



City and Borough of Wrangell  
Special Borough Assembly Meeting  
AGENDA

Friday, October 01, 2021  
5:00 PM

Location: Borough Assembly Chambers

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PERSONS TO BE HEARD** - *Section WMC 3.05.040 (C) states that: The chair may call to order any person who is breaching the peace or being disorderly by speaking without recognition, engaging in booing or catcalls, speaking vulgarities, name calling, personal attacks, or engaging in other conduct which is determined by the chair to be disruptive of the meeting. Any person so disrupting a meeting of the assembly may be removed and barred from further attendance at the meeting unless permission to return or remain is granted by a majority vote of the assembly.*

**4. CONFLICT OF INTEREST**

**5. NEW BUSINESS**

- a. EMERGENCY ORDINANCE No. 1011** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA EXTENDING THE BOROUGH'S DECLARATION OF EMERGENCY RETROACTIVELY FROM SEPTEMBER 30, 2021, RELATED TO THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC AND GRANTING AUTHORIZATION TO TAKE ACTIONS NECESSARY TO PROTECT PUBLIC HEALTH DURING THE EMERGENCY THROUGH DECEMBER 31, 2021
- b. EMERGENCY ORDINANCE No. 1012** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA REAFFIRMING THE DECLARATION OF EMERGENCY IN EMERGENCY ORDINANCES 976, 980, 985, 994, 1003, AND 1011 AND REENACTING THE ADOPTION OF INTERNATIONAL AND INTERSTATE TRAVEL TESTING MEASURES
- c.** Approval of Amendment #5 of the Lease Agreement for the Sourdough Lodge for Use as an Alternate Isolation Facility During the COVID-19 Pandemic
- d.** Approval of the Borough Manager Job Description
- e.** Approval to Accept the Resignation from Lisa Von Barga, as Borough Manager, Effective October 29, 2021

**6. ADJOURNMENT**

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	October 1, 2021
	<u>Agenda Section</u>	<b>5</b>

**EMERGENCY ORDINANCE No. 1011** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA EXTENDING THE BOROUGH'S DECLARATION OF EMERGENCY RETROACTIVELY FROM SEPTEMBER 30, 2021, RELATED TO THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC AND GRANTING AUTHORIZATION TO TAKE ACTIONS NECESSARY TO PROTECT PUBLIC HEALTH DURING THE EMERGENCY THROUGH DECEMBER 31, 2021

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

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

<u>FISCAL NOTE:</u>		
<b>Expenditure Required:</b> \$XXX Total		
FY 20: \$	FY 21: \$	FY22: \$
<b>Amount Budgeted:</b>		
	FY20 \$XXX	
<b>Account Number(s):</b>		
	XXXXXX XXX XXXX	
<b>Account Name(s):</b>		
	Enter Text Here	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$XXX	

ATTACHMENTS: 1. Proposed Ordinance No. 1011; 2. Last extended Ord No. 1003

**RECOMMENDATION MOTION:**

Move to Approve Emergency Ordinance 1011.

**SUMMARY STATEMENT:**

On March 17, 2020 the Assembly passed Emergency Ordinance No 976 declaring an Emergency related to the Novel Coronavirus, or COVID-19. That ordinance expired October 17, 2020. On October 13, 2020 the Assembly passed Emergency Ordinance No 980 extending the declaration of Emergency related to the Novel Coronavirus, or COVID-19. That ordinance expired December 31,

2020. On January 12, 2021 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 985 extending the Borough's declaration of emergency related to the Novel Coronavirus (COVID-19) Pandemic through March 31, 2021. April 13, 2021 the Assembly passed Emergency Ordinance No. 994 extending the declaration to May 25, 2021. Finally, on June 22, 2021, the Assembly passed Emergency Ordinance No. 1003, extending the declaration to September 30, 2021.

To ensure the CBW is able to qualify for all federal and state disaster funding resources, Administration is requesting extension of the emergency declaration through the end of September. This will carry Wrangell through the time we have obligations in place related to COVID-19, specifically like the lease of the Alternate Isolation Site. Administration feels like this is the safe thing to do as the State's declaration is no longer in force.

The ordinance remains unchanged from its content approved in January with the following two exceptions:

1. The expiration date was changed throughout from September 30, 2021 to December 31, 2021; and
2. Section 2 (Borough-Only Emergency Powers) was changed to grant authority to the Borough Manager or Acting Borough Manager.

CITY AND BOROUGH OF WRANGELL, ALASKA  
ORDINANCE NO. 1011

AN EMERGENCY ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA EXTENDING THE BOROUGH'S DECLARATION OF EMERGENCY RETROACTIVELY FROM SEPTEMBER 30, 2021, RELATED TO THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC AND GRANTING AUTHORIZATION TO TAKE ACTIONS NECESSARY TO PROTECT PUBLIC HEALTH DURING THE EMERGENCY THROUGH DECEMBER 31, 2021

WHEREAS, on March 17, 2020 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 976 declaring an emergency related to the Novel Coronavirus (COVID-19) Pandemic; and

WHEREAS, on October 13, 2020 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 980 extending the Borough's declaration of emergency related to the Novel Coronavirus (COVID-19) Pandemic through December 31, 2020; and

WHEREAS, on January 12, 2021 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 985 extending the Borough's declaration of emergency related to the Novel Coronavirus (COVID-19) Pandemic through March 31, 2021; and

WHEREAS, on April 13, 2021 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 994 extending the Borough's declaration of emergency related to the Novel Coronavirus (COVID-19) Pandemic through May 25, 2021; and

WHEREAS, on June 22, 2021 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 1003 extending the Borough's declaration of emergency related to the Novel Coronavirus (COVID-19) Pandemic through September 30, 2021; and

WHEREAS, to facilitate commerce and economic activity to the maximum degree Wrangell has obligations in place related to COVID-19 mitigation; and

WHEREAS, Wrangell is still in the process of working with federal and state agencies regarding CARES Act and FEMA Public Assistance funding; and

WHEREAS, the State of Alaska no longer has a declaration in place; and

WHEREAS, to ensure the ability to take advantage of all COVID-19 federal and state resources, the CBW must keep its Emergency Declaration current.

