

**Minutes of Regular Assembly Meeting
Held on January 8, 2013**

Vice-Mayor William B. Privett called the regular assembly meeting to order at 7:00 p.m., January 8, 2013, in the Assembly Chambers. Assembly Members Jack, McCloskey, Stokes and Wiederspohn were present. Mayor McConachie and Assembly Member Stough were absent. Borough Manager Timothy Rooney and Borough Clerk Kim Flores were also in attendance.

Pledge of Allegiance was led by Assembly Member McCloskey.

Invocation given by Nettie Covalt with the Presbyterian Church.

Community Presentation - None

AMENDMENTS TO THE AGENDA

None.

CONFLICT OF INTEREST

None.

CONSENT AGENDA

Moved by Jack, seconded by McCloskey, to approve Consent Agenda Items marked with an () asterisk, 6a, 7a, 7b, 7c, 7d and 7e. Motion approved unanimously by polled vote.*

APPROVAL OF MINUTES

*6a Minutes of Regular Assembly meeting held December 11, 2012

COMMUNICATIONS

- *a Minutes of the Thomas Bay Power Authority regular meeting held on October 30, 2012
- *b Wrangell School Board Action from the regular meeting held December 17, 2012
- *c Department of the Army – Corp Permit Application modification – POA-2000-1007-M1; Zimovia Straight, from Mr. John Taylor
- *d Department of Revenue Permit Application for the Alaska Native Sisterhood Camp #1
- *e Travel Summary for the month of December 2012

BOROUGH MANAGER'S REPORT

Borough Manager Rooney's report was provided.

In addition to the Borough Manager's Report, Manager Rooney thanked the Wrangell Chamber of Commerce, KSTK and the Wrangell Sentinel for helping to get the word out about the removal of the Evergreen Avenue project from the State of Alaska's Transportation Improvement Plan list. He stated that over 350 letters were sent from concerned residents to the State of Alaska, Department of Transportation and also to the Governor. His hope was that the letters would have a positive effect on the State's decision.

Manager Rooney also thanked the Close-Up students McKenna Harding, Erica Smith and Arthur Acuna for painting the Assembly Chambers during the City Hall annual end-of-year closure.

Assembly Member McCloskey wanted to thank the Reed family for their efforts, along with staff, in getting the digital projection project going.

Manager Rooney stated that by going digital, the initial expense would be costly. However, the City would recoup the cost in about three years' time. He also stated that there would be cost savings in operation costs; no more shipping cost of the film reels; with digital, we will only pay a download fee; would be able to get more of the first-run movies that were sometimes not offered on film reels.

BOROUGH CLERK'S FILE

Borough Clerk Flores's report was provided.

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members – None.

10b Resignation from the Economic Development Committee by Jeremy Maxand

10c Resignation from the Economic Development Committee by Marie Weeg

Vice-Mayor Privett thanked Mr. Maxand and Ms. Weeg for their dedication to the Economic Development Committee.

PERSONS TO BE HEARD

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

13a Approval of a Procurement Contract Award to ASCOM S.p.A. for the 300-Ton Marine Vessel Hoist

Moved by McCloskey, seconded by Jack, to approve, pending no contest during the protest period, the Assembly authorize the Borough Manager to enter into a contract with Ascom S.p.A. for procurement of a 300 ton marine vessel hoist, in a contract amount of \$1,315,000, to be paid from the State of Alaska's DCCED grant for this project.

Borough Manager Rooney reported that the City had received a grant from the State of Alaska, DCCED in the amount of \$2,750,000.00 for the purchase of a 250 ton marine vessel hoist for the Marine Service Center; the project went out for bid; bids were due back in November; there were two qualified bidders for the project with ASCOM being the low bidder; the difference between ASCOM and Kendrick was about \$400,000.00; Kendrick was predominantly American made products; ASCOM was predominantly Italian made products.

Manager Rooney stated that because of the large cost difference, the City had PND Engineers review both bids to see if there were any differences in the bids. The City also sent two City employees from the Harbor Department down to San Diego to try the ASCOM product and to work the machinery. PND Engineers and the City employees were satisfied with the ASCOM product.

Manager Rooney further stated that staff recommends that the bid be awarded to ASCOM S.p.A. in the amount of \$1,315,000 and said that the remaining funds could be used for dock improvements at the Marine Service Center dock improvements. The improvements would be necessary to support the new 300 ton marine vessel hoist.

Manager Rooney said that the Port Commission, at their last Port Commission meeting, had approved the bid award to ASCOM S.p.A.

Motion approved unanimously by polled vote.

13b PROPOSED ORDINANCE AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BROUGH OF WRANGELL, ALASKA, AMENDING TITLE 20 OF THE WRANGELL MUNICIPAL CODE RELATING TO ZONING AND THE OFFICIAL ZONING MAPS (*first reading*)

Moved by Jack, seconded by Wiederspohn, to approve first reading and move to a second with a public hearing to be held January 22, 2013.

