) + (C/D*4)	9.34	
WAVPM = D/WAMR	$ 27,870,551.74	
Value per Mill	$ 260,177.96	



TAX YEAR	MILL RATE	VALUE OF TAXABLE PROPERTY	PROPERTY TAX REVENUES
2020	12.75 & 4.00	$158,912,300	$1,875,663
2021	12.75 & 4.00	$151,893,600	$1,788,487
2022	12.75 & 4.00	$150,129,400	$1,793,864
2023	9.75 & 4.00	$224,764,500	$2,094,944
2024	9.75 & 4.00	$228,567,684	$2,105,031
2025	9.75 & 4.00	$260,663,244	$2,415,238
2026	9.75 & 4.00 & 6.00	$260,177,964	$2,428,821



The total property tax revenue for 2026 (FY 2027) is estimated at $2,428,820.70

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 05-26-2054

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, LEVYING A GENERAL TAX FOR SCHOOL AND MUNICIPAL PURPOSES UPON ALL TAXABLE PROPERTY WITHIN THE BOROUGH FOR THE TAX YEAR 2026 PURSUANT TO WRANGELL MUNICIPAL CODE SECTION 5.04.010; PROVIDING FOR THE COLLECTION OF TAXES DUE IN FY 2027 AND PRESCRIBING PENALTIES AND INTEREST FOR DELINQUENT TAXES

WHEREAS, the Borough Assembly sitting as the Board of Equalization, has regularly assessed and equalized all real property within the City and Borough of Wrangell and has fixed a time at which the taxes levied shall be paid, and has fixed the date of delinquency, and has established that taxes remaining unpaid after the delinquent date shall be collected and have penalties and interest added thereto in accordance with law. The Borough Assembly has provided herein for payment and the date of delinquency of all taxes levied on the property assessed on the tax rolls.

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

Section 1. There is hereby levied upon all taxable real property in the City and Borough of Wrangell, Alaska, as previously taxed by the City of Wrangell, except such property as is exempt by law from taxation, a mill rate of 9.75 mills for the tax year 2026, for the Service tax zone, 4.0 mills for property in the Out-of-Service tax zone, and 6.0 mills for the Qualified Service tax zone.

Section 2. Taxes levied pursuant to this resolution shall be due and payable on or before October 15, 2026. Penalty and interest shall accrue on an unpaid installment from 5:00 p.m. on the date the payment becomes due.

Section 3. Taxes remaining unpaid after the delinquent date shall be collected and have penalties and interest added thereto in accordance with law.

Section 4. This resolution shall become effective upon its passage and adoption.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, THIS 12th DAY OF MAY 2026.

CITY & BOROUGH OF WRANGELL

_____

David Powell, Vice-Borough Mayor

ATTEST:_____

Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**13**

RESOLUTION No. 05-26-2046 - A JOINT RESOLUTION OF THE ASSEMBLY OF THE PETERSBURG BOROUGH AND THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, SUPPORTING RESPONSIBLE ECONOMIC DEVELOPMENT, COORDINATED UTILIZATION OF HYDROELECTRIC RESOURCES FROM THE TYEE LAKE PROJECT, AND INTERCOMMUNITY COMMUNICATION REGARDING LARGE ENERGY USERS

SUBMITTED BY:
Mason Villarma, Borough Manager

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:	
Expenditure Required:	
Amount Budgeted:	
	FY: $ 0
Account Number(s):	
Account Name(s):	
Unencumbered Balance(s) (prior to expenditure):	
	$0

ATTACHMENTS: 1. Res 05-26-2046

RECOMMENDATION MOTION:

Move to Approve Resolution 05-26-2046.

SUMMARY STATEMENT:

This joint resolution affirms a cooperative commitment between the City and Borough of Wrangell and the Petersburg Borough to support responsible economic development, coordinated utilization of hydroelectric resources from the Tyee lake project, and intercommunity communication regarding large energy users.

The resolution recognizes that both communities share similar economic structures and jointly rely on affordable and reliable hydroelectric power provided through the Southeast Alaska Power Agency (SEAPA) and the Tyee Lake Hydroelectric Project. It further acknowledges that renewable hydroelectric resources, combined with Southeast Alaska's climate and infrastructure, create opportunities for new energy-intensive industries such as data centers, digital infrastructure, and other technology-driven development.

The resolution establishes a framework for communication and coordination between Wrangell and Petersburg regarding proposed projects that may create significant new electrical demand. This includes sharing information related to projected electrical loads, project timelines, and any infrastructure or generation improvements needed to support future development.

Additionally, the resolution confirms both communities' commitment to maintaining an equal division of Tyee Lake firm power capacity and establishes that any community exceeding its allocated share will be responsible for any necessary supplemental local generation, without creating financial or operational impacts on the other community.

Overall, the resolution reinforces regional cooperation through SEAPA and supports continued collaboration to maintain affordable and reliable electric service, encourage sustainable economic growth, and protect the long-term stability of Southeast Alaska's energy resources.

JOINT RESOLUTION OF THE CITY AND BOROUGH OF WRANGELL AND THE PETERSBURG BOROUGH

PETERSBURG BOROUGH RESOLUTION NO. 2026-12
CITY AND BOROUGH OF WRANGELL RESOLUTION NO. 05-26-2046

A JOINT RESOLUTION OF THE ASSEMBLY OF THE PETERSBURG BOROUGH AND THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, SUPPORTING RESPONSIBLE ECONOMIC DEVELOPMENT, COORDINATED UTILIZATION OF HYDROELECTRIC RESOURCES FROM THE TYEE LAKE PROJECT, AND INTERCOMMUNITY COMMUNICATION REGARDING LARGE ENERGY USERS

WHEREAS, the City and Borough of Wrangell and the Petersburg Borough are neighboring Southeast Alaska communities with longstanding economic, cultural, and regional partnerships; and

WHEREAS, both communities share similar economic structures, population sizes, and infrastructure systems, and both rely heavily on affordable, reliable energy as a foundational component of local economic development and community sustainability; and

WHEREAS, Wrangell and Petersburg are member communities of the Southeast Alaska Power Agency, a joint action agency formed by the communities of Wrangell, Petersburg, and the City of Ketchikan to jointly own and operate hydroelectric generating assets in Southeast Alaska; and

WHEREAS, SEAPA owns and operates the Tyee Lake Hydroelectric Project, which provides renewable hydroelectric power to its member communities under the terms of long-term Power Sales Agreements; and

WHEREAS, under the Power Sales Agreement associated with the Tyee Lake Hydroelectric Project, the communities of Wrangell and Petersburg are collectively dedicated all firm hydroelectric capacity, which serves as the primary renewable power resource supporting both communities; and

WHEREAS, affordable and reliable hydroelectric power is one of the most important strategic assets available to both communities, enabling sustainable economic growth and improving the long-term cost stability of local energy systems; and

WHEREAS, the Assemblies of the City and Borough of Wrangell and the Petersburg Borough share a commitment to responsible economic development that supports job creation, population stability and growth, increased school enrollment, and the expansion of underlying economic activity within each community; and

WHEREAS, Southeast Alaska's renewable hydroelectric resources, combined with the cool climate and reliable power systems of Wrangell and Petersburg, create a uniquely attractive environment for energy-intensive industries, including but not limited to data centers, digital infrastructure, and other technology-driven economic activities; and

WHEREAS, both communities recognize that large new electrical loads associated with technology driven projects must be integrated responsibly to ensure the availability, stability and affordability of power for existing residential, commercial, and industrial customers; and

WHEREAS, both communities further recognize that maximizing the responsible utilization of the Tyee Lake Project's firm power capacity is important to maintaining an efficient regional power system and ensuring that the benefits of the project are fully realized by SEAPA and its member communities; and

WHEREAS, Wrangell and Petersburg share a common interest in coordinating regional economic development activities that may result in significant new electrical demand.

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

Section 1. Commitment to Responsible Growth: The City and Borough of Wrangell and the Petersburg Borough affirm their shared commitment to pursuing economic development opportunities that create sustainable jobs, increase local population, support families and schools, stabilize local electric rates and strengthen the long-term economic vitality of our communities and Southeast Alaska overall.

Section 2. Responsible Utilization of Hydroelectric Resources: The Assemblies of Wrangell and Petersburg recognize the importance of responsibly utilizing the firm hydroelectric capacity dedicated to their communities through the Tyee Lake Hydroelectric Project and affirm their intent to maximize the beneficial use of this renewable resource in support of local economic activity and energy affordability for all local customers.

Section 3. Intercommunity Communication: The City and Borough of Wrangell and the Petersburg Borough agree to maintain open and regular communication regarding proposed or anticipated projects that may result in large new electrical loads, including but not limited to economic development projects, data centers, digital infrastructure facilities, industrial operations, or other energy-intensive uses. Such communication shall include, when appropriate:

(A) Estimated electrical demand of proposed projects

(B) Project timelines and anticipated load ramp-up schedules

(C) Infrastructure improvements or local generation considerations necessary to support such projects

Section 4. Coordination of Large Electrical Loads: The communities agree that coordination is necessary when evaluating projects that may collectively approach or exceed the firm hydroelectric capacity allocated to Wrangell and Petersburg from the Tyee Lake Project. The communities therefore commit to consult with one another, and with SEAPA, when evaluating new large energy users in order to discuss benefits and potential local mitigations required to ensure the continued availability and reliability of the regional electric grid.

Section 5. Responsibility for Supplemental Generation: The City and Borough of Wrangell and the Petersburg Borough recognize that local economic development opportunities can place significant demand on available electrical capacity. Both communities pledge to honor an equal division of firm power capacity from Tyee Lake and to proactively accept responsibility and obligation for local generation if their community surpasses their share of the firm power available and the combined community capacity is exceeded, according to SEAPA's Peak Load Limit provisions in the Annual Operations Plan. Such obligation shall remain with the community surpassing their share of Tyee Lake firm power and shall not place an operational or financial burden on the other community.

Section 6. Regional Cooperation: Wrangell and Petersburg affirm their commitment to continued collaboration through SEAPA and other regional partnerships to:

(A) Maintain affordable and reliable electric power

(B) Support sustainable economic growth

(C) Encourage responsible development of new industries

(D) Protect the long-term stability of Southeast Alaska's energy systems

Section 7. Effective Date: This joint resolution shall take effect immediately upon adoption by the governing bodies of the City and Borough of Wrangell and the Petersburg Borough.

ADOPTED by the Assembly of the City and Borough of Wrangell the 12th day of May, 2026.
ADOPTED by the Assembly of the Petersburg Borough the 16th day of April, 2026.

Petersburg Borough Signatures:

_____

Robert Lynn, Mayor

ATTEST:

_____

Rebecca Regula, Borough Clerk

City and Borough of Wrangell Signatures:

_____

David Powell, Vice-Mayor

ATTEST:

_____

Kim Lane, Borough Clerk

JOINT RESOLUTION OF THE PETERSBURG BOROUGH AND THE CITY AND BOROUGH OF WRANGELL

PETERSBURG BOROUGH RESOLUTION NO. 2026-12
CITY AND BOROUGH OF WRANGELL RESOLUTION NO. 05-26-2046

A JOINT RESOLUTION OF THE ASSEMBLY OF THE PETERSBURG BOROUGH AND THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, SUPPORTING RESPONSIBLE ECONOMIC DEVELOPMENT, COORDINATED UTILIZATION OF HYDROELECTRIC RESOURCES FROM THE TYEE LAKE PROJECT, AND INTERCOMMUNITY COMMUNICATION REGARDING LARGE ENERGY USERS

WHEREAS, the City and Borough of Wrangell and the Petersburg Borough are neighboring Southeast Alaska communities with longstanding economic, cultural, and regional partnerships; and

WHEREAS, both communities share similar economic structures, population sizes, and infrastructure systems, and both rely heavily on affordable, reliable energy as a foundational component of local economic development and community sustainability; and

WHEREAS, Wrangell and Petersburg are member communities of the Southeast Alaska Power Agency, a joint action agency formed by the communities of Wrangell, Petersburg, and the City of Ketchikan to jointly own and operate hydroelectric generating assets in Southeast Alaska; and

WHEREAS, SEAPA owns and operates the Tyee Lake Hydroelectric Project, which provides renewable hydroelectric power to its member communities under the terms of long-term Power Sales Agreements; and

WHEREAS, under the Power Sales Agreement associated with the Tyee Lake Hydroelectric Project, the communities of Wrangell and Petersburg are collectively dedicated all firm hydroelectric capacity, which serves as the primary renewable power resource supporting both communities; and

WHEREAS, affordable and reliable hydroelectric power is one of the most important strategic assets available to both communities, enabling sustainable economic growth and improving the long-term cost stability of local energy systems; and

WHEREAS, the Assemblies of the City and Borough of Wrangell and the Petersburg Borough share a commitment to responsible economic development that supports job creation, population stability and growth, increased school enrollment, and the expansion of underlying economic activity within each community; and

WHEREAS, Southeast Alaska's renewable hydroelectric resources, combined with the cool climate and reliable power systems of Wrangell and Petersburg, create a uniquely attractive environment for energy-intensive industries, including but not limited to data centers, digital infrastructure, and other technology-driven economic activities; and

WHEREAS, both communities recognize that large new electrical loads associated with technology driven projects must be integrated responsibly to ensure the availability, stability and affordability of power for existing residential, commercial, and industrial customers; and

WHEREAS, both communities further recognize that maximizing the responsible utilization of the Tyee Lake Project's firm power capacity is important to maintaining an efficient regional power system and ensuring that the benefits of the project are fully realized by SEAPA and its member communities; and

WHEREAS, Wrangell and Petersburg share a common interest in coordinating regional economic development activities that may result in significant new electrical demand.

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

Section 1. Commitment to Responsible Growth: The City and Borough of Wrangell and the Petersburg Borough affirm their shared commitment to pursuing economic development opportunities that create sustainable jobs, increase local population, support families and schools, stabilize local electric rates and strengthen the long-term economic vitality of our communities and Southeast Alaska overall.

Section 2. Responsible Utilization of Hydroelectric Resources: The Assemblies of Wrangell and Petersburg recognize the importance of responsibly utilizing the firm hydroelectric capacity dedicated to their communities through the Tyee Lake Hydroelectric Project and affirm their intent to maximize the beneficial use of this renewable resource in support of local economic activity and energy affordability for all local customers.

Section 3. Intercommunity Communication: The City and Borough of Wrangell and the Petersburg Borough agree to maintain open and regular communication regarding proposed or anticipated projects that may result in large new electrical loads, including but not limited to economic development projects, data centers, digital infrastructure facilities, industrial operations, or other energy-intensive uses. Such communication shall include, when appropriate:

(A) Estimated electrical demand of proposed projects

(B) Project timelines and anticipated load ramp-up schedules

(C) Infrastructure improvements or local generation considerations necessary to support such projects

Section 4. Coordination of Large Electrical Loads: The communities agree that coordination is necessary when evaluating projects that may collectively approach or exceed the firm hydroelectric capacity allocated to Wrangell and Petersburg from the Tyee Lake Project. The communities therefore commit to consult with one another, and with SEAPA, when evaluating new large energy users in order to discuss benefits and potential local mitigations required to ensure the continued availability and reliability of the regional electric grid.

Section 5. Responsibility for Supplemental Generation: The City and Borough of Wrangell and the Petersburg Borough recognize that local economic development opportunities can place significant demand on available electrical capacity. Both communities pledge to honor an equal division of firm power capacity from Tyee Lake and to proactively accept responsibility and obligation for local generation if their community surpasses their share of the firm power available and the combined community capacity is exceeded, according to SEAPA's Peak Load Limit provisions in the Annual Operations Plan. Such obligation shall remain with the community surpassing their share of Tyee Lake firm power and shall not place an operational or financial burden on the other community.

Section 6. Regional Cooperation: Wrangell and Petersburg affirm their commitment to continued collaboration through SEAPA and other regional partnerships to:

(A) Maintain affordable and reliable electric power

(B) Support sustainable economic growth

(C) Encourage responsible development of new industries

(D) Protect the long-term stability of Southeast Alaska's energy systems

Section 7. Effective Date: This joint resolution shall take effect immediately upon adoption by the governing bodies of the City and Borough of Wrangell and the Petersburg Borough.

ADOPTED by the Assembly of the City and Borough of Wrangell the ___ day of _____, 2026.

ADOPTED by the Assembly of the Petersburg Borough the 20th day of April, 2026.

Petersburg Borough Signatures:

Robert Lynn, Mayor

ATTEST:

Rebecca Regula, Borough Clerk

City and Borough of Wrangell Signatures:

Patricia Gilbert, Mayor

ATTEST:

Kim Lane, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**13**

Approval of the Amended JAG Marine Group Lease Agreement

SUBMITTED BY:
Mason Villarma, Borough Manager

Reviews/Approvals/Recommendations	
☐	EDB, PZ, and PC
Name(s)	
Name(s)	
☒	Attorney
☐	Insurance

FISCAL NOTE:	
Expenditure Required: $XXX Total	
Fiscal Year (FY):	Amount: $
Amount Budgeted:	
	FY: $
Account Number(s):	
	XXXXX XXX XXXX
Account Name(s):	
	Enter Text Here
Unencumbered Balance(s) (prior to expenditure):	
	$XXX

ATTACHMENTS: 1. Amended Agreement

RECOMMENDATION MOTION:

Move to approve the Amended JAG Marine Group Lease Agreement.

SUMMARY STATEMENT:

Major revisions refine the lease from a basic short-term site control agreement into a more comprehensive strategic public-private partnership framework. Key changes include updating rent from a fixed nominal amount to an appraisal-based structure consistent with Borough code; expanding permitted use and development obligations to clearly support full-scale shipyard, fabrication, and maritime industrial development; strengthening JAG's exclusivity and long-term negotiation rights; clarifying capital investment, ownership, maintenance, and revenue-sharing expectations; significantly expanding environmental, indemnification, insurance, casualty, and tax

provisions to better allocate risk; improving protections for Lessee regarding permitting, title, and quiet possession; and establishing a clearer pathway toward a future long-term operating agreement tied to successful project revenue generation. Overall, the redlines substantially enhance legal protections, operational flexibility, and strategic alignment for both parties while better positioning the lease to support federal, state, and private infrastructure financing opportunities.

TIDELANDS / SUBMERGED LANDS LEASE

BY AND BETWEEN

THE CITY AND BOROUGH OF WRANGELL
A Municipal Corporation and Unified Home Rule Borough of the State of Alaska

AND

JAG MARINE GROUP, LLC.
A Texas limited liability company

PREAMBLE

This Tidelands / Submerged Lands Lease (the **"Lease"**) is made and entered into as of _____(the **"Effective Date"**), by and between the City and Borough of Wrangell, Alaska (**"Lessor"**), a municipal corporation organized under the laws of the State of Alaska, whose address is P.O. Box 531, Wrangell, Alaska 99929 and JAG MARINE GROUP, LLC~~, a Texas limited liability company~~ (**"Lessee"**), a Texas limited liability company~~corporation~~, whose principal office is located at 225 East Chicago Street, Jonesville, Michigan 49250~~741~~. Lessor and Lessee may hereinafter be referred to individually as a **"Party"** and collectively as the **"Parties."**

RECITALS

WHEREAS, Lessor owns the approximately 40-acre 6-Mile Mill Site south of Wrangell's downtown waterfront, a property featuring deep-water access suitable for industrial and marine development as a deepwater port (the **"Port"**), a strategic industrial asset with significant potential for maritime fabrication, vessel repair, and long-term infrastructure expansion including a syncrolift facility, assembly hall, and drydocks; and

WHEREAS, Lessee is a full-service maritime, industrial, fabrication, and vessel-repair firm with national experience supporting commercial vessels and local and state governments and agencies, including the United States Coast Guard~~,~~ and ~~United States Navy, commercial vessels, and industrial clients~~the Alaska Marine Highway System;

WHEREAS, Lessee operates the two largest commercial shipyards in the United States north of Seattle, Washington in Seward, Alaska and Ketchikan, Alaska, respectively;

WHEREAS, the Parties wish to explore a public/private partnership and business opportunity of mutual interest where Lessee and Lessor will collaborate on the development of the Port which, in addition to this Lease, may result in corresponding negotiated transaction for ~~s, including, but not limited to, this shortterm Lease, which may be followed by~~ a longer-term lease of the Property (defined below);

WHEREAS, Lessor and Lessee entered into that certain non-binding Memorandum of

Understanding dated January 28th, 2026 (the **"MOU"**) to collaborate on the analysis and strategic development of the Port the terms and conditions of which are expressly not incorporated herein by reference;

WHEREAS, the Parties recognize that ~~expansion~~ development of Port is designed to~~will~~: (1) confer public benefits on Lessor by stimulating local economic growth, maritime fabrication, vessel repair, and long-term infrastructure expansion including a syncrolift facility, assembly hall, and drydocks; (2) support Lessee's strategic objectives for market expansion; and (3) provide operational effectiveness to Lessee, commercial vessels, and local and state governments and agencies, including the United States Coast Guard~~local and state governments and agencies, the U.S. Coast Guard and United States Navy, commercial vessels, industrial clients and other vessel owners~~;

WHEREAS, on December 4, 2025, Lessee submitted an application to lease approximately 25 acres of the Port~~6 Mile Mill Site~~ (the **"Property"**) in accordance with Wrangell Municipal Code 16.08.030A, along with a development proposal for review by the borough manager and the planning and zoning commission as required by Wrangell Municipal Code 16.08.030B (**"Application"**), a true and correct copy of which is attached as **Exhibit A** hereto and incorporated by reference as if fully set forth herein;

WHEREAS, the Parties entered into that certain Mutual Non-Disclosure and Exclusivity Agreement dated February 10, 2026 (the **"MNDA"**), a true and correct copy of which is attached as **Exhibit B** hereto and incorporated by reference as if fully set forth herein;

WHEREAS, Lessee desires to lease the Property from Lessor ~~the tidelands/submerged lands described below in order to develop, construct, and operate a full-service maritime, industrial, fabrication, and vessel repair facility to support local and state governments and agencies, the U.S. Coast Guard and United States Navy, commercial vessels, and industrial clients~~and whereas further Lessor desires to lease the Property to Lessee in accordance with the terms and conditions herein; and

NOW, THEREFORE, in consideration of the mutual covenants herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. RECITALS. The aforementioned Recitals form an integral part of this Lease and are expressly incorporated into the Lease by specific reference.

~~1.~~**2. LEASE OF TIDELANDS/SUBMERGED LANDS.** Lessor agrees to lease the Property to Lessee and Lessee agrees to lease the Property from Lessor, upon the terms and conditions hereinafter set forth~~, approximately 25 acres of the tidelands/submerged property located at the former 6-Mile Mill Site south of Wrangell's downtown waterfrontwhich is situated in the City and Borough of Wrangell, Alaska ("Property")~~, as more particularly described and depicted in that certain survey attached hereto as **Exhibit C~~B"~~** and incorporated by reference as if fully set forth herein.

~~2.~~**3. ORIGINAL TERM OF LEASE.** The original term of the Lease shall be for a period

of three (3) years (the **"Original Term"**) commencing on June~~March~~ 1, 2026, (the "**Commencement Date**") and expiring on the last day of the month following three (3) years after the Commencement Date (May 31, 2029), unless sooner terminated, cancelled, or extended as hereinafter provided.

~~3.~~4. **OPTIONS TO EXTEND THE LEASE.** ~~Any option granted by Lessor to Lessee is a privilege and is neither a right nor bargained for consideration. Notwithstanding,~~ Lessor ~~pursuant to WMC 16.08.070,~~ hereby grants~~, in its sole discretion,~~ to Lessee _____ ~~separate consecutive options~~ the right at Lessee's option to extend the Original Term for two (2) separate consecutive additional periods (the **"Extension Periods"**) of one (1) year~~s~~ each provided:

a. Lessee makes written application therefore at least ninety (90) days prior to the expiration of the Original Term or any Extension Period then in effect;

b. Lessee is not in material default under the Lease; and

c. The proposed use is compatible with the Lease, current use classification, and Borough Code including zoning provisions.~~; and~~

For purposes of this Lease, the capitalized word **"Term"** shall refer to both the Original Term and any Extension Period thereof.

~~c. Mutually agreeable terms, consistent with the provisions of Borough code governing lease terms, are negotiated by Lessor and Lessee and approved by the Borough Assembly.~~

~~4.~~5. **BASE RENT.** Base rent shall be payable in the form of an annual lease payment, which such payment is due on or before June~~March~~ 1st of each subsequent lease year following the Commencement Date (the **"Base Rent"**). During the Term of this Lease, Base Rent shall be $10, 000.00 per year.~~In accordance with Wrangell Municipal Code 16.08.120, Base Rent shall be ten percent (10%) of the appraised value of the Property and any improvements thereon.~~

~~5.~~6. **ADDITIONAL RENT.** Any and all property taxes, sales taxes, possessory interest taxes, or substantially equivalent ad valorum taxes as described in Paragraph 17~~, insurance costs~~, water, and utility charges that Lessee may be required to pay by the terms of this Lease shall be paid in addition to the Base Rent on or before ~~January~~ June 10~~th~~st of each subsequent lease year following the Commencement Date (the **"Additional Rent"**), provided, however, that Lessor shall provide Lessee a detailed schedule of charges, fees, and taxes at least twenty-one (21) days prior to the Additional Rent being due. Notwithstanding the foregoing, Lessor and Lessee agree that in no event shall the Additional Rent exceed the amount of the Base Rent for any Term.

~~6.~~7. **LESSEE'S PERMITTED USE.** The Property shall be used by Lessee exclusively for

the purpose of operating a marine repair and maintenance business and developing the Property~~Port~~, including but not limited to, constructing and operating a full-service maritime, industrial, fabrication, and vessel repair facility capable of supporting commercial vessels and local and state governments and agencies, including the United States Coast Guard ~~supporting local and state governments and agencies, the U.S. Coast Guard and United States Navy, commercial vessels, and industrial clients~~(the **"Shipyard"**).

a. Compliance with Law. Lessee's use of the Property shall conform to all ordinances of the Borough, including any applicable zoning ordinance and with all state and federal regulations, rules, and laws, as the code or any such rules, regulations, or laws may affect the activity upon or associated with the Property. Lessor acknowledges and agrees that the permitted uses articulated in this Section 7 comply with all applicable zoning ordinances and that construction and operation of the Shipyard shall be grandfathered in should the Property be subject to any changes in zoning or municipal code.

b. Improvements. ~~Consistent with the Development Plan, Lessee shall, subject to Lessor approval, which approval shall not be unreasonably withheld, not later than three (3) years from the Commencement Date substantially complete construction of the Port on the Property or be~~Lessee shall engage~~ing~~ in reasonable commercial efforts to assist with the ~~complete the~~ construction of the ~~Port~~ Shipyard on the Property that ensures the operation of a full-service maritime, industrial, fabrication, and vessel repair facility capable of supporting commercial vessels and local and state governments and agencies, including the United States Coast Guard~~supporting local and state governments and agencies, the U.S. Coast Guard and United States Navy, commercial vessels, and industrial clients~~. Notwithstanding the foregoing, the Parties acknowledge and agree that Lessee shall not be required to perform the construction or contribute money or otherwise fund the development of the Shipyard, but shall work with Lessor to acquire grants and funding from the United States of America, the State of Alaska, and other private and government sources for the development of the Shipyard (together, the **"Capital Investment"**). Nothing herein shall be considered a guarantee or warranty by Lessee that Capital Investment for the development of the Shipyard will be available or secured by Lessee or that the Shipyard will be constructed.

~~c. Additional Shipyard Developments. Lessor acknowledges and agrees that Lessee is also the lessee of shipyards in Seward, Alaska and Ketchikan, Alaska and that Lessee, and its officers, directors, and owners, may also pursue funding for the enhancement, expansion, and/or development of shipyard facilities, industrial and fabrication facilities, and drydocks in other locations outside Wrangell, Alaska, including Seward, Alaska and Ketchikan, Alaska. Nothing in this Lease shall restrict Lessee from pursuing any such development opportunities and Lessee's pursuit thereof shall in no way be considered a breach of this Lease or Lessee's reasonable commercial efforts to assist with the construction of the Shipyard.~~

~~b.~~d. The Parties shall work in good faith to develop and submit a Development Plan for approval as required by the Wrangell Municipal Code.

~~7.~~8. **QUIET POSSESSION**. Notwithstanding any other provisions of this Lease to the contrary or any other rights Lessor may have, Lessor covenants and agrees not to encumber the Property or otherwise alter or permit to the alteration of the status of the title to the Property such that Lessee's right to use the Property for Lessee's permitted use is diminished without Lessee's prior written consent. If Lessor breaches Lessor's covenants as set forth in this section, then Lessee may, in addition to any and all other remedies available at law or in equity, terminate this Lease without owing any liability to Lessor. In the event that Lessor cures such breach within twenty (20) days after written notice from Lessee, then Lessee's termination shall be null and void.

~~8.~~9. **PERMITS AND APPROVALS.** If Lessee does not receive or is denied or refused any such approval (including, but not limited to, building and renovation permits, signage permits, zoning interpretations and confirmations, permits and approvals and all variances, utility permits, authorizations or easements necessary for Lessee's permitted use as described herein and ~~the Development Plan~~in the course of proposed development of the Shipyard (collectively, the **"Approvals"**) necessary for Lessee to utilize or develop the Property for its permitted use, or if the necessary Approvals are granted subject to any conditions that materially prevent or impair Lessee from utilizing or developing the Property for its permitted use, or if adequate utilities and related facilities, including, without limitation, water, storm water/sewage disposal, telephone service and energy sources, to service the Property and any improvements thereto for Lessee's permitted use or easements therefore are not available to the satisfaction of Lessee, then Lessee may terminate this Lease without owing any liability to Lessor by providing written notice to Lessor, and if Lessee has commenced paying Base Rent and Additional Rent, Lessee's obligation to pay Base Rent and Additional Rent shall immediately and automatically terminate, and each Party shall be relieved of all further obligations under this Lease.

~~9.~~10. **RIGHT TO BUILD**. Subject to the provisions of this Lease~~, the Development Plan~~, and applicable law, Lessee has the right to design and construct the ~~Port~~ Property that ensures the operation of a full-service maritime, industrial, fabrication, and vessel repair facility capable of supporting commercial vessels and local and state governments and agencies, including the United States Coast Guard~~supporting local and state governments and agencies, the U.S. Coast Guard and United States Navy, commercial vessels, and industrial clients~~.

a. Lessee shall have discretion in designing the ~~Port~~ Shipyard and selecting a contractor for the construction of the Property~~Port~~ subject to the prior written approval by Lessor with said approval to not be unreasonably withheld, conditioned, or delayed. Lessee agrees to incorporate into its design of the Shipyard the capability to homeport United States Coast Guard ice breakers.

b. Lessee shall also have the right, but not the obligation, to do any and all demolition,

grading, drainage and pavement work on the Property that Lessee deems necessary or appropriate for the purposes of constructing the ~~Port~~ Shipyard subject to the prior written approval by Lessor with said approval to not be unreasonably withheld, conditioned, or delayed.

c. During the Original Term and any extensions thereof, title to all improvements constructed on the Property shall be held by Lessor and Lessee in proportion to each party's respective financial contributions toward the design, development, and construction of such improvements. Similarly, the Parties agree that title to any improvements constructed with Capital Investment shall be held by the Lessor and Lessee in proportion to each Party's receipt of Capital Investment. The Parties shall maintain written documentation of all qualifying contributions, which shall govern their respective ownership interests. Each Party shall be entitled to claim depreciation consistent with its proportional ownership interest, subject to applicable law. Lessee may~~shall~~, at its own expense, make any and all repairs, alterations, and improvements deemed necessary by Lessee, in compliance with all applicable laws.

d. All improvements constructed on the Property by Lessee shall be constructed and maintained in accordance with all applicable laws, rules, regulations, statutes and ordinances and shall be performed by contractors licensed in the State of Alaska, and in good and workmanlike order.

~~d.~~e. Should Lessee determine that additional portions of the Port are reasonably necessary to develop and construct the Shipyard in accordance with the objectives and terms of this Lease, then the Parties shall work in good faith to add such additional portions of the Port to the description of the Property herein which shall then be governed by this Lease with an appropriate pro rata increase to the Base Rent.

~~10.~~11. **MAINTENANCE OF THE PROPERTY.** Except as expressly provided otherwise in this Lease, Lessor and Lessee shall be responsible for the operation, security, repair, replacement, and maintenance of the Property~~Port~~ and all other improvements constructed on the Property in proportion to each Party's respective financial contributions toward the ~~design,~~ development~~,~~ and construction of such improvements, as documented by the Parties; meaning each Party is responsible for the operation, security, repair, replacement, and maintenance of improvements such Party constructs. ~~For avoidance of doubt, should the Shipyard be constructed with Capital Investment, the Parties agree that Lessee shall not be responsible for the costs of operation, security, repair, replacement, and maintenance of the Property and that Capital Investment funds shall be used for such costs and expenses. Likewise, eSuch responsibilities shall include, without limitation, all major and capital maintenance. E~~ach Party shall be responsible for its proportional share of costs necessary to keep the improvements in ~~good, safe, and serviceable condition, and in~~ compliance with all applicable laws and regulations. Capital repairs shall be performed in accordance with this section regardless of whether the need arises from ordinary wear and tear, age, or

obsolescence; provided, however, that any required maintenance directly and solely caused by the gross negligence or willful misconduct of either Party shall be the sole responsibility of such Party.

a. Utilities and Refuse. Lessee shall pay for its metered water and power consumption, if any, at competitive rates established by Lessor for similarly situated commercial users. Lessor shall also provide garbage or refuse collection service to the ~~Port~~ Property and shall bill Lessee for such services at standard commercial rates. Lessor shall invoice Lessee monthly for utilities and refuse, and Lessee shall pay all such invoices within thirty (30) days of receipt. Notwithstanding the foregoing, metered water and power and garbage and refuse collection associated with the construction and development of the Shipyard shall be paid for out of Capital Investment funds and shall not be the responsibility or liability of Lessee.

~~11.~~12. **MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES.** Neither Party shall be liable to the other Party, in connection with or arising out of such Party's rights or obligations under this Lease, for any special, incidental, indirect, exemplary, punitive, or consequential damages of any nature.

~~12.~~13. **ENVIRONMENTAL.** Lessor makes no warranty or representation with respect to the presence of Hazardous Materials on, above, or beneath the Property or any parcel in proximity thereto. Lessee expressly accepts the risk and assumes any and all liability for the facts, circumstances, conditions, and defects, if any, listed on the Alaska Department of Environmental Conservation, Division of Spill Prevention and Response, Contaminated Sites Database, provided, however, that Lessee shall not be liable or responsible for any pre-existing conditions.

a. As used herein, the term "Hazardous Materials" means: (a) those substances included within the definitions of any one or more of the terms "hazardous materials," "hazardous wastes," "hazardous substances," "industrial wastes," and "toxic pollutants," as such terms are defined under Environmental Laws, or any of them; (b) petroleum and petroleum products, including, without limitation, crude oil and any fractions thereof; (c) natural gas, synthetic gas, and any mixtures thereof; (d) asbestos and/or any material which contains any hydrated mineral silicate, including, without limitation, chrysotile, amosite, crocidolite, tremolite, anthophyllite, and/or actinolite, whether friable or non-friable; (e) polychlorinated biphenyl ("PCBs") or PCB containing materials or fluids; (f) radon; (g) any other hazardous or radioactive substance, material, pollutant, contaminant, or waste; and (h) any other substance with respect to which any Environmental Law or governmental authority requires environmental investigation, monitoring, or remediation.

b. As used herein, the term "Environmental Laws" means: all federal, state, and local laws, statutes, ordinances, and regulations, now or hereafter in effect, in each case as amended or supplemented from time-to-time, including, without limitation, all applicable judicial or administrative orders, applicable consent decrees, and binding

judgments relating to the regulation and protections of human health, safety, the environment, and natural resources, including without limitation, ambient air, surface water, groundwater, wetlands, land surface or subsurface strata, wildlife, aquatic species and vegetation, including without limitation, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended (42 U.S.C. §§ 9601 et seq.), the Hazardous Material Transportation Act, as amended (49 U.S.C. §§5101 et seq.), the Federal Insecticide, Fungicide, and Rodenticide Act, as amended (7 U.S.C. §§ 136 et seq.), the Resource Conservation and Recovery Act, as amended (42 U.S.C. §§ 9601 et seq.), the Toxic Substances Control Act, as amended (15 U.S.C. §§ 2601 et seq.), the Clean Air Act, as amended (42 U.S.C, §§ 7401 et seq.), the Federal Water Pollution Control Act, as amended (33 U.S.C. §§ 1251 et seq.), the Safe Drinking Water Act, as amended (42 U.S.C. §§300f et seq.) any state or local counterpart or equivalent of any of the foregoing, and any federal, state, or local transfer of ownership notification or approval statutes.

c. Lessee is relying solely upon Lessee's own knowledge of the Property based on its own investigation, inspection, and due diligence of the Property in determining the Property's value and physical condition and Lessee agrees that it shall, subject to the express warranties, representations, and conditions, if any, contained in this Lease, assume the risk that adverse matters, including but not limited to, construction defects and adverse physical and environmental conditions, may not have been revealed by Lessee's investigations. Notwithstanding the foregoing, if adverse pre-existing environmental conditions exist that preclude or materially impact Lessee's ability to develop the Shipyard, then Lessee may terminate this Lease without owing any liability to Lessor by providing written notice to Lessor, and if Lessee has commenced paying Base Rent and Additional Rent, Lessee's obligation to pay Base Rent and Additional Rent shall immediately and automatically terminate, and each Party shall be relieved of all further obligations under this Lease.

d. Lessee shall not cause any Hazardous Substance to be located, used, spilled, leaked, disposed of, or otherwise released on or under the Property in violation of any Environmental Law. Lessee shall comply with all Environmental Laws and exercise a high degree of care in the use and handling of Hazardous Substances in transfer of cargo and maintenance of the docking facilities.

e. Lessee shall immediately notify Lessor upon becoming aware of the following: (i) any spill, leak, disposal or other release of a Hazardous Substance on, under or adjacent to the Property required to be reported to the United States Coast Guard ("USCG") or the State of Alaska Department of Environmental Conservation ("ADEC") and shall provide Lessor with a copy of any written notification submitted to USCG or ADEC; (ii) any notice or communication from a governmental agency or any other person relating to any Hazardous Substance on, under or adjacent to the Property; or (iii) any violation of any Environmental Law with respect to the Property or Lessee's activities on or in connection with the Property or the docking facilities.

f. ln the event of a spill, leak, disposal or other release of a Hazardous Substance on or under the Property caused by Lessee or any of its contractors, agents or employees or invitees, or the suspicion or threat of the same, Lessee shall: (a) immediately undertake all emergency response necessary to contain, clean up and remove the released Hazardous Substance; (b) promptly undertake investigation, remedial removal and other response action necessary or appropriate to insure that any Hazardous Substances contamination is eliminated to Lessor's reasonable satisfaction; and (c) provide Lessor copies of all correspondence with any governmental agency regarding the release (or threatened or suspected release) or the response action, and a detailed report documenting all such response action.

g. Upon expiration or sooner termination of this Lease for any reason, unless otherwise agreed by Lessor, Lessee shall remove all Hazardous Substances and temporary facilities (that are not fixtures or improvements) used for the storage or handling of Hazardous Substances from the Property and shall restore the affected areas by repairing any damage caused by the installation or removal of the facilities, reasonable wear and tear excepted.

h. Lessee shall indemnify, defend, and hold harmless Lessor, its employees and agents and the respective successors and assigns of each of them from and against all claims, demands, liabilities, damages, fines, losses, costs (including without limitation the cost of any investigation, remedial, removal or other response action required by Environmental Law) and expenses (including without limitation reasonable attorney fees and expert fees in connection with any trial, appeal, petition for review or administrative proceeding) arising, arisen, or to arise out of or in any way referring or relating to the release or presence of Hazardous Substances on or under the Property caused by Lessee or any of its contractors, agents or employees or invitees.

i. Lessee's obligations under sub-section h above shall survive the expiration or termination of this Lease for any reason. Lessor's rights under sub-section h above are in addition to and not in lieu of any other rights or remedies to which Lessor may be entitled under this Lease or otherwise.

j. Lessor shall indemnify, defend and hold harmless Lessee, its employees and agents and the respective successors and assigns of each of them from and against all claims, demands, liabilities, damages, fines, losses, costs (including without limitation the cost of any investigation, remedial, removal or other response action required by Environmental Law) and expenses (including without limitation reasonable attorney fees and expert fees in connection with any trial, appeal, petition for review or administrative proceeding) arising, arisen, or to arise out of or in any way relating to the use, treatment, storage, generation, transport, release, leak, spill, disposal or other handling of Hazardous Substances on or under the Property caused by Lessor or any of its contractors, agents, or employees or

invitees ~~prior to the Commencement Date, or unrelated to, Lessee's or its contractors', agents' or employees' or invitees' activities on the Property~~.

k. Lessor's obligations under sub-section j above shall survive the expiration or termination of this Lease for any reason. Lessee's rights under sub-section j above are in addition to and not in lieu of any other rights or remedies to which Lessee may be entitled under this Lease or otherwise.

~~k.~~l. For avoidance of doubt, and in addition to the limitations of liability described above, Lessee shall not be liable or responsible for any remedial actions, clean-up costs, mitigation expenses, investigations, attorney's fees, fines, expenses or any other costs arising out of or related to the spill, leak, disposal, or other release of a Hazardous Substance at the Port or on the Property or violation of Environmental Law concerning the Port and Property that occurred prior to the Commencement Date.

~~13.~~14. RIGHT TO INSPECT AND ASSUMPTION OF THE RISK.

a. Lessee shall pay as due all claims for work done on and for services rendered or material furnished to or on the Property by Lessee and shall keep the property free from any liens related to Lessee's operations. If Lessee fails to pay any such claims or to discharge any lien, Lessor may do so and collect the cost as Additional Rent. Such action by Lessor shall not constitute a waiver of any right or remedy which Lessor may have on account of Lessee's default.

b. Lessee shall inspect the Property prior to commencement of the Original Term. Lessor agrees to provide reasonable access to the Property during regular business hours for Lessee's inspection.

~~c. Lessee expressly assumes the risk of loss, damage, or injury arising, arisen, or to arise out of or referring or relating in any way to conditions existing on the Property prior to the Commencement Date.~~

~~d.~~c. Lessor makes no representations with respect to the conditions of the Property. The Parties hereto expressly agree that the risk that actual physical conditions at the Property are materially different from the expected physical conditions at the Property is borne solely by the Lessee.

~~14.~~15. INSURANCE During the Original Term and any Extension Periods of this Lease, Lessee shall obtain and maintain, at Lessee's sole cost and expense:

a. Comprehensive general liability insurance with limits of not less than $2,000,000 per occurrence covering all risks arising directly or indirectly out of Lessee's activities on or any condition of the Property, and covering claims of Lessor against Lessee under the indemnity obligations assumed by Lessee in this Lease;

b. Property damage and fire insurance for the replacement value of ~~any improvements on the Property and on~~ Lessee's personal property located on the Property (excluding any improvements);

c. Worker's compensation in accordance with applicable law as well as employer's liability coverage of not less than $1,000,000 per occurrence, and, if applicable, longshore and harbor worker's insurance coverage; and

d. Pollution insurance, $2,000,000 combined single limit per loss applicable to bodily injury, property damage, including loss of use of damaged property or of property that has not been physically injured or destroyed; cleanup costs; and defense, including costs and expenses incurred in the investigation, defense or settlement of claims. Coverage shall apply to sudden and non-sudden pollution conditions resulting from the escape or release of petroleum products, smoke, vapors, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials, or other irritants, contaminants, or pollutants.

All of the required insurances (except for worker's compensation and USL&H) shall name Lessor as an additional insured and waive subrogation in favor of Lessor. Lessee's insurance coverage shall be primary insurance as respects Lessor, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by Lessor, its officers, officials, employees and volunteers shall be excess of Lessee's insurance and shall not contribute to it. Insurance is to be placed with reputable insurers qualified to do business in Alaska. Certificates evidencing such insurance and bearing endorsements requiring 30 days' written notice to Lessor prior to any decrease in limits or cancellation shall be furnished to Lessor prior to the Commencement Date.

Notwithstanding anything to the contrary in this Lease, required insurance and liability limit insurance coverages in this Lease may be met through a combination of underlying (primary) and excess umbrella / bumbershoot (secondary) coverage layers. If the total coverage of primary and secondary coverages exceeds the required applicable limit above, then only the amount necessary to meet such required limit will be recognized or considered available.

~~15.~~16. **LESSEE'S OBLIGATION TO INDEMNIFY.** To the fullest extent allowed by law, during the Original Term and any Extension Periods of this Lease, Lessee shall protect, defend, indemnify and hold harmless Lessor, its elected officials, officers, directors, subsidiaries, Assembly members, employees and agents (collectively, **"Indemnitees"**) from and against any and all demands, claims, causes of action, proceedings, damages, liabilities, fines, losses, costs and expenses, including but not limited to, reasonable attorneys' fees and litigation expenses, arising, arisen, or to arise out of or referring or relating in any way to Lessee's performance, or obligations under this Lease, Lessee's activities, while the Property is under the possession or control of Lessee**,** or Lessee's acts or omissions whether caused by Lessee's officers, directors, employees, servants, agents, representatives, invitees, or subcontractors, which results in damage to property and/or injuries to persons, provided, however, that Lessee's obligation to indemnify shall not apply

to any claims, damages, or losses to the extent they arise solely from the negligence or willful misconduct of the Lessor or its Indemnitees. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a Party or person described in this Section. Lessee's obligation to protect, defend, indemnify and hold harmless shall survive the expiration, cancellation, or termination of this Lease.

~~16.~~17. **LESSOR'S OBLIGATION TO INDEMNIFY.** Likewise, to the fullest extent allowed by law, during the Original Term and any Extension Periods of this Lease, Lessor shall protect, defend, indemnify and hold harmless Lessee, its officers, directors, subsidiaries, ~~commissioners~~owners, employees and agents (collectively, **"Lessee Indemnitees"**) from and against any and all demands, claims, causes of action, proceedings, damages, liabilities, fines, losses, costs and expenses, including but not limited to, reasonable attorneys' fees and litigation expenses, arising, arisen, or to arise out of or referring or relating in any way to ~~from~~ Lessor's performance, ~~of its operations~~ or obligations under this Lease, or Lessor's acts or omissions whether caused by Lessor's officers, directors, employees, servants, agents, representatives, invitees, or subcontractors, which results in damage to property and/or injuries to persons provided, however, that Lessor's obligation to indemnify shall not apply to any claims, damages, or losses to the extent they arise solely from the negligence or willful misconduct of the Lessee or the Lessee~~its~~ Indemnitees. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a Party or person described in this Section. Lessor~~ee~~'s obligation to protect, defend, indemnify and hold harmless shall survive the expiration, cancellation, or termination of this Lease.

~~17.~~18. **POSSESSORY INTEREST AND TAXES.** Lessee acknowledges and agrees that consistent with Lessor's treatment of all Borough real property and tidelands/submerged lands leases, Lessee's leasehold interest in the Property ~~and all leasehold improvements constructed thereon~~ are subject to possessory interest taxation or substantially equivalent ad valorem taxation under applicable Borough ordinances and Alaska law. Accordingly, Lessee shall pay all real property taxes and special assessments levied against the Property in accordance with the terms of this Section.

a. Lessor shall assess, or cause to be assessed, such possessory interest ~~and improvements~~ on the same basis and in the same manner as other similarly situated Borough lessees. Lessee shall be responsible for payment of all such possessory interest taxes ~~and taxes on its leasehold improvements~~, when due, and shall not contest the applicability of such taxes on the basis that the underlying land is owned by the City and Borough of Wrangell.

b. Lessor may, in its discretion, bill Lessee directly for such taxes or require that payment be made to the Borough's tax collection authority, and Lessee shall furnish reasonable evidence of timely payment upon request.

c. Notwithstanding the foregoing language in this Section 18, or anything to the contrary in this Lease, Lessor shall not levy any taxes or assessments upon (and Lessee shall not be obligated to pay any taxes upon) any improvements on the

Property.

d. Likewise, Lessor acknowledges and agrees that Lessor shall not, and no assessor shall, evaluate or consider any improvements on Property when appraising the Property or determining the value of the Property for tax or assessment purposes.

~~b.~~e. In no event shall Lessee's total possessory interest and tax liability exceed Base Rent for any Term.

~~18.~~19. **LESSOR'S REPRESENTATIONS**. Lessor hereby covenants, warrants and represents to Lessee that:

a. Lessor has the sole right, legal power, and authority to enter into this Lease.

b. All requisite municipal actions or any other required actions have been taken and satisfied by Lessor to authorize the execution and performance of this Lease, including, but not limited to, compliance with WMC 16.08.070. No other proceedings or actions on the part of Lessor are necessary to authorize this Lease or to carry out the transactions contemplated hereby. This Lease constitutes the legal, valid and binding obligation of Lessor enforceable against Lessor in accordance with its terms.

c. The individual(s) executing this Lease, on behalf of Lessor, has (or have) the full right, legal power and actual authority to bind Lessor to the terms and conditions hereof.

d. Neither the execution nor the provisions of this Lease violates or breaches or shall violate or breach any Wrangell Municipal Code, or the term or provision of any other agreement, written or oral, between Lessor and any third party, and that if legal proceedings are instituted by any party based upon Wrangell Municipal Code or any term or provision of any other agreement to prohibit the use, operation or enjoyment of the Property, or any part thereof, as provided in this Lease, Lessor shall assume the defense of any such legal proceedings and shall indemnify Lessee from and against any and all claims arising from or out of any such legal proceedings and/or the total or partial loss of the use, operation or enjoyment of the Property.

~~19.~~20. **EMINENT DOMAIN OR DESTRUCTION OF THE PROPERTY.** If a portion of the Property is condemned, destroyed, or taken by eminent domain (each a **"Casualty"**), this Lease shall continue on the following terms:

a. Lessee shall be entitled to all of the proceeds of a Casualty~~ondemnation~~ relating to improvements constructed or owned by Lessee, and Lessor shall be entitled to all of the proceeds of ~~condemnation~~ a Casualty relating to the unimproved Property or improvements constructed or owned by Lessor.

b. In the case of Eminent Domain or Condemnation, after the date on which title vests in the government~~ondemning~~ authority causing the Casualty (the **"Condemning Authority"**), the Base Rent and Additional Rent shall be reduced in proportion to the reduction in value of the Property as an economic unit on account of the ~~partial taking~~Casualty.

c. If such ~~partial taking~~Casualty renders the Property reasonably unusable for Lessee's permitted use, then Lessee may at its option terminate this Lease without owing any liability to Lessor to be effective as of the date title vests in the Condemning Authority and the rights of Lessor and Lessee shall be as set forth below in sub-section d in the case of a total ~~taking~~Casualty.

d. If a Condemning A~~a~~uthority ~~takes~~ causes a Casualty of all the Property or a portion sufficient to render the remaining Property reasonably unsuitable for the permitted use that Lessee was then making of the Property, this Lease shall terminate as of the date the title vests in the Condemning Authority. Lessor shall be entitled to all the proceeds of condemnation, and Lessee shall have no claim against Lessor as a result of the condemnation, provided, however, that Lessee shall still be entitled to proceeds relating to improvements constructed or owned by Lessee in accordance with sub-section a above.

e. Sale of all or part of the Property to a purchaser with the power of eminent domain in the face of a threat or probability of the exercise of the power shall be treated as a total taking by ~~condemnation~~Casualty.

f. If the Property is damaged or destroyed so that Lessee is unable to reasonably use the Property for its permitted use, then Lessee~~Lessor~~ may terminate this Lease effective as of the date of the damage or destruction by giving Lessor~~ee~~ written notice within five (5) days of the date of the damage or destruction, provided, however, that Lessee shall be entitled to pursue all applicable compensation through insurance, disaster relief, and similar forms of recovery.

~~f.~~g. Lessor warrants and agrees that Lessor shall not pursue eminent domain or condemnation proceedings of the Property on behalf of Lessor.

~~20.~~21. **FORCE MAJEURE:** Lessee shall be entitled to suspend its operations or terminate this Lease in the event a Force Majeure occurrence makes Lessee's performance of its rights, duties, and/or obligations under this Lease economically impracticable. Such Force Majeure events shall include, but are not limited to, acts of God; war; invasion; hostilities; rebellion; strikes; lockouts; fire; flood; hurricanes; epidemics; pandemics; outbreak; earthquake; explosion; decision of any court or other judicial body; unavailability of materials; labor shortages; volatile market conditions; transportation; satellite failure; or acts of governments. In the event of Lessee's suspension of operations or termination of this Lease pursuant to this provision, Lessee

shall only be entitled to pay a prorated amount of Base Rent and Additional Rent calculated up and through the date of Lessee's notice of suspension or termination. In the event of suspension, Lessee's Base Rent and Additional Rent obligation shall resume when Lessee resumes use of the Property.

~~21.~~22. **ASSIGNMENT AND SUBLETTING.** No part of the Property may be assigned, mortgaged, or subleased by Lessee without the prior written approval of the Borough Assembly, which shall not be unreasonably withheld, conditioned, or delayed. ~~provided, however, that Lessee shall be permitted, at Lessee's option, to assign or sublease the Property and this Lease to a wholly owned subsidiary of Lessee~~. In the event the Borough Assembly consents to an assignment at any time during this Lease, Lessee shall continue to remain liable to Lessor under the terms of this Lease, unless otherwise agreed in writing. Any assignment/sublease approved by the Borough Assembly shall be in writing and be subject to the terms and conditions of this Lease and such further terms and conditions as the Borough Assembly may deem appropriate.