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

**SECTION 1: AUTHORIZATION.** This is a non-codified EMERGENCY ORDINANCE provided for in the Home Rule Charter of the City & Borough of Wrangell, Alaska Section 2-11.

**SECTION 2: DECLARATION OF EMERGENCY.** The Assembly of the City and Borough of Wrangell, Alaska hereby extends the declaration of emergency for the City and Borough of Wrangell related to the Novel Coronavirus (COVID-19) Pandemic from September 30, 2021, through December 31, 2021.

**SECTION 3: BOROUGH-ONLY EMERGENCY POLICIES.** The Assembly of the City and Borough of Wrangell, Alaska hereby grants authority to the Borough Manager or Acting Borough Manager to issue Borough-only Emergency Policies taking steps necessary to protect municipal operational integrity, and Borough employee and customer health and safety during the emergency, with notification given to Assembly prior to issuance of any Emergency Policy.

**SECTION 3: EFFECTIVE DATES.** This ordinance shall be effective upon adoption retroactively to September 30, 2021, and shall sunset December 31, 2021 at 11:59 pm unless further extended by action of the Assembly.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 1st DAY OF OCTOBER 2021.

CITY & BOROUGH OF WRANGELL, ALASKA

\_\_\_\_\_  
Stephen Prysunka, Borough Mayor

ATTEST:\_\_\_\_\_  
Kim Lane, MMC, Borough Clerk

CITY AND BOROUGH OF WRANGELL, ALASKA  
ORDINANCE NO. 1003

AN EMERGENCY ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA EXTENDING THE BOROUGH'S DECLARATION OF EMERGENCY RELATED TO THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC RETROACTIVELY FROM MAY 26, 2021 AND GRANTING AUTHORIZATION TO TAKE ACTIONS NECESSARY TO PROTECT PUBLIC HEALTH DURING THE EMERGENCY THROUGH SEPTEMBER 30, 2021

WHEREAS, on March 17, 2020 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 976 declaring an emergency related to the Novel Coronavirus (COVID-19) Pandemic; and

WHEREAS, on October 13, 2020 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 980 extending the Borough's declaration of emergency related to the Novel Coronavirus (COVID-19) Pandemic through December 31, 2020; and

WHEREAS, on January 12, 2021 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 985 extending the Borough's declaration of emergency related to the Novel Coronavirus (COVID-19) Pandemic through March 31, 2021; and

WHEREAS, on April 13, 2021 the Assembly of the City & Borough of Wrangell passed Emergency Ordinance No. 994 extending the Borough's declaration of emergency related to the Novel Coronavirus (COVID-19) Pandemic through May 25, 2021; and

WHEREAS, to facilitate commerce and economic activity to the maximum degree Wrangell has obligations in place related to COVID-19 mitigation; and

WHEREAS, Wrangell is still in the process of working with federal and state agencies regarding CARES Act and FEMA Public Assistance funding; and

WHEREAS, the State of Alaska no longer has a declaration in place; and

WHEREAS, to ensure the ability to take advantage of all COVID-19 federal and state resources, the CBW must keep its Emergency Declaration current.

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

**SECTION 1: AUTHORIZATION.** This is a non-codified EMERGENCY ORDINANCE provided for in the Home Rule Charter of the City & Borough of Wrangell, Alaska Section 2-11.

**SECTION 2: DECLARATION OF EMERGENCY.** The Assembly of the City and Borough of Wrangell, Alaska hereby extends the declaration of emergency for the City and Borough of Wrangell related to the Novel Coronavirus (COVID-19) Pandemic from May 26, 2021 through September 30, 2021.

**SECTION 3: BOROUGH-ONLY EMERGENCY POLICIES.** The Assembly of the City and Borough of Wrangell, Alaska hereby grants authority to the Borough Manager to issue Borough-only Emergency Policies taking steps necessary to protect municipal operational integrity, and Borough employee and customer health and safety during the emergency, with notification given to Assembly prior to issuance of any Emergency Policy.

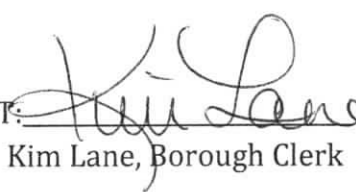
**SECTION 3: EFFECTIVE DATES.** This ordinance shall be effective upon adoption retroactively to May 26, 2021 and shall sunset September 30, 2021 at 11:59pm unless further extended by action of the Assembly.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 22<sup>nd</sup> DAY OF JUNE 2021.

