

**Minutes of Regular Assembly Meeting  
Held on May 14, 2013**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., May 14, 2013, in the Borough Assembly Chambers. Assembly Members Stough, McCloskey, Wiederspohn, Jamieson, Christian and Stokes were present. Borough Manager Timothy Rooney and Borough Clerk Kim Flores were also in attendance.

Pledge of Allegiance was led by Assembly Member James Stough.

Invocation was given by Donald J. McConachie Sr.

**CEREMONIAL MATTERS** – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*

Certificate of Service was presented to John Taylor, Planning & Zoning Commission (to be mailed by the Borough Clerk).

Proclamation – Take 25 – National Center for Missing & Exploited Children, presented to the NCMEC (to be mailed by the Borough Clerk).

**AMENDMENTS TO THE AGENDA**

Assembly Member Jamison asked to add the replacement appointment to the Code Review Committee under Mayor/Assembly Reports and Appointments in the Agenda.

There was no objection by the Assembly to this item being added to the Agenda.

**CONFLICT OF INTEREST**

There were no conflicts of interest.

**CONSENT AGENDA**

***Moved by Stough, seconded by Jamieson, to approve Consent Agenda Items marked with an (\*) asterisk; 6a, 7a, 7b & 13b. Motion approved unanimously by polled vote.***

**APPROVAL OF MINUTES**

\*6a Minutes of the Regular Assembly meeting held April 23, 2013 were approved as presented.

**COMMUNICATIONS**

\*7a Dept. of the Army – Notification of a Permit Application Modification approval for Mr. Mike Lang – POA-2009-73-M1, Wrangell Narrows

\*7b Travel Summary Report for the month of April, 2013

\*13b Final Plat approval of the Goodale Replat

## **BOROUGH MANAGER'S REPORT**

Borough Manager Rooney's report was provided.

- Administrative – Lemonade Day; FY 2013-14 Budget Work session; Assembly Request for Financial Report; Borough Land Entitlement; WMC Replacement Project; Technology Committee; Borough Manager's Timesheet
- Economic Development – Workforce Development; Brass Tax Business Basics
- Finance – Personnel Changes; Property Tax Assessments; Permanent Fund
- Library – Summer Reading Program; Literacy Computer; Training for Librarian
- Parks & Recreation – Aquatics; Community Center; Summer Recreation Program; Adult Recreation Program
- Public Works – Household Hazardous Waste
- Convention & Visitors Bureau – Stikine River Birding Festival

In addition to Manager Rooney's written report, he stated that the participants who took part in Lemonade Day had almost doubled over last year's total participants. Manager Rooney said that once the participants have submitted their final reports, he would update the Assembly with the amount of money raised and the amounts that were donated to charity by each booth. He stated that one of the requirements was that the participants must donate 10% of their total profits to charity. He said that St. Francis Animal Hospital, KSTK, and the Summer Reading Program were among the local charities that were listed.

Manager Rooney also provided an update on his visit to Sitka last week with Ms. Marla Sanger to meet with Mr. Perkins with the USDA. He said that he and Ms. Sanger met with Mr. Perkins on Friday to review the re-application process for the USDA loan application for the hospital replacement project.

Manager Rooney said that Mr. Perkins informed him that Ms. Tammy Trevino with the USDA, Administrator for Housing Community Facilities, would be visiting Wrangell on Monday, June 10, 2013; would be providing Ms. Trevino with a tour of some of the facilities that USDA helped to fund. He stated that some of those projects might include the Library, the Nolan Center, and the Senior Housing Community Garden. He said that they would also be showing her the AICS Clinic, the new hospital location, and would give her a tour of the existing hospital.

Assembly Member Christian asked what the hospital could afford to pay for.

Manager Rooney answered that one of the USDA requirements was to go through and do a financial performance study; would probably use the same company that was used last time; after the study, would still have to be reviewed by an independent third party.

Assembly Member Christian stated that he saw that the square footage had been reduced to 53,000. He asked if that was what they were looking at now.

Manager Rooney responded by saying that there was a potential for that square footage to be reduced even further due to the AICS Clinic and the Hospital Clinic possibly sharing the clinic space. He said that Ms. Sanger was visiting with AICS to see where potential savings could be made.

Assembly Christian also asked if there was a known timeframe that DNR might respond with regards to the land selection rejection letter.

Manager Rooney stated that the response to DNR had been emailed and mailed certified. He said that he would look into if there was a timeframe that DNR had to reply to the City's land selection rejection letter.

Mayor Jack commented that it was a good thing to see AICS and the Hospital working rather closely.

Manager Rooney added that it was an important part of the visit with Mr. Perkins to show the unity between the City and the Hospital.

#### **BOROUGH CLERK'S FILE**

Borough Clerk Flores's report was provided.

- Upcoming dates to remember
- Wrangell Convention & Visitors Bureau meeting - Thursday, May 16, 2013 - cancelled
- Special Energy Committee - scheduled for Thursday, May 16, 2013 at 6:30 p.m.