~~22.~~23. **DEFAULT.** The following shall be events of default:

a. Failure of Lessee to pay any Base Rent or other charge within ten (10) days after it is due.

b. Failure of Lessee to comply with any term or condition or fulfill any obligation of this Lease (other than the payment of Base Rent or other charges) within twenty (20) days after written notice by Lessor specifying the nature of the default with reasonable particularity. If the default is of such a nature that it cannot be completely remedied within the 20-day period, Lessee shall be in compliance with this provision if Lessee begins correction of the default within the 20-day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable.

c. Insolvency of Lessee; an assignment by Lessee for the benefit of creditors; the filing by Lessee of a voluntary petition in bankruptcy; an adjudication that Lessee is bankrupt or the appointment of a receiver of the properties of Lessee; the filing of any involuntary petition of bankruptcy and failure of Lessee to secure a dismissal of the petition within 30 days after filing; attachment of or the levying of execution on the leasehold interest and failure of Lessee to secure discharge of the attachment or release of the levy of execution within 10 days shall each constitute a default.

~~d. Lessee's failure to occupy the Property for one or more of the purposes permitted under this Lease, for at least thirty (30) days per year, unless such failure is excused under other provisions of this Lease.~~

~~e.~~d. Lessee's failure to comply with all regulations, rules, and the code of the Borough, and with all state and federal regulations, rules, and laws, as the code or any such

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rules, regulations, or laws may affect the activity upon or associated with the Property within twenty (20) days after written notice by Lessor specifying the nature of the default with reasonable particularity. If the default is of such a nature that it cannot be completely remedied within the 20-day period, Lessee shall be in compliance with this provision if Lessee begins correction of the default within the 20-day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable.

~~f. Failure of Lessor to comply with any term or condition or fulfill any obligation of this Lease within twenty (20) days after written notice by Lessee specifying the nature of the default with reasonable particularity. If the default is of such a nature that it cannot be completely remedied within the 20-day period, Lessor shall be in compliance with this provision if Lessor begins correction of the default within the 20-day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable.~~

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~~23.~~24. **REMEDIES FOR DEFAULT.** In the event of a default, this Lease may be terminated at the option of Lessor or Lessee by written notice to the other Party in default, provided, however, that after receipt of a such written notice the defaulting Party shall be provided thirty (30) days to remedy the default or begin correction of the default if it is of such a nature that it cannot be completely remedied within thirty (30) days. If the Lease is terminated because of any default by the Lessee, the annual Base Rent and Additional Rent payment last made by the Lessee shall be forfeited and retained by the Lessor. This section shall also identify the event in which Lessee shall be entitled to terminate this Lease.

a. In the event the Lease is terminated~~, or in the event that the Property, or any part thereof, are abandoned by the Lessee during the Original Term or any Extension Period~~, the Lessor or its agents, servants, or representatives may, immediately or any time thereafter, re-enter and resume possession of the Property or such part thereof, and remove all persons and property therefrom either by summary proceedings or by a suitable action or proceeding at law without being liable for any damages therefor. No re-entry by the Lessor shall be deemed an acceptance of a surrender of the Lease. Notwithstanding the foregoing, the Parties acknowledge that the Property is currently undeveloped real property and that the Parties are seeking Capital Investment. Lessee may leave the Property as-is and is permitted to not occupy the Property during this time and such actions shall not be deemed abandonment.

b. In the event of termination or retaking of possession following default, Lessor shall be entitled to recover immediately all Base Rent due and payable for the remainder of the calendar year in which the termination took place.

c. If Lessee or Lessor fail to perform any obligation under this Lease, the Party not in default will have the option to terminate this Lease, provided, however, that the defaulting Party is provided the applicable cure periods in this Lease.

d. The foregoing remedies shall be the sole remedies available to the Parties.

~~24.~~25. **CANCELLATION AND FORFEITURE.** This Lease may be canceled in whole or in part at any time, upon written consent by the Lessee and the Borough Assembly.

~~a. Any lease of tidelands/submerged lands used for an unlawful purpose may be terminated by the Borough Assembly, in its sole discretion.~~

~~b. If the Lessee shall default in the performance or observance of any of the Lease terms, covenants, or stipulations, or any applicable ordinance of the Borough, and said default continues for twenty (20) calendar days after service of written notice by the Lessor on the Lessee without remedy by Lessee of the default, the Borough Assembly shall take such action as is necessary to protect the rights and the best interests of the Lessor, including the exercise of any or all rights after default set forth in this Lease. No improvements may be removed by Lessee or any other person during any time the Lessee is in default.~~

~~c. Failure to make substantial use of the Property, consistent with the permitted use, within one year of the Commencement Date shall, with the approval of the Borough Assembly, constitute good cause for cancellation. This time period may be extended by the Borough Assembly by resolution in its sole discretion.~~

~~25.~~26. **EXPIRATION OF LEASE.** Unless the Lease is renewed or sooner terminated as provided herein, the Lessee shall peaceably and quietly leave, surrender, and yield up unto Lessor, the Property on the last day of the Original Term or any Extension Periods.

a. Unless a long term agreement is negotiated between the Parties, then ~~A~~all improvements constructed or purchased on the Property by Lessee shall within sixty (60) calendar days after the expiration of the Original Term or any Extension Periods, be removed by the Lessee; provided, that the Borough Assembly may extend the time for removing such improvements in cases where hardship is proven. All periods of time granted Lessee to remove improvements are subject to Lessee's paying to the Borough pro rata Base Rent and Additional Rent for said periods. If any improvements and/or chattels are not removed within the time allowed, such improvements and/or chattels shall revert to, and absolute title shall vest in, the Lessor.

~~26.~~27. **LONG-TERM ~~GROUND LEASE~~AGREEMENT FRAMEWORK AND REVENUE-BASED NEGOTIATION TRIGGER**. The Parties acknowledge and agree that this Lease is intended to serve as an interim, short-term agreement to facilitate the planning, design, financing, and development of the ~~Project~~Property.

a. The Parties express their mutual intent to negotiate and enter into a long-term ~~ground lease~~operation and use agreement or revenue sharing agreement aligned with the useful life, operational needs, and intended maritime use of the ~~Project~~Property and Shipyard.

b. The Parties acknowledge that the ~~Project~~ development and construction of the Shipyard will likely require participation and support from multiple funding partners, including, but not limited to, federal and state agencies, and may be financed through a combination of grants, loans, bonds, and/or shared equity arrangements. The Parties agree to cooperate in good faith to structure a long-term agreement~~lease~~ that is compatible with such funding sources and any associated requirements.

c. For purposes of this Lease, "Revenue Generation" shall mean, after construction of the Shipyard is completed, the receipt of earned revenue from the first bona fide transaction for services performed at the Property consistent with the intended use of the Project, including, but not limited to, vessel repair, maintenance, fabrication, construction, or other maritime-related services.

d. Upon the occurrence of Revenue Generation, the Parties shall commence good faith negotiations for a long-term ~~lease~~ agreement within ninety (90) days that provides for Lessee's exclusive use of the Property in accordance with a revenue-sharing model described in subsection (e) below.

e. It is the expressed intent of the Parties that such long-term agreement~~lease~~ shall have an initial term of not less than forty (40) years, with one or more renewal options of three (3) to five (5) years each, and that the primary economic consideration shall be structured on a revenue-sharing ~~or dividend-based~~ model derived from the operations of the ~~Project~~Shipyard by Lessee. ~~Unless otherwise agreed by the Parties, the revenue-sharing model under the long-term agreement shall be materially similar to the revenue-sharing model articulated in Section 4.01 of Lessee's Agreement for the Operation and Use of the Ketchikan Shipyard dated September 19, 2025. Unless otherwise agreed by the Parties, payments shall be made on a quarterly basis.~~ The Parties acknowledge their mutual intent to negotiate in good faith a future long-term operation and use agreement for the Property that is commercially reasonable, financially sustainable for both Parties, and reflective of the final project scope, capital investment, useful life, and participation of funding or financing partners. Such long-term agreement shall establish an equitable economic structure, which may include, revenue sharing, dividend participation, or other mutually agreed consideration, together with appropriate provisions for maintenance, capital repair, and recapitalization reserves. The Parties further acknowledge that the long-term agreement shall be structured to preserve Shipyard viability while providing Lessee a fair and reasonable opportunity to operate the Shipyard and Property successfully. For purposes of this Lease, and the long-term agreement, the term "fair and reasonable" shall mean that the overall financial impact to Lessee, with respect to revenue sharing, dividends, and maintenance and capital obligations, shall be materially similar to the overall financial impact to Lessee's affiliate in that certain Agreement for the Operation and Use of the Ketchikan Shipyard dated September 19, 2025, between JAG Ketchikan and AIDEA.

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~~f.~~ The Parties expressly agree that, subject to Lessee's continued good faith pursuit of the Shipyard development, Lessee shall have the exclusive right to negotiate and enter into a long-term agreement for operation and use of the Property. Lessor shall not solicit or negotiate with third parties for use of the Property unless: (i) Lessee declines to proceed with the long-term agreement for the use and operation of the Shipyard; (ii) Lessee fails to timely pursue good faith negotiations of the long-term agreement; or (iii) the Parties otherwise agree in writing. Lessor and Lessee each covenant to negotiate in good faith toward commercially reasonable terms, with neither Party taking actions intended to undermine or materially impair the successful execution of a mutually beneficial long-term agreement. ~~described in this Lease and that Lessor shall not engage in negotiations with any third-party unless and until Lessee has declined to entire into a long-term agreement for use of the Property.~~

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g. In accordance with Section 10 of the MNDA, the Parties expressly acknowledge and reassert their agreement to the Exclusivity Period described therein.

~~27.~~28. **NOTICES.** All notices provided under this Lease~~Agreement~~ shall be in writing and shall be sent by certified mail, return receipt requested, and addressed as follows:

To the LESSOR:
Mason Villarma, City Manager
City and Borough of Wrangell, Alaska
P.O. Box 531
Wrangell, Alaska 99929

To the LESSEE:
JAG MARINE GROUP~~KETCHIKAN~~, LLC
Attn: Douglas Huff
~~805 Foxhollow Run~~225 East Chicago Street
Jonesville, Michigan 49250~~Milton, Georgia 30004~~
douglas.huff@jagmarinegroup.com

With a copy to:

JAG MARINE GROUP~~KETCHIKAN~~, LLC
Attn: Joshua Huff
225~~,~~ East Chicago Street
Jonesville, Michigan 49250
joshua.huff@jagmarinegroup.com

~~28.~~29. **GENERAL PROVISIONS.**

a. This Lease (and the documents and Exhibits referred to herein) constitutes the entire agreement between the Parties pertaining to the subject matter contained herein and supersedes any prior and contemporaneous agreements, representations and

understandings, oral or otherwise, between or among the parties with respect to the matters contained herein.

b. This Lease shall be binding upon, and inure to the benefit of, the Parties hereto and their respective heirs, legatees, distributes, legal representatives, successors, and assigns.

c. This Lease shall not be modified, amended or supplemented, in whole or part, without the prior written consent of the Parties hereto. Each and every waiver of any covenant, representation, warranty or any other provision hereof must be in writing and signed by each Party whose interests are adversely affected by such waiver. No waiver granted in any one instance shall be construed as a continuing waiver applicable in any other instance.

d. The Parties hereby agree that each Party and its attorneys have reviewed and revised this Lease and that the normal rule of construction, to the effect that any ambiguities are resolved against the drafting party, shall not be employed in the interpretation of this Lease and no other rule of strict construction shall be used against any Party. All exhibits and schedules attached or to be attached hereto, and all other agreements and instruments referred to herein, are hereby incorporated herein by reference, as fully as if copied herein verbatim.

e. The Parties further agree that upon request, they shall do such further acts and deeds, and shall execute, acknowledge, deliver and record such other documents and instruments, as may be reasonably necessary from time to time to evidence, confirm or carry out the intent and purposes of this Lease.

f. If any one or more of the provisions hereof shall for any reason be held invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, then such invalidity, illegality or unenforceability shall not affect the validity or enforceability of any other provision hereof, which shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. The Parties intend that if any provision hereof is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, then the provision shall have the meaning which renders it valid.

g. This Lease shall be governed exclusively by the laws of the State of Alaska, regardless of any choice of law provisions that might otherwise be applicable. The Parties shall attempt to resolve any dispute that arises out of or is related to this Lease by first submitting the dispute to mediation. Any mediation will be conducted by one mediator selected by the Parties and will be conducted in ~~Wrangell~~Anchorage, Alaska, or such other place selected by the Parties.

h. The receipt of Base Rent or Additional Rent by Lessor with knowledge of any breach of the Lease by the Lessee or of any default on the part of the Lessee in observance or performance of any of the conditions or covenants of the Lease shall not be deemed to be a waiver of any provision of the Lease. No failure on

the part of the Lessor to enforce any covenant or provision therein contained, nor any waiver of any right thereunder by Lessor unless in writing, shall discharge or invalidate such covenants or provisions or affect the right of Lessor to enforce the same in the event of any subsequent breach or default. The receipt by Lessor of any other sum of money after the termination, or after the giving by Lessor of any term demised, or after the giving by Lessor of any notice thereunder to effect such termination, shall not reinstate, continue, or extend the resultant term therein demised, unless so agreed to in writing and signed by the borough mayor.

i. If suit or any action is instituted in connection with any controversy arising out of this Lease, the prevailing party shall be entitled to recover, in addition to costs, such sum as the court may adjudge reasonable as attorney fees at trial, on petition for review, and on appeal.

j. Any notice or demand, which under the terms of this Lease or under any statute must be given or made by the Parties thereto, shall be in writing and be given or made by registered or certified mail, addressed to the other party at the address of record. However, either Party may designate in writing such new or other address to which such notice or demand shall thereafter be so given, made, or mailed. A notice given hereunder shall be deemed delivered when deposited in the U.S. mail enclosed in a registered or certified mail prepaid envelope addressed as herein provided.

k. The Lessee shall allow an authorized representative of Lessor to enter the Property at any reasonable time for the purposes of inspecting the Property and improvements thereon.

l. Lessor shall have the right to audit Lessee's records and to require Lessee to prepare summaries or reports from its records to determine compliance with the payment terms of this Lease.

m. Any rent or other payment required of Lessee by this Lease shall, if not paid within twenty (20) days after it is due, bear interest at the rate often percent (10%) per annum from the due date until paid, as Additional Rent.

n. In the event of commencement or termination of this Lease at a time other than the beginning or end of one of the specified rental periods, for a reason other than breach of Lessee, then the Base Rent and Additional Rent shall be prorated as of the date of commencement or termination and in the event of termination for reasons other than default, all prepaid rent shall be refunded to Lessee or paid on its account; provided, however, that in the event that the Lease should be terminated because of any breach by Lessee, as herein provided, the annual rental payment last made by Lessee shall be forfeited and retained by Lessor.

o. Time is of the essence of the performance of ~~each of Lessee's~~the obligations under this Lease.

p. All oil, gas and other minerals and all deposits of stone, earth or gravel valuable for extraction or utilization are reserved by the Lessor and shall not be removed from the Property except in furtherance of Lessees permitted use of the Property. The Lessee shall not sell or remove for use elsewhere any timber, stone, gravel, peat moss, topsoil, or any other material valuable for building or commercial purposes; provided, however, that material required for the development of the Property and docking facilities may be used~~, if its use is first approved by the Borough Assembly in writing~~.

q. Lessor expressly reserves the right to grant easements or rights-of-way across the Property if it is determined in the best interest of the Lessor to do so, provided, however, that such grants of easements shall not impede or interfere with the development of the Property, construction of the Shipyard, or Lessee's permitted use of the Property. If Lessor grants an easement or right-of-way across any of the Property, Lessee shall be entitled to damages for all Lessee-owned improvements destroyed or damaged. Damages shall be limited to improvements only and loss shall be determined by fair market value. Base Rent and Additional Rent~~Annual rentals~~ may be adjusted to compensate the Lessee for the loss of use.

r. Lessee shall make no temporary or permanent improvements on the Property of any kind without first obtaining all approvals and permits required by federal, state, and local law.

s. Lessor does not warrant by its classification or leasing of the Property that the Property is suited for the use authorized under the Lease and no guaranty is given or implied that it will be profitable to employ the Property to said use.

~~t.~~ Any lawsuit brought by either Landlord or Lessee to enforce, interpret, or apply this Lease may only be brought in a court of competent jurisdiction in ~~Wrangell~~Anchorage, Alaska, and Lessor and Lessee hereby consent to the exclusive jurisdiction and venue of such court.

~~u. This Lease embodies the entire understanding between the Parties and supersedes all prior Leases and understandings, written or oral, related to the subject matter of this Lease.~~

~~v.~~t.

~~w. In the event any provision, or any portion of any provision of this Lease is held invalid, the other provisions of this Lease and the remaining portion of said provision, shall not be affected thereby, and shall continue in full force and effect.~~

~~x.~~u. Nothing contained in this Lease shall be deemed or construed by the Parties, or by any third person, to create the relationship of principal and agent or of partnership or of joint venture or of any association between Lessor and Lessee.

~~y.~~v. The individuals signing this Lease on behalf of Lessor and Lessee represent and warrant that they are empowered and duly authorized to bind Lessor or Lessee

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to this Lease according to its terms.

~~z.~~w. Any headings used in this Lease are for convenience only and do not define or limit the scope of this Lease.

~~aa.~~x. This Lease may be executed in counterparts (including by electronic transmission), each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have executed this Lease as of the day and year first above written.

SIGNATURE PAGE TO FOLLOW, REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

LESSOR:
CITY AND BOROUGH OF WRANGELL

_____

By: Mason Villarma

Its: Borough Manager

STATE OF_____
BOROUGH OF_____

On this_____day of _____, 2026, before me, a Notary public in and for the said State and Borough, duly commissioned and qualified, personally appeared _____, on behalf of the City and Borough of Wrangell, known to me to be the person identified above and who, upon oath, acknowledged that he voluntarily executed the foregoing Lease for the purpose therein contained.

_____
NOTARY PUBLIC

My Commission Expires:_____

LESSEE:
JAG MARINE GROUP, LLC., a Texas limited liability corporation

_____

By:

Its:

STATE OF_____ COUNTY OF___

On this_____day of _____, 2026, before me, a Notary public in and for the said State and County, duly commissioned and qualified, personally appeared_____, on behalf of JAG MARINE GROUP, LLC., known to me to be the person identified above and who, upon oath, acknowledged that he voluntarily executed the foregoing Lease for the purpose therein contained.

_____
NOTARY PUBLIC

My Commission Expires:_____

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**13**

RESOLUTION No. 05-26-2057 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ENDORSING AND ADOPTING THE SOUTHEAST ALASKA LANDSLIDE RISK REDUCTION STRATEGIC PLAN; AND ESTABLISHING AN EFFECTIVE DATE

SUBMITTED BY:
Mason Villarma, Borough Manager

Reviews/Approvals/Recommendations	
☐	
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:	
Expenditure Required: $XXX Total	
Fiscal Year (FY):	Amount: $
Amount Budgeted:	
	FY: $
Account Number(s):	
	XXXXX XXX XXXX
Account Name(s):	
	Enter Text Here
Unencumbered Balance(s) (prior to expenditure):	
	$XXX

ATTACHMENTS: 1. Res 05-26-2057 2. Final SLIPP Landslide Risk Reduction Strategic Plan

RECOMMENDATION MOTION:
Move to approve Resolution No. 05-26-2057.

SUMMARY STATEMENT:

This resolution endorses and adopts the Southeast Alaska Landslide Risk Reduction Strategic Plan developed by the Southeast Alaska Landslide Information and Preparedness Partnership (SLIPP). The Strategic Plan is intended to guide regional efforts focused on landslide risk reduction, public safety, emergency preparedness, and interagency coordination throughout Southeast Alaska.

The SLIPP Strategic Plan was created through a collaborative process involving Tribal, local, state, federal, academic, and community partners during 2024 and 2025. The document is intended to

serve as a living and iterative framework that reflects the interests and concerns of Southeast Alaska communities regarding landslide risk and preparedness.

The Strategic Plan identifies five primary priority areas for reducing landslide risk throughout the region: mapping and understanding risk, early warning systems, planning and mitigation, response and recovery, and community awareness and preparedness. Recommended actions include expanding LIDAR and landslide mapping efforts, improving monitoring and predictive systems, supporting hazard mitigation planning, coordinating regional response drills, and increasing public outreach and education through PSAs, social media, and community engagement.

Adoption of the Strategic Plan supports and complements the City and Borough of Wrangell's existing and future planning efforts, including hazard mitigation planning, emergency preparedness activities, public safety coordination, and future grant development opportunities. Approval of this resolution formally recognizes the importance of regional collaboration and proactive planning efforts aimed at reducing landslide risks and improving community resilience throughout Southeast Alaska.

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 05-26-2057

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ENDORSING AND ADOPTING THE SOUTHEAST ALASKA LANDSLIDE RISK REDUCTION STRATEGIC PLAN; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the Southeast Alaska Landslide Risk Reduction Strategic Plan was developed by the Southeast Alaska Landslide Information and Preparedness Partnership (SLIPP); and

WHEREAS, the SLIPP Strategic Plan states that life safety is the primary objective of the plan and is intended to guide regional efforts related to landslide mapping, monitoring, mitigation, response, and public preparedness; and

WHEREAS, the SLIPP Strategic Plan was developed through collaboration among Tribal, local, state, federal, academic, and community partners and is intended to inform future funding proposals and coordinated efforts around the region; and

WHEREAS, the Strategic Plan identifies five priority areas for landslide risk reduction: mapping and understanding risk, early warning systems, planning and mitigation, response and recovery, community awareness and preparedness; and

WHEREAS, adoption of the SLIPP Strategic Plan will support and complement existing and future City planning efforts, including hazard mitigation, emergency preparedness, public safety coordination, and future grant development;

NOW, THEREFORE, BE IT RESOLVED by the Assembly of the City and Borough of Wrangell, Alaska, as follows:

Section 1: The City and Borough of Wrangell endorses and adopts the Southeast Alaska Landslide Risk Reduction Strategic Plan as a regional strategic planning document to guide landslide risk reduction, public safety, and interagency coordination.

Section 2: The Borough Assembly further finds that adoption of the Strategic Plan complements the City's ongoing and future local planning efforts, including the most current Hazard Mitigation Plan.

Section 3: This resolution shall become effective immediately upon passage.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, THIS 12th DAY OF MAY 2026.

CITY & BOROUGH OF WRANGELL

_____

David Powell, Vice-Mayor

ATTEST:_____
Kim Lane, MMC, Borough Clerk

Southeast Alaska Landslide Risk Reduction Strategic Plan

February 2026

Developed by Southeast Alaska Landslide Information and Preparedness Partnership (**SLIPP**), with funding from the US Geological Survey and the National Science Foundation Award #2052972

Executive Summary

This strategic plan serves as a home for the plans, aspirations, and ongoing initiatives around landslide risk reduction in Southeast Alaska (SE AK), with the aim of informing future proposals for funding and coordinated efforts around the region. These plans include but are not limited to:

1. **Mapping & Understanding Risk**
   a. Expand existing LIDAR, historical landslide, and soil type maps.
   b. Funding and supporting existing landscape observer networks in communities.
   c. Better understand the geology of SE AK hillsides (colluvium, topography, subsurface flow, soil wetting and drying, and thresholds for landslide initiation).
2. **Early Warning Systems**
   a. Development and improvement of monitoring systems and predictive models;
   b. Identifying areas at risk of landslide initiation or runout;
   c. Creation of standardized regional strategy for instrumentation deployment and maintenance to support monitoring across the region.
3. **Planning & Mitigation**
   a. Hosting regular workshops and trainings on risk reduction and mitigation.
   b. Continue hosting frequent information-sharing meetings and forums.
   c. Support Tribes and municipalities in writing or updating hazard mitigation plans.
4. **Response & Recovery**
   a. Coordinate semi-annual response drills across organizations and agencies.
   b. Maintain rotating rosters of landslide experts and response team during high-risk seasons.
5. **Community Awareness & Preparedness**
   a. Utilize regular PSAs, social media, news partnerships, and other avenues to communicate about landslide science, risk, and warnings to broad audiences.
   b. Continue soliciting knowledge, feedback, and steering from community members and partners from variety of backgrounds.

It reflects the work of a collaborative steering committee comprised of representatives from multiple organizations, Tribes, and agencies in 2024 and 2025. **It is an iterative, living document intended to reflect the voices and interests of all Southeast Alaskans concerned about landslide risk.** Please direct comments, feedback, or inquiries to alaskalandslides@gmail.com, or sign up to be part of the Community of Practice at alaskalandslide.org.

Table of Contents

Introduction **4**

The Goals of the Plan **6**

Priorities and Activities **8**

1. Mapping & Understanding Risk 8
2. Dashboards & Early Warning Systems 10
3. Planning & Mitigation 13
4. Response & Recovery 16
5. Community Awareness & Preparedness 18

Appendix **20**

1. Roles & Responsibilities 21
2. Additional Resources 28
3. Public Comment 30

Introduction

Southeast Alaska is known for its magnificent landscapes, its rich Indigenous cultures and vibrant communities. Yet, beneath its picturesque beauty lies a formidable natural challenge: landslides. This Southeast Alaska Strategic Plan for Landslide Risk Reduction is crafted to address the pressing need for a comprehensive regional approach to managing and mitigating landslide risks. While we cannot prevent landslides, understanding and addressing their risks will help us protect the lives, livelihoods, and infrastructure that are integral to the communities of our region.
Life safety is the primary objective of this plan.

The Need for a Landslide Strategic Plan

The unique topography and climate of Southeast Alaska make it particularly susceptible to landslides. Characterized by steep, rugged mountains, dense forests, and heavy annual rainfall, the region has been experiencing landslide events for thousands of years. In 1936, a landslide took the lives of 15 people in Juneau, and in 1993, a landslide took one life in Skagway. But since 2015, the number of deaths from landslides has steadily increased. Deadly landslides have taken lives in Sitka (2015), Haines (2020), Wrangell (2023), and Ketchikan (2024). These geohazards are having devastating impacts on the local populace, disrupting transportation routes, damaging homes and businesses, interfering with mental health, and posing significant threats to public safety. As changes to precipitation patterns continue to mean an increase in frequency of extreme weather events in Southeast Alaska, landslides are expected to increase in populated areas (Li, Zhe, Quing Ding, 2024) Currently, we can't control the weather or the likelihood of more landslides, but we can take actions to reduce our risk of more tragedies. This strategic plan is meant to formalize the needs of our local communities, municipalities and Tribes and then operationalize next steps for understanding landslides. It is an essential guiding document to proactively address these challenges and to utilize our resources efficiently as a region, so that we can effectively mitigate risks and respond swiftly and as consistently as practicable to incidents when they occur.

The Special Nature of Southeast Alaska

Southeast Alaska is home to a diverse array of communities, including Tribes with deep cultural ties to the ocean and the land. The region's economy and culture are heavily reliant on natural resources, like tourism, mining, logging and fishing, which are industries that are particularly vulnerable to landslide disruptions. The social and economic fabric of Southeast Alaska is intertwined with its natural environment, making the protection against landslide tragedy not only a safety imperative but also a crucial component of economic development and cultural sustainability. Additionally, because our communities are accessible only by plane or boat and most are not connected to one another, there is a unique need to share resources and connect with each other on how to monitor, plan, mitigate and respond to this particular type of natural disaster.

SLIPP - The Southeast Landslide Information and Preparedness Partnership

Landslide risk reduction requires a team of experts, agencies, and local knowledge. The idea of a formal organization that assists in creating a venue for communities and agencies to share knowledge was developed by communities in 2024 during a landslide meeting in Sitka. A working group was formed, and monthly meetings occurred. That group created the Southeast Alaska Landslide Information and Preparedness Partnership (SLIPP), which is a collaboration facilitating this strategic planning effort.

SLIPP's mission is to reduce the risk of landslide disasters in Southeast Alaska by sharing and coordinating local knowledge, current research and mitigation through communication, advocacy, engagement and response.

SLIPP's vision is to create a sustainable and active hub of landslide information for Southeast Alaska. This collaboration blends the interests and goals of agencies, Tribal and local communities and all those with a stake in landslide disaster prevention by raising awareness, training, sharing resources, and coordinating efforts. SLIPP's aim is to encourage and facilitate the gathering of landslide information and landslide mapping, monitoring and understanding in this context is meant to be communicated but individual communities are best situated to decide how best to do that for their citizens.

Who is putting this Plan Together

This plan is a product of Southeast Alaska Landslide Information and Preparedness Partnership (SLIPP), an organization that has been in development since 2015 and formalized in 2024. SLIPP is made up of state, federal, academic, local, and Tribal partners including:

- Central Council Tlingit Haida Indian Tribes of Alaska(T&H),
- U.S. Geological Survey (USGS),
- U.S. Forest Service (USFS),
- Sitka Sound Science Center (SSSC)
- NOAA, National Weather Service (NWS),
- University of Alaska Fairbanks (UAF),
- State of Alaska Division of Geological & Geophysical Surveys (DGGS),
- State of Alaska Department of Transportation & Public Facilities (DOT&PF)
- State of Alaska Alaska Division of Homeland Security & Emergency Management (DHS&EM),
- Southeast Conference (SEC)
- Academic partners at University of Oregon, Scripps Oceanographic, RAND Corporation and University of Alaska
- Community Collaborators Inc.
- Community members, city planners and Tribal members in Sitka, Hoonah, Juneau, Ketchikan, Yakutat, Klukwan, Klawock, Craig, Skagway, Petersburg and Wrangell.

The Goals of this Plan

The Southeast Alaska Landslide Risk Reduction Strategic Plan is designed to prioritize efforts to protect life and property from landslides by encouraging:

1. Mapping and Understanding: Conduct thorough geological surveys to identify areas prone to landslides, including slope stability analysis and soil type evaluations. Develop maps that show the likelihood of landslides occurring in specific areas, aiding in land-use planning and infrastructure development. Evaluate the potential impacts of landslides and landslide-induced tsunamis on people, property, infrastructure and historic and cultural protection and preservation to prioritize mitigation efforts. Understanding also includes answering new research questions (posed by community members, agencies and scientists) that will further our knowledge of landslides in Southeast Alaska and reduce the future landslide risk.

2. Early Warning Systems (EWS): Monitoring Systems: Implement monitoring systems to track rainfall, soil moisture, and slope deformation, which can indicate impending landslides. Predictive Models: Develop models that estimate landslide susceptibility based on environmental factors and historical data and thresholds that may indicate conditions- such as soil saturation and rainfall intensity- that could indicate a landslide triggering Alert Systems: Establish communication channels to alert communities about potential landslide risks and provide timely evacuation instructions.

3. Planning and Mitigation: Making community-based choices in planning and zoning that protect life and infrastructure from landslide risk. Recommend engineering measures to stabilize slopes, such as: retaining walls. Construct retaining walls to prevent soil erosion and slope failure. Drainage systems: Improve drainage systems to reduce water saturation in slopes, which can trigger landslides. Vegetation Management: Plant and maintain vegetation on slopes to enhance soil stability and reduce erosion. Design and maintain roads to accommodate drainage and retain hillslope integrity.

4. **Response and Recovery:** Landslide response and recovery includes search and rescue, which is locating and rescuing people trapped by landslides; damage assessment; repairing damaged roads, utilities, and buildings. Psychosocial support: providing support to individuals and communities affected by landslides; rebuilding and relocation by assisting families in rebuilding their homes or relocating to safer areas.

5. Community Awareness and Preparedness: Public Education: Educate communities about landslide risks, prevention measures, and emergency response procedures. Work with the Alaska Youth Stewards program and other existing community groups to educate and facilitate relevant local workforce development fostering community safety. Community Engagement: Involve local communities in landslide risk management issues like planning, and training.

Strategic Plan Priorities

The below ACTIVITIES have been developed by agencies, Tribal staff, community leaders, and municipal planners and prioritized by the SLIPP Steering Committee. The WHO section lists partners who are willing to assist in getting the activities accomplished. The WHO section can be expanded and revised to include entities that have resources and the will to assist. Individual agencies,communities and SLIPP can track actions through time and report out at the annual meeting.

1. Mapping & Understanding Landslide Risk

Mapping and interpreting past landslides improves forecasting and prediction of future landslides. Both the USFS and the DGGS maintain landslide inventories. Local landslide processes are examined through field work, landslide mapping,and measuring environmental drivers of landslides, such as rainfall, soil moisture, and pore water pressure. This knowledge informs landslide susceptibility, hazard and risk mapping, which are critical tools for enhancing situational awareness, mitigating landslide impacts, and developing response and land use plans

ACTIVITIES:

1 to 3 Years

Develop specific landslide inventory maps WHO: DGGS, SSSC, Local communities, municipalities and Tribes, USFS, community elders (Traditional Knowledge)

Landslide inventories record the location of known landslides. Knowing when a landslide occurred allows scientists to associate them with precipitation data which can give insight into triggering factors. USFS has an inventory of landslides within the Tongass National Forest and is currently working on time stamping them. The Kutí project located and identified the timing of several hundred landslides on Prince of Wales Island. Kutí in conjunction with the Chilkat Indian Village is recording the timing of debris flows affecting the Native Village of Kluckwan near milepost 23 of the Haines Highway. DGGS reviewed hundreds of existing geological maps and reports and compiled landslide locations into one geodatabase and published it as an online map. DGGS also developed a landslide reporting app for citizens to record landslide locations. Advocate for increased capacity for landslide work at the state and federal level WHO: SLIPP

- SLIPP has been advocating in Juneau and DC for funding to support landslide research and risk reduction in Southeast Alaska. Sen. Murkowski has introduced a bill reauthorizing the National Landslide Preparedness Act, which will continue funding for landslide research in Alaska.
- Use SLIPP as a mechanism to connect partners with each other including academic, state and federal agencies in regards to research. (see 3. Technical Assistance for Community Land Use Planning and Mitigation in Southeast Alaska below). WHO: SLIPP

3 to 5 Years

- Support and network the existing landscape observers in local Communities/Municipalities/Tribes WHO: T&H, Indigenous Guardians, Local communities, municipalities and Tribes, SLIPP
  - A critical part of SLIPP is a group of local observers who are deeply conversant with landslide-related issues in their local Communities/Municipalities/Tribes. Ideally, these are people employed by municipalities or Tribal governments. Funding to train and support observers is a long-term goal of SLIPP.
  - They are instrumental in developing local questions and identifying data needs.
- Obtain Lidar for each community and region. LIDAR acquisition is foundational and necessary in order to build warning systems WHO: DGGS, USGS, USFS, Local communities, municipalities and Tribes.
  - LIDAR is critical to mapping landslide initiation and runout. This work is ongoing and requires funding.
  - Inventory of lidar from USGS, DGGS, Local Communities, municipalities and Tribes
- Better define soils types so they can be considered in risk maps

5 Plus Years

Below are important research questions. The answers will help improve and refine our understanding of how, when and where landslides occur in SEAK. Because these questions require research projects to answer, completing them will take time and funding. WHO: This work will be completed by partnerships between academic entities and USGS and DGGS.

- Understanding colluvium (loose material) and geology on hillsides in each community using field data, existing tools, and AI modeling WHO: Academic Partners, SSSC, DGGS
- Evaluate hillside geology and geomorphology to document convergent topography and better understand subsurface flow patterns WHO: USFS
- Conduct surveys to evaluate soil wetting and drying and thresholds leading to landslides specific to each community. WHO: USGS, DGGS, Academic Partners, SSSC

2. Landslide Risk Dashboards & Early Warning

ACTIVITIES:

Development of warning systems or risk dashboards requires knowing when and where landslides might occur (see **Mapping and Understanding Landslides in Southeast Alaska** above), understanding what conditions trigger landslides, monitoring for those conditions, and communicating this information to the public. There is a sequential aspect to the activities below that generally includes and in this order: 1. Landslide inventory, 2. hazard /susceptibility mapping, 3. monitoring and 4. long term data collection and threshold development. Some locations in SEAK are further along this path than others. In addition, there are some locally observed thresholds that can provide communities with things to watch for.

Monitoring Systems:

1 to 3 Years

- Identify landslide hazards for communities in Southeast Alaska WHO: DGGS, Kutí, Local communities, municipalities and Tribes.
- Construct risk maps including initiation and potential runout, to identify areas of concern. WHO: Kutí, Local communities, municipalities and Tribes.
- Associate mapped landslides to specific storms or other contributing factors. WHO: USFS
- Develop a regional strategy for instrumentation that supports scientific monitoring for each community. WHO: DGGS, USGS, NWS, USFS, T&H, SLIPP Technical Team.

The strategy should address:

- Data Sharing needs to include getting data to the NWS via Synoptic or MADIS (Meteorological Assimilation Data Ingest System) so that it can be incorporated in forecasts.
- Ensuring that people know what data are available and how to access it. WHO: USGS, NRCS, DGGS, other entities that work with instrumentation
- Working on developing a uniform set of specifications for equipment used across the region to simplify long-term maintenance and allow data to be more easily shared and used. This is challenging because research and forecasting require long-term stability and reliability Moreover, different locations are likely to have different data needs. Equipment packages can be quite expensive to deploy and consistent maintenance is critical to quality data. Potential WHO: T&H, USGS, SSSC, Communities
- Developing a training program so that instruments can be maintained locally. Note: it takes a long time to gain familiarity and facility in maintaining, troubleshooting, and repairing instruments. Sensors and electronics are very technical in nature; the care and maintenance requires dedicated effort. WHO: SLIPP, T&H, DGGS, USGS
- Develop a long-term maintenance plan for instruments to ensure consistent data availability. The plan should include visiting sites multiple times per year for routine inspection and maintenance WHO: SLIPP, USGS, DGGS, Local communities, municipalities, and Tribes, T&H, utilities, phone or power companies
    - Should include commitments from partners to fund and maintain instrument function.

3 - 5 Years

- Build out the regional instrumentation strategy and maintenance plan: WHO: DGGS, USGS, USFS, NRCS
- Aim to install more high altitude weather stations WHO: USGS, DGGS

Predictive Models (Element thresholds):

1-3 Years

Develop regional rainfall intensity thresholds for rainfall intensity and durations. WHO: USGS, Academic Partners, Community Collaborators, and NWS. In addition there are existing return intervals in the NOAA Atlas14 data set developed from NWS forecasts and atmospheric models.

- Aggregate and distribute "Rules of Thumb" magnet for evacuating places like the Port St. Nicholas Rd on POW (that includes things that homeowners can look for in order to make a decision to evacuate). WHO: Local communities,municipalities and Tribes, T&H, SSSC, Kutí
- Use historical landslide and storm event data to identify landslide-inducing storms and establish rainfall intensity thresholds for partner communities. WHO: Kutí
- Begin research into important questions regarding landslide initiation and propagation including WHO: USGS, DGGS, NWS, USFS, Academic Partners, SSSC
    - Identification of the role of other meteorological/hydrological parameters such as wind, soil moisture in landslide initiation.
    - Identification of human factors such as roads, timber harvest, and infrastructure that might contribute to landslide risk.

3-5 Years

- Analysis of relationship between mesoscale weather model prediction and landslide occurrence. WHO: Academic Partners, SSSC, NWS, USGS

5 Plus Years

- Evaluation of distributed hydrologic model (NW) estimates for soil moisture in Alaska. WHO: Academic Partners, SSSC, USGS
    - Not possible until NWS's national water model is in Southeast AK - Several years from now
    - Requires paired observation of events and weather data
- Construct re-analysis models to develop spatially extensive data WHO: Academic partners, SSSC, Kuti
- More sophisticated hazard and runout mapping to be continuously developed and offered in accordance with Tribal and community needs and priorities. WHO: SSSC

Alert Systems:

1- 3 Years

- Development of local dashboards. WHO: Local communities, municipalities and Tribes, Kutí, Community Collaborators, collaborate with NWS, USGS, UAF
  - Local dashboards that improve situational awareness can begin development now for some communities. Important elements of a dashboard include uninterrupted real-time data displays, ensuring the public has timely and easy access, the information is simple to interpret, and there is a commitment from the community to maintain the dashboard and associated infrastructure over time. Currently, Kutí is developing a dashboard for partner communities of Prince of Wales Island. One product of this effort is a protocol (including costs) that can be adapted for other communities.
  - Dashboards should include local risk maps (see Risk Map Development section) that depict where there is a higher likelihood of landsliding, and potential runout paths. WHO: Kutí
- Conduct public education programs that teach how to interpret dashboard data. This includes highlighting communication channels available in each community to alert community members about potential landslide risks and provide timely evacuation instructions. Communication should reflect lived experiences in a community context. SEE COMMUNITY ENGAGEMENT SECTION WHO: Kutí, Local communities, municipalities,and Tribes

5 Years Plus

Future alert systems should be tailored to each community and driven by Tribal and community needs.. Possible alert systems can maintain features of the dashboards including local financial support, an integrated system for communicating the risk throughout the community, incorporation of the system into disaster planning, and/or pushing alerts via cell phones. These features are in addition to forecasting landslide risk over selected areas. WHO: Local communities, municipalities and Tribes, Kutí, Community Collaborators, NWS, USGS.

3. Community Land Use Planning & Mitigation

Land use planning and mitigation for landslides are topics that need further development in the region. Most Southeast Alaska communities voiced concern over the lack of the engineering and planning expertise available to assist in laying out new developments and to mitigate existing developments in landslide-prone areas. Since 2000, through the Disaster Mitigation Act (DMA), Hazard Mitigation Plans (HMP) have been required by the federal government through the Federal Emergency Management Agency (FEMA) for states, Tribes, and local governments to become eligible for a host of assistance and grants for non-emergencies and disasters, including planning for landslides. Southeast Alaska communities need increased awareness about the requirements and value of HMPs, and they need assistance with the technical requirements and other activities involved in land use planning and mitigation for landslides. These plans can also reduce risk to buildings, roads and utilities.

Annual:

- Present on landslide research and its application to emergency response planning at the Alaska Chapter of American Planning Association / State of Alaska Emergency Management Conference WHO: SLIPP or T&H
- Hold an annual workshop (or seminar, virtual meeting, training session, etc.) to educate community leaders and planners on landslide loss risk reduction strategies and mitigation opportunities. WHO: UAF's CASC and Sustainable Southeast Partnership, Local community, municipal and Tribal planners.

1-3 Years

Foundational development,support,and coordination of Hazard Mitigation Plans (HMPs)

- Gather Tribal staff, municipal/community leaders, constituents, and planners together in Southeast to share information about landslides and provide landslide planning education annually WHO: T&H (Emergency Management), SSSC, USGS, NWS,USFS
    - Requirements, benefits, and process of Hazard Mitigation Planning
    - Engage and invite local community, municipal and Tribal leaders and state leaders in Oregon and Washington to share landslide-based experiences with us/communities
    - Share examples of approved and adopted Hazard Mitigation Plans that include landslides.
    - Clarification that hazard mapping must be integrated into HMP updates in order to get maximum FEMA funding if there is a disaster
    - Help residents understand how mapping affects recovery and reimbursement from government agencies
    - Share strategies and resources available on HMP planning
    - Develop resource inventories
    - Facilitate development of Multi-Jurisdictional HMPs (MJHMP) (eg., POW)
        - Assist communities in developing debris removal plans
        - Maintain a real-time inventory of heavy equipment, shelters, food/water supplies, and fuel caches per community.
        - Suggest/Assist developing agreements for equipment-sharing or mutual aid between nearby towns (especially on POW; they want a coordinated response plan).

1. Develop a framework or workflow for communities to create HMPs (based on existing tools). Create guidance to help communities navigate the process, identify existing resources, and connect with funding resources to support development of HMPs. WHO: DHS&EM, FEMA Tribes and Local communities, and Tribes

2. Advise on how to engage planning commission/community leaders on how to use HMP effectively WHO: FEMA, State of Alaska, Local communities, and Tribes.

- Develop landslide planning and risk reduction guidance and training materials to help inform community leaders, land managers, and decision makers across Southeast Alaska about:
  - The importance, use, and implementation of landslide hazard risk assessments and susceptibility mapping.
  - The applied use of landslide hazard and risk databases to inform land use and zoning decisions
  - Landslide loss reduction strategies such as restriction of development in landslide-prone areas; codes for excavation, grading, landscaping, and construction; physical measures (drainage, slope geometry modification, structures, etc.) to prevent or control landslides; and development of warning systems. WHO: SLIPP, Southeast Conference, T&H and Local communities, municipalities and Tribes
- Encourage review of existing Southeast Alaska community HMPs to identify plans that do not include landslide hazards or need to be updated to reflect the current state of practice. Engage these communities and advocate for updates while connecting the communities with resources to support updating their plans. WHO: Local communities, municipalities, and Tribes and T&H

3-5 Years

1. Bring in mitigation experts to help communities evaluate their most pressing issues in existing neighborhoods built in risky areas. WHO: SLIPP, Southeast Conference and T&H
2. Engage Southeast Alaska community leaders, land managers, industry specialists and decision makers to develop boilerplate/template zoning codes and ordinances that can be adopted by individual communities to help reduce landslide losses. WHO: SLIPP, Southeast Conference, T&H

5 Plus Years

Communities: Review and rewrite Hazard Management Plans

Ongoing

1. Identify funding for hazard planning, plan implementation and plan updates
2. Training on how to identify and incorporate nature-based mitigation solutions

4. Response & Recovery

Encourage collaborative response and recovery efforts that foster partnerships among local governments, Indigenous Tribes, state agencies, and federal partners to ensure a unified and effective approach to landslide response and recovery.

ACTIVITIES:

Annual

- Sharing annually lessons learned from communities for response WHO: SLIPP
- Coordinate annual or semi-annual response drills simulating different landslide scenarios with local governments, Tribal organizations, state and federal agencies. WHO: State of Alaska Homeland Security
- Educate the importance of evaluation and update of community response protocols based on drill results. WHO: SLIPP, Local communities, municipalities and Tribes, State of Alaska Homeland Security SOA- Garrett Brooks

1-3 Years

- Maintain a rotating, on-call roster of landslide experts during high-risk seasons that can be called on for assistance during a landslide WHO: State of Alaska Homeland Security
- Provide regional trainings for landslide response with WHO: National Guard, Southeast EMS, T&H and Partners
  - Year one - develop materials
  - Year two - implement course / annual training
- Host Conversation around embedding trained mental health professionals into response to support communities/responders during and immediately after landslide events. SLIPP invites -State of Alaska Homeland Security, Southeast Alaska Regional Health Consortium, Crisis K9s, and Academy of Traumatology
- Work with communities to identify alternate routes or marine transportation options if roads are blocked. WHO: Transportation Long Range Planning
  - Coordinate with the Alaska Marine Highway and local operators for emergency boat transport.

3-5 Years

- Develop a Southeast Alaska Landslide strike team of experts who can quickly assess slope stability, access routes, and infrastructure damage post-landslide to guide response and recovery WHO: John Pennington - (UAF)
- Aim to have a Small Community Emergency Response Plan (SCERP) in each Southeast Alaska community, with focus on a coordinated response plan for POW - WHO: Local communities, municipalities and Tribes
- Encourage examination of drinking water and wastewater systems in order to protect them from potential landslide debris(soil, rock, woody materials, biological and hazardous waste) contamination.

5 Years Plus

- Investigate the idea of developing a regional Landslide Emergency Response App or Portal(Local Communities/Municipalities/Tribes.) WHO: SLIPP and Local communities, municipalities and Tribes.

5. Enhancing Community Awareness and Preparedness

Enhance local readiness by providing education, training and resources to communities, ensuring they are equipped to respond effectively to landslide events. Education should include youth, local observers, residents in high-risk areas and the general population.

ACTIVITIES

1-3 Years

- Public service announcements(public radio and social media) reminding people to listen to National Weather Service, and to locate evacuation alternatives to prepare for landslide warning messages or prepare in a way that the community has decided upon.
  - Using community systems for this - WHO: SLIPP, Local communities, municipalities and Tribes

- Hold monthly meetings for the region to share landslide information so the broadest audience possible understands a breadth of landslide issues WHO: SLIPP
- Develop SLIPP facebook page to relay information of landslide research, education, emergency response and planning WHO: SLIPP
- Update regional Environmental Monitoring Map WHO: SSSC (Western Washington)
- Update data base/spreadsheet about other landslide research WHO: Arctic T-Slip and SLIPP
- Maintain regular communication with Tribes, community members, responders and agencies through emails, phone calls and social media about what is being learned about landslides and how to prepare WHO: SLIPP and Tribes
- Set up a buddy system asking people to bring new collaborators/partners to the monthly meetings WHO: SLIPP Steering Committee, Local communities, municipalities and Tribes
- Connect with T&H communication department to assist with communication about landslide preparedness in communities WHO: SLIPP
- Create online surveys to get feedback and increase community engagement WHO: T&H
- Present at Southeast Conference about landslide information and preparedness WHO: SLIPP
- Present to the State Legislature about landslide information and preparedness - WHO: SLIPP
- Present on landslide risk at the Southeast EMS conference WHO: SLIPP or Committee member
- Help promote NWS weather ambassador program through email, radio and news WHO: SLIPP
- Provide annual community presentations about landslides, risk and preparedness in several communities each year WHO: SLIPP

- Connect with Culture Clubs for landslide education and assist with pooling Indigenous historical knowledge of landslides. WHO: Local Tribes, T&H
- Investigate working with SEARHC or counselors about helping people with landslide anxiety. Help communities gather more mental health information about relationship between landslide risk and mental health (panic, anxiety,and then after response and recovery) WHO: Red Cross, and SLIPP
- Pull together local construction businesses to discuss landslides WHO: Local communities, municipalities and Tribes, and Southeast Conference
- Offer training for outside researchers to work with local Tribal governments in order to build trusted relationships and engage in culturally-relevant ways. WHO: SSSC

3-5 Years

- Present at State Emergency Management Conference - WHO: SLIPP
- Work closely with each community and Tribe so they are aware of the geohazard environmental monitoring that is going on in their area.
    - Advocate for Landscape Observer in every community WHO: T&H, Local communities, municipalities and Tribes, SLIPP
    - Local Tribes Data Sovereignty
- Promote a family-based emergency response plan to WHO: T&H
- Develop a school program to help kids prepare for landslide evacuation
- Mount Edgecumbe engagement
- Work with Tribes on pooling historical knowledge of Indigenous people's relationship to landslides WHO: T&H, Tribes

5 Plus Years

- Increase landslide awareness region wide thru social media and regular media - continuous
    - Work with communications experts to develop effective risk communication WHO: Academic Partners

- Investigate interest in a "Landslide Ready Program" WHO: SLIPP and Local communities, municipalities and Tribes

APPENDIX

Roles and Responsibilities

SLIPP is a group of state, local, federal, Tribal, municipal, non-profit, and academic organizations that together share their skills and expertise for the safety of the region. Each primary organization has its unique roles and responsibilities.

Southeast Communities, Municipalities and Tribes

The idea of organizing a hub for landslide information and preparedness came from needs expressed by communities and Tribal organizations in Southeast Alaska. For SLIPP, communities and Tribes are responsible for providing local knowledge and local expertise on community needs and capacity. This can be done through formal or informal landscape observers, first responders, municipal planners, Tribal leaders and environmental monitoring technicians or anyone deemed by the community to represent them or provide information to the hub. Municipal planners want assistance planning community development and Tribes have said they want funds for geohazard local observations and monitoring personnel. Tribes and Municipal governments who participate in SLIPP are putting in staff time and investing in technical and expertise resources to monitor, mitigate and respond to landslides.

Central Council Tlingit and Haida Indian Tribes of Alaska (T&H)
Ray Paddock Environmental Director, rpaddock@tlingitandhaida.gov Sabrina Gubitz, Public Safety Manager, srgrubitz@tlingitandhaida.gov

T&H is the largest federally-recognized regional tribe in Alaska and provides support services throughout Southeast Alaska. It provides SLIPP coordination and administration as well as community-based environmental monitoring technical assistance. T&H works closely with 19 Tribes across Southeast Alaska supporting Tribes through funding, coordination and providing outside expertise when it's wanted. T&H through a cooperative agreement with USGS is a leader in SLIPP coordination holding regular meetings and providing communication between agencies, Tribes, researchers and other experts. Also, T&H has the largest mutual aid program in the region providing emergency management services and responders in a variety of ways to Tribal communities that request assistance. Emergency services can be personnel, food, supplies, human power and specialty services needed during a landslide response and recovery.

Sitka Sound Science Center (SSSC)
Contact: Luka Silva, lsilva@sitkascience.org, Nick Mathews, nmathews@sitkascience.org, Lauren Bell, lbell@sitkascience.org.

Sitka Sound Science Center is a non-profit dedicated to research and education for coastal Alaska and works throughout Southeast Alaska. SSSC is a hub for geoscience research in the region and partners communities and academics to pursue research questions relevant to geohazards and their risks. As part of their work SSSC trains researchers from outside the region in how to best work with local and Tribal communities to build trusted relationships and communicate and engage with communities in culturally appropriate ways. SSSC also coordinates research, helping to locate funding and creating teams of experts to work with Tribes, municipalities and communities on issues important to them.

United States Geological Survey (USGS)
Dennis Staley, Research Physical Scientist, dstaley@usgs.gov Anchorage office

Under the National Landslide Preparedness Act, USGS works in Southeast Alaska and Prince William Sound with federal, state, and local partners to:

- Conduct data collection and analysis to develop a site-specific landslide hazard assessment
- Provide recommendations to support a long-term monitoring strategy
- Develop an emergency system to alert of an impending or actual landslide that could result in a tsunami

USGS operates the National Landslide Hazards Program, dedicated to understanding landslide initiation and mobility processes. The USGS Landslide Hazards Program is the only Federal program dedicated to landslide hazard science. The program conducts targeted studies to understand landslide initiation and mobility processes. This understanding is used to: develop methods and models for landslide hazard assessment, develop and deploy systems and people to monitor threatening landslides where there is a federal role and develop methods and tools for landslide alerting, surveillance and situational awareness.