CITY & BOROUGH OF WRANGELL, ALASKA

  
Stephen Prysunka, Mayor

ATTEST:

  
Kim Lane, Borough Clerk





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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	October 1, 2021
	<u>Agenda Section</u>	<b>5</b>

**EMERGENCY ORDINANCE No. 1012** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA REAFFIRMING THE DECLARATION OF EMERGENCY IN EMERGENCY ORDINANCES 976, 980, 985, 994, 1003, AND 1011 AND REENACTING THE ADOPTION OF INTERNATIONAL AND INTERSTATE TRAVEL TESTING MEASURES

<p><b><u>SUBMITTED BY:</u></b></p> <p>Lisa Von Bargaen, Borough Manager</p>	<p><b><u>FISCAL NOTE:</u></b></p> <p><b>Expenditure Required:</b> \$XXX Total</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">FY 20: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY 21: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY22: \$</td> </tr> <tr> <td colspan="3" style="height: 15px;"></td> </tr> </table> <p><b>Amount Budgeted:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">FY20 \$XXX</td> </tr> </table> <p><b>Account Number(s):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">XXXXXX XXX XXXX</td> </tr> </table> <p><b>Account Name(s):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">Enter Text Here</td> </tr> </table> <p><b>Unencumbered Balance(s) (prior to expenditure):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">\$XXX</td> </tr> </table>	FY 20: \$	FY 21: \$	FY22: \$					FY20 \$XXX		XXXXXX XXX XXXX		Enter Text Here		\$XXX
FY 20: \$	FY 21: \$	FY22: \$													
	FY20 \$XXX														
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	\$XXX														

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

**ATTACHMENTS:** 1. Emergency Ordinance No. 1012.

**RECOMMENDATION MOTION:**

Move to Approve Emergency Ordinance No. 1012.

**SUMMARY STATEMENT:**

The EOC is bringing back the interstate travel testing mandate ordinance for renewal consideration. The previous ordinance was allowed to expire on September 30, 2021. It important to have the Assembly review the necessity for reenacting the testing requirement. The ordinance was amended



to reflect that testing is now occurring at the Wrangell Medical Center instead of the Airport; and the effective dates.

The State has extended its COVID testing for travelers. Due to staffing issues, testing is currently taking place at the Wrangell Medical Center.

Identifying positive cases through testing upon arrival from outside the state is still one of the most effective ways to keep the community safe from the virus being brought into town.

This ordinance requires all persons (except those who are fully vaccinated) traveling into Wrangell from outside the state, arriving via all modes, to adhere to one of the described testing scenarios. The exception is Alaska residents, who may choose to quarantine upon arrival for 14 days in lieu of testing.

All persons arriving in Wrangell, via all modes, can use the testing at the Wrangell Medical Center.

This ordinance has no violation or penalty provision.

The ordinance is scheduled to sunset at 11:59pm on December 31, 2021. That date was picked as it is the expiration date of our current emergency declaration.

## CITY AND BOROUGH OF WRANGELL, ALASKA

EMERGENCY ORDINANCE NO. 1012

AN EMERGENCY ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA REAFFIRMING THE DECLARATION OF EMERGENCY IN EMERGENCY ORDINANCES 976, 980, 985, 994, 1003, AND 1011 AND REENACTING THE ADOPTION OF INTERNATIONAL AND INTERSTATE TRAVEL TESTING MEASURES

**WHEREAS**, the Wrangell Borough Assembly is committed to minimizing the impacts of the COVID-19 pandemic on Wrangell's residents and businesses; and

**WHEREAS**, one measure available to protect the community is to conduct COVID-19 testing on individuals arriving into the Borough and require such individuals to take certain precautions prior to receipt of a negative result; and

**WHEREAS**, these measures assist in identifying and protecting against positive cases before significant community spread can occur; and

**WHEREAS**, the Wrangell Airport and the Alaska Marine Highway System ferry terminal are the primary points-of-entry for persons traveling into Wrangell from interstate and international locations; and

**WHEREAS**, SEARHC, under State of Alaska funding, has been conducting COVID-19 testing at the Wrangell Airport for the last several months; and

**WHEREAS**, this testing is available at no charge for those traveling by all modes into Alaska at the Wrangell Medical Center; and

**WHEREAS**, the State of Alaska maintains only an interstate travel testing advisory, rather than a mandate; and

**WHEREAS**, it is in Wrangell's best interest to continue to require the testing of interstate and international travelers coming into the City and Borough of Wrangell in certain situations, via all modes, in order to quickly discover and isolate infected persons who arrive in Wrangell from outside the State of Alaska; and

**WHEREAS**, the City and Borough of Wrangell has the authority to implement temporary travel testing mandates relating to international and interstate into Wrangell via all modes to protect the health of all people living in and traveling to the community; and

**WHEREAS**, the conditions of this Emergency Ordinance are designed to provide the least necessary restrictions.

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

**SECTION 1: AUTHORIZATION.** This is a non-codified EMERGENCY ORDINANCE provided for in the Home Rule Charter of the City & Borough of Wrangell, Alaska Section 2-11.

**SECTION 2: APPLICABILITY (INTERSTATE TRAVEL).** The City and Borough of Wrangell Assembly requires that all interstate travelers arriving into Wrangell via the airport or the Alaska Marine Highway System (AMHS) ferry terminal, by private transportation carrier to the airport or harbors or docks if applicable, or by personal transportation modes to the airport or harbors or docks, be tested prior to or upon arrival, with details as follows:

**I. All Travelers Arriving into Wrangell:**

- a. Complete a Travel Declaration Form and a Self-Isolation Plan in the Alaska Travel Portal at [www.alaska.covidsecureapp.com](http://www.alaska.covidsecureapp.com).
- b. Any person currently positive with COVID-19 cannot travel to Wrangell until they have been released from isolation, or cleared for travel, by a medical provider or public health agency.