Borough Manager Rooney reported that this proposed ordinance was to finalize the process of establishing remote zoning areas in the Borough; the Planning Commission had worked on this for about two years.

Motion approved unanimously by polled vote.

13c Authorize the Sale of the Amended Industrial Park Subdivision III Lots

Moved by McCloskey, seconded by Stokes, to approve that the amended Industrial Park Subdivision III lots as listed be advertised for public bid/sale as required under Wrangell Municipal Code Section 16.12.040, and to authorize that any appraised properties not purchased during the sealed bid process be offered for purchase over-the-counter on a first come basis.

Manager Rooney stated that the Industrial Subdivision had been created for light industrial activities; in 2012, the City sold the last of those lots; the City identified the four additional industrial lots that are proposed to be offered for bid/sale.

Motion approved unanimously by polled vote.

13d Approval of a Professional Design Contract to R & M Engineering-Ketchikan for the Cassiar Street Roadway and Utilities Improvement Project

Moved by Jack, seconded by McCloskey, to authorize the Borough Manager to issue a contract to R&M Engineering-Ketchikan for professional engineering services in a Time and Expense, Not to Exceed amount of \$74,600, with funds to be paid from the State of Alaska, DCCED construction funds for the Cassiar Street Roadway and Utilities Improvement project

Manager Rooney said that we had received \$1,000,000.00 from the State of Alaska, DCCED for this project; first phase of the engineering had been completed; this motion was for the second phase; staff recommends that because R&M Engineering-Ketchikan had done the first phase, they be awarded the contract to complete the second phase. Staff had provided R&M Engineering-Ketchikan with an RFP, and staff was satisfied with the response.

Manager Rooney also stated that the City had received additional funding from the State of about \$640,000.00 for some of the utility and drainage improvements for this project.

Motion approved unanimously by polled vote.

13e PROPOSED RESOLUTION No. 01-13-1263: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE AMENDMENT OF ALL JOB DESCRIPTIONS FOR CITY EMPLOYEES

Moved by McCloskey, seconded by Jack, to adopt resolution.

Manager Rooney stated that many years ago, the City had contracted with a payroll consultant who suggested that the City update all of our job descriptions; the City therefore had hired an individual to begin that process; due to family issues that he had, he had to step back from that process.

Manager Rooney further stated that Mr. Rubin, the City's Summer Intern, had worked on the job descriptions. Examples of the changes that were made are physical limitations of some of the jobs, and Maximums/Minimums to be compliant with Federal Regulations. Staff recommended adoption.

Motion approved unanimously by polled vote.

13f PROPOSED RESOLUTION No. 01-13-1264: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA PROVIDING FOR A CHANGE IN THE PAY PLAN OF THE CITY'S PERSONNEL SYSTEM AND PROVIDING FOR AN EFFECTIVE DATE

Moved by Jack, seconded by Wiederspohn, to adopt resolution.

Manager Rooney stated that the proposed change of the pay plan was a result of the update to the job descriptions; in some cases, the job titles changed and therefore the pay plan needed to be changed. He further stated that the proposed pay plan would not change any employees' current pay or where they fall on the pay scale.

Motion approved unanimously by polled vote.

13g PROPOSED RESOLUTION No. 01-13-1265: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING A REVISED PERSONNEL HAND BOOK TITLED PERSONNEL POLICY

Moved by McCloskey, seconded by Wiederspohn, to adopt resolution.

Manager Rooney stated that the Personnel Policy had been a "work in progress" for a while. The City had to update the Personnel Policy since there had been many different sections that were not compliant with State and Federal Laws. Some of the updates include:

- Compliance with the American Disabilities Act
- Compliance with the Family Medical Leave Act
- Compliance with Affirmative Action
- Compliance with the Immigration Law (which is specifically required for some of the City's contracts that received Federal funding)
- Whistle Blower Protection
- Compliance in Drug Testing for all employees before they are hired
- Changes and updates in per-diem for travel
- Other minor changes throughout the policy manual to be compliant with the IBEW Collective Bargaining Agreement
- Disciplinary process (created)

Manager Rooney further stated that the proposed personnel policy had been presented to all department heads in the summer. Mr. Rubin had been utilized in completing the

proposed personnel policy. Mr. Blasco, Borough Attorney, had reviewed and approved the proposed personnel policy. Staff recommended adoption.

Assembly Member McCloskey congratulated staff for the work that had been put into updating the personnel policy. She further recognized that to change a policy takes a lot of work.

Vice-Mayor Privett asked if the personnel policy would be available to the public at City Hall and on the Borough's Website.

Manager Rooney stated that yes; it would be available to the public in both places once it had been adopted.

Motion approved unanimously by polled vote.

ATTORNEY'S FILE

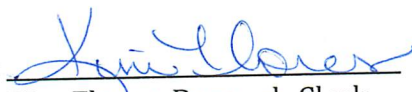
None.


EXECUTIVE SESSION

None.

ADJOURNMENT: 7:22 p.m.

ATTEST:


Kim Flores, Borough Clerk


William B. Privett, Vice-Mayor