USGS maintains a U.S. Landslide Inventory and Interactive Map, a web-based tool for accessing landslide data. In addition, the USGS directs the National Landslide Hazard Risk Reduction Working Group (NLHRR) that creates a common platform that 1) leverages expertise from different agencies, 2) communicates best practices, 3) develops collaborative projects, and 4) provides input for a grant program. The NLRB has monthly national meetings online and ten working groups that meet quarterly.

United States Forest Service (USFS)

Contacts: Katherine (K.K.) Prussian | Natural Resources Staff, katherine.prussian@usda.gov
Jacqueline Foss | Soil, Ecology & Botany Program Manager,
jacqueline.foss@usda.gov

The Forest Service manages the Tongass National Forest. As a majority land manager in Southeast Alaska, many landslides in the region initiate on land managed by the United States Forest Service. The USFS contributes to landslide hazard assessment by inventorying landslides, maintaining a road condition database, and utilizing best practices when implementing management actions on steep slopes. The USFS does geologic, hydrologic and landform mapping, and utilizes GIS, models, and technical expertise to mitigate risk of landslides on forest service lands. In some communities in Southeast Alaska, the USFS works with tribes and through forest partnerships, to identify and mitigate risks on other land ownerships. Land use practices on the Tongass require resource expertise when managing steep slopes for activities like timber harvest, trail building and road construction. In addition to forest management activities, the USFS includes the Pacific Northwest Research Station, a research entity employing a variety of scientists.

NOAA National Weather Service (NWS)

Contacts: Jeff Garmon | Meteorologist in Charge, jeff.garmon@noaa.gov
Nicole Ferrin | Warning Coordination Meteorologist, nicole.ferrin@noaa.gov
Aaron Jacobs | Senior Service Hydrologist/Meteorologist, aaron.jacobs@noaa.gov

The National Weather Service (NWS) provides forecasts and alerts related to weather, hydrologic, and climate conditions that can lead to an increased risk of landslide impacts and alerts the community of such conditions. This is done by mentioning landslides in flood products as an impact from other meteorologic/hydrologic conditions when forecasted values exceed criteria. NWS also issues forecasts of heavy rainfall (atmospheric rivers) which often trigger landslides.

In addition, the NWS issues various products like Special Weather Statements, Flood/Flash Flood Watches, and Areal Flood Warnings to alert the public. Satellites, radar, and ground observations are deployed to monitor heavy/extreme rain events. NWS is also working on new models that involve atmospheric river consequences. Also, NWS partners with USGS, USFS, and local emergency management agencies. Emergency officials and community leaders can receive customized text messages and email alerts for National Weather Service products with InteractiveNWS (iNWS) Mobile Alerting: https://inws.ncep.noaa.gov/. Region-specific landslide hazard data can be found on the National Weather Service website: https://www.weather.gov/ajk/.

Alaska Department of Transportation & Public Facilities (DOT&PF)
Contact: Travis Eckhoff | Southcoast Region Materials Engineer, travis.eckhoff@alaska.gov,

The Alaska Department of Transportation and Public Facilities' (DOT&PF) manages landslides that impact Alaska's transportation infrastructure through its Geotechnical Asset Management (GAM) Program. Data used to inform the GAM program, including Unstable Slope Management Program ratings and landslide event inventory, is publicly facing and available online through the Alaska DOT&PF GeoHub. DOT&PF's Geohazard Response Team supports landslide emergency response. The team consists of geotechnical engineers, engineering geologists, and technical staff specializing in geohazard evaluation and risk assessment. The team is a deployable Strike Team that can be requested through the State Emergency Operations Center (SEOC) if a catastrophic landslide event occurs.
DOT&PF partners with the Division of Geological & Geophysical Surveys (DGGS), university teams, and federal agencies to map and assess unstable slopes and landslide-prone corridors.

Alaska Division of Geological & Geophysical Surveys (DGGS)
Contacts: Jillian Nicolazzo, Acting Landslide Hazards Program Manager, Geologist jillian.nicolazzo@alaska.gov

Cheryl Cameron, Geologic Hazards Section Chief, Geologist. cheryl.cameron@alaska.gov
The Alaska Division of Geological & Geophysical Surveys (DGGS) is a state agency within the Department of Natural Resources. Their mission is to determine the potential of Alaskan land for production of metals, minerals, fuels, and geothermal resources, the locations and supplies of groundwater and construction materials, and the potential geologic hazards to buildings, roads, bridges, and other installations and structures (AS 41.08.020). This statutory mandate guides DGGS's work in geological and geophysical surveys, resource assessments, and hazard evaluations throughout Alaska. Their mission supports informed decision-making for resource development, infrastructure planning, and public safety. When called upon by the State Emergency Operations Center, DGGS responds to geohazard events such as landslides. DGGS has produced hazard data maps.

Department of Military and Veterans Affairs Division of Homeland Security and Emergency Management (DHS&EM)
Contact: Jeremy Agne, jeremy.agee@ak-prepared.com

The operations team responds in-person to severe incidents, assisting communities in establishing or supporting their Emergency Operation Centers (EOCs). They help coordinate resources needed for response and recovery efforts, and are actively involved in community activities as requested by local leadership. This includes speaking at meetings, conducting interviews, helping with disaster assistance forms, gathering assessments, setting up shelters, and activating Mass Care services for both humans and animals. The team works closely with outside agencies and VOAD organizations such as the Red Cross, Salvation Army, and religious groups to coordinate resources and volunteers. They also collaborate with the Disaster Assistance team to establish Disaster Assistance Centers (DACs), provide case management, and facilitate the collection of necessary documentation for individuals and households dealing with disaster recovery. Additionally, they prepare and submit state and federal declaration packages and follow up with FEMA for large-scale events.

Besides immediate response activities, the team is involved in planning, mitigation, and grants management to prepare for future disasters and reduce risks. They help develop exercises and response plans for various scenarios, assist with grants to support preparedness, and guide mitigation efforts in affected areas. The logistics and finance functions ensure the delivery of resources to communities in need, while administrative support handles travel arrangements for disaster response teams and manages disaster-related paperwork and payroll. Furthermore, the team promotes preparedness by sponsoring training events aimed at educating individuals, communities, and partners, to enhance overall readiness for emergencies.

University of Oregon (UofO)
Contact: Josh Roering, Professor of Geology, jroering@oregon.edu

The UO Earth Surface Processes Laboratory focuses on hillslope geomorphology, particularly landslide processes and hazards, soil weathering and transport, carbon cycling, and landscape evolution. Roering's group uses an array of tools, including field observations, laboratory experiments, geochemical analyses, computer simulations, environmental sensors, high-resolution topography, and remote sensing to investigate the influence of tectonic, climatic, and anthropogenic forces on landscapes over a wide range of temporal and spatial scales. U of O has been a geologic resource to many communities in Southeast Alaska through NSF-funded projects, SeaGrant funded post doctoral fellows and working with individual Tribes and municipalities. Roering is also a member of the federal National Landslide Advisory Committee.

University of Alaska Fairbanks (UAF) Alaska Climate Adaptation Center (AK CASC)

Contacts: Allison Bidlack, Research Associate Professor, Alaska Climate Adaptation Science Center (AK CASC) albidlack@alaska.edu
Annika Ord, Climate Adaptation Catalyst, Alaska Climate Adaptation Science Center (AK CASC) and Sustainable Southeast Partnership alord3@alaska.edu

Established in 2010 as a partnership between the University of Alaska and the United States Geological Survey, the Alaska CASC is Congressionally mandated to meet state and federal needs around climate impacts, adaptation, and resilience. Hosted by UAFs International Arctic Research Center with a USGS-hosted office in Anchorage, the Alaska CASC provides scientific information, tools, and techniques that resource managers and communities can use to adapt to climate change. The AK CASC: creates and uses high-resolution climate models and derivative products to help forecast ecological responses at national, regional, and local scales; integrates physical climate models with ecological and landscape response models; develops methods to assess vulnerability of species, habitats, and human communities; and develop standardized approaches to modeling, monitoring, data management, communications, and decision support. The AK CASC supports SLIPP by offering climate science and regionally relevant data, communications research, organizational assistance, and community connections.

University of Alaska Fairbanks (UAF) - Center for Arctic Security & Resilience (CASR) / Master of Security & Disaster Management Program

Contact: John Pennington – Deputy Director and Assistant Professor: jpennington@alaska.edu

Dr. John E. Pennington is a Certified Emergency Manager (CEM) and distinguished leader in emergency and disaster management. He has led response and recovery to 31 federally declared disasters, including four major landslides. He holds a PhD in Indigenous Studies and a Master's in Emergency & Disaster Management. In the university's graduate Emergency Management degree program, he integrates rigorous academic training with hands-on community resilience strategies. Building on his extensive federal experience as a former FEMA Regional Director, Dr. Pennington applies his expertise in hazard mitigation and Indigenous government relations to coordinate landslide monitoring efforts, community education initiatives, and preparedness planning across Southeast Alaska's diverse cultural and geographical landscape. His leadership ensures that local communities are empowered with the knowledge, tools, and collaborative frameworks necessary to reduce landslide risk and respond effectively.

Community Collaborators
Contact: Adelaide Johnson, johnson.adelaide@gmail.com,owner.

Dr. Adelaide Johnson conducts a range of coordinated hydrology efforts and community education in Southeast Alaska. Adelaide (Di) has a PhD in Environmental Studies, two landslide-related Master's degrees, and 30 years experience as a Professional Hydrologist with the USFS, Pacific Northwest Research Station in Juneau. Di served on the Sitka Landslide Taskforce, worked to update Alaska DNR Forest Harvesting practices guidelines, and has numerous landslide-related publications. Through her current freelance contracts and grants, she facilitates local community engagements and meaningful participation to enhance landslide awareness, reduce risk, and develop sound response strategies.

Natural Resources and Conservation Service (NRCS)
Contact: Daniel Fisher, daniel.fisher2@usda.gov

The NRCS Snow Survey Program provides mountain snowpack data and streamflow forecasts for the western United States and Alaska. Data is collected through automated weather stations (SNOTEL and SNOLITE), manual snow measurements (Snow Courses), and through partnering agencies and networks. Common applications of Snow Survey products include water supply management, flood control, climate modeling, recreation, and conservation planning. The Alaska Snow Survey operates over 80 automated weather stations that report data hourly through satellite transmission. Through the help of partners and cooperators, close to 200 manual snow measurement sites are measured during the winter. Four Snow Survey Reports detailing the state of the snowpack across Alaska are published in February, March, April, and May.

Southeast Conference (SEC)
Contact: Kaitlyn Jared kaitlyn@seconference.org

As the state and federally designated regional economic development organization for Southeast Alaska, Southeast Conference serves as the collective voice for advancing the region's economy. Southeast Conference has 180 member organizations representing 1,200 people from 32 regional communities. SEC's mission is to undertake and support activities that promote strong economies, sustainable communities, and a healthy environment in Southeast Alaska. As landslide information and preparedness has a significant impact on the region's economy, SEC will assist primarily by communicating out to communities through its regular channels, presentations when its appropriate and assisting with advocacy for landslide information and preparedness.

Additional Data & Map Resources

USGS Maps and Data

- U.S. Landslide Inventory and Interactive Map:

A web-based interactive map with a consistent set of landslide data. The searchable map includes contributions from many local, state, and federal agencies and provides links to the original digital inventory files for further information.
https://usgs.maps.arcgis.com/apps/webappviewer/index.html?id=ae120962f459434b8c904b456c82669d

- The USGS is actively trying to add some data sharing to the real-time plots. They aspire to add more hydrologic sites (staffing and funding dependent) for research purposes. USGS data and interpretive products go through various levels of review to ensure quality.
- GPS Data

https://earthquake.usgs.gov/monitoring/gps/Alaska/ab42

USFS

Tongass National Forest Landslide Inventory data is added to the USGS landslide database. Tongass Landslide Inventory: The landslide inventory of the Tongass National Forest Proclamation Boundary is updated yearly, or as new imagery or field data becomes available. Last updated in April 2020. This feature class is a polygon landslide inventory of the Tongass National Forest. The digital version of this inventory was started in the year 2000. The once-over inventory was completed in 2017. It includes both field and photo-interpreted landslides. The inventory includes all mass wasting features--including talus slopes, snow avalanche fields, and snow avalanche chutes. https://gis.data.alaska.gov/datasets/usfs::tongass-national-forest-landslide-areas/about

Other GIS data include land types,streams, soils, contours,lidar

Non-GIS data include the following: Experience installing and managing field equipment, Geotechnical experts and evaluations, Protocols for assessing steep or unstable slopes for USFS land management activities like Timber harvest and Road building, Landslide rehabilitation and erosion control methods, Access and Travel Management Plan and road maintenance objectives, Research and technical guides for identifying hazards related to slope stability

DGGS

Published public data can be found on the DGGS website:
Alaska Division of Geological & Geophysical Surveys Publications - Search | Alaska Division of Geological & Geophysical Surveys Maps & Data - Alaska Statewide Maps | Alaska Division of Geological & Geophysical Surveys
They can also be searched for on the publications webpage https://dggs.alaska.gov/pubs/

Alaska Dept of Transportation Maps and Data

Data are available online through the Department's ArcGIS website https://data-soa-akdot.opendata.arcgis.com/.

- DOT&PF has an open data portal for public use. Information includes infrastructure data and current and future project data. Available data relate to landslide location, removal costs, and locations of unstable slopes. Anyone can download the raw data in various open formats including CSV, KML, ESRI Shapefile, and GeoJSON. The Alaska Department of Transportation & Public Facilities collaborates with agencies like SEOC, DGGS, UAF, and local communities on a project-by-project basis.
- https://data-soa-akdot.opendata.arcgis.com/

National Weather Service

- Region-specific data including hazards, forecast, satellite, radar, climate, and hydrologic information can be found on the National Weather Service website (weather.gov/Juneau)
- InteractiveNWS (iNWS) is an application suite that allows NWS partners to receive National Weather Service products in new and innovative ways, such as text messaging and mobile-enabled webpages. iNWS strives to fulfill the NWS mission of protecting life and property by using technology to reach out to customers (inws.ncep.noaa.gov)
- Push Notification email or text message available to:
  - Emergency Management
  - Community Leaders
  - Government Agencies
- NWS relies on a constellation of US and international satellites to build forecasts.
- Extreme rain forecasts include moisture at different altitudes, total moisture, and rainfall rate estimates.

References: Li, Zhe, and Qinghua Ding. "A Global Poleward Shift of Atmospheric Rivers." Science Advances 10, no. 41 (October 11, 2024): eadq0604. https://doi.org/10.1126/sciadv.adq0604.

Public Comment

This plan is meant to be a living document that can be used by a variety of interests. The draft plan was put out to the region and received 29 comments from agencies, residents and students. The revised plan incorporates community lived experience, scientific guidance and youth feedback. We have compiled a table of submitted comments below.

Theme	Suggestions	Incorporations	Contributors	Status
Public Safety & Communication	Life safety must be the central priority. Risk information must reach people in time to act. Communication should reflect lived experience and local context.	Add language connecting DGGS hazard mapping and inventories to public communication tools (dashboards, alerts, evacuation guidance). Clarify DGGS's role as a technical data provider, with SLIPP and communities responsible for interpretation and communication.	Community members; students; DGGS	Partially addressed
Mapping & Early Warning	Landslide inventories are foundational. Hazard and susceptibility mapping must precede warning systems. Monitoring thresholds require long-term data collection. Lidar is critical and under-available.	Add subsection clarifying that: (1) DGGS leads geologic hazard mapping and inventory development with products that directly support: risk dashboards, early warning thresholds, land-use planning and (2) Explicitly name DGGS as the custodian of authoritative landslide hazard datasets for the region.	DGGS; University of Oregon; affected residents	Strongly addressed in plan, but DGGS role needs to be clearer
Waste & Environmental Health	Disaster debris and waste management is missing. Environmental health impacts (especially drinking water) need attention.	Add a subsection under Response & Recovery called "Post-Landslide Debris, Waste, and Environmental Health." Clarify DGGS' role in characterizing landslide materials and supporting decisions about debris stability and secondary hazards. Reference EPA and DOT&PF as implementation partners.	EPA; DGGS; environmental advocates	Not adequately addressed.
Policy & Funding	Policies must work for residents, not just agencies. Recovery funding and reimbursement must be clearer.	Add language clarifying that: (1) DGGS technical assessments directly support eligibility for mitigation funding and (2) Hazard mapping informs Hazard Mitigation Plans (HMPs) used to unlock FEMA and state funds. Strengthen connection between technical hazard data and financial recovery mechanisms.	Community members; DGGs	Partially addressed
Education & Awareness	People want to understand landslide risk. Education should include youth and local observers. Information must be accessible and ongoing.	Add DGGS as a source of educational dataswets and interpretive materials (with links). Clarify coordination between DGGS, SLIPP, and schools for outreach and training.	Students; educators; DGGS	Could be strengthened

Made possible thanks to

and the dedication, tenacity, and courage of Southeast Alaskans.

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**13**

RESOLUTION No. 05-26-2048 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR SEVERAL AMENDEMENTS TO UNION JOB DESCRIPTIONS AND AMENDING THE UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE

SUBMITTED BY:
Mason Villarma, Borough Manager

Reviews/Approvals/Recommendations	
☐	
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:	
Expenditure Required: $XXX Total	
Fiscal Year (FY):	Amount: $
Amount Budgeted:	
	FY: $
Account Number(s):	
	XXXXX XXX XXXX
Account Name(s):	
	Enter Text Here
Unencumbered Balance(s) (prior to expenditure):	
	$XXX

ATTACHMENTS: 1. Res 05-26-2048 2. Job Descriptions 3. Union W&G Table

RECOMMENDATION MOTION:

Move to approve Resolution No. 05-26-2048.

SUMMARY STATEMENT:

The proposed amendments to the union wage and grade table, along with associated job description revisions, are consistent with the organizational restructure presented during the recent work session. The majority of the job description updates are administrative in nature, primarily involving formatting revisions and adjustments to supervisory structure.

The substantive financial impacts are limited to the following position modifications:

- Reclassifying the Facilities Maintenance Specialist position to Grounds Maintenance Lead under the Parks and Recreation Department, including a one-grade increase from Grade 17 to Grade 18;
- Increasing the Parks and Recreation Facilities Maintenance Supervisor from Grade 17 to Grade 19, aligning it with the Facilities Maintenance Lead position now housed under Public Works; and
- Increasing the Diesel Mechanic/Groundman position from Grade 20 to Grade 26 to better align compensation with current market conditions, given ongoing recruitment challenges for this role.

The total estimated fiscal impact of these union wage and grade adjustments is **$18,799.38**, inclusive of all associated salary and employer-related costs.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 05-26-2048

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR SEVERAL AMENDEMENTS TO UNION JOB DESCRIPTIONS AND AMENDING THE UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, this resolution approves the restructuring plan for the attached job descriptions for certain Union positions; and

WHEREAS, it is necessary to amend the Union Wage and Grade Table and several Job Descriptions in various departments due to restructuring certain job positions; and

WHEREAS, the proposed Union Wage and Grade Table reflect certain rates-of-pay adjustments and new positions; and

WHEREAS, the proposed Job Descriptions, reflects changes in the Grades in for several positions and added positions; and

WHEREAS, the amendments will be effective upon adoption; and

WHEREAS, these changes affect the rate of pay that all Union employees are paid; and

WHEREAS, several job descriptions have been amended; and

WHEREAS, the following job descriptions have been amended, as follows:

Position	**Amendment**
Grounds Maintenance Lead	New Position / (lateral move for employee – changing job description)
Parks and Facilities Maintenance Supervisor	New Position / (lateral move for employee – changing job description)
Facilities Maintenance Specialist	Job Description Amended
Facilities Maintenance Specialist Lead	Job Description Amended
Sanitation Worker	Job Description Amended
Sanitation Operator	Job Description Amended
Maintenance Specialist I Operator Trainee	Job Description Amended
Maintenance Specialist II/Heavy Equipment Operator	Job Description Amended

Maintenance Specialist III/Heavy Equipment Operator	Job Description Amended
Fleet Mechanic	Job Description Amended
Lead Fleet Mechanic	Job Description Amended
Public Works Foreman	Job Description Amended
Sanitation Lead	Job Description Amended
Water Treatment Operator Lead	Job Description Amended
Wastewater Treatment operator Lead	Job Description Amended
W/WW Treatment Plant Apprentice	Job Description Amended
W/WW Treatment Plant Operator I	Job Description Amended
W/WW Treatment Plant Operator II	Job Description Amended

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

Section 1: Effective Date. The Union Wage and Grade Table reflecting these changes is attached and the effective date is upon adoption.

Section 2: Job Descriptions. The Job Descriptions reflecting these changes are effective upon adoption.

- Grounds Maintenance Lead (*lateral move for employee – changing job description*)
- Parks and Facilities Maintenance Supervisor (*lateral move for employee – changing job description*)
- Facilities Maintenance Specialist
- Facilities Maintenance Lead
- Sanitation Worker
- Sanitation Operator
- Maintenance Specialist I Operator Trainee
- Maintenance Specialist II/Heavy Equipment Operator
- Maintenance Specialist III/Heavy Equipment Operator
- Fleet Mechanic
- Lead Fleet Mechanic
- Public Works Foreman
- Sanitation Lead
- Water Treatment Operator Lead
- Wastewater Treatment operator Lead
- W/WW Treatment Plant Apprentice
- W/WW Treatment Plant Operator I
- W/WW Treatment Plant Operator II

Section 3: Wage & Grade Table. The Union Wage and Grade Table repeals all previous Pay Plans for Union employees.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 12th DAY MAY 2026.

_____
David Powell, Vice-Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Union Wage and Grade Table

Effective as of July 1, 2025

Position	Grade	1	2	3	4	5	6	7	8	9	10	11	12	13
Harbor Maintenance/Security	15	22.36	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	26.72	27.26	27.80	28.36
Sanitation Worker	15	22.36	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	26.72	27.26	27.80	28.36
Maint Specialist I / Heavy Equipment Operator Trainee	15	22.36	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	26.72	27.26	27.80	28.36
Administrative Assistant-Harbors	15	22.36	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	26.72	27.26	27.80	28.36
Custodian - Light Maintenance	15	22.36	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	26.72	27.26	27.80	28.36
Parks Light Maintenance	15	22.36	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	26.72	27.26	27.80	28.36
Water Trt. Plt. Apprentice	16	23.38	23.84	24.32	24.81	25.30	25.81	26.32	26.85	27.39	27.94	28.49	29.06	29.65
Sanitation Operator	17	24.47	24.96	25.46	25.97	26.49	27.01	27.56	28.11	28.67	29.24	29.83	30.42	31.03
Recreation Facility Maintenance Specialist	17	24.47	24.96	25.46	25.97	26.49	27.01	27.56	28.11	28.67	29.24	29.83	30.42	31.03
Facility Maintenance Specialist	17	24.47	24.96	25.46	25.97	26.49	27.01	27.56	28.11	28.67	29.24	29.83	30.42	31.03
Grounds Maintenance Lead	18	25.63	26.15	26.67	27.20	27.75	28.30	28.87	29.44	30.03	30.63	31.25	31.87	32.51
Marine Service Center Relief Operator	18	25.63	26.15	26.67	27.20	27.75	28.30	28.87	29.44	30.03	30.63	31.25	31.87	32.51
Mechanic	19	26.80	27.33	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.02	32.67	33.32	33.98
Maint. Specialist II/Heavy Equip Operator	19	26.80	27.33	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.02	32.67	33.32	33.98
Water/Wastewater Treatment Operator	19	26.80	27.33	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.02	32.67	33.32	33.98
Facility Maintenance Specialist Lead	19	26.80	27.33	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.02	32.67	33.32	33.98
Diesel Electric Mechanic Assistant	19	26.80	27.33	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.02	32.67	33.32	33.98
Port & Harbor Maintenance	19	26.80	27.33	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.02	32.67	33.32	33.98
Parks and Facilities Maintenance Supervisor	19	26.80	27.33	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.02	32.67	33.32	33.98
Sanitation Lead	20	28.08	28.64	29.21	29.80	30.39	31.00	31.62	32.25	32.90	33.55	34.23	34.91	35.61
Marine Service Center & Harbor Team Leader	20	28.08	28.64	29.21	29.80	30.39	31.00	31.62	32.25	32.90	33.55	34.23	34.91	35.61
~~Power Generation Mechanic/Operator~~	~~20~~	~~28.08~~	~~28.64~~	~~29.21~~	~~29.80~~	~~30.39~~	~~31.00~~	~~31.62~~	~~32.25~~	~~32.90~~	~~33.55~~	~~34.23~~	~~34.91~~	~~35.61~~
Water / Wastewater Treatment Operator - Level II	21	29.17	29.75	30.35	30.96	31.57	32.21	32.85	33.51	34.18	34.86	35.56	36.27	36.99
Maint. Specialist III/Heavy Equip Operator	22	30.34	30.95	31.57	32.20	32.84	33.50	34.17	34.85	35.55	36.26	36.98	37.72	38.48
Mechanic Lead	23	31.51	32.14	32.78	33.44	34.11	34.79	35.48	36.19	36.92	37.66	38.41	39.18	39.96
Wastewater Treatment Leadman	26	35.60	36.32	37.04	37.78	38.54	39.31	40.10	40.90	41.72	42.55	43.40	44.27	45.15
Diesel Mechanic Groundman	26	35.60	36.32	37.04	37.78	38.54	39.31	40.10	40.90	41.72	42.55	43.40	44.27	45.15
Public Works Foreman	25	34.15	34.83	35.53	36.24	36.96	37.70	38.46	39.22	40.01	40.81	41.63	42.46	43.31
Water Treatment Operator Lead	26	35.60	36.32	37.04	37.78	38.54	39.31	40.10	40.90	41.72	42.55	43.40	44.27	45.15
Electrical Lineman	27	46.97	47.89	48.83	49.78	50.75	51.74	52.75	53.78	54.83	55.90	56.99	58.11	59.24
Electrical Line Foreman	28	52.54	53.56	54.61	55.68	56.76	57.87	59.03	60.19	61.36	62.56	63.78	65.03	66.30

Appendix B-3

Union Wage and Grade Table

Effective as of July 1, 2026

Position	Grade	1	2	3	4	5	6	7	8	9	10	11	12	13
Harbor Maintenance/Security	15	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	26.72	27.26	27.80	28.36	28.93
Sanitation Worker	15	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	26.72	27.26	27.80	28.36	28.93
Maint Specialist I / Heavy Equipment Operator Trainee	15	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	26.72	27.26	27.80	28.36	28.93
Administrative Assistant-Harbors	15	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	26.72	27.26	27.80	28.36	28.93
Custodian - Light Maintenance	15	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	26.72	27.26	27.80	28.36	28.93
Parks Light Maintenance	15	22.81	23.26	23.73	24.20	24.69	25.18	25.68	26.20	26.72	27.26	27.80	28.36	28.93
Water Trt. Plt. Apprentice	16	23.84	24.32	24.81	25.30	25.81	26.32	26.85	27.39	27.94	28.49	29.06	29.65	30.24
Sanitation Operator	17	24.96	25.46	25.97	26.49	27.01	27.56	28.11	28.67	29.24	29.83	30.42	31.03	31.65
Recreation Facility Maintenance Specialist	17	24.96	25.46	25.97	26.49	27.01	27.56	28.11	28.67	29.24	29.83	30.42	31.03	31.65
Facility Maintenance Specialist	17	24.96	25.46	25.97	26.49	27.01	27.56	28.11	28.67	29.24	29.83	30.42	31.03	31.65
Grounds Maintenance Lead	18	26.15	26.67	27.20	27.75	28.30	28.87	29.44	30.03	30.63	31.25	31.87	32.51	33.16
Marine Service Center Relief Operator	18	26.15	26.67	27.20	27.75	28.30	28.87	29.44	30.03	30.63	31.25	31.87	32.51	33.16
Mechanic	19	27.33	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.02	32.67	33.32	33.98	34.66
Maint. Specialist II/Heavy Equip Operator	19	27.33	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.02	32.67	33.32	33.98	34.66
Water/Wastewater Treatment Operator	19	27.33	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.02	32.67	33.32	33.98	34.66
Facility Maintenance Specialist Lead	19	27.33	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.02	32.67	33.32	33.98	34.66
Diesel Electric Mechanic Assistant	19	27.33	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.02	32.67	33.32	33.98	34.66
Port & Harbor Maintenance	19	27.33	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.02	32.67	33.32	33.98	34.66
Parks and Facilities Maintenance Supervisor	19	27.33	27.88	28.44	29.01	29.59	30.18	30.78	31.40	32.02	32.67	33.32	33.98	34.66
Sanitation Lead	20	28.64	29.21	29.80	30.39	31.00	31.62	32.25	32.90	33.55	34.23	34.91	35.61	36.32
Marine Service Center & Harbor Team Leader	20	28.64	29.21	29.80	30.39	31.00	31.62	32.25	32.90	33.55	34.23	34.91	35.61	36.32
~~Power Generation Mechanic/Operator~~	~~20~~	~~28.64~~	~~29.21~~	~~29.80~~	~~30.39~~	~~31.00~~	~~31.62~~	~~32.25~~	~~32.90~~	~~33.55~~	~~34.23~~	~~34.91~~	~~35.61~~	~~36.32~~
Water / Wastewater Treatment Operator - Level II	21	29.75	30.35	30.96	31.57	32.21	32.85	33.51	34.18	34.86	35.56	36.27	36.99	37.73
Maint. Specialist III/Heavy Equip Operator	22	30.95	31.57	32.20	32.84	33.50	34.17	34.85	35.55	36.26	36.98	37.72	38.48	39.25
Mechanic Lead	23	32.14	32.78	33.44	34.11	34.79	35.48	36.19	36.92	37.66	38.41	39.18	39.96	40.76
Wastewater Treatment Leadman	26	36.32	37.04	37.78	38.54	39.31	40.10	40.90	41.72	42.55	43.40	44.27	45.15	46.06
Diesel Mechanic Groundman	26	36.32	37.04	37.78	38.54	39.31	40.10	40.90	41.72	42.55	43.40	44.27	45.15	46.06
Public Works Foreman	25	34.83	35.53	36.24	36.96	37.70	38.46	39.22	40.01	40.81	41.63	42.46	43.31	44.17
Water Treatment Operator Lead	26	36.32	37.04	37.78	38.54	39.31	40.10	40.90	41.72	42.55	43.40	44.27	45.15	46.06
Electrical Lineman	27	47.91	48.85	49.80	50.77	51.77	52.78	53.81	54.86	55.93	57.02	58.13	59.27	60.42
Electrical Line Foreman	28	53.59	54.63	55.70	56.79	57.90	59.03	60.21	61.39	62.59	63.81	65.06	66.33	67.63

City & Borough of Wrangell

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	Facility Maintenance Specialist Lead	Type	*Permanent/Full -Time*
Department	*Public Works~~Parks & Recreation Director~~*	Class	*Non-Exempt*
Supervisor	~~*Parks & Recreation Director*~~*Public Works Director or designee*	Salary	*Union /Grade # 19*

Summary

The Facility Maintenance Specialist Lead is responsible for the day-to-day maintenance of all Borough facilities~~ and grounds~~, either personally or through subordinate staff, and is expected to exercise independent judgment, initiative and professional skills and knowledge in the management and supervision of the facilities~~'~~ maintenance department.

Incumbents~~ in this position are assigned to facilities maintenance and~~ perform~~s~~ ~~more~~ complex skilled and semi-skilled tasks ~~in a various trades. This position is responsible for short and long range facilities maintenance planning.~~across multiple trades and are responsible for both short- and long-range facilities maintenance planning. Responsibilities include coordinating, assigning, and supervising activities related to maintenance, repair, equipment operation, construction and improvements for Borough facilities and equipment.

~~Responsibilities of the Facility Maintenance Specialist Lead include the coordination, assignment and supervision of all activities relating to the maintenance, repairs, equipment operation, construction and improvements for the Borough's physical facilities and equipment~~.This position may ~~-O~~occasionally ~~works with~~assist other ~~City~~ Borough departments with special projects and works independently and cooperatively under the general direction of thePublic Works Director or their designee~~, assisting in special projects.~~

~~Works independently or cooperatively with others under the daily direction and supervision of the Parks & Recreation Director.~~

Distinguishing Career Features

Facilities Maintenance Specialist Lead

The Facility Maintenance Specialist Lead is the senior-level classification responsible for ~~position~~ leading and performing all building and equipment maintenance. ~~The Facility Maintenance Specialist Lead~~This position is usually more experienced than the Facility Maintenance Specialist and provides leadership, mentorship and training to other operational staff and serves in a lead capacity for operations. ~~Advancement to Facility Maintenance Specialist Lead is based on need and requires demonstrated knowledge of and experience in the responsibilities of the job.~~

Essential Duties and Responsibilities~~ilities~~

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

- ~~-~~Directs and performs a wide range of skilled work in the repair and maintenance of facility structures, building systems, and equipment for all Borough-owned facilities; resolves emergency situations; ensures assignments are completed safely, properly, and in a timely manner; and supports assigned maintenance personnel under limited supervision using standardized practices and methods.~~The Facility Maintenance Specialist Lead will direct and perform a wide range of skilled work in the repair and maintenance of facility structures, their building systems and equipment for all Borough-owned facilities; resolves emergency situations; ensure that assignments are completed in a safe, proper and timely manner and oversee and support assigned maintenance personnel in the performance of their assignments, all while working under limited supervision using standardized practices and/or methods~~

- Assist the ~~Parks & Recreation Director~~ Public Works Director or their designee in monitoring the division's budget, analyzing cost effectiveness of services and making recommendations in support of cost control ~~budget~~ initiatives.

- Assist in developing equipment replacement schedules and associated costs.

- Inspect facilities, systems and components on a regular basis for the purpose of identifying and ~~accomplishing priorities for~~prioritize maintenance and repair needs.

- Assess equipment and supply needs for maintenance operations and projects; ~~. O~~obtains pricing and recommends purchases ~~of supplies~~

~~to the Parks & Recreation Director.~~to the Public Works Director or their designee.

- Supervise lower-level employees.
- ~~Comply with~~ Ensure compliance with all safety requirements and practices; ensure ~~that any~~ direct reports ~~also comply with all~~ adhere to safety requirements and practices.
- Employee is assigned projects by the ~~Parks & Recreation Director~~ Public Works Director or their designee but has considerable flexibility in determining ~~the~~ schedules, work direction, ~~and~~ process, and specific steps ~~of each assignment~~.
- ~~In addition to providing field direction to facilities maintenance employees,~~ the Lead will direct staff and ~~also~~ perform the specific facilities maintenance duties. Reviews work for timelines~~ely completion~~, accuracy, quality and safety ~~work practices~~.
- Trains subordinate personnel in current troubleshooting, maintenance, and repair techniques; ~~and~~ recommends outside training required to maintain and enhance staff skills.~~keep skills current and further the abilities of personnel.~~
- Performs complex ~~work in the~~ maintenance and repair ~~of all~~ on building structures and their systems, including but not limited to, electrical, ~~heating, cooling and ventilation systems, plumbing systems and boilers, and carpentry work for construction and other maintenance and repair tasks as appropriate.~~HVAC, plumbing, boilers and carpentry.
- Receives requests through work orders or direct contact; ~~.~~a ~~A~~ssesses and prioritizes ~~the nature of the repair requests and assigns a priority~~repair needs. Maintain current work orders and computerized maintenance records. ~~Keep work orders current and maintain computerized maintenance records.~~
- Investigates and troubleshoots ~~t~~ facility and equipment problems ~~with facilities and equipment,~~ and coordinates appropriate resolution.~~e problem resolution as appropriate.~~
- Schedules and implements preventative maintenance programs for ~~each~~ all CBW facilities, equipment and systems, including elevators, ~~heating and air conditioning~~ HVAC systems, ventilation

systems, ~~digital and pneumatic~~ controls, electrical systems, security and fire alarm systems, fire extinguishers, and office equipment.

- Prepare and maintain accurate records of all maintenance and repair activities and ~~keeps all facility~~ensures Operations & Maintenance manuals ~~up to date.~~are current.
- ~~As appropriate, contact and~~ Ceoordinates with external contractors and service ~~agencies~~ providers to ~~schedule certain maintenance or repair work and ensure timely and effective work completion.~~complete maintenance and repair work as needed.
- Maintains an adequate inventory of ~~necessary~~ spare parts and supplies~~;, ordering materials, supplies, spare parts and equipment, as needed, to be able to complete repairs on a timely basis. P~~p~~repares requisitions ~~for such materials according to established procedures.~~in accordance with established procedures.
- Coordinates and monitors fuel oil deliveries at certain facilities.
- Responds to or ~~A~~assigns ~~or personally respond~~ to emergency breakdowns, and ensures timely repair of equipment.~~repair delinquent equipment on a timely basis.~~
- ~~Responsible for the~~Ensures proper and safe operation of ~~a variety of~~ maintenance ~~and repair~~ tools and equipment~~; . Research, t~~Trains staff ~~and demonstrate required skills and~~in safe work practices and technical skills.~~for maintenance staff in all areas of work disciplines.~~
- Coordinates routine ~~building systems and equipment~~ inspections of building systems and equipment~~s, such as those for sprinkler systems, fire alarm systems and elevators. Address~~ Ensures deficiencies ~~identified during inspection in a timely manner.~~ Are addressed promptly.
- ~~This position is subject~~Responds to call-outs or call-backs ~~at any time due to staff shortages or emergencies in order to facilitate and sustain departmental operations.~~as needed to support operations.
- Participates in confined space entry operations as required and maintains required certifications and training. ~~This position may require the employee to enter confined spaces as part of the job~~

- ~~This position requires the employee to wear a variety of respirators as part of the job duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.~~Complies with respirator requirements including medical evaluation and annual fit testing.
- ~~Occasionally A~~assists other department crews as manpower needs arise.
- ~~May be required to work extended hours, as determined by management or facility needs.~~Works extended hours as required by operational or facility needs.
- ~~Perform other job-related duties and responsibilities that support the overall objectives of the position, or as assigned by the Parks & Recreation Director.~~Performs other duties as assigned in support of departmental objectives.

Qualifications

Knowledge and Skills

- ~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~
- Building automated control systems and components.
- ~~Methods, tools, materials and equipment used in all phases of facilities maintenance.~~Materials and methods used in construction and maintenance of buildings.
- Basic mathematics including ~~calculations using~~ fractions, percentages and ratios. ~~to record and compute precise measurements.~~
- Interpretation of technical manuals, ~~engineered~~ drawings, ~~and~~ specifications and ~~,~~ safety ~~rules, operating and maintenance instructions, and procedure manuals.~~procedures.
- ~~Personal computer experience in Windows-based applications for data processing and spreadsheet development and other software as~~

~~[illegible]~~ tracking software.

- ~~Experience in maintenance hazards and safety practices related to building trades, including applicable OSHA standards and safe operation of tools, equipment and vehicles.~~Safety practices related to building trades, including OSHA standards.

Abilities

- ~~Skills are required to perform the duties of the position, with the potential to upgrade skills in order to meet changing job conditions.~~
- ~~Ability to P~~perform a wide range of physical and manual tasks in ~~both~~ indoor and outdoor environments.
- ~~Broad range of~~Demonstrate mechanical, electrical, plumbing and carpentry skills.
- ~~Requires sufficient writing skills to prepare reports.~~Prepare reports and maintain accurate records.
- ~~Ability to perform record keeping functions.~~
- ~~Add, subtract, multiply and divide.~~ Perform mathematical calculations and unit conversions. ~~Ability to perform these operations while often converting between different units of measurement.~~
- ~~Apply commonsense understanding to carry out detailed written or oral instructions.~~Follow written and verbal instructions.
- ~~Deal with problems involving a few concrete variables in standardized situations.~~Adapt to changing and unplanned situations.
- ~~Adapt to situations that are frequently not anticipated or planned for.~~
- Work independently with minimal ~~direct~~ supervision.

Physical Abilities

- ~~Requires sufficient ambulatory ability to inspect premises, including the ability to bend, stoop, crawl, climb, and walk in confined areas. Must be able to work from and perform complicated and physically demanding tasks from ladders, scaffolds, powered~~

~~man-lifts, and other elevated areas.~~Ability to inspect facilities including bending, stooping, crawling, climbing, and working in confined spaces.

- Ability to perform work from ladders, scaffolds, lifts and elevator areas.
- Sufficient visual acuity to read ~~detailed~~ drawings~~, recognizing words and numbers and to drive, read and write,~~ and perform ~~repair~~ detailed work.
- Sufficient auditory ability ~~to carry on conversations~~for communications in person and ~~over the~~by phone.
- ~~Must be able to~~Ability to regularly lift and/or move up to 50 pounds, often reaching from awkward positions using hand-eye coordination to insert parts.

Education and Experience

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

Licenses and Certificates

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

Working Conditions

- Work is performed indoors and outdoors ~~where some safety considerations exist from physical labor and equipment operation. Will frequently work in outside weather conditions and will regularly be exposed to extreme cold.~~with exposure to weather, including extreme cold, wet or humid conditions.
- ~~Will F~~frequent exposure to ~~ly work near~~ moving mechanical parts. ~~and is frequently exposed to wet and/or humid conditions.~~
- Occasional~~lly~~ exposure~~d~~ to fumes, ~~or airborne particles, toxic or caustic~~ chemicals, ~~hazardous and obnoxious working conditions,~~ extreme heat, and risk of electrical ~~shock~~hazards.
- Moderate noise levels typical of maintenance environments.~~The noise level in the work environment is usually moderated.~~

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Grounds Maintenance Lead*	Type	*Permanent Full-Time*
Department	*Facilities Maintenance*	Class	*Non-Exempt*
Supervisor	~~*Grounds & Aquatics Maintenance Supervisor*~~*Parks, Recreation & Grounds Director*	Salary	*Union /Grade #18*

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Summary

The Grounds Maintenance Lead performs skilled and semi-skilled groundskeeping and maintenance work while actively participating in the daily execution of assigned duties alongside assigned staff as a working lead. This position combines hands-on maintenance responsibilities with day-to-day coordination, task assignment, and work direction to ensure grounds maintenance activities are completed safely, efficiently, and in accordance with established standards. The role provides on-site leadership by organizing workflow, monitoring progress, and directing temporary and seasonal staff while supporting the successful completion of routine, seasonal, and special project maintenance functions. This position serves as a lead worker role and does not include formal supervisory or human resources responsibilities.

Distinguishing Career Features

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This position is distinguished from Grounds Maintenance Worker classifications by its responsibility to coordinate daily work, assign tasks, and provide technical guidance while actively performing the same work alongside the crew.

Unlike supervisory classifications, this role does not have authority over personnel actions such as hiring, discipline, or performance evaluations. Instead, it focuses on work coordination, quality assurance, and on-the-job training.

This classification requires a higher level of technical knowledge, independence, and situational decision-making than entry- or intermediate-level positions, including the ability to organize work,

adjust priorities in response to operational needs, and ensure adherence to safety and maintenance standards.

Essential Duties and Responsibilities

- Perform routine and advanced grounds maintenance, including mowing, trimming, pruning, planting, irrigation, plowing, snow removal and general landscape upkeep.
- Operate and maintain equipment such as mowers, trimmers, chainsaws, and small tractors.
- Identify maintenance needs and report issues related to grounds, equipment, or safety hazards.
- Maintain inventory of tools, equipment, and supplies; notify ~~appropriate personnel~~supervisor when replenishment is needed.
- Lead and coordinate daily work activities of assigned grounds maintenance staff.
- Assign tasks, provide instruction, and ensure work is completed according to established standards and timelines.
- Monitor work quality and adherence to safety practices; provide on-the-job guidance and feedback.
- Assist in the planning, coordination, and scheduling of seasonal grounds maintenance activities, including but not limited to snow removal, landscaping and planting, painting, pressure washing, facility setup, and all other reasonable maintenance functions associated with Parks and Recreation grounds and public spaces.
- Collaborate closely with the Parks and ~~Recreation~~ Facilities Maintenance Supervisor to support recreation facility maintenance operations during periods when grounds maintenance activities are limited, ensuring efficient utilization of staff resources and consistent upkeep of Borough recreational assets.
- Ensure compliance with applicable safety standards, policies, and procedures.
- Report on employee concerns, performance issues, or disciplinary matters to a supervisor or manager.
- Assist in training new or temporary staff in proper grounds maintenance procedures.

NEW

- May assist with facility maintenance tasks during periods of reduced grounds maintenance workload, as assigned.
- Perform related duties as assigned.

Qualifications

Knowledge and Skills

- Knowledge of landscaping techniques, plant care, irrigation systems, and seasonal maintenance practices.
- Ability to organize and prioritize work for self and others.
- Ability to communicate clearly and provide direction in a constructive manner.
- Basic knowledge of workplace safety practices and equipment operation.
- Ability to work independently while coordinating team duties.

Abilities

- Organize, prioritize, and coordinate the daily work of a small crew while meeting timelines and operational goals.
- Provide clear direction, instruction, and hands-on training to staff with varying levels of experience.
- Perform skilled grounds maintenance work, including operating and maintaining a variety of equipment and tools.
- Identify maintenance needs, troubleshoot routine issues, and take appropriate corrective action.
- Monitor work quality and ensure adherence to established standards and safety practices.
- Communicate effectively with staff, supervisors, and other departments.
- Read and interpret basic work plans, equipment manuals, and safety guidelines.
- Work independently with minimal supervision while maintaining accountability for team output.
- Adapt to changing priorities, seasonal demands, and weather conditions.

NEW

- Promote safe work practices and respond appropriately to hazards or emergencies.

Physical Abilities

- Ability to perform physically demanding work, including lifting up to 50 pounds.
- Frequent standing, walking, bending, and working in outdoor environments in varying weather conditions.
- Ability to safely operate equipment and tools used in grounds maintenance.

Education and Experience

- High school diploma or equivalent.
- Two (2) years of experience in grounds maintenance, landscaping, or a related field.
- Experience operating grounds maintenance equipment.
- Demonstrated ability to lead or coordinate the work of others in a team environment.

Working Conditions

- Primarily outdoor work in all weather conditions.
- Exposure to noise, dust, chemicals, and mechanical hazards.
- May require early mornings, evenings, weekends, or seasonal schedule adjustments.

This position is a working lead and does not include supervisory authority over personnel actions such as hiring, discipline, or performance evaluations. This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

NEW

City & Borough of Wrangell

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Parks & Facilities Maintenance Supervisor*	Type	*Permanent Full-Time*
Department	*Parks and Recreation*	Class	*Non-Exempt*
Supervisor	*Parks, Recreation & Grounds Director*	Salary	*Union Grade 19*

NEW

Summary

The Parks & Facilities Maintenance Supervisor plans, organizes, and supervises the maintenance and operation of municipal grounds, parks, trails, and recreation facilities, including aquatic facilities. This position provides full supervision of assigned staff and is responsible for ensuring that all grounds, buildings, and pool systems are maintained in a safe, efficient, and compliant manner.

The Supervisor oversees preventative maintenance programs, facility systems, and pool operations, while coordinating repairs, capital improvements, and daily operational needs. This position performs both supervisory and advanced journey-level technical work and ensures compliance with applicable safety, environmental, and public health standards

Distinguishing Career Features

This is a supervisory classification responsible for the full oversight of grounds maintenance and recreation facility operations, including aquatic systems. The position is distinguished from lead and specialist roles by its responsibility for personnel management, program oversight, budget coordination, and regulatory compliance.

The role combines supervision of staff with advanced technical expertise in building systems, grounds maintenance, and pool operations. It requires independent judgment in prioritizing work, responding to emergencies, and maintaining operational continuity across multiple facilities.

Essential Duties and Responsibilities

- Plan, prioritize, and supervise maintenance and operations of parks, trails, landscaped areas, buildings, and aquatic facilities.
- Supervise assigned staff including scheduling and training.

- Ensure staff are trained in safety procedures, equipment operation, and pool systems.
- Promote a safe, productive, and team-oriented work environment.
- Oversee all pool operations, including water chemistry, filtration systems, pumps, motors, valves, and mechanical systems.
- Ensure proper pool chemical handling, water testing, recordkeeping, and regulatory compliance.
- Develop, implement, and monitor preventative maintenance programs for facilities, grounds, and equipment.
- Inspect facilities, systems, and equipment to identify maintenance needs and ensure timely repair.
- Coordinate and perform maintenance and repair of building systems including electrical, HVAC, plumbing, carpentry, and mechanical systems.
- Oversee and participate in troubleshooting and repair of facility and pool equipment; respond to emergency breakdowns.
- Monitor and maintain building automation systems, including HVAC pneumatic and digital controls.
- Ensure compliance with OSHA, EPA, building codes, fire codes, and public health regulations.
- Maintain accurate maintenance records, including work orders, inspections, water testing logs, and equipment history.
- Assist in planning and execution of facility improvement projects and capital maintenance.
- Prepare work schedules, assign tasks, and monitor work quality and productivity.
- Manage inventory and procurement of supplies, materials, and equipment.
- Assist in budget development and monitor maintenance expenditures.
- Coordinate with contractors, vendors, and other departments on maintenance and repair activities.

- Support recreational programs and events through facility readiness and infrastructure support.
- Respond to emergencies, including hazardous conditions, equipment failure, and facility issues.
- Perform skilled maintenance work as needed to support operations.
- May assist other departments as operational needs arise.

Qualifications

Knowledge and Skills

- Principles and practices of grounds maintenance, landscaping, and irrigation systems.
- Methods, tools, and materials used in multi-trade building maintenance and repair.
- Pool operations, water chemistry, filtration systems, and aquatic facility regulations.
- Preventative maintenance systems and facility management practices.
- Building automation and HVAC control systems.
- Applicable OSHA, EPA, building, and fire code regulations.
- Work order systems, maintenance tracking software, and basic computer applications.
- Budgeting, inventory control, and procurement processes.

Abilities

- Supervise and train staff effectively while maintaining accountability for results.
- Plan, organize, and prioritize work across multiple facilities and operational areas.
- Diagnose and troubleshoot mechanical, electrical, plumbing, and pool system issues.
- Read and interpret technical manuals, blueprints, and system specifications.
- Maintain accurate records and prepare reports.

NEW

- Communicate effectively with staff, contractors, and the public.
- Adapt to changing priorities, emergencies, and seasonal demands.
- Work independently and make sound decisions under pressure.
- Promote and enforce safe work practices and regulatory compliance.

Physical Abilities

- Ability to perform physically demanding work, including lifting up to 50 pounds regularly and up to 100 pounds occasionally with assistance.
- Ability to work in confined spaces, at heights, and in varying indoor and outdoor environments.
- Ability to operate tools, equipment, and vehicles used in maintenance operations.

Education and Experience

- High school diploma or equivalent.
- Four (4) or more years of progressively responsible experience in facilities maintenance, building trades, grounds maintenance, or a related field.
- Prior supervisory or lead experience required.
- Experience with pool systems and aquatic facility operations preferred.

Licenses and Certificates

- Valid Alaska Driver’s License.
- Certified Pool Operator (CPO) certification, or ability to obtain within a specified timeframe.
- CPR/First Aid certification (as required).
- Ability to complete respirator fit testing, if required.

Working Conditions

- Work performed indoors and outdoors in varying weather conditions, including extreme cold.

NEW

- Exposure to noise, dust, fumes, chemicals (including pool treatment chemicals), and mechanical hazards.
- May require on-call response, call-outs, extended hours, evenings, and weekends.
- Work performed on uneven or slippery surfaces and around moving equipment.

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

NEW

City & Borough of Wrangell

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Sanitation Worker*	Type	*Permanent, Full-Time*
Department	*Public Works*	Class	*Non-Exempt*
Supervisor	~~*Director of Public Works and*~~ *Sanitation Lead*	Salary	*Union /Grade 15*

Summary

The Sanitation Worker is responsible for the operation, maintenance, and repair of the Borough~~City~~'s Waste Transfer Facility and for providing garbage collection services throughout the community. This position works independently or cooperatively under the daily supervision of the ~~Public Works Director and~~ Sanitation Lead.

Distinguishing Career Features

This position plays a key role in maintaining community cleanliness and managing the Waste Transfer Facility which is ~~a~~an~~n~~ essential municipal asset. The Sanitation Worker is the ~~first step~~ entry level classification in a two-tier career path. Promotion to *Sanitation Operator* is required within one year and is contingent upon obtaining a Commercial Driver's License (CDL), demonstrating satisfactory performance, and acquiring the skills necessary to operate sanitation collection ~~trucks~~vehicles.

Essential Duties and Responsibilities

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

- Operates, maintains, and repairs the ~~City's~~ Borough's Waste Transfer Facility.
- Operates and maintains sanitation equipment, including excavators, forklifts, tire shears, and balers.
- Maintains the closed municipal landfill in accordance with the post-closure plan.
- Weighs private loads, determines applicable fees, and ~~handle~~processes payments and account charges.

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- Ensures safe and proper use, maintenance, and ~~recordkeeping~~ documentation ~~for~~ of all assigned equipment.
- ~~Direct customers~~Provides courteous and clear direction to customers ~~courteously and effectively~~ to ensure compliance~~y~~ with local, state, and federal disposal regulations.
- Reads and applies~~y~~ ~~relevant City~~ Borough ordinances, the landfill post-closure plan, and the Transfer Station Operations Manual.
- ~~Separat~~Sorts~~e~~ and properly handles ~~various~~ waste materials, recyclables, and hazardous substances.
- Recovers refrigerants from discarded appliances in accordance with~~per~~ EPA regulations.
- Maintains accurate logs, reports, and records of facility and equipment operations.
- Identifies and addresses~~y and remedy~~ safety, maintenance, and environmental concerns.
- Orders supplies ~~following~~in accordance with ~~City~~ Borough purchasing ~~guidelines~~procedures.
- Participates in required job-related and safety training~~.~~
- P~~p~~romotes workplace safety and environmental ~~best practices~~compliance.
- Assists in improving sanitation ~~department~~ procedures and operational efficiency.
- ~~Ensure~~Ensure proper handling and disposal of burnable waste.
- Performs other related duties as assigned.