**II. All travelers arriving into Wrangell from outside Alaska must adhere to one of the following options, with special considerations outlined in Section III:**

- a. **Pre-travel molecular-based test for SARS-CoV2 with negative results:**  
The traveler should submit negative test results from a test within 72 hours of departure into the Alaska Travel Portal.
- b. **Pre-travel molecular-based test for SARS-CoV2 without results:**  
The traveler should submit proof of a test taken within 72 hours of departure into the Alaska Travel Portal.
  - i. The traveler should follow strict social distancing until test results are available.
  - ii. The traveler should upload test results to the Alaska Travel Portal when received, regardless of the test result (it will say negative or positive).
  - iii. The traveler should obtain a second test 5-14 days after arrival. If the results of the molecular-based test for SARS CoV2 are **positive**, the traveler must remain in self isolation at their own expense. The traveler must not travel until cleared by State of Alaska Public Health (1-800-478-0084).

**c. No pre-travel molecular-based test for SARS CoV2:**

If a traveler (aged 11 years or older) arrives without proof of a negative test result, or proof of a test taken within of 72 hours of departure to Wrangell, they must test at the Wrangell Medical Center.

- i. The traveler should follow strict social distancing until test results are received.
- ii. The traveler should obtain a second test 5–14 days after arrival.

**III. Special Considerations**

- a. Alaskan residents may elect to not be tested, provided that they strictly self- quarantine, at their own expense, for a period of fourteen (14) days after arrival into Wrangell.
- b. Children 10 years of age and younger are exempt from testing requirements. However untested children travelling with a parent or guardian should remain in the same status as the parent or guardian.
- c. The provisions of this ordinance shall not apply if application would delay or limit emergency travel into Wrangell by Law Enforcement Officers, Healthcare Workers, or personnel from the Office of Children's Services while functioning in their official capacity.

**IV. Prior confirmed positive results within 90 days of departure - All Travelers:**

- a. The traveler does not need to obtain a test for SARS CoV2, whether immediately before travel or upon arrival, if both of the following conditions are met:
  - i. The traveler provides proof of a previously positive result of a molecular-based test of SARS CoV2 within 90 days of departure; and
  - ii. The traveler is currently asymptomatic.

**V. Requirements for Critical Infrastructure Workforce Travel:**

Travel into Wrangell by workers in critical infrastructure workforce, as is defined in the Cyber and Infrastructure Security Agency (CISA) "Guidance on the Essential Critical Infrastructure Workforce." must follow the instructions and protocols contained in the employer's Community Workforce Protective Plan on file with the State. If a Plan has not been filed, or if that Plan does not contain protections or protocols for workers traveling into Wrangell from the employer's general work site, workers must follow this ordinance.

**VI. Exemptions for Fully Vaccinated Individuals:**

Fully-vaccinated travelers can resume travel into Wrangell and do not need to get tested before or after travel or self-quarantine after travel.

- a. It is highly recommended that fully-vaccinated travelers who engaged in activities with a greater risk of COVID-19 transmission, and who

may upon return have contact with individuals with a higher risk of impacts from COVID-19, or may have contact in congregate settings, acquire a test at the Wrangell Medical Center upon arrival and quarantine until those results are received.

## **VII. Definitions**

- a. Self-quarantine:
  - i. Self-quarantine is required while waiting for the results of your first molecular-based test for SARS-CoV2.
  - ii. Comply with all protocols related to your self-quarantine as set forth by your hotel or rented lodging, if applicable.
- b. Strict Social Distancing:
  - i. Strict social distancing is required while you wait for test results.
  - ii. You can be in an outdoor public place, but you should remain six feet away from anyone not in your immediate household, and you should wear a face covering. You should arrange curbside shopping or have food delivery.
  - iii. You should not enter restaurants, bars, gyms, community centers, office buildings, and school or daycare facilities. Do not participate in any group activities, including sporting events and practices, weddings, funerals, or other gatherings.
- c. Self-Isolation Plan: Every traveler entering the state of Alaska should complete a Self-Isolation Plan within the Alaska Travel Portal. This allows travelers to consider their plan for what they will do if their test results return positive while in Wrangell.
- d. Accepted proof of Alaska residency:
  - i. Alaska driver's license or state-issued ID card.
  - ii. Federally-recognized Alaska tribal identification card.
  - iii. Active duty military ID card or active duty dependent ID card.
  - iv. Employment verification letter on employer letterhead or school verification letter for in-person schooling, stating traveler is moving to Wrangell for employment or school.
- e. Fully Vaccinated Individuals is defined as more than two weeks following receipt of the second dose in a two-dose series, or more than two weeks following receipt of one dose of a single-dose vaccine.

**SECTION 3. APPLICABILITY (INTERNATIONAL TRAVEL).** As per the Centers for Disease Control and Prevention, the City and Borough of Wrangell requires that all travelers traveling internationally into Wrangell do the following:

If you plan to travel internationally, you will need to get tested no more than 3 days before you travel by air into the United States (US) and show your negative result to the airline before you board your flight, or be prepared to show documentation of recovery (proof of a recent positive viral test and a letter from your healthcare provider or a public health official stating that you were cleared to travel).

**SECTION 4. EFFECTIVE DATES.** This ordinance shall be effective upon adoption and shall sunset at 11:59 pm December 31, 2021, unless terminated earlier or extended by action of the Assembly.

**PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA THIS 1st DAY OF OCTOBER 2021.**

CITY & BOROUGH OF WRANGELL, ALASKA

\_\_\_\_\_  
Stephen Prysunka, Mayor

ATTEST:

\_\_\_\_\_  
Kim Lane, MMC, Borough Clerk

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	October 1, 2021
	<u>Agenda Section</u>	<b>5</b>

Approval of Amendment #5 of the Lease Agreement for the Sourdough Lodge for use as an Alternate Isolation Facility During the COVID-19 Pandemic

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE: See agenda statement.