Clerk Flores stated that she was requesting approval for travel and training to attend the Municipal Clerks Professional Development Institute. She read the following statement to support her request for the training:

This training is essential for me to obtain my Certification as a Certified Municipal Clerk. As you can see by the information that I have provided to you, the Professional Development training provides me with the tools and the networking resources that are vital in performing my duties as your Borough Clerk.

***Moved by Jamieson, seconded by Christian, to approve the travel and training in June, 2013 for the Borough Clerk to attend the Municipal Clerks Professional Development Institute in Tacoma, Washington.***

Assembly Member Jamison stated that she had attended PD I, II & III in Tacoma, Washington. She further stated that the training was very important and essential for a Municipal Clerk's professional growth. She said that the Clerk will bring back the tools that she has learned and provide a report to the Assembly. She said that the Borough Clerk would implement what she has learned for City Hall, for her office, and for the community.

Assembly Member Jamieson expressed how important it was for the Borough Clerk to work toward her certification.

Mayor Jack stated that when the Borough Clerk was hired, it had been implied that this training would be provided.

Assembly Member Jamieson added yes, and for her continued education.

Assembly Member Stough said that in the future, it was important for the Borough Clerk to continue her education.

***Motion approved unanimously by polled vote.***

Clerk Flores stated that Mayor Jack and Assembly Members Christian and Jamieson would be attending the AML Summer Legislative Meeting in August. She also said that Assembly Member Stough had expressed interest in attending.

Mayor Jack pointed out that since there would be four members of the Assembly attending, there should be proper public notice given.

Clerk Flores responded that she would provide proper public notice of the meeting.

Clerk Flores thanked the Assembly for their support.

## **MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS**

### **10a Reports by Assembly Members**

Assembly Member Jamieson thanked the Mayor and Assembly for appointing her to fill the vacancy on the Borough Assembly until October 2013. She said that she appreciated the unanimous vote.

### **10b Appointment to fill the vacancies on the Planning & Zoning Commission**

Mayor Jack stated that there were no letters of interest received for the two vacancies; we would continue to advertise for the two vacancies.

### **10c Appointment to fill the vacancy on the Economic Development Committee**

Mayor Jack stated that there were no letters of interest received for the vacancy; we would continue to advertise for the vacancy.

### **10d Appointment of the Wrangell Medical Center Board Liaison Alternate Seat**

***Moved by Jamieson, seconded by Wiederspohn, to appoint Assembly Member McCloskey to fill the vacancy of the Wrangell Medical Center Board Liaison Alternate Seat if she so wishes.***

Assembly Member McCloskey asked what day of the month the meetings were held on.

Manager Rooney stated that the regular meetings were held on the third Wednesday of each month at 5:30 p.m.

Assembly Member McCloskey stated that it would not interfere with her work schedule.

***Motion approved unanimously by polled vote.***

**10e** Appointment to fill the vacancy on the Code Review Committee

*Added at the request of Assembly Member Jamieson under Amendments to the Agenda*

Assembly Member stated that she had made the request to add this item to the Agenda. She further stated that she would be interested in serving on the Code Review Committee if no one else was interested in serving.

***Moved by Stough, seconded by Christian, to appoint Assembly Member Jamieson to the Code Review Committee. Motion approved unanimously by polled vote.***

## **PERSONS TO BE HEARD**

***Don McConachie, 622 Zimovia Hwy.,*** said that he hadn't read through the FY 2013-14 draft budget yet but that as an Assembly, the budget was the most important item of business that the Assembly would consider. He asked that the Assembly do their due diligence as both Tim and Jeff had done. He said that the willingness of the Assembly to go through and approve the budget was to be commended.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## **NEW BUSINESS**

**13a** Discussion and possible action relating to an Industrial Lot Trade between the City and Borough of Wrangell & Brett Woodbury

***Moved by Jamieson, seconded by Christian, to approve the exchange of the lot owned by the City and Borough of Wrangell, Lot 7, Block 61, with the lot owned by Brett Woodbury, Lot 3, Block 65, both located in the Wrangell Industrial Subdivision Park Expansion, and to direct staff to advertise the sale of Lot 3, Block 65 according to the requirements contained within the Wrangell Municipal Code.***

Manager Rooney stated that Mr. Woodbury owned two lots in the Industrial Park and the City owned a lot that Mr. Woodbury wanted to own. He said that the lot that Mr. Woodbury

wanted does not have utilities or access to it; Mr. Woodbury would like to trade his lot that had utilities and access to it. Rooney stated that the lots were of comparable size.

***Motion approved unanimously by polled vote.***

**\*13b** Final Plat approval of the Goodale Replat

**APPROVED UNDER CONSENT AGENDA**

**ATTORNEY'S FILE**

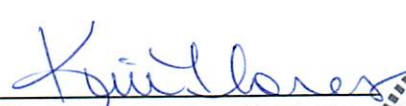
There was no Attorney's File.

**EXECUTIVE SESSION**

There was no Executive Session.

**ADJOURNMENT: 7:22 p.m.**

ATTEST:

  
Kim Flores, Borough Clerk

  
David L. Jack, Mayor