Qualifications

Knowledge and Skills

- Basic knowledge of sanitation operations and heavy equipment use.
- Recordkeeping and basic accounting procedures.

Waste separation, recycling processes, and hazardous material handling practices.~~The Sanitation Worker must have knowledge of sanitation and heavy equipment operation, recordkeeping and~~

~~basic accounting procedures, and proper waste separation, recycling, and hazardous material handling practices.~~

Abilities

- Operate and maintain transfer station and sanitation equipment.
- Read and interpret safety rules, operating manuals, and procedures.
- Communicate effectively and professionally with the public and coworkers.
- Perform basic mathematical calculations, including estimating volumes and determining weights.
- Collect samples and perform minor testing of landfill leachate.

Use standard computer applications such as Microsoft Word, Excel, and Outlook.~~The position requires the ability to operate and maintain transfer station and sanitation equipment, read and interpret safety rules, operating manuals, and procedures, and communicate effectively and professionally with both the public and coworkers. The employee must be able to perform basic mathematical calculations such as estimating volumes and determining weights, collecting samples and perform minor testing of landfill leachate, and use Microsoft Word, Excel, and Outlook for reporting and communication tasks.~~

Physical Abilities

- Regularly lift and ~~/~~move up to 50 lbs. and ~~;~~ occasionally up to 100 lbs.
- Frequently stand, walk, climb, balance, stoop, kneel, or crawl.
- Use hands to operate tools and ~~controls~~equipment; ~~maintain~~ visual acuity for close, distance, and depth ~~vision~~perception.
- Hear and communicate clearly in person and over the phone.

Education and Experience

- High school diploma or GED required.

- One year of related experience and/or training preferred, or equivalent combination of education and experience.

Licenses and Certificates

Must obtain an EPA Refrigeration License within one year of hire for refrigerant recovery from discarded appliances.

Working Conditions

- Regular exposure to moving mechanical parts and outdoor weather conditions.
- Occasional exposure to fumes, airborne particles, heat, and extreme cold.
- Work environment ~~often~~ may require~~s~~ hearing protection.
- Frequent interaction with the public, including potentially stressful situations.
- Typical schedule is~~:~~ Tuesday through Saturday, however is subject to change due to coverage needs of the Waste Transfer Facility.~~.~~

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

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City & Borough of Wrangell

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Facility Maintenance Specialist*	Type	*Permanent/Full Time*
Department	~~*Facilities Maintenance*~~*Public Works*	Class	*Non-Exempt*
Supervisor	~~*Facilities Maintenance Director*~~*Facilities Maintenance Specialist Lead*	Salary	*Union Grade # 17*

Summary

The Facility Maintenance Specialist is responsible for the day-to-day maintenance and repairs of all City & Borough of Wrangell buildings and grounds. Occasionally works with other Borough departments, assisting with special projects. Works independently or cooperatively with others under the daily direction and supervision of the Facility Maintenance Specialist Lead.

Distinguishing Career Features

Performs a wide range of maintenance services throughout all Borough-owned facilities. Performs comprehensive mid-level technical maintenance, troubleshooting, and repair of Borough building systems and equipment. May be required to work extended hours, as determined by management or facility need.

Essential Duties and Responsibilities

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

- The Facility Maintenance Specialist performs a wide range of skilled work in the repair and maintenance of facility structures, their building systems and equipment for all Borough-owned facilities.
- Responds to and ~~; r~~resolves emergency situations and~~;~~ ensures that assignments are completed in a safe, proper, and timely manner, while using standardized practices and/or methods.
- Assists the Facility Maintenance Specialist Lead in identifying future facility improvement needs.

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- Inspects facilities, systems, equipment, and supplies, on a regular basis, for the purpose of identifying and accomplishing priorities for maintenance and repair.
- Complies with all safety requirements and practices.
- Performs maintenance and repair of all building structures and their systems, including ~~but not limited to,~~ electrical, ~~heating, cooling, ventilation,~~ HVAC, boilers, plumbing ~~systems~~, carpentry work for construction, and other maintenance and repair tasks;
- ~~p~~Performs mid-level technical maintenance and repair tasks as appropriate.
- Receive~~r~~ and processes work requests through work orders ~~and/~~or direct contact. Keeps work order data entry current and maintains computerized maintenance records.
- Investigates and troubleshoots problems with facilities and equipment, and coordinates problem resolution as appropriate; responds to emergency breakdowns~~, and repair delinquent equipment~~ on a timely basis.
- Implements and schedules preventative maintenance for all Borough facilities, equipment, and systems, including elevators, ~~heating and air conditioning~~ HVAC systems, ~~ventilation systems,~~ digital and pneumatic controls, electrical systems, security and fire alarm systems, fire extinguishers, and office equipment.
- Troubleshoots and resolves ~~or oversees resolution of~~ routine maintenance ~~problems,~~ issues such as structural ~~problems~~repairs, cabinetry ~~repair~~, and~~or~~ basic mechanical or ~~other~~ equipment malfunctions.
- Monitors, operates, and troubleshoots ~~the~~ digital HVAC control systems ~~present~~ in some Borough facilities.
- Participates in all job-related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.
- As appropriate, contacts and coordinates external contractors and service agencies to schedule certain maintenance or repair work and ensures timely and effective work completion. Prepares requisitions for such materials according to established procedures.

- Maintains adequate inventory of necessary spare parts and serviceability of necessary maintenance supplies and equipment~~:~~.
- ~~p~~Purchases materials, supplies, and/or equipment as appropriate.
- Prepares and maintains records on all maintenance activities ~~and keeps all facility Operations & Maintenance manuals up to date.~~
- Responsible for the proper care and safe use and maintenance of all assigned Borough materials and equipment.
- Assures that required inspections, such as sprinkler, fire alarm, and elevators, take place in a timely manner and that deficiencies identified during inspections are addressed in a timely manner.
- Assures Borough facilities stay in compliance with OSHA, EPA, Building and Fire Code, and other regulatory requirements.
- Complies with respirator requirements, including medical evaluation and annual fit testing. ~~This position requires the employee to wear a variety of respirators as part of the job duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.~~
- May be required to work extended or irregular hours, as determined by management or facility needs.
- This position is subject to call-out or call-back at any time due to staff shortages or emergencies, to facilitate and sustain department operations. Must be willing to work odd hours as required by the work environment.
- ~~Keeps track of budget and spending on maintenance accounts.~~

Qualifications

Knowledge and Skills

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- ~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required for this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.~~
- Building automated control systems and components.
- Methods, tools, materials, and equipment used in all phases of facilities maintenance and repair.

- Basic mathematics, including ~~calculations using~~ fractions, percentages, and ratios, to record and compute precise measurements.
- Interpret technical manuals, engineered drawings and specifications, safety rules, operating and maintenance instructions, and procedure manuals.
- ~~Personal computer experience in Windows-based applications for data processing and spreadsheet development and other software as utilized by the department such as work order generation and inventory tracking software, or the ability to learn such software applications.~~Computer applications including work order systems and inventory tracking software.
- Experience in maintenance hazards and safety practices related to building trades, including applicable OSHA standards and safe operation of tools, equipment, and vehicles.

Abilities

- Perform a wide range of physical and technical maintenance tasks in indoor and outdoor environments. ~~Skills are required to perform the duties of the position, with the potential to upgrade skills in order to meet changing job conditions.~~
- Requires sufficient computer and writing skills to prepare reports.
- ~~Ability to P~~perform accurate record keeping ~~functions~~ and reports.
- ~~Ability to c~~Communicate professionally and effectively with customers, contractors, design professionals, outside agencies and other employees of the organization.
- ~~Add, subtract, multiply and divide. Ability to perform these operations while often converting between different units of measurement.~~Perform mathematical calculations and unit conversions.
- ~~Apply common sense understanding to c~~Carry out detailed written or oral instructions.
- ~~Deal with problems involving a few concrete variables in standardized situations.~~
- Work independently with minimal direct supervision.

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Physical Abilities

- Requires sufficient ambulatory ability to inspect premises, including ~~the ability to~~ bending, stooping, crawling, climbing, and ~~walk~~ working in confined areas.
- ~~Must be able to w~~Work from and perform complicated and physically demanding tasks from ladders, scaffolds, powered man-lifts, and other elevated areas.
- Sufficient visual acuity to read detailed drawings, recognizing words and numbers, ~~and to~~ drive~~e~~, read and write, and perform repair work.
- Sufficient auditory ability to carry on conversations in person and over the phone.
- ~~Must be able to r~~Regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds, often reaching from awkward positions using hand-eye coordination to insert parts.

Education and Experience

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

Licenses and Certificates

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- Valid Alaska Driver's License required.
- Class 1 Boiler Certificate and EPA 608 Certification preferred.

Working Conditions

- Work is performed indoors and outdoors, frequently in varying and extreme weather conditions, including ~~extreme~~ cold and/or wet conditions.
- Regular exposure to moving mechanical parts, wet or humid conditions, and physical labor.
- Occasional exposure to fumes, airborne particles, hazardous chemicals, extreme heat, and risk of electrical shock.
- Noise levels are generally moderate.

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Fleet Mechanic*	Type	*Permanent/Full -Time*
Department	~~*Public Works*~~*Wrangell Municipal Light and Power*	Class	*Non-Exempt*
Supervisor	~~*Director of Public Works and the Mechanic Lead*~~ *Lead Fleet Mechanic*	Salary	*Union /Grade # 19*

Summary

Performs ~~fully qualified~~fully qualified vehicle maintenance, repair, rebuild, and fabrication services. Performs a wide variety of work in the inspection, repair, overhaul, and maintenance of light- and ~~-to~~ heavy-~~y~~ duty automotive, public safety, ~~-heavy~~ construction and earthmoving equipment, portable powered tools ~~-and equipment~~, and other rolling stock. Work is performed~~s~~ independently or in coordination ~~cooperatively~~ with others under the ~~daily direction and supervision of the~~general direction of the ~~Mechanic Leadman.~~Lead Fleet Mechanic

Distinguishing Career Features

The Fleet Mechanic is a journey-level ~~position~~classification~~,~~ responsible for performing a full range of equipment maintenance and repair activities.

Advancement to ~~Mechanic Lead~~the Lead Fleet Mechanic is based on organizational need and requires demonstrated knowledge ~~of~~ and experience in heavy equipment repair, ~~-mechanical work, use,~~ parts and supply management and lead-level responsibilities.~~ics inventory and purchase.~~

Essential Duties and Responsibilities

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

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- Operates, inspects, and maintains the ~~City's~~Borough's vehicle and equipment fleet.
- Verifies ~~drivers'~~ operator comments and/or conducts road tests ~~vehicles~~ to ~~find indications of~~ identify problems and~~/or~~ determine causes ~~of problems~~.

- Performs complex ~~work in the~~ inspection, repair, and maintenance of powered equipment and wheeled stock including motor graders, ~~wheeled~~ loaders, ~~tracked~~ excavators and other heavy equipment, heavy and light trucks, power mowers, power sweepers, police ~~cars~~vehicles, fire apparatus, EMS vehicles, ~~equipment~~ trailers, generators, marine travel lifts, and ~~any~~ other Borough equipment. Determines the extent, type, and cost of repairs.
- Mounts, repairs, balances, and ~~changes wheels~~replaces tires and wheels; ~~. Fits and~~installs and repairs ~~winter~~ tire chains.
- Diagnoses mechanical problems~~. Makes a~~ and performs a wide ~~variety~~ range of ~~mechanical~~ repairs including engine overhaul~~ings engine~~s, bearing replacement~~replacing bearings~~, adjusting ignitions and fuel systems, assembling transmissions and differentials, fitting pistons and rings, ~~aligning and adjusting~~ brake alignment~~s~~, aligning wheels and installing axles, ~~overhauling steering mechanisms and drive shafts.~~and steering and drivetrain repairs.
- Performs ~~high level~~advanced electrical troubleshooting and repair~~,s~~ including ~~but not limited to~~ use of computer assisted diagnostics, ~~tracing and troubleshooting using~~ multimeters, and troubleshooting and adjusting ~~various~~ sensors and switches.
- Repairs, modifies, and replaces vehicle body ~~parts, panels,~~ components~~;, etc.~~, ~~in accordance with manufacturer specifications.~~ ~~F~~fabricates ~~and adjusts~~ parts~~; to fit.~~ ~~Makes repairs to vehicle bodies and frames~~performs frame ~~.~~ ~~Applies~~repair; applies paint ~~to vehicles.~~as needed.
- Performs ~~W~~welding~~s~~, cutting~~s~~ and brazing of~~es~~ metals.
- Orders parts and ~~equipment as needed, such as,~~supplies, ~~but not limited to~~including fuel, lubricants, filters, ~~accessories, and wear items. Maintains~~accessories; maintains ~~an~~ inventory; ~~of spare parts,~~ ordering parts and supplies as needed to complete repairs ~~on a timely basis~~in a timely manner. r~~R~~eviews and codes invoices and processes documentation in ~~s~~ accordance ~~ing to~~ with established procedures.
- Maintains accurate records of repair and maintenance ~~work~~activities, ~~recording~~ including dates, labor, and ~~parts~~ material costs.

- Responds to emergency breakdowns; performs field repairs or arranges transport of disabled equipment. ~~and repairs vehicles/equipment at emergency site or transports disabled vehicles/equipment to somewhere more suitable.~~
- Operates ~~a variety of vehicle maintenance and repair tools and equipment in a safe manner.~~tools and equipment safely and in accordance with established practices.
- Participates in all ~~job related~~job-related training and required safety training; promotes ~~continuous improvement of workplace safety and environmental practices.~~safe work practices and environmental compliance.
- ~~Responsible for the~~Ensures proper ~~ and safe~~ use and maintenance of all assigned ~~city~~ tools and equipment.
- ~~Participates in continuing training to keep skills and abilities current for maintenance and repair of all City vehicles and equipment.~~Maintains current technical knowledge through ongoing training and professional development.
- ~~Occasionally a~~Assists ~~staff in~~ other departments with water, sewer, street, sanitation and maintenance operations as ~~.~~needed.
- ~~This position is subject to~~Responds to call outs or call backs for emergencies or staffing~~-~~ needs ~~shortages in order to~~to ~~facilitate or~~ sustain operations.
- ~~This position may require the employee to enter confined spaces as part of the job duties. Employees that participate or have duties in the Confined Space Program will receive training to ensure that each individual has the understanding, knowledge and skills necessary to safely perform all permit-required confined space operations.~~Performs confined space entry work as required and maintains required certifications and training.
- ~~This position requires the employee to wear a variety of respirators as part of the job duties. Therefor, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.~~Comply with respirator requirements, including medical evaluation and annual fit testing.

- Perform the job duties and responsibilities that support the overall objective of the position, as assigned by the Municipal Fleet Mechanic or the Public Works DirectorElectrical Superintendent..

Qualifications

Knowledge and Skills

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required for this position. Reasonable accommodationsaccommodation may be made to enable individuals with disabilities to perform the essential functions.

- Requires in depth and up to date knowledge of the standard practices, techniques and tools used in repairing, maintaining and overhauling heavy and light equipment, gasoline, diesel, mechanical, and electrical powered equipment.Standard practices, techniques, and tools used in maintaining and repairing heavy and light equipment, including gasoline, diesel, mechanical, and electrically powered systems.
- Requires considerable knowledge of the Pprinciples of internal combustion engines, automotive and standard transmissions, differentials, hydraulic units systems, air brakes, and all other equipment systems and assemblies related components.
- Requires working knowledge of Ooperating characteristics of equipment used in construction, public safety and municipal operations. machinery and vehicles used in road construction and police & fire work.
- Requires skill in usingUse of the full range of hand and power tools used in automotive repair work.
- Safe use of hand and power tools.
- Must have thorough knowledge of Wworkplace hazards and safety practices, including applicable laws, codes, and regulations.
- Requires knowledge and understanding of laws, codes, and regulations pertaining to vehicle safety.
- Requires sufficient human relation skills toAbility to train others and exchange technical information.

- Requires the ability to obtain certification in brakes, electrical/electronic systems, engine performance, ~~personnel lifts~~, and suspension and steering.
- ~~Must have basic computer skills, including use of Microsoft's Word, Excel and Outlook programs and the aptitude to learn the fleet maintenance software program.~~Basic computer applications and fleet maintenance software.

Abilities

- ~~Requires the ability to coordinate and perform vehicle maintenance projects and tasks at a fully skilled, journey level.~~Perform journey-level vehicle and equipment maintenance and repair.
- ~~Requires the ability to d~~Diagnose and resolve a ~~full~~ wide range of ~~problems associated with vehicle operation and safety.~~mechanical and safety issues.
- ~~Requires the ability to l~~Lead a small work team, prioritize~~ing~~ tasks~~work~~, and evaluate~~ing~~ work quality.~~, and providing input to performance.~~
- ~~Requires the ability to interpret computer-aided, digital, and other diagnostic devices.~~Use diagnostic equipment and interpret results.
- ~~Requires the ability to r~~Read and interpret technical ~~manuals and schematics~~manuals, schematics and ~~write sufficiently to perform the duties of this classification~~ specifications.
- ~~Requires the ability to e~~Estimate ~~the scope of work assignments in terms of labor and materials and to secure necessary tools and materials to complete assignments~~labor, materials, and equipment needs for repairs.
- ~~Requires the ability to perform a variety of maintenance and repair activities simultaneously.~~Manage multiple assignments simultaneously.
- ~~Must be able to keep~~Maintain accurate records and ~~observe general~~follow safety procedures.
- ~~Requires the ability to work as contributing member of a team, work productively and cooperatively with supervisors, other CBW~~

~~employees, external customers, vendors, and the general public, positively impacting the City's image. Work cooperatively with supervisors, co-workers, vendors and the~~ public.

Physical Abilities

- Frequent~~ly required to~~ stand~~ing~~, walk~~ing~~, bend~~ing~~, ~~use hands to finger, handle, or feel objects, tools, or controls,~~ climb~~ing~~ or balanc~~ing~~~~e~~, ~~talk or hear~~, sit~~ting~~, stoop~~ing~~, knee~~ling~~~~l~~, crouch~~ing~~ or crawl~~ing~~.
- ~~Incumbent must be able to function indoors in an automotive/vehicle repair shop environment and/or outdoors in the field engaged in work of an active nature.~~Ability to work indoors in a shop environment and outdoors in field conditions.
- Ability to ~~Requires ambulatory ability and strength to maintain cardiovascular fitness to engage in strenuous physical labor such as~~ lift~~ing~~ and carry~~ing~~ materials up to 75 pounds on a frequent basis, reach from awkward positions using hand-eye coordination to insert parts.
- ~~Requires near and far~~Sufficient visual acuity to drive, read and write, and perform repair work.
- ~~Requires s~~Sufficient hearing and speech ability to ~~hear sound prompts, vehicle sounds, and carry on conversations in person and over the phone.~~communicate and identify equipment issues.

Education and Experience

~~The position typically requires a h~~High school diploma or equivalent and 4 years of experience in ~~the maintenance and repair of vehicles~~vehicle and equipment maintenance including heavy gasoline and ~~diesel powered~~diesel-powered equipment; or~~. Alternatively, the position may require~~ a two-~~year college~~year degree in ~~an~~ automotive technology ~~area~~ or related field and 2 years of recognized industry experience.

Licenses and Certificates

~~Requires a~~Valid Class A Commercial Driver's License.

Working Conditions

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, moving equipment, and temperature and noise extremes.

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	~~*Mechanic Lead*~~*Lead Fleet Mechanic*	Type	*Permanent/Full -Time*
Department	~~*Public Works*~~*Wrangell Municipal Light and Power*	Class	*Non-Exempt*
Supervisor	~~*Public Works Director*~~*Electrical Superintendent*	Salary	*Union /Grade # 23*

Summary

The ~~Mechanic Lead~~Lead Fleet Mechanic ~~is expected to~~ exercises independent judgment, initiative and professional ~~skills and knowledge~~expertise in the day-to-day management and supervision of the Borough~~City~~'s Fleet Maintenance Shop.

~~Responsibilities of the Mechanic Lead include the~~This position coordinates~~ion~~ and assigns~~ment~~ work related to ~~for~~ vehicle and equipment maintenance, rebuild, and fabrication services. The Lead Fleet Mechanic~~Mechanic Lead~~ performs a ~~variety of work~~wide range of duties in the inspection, repair, overhaul, and maintenance of light-~~duty~~ to heavy-duty automotive equipment~~,~~ public safety vehicles, ~~heavy~~ construction and earthmoving equipment, portable powered tools and equipment, and other rolling stock.

~~Responsible for the safe operation, maintenance, and repair of all City vehicles, equipment, and other rolling stock.~~

~~Occasionally works~~This position works independently and collaboratively with others under the general supervision of the Electrical Superintendent and may assist other departments with special projects and season operations. ~~with other City departments, assisting in special projects and winter road maintenance. Works independently and cooperatively with others. Works closely with and under the supervision of the Public Works Director.~~

Distinguishing Career Features

The ~~Lead Mechanic~~Lead Fleet Mechanic is the senior-level classification ~~position~~ responsible for leading and performing all vehicle and equipment maintenance activities. ~~The Mechanic Lead~~This

position ~~is usually more experienced than the Mechanic and~~ provides leadership, mentorship and training to other operational staff and serves in a lead operational capacity~~ for operations~~. ~~Advancement to Mechanic Lead is based on need and requires demonstrated knowledge of and experience in heavy equipment mechanical work.~~

The Lead Fleet Mechanic ~~Mechanic Lead~~is distinguished from the Mechanic classification by ~~'s~~ responsibility ~~ties include~~ for planning and ~~implementing~~assigning work, ~~appraising~~ evaluating performance, resolving operational issues, and overseeing shop operations including inventory and procurement of equipment, parts and supplies. ~~addressing complaints and resolving problems. The Mechanic Lead also demonstrates the ability to use and care for machinery, and oversees the purchase and inventory of equipment, parts, and supplies.~~

Essential Duties and Responsibilities

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

- Operates, inspects and maintains the Borough's~~City's~~ vehicle and equipment fleet.
- Receives and evaluates work requests; assigns priorities and prepares preventative maintenance schedules. ~~through work orders or direct contact. Assesses the nature of the repair requests and assigns a priority. Prepares a schedule for preventative maintenance.~~
- Assesses equipment and supply needs, ~~for Fleet operation and projects. O~~obtains pricing and recommends purchases to ~~of supplies to the Director of Public Works.~~the Electrical Superintendent.
- Supervises, schedules and trains ~~lower-level~~subordinate mechanics and staff. ~~employees.~~
- Evaluates and implements employee training programs, shop safety program including ~~/~~OSHA compliance~~standards~~, ~~tool inventory and accountability procedures, inspections and certifications.~~inspection procedures and tool accountability systems.
- ~~Identifies and reviews training requirements for mechanics and welders to keep pace with the maintenance requirements of new vehicles/equipment, shop tools, and equipment. Develops an~~

~~annual training plan for all mechanics and welders and promotes continuous improvement of workplace safety and environmental practices.~~Identifies training needs and develops annual training plans for mechanics and welders; promotes continuous improvement of safety and environmental practices.

- ~~Occasionally a~~Assists other Public Works crews in sewer, water, facilities and road maintenance repairs.
-
- Assists the Diesel Mechanic Groundman in monitoring the generator fleet.
- Assists the ~~Public Works Director~~Electrical Superintendent in developing and managing Garage Department budgets and equipment replacement schedules.~~in setting adequate budget levels for the Garage Department. Assists the Public Works Director in developing equipment replacement schedules and costs.~~
- ~~Develops and manages the daily assignment of work for all mechanics and ensures the completion of tasks. Reviews completed work for timeliness, completeness, accuracy, quality and safe work practices.~~Plans, assigns, and monitors daily work activities; ensures timely, accurate, and safe completion of tasks.
- Evaluates and ~~revises~~ improves Garage Department methods, ~~and~~ procedures and operations to ~~maximize~~ enhance safety and ~~operational~~ efficiency.
- Verifies ~~drivers' comments~~operator reports and conducts~~/or~~ road tests ~~vehicles to find indications of problems and determine cause of problems.~~diagnose equipment issues.
- Schedules, directs and supervises ~~the work of subordinate Mechanics.~~maintenance and repair work performed by subordinate staff.
- ~~Trains other subordinate mechanics in current troubleshooting, maintenance, and repair techniques and recommends any outside training required to keep skills current and further the abilities of the Mechanic Lead and subordinates.~~Provides hands-on training and mentorship recommending external training to subordinates as needed.

- Performs complex ~~work in the~~ inspection, ~~repair~~repairs, and maintenance of automotive and heavy equipment including tractors, trucks, ~~, power mowers, power sweepers,~~ specialized equipment, police ~~cars~~vehicles, and construction equipment. Determines ~~extent~~scope, type, and cost of repairs.
- Mounts, repairs, balances, and ~~changes wheels~~replaces tires. ~~Fits~~ Installs and repairs ~~winter~~ tire chains.
- Diagnoses and repairs mechanical problems, including engines, transmissions, differentials, brakes, steering systems and drivetrains. ~~Makes a wide variety of mechanical repairs including overhauling engines, replacing bearings, adjusting ignitions and fuel systems, assembling transmissions and differentials, fitting pistons and rings, aligning and adjusting brakes, aligning wheels and installing axles, overhauling steering mechanisms and drive shafts.~~
- Performs ~~high level~~advanced electrical ~~troubleshooting~~ diagnostics and repairs ~~including but not limited to~~using computer assisted diagnostics, ~~tracing and troubleshooting using~~ multimeters, ~~and troubleshooting and adjusting various sensors and switches.~~and manual diagnostic tools.
- ~~Repairs, modifies, and replaces vehicle body parts, panels, components, etc., in accordance with manufacturer specifications. Fabricates and adjusts parts to fit. Makes repairs to vehicle bodies and frames. Applies paint to vehicles.~~Repairs and fabricates vehicle body components and structural elements performing welds, cuts, brazing and painting as required.
- ~~Welds, cuts, and brazes metals.~~
- Assists ~~City~~ departments ~~with the development of~~ in developing specifications for vehicles and equipment; ~~arranges for the purchase and delivery of vehicles and equipment to all departments; insures that all vehicles and equipment purchased are licensed and registered as required by State of Alaska law.~~coordinates procurement, delivery, licensing and registration of all vehicles and equipment.

- Maintains accurate records of repairs, ~~and~~ maintenance, ~~work made,~~ work orders, ~~recording dates, and cost for~~ labor and ~~parts~~materials.
- Assigns or personally responds to emergency breakdowns performing field repairs or coordinates equipment transport.~~and repairs vehicles/equipment at emergency site or transports disabled vehicles/equipment to somewhere more suitable.~~
- ~~Responsible for the proper and safe operation of a variety of vehicle maintenance and repair tools and equipment in a safe manner. Researches, trains and~~
- ~~This position may require the employee to enter confined spaces as part of the job duties. Employees that participate or have duties in the Confined Space Program will receive training to ensure that each individual has the understanding, knowledge and skills necessary to safely perform all permit required confined space operations.~~Performs confined space entry work as required and maintains necessary certifications.
- ~~This position requires the employee to wear a variety of respirators as part of the job duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.~~Complies with respirator requirements, including medical evaluations and annual fit testing.
- Performs other ~~job-related duties and responsibilities that support the overall objective of the position, or as assigned by the Public Works Director.~~duties as assigned.

Qualifications

Knowledge and Skills

- *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ~~/or~~ ability required for this position. Reasonable ~~accommodations~~accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- ~~Requires in depth and to date knowledge of the standard practices, techniques and tools used in repairing, maintaining and overhauling heavy and light equipment, gasoline, diesel, mechanical, and electrical-powered equipment.~~Advanced knowledge

of maintenance and repair practices for gasoline, diesel, mechanical and electrical equipment.

- ~~Requires considerable knowledge of the p~~Principles of internal combustion engines, ~~automatic and standard~~ transmissions, differentials, hydraulics ~~units~~, air brakes, and ~~all other equipment systems and assemblies~~related systems.
- ~~Requires working knowledge of o~~Operating characteristics of machinery and vehicles used in ~~road~~ construction and ~~police and fire public safety~~public safety operations.
- ~~Requires skill in using~~Use of ~~the full range of~~ hand and power tools ~~used in automotive repair work.~~and diagnostic equipment.
- ~~Must have thorough knowledge of work hazards and safety practices.~~Workplace safety practices and applicable regulations.
- ~~Requires knowledge and understanding of all pertinent state and federal laws, codes, and regulations~~Federal and state laws governing vehicle safety.
- ~~Requires sufficient leadership skills to effectively supervise and train employees, and organize and prioritize work.~~Leadership and supervisory principles.
- ~~Requires sufficient writing skills to prepare reports.~~
  ~~Requires sufficient mathematics skill to read, record and compute precise measurements.~~
- ~~Requires the ability to o~~Obtain various ~~job-related~~ certifications and trainings~~., as offered.~~
- ~~Must have basic computer skills, including use of Microsoft's Word, Excel and Outlook programs.~~
- ~~Requires the ability to c~~Coordinate and perform journey-level ~~vehicle~~ maintenance ~~projects and tasks at a fully skilled, journey level~~and repair work.
- ~~Requires the ability to d~~Diagnose and resolve complex ~~a full range of problems associated with vehicle operation and safety.~~mechanical and operational issues.
- ~~Requires the ability to l~~Lead, supervise and evaluate staff and prioritize work assignments~~. a small work team, prioritizing work, evaluating quality, and providing input to performance.~~

- ~~Requires the ability to p~~Plan, prioritize, and ~~assign~~ schedule work ~~in order~~ to meet ~~yearly schedules and~~ operational timelines.
- ~~Requires the ability to I~~interpret ~~computer aided, digital, and other diagnostic devices.~~diagnostic data and technical documentation.
- ~~Requires the ability to u~~Use ~~common mechanics~~ tools ~~to operate equipment to~~ needed to perform maintenance and repair tasks.
- ~~Requires the ability to read technical manuals and schematics and write sufficiently to perform the duties of this classification.~~
- ~~Requires the ability to assign and perform a variety of maintenance and repair activities simultaneously.~~Manage multiple tasks simultaneously.
- ~~Must be able to keep~~Maintain accurate records and ~~observe general~~ follow safety procedures.
- Requires the ability to maintain applicable certifications.
- ~~Requires the ability to communicate effectively and work as a contributing team member and work productively and cooperatively with subordinates, external customers, contractors, outside agencies and vendors, and other employees of the organization.~~Communicate effectively with staff, vendors, contractors and the public.
- ~~Requires the ability to convey a positive image of the City.~~

Physical Abilities

- ~~Incumbent must be able to function indoors in an automotive/vehicle repair shop environment and/or outdoors in the field engaged in work of an active nature.~~Work in shop and field environments performing physically demanding tasks.
- ~~Requires ambulatory ability and strength to maintain cardiovascular fitness to engage in strenuous physical labor such as lifting and carrying materials up to 75 pounds on a frequent basis, to reach from awkward positions using hand-eye coordination to insert parts, and to climb and balance.~~Lift and carry materials up to 75 pounds.

- ~~Requires adequate vision to drive, to read, to read blueprints, and perform inspections.~~Vision sufficient to read instruments and perform repairs.
- ~~Requires sufficient hearing and speech ability to hear sound prompts and vehicle sounds, and to carry on conversations in person and over the phone.~~Hearing and speech sufficient for communication and equipment diagnostics.
- ~~Frequently required to s~~Stand, walk, use hands to finger, ~~handle, or feel objects, tools, or controls,~~ climb or balance, ~~talk or hear,~~ sit, stoop, kneel, crouch or crawl.

Education and Experience

- High school diploma or GED plus two years technical training in automotive maintenance and mechanical repair.
- Five (5) years of progressively responsible experience in ~~the~~ maintenance and~~,~~ repair ~~and overhaul of a wide variety~~ of automotive/diesel, heavy and light vehicles and equipment.
- The ability to clearly read, write, and speak English.
- Sufficient skills necessary to operate related equipment effectively, safely, and responsibly.
- ~~A combination of training, education and experience, which demonstrates an ability to perform the duties of the position, will be considered.~~Equivalent combinations of education and experience will be considered.

Licenses and Certificates

- ~~Requires a~~Valid Class A Commercial Driver's License and must be maintained~~ by the Employee through employment.~~.
- ~~Requires c~~Certifications in brakes, electrical/electronic systems, engine performance, power-train, suspension, and steering must be maintained.~~, all of which must be maintained by the Employee through employment.~~
- ~~The cost for required certification and their renewals shall be paid by the Employer.~~Employer covers cost of required certifications and renewals.

Working Conditions

Work is performed indoors and outdoors ~~where significant safety considerations exist from~~ with exposure to physical labor, moving equipment, and extreme temperatures and noise ~~extremes~~. The position may involve exposure to wet or humid conditions, fumes, airborne particles, hazardous chemicals, extreme heat, and risk of electrical shock. Noise levels are typically moderate to high.~~Will frequently work in outside weather conditions and will regularly be exposed to extreme cold. The employee is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme heat and the risk of electrical shock. The noise level in the work environment is moderated noisy.~~

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	Maintenance Specialist II/Heavy Equipment Operator	Type	*Permanent/Full -Time*
Department	*Public Works*	Class	*Non-Exempt*
Supervisor	*Public Works Foreman~~Director or designee~~*	Salary	*Union /Grade # 19*

Summary

Performs construction, maintenance, repair and alteration of streets, sidewalks, drainage systems, sewer and water utilities. Operates various Ppublic Wworks heavy equipment in performance of public works projects andsupport of departmental and other Borough City department projects. Works independently or cooperatively with others under the daily direction and supervision of the Public Works Foreman.

Distinguishing Career Features

The Maintenance Specialist II is the second step level classification ion the multi-stage Maintenance Specialist career path. Incumbents are expected to perform skilled work with a higher degree of independence and technical proficiency.

Advancement to Maintenance Specialist III / Heavy Equipment Operator requires demonstrated proficiency in utility construction and repair, operation of all Public Works heavy equipment, and use of specialized tools, along with the ability to work independently, assist in training and directing others, and safely perform work in complex or high-risk conditions. Advancement is contingent upon meeting required experience, maintaining necessary certifications and licenses, and demonstrating consistent performance as determined by the Public Works Director and Foreman. This position is eligible to advance to Public Works Skilled Maintenance Specialist III/ Heavy Equipment Operator upon meeting the requirements of that position.

Essential Duties and Responsibilities

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

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- Performs road construction, maintenance, and repair of City Borough streets, sidewalks, alleys, and public areas including, but not limited to, grading of gravel roads, repairing potholes repairs on asphalt and concrete roads, marking of crosswalks, and painting curbs, sign installation and maintenanceinstalling and maintaining signage, cleaning of catch-basins and ditches, performing brush removal, sweeping, and removal of snow in winter.snow removal.
- Performs sewer and , water construction, maintenance, repair and alterations including locating utilities, excavating utilities using heavy equipment and hand tools to excavate utilities

~~without causing additional damage to underground lines, selecting and installing~~ utilizing the proper tools and ~~installing the appropriate~~ materials and systems, ~~to perform the job at hand,~~ backfilling and compacting ~~the~~ excavations, and ~~repairing~~ restoring the road surface.

- ~~Must have a working knowledge and be qualified in the use of all~~Operates specialized equipment and tools ~~required for performance of the job,~~ including ~~but not limited to~~ hot-tapping tools, HDPE fusion, utility tracing, and video inspection equipment.
- Installs, maintains, and repairs fire hydrant systems.
- ~~Keeps~~ Maintains detailed records of ~~all~~ work performed and updates utility as-built~~s as work is performe~~drawings~~d~~.
- Identifies issues ~~y problems~~ with streets, utilities, and equipment; ~~and~~ report ~~them to the proper~~concerns to supervisors~~. Often~~ and assists with ~~finding the best solution to various tasks.~~ developing solutions.
- Performs cemetery operations including ~~the~~ locating and lying out ~~of~~ grave plots~~;~~, digging, shoring, and back filling graves~~;~~ placing caskets and urns in plots~~;~~ setting grave markers~~;~~ ~~and leaving Cemetery in satisfactory condition~~and restoring sites.~~.~~
- Responsible for the proper and safe use and maintenance of all assigned ~~City~~ equipment.
- ~~Keeps~~ Maintains equipment ~~properly~~ through fueling~~ed~~ ~~and~~ lubrication~~ted,~~ and routine care.
- ~~performs or~~ A~~a~~ssists with tire work, and ~~assists~~ supports mechanics with repairs or maintenance ~~if needed~~.
- ~~Participate~~ Participate in all required job-related and safety training ~~and required safety training~~. Promotes ~~continuous improvement of workplace safety and environmental practices.~~safe work practices and environmental compliance.
- ~~Will p~~Performs ~~any of various~~ duties related ~~required in the~~to operation of the ~~city~~ Borough rock pit, including moving rock with dozers, excavators, wheeled loaders, or dump trucks and ~~operating and maintaining the~~ rock crushers.
- ~~May be required to work extended hours, including overtime, particularly during emergency situations and winter snow removal~~

~~operations. Should endanger project occasionally requires standing hours reducing, especially during winter forecasts.~~ support is needed.

- ~~May assist with work within~~Provides support to other Public Works divisions as ~~manpower~~ staffing needs arise.
- Works under the supervision of the Public Works Foreman and may also receive direction from the Public Works Director or their designee.

Qualifications

Knowledge and Skills

- Ability to read and interpret ~~documents such as~~ project specifications, plans ~~and prints~~, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to communicate calmly and effectively with ~~citizens and fellow City employees.~~coworkers, supervisors and the public.

Abilities

- Perform basic mathematical calculations, including unit conversions. ~~Ability to add, subtract, multiply and divide. Ability to perform these operations while often converting between different units of measurement.~~
- ~~Ability to apply common sense understanding to c~~Carry out detailed ~~but uninvolved~~ written and~~or~~ oral instructions.
- ~~Ability to deal with~~Solve problems involving a ~~few concrete variables in standardized situations.~~ standardized situations and variables.
- ~~Ability to a~~Adapt to ~~situations that frequently are not anticipated or planned for.~~ Changing work conditions and unanticipated situations.
- Work independently and as part of a team.

Physical Abilities

Requires sufficient ambulatory ability to ~~inspect premises~~perform physically demanding work ~~,~~ including ~~some ability to~~ bending, stooping, and walking in confined areas. Sufficient visual acuity to read detailed drawings, recognizing words and numbers. Sufficient

auditory ability to carry on conversations in person and over the phone.

Education and Experience

- ~~Must have a~~ H~~h~~igh school diploma or general education degree (GED).
- Minimum of two (2) years of experience operating heavy construction equipment such as excavators, loaders, and backhoes; must demonstrate proficiency in operating Public Works equipment (excluding grader).~~Must have a minimum of two years' experience in operating heavy motorized construction equipment such as: track excavator, front end loader, backhoe, etc. and be proficient in operation of all Public Works small and heavy equipment other than road grader.~~ Proficiency will be determined by the Public Works Director or designee and Public Works Foreman.
- ~~Must have at least~~Minimum of one year of experience installing and repairing sewer and water utilities.
- ~~Will be required to~~ P~~p~~articipatione in ~~other~~ job-related ~~training~~ and safety training as it is offered~~. Examples are~~ (e.g., flagging, ~~training~~, CPR/First Aid, confined spaces) as required. ~~training, etc.~~

Licenses and Certificates

- ~~Must have a v~~Valid Alaska Class A Commercial Driver's License (CDL) with ~~a~~ tanker endorsement required.
- ~~Must have~~ State of Alaska provisional DEC licenses in water distribution and wastewater collection required.

Working Conditions

Work is performed both indoors and outdoors with exposure to physical labor, equipment operation, and varying weather conditions.~~where some safety considerations exist from physical labor and equipment operation.~~

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	Maintenance Specialist III/Heavy Equipment Operator	Type	*Permanent/Full -Time*
Department	*Public Works*	Class	*Non-Exempt*
Supervisor	*Public Works ~~Director~~Foreman*	Salary	*Union /Grade # 22*

Summary

Performs advanced construction, maintenance, repair and alteration of streets, sidewalks, drainage systems, sewer and water utilities. Operates all Ppublic Wworks heavy equipment in ~~performance~~ support of ~~public works projects~~departmental and ~~other~~ Borough~~City department~~ projects. Work is performed~~s~~ independently or cooperatively with others under the daily direction and supervision of the Public Works Foreman.

Distinguishing Career Features

The Maintenance Specialist III is the ~~top tier~~highest level classification i~~o~~n the multi-stage Maintenance Specialist career path. It requires advanced technical knowledge of utility systems, heavy construction practices, and operation of all Public Works equipment. Incumbents perform complex work with a high degree of independence and regularly provide direction and training to lower-level staff.~~a high level of knowledge of utilities and heavy construction equipment.~~

Essential Duties and Responsibilities

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

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- Performs advanced ~~road~~ construction, maintenance, and repair of ~~City~~ Borough streets, sidewalks, alleys, and public areas including ~~, but not limited to,~~ grading ~~of gravel roads~~, paving repairs, ~~pothole repairs on asphalt and concrete roads~~, marking ~~of~~ crosswalks, ~~and~~ painting curbs, installing and maintaining signage~~sign installation and maintenance~~, cleaning ~~of~~ catch-

basins and ditches, performing brush removal, sweeping, and ~~removal of snow in winte~~snow removal~~r~~.

- Performs complex sewer and~~,~~ water construction, maintenance, repair and alterations including locating utilities, excavating utilities using heavy equipment and hand tools~~ to excavate utilities without causing additional damage to underground lines~~, ~~selecting and installing~~utilizing the proper tools and installing the appropriate materials and systems~~ to perform the job at hand~~, backfilling and compacting ~~the~~ excavations, and ~~repairing~~ restoring the road surface.
- ~~Must have a working knowledge and be~~Operates and demonstrates proficiency with all specialized equipment and hand tools required for the position ~~qualified in the use of all specialized tools required for performance of the job,~~ including~~ but not limited to~~ hot-tapping tools, HDPE fusion, utility tracing, and video inspection equipment.
- Installs, maintains, and repairs fire hydrant systems.
- ~~Keeps~~ Maintains detailed records of ~~all~~ work performed and updates utility as-built~~s as work is performed.~~drawings.
- Identify ~~problems~~ issues with streets, utilities, and equipment and report ~~them to the~~concerns to ~~proper~~ supervisors~~.~~ And a~~A~~ssists ~~with finding the best solution to various tasks.~~ in determining the most effective solution.
- Performs cemetery operations including the locating and lying out ~~of~~ grave plots~~;~~ ~~,~~ digging, shoring, and back filling graves~~;~~ ~~,~~ placing caskets and urns in plots~~;~~ ~~,~~ setting grave markers~~;~~ ~~,~~ and ~~leaving Cemetery in satisfactory condition~~restoring sites.
- Responsible for the proper and safe use and maintenance of all assigned~~ City~~ equipment.
- ~~Keeps~~ Maintains equipment ~~properly~~ through fueling~~ed and~~, lubrication~~ed~~, and routine care.
- ~~performs or a~~Assists with tire work, and ~~assists~~ supports mechanics with repairs or maintenance~~ if needed~~.
- Participate in all required job-related and safety training~~ and required safety training~~. Promotes safe work practices and

environmental compliance.~~continuous improvement of workplace safety and environmental practices.~~

- Works with a high degree of independence under general supervision; may also receive direction from other departments and frequently directs the work of others on assigned projects.~~Will work with various levels of independence under the supervision of the Public Works Foreman and will occasionally work under the direction of other City departments that require the assistance of Public Works. Will also occasionally be responsible to direct the work of others working on Public Works projects.~~
- ~~-~~Assists in ~~the~~ training and ~~of~~mentoring Maintenance Specialist I and II personnel.
- ~~Will p~~Performs ~~any of various~~ duties ~~required in~~ related to the operation of the ~~city~~ Borough rock pit, including moving rock with dozers, excavators, wheeled loaders, or dump trucks and ~~operating and maintaining the~~ rock crushers.
- ~~•~~ May be required to work extended hours, including overtime, particularly during emergency situations and winter snow removal operations. ~~Scheduled and emergency projects occasionally require extended working hours and overtime, especially during the winter for snow removal.~~
- ~~May assist with work within~~Provides other Public Works divisions as ~~manpower~~ staffing needs arise.
- Must work effectively and cooperatively with and often direct other employees.
- Uses survey equipment to lay out projects and ~~check~~ verify grades.

Qualifications

Knowledge and Skills

- Ability to read and interpret ~~documents such as~~ project specifications, plans, ~~and~~ prints, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to communicate calmly and effectively with~~ citizens and fellow City employees.~~ Coworkers, supervisors and the public.

Abilities

- ~~Ability to add, subtract, multiply and divide. Ability to perform these operations while often converting between different units of measurement.~~ Perform mathematical calculations including unit conversions.
- ~~Ability to a~~Apply ~~common sense~~ understanding and technical knowledge to carry out detailed ~~but uninvolved~~ written ~~or oral~~and verbal instructions.
- ~~Ability to deal with~~Solve problems involving ~~a few concrete~~multiple variables in ~~standardized situations~~field conditions.
- ~~Ability to a~~Adapt to changing work ~~situations~~ conditions and unanticipated situations. ~~that frequently are not anticipated or planned for.~~
- Work independently and lead or direct others effectively.

Physical Abilities

Requires sufficient ambulatory ability to ~~inspect premises,~~perform physically demanding work including ~~some ability~~ to bending, stooping, and walking in confined areas. Sufficient visual acuity to read detailed drawings, recognizing words and numbers. Sufficient auditory ability to carry on conversations in person and over the phone.

Education and Experience

- ~~Must have a h~~High school diploma or general education degree (GED).
- Minimum of five (5) years of experience operating heavy construction equipment such as excavators, loaders, and graders, with demonstrated proficiency in all Public Works ~~Must have a minimum of five years' experience in operating heavy motorized construction equipment such as: track excavator, front end loader, motor grader, etc. and be highly proficient in operation of all Public Works equipment. Proficiency~~equipment. Proficiency will be determined by the Public Works Director or designee and Public Works Foreman.
- ~~Must have at least~~Minimum of four years of experience installing and repairing sewer and water utilities.

- ~~•~~ Demonstrated ability to safely operate equipment in emergency situations, inclement weather, and confined or high-traffic areas. ~~Must have sufficient skills necessary to operate heavy equipment effectively, safely, and responsibly in emergency situations, in inclement weather conditions, and in tight quarters on City streets in proximity with pedestrians, vehicles, and structures.~~
- ~~Will be required to p~~Participatione in other job-related and safety training ~~and safety training as it is offered~~. ~~Examples are~~ (e.g., flagging ~~training~~, CPR/First Aid, confined spaces) as required. ~~training, etc.~~
- ~~Must have a valid Alaska Class A Commercial Driver's License (CDL) with a tanker endorsement.~~
- ~~Must have a v~~Valid Alaska Class A Commercial Driver's License (CDL) with a tanker endorsement.
- ~~Must have and maintain~~ State of Alaska DEC level one licenses in water distribution and wastewater collection.

Working Conditions

Work is performed both indoors and outdoors with exposure to physical labor, equipment operation, and varying weather conditions.~~Work is performed indoors and outdoors where some safety considerations exist from physical labor and equipment operation.~~

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	Maintenance Specialist I/Heavy Equipment Operator Trainee	Type	*Permanent/Full -Time*
Department	*Public Works*	Class	*Non-Exempt*
Supervisor	*Public Works ~~Director~~Foreman*	Salary	*Union /Grade # 15*

Summary

Assists with construction, maintenance, repair and alteration of streets, sidewalks, drainage systems, sewer and water utilities. Operates various P~~p~~ublic W~~w~~orks heavy equipment in ~~performance of Public Works projects and~~support of departmental and other ~~City~~ Borough department projects. Primarily ~~assists~~ supports ~~with~~ street and utility ~~work~~ operations but ~~will also be used to~~ may assist in ~~and fill in within~~ all P~~p~~ublic W~~w~~orks divisions as needed. Works independently or cooperatively with others under the daily direction and supervision of the Public Works Foreman.

Distinguishing Career Features

The Maintenance Specialist I is the ~~first step~~entry level classification i~~s~~n the multi-stage Maintenance Specialist career path. Promotion to Maintenance Specialist II/Heavy Equipment Operator is required within three years, based on ~~and is possible upon sufficient time and~~ satisfactory performance and demonstrated~~ing~~ competency in required duties.~~knowledge of how to operate heavy equipment and the ability to satisfy all requirements of that job description~~.

Essential Duties and Responsibilities

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

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- Assists with~~ road~~ construction, maintenance, and repair of ~~C~~Borough~~ity~~ streets, sidewalks, alleys, and public areas including~~,~~ ~~but not limited to,~~ grading ~~of~~ gravel roads, repairing potholes~~ repairs on asphalt and concrete roads~~, marking ~~of~~

crosswalks, ~~and~~ painting curbs, ~~sign installation and maintenance~~installing and maintaining signage, cleaning ~~of~~ catch-basins and ditches, performing brush removal, sweeping, and ~~removal of snow in winter~~snow removal.

- Assists with sewer and ~~,~~ water system construction, maintenance, repair and alterations including locating utilities, excavating utilities using heavy equipment and hand tools, protecting underground infrastructure, ~~to excavate utilities without causing additional damage to underground lines~~, ~~fixtures, structures,~~ backfilling and compacting ~~the~~ excavations, and restoring~~repairing~~ ~~the~~ road surfaces.
- Installs, maintains, and repairs, fire hydrant system.
- ~~Will be required to o~~Operates ~~various~~ utility tracing and video inspection equipment.
- ~~Keeps~~ Maintains detailed records of ~~all~~ work performed and updates utility as-built~~s~~ ~~as work is performed~~drawings.
- Assists in cemetery operations including locating and laying out grave plots~~;~~, digging, shoring, and back filling graves~~;~~, placing caskets and urns in plots~~;~~, setting grave markers, and ~~leaving Cemetery in satisfactory condition~~restoring sites.~~.~~
- Responsible for the proper and safe use of all assigned equipment. ~~and~~
- M~~m~~aint~~enance~~ains ~~of all assigned city~~ equipment~~.~~ ~~Keeps equipment properly~~through fueling,~~ed and~~ lubrication~~ed~~, and routine care.
- ~~performs or a~~Assists with tire work, and ~~assists~~ supports mechanics with repairs and~~or~~ maintenance ~~if needed~~.
- Participates in ~~all~~ required job-related and safety training~~; and required safety training~~. p~~P~~romotes safe work practices and environmental compliance.~~continuous improvement of workplace safety and environmental practices.~~
- ~~Will work with various levels of independence under the supervision of the Public Works Foreman and will often work under the direction of other Public Works employees and City departments that require the assistance of Public Works.~~

- ~~Skilled~~ ~~work~~ ~~projects~~ ~~typically~~ ~~associated~~ ~~with~~ ~~operating~~ ~~specialized~~ ~~equipment~~ ~~for~~ ~~Maintenance~~ ~~Specialist~~ ~~I~~ ~~duties~~, particularly during emergency situations or winter snow removal operations.
- Assists with facilities maintenance when ~~extra help or expertise~~additional support is needed.
- ~~May assist with work within~~Provides support to other Public Works divisions as ~~manpower~~ staffing needs arise.
- Works under the supervision of the Public Works Foreman and may also receive direction from the Public Works Director or their designee.

Qualifications

Knowledge and Skills

- Basic understanding of Public Works operations and construction practices.
- Safety practices related to construction, equipment operation, and field work.

Willingness to participate in job-related and safety training, including flagging, CPR/First Aid, and confined space training.~~Will be required to participate in other job-related training and safety training as it is offered. Examples are flagging training, CPR/First Aid, confined spaces training, etc.~~

Abilities

- Read and interpret project specifications, safety rules, operating instructions, and procedure manuals.
- Communicate effectively with coworkers and the public.
- Perform basic mathematical calculations, including unit conversions.
- Follow written and verbal instructions and apply common sense in standardized situations.
- Adapt to changing work conditions and unexpected situations.

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Requires sufficient ambulatory ability to ~~inspect premises~~perform physically demanding work, including ~~some ability to bend~~bending, stooping, and walking in confined areas. Sufficient visual acuity to read detailed drawings, recognizing words and numbers. Sufficient auditory ability to carry on conversations in person and over the phone.

Education and Experience

- High school diploma or GED, or sufficient education to read, write, and speak English.
- One (1) year of applicable experience preferred.

Ability to work effectively and cooperatively with others.~~Must have a high school diploma or general education degree (GED); or must have sufficient education to clearly read, write, and speak English and have one year of applicable experience in addition to that listed below. Must work effectively and cooperatively with other employees.~~

Licenses and Certificates

- Required to obtain an Alaska Class A Commercial Driver's License (CDL) with tanker endorsement within six months.
- Must satisfy all requirements necessary and advance to "Maintenance Specialist II/ Heavy Equipment Operator" within three (3) years of employment as "Maintenance Specialist I/ Heavy Equipment Operator Trainee".

Working Conditions

Work is performed both indoors and outdoors with exposure to physical labor, equipment operation, and varying weather conditions.~~where some safety considerations exist from physical labor and equipment operation.~~

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Public Works Foreman*	Type	*Permanent/Full -Time*
Department	*Public Works*	Class	*Non-Exempt*
Supervisor	*Public Works Director or designee*	Salary	*Union /Grade # 25*

Summary

Responsible for the construction, maintenance, repair and alteration of streets, sidewalks, drainage, and sewer, water, and sanitation utilities. Directs and coordinates activities of ~~City departments of P~~public W~~w~~orks ~~and utilities~~crews and operations by performing the following duties personally or through subordinate staff.