**Expenditure Required:** \$XXX Total

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

	FY20 \$XXX
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**Account Number(s):**

	XXXXX XXX XXXX
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**Account Name(s):**

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

	\$XXX
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Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
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	Name(s)
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	Name(s)
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<input type="checkbox"/>	Attorney
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<input type="checkbox"/>	Insurance
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ATTACHMENTS: 1. Amendment #5

**RECOMMENDATION MOTION:**

Move to Approve Amendment #5 of the Lease Agreement for the Sourdough Lodge for use as an Alternate Isolation Facility During the COVID-19 Pandemic.

**SUMMARY STATEMENT:**

The Borough has had a contract, and amendments, with Harding Rentals since early in the Pandemic, renting Harding Lodge as the Alternate Isolation Site. The last amendment carried the rental through the end of September. With the exception of August of this year the monthly rent has



been \$5,000 plus utilities. The utilities have ranged between \$116 and \$1,950. Please see the spreadsheet below of expenses since July 2020.

			Rent	Utilities			
2020	July		\$ 5,000.00	\$ 116.32		FEMA PA	
2020	August		\$ 5,000.00	\$ 373.71		FEMA PA Pending	
2020	September		\$ 5,000.00	\$ 355.89		Not Submitted Yet	
2020	October		\$ 5,000.00	\$ 644.54			
2020	November		\$ 5,000.00	\$ 964.00			
2020	December		\$ 5,000.00	\$ 1,116.10			
2021	January		\$ 5,000.00	\$ 1,144.67			
2021	February		\$ 5,000.00	\$ 1,946.94			
2021	March		\$ 5,000.00	\$ 1,529.09			
2021	April		\$ 5,000.00	\$ 1,664.86			
2021	May		\$ 5,000.00	\$ 1,016.76			
2021	June		\$ 5,000.00	\$ 523.59			
2021	July		\$ 5,000.00	\$ 505.90			
2021	August		\$15,000.00	\$ 335.37			
2021	September		\$ 5,000.00	\$ 350.00	Estimated		
2021	October	*	\$ -	\$ 650.00	Estimated		
2021	November	*	\$ -	\$ 975.00	Estimated		
	Totals		\$85,000.00	\$14,212.74			

The months in orange represent expenditures approved for reimbursement through FEMA Public Assistance. The amounts in blue represent expenditures that are pending with FEMA PA. They are in a pending status because the State's failure to extend its emergency declaration beyond April 30th removed the "proof of need" for non-congregate shelters. When the emergency declaration expired, the Commissioner of the Department of Health and Social Services declared a Public Health Emergency. Unfortunately, the "need" for non-congregate shelters was not specifically addressed. An amendment to the Public Health Emergency has been drafted, but it is stuck in legal at the State.

What this means is that the expenses on the above chart in blue and green will be eligible for FEMA reimbursement once the amendment is approved. However, there is no guarantee of this.

The Hardings have made the CBW a very generous offer to extend the contract on the Lodge through November 2020. Because we paid \$15,000 in rent in August they are willing to offer the Borough a \$5,000 credit toward rent in the months of October and November. If there are no occupants in either of the months the cost would be the utilities only. Last year the utilities were \$645 and \$964 respectively. If there are occupants in either of those months, the rent would be \$10,000 (instead of \$15,000 because of the credit), plus utilities. In either of those instances, the amount is less than the Manager's spending authority. However, there is a risk that the Borough could be responsible for

the expenditure if the amendment to the Public Health Emergency is not approved, so it was important to bring this to the Assembly for review.

**CITY AND BOROUGH OF WRANGELL  
AMENDMENT NO. 5  
LEASE AGREEMENT FOR THE SOURDOUGH LODGE  
FOR USE AS AN ISOLATION FACILITY DURING THE COVID-19 PANDEMIC**

**RECITALS**

**WHEREAS**, Lessee wishes to extend the term of the lease, for the purposes stated in the original lease, beyond the term of September 30, 2021 as stipulated in Amendment Nos. 1-4 to the lease; and

**WHEREAS**, Section 3, TERM, of the original lease document provides for the lease to be extended on a month-to-month basis, without lapse, through July 3, 2021.

**WHEREAS**, Section 3, TERM, of the original lease document needs to be amended to extend the lease through November 30, 2021.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual covenants and promises herein contained, the parties hereto covenant and agree as follows:

**SECTION 1.** Section 3, TERM, of the original lease, as modified in Amendment Nos. 1-4 is further amended to read as follows:

**Term.** The Initial Term of this lease shall be for 5 months commencing on June 3, 2020 and ending on November 3, 2020. Amendment No. 1 modified the term as of September 25, 2020 extending the term of this lease through December 31, 2020. Amendment No. 2 extended the term of the lease through March 31, 2021. Amendment No. 3 extended the term of the lease through June 30, 2021. Amendment No. 4 extends the term of the lease through September 30, 2021. Amendment No. 5 extends the term to November 30, 2021. Any extension beyond that time, or after a lapse in rental use, shall be at the mutual agreement of the parties reduced to writing signed by a duly authorized representative of both the Lessor and the Lessee to be valid. Such writing may be made on the bottom of this document, so long as it is appropriately signed and dated. Lessee shall not be responsible for any rent during a lapse, even if reoccupying at a later date.

**SECTION 2.** All other terms and conditions of the original lease remain in full force and effect.

**IN WITNESS WHEREOF**, the undersigned have caused this Ground Lease Agreement to be executed effective as of the date and year hereinabove first written.

**LESSOR:**

**DARLENE AND BRUCE HARDING**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**LESSEE:**

**CITY AND BOROUGH OF WRANGELL, ALASKA**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	October 1, 2021
	<u>Agenda Section</u>	<b>5</b>

Approval of the Borough Manager Job Description

<p><b><u>SUBMITTED BY:</u></b></p> <p>Kim Lane, Borough Clerk</p>	<p><b><u>FISCAL NOTE:</u></b></p> <p><b>Expenditure Required:</b> \$XXX Total</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">FY 20: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY 21: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY22: \$</td> </tr> <tr> <td colspan="3" style="height: 15px;"></td> </tr> </table> <p><b>Amount Budgeted:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">FY20 \$XXX</td> </tr> </table> <p><b>Account Number(s):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">XXXXX XXX XXXX</td> </tr> </table> <p><b>Account Name(s):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">Enter Text Here</td> </tr> </table> <p><b>Unencumbered Balance(s) (prior to expenditure):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">\$XXX</td> </tr> </table>	FY 20: \$	FY 21: \$	FY22: \$					FY20 \$XXX		XXXXX XXX XXXX		Enter Text Here		\$XXX
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<p><b><u>Reviews/Approvals/Recommendations</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td style="border-bottom: 1px solid black;">Commission, Board or Committee</td> </tr> <tr> <td style="text-align: center; vertical-align: top;">Name(s)</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center; vertical-align: top;">Name(s)</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td style="border-bottom: 1px solid black;">Attorney</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td style="border-bottom: 1px solid black;">Insurance</td> </tr> </table>	<input type="checkbox"/>	Commission, Board or Committee	Name(s)		Name(s)		<input type="checkbox"/>	Attorney	<input type="checkbox"/>	Insurance	
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**ATTACHMENTS:** 1. Proposed Job Description    2. Existing Job Description.

**RECOMMENDATION MOTION:**

Move to Approve the Borough Manager Job Description.

**SUMMARY STATEMENT:**

When positions become vacant, it is common to revisit and update them to meet the needs of the Borough. Therefore, this job description is being brought forward for consideration.



## CITY & BOROUGH OF WRANGELL

### JOB DESCRIPTION

**Position:** Borough Manager

**Reports to:** Borough Assembly

**Department:** Manager's Office

**Status:** Contract Employee

**Approved by:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

The City & Borough of Wrangell job descriptions are a management tool to help organize duties and provide employees with the employer's expectations with regard to a specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

#### **Summary:**

The Borough Manager directs and manages the operations of the Borough under general direction from the Borough Assembly. This includes management and oversight of all Borough departments and functions (with the exception of the Clerk's Office and School District) and coordination of special projects. The Borough Manager is responsible for the implementation of all policy set by the Assembly. Work may either be performed by the incumbent or delegated to subordinate staff. Manager advises and assists the Borough Assembly.

#### **Essential Job Functions:**

- ◆ Directs and manages the operations of the Borough: provides direction for all Borough functions under the authority of the Borough Assembly with the exception of the Clerk's Office, and School District; supervises all subordinate department heads and administrative staff; hires, trains, evaluates performance, and disciplines senior management personnel and oversees this process for all Borough employees through subordinate managers; establishes policies and procedures for the overall Borough functions; oversees and participates in the resolution of inquiries and complaints from the public and other organizations; and establishes, monitors and evaluates progress towards goals and objectives of the government.
- ◆ Serves as a liaison between Borough staff, Borough Assembly: attends all meetings of the Borough Assembly; briefs Assembly Members on pending agenda items and other

Borough issues; responds to inquiries and provides Assembly Members with information on the status of Borough operations and projects; provides analysis to assist the Borough Assembly in making informed policy decisions; prepares meeting agendas; and provides support to the Borough Assembly Members as needed.

- ◆ Performs financial and managerial analyses for the Borough Assembly pertaining to Borough operations and programs; gathers information relevant to topic; evaluates data and makes recommendations based on findings; prepares reports; and makes presentations to the Borough Assembly and other interested parties.
- ◆ Facilitates external communication; works closely with the Borough lobbyists and State and Federal officials regarding policy matters of priority of the Borough Assembly; maintains open communications with other municipal government officials and State and Federal dignitaries.
- ◆ Oversees operations of all Borough departments and functions, except the Clerk's Office, and School District; serves as a liaison between the Borough Assembly and department heads, keeping the Borough Assembly apprised on departmental activities; assists departments with resolution of problems requiring the attention of Borough management; monitors and evaluates progress of departments towards goals and objectives.
- ◆ Facilitates problem-solving at all levels: works with department heads and senior management to ensure effective collaboration and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; responds to inquiries from the public regarding issues unresolved at the departmental level.
- ◆ Facilitates internal and external communication; conducts meetings with department heads and key management staff; focuses individual departmental efforts on the overall goals and objectives of the Borough.
- ◆ Responsible for the preparation of the annual budget; reviews departmental budget requests from all Borough functions for inclusion in the recommendation to the Borough Assembly; coordinates the scheduling of budget meetings; and ensures compliance with all legal and procedural requirements. Is responsible for providing regular financial data to Borough Assembly.
- ◆ Coordinates special projects for the Borough, including the planning, design, implementation, and evaluation of construction/renovation projects, management studies, introduction of new programs, and various professional services; defines the scope of the project; identifies and ensures proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project; and provides managerial support to the project as needed.
- ◆ Assists the Borough Assembly with strategic and long-range planning for the Borough; participates in planning efforts at the local and regional level; keeps the Borough Assembly

apprised of developments at the State and Federal level that impact the Borough; monitors pending legislation for impact on the Borough; oversees compliance with new legislation.