Distinguishing Career Features

The Public Works Foreman serves as a working supervisor who both performs field work and directly oversees employees across Public Works. ~~works directly on projects and closely supervises employees in the various divisions of Public works and others as directed.~~ Responsibilities include planning, assigning, and directing work~~;~~ ~~appraising~~ evaluating performance, addressing complaints, and resolving operational issues ~~problems~~.

The Public Works Foreman is ~~thus usually~~ more experienced than ~~the rest of the~~ crew members ~~on a project,~~ and ~~so~~ serves as a primary source of leadership, technical expertise, and ~~knowledge, and~~ direction on assigned projects. Works closely with the ~~Director of Public Works.~~Public Works Director or their designee.

Essential Duties and Responsibilities

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

- Coordinates ~~work and personally~~and assists crews to ensure prompt and efficient ~~removal of snow from the City's~~snow removal from streets, sidewalks, alleys, and public areas.
- Coordinates ~~work and personally~~and assists crews in sewer, water, road construction, maintenance, and repair.

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- Operates ~~various public works~~ heavy equipment in ~~performance~~ support of Public Works ~~projects~~ and other ~~City~~ Borough ~~department~~ projects.
- Inspects work in progress and ~~for~~upon completion ~~for~~ to ensure compliance with codes, specifications, workmanship standards, and safety ~~e work~~ practices.
- Oversees the operation, maintenance, testing and reporting of municipal water distribution, wastewater collection, and storm water collection systems.
- Assists ~~operations of the~~ with sanitation department operations as needed.
- Oversees and assists in the maintenance of Borough ~~the Municipality~~ owned buildings.
- ~~•~~ Assesses equipment and supply needs; ~~for streets, Sewer, Water, and sanitation department operation and projects.~~
- Performs construction, maintenance, and repair of ~~City~~ streets, sidewalks, alleys, and public areas including~~, but not limited to,~~ grading ~~of gravel roads~~, pothole repairs ~~on asphalt and concrete roads~~, marking of crosswalks and painting curbs, sign installation and maintenance, cleaning of catch-basins and ditches, and ~~removal of snow in winter.~~snow removal.
- ~~•~~ Performs sewer and water system work, including locating utilities, excavating, installing materials, backfilling, compaction, and surface restoration. ~~Performs sewer, water construction, maintenance, repair and alterations including locating utilities, using heavy equipment and hand tools to excavate utilities without causing additional damage to underground lines, selecting and installing the proper tools and materials to perform the job at hand, backfilling and compacting the excavation, and repairing the road surface.~~
- Installs, maintains, and repairs fire hydrant system.
- ~~Keeps~~ Maintains detailed records of ~~all~~ work performed and updates utility as-builts drawings. ~~as work is performed.~~
- Identifies infrastructure and equipment issues and determines appropriate corrective actions. ~~problems with streets, utilities,~~

~~and equipment and determines the best course of action to correct these problems.~~

- Performs cemetery operations including ~~the locating and lying out of grave plots~~plot layout, ~~digging~~excavation, ~~shoring, and back~~shoring, back filling ~~graves~~, placing caskets and urns in plots, setting grave markers, and l~~eaving Cemetery in satisfactory condition~~ site restoration.
- Ensures proper and safe use and maintenance of all assigned equipment; performs routine servicing and assists with repairs as needed. ~~Responsible for the proper and safe use and maintenance of all assigned city equipment. Keeps equipment properly fueled and lubricated, performs, or assists with tire work, and assists mechanics with repairs or maintenance if needed.~~
- Participates in job-related and safety training; ensures staff adhere to safe work practices and promotes environmental compliance. ~~Participates in all job-related training and required safety training and ensures that all staff are performing work in a safe manner.; promotes continuous improvement of workplace safety and environmental practices.~~
- ~~Will p~~Performs ~~any of various~~ duties required in the operation of the ~~City~~ Borough rock pit, including moving rock with dozers, excavators, wheeled loaders, ~~or~~ dump trucks and operating and maintaining the rock crusher.
- Works extended hours and overtime as required, particularly during emergency response and winter operations. ~~Scheduled and emergency projects occasionally require extended working hours and overtime, especially during winter snow removal efforts.~~
- Prepares cost estimates and invoices for work performed for other departments or the public. ~~Develops cost estimates for work to be performed by Public Works and prepares accurate invoices for work charged to other departments or the public.~~

Qualifications

Knowledge and Skills

- Ability to read and interpret ~~documents such as~~ safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to communicate effectively with customers, contractors, Borough staff, and outside agencies. ~~Ability to speak effectively~~

~~before customers, contractors, employees of others City departments, or other agencies.~~ and measurements related to construction work.~~.~~

- Ability to read and interpret engineered drawings and project specifications.
- ~~Ability to perform these operations using units of American money and weight measurement, volume, and distance.~~
- Demonstrated experience operating heavy equipment, including backhoes, loaders, graders, excavators, dozers, dump trucks, rollers, pumps, and related equipment.
- Lead, direct, and coordinate the work of others.
- Adapt to changing conditions and manage multiple tasks simultaneously.

Participate in and complete required job-related and safety training (e.g., flagging, CPR/First Aid, confined space). ~~Must have knowledge and operating experience of backhoes, wheeled loaders, motor graders, cranes, track excavators, dozers, dump trucks, rollers, pumps, and other small equipment.~~

- ~~Will be required to participate in other job related training and safety training as it is offered. Examples are flagging training, CPR/First Aid, confined spaces training, etc.~~
- Requires sufficient ambulatory ability to inspect premises, including some ability to bend, stoop, and walk in confined areas.
- ~~Sufficient~~ V~~v~~isual acuity to read detailed drawings, recognizing words and numbers. ~~S~~
- ~~ufficient a~~Auditory ability to carry on conversations in person and over the phone.

Education and Experience

- High school diploma or GED required, or sufficient education to read, write, and speak English.
- Minimum of five (5) years of experience operating heavy construction equipment, including excavators, loaders, and graders, with demonstrated proficiency.
- Minimum of four (4) years of experience installing and repairing sewer and water utilities.

- Knowledge of surveying practices and operation of survey equipment.
- Demonstrated ability to safely operate equipment in emergency situations, inclement weather, and confined or high-traffic areas.

Ability to effectively lead and work cooperatively with others

~~Must have a high school diploma or general education degree (GED) or must have sufficient education to clearly read, write, and speak English and have two years of applicable experience in addition to that listed below.~~

- ~~Must have a minimum of five years' experience in operating heavy motorized construction equipment such as: track excavator, front end loader, motor grader, etc. and be highly proficient in operation of all Public Works equipment.~~
- ~~Must have an A~~Alaska Class-A Commercial Driver's License (CDL) with a tanker endorsement.
- ~~Must have and maintain~~ State of Alaska DEC level two licenses in water distribution and wastewater collection and must be maintained for the duration of employment.~~.~~

Working Conditions

Work is performed indoors and outdoors where some safety considerations exist from physical labor and equipment operation.

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Sanitation Lead*	Type	*Permanent/Full -Time*
Department	*Public Works*	Class	*Non-Exempt*
Supervisor	*Public Works Director or designee*	Salary	*Union /Grade # 20*

Summary
Primarily responsible for the operation, maintenance, and repair of the ~~City's~~ Borough's Waste Transfer Facility, for garbage collection services throughout the community, monofil disposal site, and ~~for the~~ supervision of s~~taff in the sanitation department~~ sanitation department staff. Work is performed~~s~~ independently or cooperatively ~~with others~~ under the ~~daily~~ direction ~~and supervision~~ of the Public Works Director or their designee.

Distinguishing Career Features

The Sanitation Lead is a working supervisor responsible for both performing sanitation operations and directing staff. This position plays a~~n important~~ key role in maintaining ~~the~~ community~~, maintaining its general~~ cleanliness and managing the Waste Transfer Facility as a critical ~~, as well as in administering the ke~~y municipal asset. ~~that is the Waste Transfer Facility.~~

Essential Duties and Responsibilities

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

- ~~Personally o~~Operate, repair, and maintain the ~~City's~~ Borough's Waste Transfer Facility.
- ~~Personally o~~Operate and maintain all sanitation department equipment including~~, but not limited to,~~ garbage trucks, excavator, tire shear, forklift, bulldozer, and baler.
- ~~Personally m~~Maintain the closed municipal landfill in accordance with the landfill post-closure plan.
- Performs scheduled sanitation collection services ~~for the community,~~ in all weather and road conditions.

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- ~~Operates~~ Conducts transfer stations operations ~~of sanitation~~ including weigh~~t~~ing private loads, determining~~–~~ ~~charges~~fees, and ~~handling money~~processing payments and account charges.
- ~~Responsible for the~~Ensures proper and safe use and maintenance of all assigned ~~city~~ borough equipment.
- ~~Must exhibit strong interpersonal skills to~~Provides courteous direction to customers and ensures ~~ly and effectively direct customers to follow~~compliance with ~~–~~local, state, and federal rules for refuse collection and disposal.
- ~~Must read and understand~~ Applies ~~City~~ Borough ~~of Wrangell O~~Ordinances, the landfill post-closure plan, and the Transfer Station Operations Manual. Must operate the facility according to those guidelines.
- Ensures ~~that all waste brought to the landfill is separated by type of material and placed in the proper location.~~proper separation and handling of waste, recyclables and hazardous materials including shipment of recyclables to appropriate facilities.
- ~~Ensures that recyclable materials are separated and shipped to the proper recycling agents.~~
- ~~Performs laboratory sample collection of~~ Collects landfill ~~L~~leachate samples ~~as required~~in accordance ~~by our~~with permit requirements ~~according to the prescribed sample schedule.~~
- ~~Ensures that required~~Maintains supplies, records of test results and submits reports to appropriate agencies, ~~sampling materials are kept on hand. Keeps records of test results and ensures that copies are sent to the proper agencies.~~
- Identifies possible hazardous substances and ensures that they are kept separate from other waste and are ~~either~~ properly stored or turned away from the waste handling facility.
- Maintains accurate logs, reports, and records of transfer station operations, equipment ~~operations~~use, and maintenance.
- Recovers refrigerant from discarded appliances~~–~~ ~~according~~in compliance to EPA regulations.

- ~~Is responsible for purchasing~~ Orders supplies ~~are made according to~~ in accordance with ~~City~~ Borough purchasing ~~guidelines~~ policies.
- Participates in ~~all~~ job-related ~~training~~ and ~~required~~ safety training; promotes ~~continuous improvement of workplace safety and environmental practices.~~ safe work practices and environmental compliance.
- Assists in developing and improving ~~revising~~ sanitation department ~~methods and~~ procedures ~~to maximize safety~~ and operational efficiency.
- Ensures proper handling and disposal of burnable waste.
- ~~Performs other related work as required.~~
- Supervises sanitation ~~related~~ operations and staff, including scheduling to ensure adequate coverage.
- Oversee Borough monofil disposal site in accordance with ADEC permit; facilitates and monitors disposal by different users. ~~Supervises sanitation department staff~~
- Performs other related ~~work as required~~ duties as assigned.

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Qualifications

Knowledge and Skills

- Knowledge of sanitation operations and heavy equipment use.
- Knowledge of recordkeeping, basic accounting, and fee collection procedures.
- Knowledge of waste separation, recycling processes, and hazardous material handling practices.
- Ability to calculate weights, volumes, and charges.
- Ability to perform sample collection and minor testing of landfill leachate.
- Basic computer proficiency, including Microsoft Word, Excel, and Outlook.
- ~~Must be able to lift equipment and all take pieces for the job and be able to effectively operate equipment on the job.~~
- Operate sanitation vehicles and equipment safely and efficiently in varying and adverse weather conditions.
- Read and interpret safety rules, operating manuals, and procedures.

- Communicate effectively and professionally with the public, coworkers and supervisors.
- Supervise, schedule, and direct the work of others.
- Adapt to changing conditions and manage multiple responsibilities.
- ~~Ability to drive the sanitation truck under severe weather conditions on a defined schedule safely and efficiently.~~
- ~~Must be able to r~~Regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Frequently~~ required to~~ stand, walk, use hands to finger, handle, or fell objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- ~~Specific vision abilities required by this job include~~Visual acuity for close v~~ision~~, distance~~ vision~~, and peripheral vision, and depth perception.
- Sufficient auditory ability to carry on conversations in person and over the phone.

Education and Experience

- High school diploma or GED required.
- One (1) year of related experience and/or training preferred, or an equivalent combination of education and experience.

~~High school diploma or general education degree (GED); or one-year related experience and/or training; or equivalent combination of education and experience.~~

- ~~Must have a v~~Valid Alaska Commercial Driver's License (CDL). This position operates under a DOT mandated random drug testing program.
- ~~Will be required to~~Must obtain an EPA refrigeration license within one year to allow for the evacuation of refrigerant from discarded appliances.

Working Conditions

- Work is performed indoors and outdoors with exposure to physical labor, equipment operation, and associated safety hazards.

- Regular exposure to moving mechanical parts and outdoor weather conditions.
- Occasional exposure to fumes, airborne particles, moderate heat, and extreme cold.
- Noise levels may require the use of hearing protection.
- Frequent interaction with the public, including potentially stressful situations.
- Typical work schedule is Monday through Friday.
- ~~While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions.~~

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Sanitation Operator*	Type	*Permanent, Full-Time*
Department	*Public Works*	Class	*Non-Exempt*
Supervisor	~~*Director of Public Works and*~~ *Sanitation Lead*	Salary	*Union /Grade # 17*

Summary

The Sanitation Operator is responsible for the operation, maintenance, and repair of the ~~City's~~ Borough's Waste Transfer Facility and for providing garbage collection services throughout the community. This position works independently and cooperatively under the supervision of the Public Works Director or their designee and Sanitation Lead.

Distinguishing Career Features

The Sanitation Operator is a skilled classification responsible for the full operation of sanitation systems, equipment and services. This position plays a critical role in maintaining community cleanliness and in managing the Borough~~City~~'s Waste Transfer Facility.~~, an essential municipal asset~~.

Essential Duties and Responsibilities

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

- Operate, maintain, and repair the ~~City~~Borough's Waste Transfer Facility and ~~all~~ sanitation ~~department~~ equipment~~,~~ including garbage trucks, excavators, bulldozers, forklifts, tire shears, and balers.
- Maintain the closed municipal landfill in accordance with the approved post-closure plan.
- Perform scheduled sanitation collection service ~~for the community~~ in all weather and road conditions.
- ~~Operate~~ Conducts transfer station operations~~activities~~, including weighing private loads, determining applicable fees, and ~~handling~~ processing payments.

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- Ensure safe and proper use and maintenance of all assigned equipment.
- Exhibit strong interpersonal skills to provide courteous direction to ~~direct~~ customers ~~courteously~~ and ensure compliance with local, state, and federal refuse regulations.
- Read and apply ~~City~~ Borough ordinances, landfill post-closure plan, and the Transfer Station Operations Manual in daily operations.
- ~~Separate~~ Sort and properly handle waste, recyclables, and hazardous substances; ensure recyclables are shipped to designated agents.
- Identify and addresses~~remedy~~ safety, ~~or~~ maintenance and environmental concerns ~~issues~~ promptly.
- Collect landfill leachate samples in accordance~~ing~~ ~~to~~ with permit ~~schedules~~requirements; maintain ~~materials and~~ records and submit results to proper agencies.
- Recover refrigerants from discarded appliances in compliance with EPA regulations.
- Order supplies as needed following ~~City~~ Borough purchasing ~~guidelines~~procedures.
- Participate in all job-related and safety training.
- ~~, p~~Promote~~ing~~ workplace safety and environmental best practices.
- Assist in improving sanitation department ~~methods~~ procedures to enhance safety and operational efficiency.
- Ensure proper handling and disposal of burnable waste.
- Perform other related duties as assigned.

Qualifications

Knowledge and ~~,~~ Skills

- Sanitation operations and heavy equipment use.
- Recordkeeping and basic accounting procedures.
- Waste separation, recycling processes, and hazardous material handling practices.~~and Abilities~~

Abilities

- Operate and maintain transfer station and sanitation equipment.
- Read and interpret safety rules, operating manuals, and procedures.
- Communicate effectively and professionally with the public and coworkers.
- Perform basic mathematical calculations, including estimating volumes and determining weights.
- Collect samples and perform minor testing of landfill leachate.
- Use standard computer applications, including Microsoft Word, Excel, and Outlook.

~~The Sanitation Operator must have knowledge of sanitation and heavy equipment operation, recordkeeping, basic accounting procedures, and proper waste separation, recycling, and hazardous material handling practices. The position requires the ability to operate and maintain transfer station and sanitation equipment, read and interpret safety rules, operating manuals, and procedures, and communicate professionally with the public and coworkers. Employees must perform basic mathematical calculations, including volume estimation and weight determination, collect samples and perform minor lab testing on landfill leachate, and use Microsoft Word, Excel, and Outlook for reporting and communication.~~

- Regularly lift/move up to 50 pounds and~~.~~ occasionally ~~lift/move~~ up to 100 pounds.
- Frequently stand, walk, climb, balance, stoop, kneel, crouch, or crawl~~.~~
- U~~u~~se hands to operate tools and equipment.
- Visual acuity for c~~C~~lose, distance, peripheral, and depth vision. ~~required~~.
- Sufficient auditory and speech ability to carry on conversations in person and over the phone.

Education and Experience

- High school diploma or GED required.

- One year of related experience and/or training preferred, or an equivalent combination of education and experience.

Licenses and Certificates

- Must possess a valid Alaska Commercial Driver's License (CDL).~~ this position is subject to the DOT-mandated random drug testing program.~~

Must obtain an EPA Refrigeration License within one year~~ to handle refrigerants from discarded appliances.~~

Working Conditions

- Regular exposure to moving mechanical parts and outdoor weather conditions.
- Occasional exposure to fumes, airborne particles, moderate heat, and extreme cold.
- Noise levels may require hearing protection.
- Frequent interaction with the public, including potentially stressful situations.
- ~~Direct contact with the public, sometimes in stressful situations.~~

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Water/Wastewater Treatment Operator Level II*	Type	*Permanent/Full -Time*
Department	*Public Works*	Class	*Non-Exempt*
Supervisor	*Lead Water and Lead Wastewater Operator ~~and the Public Works Director~~*	Salary	*Union /Grade # 21*

Summary

Water/Wastewater Treatment Operator is responsible for the operation, maintenance and repair of the Borough's water treatment ~~plant~~ and wastewater treatment plants, reservoirs, lagoons, lift stations, pump stations and related equipment.

Distinguishing Career Features

This position represents the third level in the Water/Wastewater Treatment Operator career path and reflects advanced technical knowledge and experience beyond the Apprentice and Level I classifications.

The position works under the direction of the Lead Water and Lead Wastewater Operators and may occasionally assist Public Works crews with sewer, water and special projects. Work is performed both independently and cooperatively and may include informal leadership or guidance to lower-level staff.~~Reports to Wastewater Treatment Operator Lead when working in the Wastewater Department and the Water Treatment Operator Lead when working in the Water Department on both repair and maintenance.~~

~~Occasionally works with Public Works department on sewer or water repair. May be required to assist Public Works crew in special projects. Works independently and cooperatively with others. Works closely with and under the supervision of the Water Treatment Lead and the Wastewater Treatment Lead. The Water Treatment Operator is the third step on the multi stage Water/Wastewater Treatment Operator career path. The Water Treatment Operator Level II is more experienced than the Water/Wastewater Treatment Operator Apprentice and Level I operator.~~

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Essential Duties and Responsibilities

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

- ~~Personally o~~Operates, repairs, and maintains the ~~City's~~ Borough's water treatment plant, including pressure reducing valves, tanks, reservoirs, and dams. ~~Performs work needed to be done to ensure efficient operation of water infrastructure including water treatment plant operation, water storage tank maintenance, and reservoir and dam maintenance.~~ Performs daily operation, maintenance, testing and reporting of the water treatment facilities.
- Required to maintain logs, reports, and records of water treatment plant operations and maintenance.
- ~~Performs~~ Conducts laboratory testing~~s~~ and chemical analysis of influent and treated water~~ as required. Records~~ including monitoring and recording temperature, turbidity, color, flow rate, pH, chlorine residual, and other data as required by regulations or to verify the proper operation of the water treatment plant.
- Monitors and a~~A~~djusts ~~the~~ operation of the water treatment plant to meet changing flow conditions for peak efficiencies of operation. ~~Maintains and adjusts control equipment for water plant production. Checks and adjusts flow of chlorine into water system.~~ treatment plant including~~,~~ lagoons, lift stations and pump stations.
- Perform ~~daily checks~~routine inspections of the wastewater treatment process and periodic checks of pump stations.
- Performs necessary work ~~needed to be done~~ to ensure efficient operations of wastewater infrastructure~~ including wastewater treatment plant operation and sewer lift and pump station maintenance.~~.
- ~~Tends~~ Operates and monitors influent pumps, blowers, feed pumps, ~~dry and wet~~ chemical feeders, aerators, diffusers, wet wells, and ~~other~~ related equipment~~ used to decontaminate wastewater~~; reads and records effluent flow and temperatures.
- Inspects, maintains and cleans aeration and sedimentation basins, filters, weirs, vaults, and mechanical screens.

- Collects samples of treated and untreated water for laboratory analysis and tests water for taste, odor, and clarity. Determines Evaluates treatment and performs sludge wasting from aeration basin.
- Follows established guidelines of operation ofoperating procedures for high-pressure pumps, chemical systems, filtration systems, and water storage facilities; inspects reservoirs and tanks.chemical generation and injection systems, slow sand filters, and roughing filters. Inspect city reservoirs and water tanks.
- Occasionally assists crews in sewer, water and road maintenance, repair and minor alterations.
- Assesses equipment and supply needs; for water and wastewater department operation and projects . oObtains pricing and recommends purchases of supplies.
- Adjust the operation of the wastewater and water treatment plants to meet changing flow conditions for peak efficiencies of operation. Ensure that the water quality standards are being met.
- May discuss with customers problems with water quality, excessive consumption or special problems with treated water. Communicates with customers regarding water quality issues, usage concerns, and service-related inquiries as needed.
- This position is subject to call out or call back at any time due to staff shortages or emergencies to facilitate and sustain plant operations. Must be willing to work odd hours as required by the work environment. Responds to emergency callouts or staffing needs and works irregular hours as required to maintain continuous operations.
- Performs confined space entry and complies with all safety protocols and training requirements. This position requires the employee to enter confined spaces as part of the job duties. Employees that participate or have duties in the Confined Space Program will receive training to ensure that everyone has the understanding, knowledge and skills necessary to safely perform all permit-required confined space operations.
- Complies with respirator requirements, including medical evaluations and annual fit testing.This position requires the employee to wear a variety of respirators as part of the job

~~duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.~~

- ~~•~~ Participates in job-related and safety training; promotes safe work practices and environmental compliance. ~~Participates in all job-related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.~~
- Assists Public Works crews with sewer, water, and minor construction activities when required.
- Ensures the proper and safe use and maintenance of all assigned equipment.
- Performs other job-related work as required and assigned.

Qualifications

Knowledge and Skills

- ~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.~~
- ~~Must have k~~Knowledge and operating experience of basic lab equipment such as turbidimeters, p/h meters, colorimeters, pumps, and other small equipment.
- ~~Must have k~~Knowledge and operating experience of all aspects of the water treatment plant, characteristics of water, proper maintenance procedure in accordance with local, state and federal laws regulating water treatment plant operations ~~,~~ including Safe Drinking Water Act, Enhanced Surface Water Treatment Rule and Disinfectant/Disinfection By-Products Rule.
- ~~Must have k~~Knowledge ~~and be able to monitor~~of Supervisory Control and Data Acquisition (SCADA) systems to ensure proper plant operation.
- ~~Must have b~~Basic computer skills, including ~~use of~~ Microsoft~~'s~~ Word, Excel and Outlook programs.

Knowledge of safety practices, operating procedures, and maintenance requirements for treatment facilities.~~Must have~~

~~knowledge of all pertinent state and federal rules governing the treatment of water.~~

- ~~Will be required to participate in job related training and safety training as is offered. Examples are flagging training, CPR/First Aid, confined spaces training, etc.~~
- ~~Ability to r~~Read and interpret technical documents, plans, ~~such as~~ project specifications and drawings, safety rules, operating and maintenance instructions, and procedure manuals.
- ~~Ability to speak~~Communicate effectively with customers, contractors, ~~design professionals, outside agencies and other employees of the organization~~regulatory agencies, coworkers and supervisors.~~.~~
- ~~Ability to perform basic math up~~Perform mathematical calculations up to geometry and algebra~~. Ability to~~ and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- ~~Ability to u~~Use common hand tools to operate equipment and perform maintenance tasks.
- ~~Ability to a~~Apply ~~common sense understanding~~technical knowledge to carry out detailed written or oral instructions.
- ~~Ability to deal with~~Solve problems involving ~~a few concrete~~operational variables ~~in standardized situations.~~and adapt to changing situations.

Physical Abilities

- Frequently ~~required to~~ stand, walk, use hands to finger, handle, or fell objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- ~~Must f~~Frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds ~~of equipment, drums, and chemicals~~ for distances of 20 feet or more with the assistance of a hand cart or power equipment.
- ~~Requires near and far~~ visual acuity to drive, read and write, read detailed drawings and perform repair work.
- ~~Sufficient auditory~~Hearing and speech ability to carry on conversations in person and over the phone.

Education and Experience

- High school diploma or GED required.
- Coursework in water treatment or related field preferred.
- Minimum of one (1) year of experience in the operation and maintenance of a Class III water treatment facility and a Class II wastewater treatment facility, or an equivalent combination of education and experience.
- Knowledge of water distribution and wastewater collection systems, including sampling and troubleshooting practices, pump maintenance repairs, all facets of water sampling for ADEC and EPA requirements.
- ~~A valid Alaska Department of Environmental Conservation Level II certification in wastewater treatment and an ADEC Level III Certification in Water Treatment and must maintain through employment.~~
- ~~Must have an~~ Alaska Department of Environmental Conservation Level II certification in wastewater treatment and an ADEC Level III Certification in Water Treatment and must maintain through employment.
- Must be responsible for acquiring ADEC-required Continuing Education Units (CEUs) to maintain certifications. The cost for required certification renewals and their associated CEUs shall be paid by the Employer.
- Requires a valid Alaska Driver's License.

Working Conditions

- Work is performed indoors and outdoors with exposure to physical labor and equipment operation.
- Frequent exposure to outdoor weather conditions, including extreme cold.
- Frequent exposure to moving mechanical parts and wet or humid conditions.
- Occasional exposure to fumes, airborne particles, hazardous chemicals, extreme heat, and electrical hazards.
- Noise levels are generally moderate to high and may require hearing protection.

Typically works a Thursday through Monday schedule~~.~~, however this is subject to change due to departmental coverage needs and seniority

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.
2025

City & Borough of Wrangell

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	Water/Wastewater Treatment Operator Level 1	Type	Permanent, Full-Time
Department	*Public Works*	Class	*Non-Exempt*
Supervisor	Lead Water and Lead Wastewater Operator ~~and the Public Works Director~~	Salary	*Union /Grade # 19*

Summary

Water/Wastewater Treatment Operator is responsible for the operation, maintenance and repair of the Borough's water treatment ~~plant~~ and wastewater treatment plants, reservoirs, lagoons, lift stations, pump stations and related equipment. ~~.~~

Distinguishing Career Features

This position represents the second level classification in the multi-stage Water/Wastewater Treatment Plant career path and is more advanced than the Apprentice level. ~~Primarily reports to the Wastewater Treatment Operator Lead when working in the wastewater department and Water Treatment Operator Lead when working at the water department.~~

The position works under the direction of the Lead Water and Lead Wastewater Operators and may occasionally assist Public Works crews with sewer, water, and special projects. Work is performed both independently and cooperatively.

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Advancement to Water/Wastewater Treatment Operator Level II is contingent upon obtaining Wastewater Treatment Level II and Water Treatment Level III certifications and demonstrating competency in plant operations as determined by the Lead Operators. ~~Occasionally works with Public Works department on sewer or water repair. May be required to assist Public Works crew in special projects. Works independently and cooperatively with others. Works closely with and under the supervision of the Water Treatment Lead and the Wastewater Treatment Lead. The Water Treatment Operator Level I position is the second position in the City and Borough of Wrangell's water and wastewater treatment positions. Advancement to Water/Wastewater Treatment Operator Level 2 is upon receiving both the Wastewater Treatment Level 2 and Water Treatment Level 3 certifications and a~~

~~letter of competency on water and wastewater treatment plant operations from both water and wastewater department lead. The Water Treatment Operator is more experienced than the Water/Wastewater Treatment Operator Apprentice.~~

Essential Duties and Responsibilities

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

- ~~Personally o~~Operates, repairs, and maintains the Borough~~City~~'s water treatment plant including ~~,~~ pressure reducing valves, tanks, reservoirs, and dams. ~~Performs work needed to be done to ensure efficient operation of water infrastructure including water treatment plant operation, water storage tank maintenance, and reservoir and dam maintenance.~~ Performs daily operation, maintenance, testing and reporting of the water treatment facilities.
- Required to maintain logs, reports, and records of water treatment plant operations and maintenance.
- ~~Performs~~ Conducts laboratory testing~~s~~ and chemical analysis of influent and treated water ~~as required.~~including monitoring and recording ~~Records~~ temperature, turbidity, color, flow rate, pH, chlorine residual, and other parameters ~~data~~ as required by regulations or to verify the proper operation of the water treatment plant.
- Monitors and a~~A~~djusts ~~the~~ operation of the water treatment plant to meet changing flow conditions for peak efficiencies of operation. ~~Maintains and adjusts control equipment for water plant production. Checks and adjusts flow of chlorine into water system.~~
- ~~Typically works a Thursday through Monday schedule.~~
- Perform ~~daily checks~~routine inspections of the wastewater treatment process and periodic checks of pump stations.
- Perform~~s work needed to be done to~~necessary work to ensure efficient operations of wastewater infrastructure~~ including wastewater treatment plant operation and sewer lift and pump station maintenance~~.

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- ~~Tends~~ Operates and monitors influent pumps, blowers, feed pumps, ~~dry and wet~~ chemical feeders, aerators, diffusers, wet wells, and ~~other~~ related equipment ~~used to decontaminate wastewater~~; reads and records effluent flow and temperatures.
- Inspects, maintains and cleans aeration and sedimentation basins, filters, weirs, vaults, and mechanical screens.
- Collects samples ~~of influent and treated water and completes chemical laboratory~~ and performs laboratory analysis of wastewater. ~~tests and analysis in the process of treatment of water/wastewater~~. Evaluates treatment performance ~~Determines~~ and performs sludge wasting from aeration basin.
- Follows established ~~guidelines of operation of~~operating procedures for high-pressure pumps, ~~chemical generation and injection systems, slow sand filters, and roughing filters. Inspect city reservoirs and water tanks.~~chemical systems, filtration systems, and water storage facilities; inspects reservoirs and tanks.
- ~~Occasionally assists crews in sewer, water and road maintenance, repair and minor alterations.~~
- Assesses equipment and supply needs; ~~for water and wastewater department operation and projects.~~ o~~O~~btains pricing and recommends purchases of supplies.
- ~~Adjust the operation of the wastewater and water treatment plants to meet changing flow conditions for peak efficiencies of operation. Ensure that the water quality standards are being met.~~
- ~~May discuss with customers problems with water quality, excessive consumption or special problems with treated water.~~ Communicates with customers regarding water quality issues, usage concerns, and service-related inquiries as needed.
- Responds to emergency callouts or staffing needs and works irregular hours as required to maintain continuous operations. ~~This position is subject to call-out or call-back at any time due to staff shortages or emergencies to facilitate and sustain plant operations. Must be willing to work odd hours as required by the work environment.~~
- Performs confined space entry as required and complies with all safety protocols and training requirements. ~~This position~~

~~[illegible]~~

- ~~Complies with respirator requirements, including medical evaluations and annual fit testing. This position requires the employee to wear a variety of respirators as part of the job duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.~~
- Participates in job-related and safety training; promotes safe work practices and environmental compliance.~~Participates in all job-related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.~~
- Assists Public Works crews with sewer, water, and minor construction activities when required.
- Ensures the proper and safe use and maintenance of all assigned equipment.~~Responsible for the proper and safe use and maintenance of all assigned City equipment.~~
- Performs other ~~job~~ related ~~work~~ duties as ~~required and~~ assigned.

Qualifications

Knowledge and Skills

- ~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~
- ~~Must have k~~Knowledge and operating experience of basic lab equipment such as turbidimeters, p~~/~~H~~h~~ meters, colorimeters, pumps, and other small equipment.
- ~~Must have k~~Knowledge and operating experience of all aspects of the water treatment plant, characteristics of water, proper maintenance procedure in accordance with local, state and federal laws regulating water treatment plant operations ~~,~~ including Safe Drinking Water Act, Enhanced Surface Water Treatment Rule and Disinfectant/Disinfection By-Products Rule.

- ~~Must have k~~Knowledge ~~and be able to monitor~~of Supervisory Control and Data Acquisition (SCADA) systems to ensure proper plant operation.
- ~~Must have b~~Basic computer skills, including~~ use of~~ Microsoft~~'s~~ Word, Excel and Outlook programs.
- ~~Must have knowledge of all pertinent state and federal rules governing the treatment of water.~~ Familiarity with safety practices, operating procedures, and maintenance requirements for treatment facilities.
- ~~Will be required to participate in job related training and safety training as is offered. Examples are flagging training, CPR/First Aid, confined spaces training, etc.~~
- ~~Ability to r~~Read and interpret technical documents, plans, ~~documents such as~~ project specifications and drawings, safety rules, operating and maintenance instructions, and procedure manuals.
- ~~Ability to speak~~Communicate effectively with customers, contractors, regulatory agencies, coworkers and supervisors.~~design professionals, outside agencies and other employees of the organization.~~
- ~~Ability to p~~Perform ~~basic math~~mathematical calculations up to geometry and algebra~~. Ability to~~ and apply concepts such as fractions, percentages, ratios, and proportions~~ to practical situations~~.
- ~~Ability to u~~Use common hand tools to operate equipment and perform maintenance and repair tasks.
- ~~Ability to a~~Apply ~~common sense understanding to carry out~~technical knowledge to carry out detailed written or oral instructions.
- ~~Ability to deal with~~Solve problems involving ~~a few concrete~~operational variables ~~in standardized situations.~~ and adapt to changing conditions.
- ~~Ability to adapt to situations that frequently are not anticipated or planned for.~~Work independently and as part of a team.

Physical Abilities

- Frequently ~~required to~~ stand, walk, use hands to finger, handle, or fell objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- ~~Must f~~Frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds ~~of equipment, drums, and chemicals~~ for distances of 20 feet or more with the assistance of a hand cart or power equipment.
- ~~Requires near and far visual acuity~~Visual acuity sufficient to drive, read and write, read detailed drawings and perform repair work.
- ~~Sufficient auditory ability~~Hearing and speech ability to carry on conversations in person and over the phone.

Education and Experience

- High school diploma or GED required; One year of college or technical level classes related to water technology is preferred.
- Courses in water treatment or related field preferred.
- Minimum of one (1) year of experience in the operation and maintenance of a Class II water treatment facility and a Class I wastewater treatment facility, or an equivalent combination of education and experience.
- ~~-~~Knowledge of water distribution and wastewater collection systems, including sampling and troubleshooting practices for ADEC and EPA requirements.~~Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is courses in water treatment and water works practice and at least one year of experience in the operations and maintenance of a Class II water treatment facility and a Class I wastewater treatment facility.~~

Licenses and Certificates

- ~~Must have an A~~Alaska Department of Environmental Conservation Level I certification in both water and wastewater treatment and must maintain ~~through~~ for duration of employment.

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- ~~Must be responsible for a~~Acquir~~eing~~ ADEC-required Continuing Education Units (CEUs) to maintain certifications. The cost for required certification renewals and their associated CEUs shall be paid by the Employer.
- Requires a valid Alaska Driver's License.

Working Conditions

- Work is performed indoors and outdoors with exposure to physical labor and equipment operation.
- Frequent exposure to outdoor weather conditions, including extreme cold.
- Frequent exposure to moving mechanical parts and wet or humid conditions.
- Occasional exposure to fumes, airborne particles, hazardous chemicals, extreme heat, and electrical hazards.
- Noise levels are generally moderated..~~Work is performed indoors and outdoors where some safety considerations exist from observing physical labor and equipment operation. Will frequently work in outside weather conditions and will regularly be exposed to extreme cold. Will frequently work near moving mechanical part and is frequently exposed to wet and/or humid conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderated.~~
- Typically works a Thursday through Monday schedule~~.~~, however this is subject to change due to departmental coverage needs and seniority time off requests.

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This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Wastewater Treatment Operator Lead*	Type	*Permanent/Full -Time*
Department	*Public Works*	Class	*Non-Exempt*
Supervisor	*Public Works Director or designee*	Salary	*Union /Grade # 26*

Summary

The Wastewater Treatment Operator Lead is responsible for the day-to-day operation, maintenance and repair of the Borough's ~~City's~~ wastewater treatment plant, lagoons, lift stations, pump stations and related systems ~~equipment for wastewater treatment process and storm water management,~~ either ~~personally~~ directly or through subordinate staff.

~~Works daily~~ The position works closely with the Water Treatment Operator Lead and ~~Operator~~ other staff to support ~~on both~~ wastewater and water repair and maintenance~~; of the water treatment plant systems, the water supply reservoirs and related equipment as needed.~~

~~Occasionally works with Public Works Department on sewer or water repair~~ may assist with infrastructure projects and winter operations.~~.~~ ~~May be required to assist Public Works crew in special projects and winter road maintenance.~~ Work is performed~~s~~ independently and cooperatively under the direction of the Public Works Director or their designee. ~~with others. Works closely with and under the supervision of the Public Works Director.~~

Distinguishing Career Features

The Wastewater Treatment Operator Lead is the ~~top step~~ highest level classification on the multi-stage Water/Wastewater Treatment Operator career path. The Wastewater Treatment Operator Lead is usually more experienced than the Water/Wastewater Treatment Operator and the Water/Wastewater Treatment Apprentice and ~~provides~~provide leadership, mentorship and training to other operational staff, and serves in a lead capacity for operations.

The Wastewater Department Lead provides leadership, training, and technical guidance to operators and apprentices and serves as a working supervisor. w~~orks directly on projects and closely supervises~~

~~employees,~~ primarily in the wastewater department, but occasionally in the water department as needed~~.~~ Responsibilities include planning and ~~implementing~~ assigning work, ~~appraising~~ evaluation performance, addressing complaints and resolving ~~problems~~operational issues.

Essential Duties and Responsibilities

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

- Operates, repairs, ~~and~~ maintains and oversees the Borough's~~City's~~ Wastewater Treatment Plant, lagoons, lift stations, and pump stations~~;~~~~.~~ Performs routine inspections and operational checks~~daily checks~~ of the wastewater treatment process and the ~~periodic checks of~~ pump stations.

- Ensures all required wastewater permits are current and maintain compliance with federal, state, and local regulations.
~~Ensures that required wastewater permits are kept current.~~

- Follows established procedures for operation of sewer grinder pumps, lift stations, compressors, and treatment systems.
~~Follows established guidelines in operation of sewer grinder pumps, lift stations, compressors, and wastewater treatment plant.~~

- Assists with operation, maintenance, testing, and reporting of ~~water distribution and wastewater collection systems. Assists Public Works with operation, maintenance, testing, reporting, principal water distribution and wastewater collection systems,~~ equipment and supply needs~~;~~ ~~for water and wastewater department operation and projects.~~ purchases ~~of supplies~~ to the ~~Director of~~ Public Works Director or designee.

- Trains and supervises Water/Wastewater Operators and Apprentices; oversees certifications, licensing, and continuing education requirements. ~~Responsible for and directs the training of wastewater/water apprentices and operators.~~ repair of water treatment facilities and reservoirs as needed.
~~Reports to supervisor with maintenance and repair of water treatment plant, lift stations, reservoirs, distribution flow and collection system,~~ development for wastewater operations~~the Sewer Department~~.

- Oversees and performs daily operation, maintenance, testing, and reporting of wastewater treatment facilities. ~~Responsible for the daily operation, maintenance, testing, adapting of flow data to treatment facilities and needed~~ safe use and maintenance of all assigned borough~~city~~ equipment.

- Adjusts the control equipment and operations of the wastewater treatment plant to meet changing flow conditions for peak efficiencies of operation. ~~Ensures~~Ensure that water quality standards are being met to the highest extent possible considering possible limitations of the treatment plant.

- ~~Required to prepare and M~~aintain accurate records of wastewater treatment plant operations and maintenance~~e~~, including inspection sheets, logs, and flow charts; prepares daily reports of analysis and test results for laboratory and regulatory agencies; enters data into computer.

- Tends influent pumps, blowers, feed pumps, ~~dry and wet~~ chemical feeders, aerators, diffusers, wet wells, and other equipment used to decontaminate wastewater; reads and records effluent flow and temperatures.

- Inspects, cleans, and maintains basins, filters, weirs, vaults, and mechanical screening equipment. ~~Inputs, maintains and cleans aeration and sedimentation basins, filters, weirs, vaults, and mechanical screens.~~ treated water and completes chemical laboratory tests and analysis in the process of treatment of water/wastewater; ~~.~~ from aeration basin.

Serves as backup for water treatment plant operations when needed or during training.~~Responsible for the operation of the water treatment plant when the Water Treatment Operator Lead is not available, or as needed for water systems training purposes.~~

Communicate with customers regarding wastewater system issues or service concerns as needed. ~~May discuss with customers problems with wastewater systems and pump stations.~~

Evaluates and improves wastewater department procedures to enhance safety and operational efficiency.~~Evaluates and revises wastewater department methods and procedures to maximize safety and operational efficiency.~~

- ~~Supervises and trains lower level employees.~~

Responds to emergency callouts and work irregular hours as required to maintain continuous operations. ~~This position is subject to call-out or call-back at any time due to staff shortages or emergencies in order to facilitate and sustain plant operations. Must be willing to work odd hours as required by the work environment.~~

Performs confined space entry in accordance with established safety procedures and training requirements. ~~This position requires the employee to enter confined spaces as part of the job duties. Employees that participate or have duties in the Confined Space Program will receive training to ensure that each individual has the understanding, knowledge and skills necessary to safely perform all permit required confined space operations.~~

Complies with respirator requirements, including medical evaluations and annual fit testing. ~~This position requires the employee to wear a variety of respirators as part of the job duties. Therefore, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.~~

Performs other related duties as assigned by the Public Works Director or their designee. ~~Performs other job-related duties and responsibilities as required and assigned by the Public Works Director.~~

Qualifications

Knowledge and Skills

- ~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~
- Knowledge of laboratory equipment and analytical procedures.
- ~~-~~Knowledge of SCADA systems and plant control operations. ~~Must have knowledge and operating experience of basic lab equipment. Must have knowledge and be able to monitor Supervisory Control And Data Acquisition (SCADA) systems in order to ensure proper plant operation.~~
- ~~-~~Knowledge of OSHA safety standards and safe work practices for treatment facilities. ~~Must have knowledge of all pertinent state and federal rules governing the treatment of wastewater, including Alaska Clean Water Act and National Pollution Discharge Elimination System.~~

Abilities

- ~~Ability to r~~Read and interpret technical documents, plans, ~~such as~~ project specifications and drawings, safety rules, operating and maintenance instructions, and procedure manuals.
- ~~-~~Communicate effectively with customers, contractors, agencies, coworkers and supervisors. ~~Ability to speak effectively with customers, contractors, design professionals, outside agencies, and other employees of the organization.~~
- ~~Ability to u~~Use common hand tools to operate equipment and perform maintenance tasks.
- Lead, train, and supervise staff effectively.

~~Adapt to changing conditions and unanticipated situations. Ability to adapt to situations that frequently are not anticipated or planned for.~~

Physical Abilities

- Frequently ~~required to~~ stand, walk, use hands to finger, handle, or fell objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- Must frequently lift and/or move up to 50 pounds and occasionally lift or move more than 100 pounds ~~of equipment, drums, and chemicals~~ for distances of 20 feet or more with the assistance of a hand cart or power equipment.
- Requires near and far visual acuity to drive, read and write, read detailed drawings and perform repair work.
- Sufficient auditory ability to carry on conversations in person and over the phone.

Education and Experience

- Any combination of education, training, and experience demonstrating the ability to perform the duties of the position.
- Typical background includes coursework in wastewater treatment and a minimum of four (4) years of progressively responsible experience in operation and maintenance of a wastewater treatment facility.
- Knowledge of wastewater collection systems, including pump stations, sampling, regulatory requirements, ADEC and EPA requirements.
- Knowledge of water distribution systems, including meters, PRVs, and basic troubleshooting.
- High school diploma or GED required; related technical coursework preferred.

- ~~A valid driver's license.~~

- ~~Must have an~~ Alaska Department of Environmental Conservation Level II certification in wastewater treatment and must be maintained for the duration of ~~through~~ employment.
- ~~Must have and maintain~~ State of Alaska DEC level III certification for wastewater collection and must be maintained for the duration ~~through~~ of employment.
- ~~Must have an~~ Alaska Department of Environmental Conservation Level II certification in water treatment within one year of employment and must be maintained for the duration of ~~through~~ employment.
- ~~Must have and maintain~~ State of Alaska DEC level I certification for water distribution and must be maintained for the duration of ~~through~~ employment.
- ~~Must be responsible for~~Able to acquire~~ing~~ ADEC-required Continuing Education Units (CEUs) to maintain certifications.
- Must maintain a valid State of Alaska Driver's License.

Commercial Driver's License (CDL) preferred at hire; may be required to obtain at the Employer's discretion, with costs covered subject to service requirements. ~~A valid Commercial Driver' License (CDL) issued through the State of Alaska is preferred, but not required for hire. The Wastewater Treatment Operator Lead will be required to obtain their CDL at the Employer's discretion. All expenses related to obtaining a CDL shall be covered by the Employer subject to a length of service commitment.~~

Working Conditions

Work is performed indoors and outdoors where some safety considerations exist from observing physical labor and equipment operation. Will frequently work in outside weather conditions and will regularly be exposed to extreme cold. Will frequently work near moving mechanical parts and is frequently exposed to wet and/or humid conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderated.

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	Water/Wastewater Treatment Plant Apprentice	Type	*Permanent/Full -Time*
Department	Public Works	Class	*Non-Exempt*
Supervisor	~~Public Works Director;~~ Lead Water~~,~~ and Lead Wastewater Operator	Salary	*Union /Grade # 16*

Summary

The Water/Wastewater Treatment Plant Apprentice is ~~P~~primarily responsible for assisting in the operation, maintenance and repair of the ~~City's~~ Borough's water ~~treatment plant~~ and wastewater treatment ~~plant~~systems including~~,~~ treatment plants, reservoirs, lagoons, lift stations, and pump stations.

~~Reports~~ Works under the direction of Lead Water and Lead Wastewater Operators and may occasionally assist the Public Works crews with sewer, water and special projects.~~to Wastewater Leadman and Water Leadman on both water and wastewater treatment plant repair and maintenance. Occasionally works with Public Works department on sewer or water repair. May be required to assist Public Works crew in special projects.~~

Distinguishing Career Features

This ~~e Water/Wastewater Treatment Plant Apprentice~~ position is a entry-level classification in the multi-stage Water/Wastewater Treatment Plant career path.~~ the introductory position in the City and Borough of Wrangell's water and wastewater treatment positions.~~ ~~Advancement~~ Promotion to Water/Wastewater Treatment Operator is upon receiving both the Wastewater Treatment Level I and Water Treatment Level I certifications and a letter of competency on water and wastewater treatment plant operations from both water and wastewater department leads~~ men~~. ~~An Apprentice operator will be under the Maintenance Specialist pay scale until promotion.~~

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Essential Duties and Responsibilities

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

- ~~Personally~~ Assists in the operation~~e~~, maintenance and repair, ~~and maintain the~~ of the Borough~~City~~'s water treatment plant including ~~,~~ pressure reduction valves, storage tanks, and water pumps.
- ~~Personally~~ Assists in the operation~~e~~, maintenance and repair~~, and maintain~~ of the Borough~~City's~~ wastewater treatment plant, lagoons, lift stations and pump stations.
- ~~Typically works a Monday through Friday schedule.~~
- ~~Responsible for~~Ensures the proper and safe use and maintenance of all assigned ~~city~~ borough equipment.
- Adjusts ~~the operation of the~~ water and wastewater treatment processes under supervision to maintain efficient operations and compliance with water quality standards. ~~plant to meet changing low conditions for peak efficiencies of operation. Ensure that water quality standards are met.~~
- ~~•~~ Performs laboratory tests and chemical analyses of drinking water and wastewater including monitoring, temperature, turbidity, color, flow rate, pH, oxygen demand, fecal coliform and chlorine residual. ~~as required. Records temperature, turbidity, color, flow rate, pH, oxygen demand, fecal coliform and chlorine residual.~~
- Monitors ~~Checks~~ and adjusts flow of chlorine into water system to maintain proper disinfection levels.~~.~~
- ~~Performs other related work as required.~~
- Performs other job-related duties ~~and responsibilities~~ that support the overall objective of the position, or as assigned by the Water/Wastewater Lead or the Public Works Director or their designee.
- ~~This position is subject to call out or call back for emergencies or staff shortages in order to facilitate or sustain operations.~~Responds to emergency callouts or staffing needs to support continuous operations.

- ~~•~~ Participates in all job-related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.

Qualifications

Knowledge and Skills

- Basic knowledge of water and wastewater treatment principles preferred.
- Familiarity with safety practices, operating procedures, and maintenance instructions.
- ~~•~~ Basic computer skills and ability to learn specialized control systems. ~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

Abilities

- ~~Ability to r~~Read and interpret ~~documents such as~~ safety rules, operating and maintenance instructions, and procedure manuals.
- ~~Requires the ability to w~~Work effectively as part of a team and maintain positive working relationships with staff, vendors and the public. c~~ontributing member of a team, work productively and cooperatively with supervisors, other CBW employees, external customers, and vendors, and convey a positive image of the City.~~
- ~~Ability to work with n~~Perform mathematical ~~concepts~~ calculations including ~~such as~~ probability, ~~and~~ statistical inference, ~~and~~ fundamentals of plane, and solid geometry.
- ~~Ability to apply c~~Grasp concepts such as fractions, percentages, ratios, and proportions ~~to practical situations~~.
- ~~Ability to apply common sense u~~Understanding to carry out detailed written or oral instructions.
- Adapt to changing conditions and respond to operational needs. ~~Ability to deal with problems involving a few concrete variables in standardized situations.~~

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Physical Abilities

- Frequently required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.
- Frequently use hands to handle tools and equipment and reach with arms.
- Frequently lift and/or move up to 100 pounds and occasionally more than 100 pounds.
- Vision abilities include close, distance, peripheral, and depth perception.
- Hearing and speech sufficient for communication in person and by phone.~~Frequently required to: Walk; stand; use hands to finger, handle, or fell objects, tools or controls; reach with hands and arms; climb or balance; talk or hear; frequently required to sit, stoop, kneel, crouch or crawl; frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds.~~

Education and Experience

- High school diploma or GED required.
- One (1) year of related experience and/or training preferred, or an equivalent combination of education and experience.
- Must obtain Alaska Department of Environmental Conservation Level I certifications in both water and wastewater treatment within eighteen

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

- Work is performed both indoors and outdoors with exposure to physical labor and equipment operation.
- Regular exposure to outdoor weather conditions, including extreme cold.
- Frequent exposure to moving mechanical parts and wet or humid conditions.

- Occasional exposure to fumes, airborne particles, hazardous chemicals, extreme heat, and electrical hazards.
- Noise levels are generally moderate.

Typically works a Monday through Friday schedule, however this is subject to change due to departmental coverage needs and seniority time off requests.~~Work is performed indoors and outdoors where some safety considerations exist from physical labor and equipment operation. May regularly work in outside weather conditions and is regularly exposed to extreme cold. Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. Noise level in the work environment is usually moderate.~~

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Water Treatment Operator Lead*	Type	*Permanent/Full -Time*
Department	*Public Works*	Class	*Non-Exempt*
Supervisor	*Public Works Director or designee*	Salary	*Union /Grade # 26*

Summary

The Water Treatment Operator Lead is responsible for the day-to-day operation, maintenance and repair of the ~~City's~~ Borough's surface water treatment plant, ~~the water supply~~ reservoirs and related ~~equipment~~systems, either ~~personally~~ directly or through subordinate staff.

~~Responsibilities include~~This position perform~~s~~~~ing~~ process control sample collection, sample analysis, and modifying chemical and physical parameters ~~in order~~ to adjust the treatment process. A Water Treatment Operator Lead collects samples of influent and effluent at various stages of processing to ensure high quality drinking water.

The position works closely with the Wastewater Treatment Operator Lead and other staff to support water and wastewater system operations and may assist Public Works crews with infrastructure projects and winter operations. Work is performed independently and cooperatively under the direction of the Public Works Director or their designee.

~~Works daily with Wastewater Treatment Operator Lead/ and Operators on both water and wastewater repair and maintenance of collection system pump stations, pumps and related equipment as needed.~~

~~Occasionally works with Public Works Department on sewer or water repair. May be required to assist Public Works crew in special projects and winter road maintenance. Works independently and cooperatively with others. Works closely with and under the supervision of the Public Works Director.~~

Distinguishing Career Features

The Water Treatment Operator Lead is the ~~final step~~highest level classification ~~o~~in the multi-stage Water/Wastewater Treatment Operator career path and serves as the lead for water treatment operations.~~.~~

~~The Water Treatment Operator Lead is supervises the Water/Wastewater Treatment Operator and the Water/Wastewater Treatment Apprentice and~~ The position provides leadership, mentorship and training to other operational staff and serves~~s~~ in a lead capacity for operations.