- ◆ Represents the Borough Assembly, and the Borough at various meetings, functions, and events; serves as a liaison to various civic or governmental organizations and committees, task forces, boards, and commissions; confers regularly with officials from the municipalities, the School Board, civic organizations, authorities, and commissions; provides information about Borough operations; participates in discussions and decisions; and keeps the Borough Assembly apprised of activities.

**Qualifications:**

Is self-motivated with strong organizational and planning skills; has effective and proven management skills, including ability to communicate and work effectively with all levels of staff. Ability to perceive and analyze problems, develops alternatives, and make or recommend sound decisions. Effective oral and written communication skills are essential.

Requires extensive knowledge of laws related to local government and personnel. Has knowledge of modern budgetary principles and practices. Expertise in financial management aspects of local government, including capital improvement program planning, taxation, philosophy, bonding alternatives and limits, traditional and innovative revenue sources, and experience in providing traditional municipal services within a framework of conservative fiscal values.

Knowledge of labor law, including demonstrated experience in personnel administration and a reputation for dealing fairly and effectively with union and non-union employees.

Familiarity with contract administration and government purchasing.

Ability to use personal computer, computer programs, and other electronic and digital devices.

**Special Qualifications and Management Style:**

- ◆ Ethical and promotes transparent and open government. Sets a good example through conduct and work habits. Motivates and develops staff.
- ◆ Encourages and promotes positive customer (citizen) service and appropriate response.



- ◆ Adaptable personality with skills to work openly and effectively with all persons, including those who possess diverse opinions and perspectives on the role of local government..
- ◆ Supports the concept that all citizens and elected officials should have access to information.
- ◆ Responsive to concerns and inquiries of citizens and elected officials. Follow-through is essential.
- ◆ Delegates while accepting ultimate responsibility.
- ◆ Balances pro-development philosophy with care and sensitivity.
- ◆ Makes timely decisions, and when necessary, defends or explains the reasons for decisions.
- ◆ Works cooperatively with and responds to appointed and elected officials, staff and the community.
- ◆ Committed to a team approach in working with staff by communicating, sharing information readily, and participating in problem solving.
- ◆ Able to maintain an open and honest relationship with the elected body. Is forthright in words and actions but not adversarial. Accepts the decisions of the majority and carries them forward assertively and effectively.

**Personal Characteristics:**

Alaska experience and knowledge is preferred. The Manager must be an assertive, intelligent, high-energy person who is a good listener. The Manager must be able to express ideas and relate information clearly and effectively and provide objective advice about controversial matters. The Manager must practice public openness and process and be of unquestioned personal and professional integrity. The Manager must project a professional presence in manner, appearance, and behavior and be willing to devote time to meetings and activities occurring beyond normal business hours.

The public exposure of this position, the nature of the community and the scope of issues require an individual who is comfortable in the public forum and who is able to communicate on an open, honest basis with all groups. The Borough Manager must be politically astute and non-partisan.

**Physical Activities Include:**

Must be able to hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires standing, sitting, walking, bending, and stooping.

Writing by hand and using a personal computer and other electronic devices. Long hours in front of a computer screen. Attend breakfast, lunch, and evening meetings throughout the year. Travel using air and/or water transportation to out-of-town meetings and functions.

**Education and Experience:**

Graduate of an accredited four-year college or university with a major in public or business administration. A MPA or MBA is desired.

Minimum of five years' experience in a supervisory, managerial, director, or lead capacity in municipal or general government is desired.

**Any combination of related education and/or related experience will be considered if the candidate possesses the demonstrated ability.**

## City &amp; Borough of Wrangell

## Position Description

Position: Borough Manager	Type: Permanent, Full-Time
Department/Site: Administration	FLSA: Exempt
Evaluated by: Borough Assembly	Salary Grade: 34

**Summary**

Plans, organizes, and directs the overall administrative activities and operations of the City. Advises and assists the Borough Assembly; and represents the City and Borough interests with other levels and agencies of government, business interests, and the community at large. Researches, plans, and prepares the short and long range business plans for the City and Borough.

**Distinguishing Career Features**

The City Manager is the top executive and operations officer, accountable for accomplishing short and long range business and program objectives. This is an appointed position.

**Essential Duties and Responsibilities**

- Develops, plans, and implements, with council participation, goals and objectives for the Borough. Recommends and administers policies and procedures necessary to provide municipal services. Approves new or modified programs, systems, administrative and personnel policies and procedures.
- Provides highly responsible support to the Borough Assembly. Directs specific and comprehensive analyses of a wide range of municipal policies. Prepares and submits to Borough Assembly reports of financial and administrative activities.
- Directs, oversees, and participates in the development of the City Manager's Office work plan. Assigns work activities, projects, and programs. Monitors work flow and reviews and evaluates work products, methods, and procedures.
- Directs the development, presentation, and administration of the City/Borough budget. Directs financial forecasting of funding needed for staffing, equipment, materials, and supplies. Monitors revenues and expenditures. Implements midyear adjustments.
- Appoints, trains, motivates, and evaluates City employees. Establishes performance objectives for departments and prepares and presents employee performance reviews.
- Represents the City in the community and at professional meetings. Participates on a variety of boards and commissions. Attends and participates in all Borough Assembly meetings.
- Negotiates contracts and solutions on a variety of administrative, fiscal, and special projects.
- Establishes, implements, and oversees enforcement of operating policies, procedures, and ordinances. Administers specific program activities by planning, organizing, and supervising activities.
- Confers with residents, businesses, and other individuals, groups, and outside agencies having an interest in or concern about the affairs of the City. Interprets, analyzes, and explains policies, procedures, and programs.
- Coordinates City activities with other governmental agencies and outside organizations; appoints administrative committees for coordination of services and activities.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