~~The Water Treatment Operator Lead w~~This role works directly on projects and closely supervises employees, primarily in the water department, but occasionally in the wastewater department as needed. ~~Responsibilities include planning and implementing work, appraising performance, addressing complaints and resolving problems.~~This position functions as both a working supervisor and technical expert with responsibility for planning, directing, and evaluating work, resolving operational issues, and ensuring regulatory compliance.

Essential Duties and Responsibilities

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

- Operates, ~~and~~ maintains and oversees the Borough~~City~~'s Water Treatment Plant, reservoirs and storage tanks.
- Ensures all required permits and regulatory requirements for ~~that required~~ water treatment ~~permits are kept current.~~operations are maintained and current.
- ~~Typically works a Monday through Friday schedule.~~
- Works cooperatively with various government agencies involved in the regulation of drinking water permits and operations.
- ~~Inspects~~ Oversees work ~~in progress~~ through completion for compliance with codes, specifications, workmanship and safe work practices.
- Assists ~~Public Works~~ with operation, maintenance, testing and reporting of ~~municipal~~ water distribution and wastewater collection systems.
- Assesses equipment and supply needs; ~~for water and wastewater department operation and projects.~~
    - o~~O~~btains pricing and recommends purchases of supplies to the ~~Director of Public Works.~~Public Works Director or their designee.
- Trains and supervises Water/Wastewater Operators and Apprentices; oversees staff certifications, licensing, and continuing

Water Treatment Operator Lead~~Job Title~~

Updated May 2026~~(Month Year)~~

education. ~~Responsible for and directs the training of water/wastewater apprentices and operators.~~ repair of lift stations and pumps ~~relevant to the operation of the wastewater collection system~~as needed.

- ~~Occasionally A~~assists Public Works crew~~s~~ with~~in~~ sewer, water and road maintenance, repair and minor alterations.
- Assists the Public Works Director or their designee in budget development and operational planning.~~in setting adequate budget levels for the Water Department~~.
- Coordinates and participates in infrastructure maintenance, including reservoirs, facilities, ~~assists in work needed to be done to ensure efficient operation of water infrastructure including~~ water treatment plant operation, water storage tank maintenance, and ~~reservoir and~~ dam maintenance.
- Follows established guidelines ~~in~~ for operation of high-~~-~~pressure pumps, chemical generation and injection systems, slow sand filters, and roughing filters.
- Inspects ~~city~~ reservoirs and water tanks.
- Monitors water treatment plant operation to ensure ~~for~~ compliance with applicable codes, standards, specifications, ~~workmanship~~ ~~maintenance~~ and safe work practices.
- Participates in ~~all~~ job-~~-~~related and safety training; ~~, required safety training and~~ ensures staff follow safe work practices and promotes continuous improvement in safety and environmental performance. ~~ensures that all staff are performing work in a safe manner; promotes continuous improvement of workplace safety and environmental practices~~.
- ~~-~~Oversees and performs daily operation, maintenance, testing, and reporting of water treatment facilities. ~~Responsible for the daily operation, maintenance, testing and reporting of the water treatment facilities.~~
- Adjusts ~~the operation of the water treatment plant to meet changing~~ treatment process to respond to changing flow conditions ~~for peak efficiencies of operation.~~to maintain optimal efficiency while ensuring compliance with water quality standards. ~~Ensures that water quality standards are being met to the highest extent possible, considering possible limitations of the treatment plant.~~

- Performs laboratory testings and chemical analysis of influent and treated water; as required. rRecords and monitors temperature, turbidity, color, flow rate, pH, chlorine residual, and other data as required by regulations and/or to verify the proper operation of the water treatment plant. to verify proper system operation.
- Required to mMaintains accurate logs, reports, and records of water treatment plant operations and maintenance.
- Maintains and Operates and adjusts control equipment for water plant production. Checks and adjusts flow of chlorine into water system. including chlorine feed systems to maintain proper treatment levels.
- Assumes responsibility Responsible for the operation of the wastewater treatment plant when thein the absence of Wastewaterthe Wastewater Treatment Operator Lead is not available, or as needed for wastewater systemsfor training purposes.
- May be required to communicate problems with customers related to water quality, Communicate with customers regarding water quality concerns, usage issues, or service-related matters as needed. excessive consumption or special problems with treated water.
- Supervises, and trains and mentors lower-level employees.
- Responds to emergency callouts or staffing needs and work irregular hours as [illegible] space entry in accordance with established safety procedures and [illegible]
- Performs other related duties as assigned by the Public Works Director or their designee. Performs other job-related duties and responsibilities as required and assigned by the Public Works Director.

Qualifications

Knowledge and Skills

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Water Treatment Operator Lead*Job Title

Updated May 2026(Month Year)

- ~~To operate utility equipment, such as valves, pumps, and other equipment used in the operation of water treatment facilities.~~ Must have knowledge of and meet OHSA regulations as they apply to water treatment personnel and OSHA guidelines related to large water treatment facilities.
- Working knowledge of wastewater treatment operations sufficient to support backup responsibilities.
- ~~Must have sufficient knowledge of wastewater treatment plant operations and maintenance to operate the wastewater treatment plant when the Wastewater Treatment Operator Lead is not available.~~
- Read and interpret technical documents, plans, specifications, and operating manuals. ~~Ability to read and interpret documents such as project specifications and drawings, safety rules, operating and maintenance instructions, and procedure manuals.~~
- Communicate effectively with customers, contractors, regulatory agencies, and staff. ~~Ability to speak effectively with customers, contractors, design professionals, outside agencies and other employees of the organization.~~
- Apply sound judgment and technical expertise to carry out detailed instructions and resolve operational issues. ~~Ability to apply commonsense understanding to carry out detailed \written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.~~
- Adapt to changing operational demands and emergency situations. ~~Ability to adapt to situations that frequently are not anticipated or planned for.~~

Physical Abilities

- Frequently ~~required to~~ stand, walk, use hands to finger, handle, or fell objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- Must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds ~~of equipment, drums, and chemicals~~ for distances of 20 feet or more with the assistance of a hand cart or power equipment.
- Sufficient auditory ability to carry on conversations in person and over the phone.

Water Treatment Operator Lead~~Job Title~~

Updated May 2026~~(Month Year)~~

- ~~Requires~~ Visual acuity for near and far ~~visual acuity~~ to drive, read and write, read detailed drawings and perform repair work.

Education and Experience

- High school diploma or GED required.
- Coursework in water treatment or related field preferred.
- Minimum of four (4) years of progressively responsible experience in the operation and maintenance of a Class III water treatment facility.
- Knowledge of water distribution systems and sampling requirements for ADEC and EPA requirements
- Working knowledge of wastewater collection systems and basic troubleshooting.
- Demonstrated ability to safely operate equipment in various conditions.
- ~~Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background are courses in water treatment and water works practice and four years of progressively responsible experience in the operations and maintenance of a Class III water treatment facility.~~
- ~~Must have an~~ Alaska Department of Environmental Conservation Level III certification in water treatment required and must be maintained for the duration of employment. ~~and must maintain a Level III through employment.~~
- ~~Must have an~~ Alaska Department of Environmental Conservation Level II certification in wastewater treatment within two years of ~~employment~~ hire and must maintain ~~through employment~~for the duration of employment.
- ADEC Level I certifications in water distribution and wastewater collection required or ability to obtain within a reasonable timeframe. ~~Must have or be able to obtain within a reasonable timeframe, a State of Alaska DEC level I certification for water distribution and for wastewater collection and must be able to maintain both through employment.~~

Water Treatment Operator Lead ~~*Job Title*~~

Updated May 2026 ~~*(Month Year)*~~

- ~~Must obtain required Continuing Education Units (CEUs) to maintain certifications; associated costs are covered by the Employer.~~ ~~Must be responsible for acquiring ADEC-required Continuing Education Units (CEUs) to maintain certifications.~~
- Valid Alaska Driver's License required.

Working Conditions

- Work is performed both indoors and outdoors with exposure to physical labor, equipment operation, and associated safety hazards. Frequent exposure to outdoor weather conditions, including extreme cold, moving mechanical parts, and wet or humid environments. Occasional exposure to fumes, airborne particles, hazardous chemicals, extreme heat, and electrical hazards. Noise levels are generally moderate to high and may require hearing protection. ~~Work is performed indoors and outdoors where some safety considerations exist from observing physical labor and equipment operation. Will frequently work in outside weather conditions and will regularly be exposed to extreme cold. Will frequently work near moving mechanical parts and is frequently exposed to wet and/or humid conditions. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. The noise level in the work environment is usually moderated.~~Typically works a Monday through Friday schedule.

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**13**

RESOLUTION No. 05-26-2049 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR SEVERAL AMENDEMENTS TO NON-UNION JOB DESCRIPTIONS AND AMENDING THE NON-UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE

SUBMITTED BY:
Mason Villarma, Borough Manager

Reviews/Approvals/Recommendations	
☐	
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:	
Expenditure Required: $XXX Total	
Fiscal Year (FY):	Amount: $
Amount Budgeted:	
	FY: $
Account Number(s):	
	XXXXX XXX XXXX
Account Name(s):	
	Enter Text Here
Unencumbered Balance(s) (prior to expenditure):	
	$XXX

ATTACHMENTS: 1. Res 05-26-2049 2. Job Descriptions 3. Union W&G Table

RECOMMENDATION MOTION:

Move to approve Resolution No. 05-26-2049.

SUMMARY STATEMENT:

The proposed amendments to the non-union wage and grade table, together with corresponding job description revisions, are directly aligned with the organizational restructure presented during the recent work session. The primary objective of this restructure is to strategically scale administrative and operational capacity to effectively manage the Borough's

unprecedented influx of capital investment, expanding infrastructure portfolio, and increasingly complex economic development initiatives.

As the City and Borough of Wrangell advances multiple large-scale projects—including major port, shipyard, utility, land development, and public facility initiatives—it is essential that organizational resources evolve accordingly to ensure successful project execution, regulatory compliance, operational oversight, and long-term asset management. These amendments are intended to position the Borough to meet both current and future demands while improving internal efficiency, project delivery, and workforce alignment.

Substantive proposed modifications include:

- **Reclassifying the Capital Projects Director from Grade 35 to Grade 37**
  This adjustment reflects the highly technical, specialized, and increasingly complex nature of the position, as well as heightened expectations surrounding the management, execution, and delivery of a rapidly growing portfolio of large-scale capital improvement projects. The role now demands broader oversight of multimillion-dollar infrastructure investments, grant compliance, contractor coordination, strategic planning, and accelerated project implementation timelines.
- **Reclassifying the Economic Development and Planning Director from Grade 33 to Grade 34**
  This revision recognizes significantly expanded responsibilities related to economic development strategy, industrial land development, long-range planning, grant coordination, stakeholder engagement, and strategic implementation. The adjustment also improves parity with similarly situated director-level roles carrying equivalent organizational impact, workload, and performance expectations.
- **Adding a Public Works Assistant Director position at Grade 32**
  This new position is intended to divide operational oversight currently concentrated under the Public Works Director, while assuming direct management responsibility for Facilities Maintenance functions. This restructuring is designed to improve departmental scalability, operational efficiency, succession planning, and oversight capacity as Borough infrastructure and facility demands continue to expand.
- **Reclassifying the Senior Project Manager as Construction Project Manager II and adding a Construction Project Manager I position**
  This modification establishes a clearer project management hierarchy and scalable capital delivery structure. The Construction Project Manager II position will lead and oversee building permit and inspection workflows. The addition of Construction Project Manager I restores and modernizes a role functionally similar to the previously funded Construction and Facilities Manager position, ensuring adequate staffing capacity to oversee concurrent capital, facilities, and construction initiatives.

- **Adding a Planning & Lands Manager position in lieu of funding the Borough Controller position**
  Given the Borough's growing portfolio of land development projects, industrial subdivision planning, entitlement management, leasing oversight, and strategic property administration, this position better reflects current organizational priorities. The role is intended to strengthen management of Borough-owned lands and leased properties, improve oversight of underutilized assets, and support expanding development pressures more directly than a traditional controller role at this time.

Organizational Rationale:

Collectively, these proposed changes are designed to:

- Increase the Borough's capacity to execute and manage historic levels of capital investment;
- Strengthen oversight of economic development, land assets, and infrastructure expansion;
- Improve operational efficiency and internal departmental structure;
- Align compensation with evolving responsibilities and competitive labor market conditions; and
- Ensure Wrangell's organizational framework is appropriately scaled to support sustained regional growth and strategic transformation.

Overall, these amendments represent a forward-looking investment in organizational capacity intended to protect project outcomes, maximize funding opportunities, and position the Borough for long-term success.

Fiscal Impact:

The total estimated financial impact of the proposed non-union wage and grade table amendments is **$244,824**, inclusive of all associated salary adjustments, new position costs, and applicable employer-related expenses.

Overall, these amendments represent a forward-looking investment in organizational capacity intended to protect project outcomes, maximize funding opportunities, and position the Borough for long-term success.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 05-26-2049

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR SEVERAL AMENDEMENTS TO NON-UNION JOB DESCRIPTIONS AND AMENDING THE NON-UNION WAGE AND GRADE TABLE AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, this resolution approves the restructuring plan for the attached job descriptions for certain Non-Union positions; and

WHEREAS, it is necessary to amend the Non-Union Wage and Grade Table and several Job Descriptions in various departments due to restructuring certain job positions; and

WHEREAS, the proposed Non-Union Wage and Grade Table reflect certain rate-of-pay adjustments and new positions; and

WHEREAS, the proposed Job Descriptions, reflects changes in the Grades in for several position and added positions; and

WHEREAS, the amendments will be effective upon adoption; and

WHEREAS, these changes affect the rate of pay that all Non-Union employees are paid; and

WHEREAS, several job descriptions have been amended; and

WHEREAS, the following job descriptions have been amended, as follows:

Position	**Amendment**
Planning & Lands Manager	New Position
Public Works Director	Amending Job Description
Public Works Assistant Director	New Position
Administrative Coordinator	Amending Job Description
Electrical Utility Superintendent	Amending Job Description
Parks, Recreation & Grounds Director	Amending Job Description
Economic Development Director	Amending Job Description
Capital Projects Director	Amending Job Description
Construction Project Manager I	Amending Job Description
Construction Project Manager II	New Position

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

Section 1: Effective Date. The Non-Union Wage and Grade Table reflecting these changes is attached and the effective date is upon adoption.

Section 2: Job Descriptions. The Job Descriptions reflecting these changes are effective upon adoption.

- Planning & Lands Manager *New Position*
- Public Works Director
- Public Works Assistant Director *New Position*
- Administrative Coordinator *Title amended*
- Electrical Utility Superintendent
- Parks, Recreation & Grounds Director
- Economic Development Director
- Capital Projects Director
- Construction Project Manager I *Title Amended*
- Construction Project Manager II *New Position*

Section 3: Wage & Grade Table. The Non-Union Wage and Grade Table repeals all previous Pay Plans for Non-Union employees.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 12th DAY MAY 2026.

_____
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 . 05-26-2049**

Effective May 12, 2026

Grade ↓ Step →	1	2	3	4	5	6	7	8	9	10	11	12	13
8	17.00	17.34	17.69	18.04	18.40	18.77	19.14	19.53	19.92	20.32	20.72	21.14	21.56
9	17.50	17.85	18.21	18.57	18.94	19.32	19.71	20.10	20.50	20.91	21.33	21.76	22.19
10	18.50	18.87	19.25	19.63	20.02	20.43	20.83	21.25	21.68	22.11	22.55	23.00	23.46
11	19.00	19.38	19.77	20.16	20.57	20.98	21.40	21.83	22.26	22.71	23.16	23.62	24.10
12	20.00	20.40	20.81	21.22	21.65	22.08	22.52	22.97	23.43	23.90	24.38	24.87	25.36
13	21.00	21.42	21.85	22.29	22.73	23.19	23.65	24.12	24.60	25.10	25.60	26.11	26.63
14	22.00	22.44	22.89	23.35	23.81	24.29	24.78	25.27	25.78	26.29	26.82	27.35	27.90
15	23.00	23.46	23.93	24.41	24.90	25.39	25.90	26.42	26.95	27.49	28.04	28.60	29.17
16	24.00	24.48	24.97	25.47	25.98	26.50	27.03	27.57	28.12	28.68	29.26	29.84	30.44
17	25.00	25.50	26.01	26.53	27.06	27.60	28.15	28.72	29.29	29.88	30.47	31.08	31.71
18	26.00	26.52	27.05	27.59	28.14	28.71	29.28	29.87	30.46	31.07	31.69	32.33	32.97
19	28.00	28.56	29.13	29.71	30.31	30.91	31.53	32.16	32.81	33.46	34.13	34.81	35.51
20	33.00	33.66	34.33	35.02	35.72	36.43	37.16	37.91	38.66	39.44	40.23	41.03	41.85
21	34.00	34.68	35.37	36.08	36.80	37.54	38.29	39.06	39.84	40.63	41.45	42.27	43.12
22	36.00	36.72	37.45	38.20	38.97	39.75	40.54	41.35	42.18	43.02	43.88	44.76	45.66

8 Custodian

9 Library Assistant I

12 Library Assistant II
Library Programming Coordinator
Nolan Center Attendant
Nolan Center Coordinator

13 Recreation Coordinator

15 Accounting Clerk
Utility Accounts Clerk
Property & Sales Tax Clerk
Administrative Coordinator

16 Dispatch/Corrections Officer

17 Police Officer Recruit

18 Administrative Assistant - Police
Senior Staff Accountant
Marketing and Community Development Coordinator

19 Police Officer Probationary
Corrections Sergeant

20 Police Officer

21 Fire/EMS Administrator

22 Police Sergeant

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

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

26 Library Director

28 Fire Chief
Nolan Center Director
Construction and Facility Manager

30 Parks, Recreation & Grounds Director

32 ~~Senior Project Manager~~
Public Works Assistant Director
Construction Project Manager I
Planning & Lands Manager

33 Borough Controller

34 Electrical Superintendent
Port & Harbor Director
Construction Project Manager II
Economic Development Director

35 Public Works Director

37 Finance Director
Capital Projects Director

39 Police Chief

Temporary/Part-time/Seasonal Employees
Hourly Compensation

Grade ↓ Step →	1	2	3	4	5	6	7	8	9	10	11	12	13
7	14.00	14.28	14.57	14.86	15.15	15.46	15.77	16.08	16.40	16.73	17.07	17.41	17.76
8	16.00	16.32	16.65	16.98	17.32	17.67	18.02	18.38	18.75	19.12	19.50	19.89	20.29
9	19.00	19.38	19.77	20.16	20.57	20.98	21.40	21.83	22.26	22.71	23.16	23.62	24.10
10	**Fixed hourly rate of $20.00 per hour**												
11	**Fixed hourly rate of $30.00 per hour**												
12	25.00	258.83	26.67	27.50	28.33	29.17	30.00	30.83	31.67	32.50	33.33	34.17	35.00

7 Nolan Center Theater Temporary Worker

8 Aquatics & Recreation Temporary Worker
Election Worker

9 Election Chair and Co-Chair Person
Parks Maintenance Temporary Worker
Port & Harbor Maintenance Temporary Worker
Maintenance/Custodian Temporary Worker

10 Intern Postion

11 Dispatch/Corrections Officer Temporary \

Permanent Non-exempt Employee Pay Plan, City and Borough of Wrangell, Hourly Compensation **Resolution No. 05-26-2049**

Effective July 1, 2026

Grade ↓ Step →	1	2	3	4	5	6	7	8	9	10	11	12	13
8	17.34	17.69	18.04	18.40	18.77	19.14	19.53	19.92	20.32	20.72	21.14	21.56	21.99
9	17.85	18.21	18.57	18.94	19.32	19.71	20.10	20.50	20.91	21.33	21.76	22.19	22.64
10	18.87	19.25	19.63	20.02	20.43	20.83	21.25	21.68	22.11	22.55	23.00	23.46	23.93
11	19.38	19.77	20.16	20.57	20.98	21.40	21.83	22.26	22.71	23.16	23.62	24.10	24.58
12	20.40	20.81	21.22	21.65	22.08	22.52	22.97	23.43	23.90	24.38	24.87	25.36	25.87
13	21.42	21.85	22.29	22.73	23.19	23.65	24.12	24.60	25.10	25.60	26.11	26.63	27.17
14	22.44	22.89	23.35	23.81	24.29	24.78	25.27	25.78	26.29	26.82	27.35	27.90	28.46
15	23.46	23.93	24.41	24.90	25.39	25.90	26.42	26.95	27.49	28.04	28.60	29.17	29.75
16	24.48	24.97	25.47	25.98	26.50	27.03	27.57	28.12	28.68	29.26	29.84	30.44	31.05
17	25.50	26.01	26.53	27.06	27.60	28.15	28.72	29.29	29.88	30.47	31.08	31.71	32.34
18	26.52	27.05	27.59	28.14	28.71	29.28	29.87	30.46	31.07	31.69	32.33	32.97	33.63
19	28.56	29.13	29.71	30.31	30.91	31.53	32.16	32.81	33.46	34.13	34.81	35.51	36.22
20	33.66	34.33	35.02	35.72	36.43	37.16	37.91	38.66	39.44	40.23	41.03	41.85	42.69
21	34.68	35.37	36.08	36.80	37.54	38.29	39.06	39.84	40.63	41.45	42.27	43.12	43.98
22	36.72	37.45	38.20	38.97	39.75	40.54	41.35	42.18	43.02	43.88	44.76	45.66	46.57

8 Custodian

9 Library Assistant I

12 Library Assistant II
Library Programming Coordinator
Nolan Center Attendant
Nolan Center Coordinator

13 Recreation Coordinator

15 Accounting Clerk
Utility Accounts Clerk
Property & Sales Tax Clerk
Administrative Coordinator

16 Dispatch/Corrections Officer

17 Police Officer Recruit

18 Administrative Assistant - Police
Senior Staff Accountant
Marketing & Community Development Coordinator

19 Police Officer Probationary
Corrections Sergeant

20 Police Officer

21 Fire/EMS Administrator

22 Police Sergeant

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

Grade ↓ Step →	1	2	3	4	5	6	7	8	9	10	11	12	13
23	4,645.29	4,738.20	4,832.96	4,929.62	5,028.21	5,128.77	5,231.35	5,335.98	5,442.70	5,551.55	5,662.58	5,775.83	5,891.35
24	4,796.77	4,892.70	4,990.56	5,090.37	5,192.17	5,296.02	5,401.94	5,509.98	5,620.18	5,732.58	5,847.23	5,964.18	6,083.46
25	5,099.72	5,201.71	5,305.75	5,411.86	5,520.10	5,630.50	5,743.11	5,857.98	5,975.13	6,094.64	6,216.53	6,340.86	6,467.68
26	5,251.20	5,356.22	5,463.35	5,572.61	5,684.06	5,797.75	5,913.70	6,031.97	6,152.61	6,275.67	6,401.18	6,529.20	6,659.79
27	5,467.51	5,576.86	5,688.40	5,802.17	5,918.21	6,036.58	6,157.31	6,280.45	6,406.06	6,534.18	6,664.87	6,798.17	6,934.13
28	5,683.83	5,797.51	5,913.46	6,031.73	6,152.36	6,275.41	6,400.92	6,528.93	6,659.51	6,792.70	6,928.56	7,067.13	7,208.47
29	5,918.91	6,037.29	6,158.03	6,281.19	6,406.82	6,534.95	6,665.65	6,798.97	6,934.95	7,073.64	7,215.12	7,359.42	7,506.61
30	6,171.65	6,295.08	6,420.98	6,549.40	6,680.39	6,814.00	6,950.28	7,089.28	7,231.07	7,375.69	7,523.20	7,673.67	7,827.14
31	6,424.38	6,552.87	6,683.93	6,817.61	6,953.96	7,093.04	7,234.90	7,379.60	7,527.19	7,677.73	7,831.29	7,987.91	8,147.67
32	6,851.33	6,988.35	7,128.12	7,270.68	7,416.09	7,564.42	7,715.71	7,870.02	8,027.42	8,187.97	8,351.73	8,518.76	8,689.14
33	7,071.59	7,213.02	7,357.28	7,504.43	7,654.52	7,807.61	7,963.76	8,123.04	8,285.50	8,451.21	8,620.23	8,792.63	8,968.49
34	7,291.86	7,437.69	7,586.45	7,738.18	7,892.94	8,050.80	8,211.82	8,376.05	8,543.57	8,714.44	8,888.73	9,066.51	9,247.84
35	7,583.22	7,734.89	7,889.58	8,047.38	8,208.32	8,372.49	8,539.94	8,710.74	8,884.95	9,062.65	9,243.91	9,428.78	9,617.36
36	7,886.73	8,044.46	8,205.35	8,369.46	8,536.85	8,707.59	8,881.74	9,059.37	9,240.56	9,425.37	9,613.88	9,806.16	10,002.28
37	8,202.37	8,366.42	8,533.75	8,704.42	8,878.51	9,056.08	9,237.21	9,421.95	9,610.39	9,802.60	9,998.65	10,198.62	10,402.59
38	8,530.16	8,700.76	8,874.78	9,052.27	9,233.32	9,417.99	9,606.35	9,798.47	9,994.44	10,194.33	10,398.22	10,606.18	10,818.31
39	8,871.19	9,048.61	9,229.59	9,414.18	9,602.46	9,794.51	9,990.40	10,190.21	10,394.01	10,601.89	10,813.93	11,030.21	11,250.81
40	9,016.80	9,197.14	9,381.08	9,568.70	9,760.07	9,955.28	10,154.38	10,357.47	10,564.62	10,775.91	10,991.43	11,211.26	11,435.48

26 Library Director
Executive Assistant

28 Fire Chief
Nolan Center Director
Construction and Facility Manager

30 Parks, Recreation & Grounds Director

32 ~~Senior Project Manager~~
Public Works Assistant Director
Construction Project Manager I
Planning & Lands Manager

33 Borough Controller

34 Electrical Superintendent
Port & Harbor Director
Construction Project Manager II
Economic Development Director

35 Public Works Director

37 Finance Director
Capital Projects Director

39 Police Chief

Temporary/Part-time/Seasonal Employees
Hourly Compensation

Grade ↓ Step →	1	2	3	4	5	6	7	8	9	10	11	12	13
7	14.28	14.57	14.86	15.15	15.46	15.77	16.08	16.40	16.73	17.07	17.41	17.76	18.11
8	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
9	19.38	19.77	20.16	20.57	20.98	21.40	21.83	22.26	22.71	23.16	23.62	24.10	24.58
10	**Fixed hourly rate of $20.00 per hour**												
11	**Fixed hourly rate of $30.00 per hour**												
12	25.00	258.83	26.67	27.50	28.33	29.17	30.00	30.83	31.67	32.50	33.33	34.17	35.00

7 Nolan Center Theater Temporary Worker

8 Aquatics & Recreation Temporary Worker
Election Worker
Library Technician

9 Election Chair and Co-Chair Person
Parks Maintenance Temporary Worker
Maintenance/Custodian Temporary Worker

10 Intern Postion

11 Dispatch/Corrections Officer Temporary Worker

12 Cruise Ship Facility Security Officer

Position	*Public Works Assistant Director*	Type	*Permanent/Full -Time*
Department	*Public Works*	Class	*Exempt*
Supervisor	*Public Works Director*	Salary	*Non-Union Grade # 32*

NEW

Summary

Assists in planning, directing, and coordinating the activities of the Public Works Department, including Cemetery, Sanitation, Facilities Maintenance, Streets, and the Sewer and Water utilities. Performs duties directly and through subordinate staff while supporting the Public Works Director in overall departmental management and operations.

The Assistant Director serves as a key member of the Public Works leadership team and may act on behalf of the Director as assigned.

Distinguishing Career Features

The Public Works Assistant Director is a management-level position responsible for supporting and coordinating the full range of Public Works functions. Unlike the Director, this position focuses on operational oversight, implementation of programs, projects, maintenance activities and day-to-day coordination across all divisions rather than overall departmental policy authority.

This role requires strong technical knowledge, supervisory skills, and the ability to integrate multiple service areas including streets, sanitation, water treatment, water distribution, wastewater treatment, wastewater collection and facilities maintenance.

The position exercises independent judgment in coordinating staff, prioritizing work, and ensuring efficient service delivery, while working under the general direction of the Public Works Director.

Essential Duties and Responsibilities

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

- Assists in overseeing all Public Works operations and infrastructure related to Sewer, Water, Streets, Facilities Maintenance, Sanitation, Monofill and Cemetery functions.
- Supports compliance with federal, state and local health, safety, water quality, dam safety and wastewater regulations; assists in ensuring proper certification and training of staff.
- Coordinates with and supports supervisors responsible for Public Works divisions; meets regularly with staff to evaluate performance and resolve operational and technical issues.
- Assists in supervising departmental staff, including participation in hiring, training, evaluation, and discipline processes.
- Coordinates the use of personnel, equipment, and materials across divisions to improve efficiency and support consolidated purchasing.
- Assists in the preparation and review of technical reports, budget estimates, bid packages, and regulatory documentation.
- Supports contract development, negotiation, and administration for services and projects.
- Assists in the development and administration of departmental budgets, including operational and capital projects.
- Evaluates program requirements, regulatory mandates, and resource utilization; assists in planning and coordinating municipal services.
- Reviews new laws and regulations; evaluates impacts and provides recommendations for operational or policy adjustments.
- Serves as a liaison with state agencies, contractors, and other departments as assigned.
- Maintains cooperative working relationships with internal and external stakeholders and participates in committees and task forces.
- Assists in representing the Borough in matters related to Public Works operations and services.

- Supports development and implementation of emergency response plans, policies, and procedures.
- Assists in developing and enforcing departmental policies, procedures, and safety programs.
- Performs site inspections and assists in planning and coordination of infrastructure and capital improvement projects.
- Assists in evaluating equipment and supply needs; supports procurement and inventory management in accordance with Borough policies.
- Maintains working knowledge of all infrastructure systems, including water, sewer, storm drainage, streets, and related assets.
- Assists in maintaining records such as as-built drawings and infrastructure documentation.
- May assist in field operations, including emergency response, infrastructure repair, and snow removal as needed.
- Supports cemetery operations and coordination as assigned.
- Assists in management of quarry operations and materials sites in compliance with regulatory requirements.
- Implements and monitors departmental goals, policies, and performance standards established by the Public Works Director.
- May serve as Acting Public Works Director in the absence of the Public Works Director.
- Performs other duties as assigned by the Public Works Director.

Qualifications

Knowledge and Skills

- Public Works organizational structure, operations, policies, and procedures.
- Federal, state, and local laws and regulations related to Public Works operations.
- Public sector budgeting, accounting, and contract administration.

NEW

- Principles and practices of infrastructure construction and maintenance, including streets, water, sewer, stormwater, sanitation, and fleet systems.
- Equipment operations, maintenance practices, and safety standards.
- Computer applications, including Microsoft Office and specialized software (e.g., GIS, work order systems, asset management, SCADA, requisition and accounting software).
- Customer service and stakeholder engagement principles.
- Ability to interpret weather forecasts and make informed decisions regarding staff scheduling in advance, as well as respond to call-outs related to storm events and winter weather conditions, including snow removal. This includes extended periods of on-call availability outside normal business hours.

Abilities

- Plan, organize, and coordinate complex Public Works operations.
- Supervise and support staff across multiple divisions.
- Allocate resources efficiently and manage competing priorities.
- Analyze problems and develop practical solutions.
- Communicate effectively with staff, leadership, agencies, and the public.
- Prepare clear and concise reports and documentation.
- Interpret technical plans, specifications, and regulatory requirements.

Physical Abilities

Requires the ability to inspect facilities and infrastructure, including walking, bending, and working in field environments. Requires visual and auditory acuity sufficient for communication and review of technical documents.

NEW

Education and Experience

- Bachelor's degree in civil engineering, management, public administration, business or a related field is preferred, or equivalent combination of education and experience.
- Three years of progressively responsible experience in Public Works or a related field.
- At least one (1) year of supervisory or management experience preferred.

Licenses and Certificates

- Valid Alaska Driver's License.

Working Conditions

- Work is performed in both office and field environments.
- Regular exposure to treatment facilities, mechanical systems, and outdoor conditions.
- May require response to after-hours emergencies and critical system failures, including participation in on-call coverage as needed.

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

NEW

Position	Planning & Lands Manager	Type	Permanent/Full -Time
Department	Economic Development	Class	Non-Exempt
Supervisor	Economic Development Director	Salary	Non-Union /Grade # 32

Summary

Under the supervision of the Economic Development Director, the Planning & Lands Manager administers the Borough's planning, zoning, permitting, platting, and municipal lands functions. The position independently coordinates day-to-day land use and development review activities, administers municipal land transactions and lease processes, prepares technical reports and recommendations, and assists with implementation of community and economic development initiatives. The position serves as a primary public-facing contact for planning and lands matters and provides administrative and technical support to the Planning and Zoning Commission.

Distinguishing Career Features

This position is distinguished by its responsibility for independently administering municipal planning and lands processes, including permitting, platting, zoning compliance, municipal land transactions, and development review coordination. The role emphasizes technical administration, regulatory interpretation, project coordination, public engagement, and implementation of departmental priorities established by the Economic Development Director. The position exercises independent judgment in coordinating projects, interpreting municipal code and policy, preparing recommendations, and facilitating planning and lands administration activities.

Essential Duties and Responsibilities

- Administers land use regulations, permitting processes, subdivision and platting applications, zoning compliance reviews, and related development review functions.
- Reviews development proposals for consistency with Borough code, adopted plans, policies, and applicable regulations.
- Prepares staff reports, findings, notices, recommendations, and supporting documentation for the Planning and Zoning Commission and other assigned boards or commissions.

- Coordinates public hearings, legal notices, agency review, and application processing timelines.
- Assists the public, applicants, contractors, surveyors, and developers with planning and land use inquiries and application requirements.
- Interprets and explains Borough planning, zoning, subdivision, and land management regulations to staff and the public in consultation with the Director as necessary.
- Administers Borough land sales, leases, easements, exchanges, acquisitions, and disposal processes in accordance with Borough code and policy.
- Coordinates appraisals, surveys, title research, public notices, lease documentation, and supporting materials related to municipal land transactions.
- Maintains municipal land inventories, lease records, development agreements, GIS records, and related tracking systems.
- Monitors lease and agreement compliance and coordinates renewals, amendments, reporting requirements, and follow-up actions.
- Coordinates with contractors, consultants, legal counsel, surveyors, and agency representatives regarding municipal lands administration activities.
- Assists with implementation and coordination of community and economic development projects and initiatives under the direction of the Economic Development Director.
- Tracks project schedules, deliverables, permits, agreements, and coordination efforts related to Borough development initiatives.
- Assists with grant applications, reporting, research, data collection, and project documentation.
- Provides administrative and technical support to departmental boards, commissions, and public processes.
- Represents the department at meetings, public outreach events, and interdepartmental coordination meetings as assigned.

Qualifications

Knowledge and Skills

- Principles and practices of municipal planning, zoning, subdivision administration, and land development.
- Municipal codes, permitting processes, land use regulations, and public procedures related to development and municipal lands administration.
- Municipal land management practices including land sales, leases, easements, acquisitions, and disposal procedures.

NEW

- Basic understanding of real estate transactions, property descriptions, appraisal coordination, and survey records.
- Project coordination, regulatory compliance, research, technical writing, and staff report preparation.
- Public engagement, stakeholder communication, GIS tools, and standard office software applications.

Abilities

- Interpret and apply municipal codes, regulations, policies, and procedures related to planning, zoning, permitting, platting, and municipal lands administration.
- Independently organize, prioritize, and administer multiple projects, applications, public processes, and timelines with limited supervision.
- Prepare clear and defensible staff reports, recommendations, notices, and technical documentation.
- Review development proposals, permits, plats, and land transactions for completeness and compliance.
- Communicate effectively and maintain professional working relationships with staff, officials, developers, consultants, agencies, and the public.
- Exercise sound professional judgment while supporting departmental priorities and objectives established by the Economic Development Director.

Physical Abilities

Requires the ability to perform work primarily in an office environment with periodic fieldwork, site visits, and attendance at public meetings and project locations. Must be able to operate standard office equipment and computers; review plans, maps, and technical documents; communicate effectively in person and electronically; and navigate uneven terrain or construction areas as needed. Requires occasional lifting of light materials and flexibility to attend evening meetings, public hearings, and occasional travel.

Education and Experience

Bachelor’s degree in planning, public administration, business, economic development, or related field preferred

equivalent combination of education and relevant experience

Experience in planning, land development, economic development, or related field preferred

NEW

Licenses and Certificates

Valid Alaska Driver's License required

Working Conditions

Work is performed primarily in an office environment with periodic field work and attendance at meetings, hearings, and community events.

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

NEW

Position	*Administrative Coordinator*	Type	*Permanent/Full -Time*
Department	*Public Works and Wrangell Municipal Light and Power*	Class	*Non-Exempt*
Supervisor	*Public Works Director and Electrical Superintendent*	Salary	*Union /Grade # 15*

Summary

Performs a wide range of administrative, clerical, financial, and dispatch support functions for both the Public Works and Light Departments. Responsibilities include records management, billing and bookkeeping support, customer service, work order and permit coordination, and assistance with utility operations and reporting.

This position supports departmental operations through coordination, data management, and communication with staff, customers, and other Borough departments. Work is performed independently and collaboratively under the direction of the Public Works Director and the Electrical Superintendent.

Distinguishing Career Features

This position provides integrated administrative support across two operational departments and requires knowledge of both office systems and utility-related processes.

The role combines traditional administrative responsibilities with utility coordination duties, including meter tracking, work orders, and permit processing. The position requires strong organizational skills, attention to detail, and the ability to manage multiple priorities while maintaining effective communication with staff and the public.

Essential Duties and Responsibilities

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

- Provides administrative, clerical, and office support for Public Works and Light Department operations.
- Maintains and organizes department records, files, maps, reports, and documentation in both electronic and hard copy formats.
- Prepares correspondence, reports, forms, memos, meeting materials, and other documents.
- Manages and processes work orders, purchase orders, invoices, and billing functions.
- Provides invoice coding, billing support, and assists with financial tracking and reporting.
- Maintains meter records including ensuring accurate account information, coordinating meter reading processes, and transmitting data to the Finance Department.
- Assists customers with utility inquiries, including meter readings, billing questions, permits, and service requests.
- Coordinates electrical permits and work orders, including explaining application requirements, collecting fees, and maintaining records.
- Reviews delinquent accounts and assists customers with payment arrangements in accordance with Finance Department guidelines.
- Responds to public inquiries and provides information or referrals to appropriate departments.
- Answers phones, manages email communications, and relays messages in a timely manner.
- Assists with report preparation, including required regulatory, annual, and departmental reporting.
- Supports dispatch and coordination functions for Light Department operations, including assisting with crew-related documentation and communication.

- Maintains and updates utility rates in coordination with Finance Department staff.
- Orders office and operational supplies; tracks inventory and manages procurement processes.
- Coordinates vendor communications, obtains pricing, prepares requisitions, and tracks purchasing documentation.
- Assists with contract tracking, billing coordination, and departmental projects.
- Operates and maintains office equipment and systems.
- May collect field data or assist with operational support tasks as assigned.
- Works cooperatively with other Borough departments to support cross-departmental needs.
- Performs other related duties as assigned.

Qualifications

Knowledge and Skills

- Knowledge of administrative and clerical procedures, including recordkeeping, filing systems, and office operations.
- Knowledge of basic bookkeeping, billing, and accounting practices.
- Ability to learn utility operations, including electrical distribution and metering systems.
- Proficiency with Microsoft Office applications, including Word, Excel, Outlook, and database systems.
- Strong written and verbal communication skills.
- Knowledge of customer service principles and practices.

Abilities

- Perform multiple administrative tasks with accuracy and attention to detail.
- Organize, prioritize, and manage competing workload demands.

- Communicate effectively with the public, staff, contractors, and agencies.
- Maintain confidentiality and exercise sound judgment.
- Interpret and apply policies, procedures, and instructions.
- Work independently and as part of a team.
- Adapt to changing priorities and operational needs.
- Provide effective customer service, including handling difficult or sensitive situations.

Physical Abilities

- Ability to sit for extended periods and perform computer-based work.
- Ability to occasionally stand, walk, bend, and reach.
- Ability to lift and carry items up to approximately 30–35 pounds.
- Visual acuity sufficient to read documents and computer screens.
- Hearing and speech sufficient for communication in person and by phone.

Education and Experience

- High school diploma or GED required.
- Additional business or administrative training preferred.
- Experience in administrative support, clerical work, or office management preferred.
- Experience with utility operations, billing systems, or municipal government preferred.

Licenses and Certificates

Valid Alaska Driver’s License required.

Working Conditions

Work is performed primarily in an office environment with minimal exposure to physical hazards. Regular interaction with the public and other departments is required.

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Public Works Director*	Type	*Permanent/Full -Time*
Department	*Public Works*	Class	~~*Non-*~~*Exempt*
Supervisor	*Borough Manager*	Salary	*Non-Union /Grade # 35*

Summary

Plans, directs and coordinates the activities of the departments of Public Works, including Cemetery, ~~Garage,~~Facilities Maintenance, Sanitation, Streets and the Sewer and Water utilities.

The Public Works Director is responsible for the overall leadership, strategic direction, regulatory compliance, fiscal management, and operational performance of the department. This position ensures the efficient delivery of public services, maintenance of infrastructure, and alignment of departmental activities with Borough priorities.~~, by performing the following duties or through subordinate supervision.~~

Distinguishing Career Features

The Public Works Director is a senior management position responsible for the full integration and oversight of all Public Works functions. The position establishes departmental goals, policies and priorities~~for integrating different, yet related functions supporting overall Public Works goals~~, ~~.~~ and ~~E~~exercises independent judgement in decision making, supervision, ~~and~~ problem ~~-~~solving, resource allocation and program development. ~~skills on a daily basis for efficient delivery of public services, infrastructure maintenance and customer service.~~

Th~~e Public Works Director~~ requires expertise in construction management and the ability to ~~competency in construction management and the ability to~~ integrate ~~a complete~~ operations ~~system of~~across streets, sanitation, water distribution, wastewater treatment, and f~~leet management~~acilities maintenance departments. The Director is accountable for the long-term sustainability, regulatory compliance and performance of public infrastructure and municipal facilities.

~~Advancement to this level is through promotion and compliance with the qualifications of the position.~~

Essential Duties and Responsibilities

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

- Directs and o~~O~~versees all Public Works operations including ~~,~~ Sewer, Water, Streets, Sanitation, Cemetery and ~~Garage~~ Facilities Maintenance ~~and Sanitation~~ employees and operations.
- Establishes departmental goals, policies, and performance standards to ensure efficient, effective and compliant service delivery.
- Ensures compliance with all applicable ~~State and Federal health and safety, water quality and wastewater regulations.~~ federal and state health, safety, water quality and wastewater regulations.
- Ensures staff maintain required certifications and training to meet regulatory and operational requirements. ~~Responsible for training to insure proper certification of Public Works employees.~~
- Develops and implements preventative and corrective maintenance programs for all Borough facilities.
- Ensures safe and efficient operation of Borough facilities and compliance with applicable codes, regulations, and safety standards.
- Serves as a technical advisor to departments on facility maintenance and operational issues.
- Prepares and administers budgets related to facility maintenance and operations; tracks and manages associated expenditures.
- Maintains accurate and detailed records related to facility maintenance and departmental purchases.
- Assists departments in the interpretation and implementation of maintenance-related regulatory requirements.
- Coordinates with the Capital Facilities Director on major maintenance and capital improvement projects impacting Public Works infrastructure and facilities.
- Maintains and updates as-built records of Borough facilities.

- Develops and enforces training, work practices, and safety programs related to facility maintenance operations.
- Provides executive leadership to supervisors and staff; oversees hiring, training, evaluation, discipline, and workforce development. ~~Coordinates with and directs supervisors responsible for Public Works, Water, Sewer, and Garage functions.~~ Meets regularly with staff to evaluate performance ~~and discuss~~ and resolve workload and technical issues.
- ~~Hires, fires, evaluates, confers and directs departmental staff, with the assistance from departmental supervisors, responsible for street, water, sewer, sanitation and fleet management. Coordinates the use of human resources and equipment and materials to consolidate purchasing requests.~~
- Develops and administers the department's annual operating and capital budgets; monitors expenditures and ensures fiscal accountability.~~Responsible for the annual development and administration of the overall budgets for all Public Works departments, departmental functions and special projects.~~
- Develops and maintains capital improvement and asset management plans for streets and underground utility infrastructure; assists the Borough Manager with long-range and strategic planning.
- Assists Capital Facilities Director in evaluation of annual maintenance and capital project needs related to Public Works facilities and operations.
- ~~•~~ Evaluates Public Works program requirements, f~~F~~ederal and s~~S~~tate mandates, program performance, resource utilization, and service delivery; implements improvements to optimize efficiency and effectiveness. ~~, and resource utilization; coordinates program planning and municipal services evaluation; identifies~~
- ~~resources and coordinates integration of services with other programs, departments, and agencies.~~
- Develops policy recommendations in response to these changes. ~~to programs or projects; remains current on Public Works issues and presents recommendations for City policies; prioritizes projects and programs to optimize funds spent on facilities and infrastructure.~~

- ~~Serves as the Borough's primary representative for Public Works matters with state, federal, and local agencies, contractors, and the public. Acts as a Borough liaison between various State agencies and represents the interests of the Borough Manager and Borough Assembly, as directed.~~
- ~~Maintains~~ a cooperative working relationship with the other Borough departments, and outside agencies; serves as liaison between various organizations and agencies; serves on committees, task forces and other groups as tasked.
- Develops, analyzes and maintains disaster response plans, strategies and policies related to infrastructure systems and public services.
- Develops and interprets policy and provides staff direction on implementation of those policies and procedures.
- Ensures development and enforcement of safety programs, training standards, and operational procedures.
- ~~Formulates and directs proper training, work practices and safety programs.~~ materials, and infrastructure assets.
- ~~Reviews and assesses equipment and supply needs for various Public Works departments operation and projects. Procures equipment, supplies and services according to Borough policies and ordinances. Proposes, assists, and reviews specifications for new equipment. Maintains accurate and detailed records of all purchases for the department. Manages and directs the Garage Department with fleet management, including vehicle and equipment procurement, evaluation, allocation, replacement scheduling, and repair and operational issues requiring administrative oversight and approval.~~
- Evaluates facility conditions and assesses annual maintenance, repair, and capital improvement needs; establishes priorities and supports planning and execution of related projects.
- ~~Responsible for~~Oversees the construction, maintenance and repair of water and sewer ~~mains~~ systems, streets and related infrastructure. ~~and services.~~
- Oversees solid waste transfer station, refuse collection and shipment.

- ~~Assists~~ May assist crews with emergency and routine sewer, water, street repair and snow removal, as needed. Responsible for the proper use and maintenance of Borough equipment.
- ~~Responsible for~~Oversees operation of the Borough's cemeteries and locating grave plots as assigned by the Borough Clerk. Coordinates work and personally maintains as-built record drawings of cemetery.
- Establishes performance metrics and service level standards for Public Works operations.
- Manages the Borough's rock quarry and waste soils sites in accordance with s~~S~~tate and f~~F~~ederal laws and permitting requirements.
- Responds to emergencies and provides leadership during critical incidents affecting public infrastructure.
- Ensures continuity of operations for critical infrastructure systems.
- ~~Acts as back-up Building Official as outlined in Wrangell Municipal Code and building codes as adopted by the Borough including plan review, issuing building permits and inspections. Participates in the review of plans for private development projects for compliance with codes, regulations and standards, adequacy of permit applications and compliance with approved plans, as they relate to Public Works infrastructure.~~

Commented [MP1]: I think Kim does this

Qualifications

Knowledge and Skills

- Department and Borough organization, operations, policies and procedures.
- F~~f~~ederal, s~~S~~tate and local government laws, statutes and ordinances related to Public Works divisional operations.
- ~~Personal computers, word and data processing software, including the Microsoft Office suite of applications~~Computer applications including Microsoft Office~~,~~ and other software as utilized by the department, such as ArcGIS, work order and inventory tracking software, or the ability to learn such software applications.

- ~~•~~ Public sector budgeting, accounting, and financial management practices. ~~Generally accepted government accounting practices in relation to general funds and enterprise funds. Principles of public sector budgets, accounting and contract management.~~
- Principles and practices of water and sewer utility operations and infrastructure, storm water management, and solid waste collection and disposal.~~, fleet acquisition and maintenance.~~
- Knowledge of quarry operations and safety standards, including storm water pollution prevention and erosion control practices.
- Must be familiar with highway equipment and repair, facilities maintenance, supervisory techniques, proper and safe operating procedures, cost analysis, and seasonal equipment needs.
- Must have knowledge of and comfort with mathematical concepts including probability, statistical inference, and plane and solid geometry.
- Must be able to apply fractions, percentages, ratios, and proportions to practical situations.
- ~~•~~ Effective customer service principles.
- Supervisory, leadership, and organizational management principles.
- Equipment operations, safety standards, and maintenance practices.

Abilities

- ~~Ability to p~~Plan, organize, direct and coordinate ~~the work of supervisory, professional, and trades personnel.~~ complex Public Works operations and programs.
- ~~Ability to supervise, coordinate employee efforts and administer policies.~~Lead and manage a diverse workforce across multiple operational areas.
- ~~Ability to delegate authority and responsibility and prepare~~Develop and administer large and complex budgets.
- ~~Ability to A~~allocate limited resources ~~in a cost-effective manner and have the ability to sequence and execute a high volume of work projects.~~ strategically and manage competing priorities.

- AAbility to assess and prioritize multiple tasks and projects; , and delegate tasks and authority.
- Ability to effectively respond to, and resolve inquiries from management, citizens and regulatory agenciesCommunicate effectively with elected officials, staff, regulatory agencies and the public.
- Ability to pPrepare clear and concise reports with proper sentence structure, punctuation and grammar.
- Ability to rRead, understand, and interpret plans, blueprints, and specifications for infrastructure projects.
- , as well as the ability to pPrepare cost estimates, write construction or equipment specifications, and prepare requests for quotes.
- Sufficient skills necessary to operate related equipment effectively, safely, and responsibly.
- Clearly read, write, and speak English.

Physical Abilities

Requires sufficient ambulatory ability to inspect facility and utility infrastructure, including some ability to bend, stoop, and walk in confined areas. Sufficient visual acuity to read detailed drawings, recognizing words and numbers. Sufficient auditory ability to carry on conversations in person and over the phone.Requires visual and auditory acuity sufficient for communication and review of technical documents.

Education and Experience

- Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background requires a bachelor's degree or equivalent with major course work in civil engineering, construction management, business administration, public administration, or a related field, and five years of responsible experience in planning, organizing and directing a public works or related operation, including three years in an administrative or supervisory capacity.Bachelor's degree in civil engineering, Construction Management, Public Administration, or a related field or equivalent combination of education and experience.

- ~~Other abilities, education, experience, knowledge, skills and abilities for this position.~~

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

Working Conditions

This is a salaried administrative position that may require work beyond normal business hours due to equipment failures, outages, or weather-related events. Work is performed in both office and field environments with exposure to operational hazards. ~~Incumbent performs over 90% of duties in an office environment. Work is also performed outdoors where some safety considerations exist from observing physical labor and equipment operation.~~ The position may require extended hours and emergency response during critical incidents or infrastructure failures.

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	Parks, Recreation & Grounds Director ~~Parks and Recreation & Facilities Maintenance Director~~	Type	*Permanent/Full -Time*
Department	*Parks and Recreation*	Class	*Exempt*
Supervisor	*Borough Manager*	Salary	*Non-Union /Grade # 30*

Summary

Under the general supervision of the Borough Manager or designee,~~,~~ plans, directs, organizes, manages, coordinates, and ~~participates in providing~~evaluates recreation programs, events and ~~activities of recreation, sports, and leisure activities for the community~~community activities for the Borough. ~~Manages and evaluates programs, facilities, and staff who provide a wide variety of janitorial, maintenance and program services including the Facilities Maintenance Lead, Facility Maintenance Specialist, and the Maintenance Custodian.~~ This position oversees aquatics, recreation programming, parks operations, and borough-wide grounds maintenance functions, ensuring safe, accessible, and well-maintained outdoor public spaces and recreational opportunities for the community.

Distinguishing Career Features

The Parks and Recreation Director is a supervisory and administrative position ~~that integrates~~responsible for integrating recreation services, aquatics operations and parks and grounds maintenance functions. ~~such as but not limited to a swimming facility, athletic programs, interest-based recreation programs, special events and classes~~. The ~~Director~~ position oversees ~~all elements of operation including the year round maintenance of all borough facilities, management of full and part-time staff;~~ program development, service delivery, and maintenance of parks, trails and landscaped public areas. ~~development and oversight of the department budget, coordination and support of various boards and committees, facilitation of facility uses and interest groups. Advancement to Director requires compliance with the qualifications of the position~~

~~and the ability to establish goals for the section based on community needs assessment, review of the accomplishments of teams and performance of individuals.~~ This classification is distinguished by its responsibility for managing staff, developing and administering budgets, coordinating community partnerships, and ensuring that parks and grounds are maintained to support public use and community standards. The position requires the ability to align recreational programming with safe, functional, and well-maintained outdoor environments.