- The position requires advanced knowledge of modern theories, principles, and practices of municipal administration, organization, and economic development functions and services.
- Requires in depth knowledge of current social, political and economic trends and operating issues of municipal government.
- Requires specialized knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Requires working knowledge of the principles and practices of municipal government budget forecasting, preparation, and administration.
- Requires knowledge of the principles and practices of organization, administration, and personnel management.
- Requires specialized knowledge of research and reporting methods, techniques, and procedures.
- Requires working knowledge of the principles of effective public relations and interrelationships with community groups and agencies, private business and firms, and other levels of government.
- Requires knowledge of City organizational goals and Assembly policy, and pertinent Federal, State, and local laws, codes, and regulations.
- Requires knowledge of the principles of supervision, training, and performance evaluation.
- Requires well-developed human relations skills to make public presentations to large and diverse audiences, establish performance standards, build effective teams, conduct negotiations, and show sensitivity to a diverse population of citizens.

### **▪ Abilities**

- Requires the ability to carry out and accomplish the objectives of the position, provide effective leadership, and coordinate the activities of the City/Borough. Requires the ability to serve effectively as the administrative agent of the Borough Assembly.
- Requires the ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals to improve operations, procedures, policies, or methods.
- Requires the ability to analyze sources of information related to a broad range of municipal programs, services, and administration.
- Requires the ability to effectively administer a variety of City-wide programs, administrative and budgetary activities.
- Requires the ability to identify and respond to public and City Council issues and concerns.
- Requires the ability to learn, interpret and apply Federal, State, and City policies, procedures, laws, and regulations.
- Requires the ability to effectively and fairly negotiate appropriate solutions and contracts.
- Requires the ability to gain cooperation through discussion and persuasion, to select, supervise, train, and evaluate assigned staff, and to develop, prepare, and administer a large municipal budget.
- Requires the ability to establish and maintain cooperative working relationships with those contacted in the course of work including Assembly members, staff, committee members, other public officials, business leaders, and the general

public.

- Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

▪ **Physical Abilities**

- Requires the ability to function indoors in an office environment engaged in work of primarily a sedentary nature and the ability to walk or move to various City locations.
- Requires the ability to use hearing and speech to make presentations to large audiences and to carry on conversations over the phone and in person.
- Requires near visual acuity to read printed materials and computer screens.
- Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

▪ **Education and Experience**

The position typically requires a master's degree in public administration, business, planning, civil engineering or the equivalent and eight years of progressively responsible municipal experience.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

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

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

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	October 1, 2021
	<u>Agenda Section</u>	<b>5</b>

Approval to Accept the Resignation from Lisa Von Bargaen, as Borough Manager, Effective October 29, 2021

<p><b><u>SUBMITTED BY:</u></b></p> <p>Lisa Von Bargaen, Borough Manager</p>	<p><b><u>FISCAL NOTE:</u></b></p> <p><b>Expenditure Required:</b> \$XXX Total</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">FY 20: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY 21: \$</td> <td style="width: 33%; border-bottom: 1px solid black;">FY22: \$</td> </tr> <tr> <td colspan="3" style="height: 15px;"></td> </tr> </table> <p><b>Amount Budgeted:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">FY20 \$XXX</td> </tr> </table> <p><b>Account Number(s):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">XXXXXX XXX XXXX</td> </tr> </table> <p><b>Account Name(s):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">Enter Text Here</td> </tr> </table> <p><b>Unencumbered Balance(s) (prior to expenditure):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;"></td> <td style="width: 40%; border-bottom: 1px solid black;">\$XXX</td> </tr> </table>	FY 20: \$	FY 21: \$	FY22: \$					FY20 \$XXX		XXXXXX XXX XXXX		Enter Text Here		\$XXX
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<b><u>Reviews/Approvals/Recommendations</u></b>	
<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

**ATTACHMENTS:** 1. Letter of Resignation

**RECOMMENDATION MOTION:**

Move to approve the resignation from Lisa Von Bargaen, effective October 29, 2021 as Borough Manager to the City & Borough of Wrangell.

**SUMMARY STATEMENT:**

Attached is the letter of resignation from Lisa Von Bargaen.

Lisa M. Von Bargaen  
PO Box 1094  
Wrangell, Alaska 99929

September 28, 2021

City & Borough of Wrangell  
Mayor Stephen Prysunka  
Members of the Borough Assembly  
PO Box 531  
Wrangell, Alaska 99929

Dear Mayor Prysunka & Members of the Assembly:

It is with sadness I submit my letter of resignation as Borough Manager for this amazing community. The strain of the past year and a half has helped me realize I need to take a pause and focus on the needs of my family and myself. It has been a privilege to serve this community and the Assembly. I am extremely proud of the successes and improvements during my time with the Borough. It has been a highlight of my career working with the Borough Department Director team of staff these past four years.

Yesterday when we discussed my transition, I offered thirty (30) days' notice to help facilitate the changeover. For the purposes of ease of payroll, I suggest October 29, 2021 (the last weekday of the month) as my final day in the position.

I will be forever grateful for the opportunity to serve Wrangell, and I sincerely hope another chance to serve the community presents itself in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lisa M. Von Bargaen", with a stylized flourish at the end.

Lisa M. Von Bargaen