Essential Duties and Responsibilities

- ~~Responsible for all services and activities of the Parks and Recreation Department.~~
- ~~Responsible for the annual development and administration of the overall budgets for all Parks and Recreation departments, departmental functions and special projects.~~
- ~~Responsible for evaluation of annual facility maintenance and major maintenance/capital project needs related to Parks and Recreation infrastructure.~~
- Supervises grounds maintenance staff, including Grounds Maintenance Lead and assigned personnel.
- Develops and implements grounds maintenance schedules and workplans, including mowing, landscaping, irrigation, trail maintenance, and seasonal operations.
- Identifies and prioritizes grounds maintenance needs, including routine, seasonal, and capital improvement projects.
- Oversees procurement, use, maintenance, and replacement of grounds maintenance equipment, materials, and supplies.
- Ensures parks, trails, and landscaped areas are maintained in a safe, clean, and accessible condition.
- Coordinates grounds maintenance activities with Public Works and other departments as needed to ensure efficient service delivery.
- Monitors and enforces safe work practices and proper equipment use related to grounds maintenance operations.
- ~~Identifies the department's programmatic and operational scope of work, funding needs and funding sources from various local, State, Federal and other sources.~~

- Plans and participates in the development of the park and recreation master plans ~~that include services, major maintenance, and capital improvement projects.~~including long range planning for parks, trails, and outdoor recreational assets.
- Recruits, selects, trains, motivates, schedules, supervises and evaluates full time, part time, seasonal and volunteer staff; provide staff training; ~~work with employees to correct deficiencies;~~ implement ~~discipline and termination procedures.~~corrective actions and discipline as needed.
- ~~Plans, organizes, integrates, oversees and participates in developing aquatics, recreation, sports, and leisure programs. Develops, implements, and monitors work plans to achieve recreation service goals and performance measures.~~
- Provides staff support to the Borough's Parks and Recreation Advisory Board.
- Develop, implement, and evaluate recreation programs, aquatics services, community events, and leisure activities to meet community needs.
- Researches new and innovative programs and trends and adapts and introduces programs to meet community needs.
- Determines program facility, equipment and supply needs, optimizing the use of available space and resources. Oversees and monitors the purchase, distribution, care, use and maintenance of equipment and supplies. Maintains current supply and equipment inventories.
- Develops and implements Department policies, procedures, and fee schedules; evaluates equity and adequacy of policy and fee schedules on an on-going basis; make recommendations for revisions as needed.
- Develops, communicates, and implements program schedules. Evaluates preliminary program schedules for registration and cost breakeven. Develops, oversees, and monitors registration and fee collection processes.
- Maintains close contact with school officials, community groups, non-profits and agency leaders regarding program offerings and coordination of services.

- Responds to and resolves ~~sensitive and difficult~~ public inquiries, service issues and complaints.
- Plans, designs, schedules, and implements ~~events, classes, activities, shows, and tours~~ a variety of events for ~~a diverse population of~~ community members. Coordinates special programs such as, but not limited to, conferences, speakers, presenters, and exhibits.
- ~~Researches, identifies and develops marketing and publicity plans and strategies for the Borough's aquatics and recreation services. Develops, promotes and publicizes media releases, pamphlets, flyers, newsletters and other publicity materials for site activities, events and programs.~~Develop marketing, outreach, and communication strategies to promote programs and services.
- Works with a variety of entities to implement programs~~instructors, event leaders, presenters, volunteers or personally implements programs~~. ~~Assures~~ Ensures that adequate supplies, ~~props, fixtures, and other materials~~ are available to support programs.
- ~~•~~ Maintain program, financial, and operational records; prepare reports, correspondence, and presentations for Borough leadership. ~~Maintains and updates financial, statistical, and program-specific data, reports, and records.~~
- ~~Prepares a variety of complex analytical and statistical written reports and correspondence, along with other administrative communications.~~
- ~~Assures~~ Ensures safe and efficient operation of facilities such as swimming pools and community use centers. Identifies, directs, and resolves facility management/maintenance issues.
- Ensure safe and efficient operation of aquatics and recreation programs; identify and mitigate risks.

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- ~~•~~ Principles, practices and trends in recreation program development and delivery. ~~Theories, principles, practices, techniques, and procedures governing recreation program origination, selection, design, and delivery.~~
- ~~• Research design and data collection methods for identifying program demand and trends.~~
- Principles of ~~facility supervision, facilitation, and~~ preventative maintenance.
- Recreational, social and cultural needs of the community.
- ~~•~~ ~~Rules, principles and~~ Applicable safety standards ~~requirements applicable to~~related to recreation, aquatic and outdoor maintenance activities. ~~leading individuals in aquatics, recreation, sports and outdoor activity.~~
- Public sector budgeting and program administration.
- Community engagement and program planning techniques.
- Computer skills to operate Office 365 and various other programs and software.

Abilities

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

- ~~Requires the a~~Ability to develop and apply the rules, regulations, policies and procedures used by the department in connection with recreational activity.
- ~~Requires the ability to identify, mitigate and respond to risks associated with aquatics and recreation programs to reduce potentially harmful outcomes to participants and the Borough.~~ Identify and mitigate risks associated with recreation and grounds operations.
- ~~Requires the a~~Ability to work cooperatively with~~ senior citizens.~~ All age groups.
- ~~Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Borough.~~Communicate effectively with staff, officials and the public.
- Supervise, train, and evaluate staff across multiple functional areas.

Physical Abilities

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

- Ability to stand, walk, and move through outdoor terrain for extended periods.
- Ability to lift and move materials up to 50 pounds.

Education and Experience

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

~~[illegible]~~ related field.

- Three (3) years of progressively responsible experience in recreation program administration, including supervisory experience.
- Experience in parks or grounds maintenance operations preferred.

Licenses and Certificates

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

Working Conditions

Work is performed indoors at the swimming pool and community center where relative risks occur. Exposure to pool treatment chemicals may occur. Physical exertion may be required when assisting with pool rescues. Seasonal recreation programs may require additional hours spent outside the swimming pool and community center. May require evenings, weekends, and seasonal schedule variations. Exposure to outdoor weather conditions and recreation environments.

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Electric Utility Superintendent*	Type	*Permanent/Full -Time*
Department	*Wrangell Municipal Light and Power*	Class	*Exempt*
Supervisor	*Borough Manager*	Salary	*Non-Union /Grade # 30*

Summary
Under the direction of the Borough Manager, plans, directs, coordinates and supervises the activities and personnel of Wrangell Municipal Light & Power, including all construction, generation, distribution, operations, personnel, and maintenance activities in the department.

This position is also responsible for oversight of the Garage Department, including fleet maintenance operations, personnel coordination, and ensuring the safe, efficient operation and maintenance of Borough vehicles and equipment.

Distinguishing Career Features

The ~~Superintendent of the Electrical Utility~~Electrical Utility Superintendent is ~~in charge of~~ responsible for Wrangell's electric generation and ~~electric~~ distribution systems~~,~~ and ~~must manage all the employees of the department~~supervising all employees within the department. ~~The Superintendent is a~~This is a senior management position with ~~attendant responsibilities.~~responsibility for operational planning, regulatory compliance, personnel management, and system reliability.

The position also includes oversight of the Garage Department, integrating fleet maintenance operations with utility and municipal service needs. The Superintendent exercises independent judgment in managing complex systems, prioritizing resources, and ensuring safe and efficient service delivery.

Essential Duties and Responsibilities

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

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- Provides leadership and direction to electrical utility personnel and coordinates departmental projects and assignments.
- Prepares and administers the annual budget for the electrical department; monitors expenditures and approves timesheets of staff.
- Prepares monthly operational reports and keeps the Borough Manager informed of critical issues and departmental needs.
- Interacts with employees, other departments, regulatory agencies, contractors, ratepayers, and the public to ensure effective service delivery.
- Responds to customer ~~queries~~ inquiries and complaints; evaluates electrical service issues and implements corrective actions. ~~and tries to resolve problems as they arise. Evaluates electrical service to homes and businesses, determines cause of poor or lack of electrical connections, and makes necessary corrections to distribution lines and services.~~
- Performs routine residential and commercial ~~building~~ electrical inspections to ensure construction and safety compliance according to the Wrangell Municipal Code and the National Electric Code (NEC). Maintains ~~complete~~ required records and ~~prepares appropriate forms.~~ Documentation.
- ~~Performs regular evaluations and directs maintenance tasks to ensure proper generation and distribution operation. Oversees the operation, maintenance and repair of the diesel generating plant and distribution system. Responsible for all electrical maintenance, new work in power plant, overseeing and performing building maintenance, and repair duties to ensure that all power plant structures and distribution infrastructure are safe and operating efficiently.~~Directs and evaluates maintenance and operational activities to ensure safe and efficient electric generation and distribution.
- Oversee the operation, maintenance, and repair of the diesel generating plant and distribution system.
- ~~~~Ensure all power plant facilities and infrastructure are properly maintained and operating safely and efficiently.

- ~~Responsible for the preparation and submittals~~Prepares and submits required documentation to the Alaska Department of Environmental Conservation to ~~ensure~~ maintain compliance for the diesel generators.
- Oversees capital improvement projects, including development of specifications, contractor coordination, and ensuring safe and efficient construction practices. ~~and installation of new equipment for generation and distribution operations. Determines specifications and ensures that construction procedures are safe and efficient.~~
- Assists in developing ~~contractor bids for large projects.~~bid packages and managing contractor services for major projects.
- ~~Prepares~~Prepare agenda statements and reports for the Assembly~~,~~ and attends ~~Assembly~~ meetings as necessary.
- Provides administrative and operational oversight of the Garage Department and fleet maintenance operations.
- Supervises or coordinates supervision of garage personnel, including mechanics and related staff.
- Ensures the proper maintenance, repair, and lifecycle management of all Borough vehicles, heavy equipment, and rolling stock.
- Coordinates fleet needs across departments to ensure equipment availability and operational efficiency.
- Assists in development of fleet replacement schedules, capital equipment planning, and budget recommendations.
- Oversees procurement, inventory, and control of parts, supplies, and equipment related to fleet operations.
- Ensures compliance with safety standards and regulatory requirements related to fleet maintenance operations.
- Coordinates with other departments to align fleet operations with overall municipal service needs.
- Performs other related duties as required or assigned.

Qualifications

Knowledge and Skills

- ~~Requires considerable in depth~~Advanced knowledge of electric generation and distribution operations to ensure that equipment installation and construction is done safely, efficiently, and according to specifications.
- ~~Requires e~~Experience with contract bidding, administration and project management. ~~and the ability to interact with commercial contractors prior to and during projects.~~
- ~~Requires knowledge of s~~Safety standards and ~~expertise necessary to ensure conformance to those standards.~~ Regulatory requirements
- ~~Requires good verbal and~~Strong interpersonal and communication skills to courteously and effectively ~~resolve any utility customer problems~~interact with customers, staff and stakeholders.
- ~~Requires thorough knowledge of r~~Required electrical codes, ~~and~~ standards ~~as well as the ability to inspect building electrical systems~~inspection practices. Requires record-keeping skills and knowledge of forms necessary for programs.
- ~~Requires m~~Mechanical knowledge and skill to oversee operations, maintenance and repair of diesel generators safely and efficiently. ~~Requires organizational skill to delegate maintenance and repair tasks.~~
- ~~Requires willingness to perform other job-related duties as situations arise. Requires a strong sense of teamwork, and the ability to work cooperatively with others.~~Organizational and leadership skills to effectively manage interpersonal operations.
- Fleet and garage operations, including vehicle and equipment procurement, lifecycle management, preventative maintenance programs, parts and inventory control, shop safety practices, and supervision of maintenance personnel.

Abilities

~~Requires the ability to coordinate employee maintenance and repair activities. Requires ability to determine source of electrical failures, (sometimes not obvious), whether they be on the customer's premises or the secondary electrical source.~~

- Diagnose electrical system issues and determine appropriate corrective actions.
- Manage multiple priorities and allocate resources effectively.
- Lead and motivate staff while maintaining accountability for results.
- Communicate effectively with a wide range of stakeholders.

Physical Abilities

Ability to be physically active, ~~demanding duties such~~ lifting heavy materials, and working with heavy equipment during irregular hours and in severe weather conditions.

Education and Experience

- High school diploma or ~~Requires the~~ equivalent. ~~of a high school diploma,~~
- ~~e~~Completion of an electrical apprenticeship program or trade school diploma~~,~~
- ~~as well as e~~Extensive industrial maintenance and electrical work experience.

Licenses and Certificates

Requires a valid Alaska Driver's License.

Working Conditions

This is a salaried administrative position that may require work beyond normal business hours due to equipment failures, outages, or weather-related events. Work is performed in both office and field environments with exposure to operational hazards.~~This is a full salaried administrative position inclusive of any overtime, or related monetary compensation. Requires additional hours beyond the normal work day as sometimes dictated by failures of equipment, power outages, or weather conditions.~~

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Construction Project Manager II*	Type	*Permanent/Full Time*
Department	*Capital Projects*	Class	*Exempt*
Supervisor	*Capital Projects Director*	Salary	*Non-Union Grade # 34*

Summary
Under the direction of the Capital Projects Director, the Construction Project Manager II independently leads the planning, design, procurement, administration, and execution of complex municipal infrastructure and facility projects while serving as the Borough's designated Building Official. The position ensures capital projects are delivered on schedule, within budget, and in compliance with applicable Federal, State, and Borough regulations, adopted building codes, and professional standards.

Distinguishing Career Features

The Construction Project Manager II is the senior-level classification within the Construction Project Manager series. Incumbents are assigned responsibility for the Borough's most complex, high-value, technically challenging, or politically sensitive capital improvement and infrastructure projects and are expected to operate with a high degree of professional independence and discretion.

The position is distinguished from the Construction Project Manager I by the level of autonomy exercised, the complexity of projects managed, and the authority to independently interpret and enforce building and safety codes, resolve complex field and contract issues, and make definitive project and regulatory decisions with minimal supervisory oversight.

This classification requires advanced technical expertise in municipal construction management, contract administration, code enforcement, permitting, and regulatory compliance. Incumbents are expected to exercise sound professional judgment in high-impact situations, balance competing operational and public interests, and serve as a technical resource and advisor to Borough leadership, contractors, consultants, regulatory agencies, and the public. May provide lead

direction, technical oversight, or project coordination for subordinate staff, consultants, inspectors, or contractors

Essential Duties and Responsibilities

This list is illustrative only and is not intended to be a comprehensive listing of all duties and responsibilities performed by incumbents of this classification.

- Lead the planning and execution of Capital Improvement Projects (CIPs), ensuring compliance with Federal and State mandates, funding requirements, and Borough priorities.
- Develop comprehensive project schedules, resource plans, budgets, and implementation strategies for complex infrastructure and facility projects.
- Coordinate multidisciplinary engineering, architectural, environmental, and technical activities.
- Consult with design professionals, legal counsel, landowners, utility providers, regulatory agencies, and stakeholders to define project scope and evaluate alternatives.
- Serve as the Borough's authority on the interpretation and enforcement of adopted building, residential, mechanical, and fuel gas codes.
- Lead the development of Requests for Proposals (RFPs), Requests for Qualifications (RFQs), bid solicitations, technical specifications, and professional service agreements.
- Review and approve construction plans, proposals, and contract documents for technical accuracy, code compliance, constructability, and adherence to professional standards.
- Manage project budgets, contractor payments, change orders, claims, and contract negotiations.
- Prioritize project sequencing and resource allocation to maximize the effective use of public funds.
- Oversee procurement and contract administration activities in compliance with public contracting requirements.
- Direct and oversee contracted construction services to ensure compliance with project specifications, schedules, and performance standards.

- Conduct and oversee inspections of construction activities for compliance with approved plans, safety standards, and building codes.
- Exercise the authority of the Building Official to issue permits, conduct inspections, issue Certificates of Occupancy, and enforce compliance with adopted codes.
- Issue Stop Work Orders and corrective directives when construction activities violate approved plans, life-safety standards, or code requirements.
- Ensure project compliance with environmental regulations, grant conditions, and municipal policies.
- Resolve complex field conditions, disputes, and regulatory issues with minimal supervision.
- Serve as the primary point of communication for major capital projects and coordinate with Borough leadership, elected officials, consultants, contractors, agencies, and the public.
- Prepare and review technical reports, executive updates, cost estimates, budget projections, and project documentation.
- Support the pursuit, administration, and management of Federal and State grant opportunities and ensure compliance with reporting and audit requirements.
- Serve as a liaison and technical advisor to the Board of Adjustments and Appeals regarding code interpretations, variances, and disputes.
- Mentor and provide technical guidance to subordinate staff or project team members as assigned.
- Perform other related duties as assigned.

Qualifications

Knowledge and Skills

- Advanced knowledge of construction project management principles, public infrastructure systems, and municipal capital improvement planning.

- Advanced knowledge of building codes, life-safety standards, accessibility requirements, and code enforcement procedures.
- Federal, State, and local laws governing public construction, procurement, environmental compliance, and prevailing wage requirements.
- Engineering and architectural design principles related to public facilities and infrastructure systems.
- Contract administration, change order management, claims resolution, and project closeout procedures.
- OSHA/AKOSH safety standards and risk mitigation practices.
- Governmental budgeting, accounting, and public funding constraints.
- Federal and State grant administration and compliance requirements.
- Advanced knowledge of project scheduling, critical path sequencing, and resource allocation.
- Professional supervision and consultant management practices.
- Proficiency with enterprise project management systems, financial tracking software, and office productivity applications.
- Advanced knowledge of public sector risk management and construction claims mitigation.
- Municipal governance processes and public meeting procedures.
- Regulatory enforcement procedures and administrative due process.

Abilities

- Independently manage multiple complex capital projects simultaneously.
- Interpret and apply complex regulations, codes, contracts, and technical standards.
- Advanced ability to read and interpret construction drawings, engineering reports, technical specifications, and legal documents.

- Independently resolve complex project, code enforcement, and construction disputes.
- Exercise sound professional judgment and make defensible regulatory and operational decisions.
- Managing project budgets, schedules, and contractor performance.
- Responding effectively to changing project conditions, emergencies, and competing priorities.
- Establish and maintain effective relationships with elected officials, regulatory agencies, consultants, contractors, and the public.
- Prepare clear, accurate, and concise technical reports and presentations for technical and non-technical audiences.
- Identifying and mitigating safety hazards and enforcing compliance with applicable regulations and standards.
- Make independent regulatory determinations with significant operational and legal implications.
- Negotiate and resolve complex contractual disputes and project claims.
- Represent the Borough in high-level public, regulatory, or legal discussions.

Physical Abilities

- Sufficient ambulatory stamina to navigate active construction sites and undeveloped terrain.
- Bend, stoop, crouch, crawl, climb ladders, and access confined or elevated spaces during inspections.
- Advanced visual acuity sufficient to review detailed plans, inspect construction quality, and identify safety concerns.
- Sufficient hearing and verbal communication ability to effectively communicate in office settings and noisy construction environments.

Education and Experience

- Minimum: High School diploma or GED and eight (8) years of experience in construction project management, civil engineering, public works, building inspection, or a related field.
- Preferred: Bachelor's degree in construction management, civil engineering, architecture, or a related field and six (6) years of progressively responsible qualifying experience, including complex municipal or public infrastructure projects.
- An equivalent combination of education, technical training, certifications, and experience that provides the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- Valid driver's license required.
- ICC certification as a Building Official, Combination Inspector, or related certification may be preferred or required.

Working Conditions

- Work is performed in both office and field environments.
- Fieldwork includes exposure to varying weather conditions, uneven terrain, heavy equipment, active construction zones, noise, dust, and other environmental conditions.
- The incumbent will regularly work near moving mechanical equipment and may be exposed to environmental hazards, including airborne particles, chemical agents, electrical systems, and extreme temperatures.
- Use of appropriate Personal Protective Equipment (PPE) is required during site visits and inspections.

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

Position	*Construction Project Manager I*	Type	*Permanent/Full Time*
Department	*Capital Projects*	Class	*Exempt*
Supervisor	*Capital Projects Director*	Salary	*Non-Union Grade # 32*

Summary

Under the direction of the Capital Projects Director, the Construction Project Manager I assists in the planning, coordination, design, and execution of municipal infrastructure and facility projects while serving in support of the Borough's Building Official functions. The position helps ensure capital projects are delivered in compliance with applicable Federal, State, and Borough regulations, adopted building codes, and established project standards.

Incumbents perform a broad range of project management and code compliance responsibilities under the general supervision of the Capital Projects Director. Assignments typically involve projects of moderate scope and complexity, with sensitive regulatory interpretations or major project decisions reviewed in consultation with the Director.

The incumbent is expected to exercise independent judgment on routine assignments while recognizing when to elevate complex legal, financial, safety, or policy matters for further review.

Distinguishing Career Features

The Construction Project Manager I is the entry-to-mid-level classification within the Construction Project Manager series. Incumbents typically manage projects of moderate scope and complexity and are expected to independently coordinate routine project activities, contractor and consultant communications, field inspections, and project documentation while operating under the general direction of the Capital Projects Director.

The position is distinguished from the Construction Project Manager II by the level of project complexity managed, the degree of independent authority exercised, and the level of supervisory oversight provided. Complex regulatory interpretations, major contract disputes, high-risk

safety issues, and politically sensitive matters are generally reviewed in consultation with the Director or senior staff.

This classification provides a progressive career path toward advanced project management, code enforcement, and Building Official responsibilities through the development of technical expertise, regulatory knowledge, and professional judgment in municipal construction and infrastructure management.

Essential Duties and Responsibilities

This list is illustrative only and is not intended to be a comprehensive listing of all duties and responsibilities performed by incumbents of this classification.

- Assist in assessing Capital Improvement Project (CIP) requirements against Federal and State mandates, funding requirements, and operational priorities.
- Coordinate with consultants, contractors, departments, utilities, and outside agencies during project planning and development.
- Review programming and planning documents to determine project requirements and support multidisciplinary architectural and engineering coordination.
- Assist in defining project scope, schedules, budgets, and delivery methods.
- Interpret and apply adopted building, residential, mechanical, and fuel gas codes in support of local residential and commercial development activities.
- Assist in preparing solicitations, Requests for Proposals (RFPs), professional service agreements, technical specifications, and bid documents.
- Review construction plans, proposals, and contract documents for technical accuracy, completeness, and compliance with applicable standards and regulations.
- Monitor project budgets, process contractor payment requests, and assist with change order administration.
- Support procurement and contract administration activities in coordination with Borough staff.

- Conduct routine field inspections to verify construction progress, compliance with approved plans, and adherence to safety standards.
- Monitor contractor performance and document field conditions, project activities, and construction progress.
- Assist in ensuring compliance with environmental regulations, grant requirements, and municipal policies.
- Support permitting, inspections, and occupancy review activities under the direction of the Building Official.
- Report construction deficiencies, safety concerns, or code violations to supervisory staff and assist with corrective action coordination.
- Serve as a point of contact for assigned projects and coordinate communications between Borough departments, consultants, contractors, and regulatory agencies.
- Prepare technical reports, project updates, cost estimates, and supporting documentation.
- Maintain organized project files, grant documentation, inspection records, and closeout materials.
- Assist with grant administration, reporting, and compliance activities.
- Perform other related duties as assigned.

Qualifications

Knowledge and Skills

- Construction project management principles and practices.
- Municipal infrastructure systems, construction methods, and materials.
- Applicable building codes, safety regulations, and permitting processes.
- Familiarity with public procurement, contract administration, and project budgeting practices.
- OSHA/AKOSH safety standards and safe work practices.

- Project scheduling, cost tracking, and construction documentation procedures.
- Familiarity with Federal and State grant requirements and reporting processes.
- Working knowledge of engineering and architectural plans and specifications.
- Proficiency with standard office software and project management applications.

Abilities

- Interpret and apply Federal, State, and Borough regulations and policies.
- Read and interpret construction drawings, technical specifications, and engineering reports.
- Coordinate multiple assignments and maintain organized project documentation.
- Establish and maintain effective working relationships with contractors, consultants, regulatory agencies, and the public.
- Communicate technical information clearly in verbal and written formats.
- Identify construction deficiencies and assist in resolving project issues.
- Exercise sound judgment and recognize when issues require supervisory review.
- Project management, financial tracking, and office productivity software.

Physical Abilities

- Sufficient ambulatory ability to navigate active construction sites and uneven terrain.
- Bend, stoop, crouch, climb ladders, and access confined or elevated areas during inspections.
- Visual acuity sufficient to read plans, technical documents, and inspect construction activities.

- Communicate effectively in person, by telephone, radio, and electronic communication methods, including in noisy construction environments.

Education and Experience

- Minimum: High School diploma or GED and five (5) years of experience in construction management, civil engineering, public works, building inspection, or a related field.
- Preferred: Bachelor's degree in construction management, civil engineering, architecture, or a related field and experience in municipal infrastructure or public works.
- An equivalent combination of education, technical training, certifications, and experience that provides the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- Valid driver's license required.
- ICC certification or the ability to obtain appropriate code certification within a timeframe established by the Borough may be preferred or required.

Working Conditions

- Work is performed in both office and field environments.
- Fieldwork includes exposure to varying weather conditions, uneven terrain, heavy equipment, active construction zones, noise, dust, and other environmental conditions.
- Use of appropriate Personal Protective Equipment (PPE) is required during site visits and inspections.
- This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Capital Projects Director*	Type	*Permanent/Full-Time*
Department	*Capital Projects*	Class	*Exempt*
Supervisor	*Borough Manager*	Salary	*Non-Union Grade # 375*

Summary

Under the direction of the Borough Manager, the Capital Projects Director plans, directs, and oversees the Borough's capital improvement, major maintenance, facility maintenance, and building inspection programs. The position is responsible for the strategic planning, administration, and delivery of capital projects and facility maintenance activities, including project development, budgeting, contract administration, regulatory compliance, grant coordination, and departmental operations.

The position serves as the Borough's lead authority for capital facilities planning, construction management, and Building Official functions and ensures that Borough infrastructure and facility projects are completed in compliance with applicable Federal, State, and local requirements, adopted building codes, and Borough priorities.

~~Plans, directs and coordinates the activities of the department of Capital Facilities. Responsible for the planning, management and supervision of capital improvement projects, major maintenance, annual and preventative Borough facility maintenance, and the Borough's Building Inspection program.~~

Distinguishing Career Features

The Capital Projects Director is a senior-level management position responsible for directing the operations, personnel, and strategic objectives of the Capital Projects Department. The position oversees the Borough's Capital Improvement Program (CIP), major maintenance initiatives and building inspection functions while serving as a principal advisor to the Borough Manager and Assembly on capital infrastructure matters.

The position is distinguished by its broad management authority, high level of independent judgment, and responsibility for complex public

infrastructure projects, regulatory compliance, departmental administration, grant coordination, and long-range capital planning. The incumbent is expected to balance operational priorities, budgetary constraints, regulatory requirements, and community needs while coordinating with contractors, consultants, regulatory agencies, and Borough departments.

~~The Capital Facilities Director is a management position responsible for the functions and staff of the Capital Facilities Department and ensures that department activities meet maintenance and capital improvement goals of the Borough.~~

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

- Direct and oversee the operations, personnel, programs, and activities of the Capital Projects Department.
- Develop, manage, and prioritize Capital Improvement Program (CIP) and Major Maintenance (MM) projects in alignment with Borough operational goals and long-range infrastructure needs.
- Lead the planning, design, procurement, budgeting, and implementation of capital construction and facility maintenance projects.
- Evaluate project scope, schedules, budgets, and resource requirements to ensure compliance with Borough, State, and Federal standards and funding requirements.
- Serve as the Borough's program manager for capital projects involving in-house staff, consultants, engineers, architects, contractors, and regulatory agencies.
- Oversee preliminary engineering, environmental permitting, right-of-way acquisition, design development, public bidding, contract administration, construction management, and project closeout activities.
- Review and approve project plans, technical specifications, contracts, proposals, change orders, and project documentation for accuracy, completeness, constructability, and regulatory compliance.

- Monitor project schedules, contractor performance, expenditures, and progress to ensure effective project delivery and responsible use of public funds.
- Direct departmental staff activities, assign work, evaluate performance, provide technical guidance, and support employee training and safety programs.
- Prepare and administer departmental operating and capital budgets and maintain accurate project and purchasing records.
- Coordinate with Borough departments, consultants, contractors, utilities, regulatory agencies, and funding entities regarding project planning, implementation, and compliance.
- Develop grant applications and assist with securing and administering Federal, State, and other funding sources for capital and infrastructure projects.
- Ensure compliance with grant requirements, reporting obligations, audit standards, and project documentation requirements.
- Serve as the Borough's Building Official in accordance with applicable Borough code and adopted building regulations, including plan review, permitting, inspections, and code enforcement activities.
- Evaluate departmental policies, procedures, and construction standards to ensure compliance with current regulations and industry best practices.
- Prepare reports, presentations, technical documentation, and recommendations for the Borough Manager, Assembly, boards, commissions, and public meetings.
- Represent the Borough in meetings, committees, interagency coordination efforts, and public discussions related to capital projects and infrastructure planning.
- Perform other related duties as assigned.~~Oversees all Capital Facilities Department employees and operations.~~

Qualifications

Knowledge and Skills

- Knowledge of municipal capital project management, construction administration, and facility maintenance practices.
- Knowledge of Federal, State, and local laws, regulations, codes, and ordinances related to public construction, building inspection, permitting, and infrastructure development.
- Knowledge of engineering, architectural, and construction principles related to public facilities and infrastructure systems.
- Knowledge of public sector budgeting, accounting, procurement, and contract administration practices.
- Knowledge of project scheduling, resource allocation, risk management, and construction quality control practices.
- Knowledge of State and Federal grant and loan programs, funding requirements, and compliance procedures.
- Knowledge of OSHA/AKOSH safety standards and construction safety practices.
- Proficiency with Microsoft Office applications, project management software, work order systems, inventory tracking systems, and related business technologies.
- ~~Department and Borough organization, operations, policies and procedures.~~
- Ability to plan, organize, direct, and evaluate complex capital improvement and maintenance programs.
- Ability to manage multiple large-scale projects, competing priorities, and operational deadlines simultaneously.
- Ability to interpret and apply technical plans, blueprints, engineering reports, specifications, codes, and regulations.
- Ability to prepare and administer complex operating and capital budgets.
- Ability to develop cost estimates, technical specifications, bid documents, and professional service contracts.

- Ability to supervise, train, motivate, and evaluate professional, technical, and trades personnel.
- Ability to communicate effectively in verbal and written formats, including technical reports and public presentations.
- Ability to establish and maintain effective working relationships with employees, contractors, consultants, regulatory agencies, elected officials, and the public.
- Ability to exercise sound professional judgment and resolve complex operational, construction, and regulatory issues.
- Ability to troubleshoot and evaluate building systems, infrastructure deficiencies, and maintenance needs.
- ~~Reading, interpreting, understanding and applying Federal and State rules and regulations, as well as Borough policies and procedures.~~

Requires sufficient ambulatory ability to inspect premises, including some ability to bend, stoop, crawl, and walk in confined areas and to work from ladders, scaffolds, and other elevated areas. Sufficient visual acuity to read detailed drawings, recognizing words and numbers. Sufficient auditory ability to carry on conversations in person and over the phone.

Education and Experience

- Bachelor's degree in civil engineering, construction management, business administration, public administration, or a related field.
- Five (5) years of progressively responsible experience in construction management, capital project management, facility maintenance, or public infrastructure administration, including budgeting, contract administration, and project oversight.
- Minimum of three (3) years of supervisory or management experience.
- An equivalent combination of education, technical training, certifications, and experience that provides the required knowledge, skills, and abilities may be considered.

- ~~Abadelor'sdegreeequivalentwithmajorcoursework incivilengineering, constructionmanagmet, businessadministration.~~
- Valid Alaska Driver's License (or ability to obtain).

Working Conditions

Work is performed in both office and field environments. Fieldwork includes exposure to active construction sites, heavy equipment, uneven terrain, inclement weather, noise, dust, and other environmental conditions associated with construction and maintenance operations. The position may require occasional work outside normal business hours to respond to emergencies, project demands, or operational needs.

~~Work is performed in an office environment and at construction sites where safety considerations exist from observing physical labor and equipment operation. May be exposed to slippery surfaces, heavy equipment and machinery and inclement weather when conducting review of construction or project sites.~~

City & Borough of Wrangell

JOB DESCRIPTION

PO Box 531, Wrangell, AK, 99929 | +1 (907) 874-2381
205 Brueger Street, Wrangell, AK, 99929

Position	*Economic Development & Planning Director*	Type	*Permanent/Full -Time*
Department	*Economic Development*	Class	*Exempt*
Supervisor	*Borough Manager*	Salary	*Non-Union /Grade # 34~~3~~*

Summary

Under the direction of the Borough Manager, the Economic Development & Planning Director leads the Borough's planning, economic development, and community growth initiatives. The position is responsible for long-range planning, land use administration, zoning and development review, economic development strategy, tourism promotion, grant coordination, and related community development activities.

The position serves as the Borough's primary professional resource for planning and economic development matters and provides technical guidance and policy recommendations to Borough leadership, boards, commissions, businesses, developers, and community stakeholders.

~~Plans, organizes, and performs Community Development and Planning activities that include the strategic planning process, development and implementation of the comprehensive plan, economic and environmental planning, zoning administration for all current planning, code compliance, housing, and land use issues, and business development assistance. Includes project planning, grant writing, basic geographical information system map preparation, and the coordination and implementation of tourism marketing activities.~~

Distinguishing Career Features

The Economic Development & Planning Director is a senior-level professional and administrative position responsible for coordinating community planning, economic development, and strategic growth initiatives for the Borough. The position oversees long-range planning, land use administration, tourism promotion, grant development, and community engagement activities while balancing regulatory requirements, economic opportunities, and community priorities.

The position is distinguished by its broad scope of responsibility, high level of independent judgment, and extensive interaction with the

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public, developers, regulatory agencies, elected officials, and community organizations. The incumbent is expected to exercise sound professional judgment in evaluating complex planning and development issues and in representing the Borough on matters involving community growth and development policy.

~~The Community and Economic Development Planner is responsible for managing, performing and integrating current and advanced planning programs and services that enhance community image and environment. Advancement to this position requires the ability to accomplish all short and long range community development objectives.~~

This list is illustrative only and is not intended to be a comprehensive listing of all duties and responsibilities performed by incumbents of this classification.

- Plan, organize, and oversee community development, planning, and economic growth initiatives.
- Develop and implement policies related to land use, zoning, transportation, housing, environmental planning, and economic development.
- Coordinate long-range planning activities, including Comprehensive Plan implementation and development code updates.
- Review development proposals, land use applications, and planning documents for compliance with Borough regulations and community goals.
- Advise and support the Planning & Zoning Commission, Economic Development Committee, Convention & Visitor Bureau, and other boards or committees.
- Conduct public outreach, community engagement, hearings, and stakeholder meetings regarding planning and development initiatives.
- Prepare policy analyses, technical reports, presentations, and recommendations for Borough leadership, boards, commissions, and public meetings.
- Coordinate tourism promotion and visitor economy initiatives in collaboration with community partners, local businesses, and tourism organizations.

- Research, prepare, and administer grants and other funding opportunities related to planning, economic development, infrastructure, and community projects.
- Coordinate and manage planning and development projects involving consultants, contractors, agencies, and community stakeholders.
- Provide technical assistance and guidance to staff, businesses, developers, and the public regarding planning, zoning, permitting, and development processes.
- Utilize Geographic Information Systems (GIS), mapping resources, demographic data, and research tools to support planning and economic development activities.
- Represent the Borough at public meetings, conferences, intergovernmental meetings, and professional organizations.
- Perform other related duties as assigned.
- ~~Plans, organizes, controls, integrates and evaluates the work of the department. Develops, implements, monitors, and reviews accomplishments against annual performance plans.~~

Knowledge and Skills

- Knowledge of the principles, practices, and techniques of current and long-range urban and community planning.
- Knowledge of land use planning, zoning administration, annexation, urban renewal, and development review processes.
- Knowledge of public administration, municipal budgeting, public financing, and financial management practices.
- Knowledge of applicable Federal, State, and local laws, regulations, ordinances, and codes related to planning and development activities.
- Knowledge of social, political, economic, and environmental factors influencing community planning and project development.
- Knowledge of research methods, statistical analysis, and data interpretation techniques.
- Knowledge of grant development, project planning, and funding administration practices.

- Knowledge of public engagement, citizen involvement, and external communication strategies.
- Knowledge of marketing, tourism promotion, and business development principles.
- Working knowledge of Geographic Information Systems (GIS), mapping applications, and related technology.
- Proficiency with Microsoft Office applications, databases, and standard office productivity software.
- Advanced written and verbal communication skills sufficient to prepare reports, presentations, correspondence, and policy recommendations.
- ~~The position requires knowledge in the theory, principles, practices, and techniques of current and long range urban planning and design, land use, zoning administration, annexation, and urban renewal.~~
- Ability to direct and coordinate planning, zoning, economic development, tourism, and related community development functions.
- Ability to interpret, explain, and apply planning laws, regulations, ordinances, and policies.
- Ability to conduct research, analyze data, and prepare clear and concise reports and recommendations.
- Ability to communicate effectively and persuasively with elected officials, regulatory agencies, businesses, developers, and the public.
- Ability to facilitate public meetings, presentations, and stakeholder discussions on sensitive or complex issues.
- Ability to manage multiple projects, priorities, deadlines, and funding requirements simultaneously.
- Ability to establish and maintain effective working relationships with employees, agencies, contractors, consultants, and community organizations.
- Ability to exercise sound professional judgment and resolve complex planning and development issues.

- Ability to prepare grant applications, funding requests, and project documentation.
- ~~Requires the ability to plan, direct, and integrate the sub-functions within the department, including, but not limited to comprehensive urban planning activities, geographic information systems, permitting, and development engineering.~~
- Requires mobility sufficient to attend meetings, conduct site visits, and travel to various locations throughout the Borough.
- Requires sufficient visual acuity to review maps, plans, technical documents, and computer screens.
- Requires sufficient hearing and verbal communication ability to conduct meetings, presentations, and public discussions.
- Requires the ability to operate standard office equipment and computer systems.
- ~~Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature.~~

Education and Experience

- Bachelor's degree in urban planning, environmental planning, economic development, public administration, or a related field.
- Five (5) years of progressively responsible professional experience in planning, economic development, community development, or a related field.
- Experience with grant administration, project management, and public engagement processes preferred.
- Experience with Geographic Information Systems (GIS) applications preferred.
- An equivalent combination of education, technical training, certifications, and experience that provides the required knowledge, skills, and abilities may be considered.

~~Typical physical demands include standing, walking, sitting, reaching, handling, lifting, and talking or hearing. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.~~

- Valid Alaska Driver's License required.
- Certification from the American Institute of Certified Planners (AICP) or the International Economic Development Council (IEDC) is desirable.
- ~~Requires a valid Alaska Driver's License.~~

Work is performed primarily in an office environment with frequent meetings, public interactions, and occasional field visits or site inspections. The position may require attendance at evening meetings, public hearings, conferences, or community events. Occasional travel and extended work hours may be required to support Borough operations and community development activities.

~~Work is performed indoors where minimal safety considerations exist.~~

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required 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

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**13**

RESOLUTION No. 05-26-2051 OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY2026 BUDGET IN THE RESIDENTIAL CONSTRUCTION FUND BY ACCEPTING THE REVENUE FROM THE SALE OF THE ALDER TOP SUBDIVISION LOT 9, BLOCK 1 OF THE ALDER TOP SUBDIVISION IN THE AMOUNT OF $75,600

SUBMITTED BY:
Kim Lane, MMC, Borough Clerk

Reviews/Approvals/Recommendations	
☐	
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:	
Expenditure Required: $XXX Total	
Fiscal Year (FY):	Amount: $
Amount Budgeted:	
	FY: $
Account Number(s):	
	XXXXX XXX XXXX
Account Name(s):	
	Enter Text Here
Unencumbered Balance(s) (prior to expenditure):	
	$XXX

ATTACHMENTS: 1. Resolution No. 05-26-2051

RECOMMENDATION MOTION:
Move to approve Resolution No. 05-26-2051.

SUMMARY STATEMENT:

Background
The Borough Assembly previously authorized the terms of sale for Alder Top Lots 2 through 22 (excluding Lot 10) by Resolution Nos. 04-25-1937, 05-25-1940, and 09-25-1980. Bidding for the available lots concluded on December 1, 2025.

Purpose
The following lot sold, and payment has been received in full:

- Lot 9 – Shelley and Christopher Versteeg for $75,600

Budget Amendment
To account for this revenue, the FY26 Budget in the Residential Construction Fund will be amended to reflect an increase to account **50000-000-4650 – Residential Construction Fund Revenue** in the amount of **$75,600**.

CITY AND BOROUGH OF WRANGELL

RESOLUTION No. 05-26-2051

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY2026 BUDGET IN THE RESIDENTIAL CONSTRUCTION FUND BY ACCEPTING THE REVENUE FROM THE SALE OF THE ALDER TOP SUBDIVISION LOT 9, BLOCK 1 OF THE ALDER TOP SUBDIVISION IN THE AMOUNT OF $75,600

WHEREAS, the Borough Assembly authorized the terms of the sale of the Alder Top Lots 2 through 22 (Excluding Lot 10), by Resolution No. 04-25-1937, 05-25-1940 and 09-25-1980; and

WHEREAS, the bidding ended on December 1, 2025; and

WHEREAS, the following Lot sold and has been paid in full:

Lot 9 – Shelley and Christopher Versteeg; and

WHEREAS, the FY26 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 9, Block 1, Alder Top Subdivision, received payment in full of $75,600 from Shelley and Christopher Versteeg.

Section 2: The FY26 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 amount of $75,600.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 12th DAY OF MAY 2026.

CITY & BOROUGH OF WRANGELL

_____

David Powell, Vice-Mayor

ATTEST:_____

Kim Lane, MMC, Borough Clerk

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**13**

RESOLUTION No. 05-26-2052 OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2026 BUDGET IN THE WATER DEPARTMENT CIP FUND BY ACCEPTING LOAN FUNDS IN THE AMOUNT OF $472,865, FROM THE DRINKING WATER STATE REVOLVING FUND, APPROPRIATING THESE FUNDS TO THE MCKINNON STREET REHABILITATION PROJECT AND AUTHORIZING THEIR EXPENDITURE

SUBMITTED BY:
Amber Al-Haddad, Capital Projects Director

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:	
Amount Budgeted:	
Account Number(s):	
Account Name(s):	
	McKinnon Street Rehabilitation Project CIP Fund

ATTACHMENTS: 1. Resolution 05-26-2052; 2. Loan Agreement from Drinking Water State Revolving Fund for the McKinnon Street Water Main Replacement

RECOMMENDATION MOTION:
Move to Approve Resolution 05-26-2052.

SUMMARY STATEMENT:

The Borough has prioritized Mckinnon Street as its priority road and utility rehabilitation project for 2026-2027.

In 2025, the Borough applied for supplemental funding for this project through the Drinking Water State Revolving Fund, specific to the water main replacement. Resolution 11-25-1999 authorized application to the State of Alaska, Department of Environmental Conservation (ADEC), State Revolving Fund (SRF), for the McKinnon Street Water Utility Replacement.

The Borough has been offered the $472,865 loan along with a full forgiveness of its principal amount. The State agency will apply a loan fee at the rate of 0.5%.

The City and Borough of Wrangell is authorized under the Wrangell Charter, Section 6-3 Revenue Bonds to "borrow money and to issue revenue bonds or other such evidences of indebtedness therefore, the principal and interest of which are payable solely out of, and the only security of which is, the revenues of a revenue-producing utility or enterprise; but only when authorized by the assembly for the acquisition, construction, reconstruction, repair, improvement, extension, enlargement and/or equipment of the said utility or enterprise".

With the full loan forgiveness, the Water Fund will have no debt service; however, the loan fee will be paid from the Water Fund Reserves.

The Assembly of the City and Borough of Wrangell, Alaska hereby accepts the loan and amends the FY2026 Water Department CIP Fund for the McKinnon Street Rehabilitation project by accepting the Drinking Water State Revolving Fund loan into the Water Department CIP Fund. The Assembly authorizes eligible project expenditures from these funds.

CITY AND BOROUGH OF WRANGELL
RESOLUTION No. 05-26-2052

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2026 BUDGET IN THE SEWER DEPARTMENT CIP FUND BY ACCEPTING LOAN FUNDS IN THE AMOUNT OF $472,865, FROM THE DRINKING WATER STATE REVOLVING FUND, APPROPRIATING THESE FUNDS TO THE MCKINNON STREET REHABILITATION PROJECT AND AUTHORIZING THEIR EXPENDITURE

WHEREAS, Resolution 11-25-1999 authorized application to the State of Alaska, Department of Environmental Conservation (ADEC), State Revolving Fund (SRF), for the McKinnon Street Water Utility Replacement; and

WHEREAS, the City and Borough of Wrangell is authorized under the Wrangell Charter, Section 6-3 Revenue Bonds, etc. to borrow money and issue revenue bonds for use by a utility or enterprise where the principle and interest associated with repayment of the loan comes exclusively from said utility's revenues; and

WHEREAS, the State of Alaska, Department of Environmental Conservation (ADEC), State Revolving Fund (SRF), has offered the City and Borough of Alaska a loan in the amount of $472,865 with full forgiveness of its principal amount, for the Alaska Department of Environmental Conservation, State Revolving Fund Loan project; and

WHEREAS, loan fee charges, equal to 0.5% of reimbursements through the loan, will be assessed with each reimbursement request.

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

Section 1: The Assembly of the City and Borough of Wrangell has reviewed the Alaska Department of Environmental Conservation, State Revolving Fund Loan Agreement, all provided attached hereto as Exhibit A.

Section 2: The Assembly of the City and Borough of Wrangell hereby accepts the Alaska Department of Environmental Conservation, State Revolving Fund Loan in the amount of $472,865 and amends the FY2026 Capital Budget by transferring the loan funds into the CIP fund for the McKinnon Street Water Utility Replacement.

Section 2: The Assembly of the City and Borough of Wrangell hereby authorizes the Borough Manager or their designee to execute the grant agreement and its administration.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 12th DAY OF MAY 2026.

CITY & BOROUGH OF WRANGELL

_____

David Powell, Vice-Mayor

ATTEST:_____

Kim Lane, MMC, Borough Clerk

Drinking Water State Revolving Fund
Loan Agreement
No. ADWF 917221-S

Between

State of Alaska
Department of Environmental Conservation
Division of Water
State Revolving Fund Program

And

City and Borough of Wrangell

McKinnon Street Water Main Replacement	
Loan Amount	$472,865
Subsidy Amount	$472,865
Loan Fee	0.5%

Table of Contents

Article 1. Loan Terms 3
1.01 Borrower Information 3
1.02 Project Description 3
1.03 Loan Amount 3
1.04 Principal Forgiveness 3
1.05 Loan Fee 3
Article 2. General Terms and Conditions 4
2.01 Accounting Practices 4
2.02 Timely Use of Funds 4
2.03 Disbursement of Funds 4
2.04 Principal Forgiveness 5
2.05 Loan Fee 5
2.06 Notification 5
2.07 Insurance 5
2.08 Environmental Review 6
2.09 Archeological and Historical Preservation 6
2.10 Site Access 7
2.11 Construction 7
2.12 Compliance with Laws, Regulations, Etc. 8
2.13 Project Completion 12
2.14 Amendments and Modifications 13
2.15 Loan Repayment 13
2.16 Disputes 13
2.17 Termination 13
2.18 Indemnification 13
2.19 Change of Ownership 14
Article 3. Definitions 15
Article 4. Signatures 16
Exhibit "A" – List of Federal Laws and Authorities 18

Article 1. Loan Terms

This loan agreement ("Agreement") is made and entered into as of the date of final signature by the Alaska Department of Environmental Conservation ("Department") and the City and Borough of Wrangell ("Borrower") as identified in Article 4, and continues in full force and effect until the final day of the Agreement Period. This Agreement is made subject to, and conditional upon, the availability of funds.

1.01 Borrower Information

Borrower Name:	City and Borough of Wrangell
Borrower Mailing Address:	PO Box 531, Wrangell, Alaska 99929
Name of Authorized Signatory:	Mason Villarma, Borough Manager
Application Resolution Number:	11-25-1999

1.02 Project Description

The Borrower shall use this loan to replace approximately 280 feet of 65-year-old six-inch asbestos cement water main, including necessary appurtenances, new water service laterals and utility boxes along McKinnon Street during a planned road resurfacing project.

1.03 Loan Amount

$472,865

1.04 Principal Forgiveness

$472,865

1.05 Loan Fee

Fee: 0.5%

Article 2. General Terms and Conditions

The Borrower shall comply with all applicable federal, state and local laws, requirements, and ordinances for the planning, design, construction, implementation, and administration of the Project and this Agreement, including but not limited to those identified in the General Terms and Conditions and Attachments.

2.01 Accounting Practices

The Borrower shall separately account for all monies received from the Alaska Drinking Water Fund and shall maintain project accounts in accordance with generally accepted governmental accounting principles. The Department shall have the right to audit Borrower's records related to the Project.

2.02 Timely Use of Funds

a. Concurrent with the execution and delivery of this Agreement, or as soon thereafter as practicable, the Borrower shall take all steps necessary to complete the Project in a timely manner in accordance with all applicable loan conditions.

b. The Department will, in its discretion, revoke this Agreement if the Borrower has not initiated (e.g., solicited a design or construction contractor for the project, applied for notice to proceed for construction projects, incurred eligible expenses, etc.) the Project within one year after signing the Agreement.

2.03 Disbursement of Funds

Subject to the terms and conditions of this Agreement, the Eligible Project Costs less other funding sources will be disbursed by the Department upon receipt and approval of Disbursement Requests and Quarterly Project Status Reports.

The Borrower shall submit Disbursement Requests and Quarterly Project Status Reports to the Department via the Division of Water's Online Application System (OASys). OASys may be accessed at the following link: https://dec.alaska.gov/water/oasys.

a. Disbursement Requests and Quarterly Project Status Reports must be submitted to the Department within 30 days following the end of each calendar quarter.

b. Should the Borrower fail to submit the Quarterly Project Status Reports as required, the Department will not process subsequent Disbursement Requests until a Quarterly Project Status Report is received.

c. Departmental approvals required by this Agreement will not be unreasonably withheld.

d. The Department will disburse funds only as necessary to complete the Project. Any funds remaining after completion of the Project will remain in the Alaska Drinking Water Fund.

e. Borrower shall provide the Department with written evidence of materials and labor furnished to and performed upon the Project and such receipts of the payment of the same, releases, satisfactions and other signed statements and forms as the Department may reasonably require.

f. The Department may at any time review and audit requests for disbursement and make adjustments for, among other things, ineligible expenditures, mathematical errors, items not built or bought, unacceptable work and other discrepancies.

2.04 Principal Forgiveness

As part of this Agreement, the Department has offered the Borrower $472,865 of Subsidy, in the form of principal forgiveness.

a. Subsidy will be applied to each disbursement at 100% until all available Subsidy has been applied.

b. If no disbursement request is made within one year, the Department may take action to rescind the Subsidy offer.

2.05 Loan Fee

The Department will charge a fixed fee of one-half of one percent (0.5%) of the total amount of financial assistance disbursed. This fee shall be deducted from each disbursement at the time of payment.

2.06 Notification

Any disbursement or repayment made by the Department or Borrower under this Agreement shall be delivered by electronic transfer or by registered or certified mail.

Any disbursement addressed to the Borrower shall be sent to:

Mason Villarma, Borough Manager
City and Borough of Wrangell
PO Box 531
Wrangell, Alaska 99929

2.07 Insurance

a. If applicable, until the Project is completed by the Borrower, the Borrower (or at the option of the Borrower, the contractor) shall maintain insurance for the loss of the Project Facility for the benefit of the Department, the Borrower and the prime contractor, and all subcontractors, as their interests in the Project may appear. The

Borrower shall insure the Facility against loss or damage in an amount at least equal to the Eligible Project Costs.

b. If applicable, an insurance policy issued pursuant to Section 2.07(a) must be written or endorsed to make losses payable to the Department and the Borrower as their interests may appear. The interests of the Department are limited to the unpaid principal balance of the loan and any finance charge and penalties accrued as of the date such loan may be paid in full as a result of any insurance payoff, following destruction or damage to the Project Facility.

c. In the event the Borrower fails to maintain the full insurance coverage required by this Agreement, the Department may take out the required policies of insurance and pay the premiums. All amounts so advanced by the Department shall become an additional obligation of the Borrower to the Department.

d. The Borrower shall require its contractors and subcontractors to maintain workers compensation, commercial general liability, property damage, and vehicle liability insurance. Until the Project is complete, the Borrower (or at the option of the Borrower, the contractor) shall maintain insurance for the loss of the facility for the benefit of the Department, the Borrower, the prime contractor, and all subcontractors, as their interests in the Project may appear.

2.08 Environmental Review

Prior to initiating the Project, the Borrower shall consult with the Department to determine the required level of environmental review. The Department will notify the Borrower of the type of environmental documentation that will be required, if any.

The Borrower shall complete an environmental review in accordance with the State Environmental Review Process (SERP), and in compliance with state and federal environmental laws prior to any ground disturbing or construction activities conducted as part of this Project. Disbursement Requests for costs related to construction activities shall not be accepted until the SERP review has been completed. Any ground disturbing or construction activities that occur prior to the notification to the Borrower, by the Department, that Department's decision has been finalized are ineligible for reimbursement.

Any mitigation measures identified through the environmental review shall be fully implemented by the Borrower.

An environmental determination is valid for five years. Any activities occurring more than five years following the original environmental determination must undergo an additional review.

2.09 Archeological and Historical Preservation

If historical or cultural artifacts are discovered during the Project, the Borrower shall immediately stop construction and implement reasonable measures to protect the discovery

site from further disturbance; take reasonable steps to ensure confidentiality of the discovery site, restrict access to the site; and notify the concerned tribe's cultural staff or committee, the Department, and the State of Alaska's Historical Preservation Officer. If human remains are uncovered, the Borrower shall immediately report the presence and location of the remains to law enforcement, the concerned tribe's cultural staff or committee, and the Department.

2.10 Site Access

The Department has the right, at all reasonable times, to enter the Project Site, for the purpose of inspecting the Project and Project Facility.

2.11 Construction

a. With the exception of land easements, all real estate and personal property constituting the Project Site and the Project must belong to the Borrower.

b. The Borrower shall not begin construction until the Project has received an Approval to Construct (ATC), if one is required. If an ATC is not required by the Department's Drinking Water Program (DWP), the Borrower shall provide a statement from DWP to that effect.

   i. In its approvals, the Department may specify changes or conditions to the plans and specifications.

   ii. The Department must approve any subsequent changes to, or deviations from, approved plans.

c. If an ATC as described in (b) above is not required, the Borrower shall not begin construction until the plans and specifications have been reviewed and approved by the assigned State Revolving Fund Program Engineer.

d. Any construction contract estimated to equal or exceed $100,000 shall be awarded through a competitive bidding process and any construction contract estimated to be less than $100,000 may be negotiated if the Department approves the solicitation and negotiation procedures.

e. All construction contracts and contractors' estimate forms shall be prepared so that materials and equipment may be readily itemized as to allowable project costs and non-eligible costs.

f. Any change in a construction contract that will alter the contract specifications, time, or price, or will substantially modify the proposed treatment process, shall be submitted to the Department for approval if the Borrower wishes to have the modifications considered loan eligible.

g. When applicable, the Borrower shall require each construction contractor to furnish a performance and payment bond in an amount at least equal to 100 percent of the contract price.

h. Construction of the Project shall conform to applicable federal, state, and local laws, ordinances, and regulations.

i. The Borrower shall proceed expeditiously and complete the Project in accordance with the Approved Application, project schedule, surveys, plans, profiles, cross-sections, specifications, and amendments.

2.12 Compliance with Laws, Regulations, Etc.

The Borrower shall comply with, and require its contractors and subcontractors to comply with, all applicable federal and state laws, rules, guidelines, regulations, and requirements to include, but not limited to, the following:

a. The "List of Federal Laws and Authorities (Federal 'Cross-Cutting' Authorities)" as identified in Exhibit "A" and made a part hereof.

b. Lobbying

No portion of the loan amount may be used for lobbying or propaganda purposes as prohibited by 18 U.S.C. Section 1913 or Section 607(a) of Public Law 96-74.

c. Davis-Bacon Act

The Borrower must ensure compliance with the Davis-Bacon and Related Acts (DBRA), a collection of labor standards provisions administered by the Department of Labor, that are applicable to loans involving construction. These labor standards include:

- Davis Bacon Act, which requires payment of prevailing wage rates for laborers and mechanics on construction contracts of $2,000 or more.
- Copeland "Anti-Kickback" Act, which prohibits a contractor or subcontractor from inducing an employee into giving up any part of the compensation to which he or she is entitled; and
- Contract Work Hours and Safety Standards Act, which requires overtime wages to be paid for over 40 hours of work per week, under contracts in excess of $100,000.

Applicable federal regulations include 29 CFR 1 – Procedures for Predetermination of Wage Rates and 29 CFR 5 - Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction. All applicable laws, executive orders, regulations, forms and posters are available through the DBRA website: https://www.dol.gov/agencies/whd/government-contracts/construction.

For construction, alteration, and repair of treatment works, the Borrower shall ensure that contract wages paid are the higher of the State or Federal wage rate on a classification by classification basis for the construction of the Project. Both prevailing wage rates established for the locality by the Alaska Department of Labor under AS 36.05.010, and Federal standards in accordance with 40 U.S.C. Subtitle II Part A Subchapter IV (commonly referred to as the "Davis Bacon Act") apply. Laborers and mechanics employed by contractors and subcontractors shall be paid wages not less often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

i. The Borrower shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes or other methods for soliciting contracts (solicitation) less than 10 days before posting. Wages are locked-in at bid opening if awarded within 90 days. Wages must be updated if contract award is more than 90 days after bid opening. Once a Davis-Bacon wage rate has been locked, it stays in effect for the duration of the project. These wage determinations shall be incorporated into solicitations and any subsequent contracts. In addition, the wage determination and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor or subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

ii. The Borrower shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and sub-contracts in excess of $2,000. Borrower shall ensure no contracts are awarded to contractors excluded from federal contracts. The Borrower may access suspension and debarment information at http://www.sam.gov.

iii. The Borrower shall periodically interview a representative portion of the work force entitled to Davis-Bacon prevailing wages to verify that contractors or subcontractors are paying the appropriate wage rates. Borrowers shall immediately conduct interviews in response to an alleged violation of the prevailing wage requirements. As provided in 29 CFR 5.6(a)(5), all interviews must be conducted in confidence. The Borrower must use Standard Form 1445 or equivalent documentation to memorialize the interviews.

iv. The Borrower shall periodically conduct spot checks of a representative sample of weekly payroll data to verify that contractors or subcontractors are paying the appropriate wage rates. In addition, during the examinations, the Borrower shall verify evidence of fringe benefit plans and payments thereunder by contractors and subcontractors who claim credit for fringe benefit contributions. The Borrower shall maintain records sufficient to document compliance with DBRA, and make such records available for review upon request.

v. In addition, the Borrower shall consult with the Department on any required contract or bid document language to ensure that appropriate federal DBRA

material is included in the documentation. The Borrower must include the following text on all contracts: "By accepting this contract, the contractor acknowledges and agrees to the terms provided in the DBRA Requirements for Contractors and Subcontractors Under EPA Grants."

d. Title I – Employment of the American with Disabilities Act of 1990

When applicable, the Borrower shall comply with Title I-Employment of the Americans with Disabilities Act of 1990 (P.L. 101-336) and in accordance with Title I of that Act, shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

e. Title II-Public Services of the Americans with Disabilities Act of 1990

When applicable, the Borrower shall comply with Title II-Public Services of the Americans with Disabilities Act of 1990 (P.L. 101-336) and in accordance with Title II of the Act, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

f. Title II, Part 35, Section 35.151 of the Americans with Disabilities Act "New Construction and Alterations"

When applicable, the Borrower shall comply with Title II, Part 35, Section 35.151 of the Americans with Disabilities Act "New Construction and Alterations."

i. Design and construction: Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992.

ii. Alteration: Each facility or part of a facility altered by, on behalf, of or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.

iii. Accessibility standards: Design, construction or alteration of facilities in conformance with the Uniform Federal Accessibility Standards (UFAS) (Appendix A to 41 CRF part 101-19.6) or with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) (Appendix A to 28 CFR Part 36) shall be deemed to comply with the requirements of this section with

respect to those facilities, except that the elevator exemption contained at section 4.1.3(5) and section 4.1.5(1)(j) of ADAAG shall not apply.

g. Title III, Part 36, Section 36.401 of the American with Disabilities Act "New Construction"

When applicable, the Borrower shall comply with Title III, Part 36, Section 36.401 of the Americans with Disabilities Act "New Construction." Except as provided in paragraph (b) and (c) of the Act, discrimination for purposes of this part includes a failure to design and construct facilities for first occupancy after January 26, 1993, that are readily accessible to and usable by individuals with disabilities.

h. Title III, Part 36, Section 36.402 of the Americans with Disabilities Act "Alterations"

When applicable, the Borrower shall comply with Title III, Part 36, Section 36.402 of the Americans with Disabilities Act "Alterations."

i. General: Any alteration to a place of public accommodation or a commercial facility, after January 26, 1992, shall be made so as to ensure that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

ii. Alteration: An alteration is a change to a place of public accommodation or a commercial facility that affects or could affect the usability of the building or facility or any part thereof.

i. 2 CFR Part 180, Responsibilities of Participants Regarding Transactions

The Borrower shall fully comply with Subpart C of 2 CFR Part 180, entitled "Responsibilities of Participants Regarding Transactions." The Borrower is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 2 CFR Part 180, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. The Borrower is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. The Borrower acknowledges that failing to disclose the information required under 2 CFR Part 180 may result in the delay or negation of this assistance Agreement, or pursuance of legal remedies, including suspension and debarment.

j. American Iron and Steel

Per the "America's Water Infrastructure Act of 2018," none of the funds made available to the Borrower through this Agreement shall be used for a project for the construction, alteration, maintenance, or repair of a public water system or treatment works unless all of the iron and steel products used in the project are produced in the United States, unless the Department approved engineering plans and specifications prior to December 16, 2014.

The Borrower may request a waiver to this requirement if:

i. It is inconsistent with the public interest;

ii. Iron and steel products that are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or

iii. Inclusion of iron and steel products produced in the United States that will increase the cost of the overall Project by more than 25 percent.

Waiver requests shall be submitted to the Department by the Borrower; the Department will then forward the request to the Environmental Protection Agency (EPA) for consideration. EPA will make a copy of the request, and information available to the Administrator concerning the request, available to the public on an EPA website for at least fifteen days for informal public input prior to making a finding.

2.13 Project Completion

a. Prior to initiation of operations, the Borrower shall submit to the Department the following:

i. Criteria for project performance.

ii. An adopted water use ordinance and a user charge.

b. Upon substantial completion of the Project, the Borrower shall initiate operation of the Project Facility and immediately notify the Department in writing of initiation of operation. If construction is complete except for minor items, and the facility is operating, but the Borrower has not sent a notice of initiation of operation, the Department will, in its discretion, assign an initiation of operations date.

c. For any Project that requires an Approval to Construct from the Department, the Borrower must obtain a Final Approval to Operate.

d. Upon initiation of operation, the Borrower shall certify that the Project Facility is and will be operated by sufficient qualified operating personnel certified by the State of Alaska.

e. Within one year of the initiation of operation, the Borrower shall

i. Be subject to a final inspection by the Department;

ii. Submit to the Department a manual for operations and maintenance of the Project Facility for Department approval;

iii. Submit to the Department a certification that the facility is performing up to design standards.

f. Nothing contained in this Agreement shall be construed as an obligation or pledge of the Borrower to appropriate or expend general funds or revenues of the Borrower to operate or maintain the Project Facility.

2.14 Amendments and Modifications

This Agreement may only be modified or amended in writing and executed by the authorized representatives of all parties to this Agreement.

2.15 Loan Repayment

In the event that the Subsidy is revoked per Section 2.02(b), this Agreement may be amended to include loan repayment conditions.

2.16 Disputes

The Borrower shall raise any concerns or issues it may have regarding the Project with the Department promptly and prior to project completion. If those concerns or issues are not satisfactorily resolved, the Borrower shall promptly give written notice to the Department with a detailed description of the continuing concerns or issues. Jurisdiction and venue for any legal dispute shall be in the Superior Court for the State of Alaska, Third Judicial District at Anchorage, and in no other court or location. In the event of a legal dispute, both parties knowingly and voluntarily waive their right to trial by jury (including any advisory jury) and elect to have the dispute tried only to a judge. In the event of litigation, the prevailing party shall be entitled to an award of its reasonable, actual attorney's fees and costs of litigation. Each party has had an opportunity to review this Agreement with legal counsel of its choosing (or waived such opportunity), therefore this Agreement shall not be interpreted in favor of either party. This Agreement shall be governed by the laws of the State of Alaska.

2.17 Termination

The Department may cancel all or any part of this Agreement if:

a. Any representation or other statement made by the Borrower to the Department in connection with its application for a loan from the Alaska Drinking Water Fund is incorrect or incomplete in any material respect;

b. The Borrower has violated commitments made in the Approved Application and supporting documents, has not adhered to the regulations of the Alaska Drinking Water Fund (18 AAC 76), has violated any of the terms of this Agreement; or

c. The financial position of the Borrower has, in the opinion of the Department, suffered a materially adverse change.

2.18 Indemnification

The Borrower shall defend with counsel of the Department's choosing, indemnify, and hold harmless the Department and the State of Alaska, and their agents, servants, contractors, and

employees, from and against any and all claims, demands, causes of action, actions, and liabilities arising out of, or in any way connected with this funding or the Project for which the funding is made, howsoever caused, except to the extent that such claims, demands, causes of action, actions or liabilities are the proximate result of the sole negligence or willful misconduct of employees or agents of the Department or the State of Alaska.

2.19 Change of Ownership

The Borrower may not sell, transfer, assign, or encumber any of its rights, obligations, or assets related to this loan or Project without express prior written consent of the Department. If the Borrower intends to sell, transfer, assign, or encumber any of the rights, obligations, or assets related to the loan or Project, it must provide the Department with at least 60 days written notice prior to the sale, transfer, assignment, or encumbrance.

If the Department has not consented to the sale, transfer, assignment, or encumbrance of the rights, obligations, or assets related to the loan or Project, upon that sale, transfer, assignment, or encumbrance, and at the Department's sole discretion, the loan may be immediately due and payable in full. Alternatively, at the Department's sole discretion, the Department may approve the new owner to take on the rights, obligations, or assets related to the loan or Project, contingent upon successful approval by the Department of the same Financial Capacity Assessment and approvals that the original Borrower was subject to. In the event of any sale, transfer, or assignment of the rights, obligations, or assets related to the loan or Project, the Project must continue to adhere to the project description as outlined in the original loan agreement.

In all cases, the owner of the rights, obligations, or assets related to the loan or Project must maintain the Project for the life of the Project.

Article 3. Definitions

Except where the context clearly indicates otherwise, terms used in this Agreement will have the meaning ascribed to them in this section.

a. "Approved Application" means the application submitted to the Department on November 20, 2025, together with all attachments and supporting documentation, as approved by the Department.

b. "Agreement Period" means the time period commencing on the date this Agreement is signed by the Department's Finance Officer and terminating on the date the Borrower repays the loan in full.

c. "Eligible Project Costs" include the following costs disbursed from the Alaska Drinking Water Fund, estimated to not exceed $472,865 for demolition, construction, engineering, machinery, furnishings, equipment, surveys, plans, estimates, specifications, necessary insurance, financial and environmental investigations, laboratory testing, resident engineering and inspection fees, force account, legal expenses, and any other necessary miscellaneous expenditures, minus the amount of any grant applicable foregoing costs.

d. "Initiation of Operation" means the date of which the Project or Project Facility begins operating for the purposes for which it was planned, designed, or built.

e. "Iron and Steel Products" means the following products are primarily of iron and steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps, and restraints, vales, structural steel, reinforced precast concrete, and construction materials.

f. "Project" means the activities or documents described in Article 1.02.

g. "Project Facility" means the water treatment plant, distribution system, or related facilities in which Project activities are occurring.

h. "Project Site" means the location at which the Project activities are occurring.

i. "Subsidy" means principal forgiveness awarded under this Agreement.

Article 4. Signatures

This Agreement is binding upon the parties specified below, and to any person, office, or board succeeding either of the parties. This Agreement may not be assigned by the Borrower without written consent of the Department.

Nothing in this Agreement, whether or not accepted, may be deemed to constitute a contractual obligation on the part of the Department until the Agreement is signed by all parties.

Alaska Department of Environmental Conservation

By: _____
Carrie Bohan, Facilities Programs Manager
Division of Water

Kaitlin Lafavour
My Commission Expires
NOTARY PUBLIC
With office
State of Alaska

ACKNOWLEDGEMENT
STATE OF ALASKA
First Judicial District

The foregoing instrument was acknowledged before me this 6th day of May, 2026.

_____
Notary Public, State of Alaska
My commission expires: with office

Alaska Department of Environmental Conservation

By: _____
Cathy Dallaire, Administrative Operations Manager
Division of Administrative Services

KARALEE K. HANDLEY-SPEAR
NOTARY PUBLIC
STATE OF ALASKA

ACKNOWLEDGEMENT
STATE OF ALASKA
First Judicial District

The foregoing instrument was acknowledged before me this 6th day of May, 2026.

_____
Notary Public, State of Alaska
My commission expires: with job

City and Borough of Wrangell

By: _____
Mason Villarma
Borough Manager

ACKNOWLEDGEMENT
STATE OF ALASKA
First Judicial District

The foregoing instrument was acknowledged before me this _____ day of _____, 2026.

_____
Notary Public, State of Alaska
My commission expires: _____

Exhibit "A" – List of Federal Laws and Authorities
(FEDERAL CROSS-CUTTING AUTHORITIES)

Environmental and Cultural Authorities:

- Archeological and Historic Preservation Act of 1974, Public Law 93-291
- Archeological Resources Protection Act, Public Law 96-95 as amended
- Bald and Golden Eagle Protection Act, 16 U.S.C. 668-668c
- Clean Air Act, Public Law 95-95, as amended
- Clean Water Act, Public Law 92-50, as amended
- Coastal Barriers Resources Act, Public Law 97-348
- Coastal Zone Management Act of 1972, Public Law 92-583, as amended
- Consultation and Coordination with Indian Tribal Governments, Executive Order 13175
- Endangered Species Act, Public Law 93-2015 as amended
- Essential Fish Habitat Consultation Process under the Magnuson-Stevens Fishery Conservation and Management Act, Public Law 94-265, as amended
- Farmland Protection Policy Act, Public Law 97-98
- Fish and Wildlife Coordination Act, Public Law 85-624, as amended
- Floodplain Management, Executive Order 11988, as amended by Executive Order 13690
- Marine Mammal Protection Act, 16 U.S.C. 1361
- Migratory Bird Treaty Act, 16 U.S.C. 703
- National Historic Preservation Act of 1966, Public Law 89-665
- Native American Graves Protection and Repatriation Act, Public Law 101-601
- Protection and Enhancement of the Cultural Environment, Executive Order 11593
- Protection of Wetlands, Executive Order 11990, as amended by Executive Order 12608
- Rivers and Harbors Act, 33 U.S.C. 403
- Safe Drinking Water Act, Public Law 93-523, as amended
- Wild and Scenic Rivers Act, Public Law 90-542

Social Policy Authorities:

- Age Discrimination Act of 1975, Public Law 94-135
- Title VI of the Civil Rights Act of 1964, Public Law 88-352
- Section 13 of the Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500 (the Clean Water Act)
- Section 504 of the Rehabilitation Act of 1973, Public Law 93-112
- Disadvantage Business Enterprise Provisions
  - Promoting the Use of Small, Minority, and Women-owned Businesses, Executive Orders 11625, 12138, and 12432
  - Section 129 of the Small Business Administration Reauthorization and Amendment Act of 1988, Public Law 100-590
  - Department of Veterans Affairs and Housing and Urban Development, and Independent Agencies appropriations Act of 1993, Public Law 102-389

Economic Authorities:

- Procurement Prohibitions Under Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, included Executive Order 11738, Administration of the Clean Water Act with Respect to Federal Contracts, Grants, or Loans
- Demonstration Cities and Metropolitan Development Act of 1996, Public Law 89-754 as amended

Miscellaneous Authority:

- Debarment and Suspension, Executive Order 12549
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Public Law 91-646 as amended
- Preservation of Open Competition and Government Neutrality Towards Government contractors' Labor Relations on Federally Funded Constructed Projects, Executive Order 13202, as amended by Executive Order 13208
- Prohibition Against Sex Discrimination Under the Federal Water Pollution Control Act, Section 13 of Public Law 92-500
- 40 CFR Part 34, New Restrictions on Lobbying

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**13**

RESOLUTION No. 05-26-2055 OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2026 BUDGET IN THE SEWER DEPARTMENT CIP FUND BY ACCEPTING LOAN FUNDS IN THE AMOUNT OF $464,729, FROM THE CLEAN WATER STATE REVOLVING FUND, APPROPRIATING THESE FUNDS TO THE MCKINNON STREET REHABILITATION PROJECT AND AUTHORIZING THEIR EXPENDITURE

SUBMITTED BY:
Amber Al-Haddad, Capital Projects Director

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:	
Amount Budgeted:	
Account Number(s):	
Account Name(s):	
	McKinnon Street Rehabilitation Project CIP Fund

ATTACHMENTS: 1. Resolution 05-26-2055; 2. Loan Agreement from Clean Water State Revolving Fund for the McKinnon Street Sewer Main Replacement

RECOMMENDATION MOTION:
Move to Approve Resolution 05-26-2055.

SUMMARY STATEMENT:

The Borough has prioritized McKinnon Street as its priority road and utility rehabilitation project for 2026-2027.

In 2025, the Borough applied for supplemental funding for this project through the Clean Water State Revolving Fund, specific to the sewer main replacement. Resolution 11-25-2000 authorized application to the State of Alaska, Department of Environmental Conservation (ADEC), State Revolving Fund (SRF), for the McKinnon Street Sewer Utility Replacement.

The Borough has since been offered the $464,729 loan along with a full forgiveness of its principal amount. The State agency will apply a loan fee at the rate of 0.5%.

The City and Borough of Wrangell is authorized under the Wrangell Charter, Section 6-3 Revenue Bonds to "borrow money and to issue revenue bonds or other such evidences of indebtedness therefore, the principal and interest of which are payable solely out of, and the only security of which is, the revenues of a revenue-producing utility or enterprise; but only when authorized by the assembly for the acquisition, construction, reconstruction, repair, improvement, extension, enlargement and/or equipment of the said utility or enterprise".

With the full loan forgiveness, the Sewer Fund will have no debt service; however, the loan fee will be paid from the Sewer Fund Reserves.

The Assembly of the City and Borough of Wrangell, Alaska hereby accepts the loan and amends the FY2026 Sewer Department CIP Fund for the McKinnon Street Rehabilitation project by accepting the Clean Water State Revolving Fund loan into the Sewer Department CIP Fund. The Assembly authorizes eligible project expenditures from these funds.

CITY AND BOROUGH OF WRANGELL
RESOLUTION No. 05-26-2055

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2026 BUDGET IN THE SEWER DEPARTMENT CIP FUND BY ACCEPTING LOAN FUNDS IN THE AMOUNT OF $464,729, FROM THE CLEAN WATER STATE REVOLVING FUND, APPROPRIATING THESE FUNDS TO THE MCKINNON STREET REHABILITATION PROJECT AND AUTHORIZING THEIR EXPENDITURE

WHEREAS, Resolution 11-25-2000 authorized application to the State of Alaska, Department of Environmental Conservation (ADEC), State Revolving Fund (SRF), for the McKinnon Street Sewer Utility Replacement; and

WHEREAS, the City and Borough of Wrangell is authorized under the Wrangell Charter, Section 6-3 Revenue Bonds, etc. to borrow money and issue revenue bonds for use by a utility or enterprise where the principle and interest associated with repayment of the loan comes exclusively from said utility's revenues; and

WHEREAS, the State of Alaska, Department of Environmental Conservation (ADEC), State Revolving Fund (SRF), has offered the City and Borough of Alaska a loan in the amount of $464,729 with full forgiveness of its principal amount, for the Alaska Department of Environmental Conservation, State Revolving Fund Loan project; and

WHEREAS, loan fee charges, equal to 0.5% of reimbursements through the loan, will be assessed with each reimbursement request.

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

Section 1: The Assembly of the City and Borough of Wrangell has reviewed the Alaska Department of Environmental Conservation, State Revolving Fund Loan Agreement, all provided attached hereto as Exhibit A.

Section 2: The Assembly of the City and Borough of Wrangell hereby accepts the Alaska Department of Environmental Conservation, State Revolving Fund Loan in the amount of $464,729 and amends the FY2026 Capital Budget by transferring the loan funds into the CIP fund for the McKinnon Street Sewer Utility Replacement.

Section 2: The Assembly of the City and Borough of Wrangell hereby authorizes the Borough Manager or their designee to execute the grant agreement and its administration.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA THIS 12th DAY OF MAY 2026.

CITY & BOROUGH OF WRANGELL

_____

David Powell, Vice-Mayor

ATTEST:_____

Kim Lane, MMC, Borough Clerk

Clean Water State Revolving Fund
Loan Agreement
No. ACWF 917211-S

Between

State of Alaska
Department of Environmental Conservation
Division of Water
State Revolving Fund Program

And

City and Borough of Wrangell

McKinnon Street Main Sewer Replacement	
Loan Amount	$464,729
Subsidy Amount	$464,729
Loan Fee	0.5%

Table of Contents

Article 1. Loan Terms 3
1.01 Borrower Information 3
1.02 Project Description 3
1.03 Loan Amount 3
1.04 Principal Forgiveness 3
1.05 Loan Fee 3
Article 2. General Terms and Conditions 4
2.01 Accounting Practices 4
2.02 Timely Use of Funds 4
2.03 Disbursement of Funds 4
2.04 Principal Forgiveness 5
2.05 Loan Fee 5
2.06 Notification 5
2.07 Insurance 5
2.08 Environmental Review 6
2.09 Archaeological and Historical Preservation 6
2.10 Cost and Effectiveness Analysis 7
2.11 Fiscal Sustainability Plan 7
2.12 Site Access 8
2.13 Construction 8
2.14 Compliance with Laws, Regulations, Etc. 9
2.15 Project Completion 13
2.16 Amendments and Modifications 14
2.17 Loan Repayment 14
2.18 Disputes 14
2.19 Termination 14
2.20 Indemnification 15
2.21 Change of Ownership 15
Article 3. Definitions 16
Article 4. Signatures 17
Exhibit "A" – List of Federal Laws and Authorities 19

Article 1. Loan Terms

This loan agreement ("Agreement") is made and entered into as of the date of final signature by the Alaska Department of Environmental Conservation ("Department") and the City and Borough of Wrangell ("Borrower") as identified in Article 4, and continues in full force and effect until the final day of the Agreement Period. This Agreement is made subject to, and conditional upon, the availability of funds.

1.01 Borrower Information

Borrower Name:	City and Borough of Wrangell
Borrower Mailing Address:	PO Box 531 Wrangell, Alaska 99929
Name of Authorized Signatory:	Mason Villarma, Borough Manager
Application Resolution Number:	11-25-2000

1.02 Project Description

The Borrower shall use this loan to replace approximately 280 feet of gravity sewer main, appurtenances, and bypass pumping along McKinnon Street during a planned road resurfacing project.

1.03 Loan Amount

$464,729

1.04 Principal Forgiveness

$464,729

1.05 Loan Fee

Fee: 0.5%

Article 2. General Terms and Conditions

The Borrower shall comply with all applicable federal, state and local laws, requirements, and ordinances for the planning, design, construction, implementation, and administration of the Project and this Agreement, including but not limited to those identified in the General Terms and Conditions and Attachments.

2.01 Accounting Practices

The Borrower shall separately account for all monies received from the Alaska Clean Water Fund and shall maintain project accounts in accordance with generally accepted governmental accounting principles. The Department shall have the right to audit Borrower's records related to the Project.

2.02 Timely Use of Funds

a. Concurrent with the execution and delivery of this Agreement, or as soon thereafter as practicable, the Borrower shall take all steps necessary to complete the Project in a timely manner in accordance with all applicable loan conditions.

b. The Department will, in its discretion, revoke this Agreement if the Borrower has not initiated (e.g., solicited a design or construction contractor for the project, applied for notice to proceed for construction projects, incurred eligible expenses, etc.) the Project within one year after signing the Agreement.

2.03 Disbursement of Funds

Subject to the terms and conditions of this Agreement, the Eligible Project Costs less other funding sources will be disbursed by the Department upon receipt and approval of Disbursement Requests and Quarterly Project Status Reports.

The Borrower shall submit Disbursement Requests and Quarterly Project Status Reports to the Department via the Division of Water's Online Application System (OASys). OASys may be accessed at the following link: https://dec.alaska.gov/water/oasys.

a. Disbursement Requests and Quarterly Project Status Reports must be submitted to the Department within 30 days following the end of each calendar quarter.

b. Should the Borrower fail to submit the Quarterly Project Status Reports as required, the Department will not process subsequent Disbursement Requests until a Quarterly Project Status Report is received.

c. Departmental approvals required by this Agreement will not be unreasonably withheld.

d. The Department will disburse funds only as necessary to complete the Project. Any funds remaining after completion of the Project will remain in the Alaska Clean Water Fund.

e. Borrower shall provide the Department with written evidence of materials and labor furnished to and performed upon the Project and such receipts of the payment of the same, releases, satisfactions and other signed statements and forms as the Department may reasonably require.

f. The Department may at any time review and audit requests for disbursement and make adjustments for, among other things, ineligible expenditures, mathematical errors, items not built or bought, unacceptable work and other discrepancies.

2.04 Principal Forgiveness

As part of this Agreement, the Department has offered the Borrower $464,729 of Subsidy, in the form of principal forgiveness.

a. Subsidy will be applied to each disbursement at 100% until all available Subsidy has been applied.

b. If no disbursement request is made within one year, the Department may take action to rescind the Subsidy offer.

2.05 Loan Fee

The Department will charge a fixed fee of one-half of one percent (0.5%) of the total amount of financial assistance disbursed. This fee shall be deducted from each disbursement at the time of payment.

2.06 Notification

Any disbursement made by the Department under this Agreement shall be delivered by electronic transfer or by registered or certified mail.

Any disbursement addressed to the Borrower will be sent to:

Mason Villarma, Borough Manager
City and Borough of Wrangell
PO Box 531
Wrangell, Alaska 99929

2.07 Insurance

a. If applicable, until the Project is completed by the Borrower, the Borrower (or at the option of the Borrower, the contractor) shall maintain insurance for the loss of the Project Facility for the benefit of the Department, the Borrower and the prime contractor, and all subcontractors, as their interests in the Project may appear. The Borrower shall insure the Facility against loss or damage in an amount at least equal to the Eligible Project Costs.

b. If applicable, an insurance policy issued pursuant to Section 2.07(a) must be written or endorsed to make losses payable to the Department and the Borrower as their interests may appear. The interests of the Department are limited to the unpaid principal balance of the loan and any finance charge and penalties accrued as of the date such loan may be paid in full as a result of any insurance payoff, following destruction or damage to the Project Facility.

c. In the event the Borrower fails to maintain the full insurance coverage required by this Agreement, the Department may take out the required policies of insurance and pay the premiums. All amounts so advanced by the Department will become an additional obligation of the Borrower to the Department.

d. The Borrower shall require its contractors and subcontractors to maintain workers compensation, commercial general liability, property damage, and vehicle liability insurance. Until the Project is complete, the Borrower (or at the option of the Borrower, the contractor) shall maintain insurance for the loss of the facility for the benefit of the Department, the Borrower, the prime contractor, and all subcontractors, as their interests in the Project may appear.

2.08 Environmental Review

Prior to initiating the Project, the Borrower shall consult with the Department to determine the required level of environmental review. The Department will notify the Borrower of the type of environmental documentation that will be required, if any.

The Borrower shall complete an environmental review in accordance with the State Environmental Review Process (SERP), and in compliance with state and federal environmental laws prior to any ground disturbing or construction activities conducted as part of this Project. Disbursement Requests for costs related to construction activities will not be accepted until the SERP review has been completed. Any ground disturbing or construction activities that occur prior to the notification to the Borrower, by the Department, that Department's decision has been finalized are ineligible for reimbursement.

Any mitigation measures identified through the environmental review shall be fully implemented by the Borrower.

An environmental determination is valid for five years. Any activities occurring more than five years following the original environmental determination must undergo an additional review.

2.09 Archaeological and Historical Preservation

If historical or cultural artifacts are discovered during the Project, the Borrower shall immediately stop construction and implement reasonable measures to protect the discovery site from further disturbance; take reasonable steps to ensure confidentiality of the discovery site, restrict access to the site; and notify the concerned tribe's cultural staff or committee,

the Department, and the State of Alaska's Historical Preservation Officer. If human remains are uncovered, the Borrower shall immediately report the presence and location of the remains to law enforcement, the concerned tribe's cultural staff or committee, and the Department.

2.10 Cost and Effectiveness Analysis

Under the Federal Water Pollution Control Act section 602(b)(13), the Borrower shall certify that they have conducted studies and evaluations for determining the cost and effectiveness of the Project. The cost and effectiveness analysis at minimum requires:

a. the study and evaluation of the cost and effectiveness of the processes, materials, techniques, and technologies for carrying out the proposed Project or activity for which assistance is sought under this title; and

b. the selection, to the maximum extent practicable, of a Project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation, taking into account: the cost of constructing the Project or activity; the cost of operating and maintaining the Project or activity over the life of the Project or activity; and, the cost of replacing the Project or activity.

c. Certification shall be provided to the Department by the Borrower before proceeding with final design or construction. The Borrower must use the certification form supplied by the Department to ensure compliance with this requirement.

2.11 Fiscal Sustainability Plan

a. The Borrower shall, under amendments to the Federal Water Pollution Control Act, under Section 603(d)(1)(E), have a Fiscal Sustainability Plan (FSP) that covers the funded Project and closely associated components in place by the time of submission of the final disbursement request.

b. A FSP is a living document that is regularly reviewed, revised, expanded, and implemented as an integral part of the operation and management of the system. The plan, at a minimum, shall include the following:

   i. An inventory of critical assets that are a part of the treatment works;

   ii. An evaluation of the condition and performance of inventoried assets or asset groupings;

   iii. A certification that the Borrower has evaluated and will be implementing water and energy conservation efforts as part of the plan; and

   iv. A plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities.

c. The Borrower shall certify, on a Department supplied form, that they have developed and are implementing a FSP. Department specific FSP development criteria may either be obtained through the contact information given under Article 2.06 of this Agreement, or through the Department's web site at the following web address: https://dec.alaska.gov/water/state-revolving-fund/forms-and-guidance/

2.12 Site Access

The Department has the right, at all reasonable times, to enter the Project Site, for the purpose of inspecting the Project and Project Facility.

2.13 Construction

a. With the exception of land easements, all real estate and personal property constituting the Project Site and the Project must belong to the Borrower.

b. The Borrower shall not begin construction until the Project has received an Approval to Construct (ATC), if one is required. If an ATC is not required by the Department's Engineering Support and Plan Review (ESPR) Program, the Borrower shall provide a statement from ESPR to that effect.

   i. In its approvals, the Department may specify changes or conditions to the plans and specifications.

   ii. The Department must approve any subsequent changes to, or deviations from, approved plans.

c. If an ATC as described in (b) above is not required, the Borrower shall not begin construction until the plans and specifications have been reviewed and approved by the assigned State Revolving Fund Program engineer.

d. Any construction contract estimated to equal or exceed $100,000 shall be awarded through a competitive bidding process and any construction contract estimated to be less than $100,000 may be negotiated if the Department approves the solicitation and negotiation procedures.

e. All construction contracts and contractors' estimate forms shall be prepared so that materials and equipment may be readily itemized as to Eligible Project Costs and non-eligible costs.

f. Any change in a construction contract that will alter the contract specifications, time, price, or will substantially modify the proposed treatment process shall be submitted to the Department for approval.

g. When applicable, the Borrower shall require each construction contractor to furnish a performance and payment bond in an amount at least equal to 100 percent of the contract price.

h. Construction of the Project shall conform to applicable federal, state, and local laws, ordinances, and regulations.

i. The Borrower shall proceed expeditiously and complete the Project in accordance with the Approved Application, project schedule, surveys, plans, profiles, cross-sections, specifications, and amendments.

2.14 Compliance with Laws, Regulations, Etc.

The Borrower shall comply with, and require its contractors and subcontractors to comply with, all applicable federal and state laws, rules, guidelines, regulations, and requirements to include, but not limited to, the following:

a. The "List of Federal Laws and Authorities (Federal 'Cross-Cutting' Authorities)" as identified in Exhibit "A" and made a part hereof.

b. Lobbying

No portion of the loan amount may be used for lobbying or propaganda purposes as prohibited by 18 U.S.C. Section 1913 or Section 607(a) of Public Law 96-74.

c. Davis-Bacon Act

The Borrower must ensure compliance with the Davis-Bacon and Related Acts (DBRA), a collection of labor standards provisions administered by the Department of Labor, that are applicable to loans involving construction. These labor standards include:

- Davis Bacon Act, which requires payment of prevailing wage rates for laborers and mechanics on construction contracts of $2,000 or more.
- Copeland "Anti-Kickback" Act, which prohibits a contractor or subcontractor from inducing an employee into giving up any part of the compensation to which he or she is entitled; and
- Contract Work Hours and Safety Standards Act, which requires overtime wages to be paid for over 40 hours of work per week, under contracts in excess of $100,000.

Applicable federal regulations include 29 CFR 1 – Procedures for Predetermination of Wage Rates and 29 CFR 5 - Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction. All applicable laws, executive orders, regulations, forms and posters are available through the DBRA website: https://www.dol.gov/agencies/whd/government-contracts/construction.

For construction, alteration, and repair of treatment works, the Borrower shall ensure that contract wages paid are the higher of the State or Federal wage rate on a classification by classification basis for the construction of the Project. Both prevailing

wage rates established for the locality by the Alaska Department of Labor under AS 36.05.010, and Federal standards in accordance with 40 U.S.C. Subtitle II Part A Subchapter IV (commonly referred to as the "Davis Bacon Act") apply. Laborers and mechanics employed by contractors and subcontractors shall be paid wages not less often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

i. The Borrower shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes or other methods for soliciting contracts (solicitation) less than 10 days before posting. Wages are locked-in at bid opening if awarded within 90 days. Wages must be updated if contract award is more than 90 days after bid opening. Once a Davis-Bacon wage rate has been locked, it stays in effect for the duration of the project. These wage determinations shall be incorporated into solicitations and any subsequent contracts. In addition, the wage determination and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor or subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

ii. The Borrower shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and sub-contracts in excess of $2,000. Borrower shall ensure no contracts are awarded to contractors excluded from federal contracts. The Borrower may access suspension and debarment information at http://www.sam.gov.

iii. The Borrower shall periodically interview a representative portion of the work force entitled to Davis-Bacon prevailing wages to verify that contractors or subcontractors are paying the appropriate wage rates. Borrowers shall immediately conduct interviews in response to an alleged violation of the prevailing wage requirements. As provided in 29 CFR 5.6(a)(5), all interviews must be conducted in confidence. The Borrower must use Standard Form 1445 or equivalent documentation to memorialize the interviews.

iv. The Borrower shall periodically conduct spot checks of a representative sample of weekly payroll data to verify that contractors or subcontractors are paying the appropriate wage rates. In addition, during the examinations, the Borrower shall verify evidence of fringe benefit plans and payments thereunder by contractors and subcontractors who claim credit for fringe benefit contributions. The Borrower shall maintain records sufficient to document compliance with DBRA, and make such records available for review upon request.

v. In addition, the Borrower shall consult with the Department on any required contract or bid document language to ensure that appropriate federal DBRA material is included in the documentation. The Borrower must include the following text on all contracts: "By accepting this contract, the contractor

acknowledges and agrees to the terms provided in the DBRA Requirements for Contractors and Subcontractors Under EPA Grants."

d. Title I – Employment of the Americans with Disabilities Act of 1990

When applicable, the Borrower shall comply with Title I-Employment of the Americans with Disabilities Act of 1990 (P.L. 101-336) and in accordance with Title I of that Act, shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

e. Title II-Public Services of the Americans with Disabilities Act of 1990

When applicable, the Borrower shall comply with Title II-Public Services of the Americans with Disabilities Act of 1990 (P.L. 101-336) and in accordance with Title II of the Act, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

f. Title II, Part 35, Section 35.151 of the Americans with Disabilities Act "New Construction and Alterations"

When applicable, the Borrower shall comply with Title II, Part 35, Section 35.151 of the Americans with Disabilities Act "New Construction and Alterations."

i. Design and construction: Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992.

ii. Alteration: Each facility or part of a facility altered by, on behalf, of or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.

iii. Accessibility standards: Design, construction or alteration of facilities in conformance with the Uniform Federal Accessibility Standards (UFAS) (Appendix A to 41 CRF part 101-19.6) or with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG) (Appendix A to 28 CFR Part 36) shall be deemed to comply with the requirements of this section with respect to those facilities, except that the elevator exemption contained at section 4.1.3(5) and section 4.1.5(1)(j) of ADAAG shall not apply.

g. Title III, Part 36, Section 36.401 of the Americans with Disabilities Act "New Construction"

When applicable, the Borrower shall comply with Title III, Part 36, Section 36.401 of the Americans with Disabilities Act "New Construction." Except as provided in paragraph (b) and (c) of the Act, discrimination for purposes of this part includes a failure to design and construct facilities for first occupancy after January 26, 1993, that are readily accessible to and usable by individuals with disabilities.

h. Title III, Part 36, Section 36.402 of the Americans with Disabilities Act "Alterations"

When applicable, the Borrower shall comply with Title III, Part 36, Section 36.402 of the Americans with Disabilities Act "Alterations."

i. General: Any alteration to a place of public accommodation or a commercial facility, after January 26, 1992, shall be made so as to ensure that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

ii. Alteration: An alteration is a change to a place of public accommodation or a commercial facility that affects or could affect the usability of the building or facility or any part thereof.

i. 2 CFR Part 180, Responsibilities of Participants Regarding Transactions

The Borrower shall fully comply with Subpart C of 2 CFR Part 180, entitled "Responsibilities of Participants Regarding Transactions." The Borrower is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 2 CFR Part 180, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. The Borrower is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. The Borrower acknowledges that failing to disclose the information required under 2 CFR Part 180 may result in the delay or negation of this assistance Agreement, or pursuance of legal remedies, including suspension and debarment.

j. American Iron and Steel

Per Section 608 of the Clean Water Act, none of the funds made available to the Borrower shall be used for a project for the construction, alteration, maintenance, or repair of a treatment works unless all of the iron and steel products used in the project are produced in the United States.

The Borrower may request a waiver to this requirements if:

i. It is inconsistent with the public interest;

ii. Iron and steel products that are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or

iii. Inclusion of iron and steel products produced in the United States that will increase the cost of the overall Project by more than 25 percent.

Waiver requests shall be submitted to the Department by the Borrower; the Department will then forward the request to the Environmental Protection Agency (EPA) for consideration. EPA will make a copy of the request, and information available to the Administrator concerning the request, available to the public on an EPA website for at least fifteen days for informal public input prior to making a finding.

2.15 Project Completion

a. Prior to initiation of operations, the Borrower shall submit to the Department the following:

i. Criteria for project performance.

ii. An adopted sewer use ordinance and a user charge.

b. Upon substantial completion of the Project, the Borrower shall initiate operation of the Project Facility and immediately notify the Department in writing of Initiation of Operation. If construction is complete except for minor items, and the facility is operating, but the Borrower has not sent a notice of Initiation of Operation, the Department will, in its discretion, assign an Initiation of Operations date.

c. For any Project that requires an Approval to Construct from the Department, the Borrower must obtain a Final Approval to Operate.

d. Upon Initiation of Operation, the Borrower shall certify that the Project Facility is and will be operated by sufficiently qualified operating personnel certified at the system classification level by the State of Alaska.

e. Within one year of the initiation of operation, the Borrower shall:

i. Be subject to a final inspection by the Department;

ii. Submit to the Department a manual for operations and maintenance of the Project Facility for Department approval;

iii. Submit to the Department a Project Performance Certification certifying that the facility is or is not performing up to design standards.

f. Nothing contained in this Agreement shall be construed as an obligation or pledge of the Borrower to appropriate or expend general funds or revenues of the Borrower to operate or maintain the Project Facility.

2.16 Amendments and Modifications

This Agreement may only be modified or amended in writing and executed by the authorized representatives of all parties to this Agreement.

2.17 Loan Repayment

In the event that the Subsidy is revoked per Section 2.02(c), this Agreement may be amended to include loan repayment conditions.

2.18 Disputes

The Borrower shall raise any concerns or issues it may have regarding the Project with the Department promptly and prior to project completion. If those concerns or issues are not satisfactorily resolved, the Borrower shall promptly give written notice to the Department with a detailed description of the continuing concerns or issues. Jurisdiction and venue for any legal dispute shall be in the Superior Court for the State of Alaska, Third Judicial District at Anchorage, and in no other court or location. In the event of a legal dispute, both parties knowingly and voluntarily waive their right to trial by jury (including any advisory jury) and elect to have the dispute tried only to a judge. In the event of litigation, the prevailing party shall be entitled to an award of its reasonable, actual attorney's fees and costs of litigation. Each party has had an opportunity to review this Agreement with legal counsel of its choosing (or waived such opportunity), therefore this Agreement shall not be interpreted in favor of either party. This Agreement shall be governed by the laws of the State of Alaska.

2.19 Termination

The Department may cancel all or any part of this Agreement if:

a. Any representation or other statement made by the Borrower to the Department in connection with its application for a loan from the Alaska Clean Water Fund is incorrect or incomplete in any material respect;

b. The Borrower has violated commitments made in the Approved Application and supporting documents, has not adhered to the regulations of the Alaska Clean Water Fund (18 AAC 76), has violated any of the terms of this Agreement; or

c. The financial position of the Borrower has, in the opinion of the Department, suffered a materially adverse change.

2.20 Indemnification

The Borrower shall defend with counsel of the Department's choosing, indemnify, and hold harmless the Department and the State of Alaska, and their agents, servants, contractors, and employees, from and against any and all claims, demands, causes of action, actions, and liabilities arising out of, or in any way connected with this funding or the Project for which the funding is made, howsoever caused, except to the extent that such claims, demands, causes of action, actions or liabilities are the proximate result of the sole negligence or willful misconduct of employees or agents of the Department or the State of Alaska.

2.21 Change of Ownership

The Borrower may not sell, transfer, assign, or encumber any of its rights, obligations, or assets related to this loan or Project without express prior written consent of the Department. If the Borrower intends to sell, transfer, assign, or encumber any of the rights, obligations, or assets related to the loan or Project, it must provide the Department with at least 60 days written notice prior to the sale, transfer, assignment, or encumbrance.

If the Department has not consented to the sale, transfer, assignment, or encumbrance of the rights, obligations, or assets related to the loan or Project, upon that sale, transfer, assignment, or encumbrance, and at the Department's sole discretion, the loan may be immediately due and payable in full. Alternatively, at the Department's sole discretion, the Department may approve the new owner to take on the rights, obligations, or assets related to the loan or Project, contingent upon successful approval by the Department of the same Financial Capacity Assessment and approvals that the original Borrower was subject to. In the event of any sale, transfer, or assignment of the rights, obligations, or assets related to the loan or Project, the Project must continue to adhere to the project description as outlined in the original loan agreement.

In all cases, the owner of the rights, obligations, or assets related to the loan or Project must maintain the Project for the life of the Project.

Article 3. Definitions

Except where the context clearly indicates otherwise, terms used in this Agreement will have the meaning ascribed to them in this section.

a. "Approved Application" means the application submitted to the Department on November 20, 2025, together with all attachments and supporting documentation, as approved by the Department.

b. "Agreement Period" means the time period commencing on the date this Agreement is signed by the Department's Finance Officer and terminating on the date the Borrower repays the loan in full.

c. "Eligible Project Costs" include the following costs disbursed from the Alaska Clean Water Fund, estimated to not exceed $464,729 for demolition, construction, engineering, machinery, furnishings, equipment, surveys, plans, estimates, specifications, necessary insurance, financial and environmental investigations, laboratory testing, resident engineering and inspection fees, force account, legal expenses, and any other necessary miscellaneous expenditures, minus the amount of any grant applicable foregoing costs.

d. "Initiation of Operation" means the date of which the Project or Project Facility begins operating for the purposes for which it was planned, designed, or built.

e. "Iron and Steel Products" means the following products are primarily of iron and steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps, and restraints, vales, structural steel, reinforced precast concrete, construction materials.

f. "Project" means the activities or documents described in Article 1.02.

g. "Project Facility" means the water treatment plant, distribution system, or related facilities in which Project activities are occurring.

h. "Project Site" means the location at which the Project activities are occurring.

i. "Subsidy" means principal forgiveness awarded under this Agreement.

Article 4. Signatures

This Agreement is binding upon the parties specified below, and to any person, office, or board succeeding either of the parties. This Agreement may not be assigned by the Borrower without written consent of the Department.

Nothing in this Agreement, whether or not accepted, may be deemed to constitute a contractual obligation on the part of the Department until the Agreement is signed by all parties.

Alaska Department of Environmental Conservation

By: _____
Carrie Bohan, Facilities Programs Manager
Division of Water

Kaitlin Lafavour My Commission Expires NOTARY PUBLIC With office State of Alaska

ACKNOWLEDGEMENT
STATE OF ALASKA
First Judicial District

The foregoing instrument was acknowledged before me this 6th day of May, 2026.

_____
Notary Public, State of Alaska
My commission expires: with office

Alaska Department of Environmental Conservation

By: _____
Cathy Dallaire, Administrative Operations Manager
Division of Administrative Services

KARALEE K. HANDLEY-SPEAR NOTARY PUBLIC STATE OF ALASKA

ACKNOWLEDGEMENT
STATE OF ALASKA
First Judicial District

The foregoing instrument was acknowledged before me this 1st day of May, 2026.

_____
Notary Public, State of Alaska
My commission expires: with [illegible]

City and Borough of Wrangell

By: _____
Mason Villarma
Borough Manager

ACKNOWLEDGEMENT
STATE OF ALASKA
First Judicial District

The foregoing instrument was acknowledged before me this _____ day of _____, 2026.

_____
Notary Public, State of Alaska
My commission expires: _____

Exhibit "A" – List of Federal Laws and Authorities
(FEDERAL CROSS-CUTTING AUTHORITIES)

Environmental and Cultural Authorities:

- Archeological and Historic Preservation Act of 1974, Public Law 93-291
- Archeological Resources Protection Act, Public Law 96-95 as amended
- Bald and Golden Eagle Protection Act, 16 U.S.C. 668-668c
- Clean Air Act, Public Law 95-95, as amended
- Clean Water Act, Public Law 92-50, as amended
- Coastal Barriers Resources Act, Public Law 97-348
- Coastal Zone Management Act of 1972, Public Law 92-583, as amended
- Consultation and Coordination with Indian Tribal Governments, Executive Order 13175
- Endangered Species Act, Public Law 93-2015 as amended
- Essential Fish Habitat Consultation Process under the Magnuson-Stevens Fishery Conservation and Management Act, Public Law 94-265, as amended
- Farmland Protection Policy Act, Public Law 97-98
- Fish and Wildlife Coordination Act, Public Law 85-624, as amended
- Floodplain Management, Executive Order 11988, as amended by Executive Order 13690
- Marine Mammal Protection Act, 16 U.S.C. 1361
- Migratory Bird Treaty Act, 16 U.S.C. 703
- National Historic Preservation Act of 1966, Public Law 89-665
- Native American Graves Protection and Repatriation Act, Public Law 101-601
- Protection and Enhancement of the Cultural Environment, Executive Order 11593
- Protection of Wetlands, Executive Order 11990, as amended by Executive Order 12608
- Rivers and Harbors Act, 33 U.S.C. 403
- Safe Drinking Water Act, Public Law 93-523, as amended
- Wild and Scenic Rivers Act, Public Law 90-542

Social Policy Authorities:

- Age Discrimination Act of 1975, Public Law 94-135
- Title VI of the Civil Rights Act of 1964, Public Law 88-352
- Section 13 of the Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500 (the Clean Water Act)
- Section 504 of the Rehabilitation Act of 1973, Public Law 93-112
- Disadvantage Business Enterprise Provisions
  - Promoting the Use of Small, Minority, and Women-owned Businesses, Executive Orders 11625, 12138, and 12432
  - Section 129 of the Small Business Administration Reauthorization and Amendment Act of 1988, Public Law 100-590
  - Department of Veterans Affairs and Housing and Urban Development, and Independent Agencies appropriations Act of 1993, Public Law 102-389

Economic Authorities:

- Procurement Prohibitions Under Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, included Executive Order 11738, Administration of the Clean Water Act with Respect to Federal Contracts, Grants, or Loans
- Demonstration Cities and Metropolitan Development Act of 1996, Public Law 89-754 as amended

Miscellaneous Authority:

- Debarment and Suspension, Executive Order 12549
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Public Law 91-646 as amended
- Preservation of Open Competition and Government Neutrality Towards Government contractors' Labor Relations on Federally Funded Constructed Projects, Executive Order 13202, as amended by Executive Order 13208
- Prohibition Against Sex Discrimination Under the Federal Water Pollution Control Act, Section 13 of Public Law 92-500
- 40 CFR Part 34, New Restrictions on Lobbying

CITY & BOROUGH OF WRANGELL, ALASKA
BOROUGH ASSEMBLY AGENDA STATEMENT

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**13**

Approval to accept the Resignation of Michael Ottesen from the Borough Assembly, effective at the close of the May 12, 2026 Regular Assembly Meeting

SUBMITTED BY:
Kim Lane, Borough Clerk

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:	
Amount Budgeted:	
Account Number(s):	
Account Name(s):	

ATTACHMENTS:

RECOMMENDATION MOTION:
Move to Approval to accept the Resignation of Michael Ottesen from the Borough Assembly, effective at the close of the May 12, 2026 Regular Assembly Meeting

SUMMARY STATEMENT:

Michael Ottesen submitted his resignation from the Borough Assembly, effective at the close of this May 12th Regular Assembly meeting.

As per WMC 3.04.040 – the Clerk will start advertising to fill the vacancy for the remainder of the election year (October 2026).

On the ballot for October 2026, Mr. Ottesen's term would have been up for reelection so, that seat will be on the ballot for a 3-year term.

The Appointment of this seat (for the 5-month term) will be on the June 9th Regular Assembly meeting agenda.

May 8, 2026

I am writing to formally notify you of my resignation from my seat on the Assembly, effective after the May 12, 2026 meeting.

Respectfully,
Michael Ottesen

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

AGENDA ITEM TITLE:	DATE:	May 12, 2026
	Agenda Section	**15**

Executive Session: Borough Manager's annual review

SUBMITTED BY:
Mason Villarma, Borough Manager

Reviews/Approvals/Recommendations	
☐	Commission, Board or Committee
Name(s)	
Name(s)	
☐	Attorney
☐	Insurance

FISCAL NOTE:		
Expenditure Required: $XXX Total		
FY 25: $	FY 26: $	FY27: $
Amount Budgeted:		
	FY25 $XXX	
Account Number(s):		
	XXXXX XXX XXXX	
Account Name(s):		
	Enter Text Here	
Unencumbered Balance(s) (prior to expenditure):		
	$XXX	

ATTACHMENTS:

RECOMMENDATION MOTION I move, pursuant to 44.62.310 (c) (2), that we recess into an executive session and invite the Borough Clerk into the session, to discuss matters that may tend to prejudice the reputation and character of any person, specifically the Annual Review of the Borough Manager.

SUMMARY STATEMENT:
None.